

Utah Municipal Clerks Association Spring Conference



April 18 – 20, 2012
Cedar City, Utah
Heritage Center (A)
105 North 100 East
Cedar City, Utah



“We will be known forever by
the tracks we leave.”

Welcome to the 2012 annual UMCA Spring Conference in Cedar City!

Dakota

The UMCA Board is constantly reviewing how to bring the highest quality educational opportunities to you, our members. We understand that in an organization as large as ours we have needs that vary with the size of each of your communities. We look forward to blazing new trails this spring in Cedar City as we strive to enhance each learning opportunity. The UMCA Education Committee (under Annette Spendlove, Education Chair) has worked hard to provide excellent speakers and workshops that will benefit, educate and inform us all. This year we will continue with Thursday afternoon breakout sessions, each in a separate room.



In addition, the last few years the Institute and Academy directors have struggled to accommodate our members' needs to receive 120 hours of in-class learning in three years given the operating hours of the facility used for our program and the great distances many of you travel in order to attain CMC or MMC designation. Last year the program resorted to longer days in order to meet the requirement but the Board and Institute Directors continued to brainstorm other options that might create better circumstances for many of you. **This year during Spring Conference we will begin partnering with the Institute Directors to provide a four-hour session of Institute and Academy on Wednesday afternoons.**

The Board believes this will be a great benefit to you by enhancing the point value you receive during those hours of education while helping those of you who travel great distances to improve your professional value to your community. The registration fee for spring conference will remain the same and UMCA will be paying a small administrative fee to the University to facilitate the tracking of your records. This year the registration form includes a field for your birth date, to include the year, or your University of Utah student ID number. This field is mandatory so that we can transfer your attendance records to the University for Institute/Academy to receive your education credit.

UMCA is also offering scholarships to attend spring conference some of which may include lodging due to our exhibitors and the generosity of our members who participate in the silent auction. If you need assistance to attend this conference, please consider applying for a scholarship. The money is there, all you have to do is ask and apply.

The Board members invite you to join us in beautiful Cedar City for three days of fun, friendship and education. We look forward to seeing you there!

Best regards,

Nancy Dean, President
Utah Municipal Clerks Association

We will be known forever by the tracks we leave!



SILENT AUCTION ITEMS AND DOOR PRIZES

SILENT AUCTION

Each year the Utah Municipal Clerks Association holds its Silent Auction during the UMCA Spring Conference. The money generated from the Silent Auction is given to Utah city recorders/clerks, in the form of a scholarship, to attend Spring Conference or Institute/Academy. These funds also pay for other educational programs such as roving classes sponsored by the UMCA.

Individuals and Regions are encouraged to participate. The Silent Auction is a great opportunity to contribute to the UMCA Scholarship Fund by either donating and/or buying silent auction items. **Silent Auction items should have a minimum value of \$15.**

DOOR PRIZES

Once again, we are asking all UMCA regions and members to bring door prizes to Spring Conference. The UMCA Spring Conference is famous for its door prizes. The anticipation of hearing your name called would not be possible if it weren't for members bringing fun and exciting items.

RUN FOR THE UMCA BOARD

Take the challenge this year at Spring Conference and declare your candidacy to serve on the UMCA Board. Why should you run for the UMCA Board?

- ❖ " Because you have talents, knowledge, and creative ideas.
- ❖ " To become acquainted with all the fabulous clerks/recorders in the State of Utah.
- ❖ " To grow in your profession.
- ❖ " To serve the Association.
- ❖ " Because WE NEED YOU!



Positions:

Directors (2) – two years

Secretary – two years

2nd Vice President – four-year commitment, must be a current member of the Board for at least two years, moves to 1st Vice, President, then Past President.

It does take time, but the responsibilities are well divided among the Board members. You also get MMC points for serving. Just complete your candidacy form from the registration packet, and take the challenge to serve on the UMCA Board.

Please consider running for the Board this conference. **There is nothing as rewarding as serving others—especially when we learn so much about ourselves from the process.**

Fill out your Declaration of Candidacy form today and help us make the Utah Municipal Clerks Association the best in the world!

UMCA Spring Conference
April 18-20, 2012
The Festival Hall & Heritage Theater Convention Complex
Cedar City, Utah

Wednesday, April 18, 2012

- 7:00a.m. - 8:30a.m. **Registration** Cedar City
Continental Breakfast
- 8:30a.m. – 9:00a.m. **Welcome and Introductions**
Nancy Dean, UMCA President
Mayor of Cedar City
Introduction of Board of Directors
Introduction of Past Presidents
Introduction of new Clerks/Recorders
Introduction of UMCA Board Candidates
- 9:00a.m. – 9:15a.m. **Institute and Academy Update** - Anne O’Brian
- 9:15a.m. – 9:30a.m. **Exhibitor Introductions**, Gold Exhibitor presentations – Tracy Norr 2nd VP
- 9:30a.m. – 10:30a.m. **Business Meeting**
How to Navigate the UMCA website – Stephanie Carlson
Get to the Point – Regional Information
- 10:30a.m. – 10:45a.m. Break
Visit Exhibitors, Silent Auction
- 10:45a.m. – Noon Social Media –
- Noon – 1:00 p.m. Lunch (*provided*) – New Records Lunch
- 1:00 p.m. – 3:00 p.m. Coaching for Performance Effectiveness - Pam Gardiol
- 3:00 p.m. – 3:15 p.m. Break
Visit Exhibitors, Silent Auction
- 3:15 p.m. – 5:15 p.m. Coaching for Performance Effectiveness cont.

Special Speaker – Pam Gardiol

Pam Gardiol has worked in the organizational management field for more than twenty five years. She is President of Gardiol & Associates, and works with Demarche Consulting Group, Seattle, Washington. She works with organizational leadership in the private, public and non-profit sectors to design specific, hands-on methods to align performance to the organizational mission.

Whether redesigning organizational systems or cultures, or providing one-on-one coaching with business leaders, she helps her clients create organizational environments that foster individual accountability and high performance. A sample of her clients includes the City of Seattle, Utah State Courts, and Salt Lake County. She has had the pleasure of working with the Utah Municipal Clerks for over twelve years.

Pam holds a Master’s degree in Organizational Management and a Bachelor’s degree in Social Work and Psychology. She is the co-author of, *Facilitating Your Own Meetings: Essential Skills for Managers and Supervisors*.

Thursday, April 19, 2012

7:30 a.m. - 8:30 a.m.	Continental Breakfast
8:30 a.m. – 10:00 a.m.	Emergency Preparedness
10:00 a.m. – 10:30 a.m.	Break Visit Exhibitors/Silent Auction
10:30am – noon	Sexual Harassment
Noon – 1:00 p.m.	Lunch Meeting Exhibitor Prize Drawing
1:00 p.m. – 4:00 p.m.	Breakout Sessions 7 classes to pick from (1- hour each). Each class will be taught 3 times. Choose 3. <ul style="list-style-type: none">• Minutes, Tips and Techniques• GRAMA• Notary• Truth in Taxation• Noticing• Time Management for Microsoft Outlook• Duties of City Recorder
6:00 p.m. – 8pm	Banquet - Recorder of the Year Presentation and Entertainment - Bar J Wranglers



Friday, April 20, 2012

7:30 a.m. – 8:30 a.m.	VOTE! Polls will close temporarily at 8:00 a.m. and reopen at 10:00 a.m.
8:30 a.m. - 10:00 a.m.	Ethics In The Workplace – <i>Corper James</i>
10:15a.m. - 11:30 a.m.	Brunch (<i>provided</i>) VOTE! Polls open at 10:30 close at 11:30 Silent Auction closes at 10:30
11:30 a.m. – 1:00 p.m.	Stress Management Local Governments Trust – Lance Mergens
1:00 p.m. – 1:45 p.m.	Legislative Update – <i>Lincoln Shurtz</i> , Utah League of Cities and Towns Director of Legislative Affairs
1:45 p.m. – 2:00 p.m.	Conference Closing and Announcements Election Results Winner of Spring Conference Registration & \$100 Passport drawing for \$50 gift card

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Spring Conference Registration Form

Heritage Center (A)
Cedar City, Utah
April 18-20, 2012



Registration Form

(Please type or print clearly)

City/Town/Business	Phone	E-mail address REQUIRED
Delegate Name	Position	Birthday (xx/xx/xxxx) or University of Utah Student ID # - REQUIRED
Address	City	Zip Code
Guest Name (This is for a spouse, family member, or guest who would like to attend the Banquet)		

This will be my first time attending (please circle) Yes No

Registration Fees (Delegate registration fees include specified meals, all breaks, and Banquet.)

PLEASE CHECK APPROPRIATE BOXES	UMCA MEMBER RECORDER/TOWN CLERK	NONMEMBER RECORDER/TOWN CLERK
REGISTRATION (On or before March 23, 2012).....	\$195	\$295
WEDNESDAY ONLY Registration.....	\$120	\$175
THURSDAY ONLY Registration	\$100	\$150

Extra Tickets (Available for nonregistered guests)

	Quantity	Total
Wednesday Lunch..... \$ 10.00	_____	_____
Thursday Lunch..... \$ 10.00	_____	_____
Thursday Banquet..... \$ 25.00	_____	_____
Friday Brunch..... \$ 11.00	_____	_____

Totals

Registration Fee.....	\$ + _____
Extra Tickets – Total Amount	\$ + _____
First time attendee discount (\$25.00).....	\$ - _____
Contribution to Scholarship Fund.....	\$ + _____
Total Amount Due.....	\$ _____

SCHOLARSHIPS

It is the policy of UMCA to provide scholarships to its members to participate in the UMCA Institute/Academy and/or Spring Conference as budget allows. The purpose is to increase the professionalism, skill level, and expertise of municipal clerks, recorders, and deputies. Further, UMCA wishes to assist by awarding financial aid to qualified applicants who, without assistance, would not be able to attend.

Upon approval, UMCA may provide a full tuition registration and/or lodging (one time only) under the following rules:

- Applicant must be a duly appointed municipal clerk, recorder, or deputy.
- Applicant must have requested his/her municipality to underwrite part of the expense of attending Institute / Academy or Spring Conference. The applicant must have evidence in writing that the governing body or administration of the applicant's municipality has allocated funding (form available upon request).
- Applicant must be a full member of UMCA.
- Applications must be received by the Treasurer no later than three weeks before Institute / Academy or Spring Conference.

*Scholarship requests must be received
on or before March 2, 2012.*

Make Checks Payable to: Utah Municipal Clerks Association
c/o Kate Black, Alta Town Clerk
P O Box 8016, Alta UT 84092-8016
(801) 363-5105

Cancellation Policy: A refund of \$75 will be provided for cancellations made--in writing to Treasurer Kate Black--by April 1, 2012. No refund is provided for cancellations received on April 2 or later.

Thursday Entertainment

UMCA welcomes the Bar J Wranglers all the way from Jackson Hole Wyoming on Thursday, April 19, 2012 (immediately following the banquet),



Bar J Wranglers

Come and enjoy what some folks call a western music show; some call it a stand-up comedy show with masterful cowboy music; others call it the best musical experience in the west. Call it what you want to - the fact remains - the Bar J Wranglers from Jackson Hole, Wyoming, deliver some of the purest harmony, best musicianship, and funniest ranch humor ever seen on stage. As soon as the Bar J Wranglers take to the stage, listeners leave behind their busy life and settle into a time long ago - a time of the singing cowboy.

2011 - 2012 UMCA Board of Directors	
President Nancy Dean, Clearfield City 801.525.2714 nancy.dean@clearfieldcity.org	Past President Stephanie Carlson, Holladay City 801.527.2454 scarlson@cityofholladay.com
1st Vice President Kim Holindrake, Cedar Hills City 801.785.9668 X101 keholindrake@cedarhills.org	2nd Vice President Tracy Norr, Draper City 801.576.6502 Tracy.norr@draper.ut.us
Education Director Annette Spendlove, North Ogden City 801.782.7211 aspend@northogdencity.com	Membership Director Finn Kofoed, Eagle Mountain City 801.789.6610 fkofoed@emcity.org
Training Director Theida Wellman, Layton City 801.363.3880 twellman@laytoncity.org	Communication Director Joy Johnson, Riverton City 801.208.3128 jjohnson@rivertoncity.com
Treasurer Kate Black, Alta Town 801.363.5105 kswb@townofalta.com	Secretary Laurie Tryon, Price City 435.636.3183 lauriet@priceutah.net

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UMCA DECLARATION OF CANDIDACY FORM

I, _____, being first sworn, say that I am the duly appointed Recorder, Clerk,
(Print name as it is to appear on the ballot)
or Deputy for _____, a municipality in the State of Utah, Telephone
(City/Town)
Number _____, and I am a candidate for the office of _____.
(UMCA Board Position)

I request that my name be printed upon the official ballot and that I have received permission to run for this office from my municipality.

Signature of Candidate

I, the Mayor / City Manager of the above-mentioned municipality, hereby support to my Recorder, Clerk, or Deputy to run for the above-named position in the Utah Municipal Clerks Association.

Mayor

The qualifications of a candidate are:

1. Be a Full Member of UMCA.
2. Have been a Recorder/Clerk or Deputy for at least three years.
3. To qualify to run for the position of 2nd Vice President, an individual shall be a current Director, Secretary or Treasurer and must be in their second year of serving in such capacity.

Commitment:

1. The secretary, treasurer, or one of the director positions (Communication, Membership, Education, Training) are a two-year position.
2. The 2nd Vice President is a four-year commitment moving to 1st Vice President, President, and then Past President.
3. The UMCA Board conducts six meetings annually, which may be done via teleconference or Skype; and travel expenses are paid. These meetings are in preparation for Spring Conference and Institute/Academy.

Please submit your Declaration of Candidacy to:
Susan Farnsworth, Santaquin City Recorder
Santaquin City, 275 W Main St., Santaquin UT 84655
Fax: 801-754-1620 or Email sfarnsworth@santaquin.org
Hurry, submissions are due no later than **Friday, March 2, 2012**

**UTAH MUNICIPAL CLERKS ASSOCIATION
2012 SPRING CONFERENCE
SCHOLARSHIP APPLICATION**

Name of Municipality _____

Name of Recorder/Clerk/Deputy _____

Full Address: _____

Phone _____ Fax _____ Population _____

Email: _____

I am requesting Registration Lodging Registration & Lodging

(Initial & Complete)

___ I am a duly appointed: Recorder Clerk Deputy

___ I am an active member of UMCA.

___ I have never attended Institute/ Academy Spring Conference.

___ I am currently working on my CMC MMC

___ My city/town is unwilling or unable to fund the training.

___ I understand expenses for food (per diem) will be my responsibility, or will be paid by my municipality if they agree.

___ I understand I will be responsible for all paperwork, registration and reservations for the training and lodging.

___ I have attached my municipality's Consent Form signed by the Mayor or City Manager

PLEASE explain in detail why you would like this scholarship (*give reasons why it is important that you attend this conference*). Please attach a separate sheet if needed.

Signature of City Recorder/Clerk/Deputy _____ Date _____

**UTAH MUNICIPAL CLERKS ASSOCIATION
2012 SPRING CONFERENCE
SCHOLARSHIP APPLICATION**

MUNICIPALITY'S CONSENT FORM

The City/Town of _____ does hereby grant approval for
_____, Recorder, Clerk or Deputy to attend the Spring
Conference in Cedar City, Festival Hall: April 18-20, 2012.

(Must Complete)

_____ Our Recorder, Clerk or Deputy has submitted a written request to the City/Town for funding for training. However, at this time:

_____ Full funding is requested for registration for this Conference.

_____ The City/Town/Individual will pay the remaining cost of lodging, per diem, etc.

_____ I understand that UMCA will reimburse the City/Town/ Individual for the cost of registration only. If a lodging scholarship is requested, arrangements will be coordinated through the UMCA treasurer.

Signature: _____ Date: _____

Title: _____ Attest: _____
Mayor/City Manager *Recorder/Clerk/Deputy*

***All requests are subject to the availability of funds
SCHOLARSHIP APPLICATIONS MUST BE RECEIVED by
March 2, 2012***

*PLEASE MAIL APPLICATION TO:
Kate Black, Alta Town Clerk
PO Box 8016
Alta UT 84092-8016*

Directions and Hotel Information

On Interstate I-15 to Cedar City, take Exit 59, turn east on 200 North, cross Main Street. Turn south on 100 East (first right), drive south to the middle of the block and park in the four story-parking terrace. The Heritage Center Theater entrance is located at 105 North 100 East.



Please mention you are with UMCA when making reservations.

Best Western Town & Country Inn

189 North Main Street (closest to the conference site)

Rooms have been remodeled and updated in the past couple of years. This hotel is the one right across the street from the conference center and has rooms on both the north and south side of the intersection. We have reserved:

- 43 double queen rooms on the south side and 14 double queen rooms on the north side: **\$75 each**
- 25 king rooms on the south: **\$75 each**

Call: 800-493-0062 to make reservations by March 16th. Be sure to tell them you are with UMCA.

Abbey Inn

940 West 200 North

We have reserved:

- 25 rooms (two queens): **\$70 each**

Call 800-325-5411 to make reservations by March 17th. Be sure to tell them you are with UMCA.

Holiday Inn Express

1555 South Old Hwy 91

We have reserved:

- 4 standard king rooms: **\$77 each**
- 4 double queen suites: **\$77 each**
- 12 double queen stand rooms: **\$77 each**

Call 877-834-3613 to make reservations by April 3rd. Be sure to tell them you are with UMCA.

We will be known forever by the tracks we leave!

Utah Municipal Clerks Association
c/o City of Cedar Hills Recorder's Office
3925 W Cedar Hills Drive
Cedar Hills UT 84062

RETURN SERVICE REQUESTED