



12 South Center Street
Bensenville, IL 60106

Office: 630.350.3404
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VILLAGE BOARD

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September 1, 2017

Ms. Laura L. Scarry
53 West Jackson Blvd., Suite 740
Chicago, Illinois 60604

Re: August 25, 2017 FOIA Request

Dear Ms. Scarry:

I am pleased to help you with your August 25, 2017 Freedom of Information Act ("FOIA"). The Village of Bensenville received your request on August 25, 2017. You requested copies of the items indicated below:

"Any and all documents, including e-mails, relating to the request and attendance of individuates/employees for a Critical Strengths Assessment with Morrison Associates, Ltd. (located in Palatine, IL) during the time Michael Cassidy was Village manager for Bensenville, IL (roughly 2009-2015)."

After a search of Village files, the following documents are enclosed to fulfill your request:

- 1) Village of Bensenville E-Mails Regarding Morrison Associates, Ltd. from 2009-2015. (62 pgs.)
- 2) Village of Bensenville Purchase Orders for Morrison Associates, Ltd from 2009-2015. (10 pgs.)

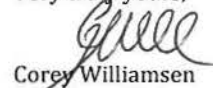
These are all of the documents that can be discovered responsive to your request.

Section 7(1)(b) of FOIA provided that "private information" is exempt from disclosure. "Private information" is defined in FOIA as, "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when complied without possibility of attribution to any person." 5ILCS 140/2(c-5). Consequently, the Village's tax Exemption Number has been redacted from the records being provided.

Pursuant to Section 9 of the FOIA, 5 ILCS 140/9, I am required to advise you that I, the undersigned Freedom of Information Officer, reviewed and made the foregoing determination to deny a portion of your FOIA Request as indicated. Should you believe that this Response constitutes an improper denial of your request, you may appeal such by filing a request for review within sixty (60) days of the date of this letter with the Public Access Counselor of the Illinois Attorney General's Office, Public Access Bureau, 500 South Second Street, Springfield, Illinois 62706; telephone 1-887-299-FOIA; e-mail: publicaccess@atg.state.il.us. You may also have a right of judicial review of the denial under Section 11 of FOIA, 5 ILCS 140/11.

Do not hesitate to contact me if you have any questions or concerns in connection with this response.

Very truly yours,


Corey Williamsen
Freedom of Information Officer
Village of Bensenville

From: Mark Rooney <mrooney@vil.carpentersville.il.us>
Sent: Thursday, January 01, 2015 2:04 AM
To: David Morrison
Cc: Brian Townsend; George Schafer; Michael Cassady; Ray Rummel; Tim Frenzer
Subject: Re: 2015 Seminar

David,
I would like the entire block on SELF: 14-20 skipping 19 to get it to 5

Sent from my iPhone

On Dec 30, 2014, at 11:52 AM, "David Morrison" <dmmd@morrisonltd.com<mailto:dmmd@morrisonltd.com>> wrote:

Colleagues,

You asked to see the topics we examined in 2014 and the potential topics for 2015. Those are in the attachment with an overview of the process. We will decide which topics you want in the next seminar on January 9, 2015. The attachment is also intended to help you as you recruit five or six more members. If I can be of any help, just ask.

Happy new year.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com<<http://www.morrisonltd.com>>

<CMSGrp Topics 2015.doc>

From: David Morrison <dmmd@morrisonltd.com>
Sent: Wednesday, December 31, 2014 1:35 PM
To: Brian Townsend; George Schafer; Mark Rooney; Michael Cassady; Ray Rummel; Tim Frenzer
Subject: Leadership Presence

The next seminar is on January 9, 2015 at 9:00 am. The topic is Leadership Presence. Leadership Presence is elusive, challenging to define, and difficult to pin down. That does not mean it is unimportant or imaginary. It gives a leader opportunities and advantages over those who lack it. It's roots are in basic human motivations, which contribute to the survival of the individual, tribe, and nation. It stirs up emotions based on old patterns in the brain.

It is worth trying to get some objective scientific understanding of Leadership Presence. That is just what we will do at the next Understanding Human Motivation and Leadership Seminar.

Leadership Presence will be examined and understood on January 9 in Morrison Associates seminar room, I hope you can be there.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
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847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Brian Townsend <btownsend@ci.schaumburg.il.us>
Sent: Wednesday, December 31, 2014 12:17 PM
To: David Morrison; George Schafer; Mark Rooney; Michael Cassady; Ray Rummel; Tim Frenzer
Subject: RE: 2015 Seminar

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks, Dr.

I think Dane Bragg in Buffalo Grove, Randy Recklaus in Arlington Heights, Juliana Maller in Hanover Park, and Scott Niehaus in Lombard would be good candidates for participation. I can reach out to all of them with information about the program to see if they're interested.

As for topics, my "top 5" are:

The Bad Apple
Human Motivation
Resistance to Change
Ethics
When to Trust Your Gut

Happy New Year!

BRIAN A. TOWNSEND | VILLAGE MANAGER
Village of Schaumburg | 101 Schaumburg Court | Schaumburg, IL | 60193-1899
phone: 847.923.4700 | fax: 847.923.2560
www.villageofschaumburg.com

From: David Morrison [mailto:dmmd@morrisonltd.com]
Sent: Tuesday, December 30, 2014 11:24 AM
To: Brian Townsend; George Schafer; Mark Rooney; Michael Cassady; Ray Rummel; Tim Frenzer
Subject: 2015 Seminar

Colleagues,

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Happy new year.

David

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Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: David Morrison <dmmd@morrisonltd.com>
Sent: Tuesday, December 30, 2014 11:25 AM
To: Brian Townsend; George Schafer; Mark Rooney; Michael Cassady; Ray Rummel; Tim Frenzer
Subject: 2015 Seminar
Attachments: CMSGrp Topics 2015.doc

Colleagues,

You asked to see the topics we examined in 2014 and the potential topics for 2015. Those are in the attachment with an overview of the process. We will decide which topics you want in the next seminar on January 9, 2015. The attachment is also intended to help you as you recruit five or six more members. If I can be of any help, just ask.

Happy new year.

David

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Understanding Human Motivation & Leadership
One-Year Seminars for
City Managers
Morrison Associates, Ltd.

Description of the Seminars

In 2014 a select group of city managers met once a month with Dr. David Morrison to examine topics relevant to municipal leadership. Morrison presented topics from seminars for executives and managers he has conducted over the past 35 years. The focus was on the personal and interpersonal challenges of leadership. With the completion of the first year this group decided to continue for another year and to invite other city managers to join. The second year will begin on February 13, 2015.

The format of each class consists of a two-hour presentation (with dialogue) of the topic for the month. During and after the presentation there are discussions of the topic, issues raised by the topic, and examples the managers want to discuss. The meetings are in Morrison Associates' conference room, on the second Friday of each month from 9:00 a. m. to noon.

Next Steps: The group will decide the subjects to address in 2015. A list of possible topics follows the list of 2014 topics. We are currently considering a seminar for assistants and deputies, which will repeat the 2014 topics.

2014 Topics:

The Foundation

1. *Framing the Issues of Working with People*
 - Demands on the leader.
 - Technical versus adaptive challenges.
 - Challenges: Emotions, groups, training, relationships.
2. *Leadership is a Function, not a Person*
 - How management functions change with promotions and at different levels of the organization.
 - Four fundamental requirements for leading people.
3. *Judgment*
 - What it is.
 - The role of perceiving reality, thinking, and acting.
 - Measurements.

Getting things done

4. *Understanding Power*
 - Definitions and differences between power and authority.
 - Common tactics.
 - Using power to get things done

Understanding Emotions

5. *Affects: A Tool to Understand Emotions*
 - Nine Affects versus infinite number of emotions.
 - Function of affects.
6. *Managing Negative Emotions*
 - Understanding and dealing with the six negative affects.
 - The leader's role.

7. *Dealing with Shame*
 - Deeper understanding of shame, its function, and defenses.
 - Responses to shame in others and one's Self.
8. *Coping & Defenses*
 - Common defenses confronting leaders.
 - Working with defenses in one's Self and others.

Tools and Applications

9. *Understanding and Managing Conflict*
 - The dangers and benefits of conflict.
 - Actions to manage conflict
10. *Understanding Trust*
 - The components of trust.
 - Managing problems with trust.
11. *Psychological Contracts*
 - Unspoken expectations at work, in marriages, and all relationships.
 - Three basic relationship issues.
 - Psychological contracts and alignment.
12. *Executive Presence*
 - What it is and how it supports power.
 - What contributes to it and undermines it.
 - How to develop it in oneself or someone else.

Potential Topics for 2015

Working with others

1. *Group Dynamics*
 - Strengths and weaknesses of groups
 - Different forms of group process
 - Difference between groups and teams
2. *Teams*
 - Team requirements
 - Types of teams
 - Requirements of team members
9. *The Bad Apple (Daven Morrison)*
 - The three types of "bad apple" behavior that harms a team's behavior.
 - When they do their most damage.
 - What the city manager can do about it.
3. *The Art and Science of Listening*
 - Listening is an unnatural act for many managers.
 - Building relationships requires:
 - Playfulness
 - Attunement, and
 - Managing emotions
 - Extroversion and introversion are also factors in the kinds of relationships one builds.
4. *5G Alignment*
 - Differences between technical and holistic work

- The working alliance
 - Requirements for 5G Alignment
5. *5G Alignment tools and applications*
- Psychological tests
 - Psychological contracts
 - Dialogue

Getting things done

6. *Human Motivation*
- The problem of demotivation.
 - Intrinsic and extrinsic motivators.
 - Human needs as motivators.
 - Affects as motivators.
7. *Mind Sets as Motivators*
- Michael Apter's test will be administrated and scored before the presentation.
 - The four opposing pairs of mind sets are:
 - Serious or Playful
 - Conform or Rebel
 - Transaction or Relationship
 - Self or Other
 - The testing and pairs are related to working on holistic problems.
 - The goals are: self-knowledge, aligning the mind set with the task, and understanding others.
8. *Structure & Support*
- Why structure is support
 - Sources of structure
 - The psychological functions of structure
9. *Resistance to Change*
- Why change is loss
 - Why humans resist change
 - Are positive changes, like vacation, stressful?
 - What determines if people are overwhelmed or excited with change?
 - Managing the human resistance to change

Professional challenges

10. *Ethics (David Limardi)*
- Case examples and discussions
11. *ABCs of Fraud (Daven Morrison)*
- Psychological causes of fraud
 - How the fraudster deceives
 - What constitutes a fraud ecology.
 - How to create an organization that deters fraud.
12. *Economic Development (Daven Morrison)*
- What municipalities do that undermines development.
 - What banks want to know.
 - How teams or leaders support the process.
13. *Case: A Police Department Under Attack*
- Highland Park Police accused of racial profiling.
 - Union "Corporate Campaign"
 - Addressing and solving the problem.

Self

14. *Executive Profiling*

- Psychological tests used to understand managers and executives.
- Psychological profiles used to manage conflict between peers, leaders and subordinates, and in teams.
- Profiles associated with success

15. *The Differences Between Surviving and Thriving*

- Survey of those who thrive.
- Psychological profiles of those who thrive.
- What keeps people from thriving?
- Requirements for thriving.

16. *When to Trust Your Gut*

- Principles of fast and slow thinking.
- Challenges to judgment.
- Challenges of Illusions.

17. *Self Awareness*

- Requirements for self-awareness.
- Obstacles to self-awareness.
- Tools for self-awareness.

18. *Managing Stress*

- Objective definition of stress.
- What is stress?
- Consequences of stress.
- Different kinds of stress.

19. *Building Your Own Support*

- Creating support structures for oneself.
- Examples of structures for work family and self>

20. *Relaxation Techniques*

- Techniques to help manage stress and gain some control.
- Guided imaginary
- Self Hypnosis
- Experience with the techniques.

Balance

21. *Balancing Work, Family, & Self*

- Definitions of the three aspects of life.
- Defining the needs of work, family, and self.
- Examples of working on balance.

Costs: \$1,995 for a year (2 invoices, 6 months apart).

From: Daven Morrison <daven@morrisonltd.com>
Sent: Tuesday, December 16, 2014 12:18 PM
To: Michael Cassady
Subject: Following up on 360 idea

Mike,

Just wanted to followup and see about finding time to discuss your idea on the 360.

Let me know what would work well for you. I am going to be in Lombard in early January and could find time around that visit (the 8th)

Warm regards,

Davem

--

David E Morrison III, M.D.

This email is generally checked multiple times daily. If there is a delay in my response please be patient. I will get to you; delays happen as our work often requires sustained non-interrupted attention.

***If you need to reach me urgently please call: 847.991.2260
between 8 and 4 pm central on business days.
Sally will answer***

Full contact information:

Morrison Associates Ltd.

✉ 650 First Bank Drive
Palatine, IL, 60067

☎ 847.991.2260,

Fax 847.991.1343

www.morrisonltd.com

From: ILCMA@niu.edu
Sent: Monday, December 08, 2014 12:08 PM
Subject: 2015 Dates Set for Midwest Leadership Institute ~ March 23 - 27, 2015

To view this in html, please click [here](#).



Midwest Leadership Institute *Helping local government navigate a complex world in a time of disruptive change*

Approach

A basic premise of the Midwest Leadership Institute is that successful outcomes in local government require a deep understanding of interpersonal leadership. The ability to understand individual and organizational behavior and the ability to diagnose why people act the way they do is crucial. The courage and discipline to admit when you do not know what you do not know, which requires you to know yourself and your emotions, is also a focus of the Institute.

Who Should Attend

Local government professionals including chief administrative officers, assistants, and department heads interested in advancing their career who would like to:

- Thrive in an increasingly complex world with multiple personalities, competing self-interests, questionable ethics and the prominence of the information age.
- Function in a complex world with challenges facing local government professionals that can make leaders feel like the healthiest person in the emergency room.
- Implement sound judgment, an important concept of the Institute, which will help guard against blind pathology and acting without the proper analysis.

The Institute customizes learning to the needs of the participants. Learning in teams focusing on real world local government scenarios is a critical component of the Institute.

Curriculum

The Institute is an intensive 4.5-day program with both an internal self-focus and an external organizational focus. The Institute consists of nine learning pods including lectures, exercises, team discussions and team presentations.

The nine learning pods are as follows:

1. Leadership in the New Order of Things and Fundamental Concept for Leading People
2. Judgment – The Foundation to Successful Leadership
3. Emotions – The Ultimate Motivator
4. Self-Awareness – Overlook at your Own Risk
5. Resistance, Motivation and Performance
6. The Unique Challenges of Public Sector Ethics
7. Groups Committing to Reality
8. Aligning Goals, Tasks and Relationships
9. Balancing the Competing Needs of Work, Family and Self

If you are an [ICMA Credentialed Manager](#), the Institute includes practice areas 1,2,6,8,9,13,14,17,18

Instructors

A cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development presents the program.

- David E. Morrison, M.D.
- Daven Morrison, M.D.
- David M. Limardi, Midwest Regional Director, ICMA, MPA, ICMA-CM
- Robert Kiely, City Manager, Lake Forest, MPA, ICMA-CM

Logistics

Each program is limited to 50 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute is held March 23 - March 27, 2015 at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

Visit www.cgs.niu.edu/midwest_leadership_institute for more program details and area lodging options. Please contact Dawn Peters at dpeters@niu.edu or call her at 815-753-0923 with questions.



WILLIAM C. HARRIS, III, CHAIRMAN

**Center for
Governmental Studies**

Leadership, Governance, and Economic Development

Limardi Consulting, LLC



**MORRISON
ASSOCIATES**

Register Today!

From: David Morrison <dmmd@morrisonltd.com>
Sent: Friday, December 05, 2014 11:58 AM
To: Michael Cassady
Subject: City Manager Seminar: Psychological Contracts

Mike,

The next seminar is on December 12, 2014 at 9:00 am. The topic is Psychological Contracts. Psychological Contracts are part of all working relationships—management, teams, marriages, and anywhere two or more people need to work together. Part of the challenge is that, unlike legal contracts, Psychological Contracts are not conscious, explicit, or acknowledged by the participating parties. Nevertheless there are some clear components: Unspoken expectations and Three basic relationship issues.

Psychological Contracts are central to alignment, conflict management, and trust.

All of those aspects of Psychological Contracts will be addressed on November 14 in Morrison Associates seminar room, I hope you can be there.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Sally Imboden <sally.imboden@morrisonltd.com>
Sent: Friday, November 07, 2014 12:29 PM
To: City Mgr Seminar Group
Subject: Economic Development Program
Attachments: Econ Development Business and Municipalities.doc

Good news! Happily, we have had a strong response to our Economic Development Program on November 19th. There are two more spots available if you and a guest are interested in joining us. Attached is a program description and schedule.

Please let us know soon. Thank you.
Sally for Daven Morrison

Sally Imboden
Morrison Associates, Ltd.
650 North First Bank Drive
Palatine, IL 60067
847.991.2260
847.991.1343 fax

Economic Development: *Harvesting The Best Of Local Municipalities And Private Industry*

Presentation and workshop for Enlightened Bankers and City Managers

November 19, 2014

Purpose:

At times the needs of private industry, banking and the administration of a city can be at odds. *Economic Development* is a challenge that municipalities, regions and private industry are all motivated to pursue. Yet, despite this shared goal, alignment in achieving this goal remains a challenge. Often the process gets bogged down: key people feeling out of control caught within a process that is unwieldy. Dialogue across interested parties is essential as it breaks down assumptions and leads to novel solutions.

Program:

8:00 am	Hearty Breakfast
8:30 am	Introduction and Orientation <i>Daven Morrison</i>
8:40 am	Common Ground in Economic Development <i>Michael Blue</i>
10:00 am	Refreshing Break
10:15 am	Success Story: Elk Grove Village <i>Ray Rummel</i>
11:30 am	Summary comments and adjournment <i>Optional Lunch</i>

Brief Description:

The program revolves around what is known about economic development from two experienced professionals. Michael Blue, Principal of Teska Associates and Ray Rummel City Manager of Elk Grove Village. They will share their experiences of what works, and what doesn't. In addition to successes, they will also share what are the key process and interpersonal requirements to culture the environment that allows for Economic Development.

The program will encourage dialogue and sharing of perspectives, challenges and best practices. Morrison Associates Ltd. has worked with professional financial service firms and city management teams since 1976.

Setting: McGraw Wildlife Reserve

Costs: \$250 (per individual and one guest)

From: David Morrison <dmmd@morrisonltd.com>
Sent: Friday, November 07, 2014 11:43 AM
To: Michael Cassady
Subject: Understanding Trust

Follow Up Flag: Follow up
Flag Status: Flagged

Mike,

The next seminar is on November 14, 2014 at 9:00 am. The topic is Understanding Trust. Trust is easily misunderstood. What is reasonable trust? It is often put in moralistic demands (you should trust me). "You don't trust me" can be interpreted as an affront to justify righteous indignation. Like fairness, it is often in the eye of the beholder and changes depending upon the state of mind of the beholder.

Trust is an important part of working together so it needs to be understood in a clinical, not moralistic, sense. Such understanding includes:

- The components of trust;
- Managing problems with trust; and
- How to build trust

All of those aspects of trust will be addressed on November 14 in Morrison Associates seminar room, I hope you can be there.

David

David E. Morrison, M.D.
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847/991-2260
Cell: 847 274-6121
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dmmd@morrisonltd.com
www.morrisonltd.com

From: Sally Imboden <sally.imboden@morrisonltd.com>
Sent: Thursday, October 02, 2014 2:17 PM
To: Michael Cassidy; Mark Rooney; Brian Townsend; George Schafer
Cc: Daven Morrison; David Morrison
Subject: Invitation from Daven Morrison
Attachments: Econ Development Business and Municipalities.doc

Dear Friends,

Morrison Associates has worked with private for profit businesses and municipalities for decades. Both groups have been intrigued by the other.

One area of common ground is economic development. Daven has been in dialogue with Michael Blue, former Community Development Director of Highland Park around many ideas. Together they worked on a section of the Leadership Institute and also have taught a version together for planners.

As they have had their dialogue, the challenge of having more efficient processes around planning and economic development became an intriguing challenge. Daven who has worked with financial institutions has offered to bring regional banks into the dialogue while Michael brings his experience with professional planners both inside and outside. Inside as he has served municipalities and outside as he has consulted to them (which he currently does as a principal for Teska Associates of Evanston).

Please consider joining us on November 19, 2014 for a discussion on economic development with enlightened professionals from the financial services industry as well as city management. Further specifics are on the attachment.

Best,

Daven

Economic Development: *Harvesting The Best Of Local Municipalities And Private Industry*

Presentation and workshop for Enlightened Bankers and City Managers

November 19, 2014

Purpose:

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Setting: McGraw Wildlife Reserve

Costs: \$250 (per individual and one guest)

From: Carol Morrison <carol.morrison@morrisonltd.com>
Sent: Tuesday, July 15, 2014 3:25 PM
To: Michael Cassady
Subject: Morrison Associates' invoice: Professional Development Seminars
Attachments: Inv.CM Seminars.7.1.14. 2014.0011.doc

Mike,

In the attachment is our invoice for the second half of the Managers' 2014 seminars. Thank you for participating and please let me know if you have questions or concerns. We hope you are finding these classes helpful and interesting.

Kind regards,
Carol

Carol Morrison
Morrison Associates, Ltd.
847-991-2260
carol.morrison@morrisonltd.com
www.morrisonltd.com

MORRISON ASSOCIATES

MORRISON ASSOCIATES, LTD
650 N. FIRST BANK DRIVE
PALATINE, IL 60067
1 847 991 2260 MAIN + 1 847 991 1343 FA

Invoice

July 10, 2014

Village of Bensenville, IL

Attention: Mr. Mike Cassady

Invoice #2014:0011

July 1 – December 31, 2014

Professional Development Seminars
“Understanding Human Motivation and Leadership”
David E. Morrison, M.D.

Please remit to Morrison Associates, Ltd.

\$997.50

Thank you.

Wire Instructions:

The Northern Trust Company
770 West Northwest Highway
Barrington, IL 60010

Acct # 0005409837
ABA Wire Transfer # 071 000 152
ABA ACH Payment # 071 000 152

Remittance Address:

Morrison Associates, Ltd
650 North First Bank Drive
Palatine, IL 60067
U.S.A.

Fed. ID # 36-3087356

Bills for consulting, expenses, and charges are due within 20 days. Thank you.

From: David Morrison <dmmd@morrisonltd.com>
Sent: Wednesday, June 25, 2014 9:19 AM
To: Michael Cassady
Subject: Understanding and mastering shame

Mike,

The next seminar is on July 11, 2014. The topic is Shame, a very powerful motivator in work and politics. It supports and undermines focus on goals, communications, competition and anything else that is part of human interaction.

We will have more discussion than in prior seminars. To maximize the quality of the discussions I ask you to consider some preparation. If you can find the time in the next two week take 15 minutes to talk to your deputy or assistant manager about shame:

- Ask him or her what he or she thinks the function of shame is—why do humans experience it.
- What is the role of shame in civilization, that is government?
- Can your assistant give an example of when it was harmful and when helpful?
- If you have the time and inclination, do the same thing with an elected official.

David

David E. Morrison, M.D.
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Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Joe McCoy <jmccoy@iml.org>
Sent: Tuesday, June 24, 2014 11:26 AM
Subject: IML/ILCMA Request for Assistance with Survey

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Manager/Administrator:

IML is lending assistance to ILCMA to generate results for a survey. Your participation would be greatly appreciated!

Northern Illinois University, Morrison Associates and Limardi Consulting LLC have embarked on an important research project to identify the most important policy and management success criteria in local government. It is imperative that input from critical policy makers (elected officials) as well as professional local government managers be reflected in the research data. To date, the research team has received in excess of 500 responses from local government policy makers and management professionals throughout Illinois and Wisconsin. We would very much appreciate your input, which would add additional value to the research outcome.

Surveys have been designed specifically for local elected officials and professional local government managers. Click here to access the survey that was designed for you: <https://surveymonkey.com/s/LocalGovernmentManagementSuccess>. If you have any questions about the research or the survey, please email ILCMA@niu.edu.

Please feel free to forward the survey to other elected officials in your jurisdiction who may be interested in providing input.

Joe McCoy

Legislative Director
Illinois Municipal League
jmccoy@iml.org
Phone: 217/525-1220
Cell: 217/836-9164



From: ILCMA@niu.edu
Sent: Tuesday, June 17, 2014 4:15 PM
Subject: 2015 Dates Set for Midwest Leadership Institute ~ March 23 - 27, 2015

To view this in html, please click [here](#).



Midwest Leadership Institute *Helping local government navigate a complex world in a time of disruptive change*

Approach

A basic premise of the Midwest Leadership Institute is that successful outcomes in local government require a deep understanding of interpersonal leadership. The ability to understand individual and organizational behavior and the ability to diagnose why people act the way they do is crucial. The courage and discipline to admit when you do not know what you do not know, which requires you to know yourself and your emotions, is also a focus of the Institute.

Who Should Attend

Local government professionals including chief administrative officers, assistants, and department heads interested in advancing their career who would like to:

- Thrive in an increasingly complex world with multiple personalities, competing self-interests, questionable ethics and the prominence of the information age.
- Function in a complex world with challenges facing local government professionals that can make leaders feel like the healthiest person in the emergency room.
- Implement sound judgment, an important concept of the Institute, which will help guard against blind pathology and acting without the proper analysis.

The Institute customizes learning to the needs of the participants. Learning in teams focusing on real world local government scenarios is a critical component of the Institute.

Curriculum

The Institute is an intensive 4.5-day program with both an internal self-focus and an external organizational focus. The Institute consists of nine learning pods including lectures, exercises, team discussions and team presentations.

The nine learning pods are as follows:

1. Leadership in the New Order of Things and Fundamental Concept for Leading People
2. Judgment – The Foundation to Successful Leadership
3. Emotions – The Ultimate Motivator
4. Self-Awareness – Overlook at your Own Risk
5. Resistance, Motivation and Performance
6. The Unique Challenges of Public Sector Ethics
7. Groups Committing to Reality
8. Aligning Goals, Tasks and Relationships
9. Balancing the Competing Needs of Work, Family and Self

If you are an [ICMA Credentialed Manager](#), the Institute includes practice areas 1,2,6,8,9,13,14,17,18

Instructors

A cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development presents the program.

- David E. Morrison, M.D.
- Daven Morrison, M.D.
- David M. Limardi, Midwest Regional Director, ICMA, MPA, ICMA-CM
- Robert Kiely, City Manager, Lake Forest, MPA, ICMA-CM

Logistics

Each program is limited to 50 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute is held March 23 - March 27, 2015 at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

Visit www.cgs.niu.edu/midwest_leadership_institute for more program details and area lodging options. Please contact Dawn Peters at dpeters@niu.edu or call her at 815-753-0923 with questions.



SCHOOL OF THE FUTURE'S LEADERSHIP

**Center for
Governmental Studies**

Leadership, Governance, and Economic Development

Limardi Consulting, LLC



Register Today!

From: survey-noreply@smo.surveymonkey.com on behalf of ILCMA@niu.edu via
surveymonkey.com <member@surveymonkey.com>
Sent: Tuesday, June 17, 2014 8:52 AM
To: Michael Cassidy
Subject: Research on Success Criteria in Local Government

Dear Michael J.,

We are respectfully asking for your assistance. Northern Illinois University, Morrison Associates and Limardi Consulting LLC have embarked on an important research project to identify the most important policy and management success criteria in local government. It is imperative that input from critical policy makers (elected officials) as well as professional local government managers be reflected in the research data. To date, the research team has received in excess of 500 responses from local government policy makers and management professionals throughout Illinois and Wisconsin. We would very much appreciate your input, which would add additional value to the research outcome.

Surveys have been designed specifically for local elected officials and professional local government managers. Click here to access the survey that was designed for you:

https://www.surveymonkey.com/s.aspx?sm=WnMdVuKuJ8zNpddIckbYGQ_3d_3d . If you have any questions about the research or the survey, please email ILCMA@niu.edu.

Please feel free to forward the survey to other elected officials in your jurisdiction who may be interested in providing input.

Thank you very much for your kind consideration.

Respectfully,

Michael Belsky, Former Mayor, Highland Park, IL
Donald P. Schoenheider, Mayor, Lake Forest, IL
Robert Kiely, City Manager, Lake Forest, IL
David Limardi, ICMA Midwest Regional Director

If you do not wish to receive further emails from us, please click the link below.

https://www.surveymonkey.com/optout.aspx?sm=WnMdVuKuJ8zNpddIckbYGQ_3d_3d

From: David Morrison <dmmd@morrisonltd.com>
Sent: Wednesday, May 21, 2014 10:01 AM
To: Michael Cassady
Subject: Managing Negative Emotions, 6/6/14

Mike,

The next two meetings in the *Understanding Human Motivation And Leadership* Seminar series are on understanding and managing negative emotions:

6/6/14, *Managing Negative Emotions*

7/11/14, *Dealing with Shame*

On the 6th we will look at the challenges of negative emotions (particularly anger, fear, and distress) for leaders. We will examine general methods of managing them and specific ways to manage individual affects. How to cope as a leader and the use of relaxation techniques will close the seminar. The seminar will start at 9:00 am and go to 12:00 noon.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Frank Soto
Sent: Wednesday, May 14, 2014 8:47 AM
To: Michael Cassady; Dan Di Santo
Subject: Fwd: Research on Success Criteria in Professional Local Government

What do u think?

Sent from my iPhone

Begin forwarded message:

From: "ILCMA@niu.edu" via surveymonkey.com <member@surveymonkey.com>
Date: May 14, 2014 at 8:30:23 AM CDT
To: <fsoto@bensenville.il.us>
Subject: Research on Success Criteria in Professional Local Government
Reply-To: <ILCMA@niu.edu>

Dear Frank,

Within the past month, you should have received an email inviting you to participate in a survey on quantifying success in the local government profession. We respectfully request that you join your professional colleagues in completing the survey, as your insights would add tremendous value to the research underway.

The survey is part of a larger body of research being conducted by the Center for Governmental Studies at Northern Illinois University, Limardi Consulting, and Morrison Associates, Ltd. that intends to provide a better understanding of the challenges and expectations faced in the profession as well as to develop tools and strategies to be successful. An abstract further detailing the purpose and scope of the study is available upon request.

The survey has had nearly 400 responses from across Wisconsin and Illinois, but we would greatly appreciate hearing from you as well. You can do so by clicking this link to access the survey: https://www.surveymonkey.com/s.aspx?sm=MdJvI1fWmpibhb9afWjMXA_3d_3d

If you have any questions about the research, feel free to email us at KielyR@cityoflakeforest.com or dmlimardi@gmail.com.

Thanks for your commitment to this profession and for sharing your knowledge and expertise with us!

Robert Kiely, City Manager, Lake Forest, IL
David Limardi, Retired City Manager, Highland Park, IL

If you do not wish to receive further emails from us, please click the link below.
https://www.surveymonkey.com/optout.aspx?sm=MdJvI1fWmpibhb9afWjMXA_3d_3d

From: survey-noreply@smo.surveymonkey.com on behalf of ILCMA@niu.edu via
surveymonkey.com <member@surveymonkey.com>
Sent: Wednesday, May 14, 2014 8:30 AM
To: Michael Cassidy
Subject: Research on Success Criteria in Professional Local Government

Dear Michael J.,

Within the past month, you should have received an email inviting you to participate in a survey on quantifying success in the local government profession. We respectfully request that you join your professional colleagues in completing the survey, as your insights would add tremendous value to the research underway.

The survey is part of a larger body of research being conducted by the Center for Governmental Studies at Northern Illinois University, Limardi Consulting, and Morrison Associates, Ltd. that intends to provide a better understanding of the challenges and expectations faced in the profession as well as to develop tools and strategies to be successful. An abstract further detailing the purpose and scope of the study is available upon request.

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https://www.surveymonkey.com/s.aspx?sm=WnMdVuKuJ8zNpddIckbYGQ_3d_3d

If you have any questions about the research, feel free to email us at KielyR@cityoflakeforest.com or dmlimardi@gmail.com.

Thanks for your commitment to this profession and for sharing your knowledge and expertise with us!

Robert Kiely, City Manager, Lake Forest, IL
David Limardi, Retired City Manager, Highland Park, IL

If you do not wish to receive further emails from us, please click the link below.

https://www.surveymonkey.com/optout.aspx?sm=WnMdVuKuJ8zNpddIckbYGQ_3d_3d

From: David Morrison <dmmd@morrisonltd.com>
Sent: Monday, April 28, 2014 12:00 PM
To: Michael Cassady
Subject: Understanding Emotions, May 9, 2014

Mike,

The next three meetings in the Understanding Human Motivation And Leadership Seminar series are on understanding emotions:

5/9/14, *Affects: A Tool to Understand Emotions*

6/13/14, *Managing Negative Emotions*

7/11/14, *Dealing with Shame*

On the 9th we will look at the function of emotions in human motivation and a manageable (scientifically based) model to work with them. The seminar will start at 9:00 am and go to 12:00 noon.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Sally Imboden <sally.imboden@morrisonltd.com>
Sent: Tuesday, April 08, 2014 11:51 AM
To: Dane C. Bragg; Michael Cassady; Frenzer, Tim; Mark Rooney; Rummel, Ray; Peter Scalera; Brian Townsend; David Morrison
Subject: City Manager Seminar Group

Looking forward to seeing you on Friday at 9.
Sally for Dr. Morrison

Sally Imboden
Morrison Associates, Ltd.
650 First Bank Drive
Palatine, IL 60067
847.991.2260
847.991.1343 f

From: David Morrison <dmmd@morrisonltd.com>
Sent: Friday, March 28, 2014 2:03 PM
To: Brian Townsend; Mark Rooney; Michael Cassady; Ray Rummel; Tim Frenzer
Subject: "The The Power of the Leader: Power & Authority," April 11 at 9:00

Colleagues,

Power is an important tool for the leadership task of **Create Demand**. Unfortunately some leaders think power is bad—a variation on “power corrupts.” Such a belief makes it hard to create demand and get things done. That idea comes from a misunderstanding of power, what it is, how you get it, and how you use it. Thus, understanding power is important for accomplishing goals and for ethics.

It is important to understand what kind of power administrative professionals have or if all of the real power belongs to the elected officials. Department heads and others in the administration who don't understand their power complain of having more responsibility than authority. They don't realize everyone is in that boat. Nobody ever has enough authority to do his or her job well. That is why it is recommended a leader minimize the use of his or her authority?

There are many power tactics to understand. Some are surprising. For example, there is a great deal of power in listening.

The next meeting of the Understanding Human Motivation And Leadership seminar is on April 11 at 9:00 and is about Power.

David

David E. Morrison, M.D.
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847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: David Morrison <dmmd@morrisonltd.com>
Sent: Tuesday, March 18, 2014 3:33 PM
To: Michael Cassady
Subject: Re: Friday meeting

Follow Up Flag: Follow up
Flag Status: Flagged

Sorry. I can't this afternoon but can most of the time on Wed. and Thur.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL, 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Michael Cassady <MCassady@bensenville.il.us>
Date: Tue, 18 Mar 2014 19:15:11 +0000
To: David Morrison <dmmd@morrisonltd.com>
Subject: RE: Friday meeting

Yes – will call later this afternoon. Cool?

From: David Morrison [<mailto:dmmd@morrisonltd.com>]
Sent: Tuesday, March 18, 2014 1:58 PM
To: Michael Cassady
Subject: Re: Friday meeting

Mike,

We will miss you.

Can we talk this week?

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, Il., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com <<http://www.morrisonltd.com>>

From: Michael Cassady <MCassady@bensenville.il.us>
Date: Tue, 18 Mar 2014 18:45:41 +0000
To: David Morrison <dmmd@morrisonltd.com>
Subject: RE: Friday meeting

Hi David:

I'm sorry I have to miss this session. I would like to re-connect with you to discuss the recent psych testing we did. I appreciate it!

mike

From: David Morrison [<mailto:dmmd@morrisonltd.com>]
Sent: Tuesday, March 18, 2014 11:08 AM
To: Brian Townsend; Mark Rooney; Michael Cassady; Ray Rummel; Tim Frenzer
Subject: Friday meeting

We will meet this Friday at 8:30 to discuss Judgment.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, Il., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com <<http://www.morrisonltd.com>> <<http://www.morrisonltd.com>>

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dmmd@morrisonltd.com
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Subject: RE: Friday meeting

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847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: ILCMA@wpo.cso.niu.edu
Sent: Tuesday, February 11, 2014 7:08 AM
Subject: Midwest Leadership Institute - March 31 - April 4, 2014

To view this in html, please click [here](#).



Midwest Leadership Institute *Helping local government navigate a complex world in a time of disruptive change*

Approach

A basic premise of the Midwest Leadership Institute is that successful outcomes in local government require a deep understanding of interpersonal leadership. The ability to understand individual and organizational behavior and the ability to diagnose why people act the way they do is crucial. The courage and discipline to admit when you do not know what you do not know, which requires you to know yourself and your emotions, is also a focus of the Institute.

Who Should Attend

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- Thrive in an increasingly complex world with multiple personalities, competing self-interests, questionable ethics and the prominence of the information age.
- Function in a complex world with challenges facing local government professionals that can make leaders feel like the healthiest person in the emergency room.
- Implement sound judgment, an important concept of the Institute, which will help guard against blind pathology and acting without the proper analysis.

The Institute customizes learning to the needs of the participants. Learning in teams focusing on real world local government scenarios is a critical component of the Institute.

Curriculum

The Institute is an intensive 4.5-day program with both an internal self-focus and an external organizational focus. The Institute consists of nine learning pods including lectures, exercises, team discussions and team presentations.

The nine learning pods are as follows:

1. Leadership in the New Order of Things and Fundamental Concept for Leading People
2. Judgment – The Foundation to Successful Leadership
3. Emotions – The Ultimate Motivator
4. Self-Awareness – Overlook at your Own Risk
5. Resistance, Motivation and Performance
6. The Unique Challenges of Public Sector Ethics
7. Groups Committing to Reality
8. Aligning Goals, Tasks and Relationships
9. Balancing the Competing Needs of Work, Family and Self

If you are an [ICMA Credentialed Manager](#), the Institute includes practice areas 1,2,6,8,9,13,14,17,18

Instructors A cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development presents the program.

- David E. Morrison, M.D.
- Daven Morrison, M.D.
- David M. Limardi, Midwest Regional Director, ICMA, MPA, ICMA-CM
- Robert Kiely, City Manager, Lake Forest, MPA, ICMA-CM

Logistics Each program is limited to 50 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute is held March 31 - April 4, 2014 at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

Visit www.cgs.niu.edu/midwest_leadership_institute for more program details and area lodging options. Please contact Dawn Peters at dpeters@niu.edu or call her at 815-753-0923 with questions.



WILLIAM C. HARRIS, III, CHAIRMAN

**Center for
Governmental Studies**

Leadership, Governance, and Economic Development

Limardi Consulting, LLC



**MORRISON
ASSOCIATES**

Register Today!

From: Carol Morrison <carol.morrison@morrisonltd.com>
Sent: Monday, February 10, 2014 12:08 PM
To: Michael Cassady
Subject: Morrison Associates' seminar invoice
Attachments: Invoice 2013.0086 Bensenville.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning, Mike –

We are pleased you will be participating in the new seminar for City Managers. In the attachment is our invoice for the first six months.

Please review and let me know if you have questions or concerns.

Thank you,
Carol

Carol Morrison
Director of Finance & Administration
Morrison Associates, Ltd.
650 North First Bank Drive
Palatine IL 60067
Main: 847-991-2260
Facsimile: 847-991-1343
carol.morrison@morrisonltd.com
www.morrisonltd.com

MORRISON ASSOCIATES

MORRISON ASSOCIATES, LTD
650 N. FIRST BANK DRIVE
PALATINE, IL 60067
1 847 991 2260 MAIN + 1 847 991 1343 FA

Invoice

February 7, 2014

Village of Bensenville IL

Attention: Mr. Mike Cassady

Invoice #2013:0086

January 1 – July 1, 2014

Professional Development Seminars
“ Understanding Human Motivation & Behavior”
David Morrison, M.D.

Please remit to Morrison Associates, Ltd.

\$997.50

Wire Instructions:

The Northern Trust Company
770 West Northwest Highway
Barrington, IL 60010

Acct # 0005409837
ABA Wire Transfer # 071 000 152
ABA ACH Payment # 071 000 152

Remittance Address:

Morrison Associates, Ltd
650 North First Bank Drive
Palatine, IL 60067

Fed. ID # 36-3087356

Bills for consulting, expenses, and charges are due within 30 days. A late payment charge equal to 1% per month will be assessed after 30 days.

From: David Morrison <dmmd@morrisonltd.com>
Sent: Tuesday, February 04, 2014 11:07 AM
To: Brian Townsend; Mark Rooney; Michael Cassady; Peter Scalera; Ray Rummel; Tim Frenzer
Subject: Next meeting and yearly schedule.

Colleagues,

The next seminar will be on 2/14/14. The topic will be leadership.

The seminars are on the second Friday of each month. There is a yearly schedule below.

I hope to see you then.

Dates
Understanding Human Motivation & Leadership
One-Year Seminar for City Managers
Morrison Associates, Ltd.

The Foundation

<i>Friday, 1/10/14</i>	<i>Framing the Issues of Working with People</i>
<i>Friday, 2/14/14</i>	<i>Leadership is a Function, not a Person</i>
<i>Friday, 3/14/14</i>	<i>Judgment (There is a problem with this date, which we will discuss on the 14th.)</i>

Getting things done

<i>Friday, 4/11/14</i>	<i>Understanding Power</i>
------------------------	----------------------------

Understanding Emotions

<i>Friday, 5/9/14</i>	<i>Affects: A Tool to Understand Emotions</i>
<i>Friday, 6/13/14</i>	<i>Managing Negative Emotions</i>
<i>Friday, 7/11/14</i>	<i>Dealing with Shame</i>
<i>Friday, 8/8/14</i>	<i>Coping & Defenses</i>

Tools and Applications

<i>Friday, 9/12/14</i>	<i>Managing conflict</i>
<i>Friday, 10/10/14</i>	<i>Understanding Trust</i>
<i>Friday, 11/14/14</i>	<i>Psychological Contracts</i>

Friday, 12/12/14 Executive Presence

The meetings are in Morrison Associates conference room, on the second Friday of each month from 9:00 a. m. to noon.

Fees: \$1,995 for a year (2 invoices, 6 months apart).

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: David Morrison <dmmd@morrisonltd.com>
Sent: Thursday, January 30, 2014 11:38 AM
To: Michael Cassady
Subject: Thank you

Mike,

Thank you for participating in our research project and taking the testing profile. You are the first one, so we need to learn how to make it as useful as possible. After you left I reflected on the experience you had and thought that it was highly condensed—a lot for you to take-in in less than an hour. I would like to call you next week to discuss what you think after a week of reflection, clarify any questions you will have, and get your ideas on how we can make the feedback more understandable and useful.

Is there a time that would be good for you to talk for about 15 minutes?

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: ICMA Midwest Leadership Institute <events@icma.org>
Sent: Thursday, January 30, 2014 3:04 AM
To: Michael Cassady
Subject: New Regional Professional Development Opportunity in Midwest



New Regional Professional Development Opportunity in Midwest

ICMA is teaming up with [David M. Limardi](#), Midwest Regional Director, ICMA, MPA, ICMA-CM and former President of ICMA, Northern Illinois University Center for Governmental Studies, and Morrison Associates, Ltd., to present the [Midwest Leadership Institute](#), March 31-April 4. The institute is designed as an expansion to Limardi's workshop, [Interpersonal Leadership & the New Order of Things](#) and will focus on successful outcomes in local government that require a deep understanding of interpersonal leadership.

Over five days, [David Limardi](#); [Robert Kiely](#), City Manager, Lake forest, MPA, ICMA-CM; [David E. Morrison, M.D.](#) and [Daven Morrison, M.D.](#), Morrison Associates, Ltd., will expose participants to the concepts needed to thrive in an increasingly complex world with multiple personalities, competing self-interests, questionable ethics and the prominence of the information age. The Institute customizes learning to the needs of the participants. Participants will learn in teams focusing on real world local government scenarios is a critical component of the Institute.

The Institute will address [ICMA management practice](#) areas: 1, 2, 6, 8, 9, 13, 14, 17, and 18 of the core areas that are essential for effective local government management and can be used to achieve [ICMA credentialed manager](#) status.

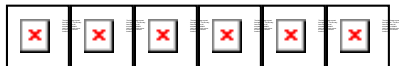
Who Should Attend: Local government professionals including chief administrative officers, assistants, and department heads interested in advancing their career.

- **When:** March 31 - April 4
- **Where:** Northern Illinois University, Naperville, IL
- **Cost:** \$1800 ICMA Members, \$2,000 for non-members. Sessions includes materials, breakfast, breaks, lunch (M-Th). All materials are provided via Blackboard, a digital classroom tool, one week in advance
- [Register today!](#) Space is limited. For more information on the Institute visit the [ICMA Website](#)

You received this e-mail because you are a member or customer of ICMA.

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[Manage communication preferences](#)

ICMA • 777 North Capitol St NE • Suite 500 • Washington, DC 20002 • <http://icma.org>



From: Sally Imboden <sally.imboden@morrisonltd.com>
Sent: Wednesday, January 22, 2014 11:52 AM
To: Michael Cassady
Cc: David Morrison
Subject: Re: Scheduling meeting at Morrison Associates

Thank you for your prompt response, Mr. Cassady.
January 30 in the morning will work! Is 8:30 okay?
Kind regards,
Sally

Sally Imboden
Morrison Associates, Ltd.
650 North First Bank Drive
Palatine, IL 60067
847.991.2260
847.991.1343 f

> From: Michael Cassady <MCassady@bensenville.il.us>
> Date: Wed, 22 Jan 2014 17:47:06 +0000
> To: Sally Imboden <sally.imboden@morrisonltd.com>
> Cc: David Morrison <david.morrison@morrisonltd.com>
> Subject: RE: Scheduling meeting at Morrison Associates
>
> Hi Sally!
>
> How about Thursday Jan. 30th in the am or Feb. 6th starting at 1:30?
> The 5th and 7th are trashed for me.....
>
> Hope you both are well!
>
> Mike
>
>
> Michael J. Cassady
> Village Manager
>
> 12 South Center Street, Bensenville. IL 60106
> P: 630.350.3420 C: 847-894-0008 E: mcassady@bensenville.il.us
>
>
>
>
> -----Original Message-----
> From: Sally Imboden [mailto:sally.imboden@morrisonltd.com]
> Sent: Wednesday, January 22, 2014 11:42 AM
> To: Michael Cassady

> Cc: David Morrison
> Subject: Scheduling meeting at Morrison Associates
>
> Mr. Cassidy,
> Dr. Morrison asked that I contact you to schedule time at our office.
> We will need to allow about 3-1/2 hours, beginning at 8:30a.m.
> (psychological testing, followed by a meeting with Dr. Morrison).
>
> February 5 and 7 are both available, if you are interested in scheduling.
>
> Regards,
> Sally
>
> Sally Imboden
> Morrison Associates, Ltd.
> 650 North First Bank Drive
> Palatine, IL 60067
> 847.991.2260
> 847.991.1343 f
>
>
>

From: ILCMA@wpo.cso.niu.edu
Sent: Friday, January 17, 2014 1:06 PM
Subject: Midwest Leadership Institute - March 31 - April 4, 2014

To view this e-mail in your browser, click [HERE](#)



Midwest Leadership Institute *Helping local government navigate a complex world in a time of disruptive change*

Approach

A basic premise of the Midwest Leadership Institute is that successful outcomes in local government require a deep understanding of interpersonal leadership. The ability to understand individual and organizational behavior and the ability to diagnose why people act the way they do is crucial. The courage and discipline to admit when you do not know what you do not know, which requires you to know yourself and your emotions, is also a focus of the Institute.

Who Should Attend

Local government professionals including chief administrative officers, assistants, and department heads interested in advancing their career who would like to:

- Thrive in an increasingly complex world with multiple personalities, competing self-interests, questionable ethics and the prominence of the information age.
- Function in a complex world with challenges facing local government professionals that can make leaders feel like the healthiest person in the emergency room.
- Implement sound judgment, an important concept of the Institute, which will help guard against blind pathology and acting without the proper analysis.

The Institute customizes learning to the needs of the participants. Learning in teams focusing on real world local government scenarios is a critical component of the Institute.

Curriculum

The Institute is an intensive 4.5-day program with both an internal self-focus and an external organizational focus. The Institute consists of nine learning pods including lectures, exercises, team discussions and team presentations.

The nine learning pods are as follows:

1. Leadership in the New Order of Things and Fundamental Concept for Leading People
2. Judgment – The Foundation to Successful Leadership
3. Emotions – The Ultimate Motivator
4. Self-Awareness – Overlook at your Own Risk
5. Resistance, Motivation and Performance
6. The Unique Challenges of Public Sector Ethics
7. Groups Committing to Reality
8. Aligning Goals, Tasks and Relationships
9. Balancing the Competing Needs of Work, Family and Self

If you are an [ICMA Credentialed Manager](#), the Institute includes practice areas 1,2,6,8,9,13,14,17,18

Instructors A cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development presents the program.

- David E. Morrison, M.D.
- Daven Morrison, M.D.
- David M. Limardi, Midwest Regional Director, ICMA, MPA, ICMA-CM
- Robert Kiely, City Manager, Lake Forest, MPA, ICMA-CM

Logistics Each program is limited to 50 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute is held at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

Visit www.cgs.niu.edu/midwest_leadership_institute for more program details and area lodging options. Please contact Dawn Peters at dpeters@niu.edu or call her at 815-753-0923 with questions.



Limardi Consulting, LLC



Register Today!

From: David Morrison <dmmd@morrisonltd.com>
Sent: Wednesday, January 08, 2014 3:10 PM
To: Brian Townsend; Mark Rooney; Michael Cassady; Peter Scalera; Ray Rummel; Tim Frenzer
Cc: Jason Slowinski
Subject: First seminar this Friday at 9:00

Follow Up Flag: Follow up
Flag Status: Flagged

Tim, Mark, Ray, Peter, Michael, Brian,

This Friday we will start at 9:00 (some people could not make 8:30).

The presentation will set the framework for the rest of the topics on Understanding Human Motivation and Behavior as they relate to leadership. The content will include:

1. Differences between interpersonal and technical problems
2. Leadership
 - Definitions
 - Competing models
 - Pressures on the leader
1. Judgment
 - Components
 - Two systems of thinking
1. Emotions
 - o Their function
 - A tool for understanding
 - Differences between men and women
- Coping and defenses
 - Individual,
 - Group,
 - Organizational
1. Motivation

I am excited about starting this process with you and hope you are also eager to get going, If you wish to bring a guest, feel free.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

----- End of Forwarded Message

From: Rummel, Ray <RRummel@elkgrove.org>
Sent: Wednesday, January 08, 2014 12:26 PM
To: David Morrison; Brian Townsend; Mark Rooney; Michael Cassady; Peter Scalera; Tim Frenzer
Subject: Friday Start Time

Hi David,

Happy New Year!

I just want to confirm that the start time for our meeting this Friday is 9 am.

I also look forward to reading your book. Is it on Amazon? What's the title?

Thank you and best wishes.

Ray

From: David Morrison [mailto:dmmd@morrisonltd.com]
Sent: Tuesday, December 17, 2013 4:05 PM
To: Brian Townsend; Mark Rooney; Michael Cassady; Peter Scalera; Rummel, Ray; Tim Frenzer
Subject: Seminar status and an idea

Tim, Mark, Ray, Peter, Michael, Brian,

The first meeting of our seminar will be three weeks from Friday. It will set the framework for the rest of the topics on Understanding Human Motivation & Behavior as they relate to leadership. Even though we have the schedule for the first year we can modify it if the group wishes. I recently had an idea for you to consider.

I just completed a book on how people decide. It is excellent and fits well with my presentation on judgment (the third topic in the seminar). The book is so good that we could read and discuss it in the meeting after the presentation on judgment. It is full of ideas, research and data, which will stimulate many ideas on application. We don't need to decide now. You can even wait until after the lecture and discussion on judgment before you decide. I want to have the flexibility to modify as we go if it meets your interests and needs.

We have room for some more participants so feel free to ask anyone you think can add to the group. If you want to bring someone along to the first meeting to see if they are interested that will be fine.

Have good and joyful holidays. There will be more updates after the first of

the year.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: David Morrison <dmmd@morrisonltd.com>
Sent: Tuesday, December 17, 2013 4:05 PM
To: Brian Townsend; Mark Rooney; Michael Cassady; Peter Scalera; Ray Rummel; Tim Frenzer
Subject: Seminar status and an idea

Tim, Mark, Ray, Peter, Michael, Brian,

The first meeting of our seminar will be three weeks from Friday. It will set the framework for the rest of the topics on Understanding Human Motivation & Behavior as they relate to leadership. Even though we have the schedule for the first year we can modify it if the group wishes. I recently had an idea for you to consider.

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Have good and joyful holidays. There will be more updates after the first of the year.

David

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650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Brian Townsend <btownsend@ci.schaumburg.il.us>
Sent: Tuesday, November 19, 2013 11:22 AM
To: David Morrison; Mark Rooney; Michael Cassady; Peter Scalera; Ray Rummel; Tim Frenzer
Subject: RE: Seminar status and starting date

Follow Up Flag: Follow up
Flag Status: Completed

Thanks, David. I look forward to participating.

Can you tell me the time of the events and the anticipated duration?

BRIAN A. TOWNSEND | VILLAGE MANAGER
Village of Schaumburg | 101 Schaumburg Court | Schaumburg, IL | 60193-1899
phone: 847.923.4700 | fax: 847.923.2560
www.villageofschaumburg.com

From: David Morrison [mailto:dmmd@morrisonltd.com]
Sent: Tuesday, November 19, 2013 9:56 AM
To: Brian Townsend; Mark Rooney; Michael Cassady; Peter Scalera; Ray Rummel; Tim Frenzer
Subject: Seminar status and starting date

Tim, Mark, Ray, Peter, Michael, Brian,

Brian Townsend has decided to join the seminar. Welcome Brian, and thank you, one more time, Ray. Four others are considering. We need two more and four would be better.

We are planning to start on January 10—the first of the second Fridays of each month. On that first day we will look at the context and fundamental concepts, we will use over the next year to understand the human challenges of leadership. It will be an overview of motivation, emotions, defenses and concepts we will explore in more depth later.

I am looking forward to starting this seminar with you.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: David Morrison <dmmd@morrisonltd.com>
Sent: Tuesday, November 19, 2013 9:56 AM
To: Brian Townsend; Mark Rooney; Michael Cassady; Peter Scalera; Ray Rummel; Tim Frenzer
Subject: Seminar status and starting date

Tim, Mark, Ray, Peter, Michael, Brian,

Brian Townsend has decided to join the seminar. Welcome Brian, and thank you, one more time, Ray. Four others are considering. We need two more and four would be better.

We are planning to start on January 10—the first of the second Fridays of each month. On that first day we will look at the context and fundamental concepts, we will use over the next year to understand the human challenges of leadership. It will be an overview of motivation, emotions, defenses and concepts we will explore in more depth later.

I am looking forward to starting this seminar with you.

David

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Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL, 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: David Morrison <dmmd@morrisonltd.com>
Sent: Tuesday, November 12, 2013 8:52 AM
To: Michael Cassady
Subject: Seminar status and starting date

Follow Up Flag: Follow up
Flag Status: Flagged

Michael, (This email was also sent to the wrong address for you.)

Tim, Mark, Ray, Peter, Michael,

Michael Cassady has decided to join the seminar. Welcome Michael and thank you Ray. Four others are considering. We need three more and five would be better.

The group decided to start on December 13 if it worked for everyone. Friday the thirteenth probably was probably not a good day to start and I think we should move the start date back to January 10—the next second Friday of the next month.

I am looking forward to starting this seminar with you.

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL, 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: David Morrison <dmmd@morrisonltd.com>
Sent: Tuesday, November 12, 2013 8:51 AM
To: Michael Cassady
Subject: City manager seminar series

Michael,

(This email was sent to you but the address was wrong. So here it is again.)

Ray Rummel said you will join the seminar series, "Understanding Human Motivation and Leadership." I am delighted you will participate with our group. You will be included in the emails about the seminar so you can make plans and give your suggestions.

Welcome,

David

David E. Morrison, M.D.
Morrison Associates, Ltd.
650 First Bank Drive, Palatine, IL., 60067
847/991-2260
Cell: 847 274-6121
Fax: 847 991-1343
dmmd@morrisonltd.com
www.morrisonltd.com

From: Rummel, Ray <RRummel@elkgrove.org>
Sent: Monday, November 04, 2013 2:15 PM
To: Michael Cassady; Kevin Barr; bkrumstok@cityrm.org
Subject: Interesting Program
Attachments: CM 1 year Sem schedule.doc

Hey Gentlemen,

Take a look at the attached program. Morrison has custom developed a leadership enhancement program for city/village managers/administrators.

We need a certain number of people signed-up in the program to make it fly. I don't think the program was offered to you as of yet. Would you be interested in the program? It would be a Friday morning, once a month program.

Best wishes.

Ray

Schedule
Understanding Human Motivation & Behavior
One-Year Seminar for
City Managers
Morrison Associates, Ltd.

The Foundation

1. *Framing the Issues of Working with People*
 - Demands on the leader.
 - Technical versus adaptive challenges.
 - Challenges: Emotions, groups, training, relationships.
2. *Leadership is a Function, not a Person*
 - How management functions change with promotions and at different levels of the organization.
 - Four fundamental requirements for leading people.
3. *Judgment*
 - What it is.
 - The role of perceiving reality, thinking, and acting.
 - Measurements.

Getting things done

4. *Understanding Power*
 - Definitions and differences between power and authority.
 - Common tactics.
 - Using power to get things done

Understanding Emotions

5. *Affects: A Tool to Understand Emotions*
 - Nine Affects versus infinite number of emotions.
 - Function of affects.
6. *Managing Negative Emotions*
 - Understanding and dealing with the six negative affects.
 - The leader's role.
7. *Dealing with Shame*
 - Deeper understanding of shame, its function, and defenses.
 - Responses to shame in others and one's Self.
8. *Coping & Defenses*
 - Common defenses confronting leaders.
 - Working with defenses in one's Self and others.

Tools and Applications

9. *Managing conflict*

- The dangers and benefits of conflict.
- Actions to manage conflict

10. *Understanding Trust*

- The components of trust.
- Managing problems with trust.

11. *Psychological Contracts*

- Unspoken expectations at work, in marriages, and all relationships.
- Three basic relationship issues.
- Psychological contracts and alignment.

12. *Executive Presence*

- What it is and how it supports power.
- What contributes to it and undermines it.
- How to develop it in oneself or someone else.

The seminar will consist of a two to two and a half hour presentation (with dialogue) of the topic for the month. After a break there will be a one and half to two hour discussion of the topic, issues raised by the topic, and examples the participants wish to discuss. The meetings will be in Morrison Associates conference room, on the second Friday of each month from 8:30 a. m. to noon.

Fees: \$1,995 for a year (2 invoices, 6 months apart).

TAX EXEMPTION NUMBER
E5557-4555-00

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Fiscal Year 2015

Page 1 of 1

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ATTN: ACCOUNTS PAYABLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106-1987
PHONE: (630) 766-8200

VENDOR

MORRISON ASSOCIATES LTD
650 N FIRST BANK DRIVE
PALATINE IL 60067

SHIP-TO

VILLAGE OF BENSENVILLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106

Vendor Phone Number		Vendor Fax Number		Requisition Number 20152990		Delivery Reference	
Date Ordered 07/24/2015	Vendor Number 522	Date Required	Freight Method/Terms			Department/Location Administration	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price	
1	PROFESSIONAL DEVELOPMENT SEMINARS FROM AUGUST, 2015 - FEBRUARY 2016 11020110 - 521510 \$997.50		1.0	Each	\$997.500	\$997.50	
RECEIVED JUL 24 2015 FINANCE DEPARTMENT							

CONDITIONS - READ CAREFULLY

1. The right is reserved to cancel this order if not filled within the contract time, if specified.
 2. The conditions of this order are not to be modified by any verbal understanding.
 3. Acceptance of this order includes Acceptance of all terms, prices, delivery instructions, specifications and conditions stated.
 4. INVOICES AND PACKAGES MUST BEAR THIS ORDER NUMBER.
 5. THE CITY ASSUMES NO RESPONSIBILITY FOR GOOD DELIVERED WITHOUT THE AUTHORITY OF A PROPERLY EXECUTED PURCHASE ORDER.
- PLEASE FORWARD ALL INVOICES TO:

Village of Bensenville
ATTN: Accounts Payable
12 S. Center Street
Bensenville, IL 60160

PO Total	\$997.50
-----------------	-----------------

Village Manager Approval:

Authorized By:

MPKansha

IMPORTANT - To receive payment all invoices and shipping labels must show purchase order number.

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MORRISON ASSOCIATES

MORRISON ASSOCIATES, LTD
650 N. FIRST BANK DRIVE
PALATINE, IL 60067
1 847 991 2260 MAIN + 1 847 991 1343 FA

Invoice

July 21, 2015

Village of Bensenville, IL

Attention: Mr. Michael Cassidy
Village Manager

Invoice #2015:0009

August 2015 – February 2016

Professional Development – Managers' Lecture Series
David E. Morrison, M.D.
Semi-annual fee @ \$997.50

Please remit to Morrison Associates, Ltd.

\$997.50

Thank you.

Wire Instructions:

The Northern Trust Company
770 West Northwest Highway
Barrington, IL 60010

Acct # 0005409837
ABA Wire Transfer # 071 000 152
ABA ACH Payment # 071 000 152

Remittance Address:

Morrison Associates, Ltd
650 North First Bank Drive
Palatine, IL 60067
U.S.A.

Fed. ID # 36-3087356

Bills for consulting services, expenses, and related charges are due within 20 days. Thank you.

7/21/15
20152990



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E99974999-00

Purchase Order

Fiscal Year 2015

Page 1 of 1

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Purchase Order # **20150810-00**

Please enter our order in accordance with prices,
delivery and specifications given.

Please include purchase order number on all
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BILL TO

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ATTN: ACCOUNTS PAYABLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106-1987
PHONE: (630) 766-8200

VENDOR

MORRISON ASSOCIATES LTD
650 N FIRST BANK DRIVE
PALATINE IL 60067

SHIP TO

VILLAGE OF BENSENVILLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference			
				20150880					
Date Ordered		Vendor Number		Date Required		Freight Method/Terms		Department/Location	
03/12/2015		522						Administration	
Item#	Description/Part No.				Qty	UOM	Unit Price		Extended Price
1	PROFESSIONAL DEVELOPMENT-MANAG 02/01/15-03/31/15-PROFESSIONAL DEVELOPMENT-MANAGERS' LECTURE SERIES. DAVID E MORRISON M.D SEMI-ANNUAL FEE 11020110 - 521510				1.0	Each	\$997.500		\$997.50
	\$997.50								

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- The right is reserved to cancel this order if not filled within the contract time, if specified.
- The conditions of this order are not to be modified by any verbal understanding.
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PLEASE FORWARD ALL INVOICES TO:

Village of Bensenville
ATTN: Accounts Payable
12 S. Center Street
Bensenville, IL 60160

PO Total \$997.50

Village Manager Approval:

Authorized By:

[Signature]

IMPORTANT - To receive payment all invoices and
shipping labels must show purchase order number.

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R-2015 0580 578
110 20110
521510

MORRISON ASSOCIATES

0057

MORRISON ASSOCIATES, LTD
650 N. FIRST BANK DRIVE
PALATINE, IL 60067
1 847 991 2260 MAIN + 1 847 991 1343 FA

Invoice

March 9, 2015

Village of Bensenville, IL

Attention: Mr. Mike Cassidy

Invoice #2014:0122

February 1, 2015 – July 31, 2015 *Professional Development – Managers' Lecture Series*
David E. Morrison, M.D.
Semi-annual fee @ \$997.50

Please remit to Morrison Associates, Ltd.

\$997.50

Thank you.

Wire Instructions:

The Northern Trust Company
770 West Northwest Highway
Barrington, IL 60010

Acct # 0005409837
ABA Wire Transfer # 071 000 152
ABA ACH Payment # 071 000 152

Remittance Address:

Morrison Associates, Ltd
650 North First Bank Drive
Palatine, IL 60067
U.S.A.

Fed. ID # 36-3087356

Bills for consulting services, expenses, and related charges are due within 20 days. Thank you.



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Page 1 of 1

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ATTN: ACCOUNTS PAYABLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106-1987
PHONE: (630) 766-8200

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MORRISON ASSOCIATES LTD
650 N FIRST BANK DRIVE
PALATINE IL 60067

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VILLAGE OF BENSENVILLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
			20142856			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
07/21/2014	522				Administration	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
1	DEVELOPMENT SEMINAR PROFESSIONAL DEVELOPMENT SEMINARS FROM JULY 1 - DECEMBER 31, 2014 11020110 - 521510		1.0	Each	\$997.500	\$997.50
RECEIVED JUL 21 2014 11020110 - 521510						

CONDITIONS - READ CAREFULLY

- The right is reserved to cancel this order if not filled within the contract time, if specified.
- The conditions of this order are not to be modified by any verbal understanding.
- Acceptance of this order includes Acceptance of all terms, prices, delivery instructions, specifications and conditions stated.
- INVOICES AND PACKAGES MUST BEAR THIS ORDER NUMBER.
- THE CITY ASSUMES NO RESPONSIBILITY FOR GOOD DELIVERED WITHOUT THE AUTHORITY OF A PROPERLY EXECUTED PURCHASE ORDER.

PLEASE FORWARD ALL INVOICES TO:

Village of Bensenville
ATTN: Accounts Payable
12 S. Center Street
Bensenville, IL 60160

PO Total \$997.50

Village Manager Approval:

Authorized By:

[Signature]

IMPORTANT - To receive payment all invoices and
shipping labels must show purchase order number.

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MORRISON ASSOCIATES

MORRISON ASSOCIATES, LTD
650 N. FIRST BANK DRIVE
PALATINE, IL 60067
1 847 991 2260 MAIN + 1 847 991 1343 FA

Invoice

July 10, 2014

Village of Bensenville, IL

Attention: Mr. Mike Cassady

Invoice #2014:0011

July 1 – December 31, 2014

Professional Development Seminars
"Understanding Human Motivation and Leadership"
David E. Morrison, M.D.

Please remit to **Morrison Associates, Ltd.**
Thank you.

\$997.50

Wire Instructions:

The Northern Trust Company
770 West Northwest Highway
Barrington, IL 60010

Acct # 0005409837
ABA Wire Transfer # 071 000 152
ABA ACH Payment # 071 000 152

Remittance Address:

Morrison Associates, Ltd
650 North First Bank Drive
Palatine, IL 60067
U.S.A.

Fed. ID # 36-3087356

Bills for consulting, expenses, and charges are due within 20 days. Thank you.

7/17/14
20142856



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Purchase Order

Fiscal Year 2014

Page 1 of 1

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Please include purchase order number on all
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12 SOUTH CENTER STREET
BENSENVILLE, IL 60106-1987
PHONE: (630) 766-8200

VENDOR

MORRISON ASSOCIATES LTD
650 N FIRST BANK DRIVE
PALATINE IL 60067

SHIP TO

VILLAGE OF BENSENVILLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106

Vendor Phone Number		Vendor Fax Number		Requisition Number 20140527		Delivery Reference	
Date Ordered 02/14/2014	Vendor Number 522	Date Required	Freight Method/Terms		Department/Location Administration		
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	DEVELOPMENT SEMINAR PROFESSIONAL DEVELOPMENT SEMINAR 11020110 - 521510 \$997.50	1.0	Each	\$997.500	\$997.50		

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FEB 17 2014

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CONDITIONS - READ CAREFULLY

- The right is reserved to cancel this order if not filled within the contract time, if specified.
- The conditions of this order are not to be modified by any verbal understanding.
- Acceptance of this order includes Acceptance of all terms, prices, delivery instructions, specifications and conditions stated.
- INVOICES AND PACKAGES MUST BEAR THIS ORDER NUMBER.
- THE CITY ASSUMES NO RESPONSIBILITY FOR GOOD DELIVERED WITHOUT THE AUTHORITY OF A PROPERLY EXECUTED PURCHASE ORDER.

PLEASE FORWARD ALL INVOICES TO:

Village of Bensenville
ATTN: Accounts Payable
12 S. Center Street
Bensenville, IL 60160

PO Total \$997.50

Village Manager Approval:

Authorized By:

[Signature]

IMPORTANT - To receive payment all invoices and
shipping labels must show purchase order number.

DEPARTMENT COPY

MORRISON ASSOCIATES

MORRISON ASSOCIATES, LTD
650 N. FIRST BANK DRIVE
PALATINE, IL 60067
1 847 991 2260 MAIN + 1 847 991 1343 FA

Invoice

February 7, 2014

Village of Bensenville IL

Attention: Mr. Mike Cassidy

Invoice #2013:0086

January 1 – July 1, 2014

Professional Development Seminars
" Understanding Human Motivation & Behavior "
David Morrison, M.D.

Please remit to Morrison Associates, Ltd.

\$997.50

Wire Instructions:

The Northern Trust Company
770 West Northwest Highway
Barrington, IL 60010

Acct # 0005409837
ABA Wire Transfer # 071 000 152
ABA ACH Payment # 071 000 152

Remittance Address:

Morrison Associates, Ltd
650 North First Bank Drive
Palatine, IL 60067

Fed. ID # 36-3087356

Bills for consulting, expenses, and charges are due within 30 days. A late payment charge equal to 1% per month will be assessed after 30 days.

2/11/14
20140527



TAX EXEMPTION NUMBER

#1890

Purchase Order

Fiscal Year 2011

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20112321-00

Please enter our order in accordance with prices, delivery and specifications given.

Please include purchase order number on all correspondence.

BILL TO

VILLAGE OF BENSENVILLE
ATTN: ACCOUNTS PAYABLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106-1987
PHONE: (630) 766-8200

VENDOR

MORRISON ASSOCIATES LTD
650 N FIRST BANK DRIVE
PALATINE IL 60067

SHIP TO

VILLAGE OF BENSENVILLE
12 SOUTH CENTER STREET
BENSENVILLE, IL 60106

Vendor Phone Number		Vendor Fax Number		Requisition Number 20112560		Delivery Reference	
Date Ordered 06/17/2011	Vendor Number 522	Date Required	Freight Method/Terms		Department/Location Administration		
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	MEALS FOR CONFERENCE 4/29/11 MEALS AT 5 G LEADERSHIP CONFERENCE ON APRIL 29, 2011 11020110 - 522110 \$48.00	1.0	Each	\$48.000	\$48.00		

RECEIVED

JUN 20 2011

FINANCE DEPARTMENT

CONDITIONS - READ CAREFULLY

- The right is reserved to cancel this order if not filled within the contract time, if specified.
- The conditions of this order are not to be modified by any verbal understanding.
- Acceptance of this order includes Acceptance of all terms, prices, delivery instructions, specifications and conditions stated.
- INVOICES AND PACKAGES MUST BEAR HIS ORDER NUMBER.
- THE CITY ASSUMES NO RESPONSIBILITY FOR GOOD DELIVERED WITHOUT THE
- AUTHORITY OF A PROPERLY EXECUTED PURCHASE ORDER.

PLEASE FORWARD ALL INVOICES TO:

Village of Bensenville
ATTN: Accounts Payable
12 S. Center Street
Bensenville, IL 60160

PO Total \$48.00

Village Manager Approval:

Authorized By:

IMPORTANT - To receive payment all invoices and shipping labels must show purchase order number.

DEPARTMENT COPY

Betty

Betty.Ricksecker@

MorrisonLTD,

COM

Morrison Associates, Ltd.

650 First Bank Drive

Palatine, IL 60067

847-991-2260

Sally
June 1st
Before noon

May 16, 2011

Invoice 2011:0134

Mr. Michael Cassady
Village Manager
Village of Bensonville
Bensonville, IL

STRICTLY CONFIDENTIAL

For Professional Services Rendered:

April 29, 2011	5 G Leadership Conference Mr. Michael Cassady	N/C
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Please Remit	Expenses/Meals	\$48.00
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Thank You

Approved
MJC
5/18/11

TAX IDENTIFICATION NUMBER: 36-3087356

6/14/11
20112560

Vendor form
emailed on 6/14/11 DR