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# ILCA "HELP"

**HAZARD EVALUATION LOSS PREVENTION BULLETIN OF THE  
INSURANCE LOSS CONTROL ASSOCIATION**

Fall 2003

**2003 ILCA Conference  
October 20-22, 2003  
Hyatt Regency Hotel at Greater Columbus Convention Center  
350 North High Street,  
Columbus, OH 43215**

**Hotel Reservations:** Contact the Hyatt Regency directly to make your hotel reservation at 614-463-1234 or use the toll-free reservation line 800-233-1234. Be sure to mention you are with the ILCA Conference to receive the discounted rate of \$103 per night (*plus state and local taxes*). The ILCA room block expires on September 18, 2003 so reserve your room early to take advantage of the discounted rate. Rates after September 18, 2003 are at the discretion of the Hyatt Regency.

**Complimentary Parking in the EAST SURFACE PARKING LOT:** All ILCA Conference participants will receive complimentary parking in the *EAST Surface Parking Lot* located at the corner of Nationwide and Fourth Streets that is located about half a block away from the Hyatt Regency Hotel. This will be the only lot reserved for ILCA Conference participants to receive complimentary parking.

A map to the parking lot will be included with your confirmation letter that is sent out approximately 10 days after the receipt of your registration.

Parking anyplace other than in the EAST SURFACE PARKING LOT will be at your own expense.

**Travel to the Conference:** The hotel does not offer a shuttle service from the airport, but rather suggests if guests are not driving or using a taxi to utilize the Columbus Ohio Transit Authority Bus transportation (COTA). COTA offers circular service between Port Columbus Airport and downtown hotels. The Capital City Flyer runs between the hours of 6:12a.m. and 9:38 p.m., arriving at the COTA Bus Stop in the airport baggage claim area at 6:53 a.m. The last trip into the downtown from the airport is 8:52p.m.

The service runs every 60 minutes seven days a week. One-way fare is \$5 or three-day passes are available for \$9. Travel between downtown locations is \$0.25 per ride. Additionally, COTA has a real-time bus arrival system in the Columbus area. The system provides bus riders with the actual arrival time for the next bus. This service is available at certain locations, including the Hyatt Regency lobby.

For specific driving directions, please visit the Hyatt Regency Columbus website at [www.columbus.hyatt.com](http://www.columbus.hyatt.com) and click on the maps and directions link.

**Conference Costs:**

**Early Bird Registration**  
**Now - September 12th**  
\$225 Member  
\$275 Non Member

**Regular Registration**  
**September 13 - September 30**  
\$250 Member  
\$300 Non Member

**Late Registration**  
**October 1 - October 22**  
\$275 Member  
\$350 Non Member

**Multiple registrations of 4 or more from the same company through October 1, 2003**

\$225 Members  
\$275 Non Members

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## DON'T MISS OUT ON THIS OPPORTUNITY

**T**he Insurance Loss Control Association Conference is giving you the opportunity to save on the cost of registration. **Registration is only \$225 if you register by September 12, 2003!** Just complete your registration form and send it in by the deadline. *For groups of 4 or more people registration costs are only \$225 each until October 1, 2003.*

Once again, this year's conference is packed with topics that you can use in the field. Each session will give you information that you can put to practical use!

Highlights for the conference will include:

- Drugs in the Workplace;
- Building a Successful Safety Program;
- Workers' Compensation Surveys;
- Employee Screening;
- Commercial Heating Systems;
- Building Construction and Classifications;
- Life Safety in places of Assembly and much more!

Our Keynote Speaker will be **Earl Bruce**, former Ohio State Football Coach. In his nine years with Ohio State, he was the best coach in the Big Ten. Earle's past is filled with toughness, honor, and independence. Earl will share his experiences in his presentation titled "A Winning Attitude".

**Join us in Columbus. For more information visit [www.insurancelosscontrol.org](http://www.insurancelosscontrol.org)**

### SPONSORSHIP OPPORTUNITIES ARE STILL AVAILABLE

**ILCA Annual Conference, October 20-22, 2003, Columbus, Ohio.** Two and a half day seminar for loss control managers, loss control staff and P & C underwriters. Anticipated attendance is 80-100.

**Evening Reception - \$1000 each – 1 hour, Available Monday and Tuesday Evening.**

Includes: Announcement at reception regarding your company, signage, thank you in the morning for your sponsorship, notation and thank you in conference agenda, on-line agenda link to your website, table for materials and printed materials, **encouraged to have small logo giveaways** and all the possible contacts you can create by networking. Evening Reception sponsors will also receive a special mention and a 3.5" x 5" advertisement space in the post conference newsletter. Specifics of receptions to be determined based on hotel procedures.

**Luncheon - \$1000 each – 1 hour, Available Monday and Tuesday Afternoon.**

Includes: Announcements before and after lunch, signage, notation and thank you in conference agenda, on-line agenda link to your website, table for materials and printed materials, and **encouraged to have small logo giveaways**, and all the possible contacts you can create by networking. Luncheon sponsors will also receive a special mention and a 3.5" x 5" advertisement space in the post conference newsletter.

**Breakfast - \$500 each – 1 hour, Available Tuesday and Wednesday Morning.**

Includes: Announcement after breakfast regarding your company, signage, notation and thank you in conference agenda, on-line agenda link to your website, table for materials and printed materials, and **encouraged to have small logo giveaways**, and all the possible contacts you can create by networking.

**Sponsorship opportunities are on a first come, first serve basis. Sponsorship payments must be received no later than September 15, 2003. If payments are not received by that date, mention in the conference agenda and signage can not be guaranteed.**

Contact Stig Ruxlow for sponsorship applications, 309-266-0024 or [sruxlow@kuhlco.com](mailto:sruxlow@kuhlco.com)

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**INSURANCE LOSS CONTROL ASSOCIATION  
2003 CONFERENCE  
HYATT REGENCY HOTEL AT GREATER COLUMBUS CONVENTION CENTER  
OCTOBER 20-22, 2003  
AGENDA**

**Monday, October 20, 2003**

- 8:00 – 8:30 a.m.      **Registration and Continental Breakfast**  
**Provided by Brotherhood Mutual**
- 8:45 – 9:45 a.m.      **“ A Winning Attitude”**  
Experiences in coaching college football and how that philosophy relates to our daily work.  
Coach Earle Bruce (retired)  
Ohio State University
- 9:45 – 10:00 a.m.      **Break**  
**Provided by US Reports**
- 10:00 – 11:15 a.m.      **Drugs in the Workplace**  
The problem of drugs in the workplace and how to identify potential labs where drugs may be processed.  
Speaker to be Announced  
U. S. Drug Enforcement Agency
- 11:30 a.m. –  
12:30 p.m.              **Lunch**  
**Provided by ILCA**
- 12:30 – 1:45 p.m.      **Building a Safety Program**  
The key requirements for a safety program in the small to medium size business.  
Stig Ruxlow, CSP  
Risk Management Consultant  
Kuhl & Company
- 1:45 – 2:00 p.m.      **Break**  
**Provided by Kuhl & Company Insurance**
- 2:00 – 4:00 p.m.      **Workers Compensation Surveys**  
The mechanics of conducting the workers compensation survey.  
Speaker to be Announced  
Ohio Workers Compensation Bureau
- 4:30 – 5:30 p.m.      **Reception**  
**Provided by ILCA**
- 5:30 p.m.                **Dinner on Your Own**

**Tuesday October 21, 2003**

- 8:00 – 8:30 a.m.      **Continental Breakfast**  
**Provided by ILCA**
- 8:30 - 9:45 a.m.      **Employee Screening**  
Definition and advantage of employee screening, how to review an application, what can be checked, obtaining the employee release, and other background checks.  
Jim Sniegocki, Consultant  
American Background Information Services
- 9:45 – 10:00 a.m.      **Break**  
**Provided by State Farm Insurance**
- 10:00 – 11:30 a.m.      **Heating Systems**  
The basics of surveying the common heating systems found in commercial buildings.  
Speaker to be Announced  
Hartford Steam Boiler
- 11:30 a.m. –  
12:00 p.m.              **ILCA Business Meeting**  
We encourage all members to attend this meeting and be involved in decisions that affect the Association. At this time, we will also pass the gavel to the 2003 - 2004 incoming President.
- 12:00 –  
1:15 p.m.                **Lunch**  
**Provided by ILCA**
- 1:15 –  
2:30 p.m.                **Breakout Sessions**
- Session I: The Loss Control Survey**  
The basics of preparing for the survey, review of information provided by the underwriter, and what to do when you get to the account. This will cover both property and casualty considerations.  
Bruce Ayrton, CSP, ARM, ALCM  
Bruce E. Ayrton, Inc  
Inspections and Loss Control Services

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## AGENDA CONTINUED

### Session II: Building Construction

The basic classes/ types of building construction

Steve Laskowski, CIC  
President  
eLossControl.com, Inc.

1:15 –  
2:30 p.m.

### Breakout Sessions Continued

### Session III: Standards for Recreational Challenge Courses

The basic voluntary standards that apply to the various types of recreational challenge courses such as climbing wall, rope courses, etc.

Speaker to be Announced  
Association for Challenge Courses  
ACCT

2:30 –  
2:45 p.m.

### Break

Provided by Pat Allen Associates, Inc.

2:45 –  
4:00 p.m.

### Repeat of Breakout Sessions

### Session I: The Loss Control Survey

The basics of preparing for the survey, review of information provided by the underwriter, and what to do when you get to the account. This will cover both property and casualty considerations.

Bruce Ayrton, CSP, ARM, ALCM  
Bruce E. Ayrton, Inc  
Inspections and Loss Control  
Services

### Session II: Building Construction

The basic classes/ types of building construction

Steve Laskowski, CIC  
Operations Manager  
Charles A. Hock & Assoc.

### Session III: Standards for Recreational Challenge Courses

The basic voluntary standards that apply to the various types of recreational challenge courses such as climbing wall, rope courses, etc.

Speaker to be Announced  
Association for Challenge Courses  
ACCT

4:00 p.m.

Participants On Their Own for  
Evening/Dinner

## Wednesday, October 22, 2003

8:00 –  
8:30 a.m.

**Continental Breakfast**  
Provided by ILCA

8:30 –  
10:15 a.m.

**Life Safety for Assembly**  
*Focus is on restaurants, nightclubs, etc.*  
As the result of the recent Rhode Island and Chicago clubs disasters – what needs to be considered for construction, interior finishes, pyrotechnics, exits – capacity and evacuation  
Speaker to be Announced  
City of Columbus Fire Dept  
Licenses & Inspections

10:15 –  
10:30 a.m.

**Break**  
Provided by US Reports

10:30 a.m. –  
12:00 p.m.

**UL 300, NFPA 96 & Other Restaurant Fire Protection**  
Information on the requirements of the 2001 edition of NFPA 96 including the UL 300 automatic extinguishing system.  
Speaker to Be Announced  
Columbus Fire Department  
Columbus, OH

12:00 p.m.

**Conference Concludes**

1:30 –  
4:30 p.m.

**CFPS Examination**  
The Certified Fire Protection Specialist (CFPS) examination is a formal recognition of a level of expertise in fire protection and prevention. This open book, 3- hour examination is offered by the National Fire Protection Association (NFPA).  
**Proctor:** Dan Finn  
Insurance Loss Control Association

# ILCA Conference Registration

## REGISTRATION INFORMATION:

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Company/Affiliation

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Mailing Address

--	--	--

City

State

Postal Code

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Telephone

--

Fax

--	--	--

Delegate First Name

MI

Last Name

--

Badge Name

--

Title

E-mail Address: \_\_\_\_\_

## REGISTRATION FEES

### Member

On or Before September 12	\$225
September 13-30	\$250
October 1-22	\$275
Multiple Registrations of 4 or more from the same company through October 1	\$225

### Nonmember

On or Before September 12	\$250
September 13-30	\$300
October 1-22	\$350
Multiple Registrations of 4 or more from the same company through October 1	\$225

### Hotel

Contact the Hyatt Regency directly to make your hotel reservation at (614) 463-1234 or use the toll-free reservation line (800) 233-1234. Be sure to mention you are with the ILCA Conference to receive the discounted rate of \$103 per night (*plus state and local taxes*). The ILCA room block expires on September 18, 2003 so reserve your room early to take advantage of the discounted rate. Rates after September 18, 2003 are at the discretion of the Hyatt Regency.

### Confirmation

You will receive a letter of confirmation approximately 10 days following receipt of your registration. If you have any questions regarding the conference, please call (317) 875-5250.

### Cancellations

Cancellations made 10 or more working days prior to the start of the seminar are 100% refundable. Cancellations made less than 10 working days prior to the start of the seminar are 50% refundable. Refunds will not be granted after the seminar has begun.

### Accommodation

In accordance with Title III of the Americans with Disabilities Act, we invite all registrants to advise us of any disability and any requests for accommodation to that disability. Please submit your request as far as possible in advance of the program.

### What to Wear

The suggested dress code for this meeting is business casual.

## METHOD OF PAYMENT (Payment is due with registration form.)

GRAND TOTAL DUE

Please Check One:  Enclosed is Check # \_\_\_\_\_ payable to NAMIC (In U.S. Dollars) \$

Charge to the following card:  MC  VISA  AMEX  Discover

Card Number

Expiration Date (Month, Year)

Signature (Credit card registrations only) \_\_\_\_\_

Please print cardholder's name \_\_\_\_\_

- Early bird registration deadline: September 12, 2003.
- Duplicate form if needed.
- If faxing form, do not mail a duplicate.

RETURN COMPLETED FORM AND FEE TO:

ILCA  
P.O. Box 68700  
Indianapolis, IN 46268-0700  
Phone (317) 875-5250 Fax (317) 879-8408



Please indicate any special needs \_\_\_\_\_

## CONCURRENT WORKSHOP SELECTION (Please indicate your breakout session selections.)

Tuesday, October 21

<p>1:15 p.m. - 2:30 p.m.</p>	<p>Session 1 <input type="checkbox"/> <b>The Loss Control Survey</b> Bruce Ayrton Inspection and Loss Control Services</p>	<p>Session 2 <input type="checkbox"/> <b>Building Construction</b> Steve Laskoski Charles A. Hock &amp; Assoc.</p>	<p>Session 3 <input type="checkbox"/> <b>Standards for Recreational Challenge Courses</b> Speaker To Be Announced Association for Challenge Courses</p>
<p>2:45 p.m. - 4:00 p.m.</p>	<p>Session 1 <input type="checkbox"/> <b>The Loss Control Survey</b> Bruce Ayrton Inspection and Loss Control Services</p>	<p>Session 2 <input type="checkbox"/> <b>Building Construction</b> Steve Laskoski Charles A. Hock &amp; Assoc.</p>	<p>Session 3 <input type="checkbox"/> <b>Standards for Recreational Challenge Courses</b> Speaker To Be Announced Association for Challenge Courses</p>

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## Proposed Articles of Association Amendments

The executive committee would like to present the following amendments for the membership to consider. In accordance with Article IX of the bylaws, the bylaws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of a quorum of the membership, provided however that notice of the proposed changes have been published to the membership at least thirty (30) days prior to such regular meeting.

A quorum of the membership is defined in Article VIII of the bylaws as follows: "A quorum for the transaction of business or the election of officers at any meeting of the Association shall be at least twenty (20) active members present at the meeting."

Objections to any changes in these Articles may be filed in writing to the Association's Secretary, who shall state these objections to the meeting before any vote on them is taken. Objections should be submitted in writing to:

ILCA Secretary  
c/o Ms. Corene Carson  
3601 Vincennes Rd.  
Indianapolis, IN 46268

The following amendments will be presented to the membership to vote upon during the Annual Business Meeting held during the Annual Conference in Columbus, Ohio on October 21, 2003. Underlined items reflect additions, strikethrough items reflect deletions.

### Article V: Duties of Officers

Section 5.3: This officer shall assume the duties of the First Vice President when that officer is unable to act or is absent and shall be in charge of all publicity and membership activities of the Association. This officer shall be an ex-officio member of the Membership Committee. This officer will also be responsible for a back-up speech, coordination of web site activities and coordination of all newsletter articles and activities. ~~and technical articles for the newsletter.~~

Section 5.5: This officer shall keep an accurate record of the membership, showing names, company affiliation, address, dates of membership and withdrawal. This officer shall collect monies due the Association and shall make such disbursements as are proper. This officer shall send out notices to the membership of dues payments. This officer will also be responsible for the coordination of the membership directory compilation, printing and distribution. This officer shall be an ex-officio member of the Membership Committee.

### Article X: Liaison and Control

Section 10.3: The Association, under the direction of the Second Vice President, shall assist the National Association of Mutual Insurance Companies or any other designee of the executive committee in publishing the "Association Newsletter." The Association will reimburse the National Association of Mutual Insurance Companies or any other designee of the executive committee for the cost of compiling, laying out, publishing and distributing the newsletter to members of the Association.

### Article XII: Indemnification

Section 12.1: The Insurance Loss Control Association will indemnify the officers, employees and agents of the corporation as and to the extent permitted under any applicable statutes of the State of Illinois or any other applicable jurisdiction.

Section 12.2 The Insurance Loss Control Association will indemnify, defend and hold harmless it's officers, employees and agents from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the

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performance of their duties as an officer, employee or agent (other than an action or suit by or in the right of the Insurance Loss Control Association), and if they have acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the interests of the Insurance Loss Control Association and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination or settlement of any action, suit or proceeding will not create a presumption that the person did not act in good faith or in a manner that was unlawful.

Section 12.3 The Insurance Loss Control Association may purchase and maintain insurance on behalf of any person who is or was an officer, employee or agent of the corporation, to cover any liability asserted against him or her and incurred by him or her in any such capacity, or arising by virtue of his or her status and duties as an officer, employee or agent of the Insurance Loss Control Association.

This constitutes a revision of the Articles of Association as constituted Aug. 1-2, 1932 and revised April 16-19,1951, Sept. 15-16,1958, April 3-4, 1962, April 3-5, 1967, February 28, 1972, April 13, 1973, April 23, 1979, April 14, 1981, July 20, 1982, October 16, 1984, ~~and~~ October 22,1991 and October 21, 2003.

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**HYATT REGENCY COLUMBUS HOTEL  
OFFERS COMPLIMENTARY PARKING  
FOR ILCA CONFERENCE PARTICIPANTS  
IN EAST SURFACE PARKING LOT!**

**Park in the EAST Surface Parking Lot:**

**A**ll ILCA Conference participants will receive complimentary parking in the *EAST Surface Parking Lot* located at the corner of Nationwide and Fourth Streets that is located about half a block away from the Hyatt Regency Hotel. This will be the only lot reserved for ILCA Conference participants to receive complimentary parking.

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Insurance Loss Control Association  
3601 Vincennes Road  
P.O. Box 68700  
Indianapolis, IN 46268

