

**MINUTES OF A SPECIAL
UTAH MUNICIPAL CLERKS ASSOCIATION BOARD MEETING
HELD ON AUGUST 4, 2005 at 1:15 p.m.
UNIVERSITY OF UTAH, OFFICER'S CLUB, SALT LAKE CITY, UTAH**

PRESENT: Stephanie Fricke, President
Virginia Loader, 1st Vice President
RoseMary Jones, 2nd Vice President
Jeanette Curtis, Treasurer
Dana Pollard, Membership Chairperson
Gregory Schafer, Membership Director
Donna Weaver, Education Director
Chris Meeker, Education Chairperson
Brenda Bingham, Secretary

EXCUSED ABSENT: Joanne Lessar, Past President

President Stephanie Fricke stated the Special Board Meeting was called for the purpose of addressing a bill from Weber State University, resignation letters from two board members, and change in location of the 2006 Spring Conference.

Weber State University - 2003 Invoice

Virginia Loader updated the Board on a recent conversation with Elaine Sandoval, Weber State University Institute Director for the Utah Municipal Clerks Institute and Academy Conference held in 2003. An invoice submitted by Weber State for payment of services for the 2003 Conference is being disputed by the UMCA Board because they don't agree that the services stated were performed by Mrs. Sandoval and Weber State. Mrs. Sandoval was asked to reduce the amount of the original invoice. The amount of \$2,559.32 was presented as a compromise to pay for half of the bill. The Board reviewed the claims for services once again but denied payment of the invoice due to the following reasons:

- The Education Committee, rather than the Institute Director, prepared the entire three-year Institute and Academy Schedule.
- Board Members were left with the obligation of finding speakers on very short notice when speakers were not contacted and scheduled by Weber State for the Institute and Academy.
- Registrations were down due to poor programming.
- Some of the presenters who were scheduled by Weber State did not show up.
- The UMCA did not receive money back when Weber State made excess profits on the conference.
- Conference attendance records have not been given to the UMCA.

It was the consensus of the Board for an officer of the UMCA to obtain the attendance records directly from Weber State University.

Dana Pollard moved to deny payment of the past due invoice presented by Weber State due to the reasons outlined above and that no further discussion regarding the invoice take place with Elaine Sandoval unless her supervisor is present. The motion was seconded by Greg Schafer, all voting aye.

Virginia Loader will inform Mrs. Sandoval of the Board's decision.

Resignation Letters

A resignation letter was received from Marsha Morrow, UMCA Board Director, due to health related matters in her family.

A letter of resignation was also received from Jeanette Curtis, UMCA Treasurer, due to family related matters.

The Board referred to the UMCA By Laws to follow proper procedures noting that if the individual is interested, preference may be given to the candidate who received the second highest votes in the most recent election. Results from the April 2005 UMCA Election showed Rori Clark with the second highest votes for Director and Stephanie Carlson with the second highest votes for Treasurer.

Virginia Loader moved to contact Rori Clark and Stephanie Carlson to notify them of the recent vacancies and to fax job descriptions to them for consideration of the positions. The motion was seconded by Chris Meeker, all voting aye.

President Fricke will contact them and fax the appropriate information.

2006 Spring Conference Changes

President Fricke reported the manager for Zions Inn in Springdale misplaced the UMCA reservation for the 2006 Spring Conference and the restaurant cannot accommodate us either so a new location would need to be decided upon. Consideration was given to hold it in St. George both 2006 and 2007. The UMCA currently has reservations at the Holiday Inn for April 2007 and there is a possibility of booking 2006 with the new Hilton Hotel that is under construction. It was the consensus of the Board to see if accommodations can be worked out with Gay Cragun, St. George City Recorder.

The Board was informed that pictures will be taken prior to the Board Meeting scheduled for 8:00 a.m. on Wednesday, September 14, at the Sheraton Hotel in Salt Lake City. A Business Meeting will also be held in conjunction with the Utah League of Cities and Towns Fall Convention at 2:30 p.m. on Thursday, September 15.

The meeting adjourned at 2:40 p.m.

Minutes by Brenda S. Bingham

Stephanie Fricke, CMC
UMCA President

ATTEST:

Brenda S. Bingham, CMC
UMCA Secretary