

**MINUTES OF THE  
UTAH MUNICIPAL CLERKS ASSOCIATION BUSINESS MEETING  
HELD SEPTEMBER 13, 2007  
Sheraton Hotel, Salt Lake City, Utah**

BOARD MEMBERS:     Rose Mary Jones, President                             Rori Clark, Education Chair  
                          Dana Pollard, 1<sup>st</sup> Vice President                             Gina Peterson, Membership Director  
                          Donna Weaver, 2<sup>nd</sup> Vice President                             Mary Kate Christensen, Membership Chair  
                          Lee Ann Peterson, Secretary                                     Stephanie Carlson, Treasurer  
                          Virginia Loader, Past President

EXCUSED:                 Amanda Fraughton, Education Director

1.         CALL MEETING TO ORDER

President Rose Mary Jones called the meeting to order at 2:05 p.m.

2.         APPROVAL OF MINUTES

Minutes of the UMCA Business Meeting held April 19, 2007 were presented for consideration. **Blair Painter moved to approve the minutes. Motion was seconded by Erika Ahlstrom, all voting aye.**

3.         TREASURER'S REPORT

Stephanie Carlson reported that the Association is getting ready to close out the end of the year and the Association is in good shape financially. Dues statements will be going out and dues for 2008 are due by October 31, 2007. She is also working with the auditors to turn in the form for exempt status.

4.         CHANGES FOR INSTITUTE/ACADEMY

Rose Mary informed those present that Sandi Parkes has been promoted and will no longer be the Institute/Academy Director. That position will now be filled by Tricia Jack and Anne O'Brien as co-directors. She announced that Institute/Academy will be July 28 through August 1, 2008 and will be held at the University of Utah's Sandy campus. Donna Weaver commented that the new facility will be able to accommodate breakout sessions and the board hopes to plan those for the future.

5.         EDUCATION REPORT

Rori Clark reported that the pre-approval form for IIMC courses has been modified for ease of submission and will be accessible via IIMC's website soon. Stephanie asked if the Utah League of Cities and Towns Conference will count toward education points. Rori responded that because it is not a UMCA conference, it is difficult to get the information needed to submit applicable courses in advance. The ULCT Conference is very large and would be difficult to get pre-approval with the diverse courses offered. She then encouraged people to submit suggestions for training to the Board.

6.         MEMBERSHIP REPORT

Donna reviewed the advancements in the IIMC certification program and offered congratulations. She reported that IIMC is behind in their review process and asked everyone submitting information in the future to be patient.

7.         OTHER ITEMS/BUSINESS

Rose Mary stated that several recorders have expressed concern with being able to attend both the UMCA Spring Conference and the Utah Finance Officers Conference in a given year because they occur on the same week. She stated that discussion have been held between the two groups and a compromise has not been reached. At this time, the UMCA Spring Conference will continue to be the third week of April.

Rose Mary congratulated everyone on surviving the Municipal Primary Election. Several members shared their experiences and offered advice for the upcoming General Election.

8. UPDATE ON FUTURE CONFERENCES

Rori reminded those present that future conferences have been scheduled in the following locations:

- 2008 Orem City
- 2009 Cedar City
- 2010 Moab
- 2011 St. George (tentative – dependent upon finding suitable location)

9. SPECIAL COMMITTEE RECOGNITIONS

The 2007 Handbook Committee was recognized for their hard work and were presented with certificates.

10. RESIGNATION/APPOINTMENT OF BOARD DIRECTOR

Rose Mary informed the group that Amanda Fraughton has resigned from the Board. In keeping with the precedent, the next vote-getter was offered the position and Carel Hicks will be sworn in today.

11. OUTGOING PRESIDENT’S REMARKS

Rose Mary reported that her goals for electronic board packets, updates on classes in the newsletter, and the cookbook were successful and thanked all those involved for their help. She thanked the Association for their support and expressed her admiration for the recorders and their dedication. She made special mention of the Board members and thanked them for their hard work, support, and dedication over the last year.

12. SWEARING IN OF 2008 BOARD OF DIRECTORS

The following Board members were introduced and the Oath of Office was administered by Rose Mary Jones:

- |  |   |
|--|---|
| Dana Pollard, President                      | Gina Peterson, Education Chair          |
| Donna Weaver, 1 <sup>st</sup> Vice President | Nancy Dean, Education Director          |
| Rori Clark, 2 <sup>nd</sup> Vice President   | Carel Hicks, Membership Director        |
| Stephanie Carlson, Treasurer                 | Mary Kate Christensen, Membership Chair |
| Lee Ann Peterson, Secretary                  | Rose Mary Jones, Past President         |

13. INCOMING PRESIDENT’S REMARKS

Dana presented Rose Mary with a gift and thanked her for all the work she has done as president of the association.

Dana announced her theme of “We’ve Got You Covered” and then outlined her goals for the next year as follows:

- Have new member packets
- Continue to have reports on conferences in the newsletter
- Continue to have more communication between the membership and the Board

14. ADJOURNMENT

The meeting adjourned at 2:58 p.m.

/a/ Rose Mary Jones  
 Rose Mary Jones, MMC  
 UMCA President

ATTEST:

/s/ Lee Ann Peterson  
 Lee Ann Peterson, CMC  
 UMCA Secretary

Approved: April 17, 2008