



## UMCA Quarterly Newsletter

### President's Message

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#### Special Announcements

- Jackie Lambert, CMC Orem City  
November 13, 2018
- Jackie Manning, CMC Riverdale City  
November 20, 2018
- Callie Bassett, CMC Parowan City  
December 13, 2018

Dear Clerks and Recorders,

As we are approaching Institute and Academy, I am reminded of how important it is to continue learning. In an article by Kendra Cherry she gives tips to Improve Learning Effectiveness and Efficiency:

1. Basic tips such as improving your focus, avoiding cram sessions, and structuring your study time are a good place to start.
2. Keep learning and practicing what we learn.
3. Focus on learning in more than one way, e.g. auditory; find a way to rehearse the information both verbally and visually, taking notes, or drawing a mind map. Re searcher, Judy Willis said, "The more regions of the brain that store data about a subject, the more interconnection there is. This redundancy means students will have more opportunities to pull up all of those related bits of data from their multiple storage areas in response to a single cue. This cross-referencing of data means we have learned, rather than just memorized."
4. Another effective way to learn is to teach what you have learned to another person in your own words.
5. Another great way to become a more effective learner is to use relational learning, which involves relating new information to things that you already know. While seeing information and then writing it down is important, actually putting new knowledge and skills into practice can be one of the best ways to improve learning.
6. Gain practical experience e.g. if it is a sport or athletic skill, perform the activity on a regular basis. If you are learning a new language, practice speaking with another person and surround yourself with language-immersion experiences.
7. It is always best to look up answers rather than trying to remember. It has been proven that attempting to recall previously learned information actually results in learning the "error state" instead of the correct response.
8. Understand how you learn best, we all learn differently.
9. Use testing to boost learning. Believe it or not, research has demonstrated that taking tests actually helps you better remember what you've learned.
10. Stop multitasking, yes, studies have shown participants lost significant amounts of time as they switched between multiple tasks and lost even more time as the tasks became increasingly complex.

It is proven that a more effective learner is one who simply keeps learning. It takes time to become an effective learner but practice and determination will help you to establish new habits. You are important to your municipality and the fact that you continue to attend I/A proves that you want to learn all you can about a Clerk/Recorder's Duties. [Attached](#) is an article a City Recorder sent to me as I was preparing this newsletter: Five Ways Your Municipality Benefits because you are a Certified (or Master) Municipal Clerk. I hope to see many of you at I/A in March. I can't wait for you to meet our new I/A Directors and to visit Southern Utah University. You will be impressed by all they have to teach us and I hope you can choose one or more of these learning tools to improve on your skills.

*S. Annette Spindlove*

## *New Partner - Southern Utah University*

UMCA is proud to announce that Southern Utah University (SUU) has been approved by IIMC to be our partner and provide the educational sessions offered at Institute and Academy.



Institute and Academy will be held the week of March 11 – 15, 2019 at the SUU campus in Cedar City. Registration is now open and closes February 14, 2019.

SUU is offering the opportunity for offsite excursions; one excursion is on Tuesday evening, March 12<sup>th</sup> and is included with the Institute registration fee. The two other opportunities (for a fee) are on Saturday, March 16<sup>th</sup>. You can find information about these excursions at the following link: <https://www.suu.edu/siel/cae/comm-prof-dev/umca/excursions.html#parowan>

**Regular Registration** (before 5 p.m., February 14)  
\$100 Professional Development Day only (March 14)  
\$450 Institute (March 11-15)  
\$350 Academy (March 13-15)

**Late Registration** (February 15 - March 4)  
\$125 Professional Development Day only (March 14)  
\$525 Institute (March 11-15)  
\$425 Academy (March 13-15)

You may register and pay online at the following link: <https://go.suu.edu/umca>.

Rooms are blocked at the following hotels at a rate of \$85.00 per night. Please identify yourself as a member of the UMCA group to get this rate. Reservations must be made by February 1, 2019.



Springhill Suites by Marriott  
1477 S Old Highway 91  
Cedar City, UT 84720  
435-586-1685



Courtyard Cedar City  
1294 S Interstate Drive  
Cedar City, UT 84720  
435-586-1685



**Register before  
February 14th**

[https://go.suu.edu/  
umca](https://go.suu.edu/umca)



# UMCA 2019 Institute & Academy

March 11-15, 2019  
Southern Utah University  
Cedar City, Utah

Register Before Feb. 14  
[go.suu.edu/umca](http://go.suu.edu/umca)

Keynote  
Speaker  
Jeb Branin  
& dozens  
of sessions

EXPERIENCE SOUTHERN UTAH



Enjoy Optional Excursions: Parowan Gap Petroglyphs  
Hike Zion National Park, Historical Tour featuring Silver Reef Mining Ghost Town

**SUU** SOUTHERN  
UTAH  
UNIVERSITY  
COMMUNITY PROFESSIONAL DEVELOPMENT

Featuring keynote speaker Jeb Branin, 26 sessions,  
evening activities, Saturday excursions, sunshine!  
Register: [go.suu.edu/umca](http://go.suu.edu/umca) or call (435) 586-7808



### UTAH MUNICIPAL CLERKS ASSOCIATION SCHOLARSHIP APPLICATION

Name of Municipality \_\_\_\_\_

Name of Recorder/Clerk/Deputy \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Population \_\_\_\_\_

Email \_\_\_\_\_

The conference you wish to attend: \_\_\_\_\_ Institute/Academy \_\_\_\_\_ Annual Conference

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  Annual 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.

\_\_\_ I understand I will be responsible for all paperwork, registration and reservations for the training and lodging. (UMCA will only reimburse cost of least expensive sponsor hotel).

\_\_\_ I understand UMCA will reimburse my city/town for registration fees associated with Institute/Academy. If awarded a scholarship for UMCA Annual Conference, UMCA will cover the registration fee.

\_\_\_ 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 or I/A*). Please attach a separate sheet if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of City Recorder/Clerk/Deputy \_\_\_\_\_ Date \_\_\_\_\_

To complete  
this form  
electronically,

**click  
here**



UTAH MUNICIPAL CLERKS ASSOCIATION  
SCHOLARSHIP APPLICATION

MUNICIPALITY'S CONSENT FORM

The City/Town of \_\_\_\_\_ does hereby grant approval for  
\_\_\_\_\_, Recorder, Clerk or Deputy to attend the  
Institute/Academy \_\_\_\_\_ Annual Conference \_\_\_\_\_ to be held in/at \_\_\_\_\_  
on \_\_\_\_\_.

\*\*\*\*\*

(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 Institute/Academy or Annual  
Conference.

\_\_\_\_\_ Full funding is requested for lodging.

\_\_\_\_\_ The City/Town/Individual will pay the remaining cost of per diem, lodging, 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*

PLEASE MAIL OR EMAIL APPLICATION TO:

**Lisa Titensor, MMC**  
**2267 N 1500 W**  
**Clinton, UT 84015**  
[ltitensor@clintoncity.com](mailto:ltitensor@clintoncity.com)

*All requests are subject to the availability of funds  
and the ability of the requesting city/town to pay the costs.*

# UMCA Recipe Book

## A RECIPE IS A STORY THAT ENDS WITH A GOOD MEAL

- Share your favorite two recipes
- Recipes can be specific to your City/Town or your family favorites
- Include a brief paragraph on why they are your favorite
- Include your name, City/Town and of course the recipes

All recipes will be printed in a book and can be purchased at the Annual September Conference held in St. George.

All proceeds from the sale of the recipe books will go towards the UMCA Scholarship Fund. The cost of the books is yet to be determined but will be minimal.

The deadline to submit is Friday, June 28.

Please send recipes to Logan City Recorder  
Teresa Harris [teresa.harris@loganutah.org](mailto:teresa.harris@loganutah.org)

Thank you!

*Share your  
favorite  
recipes!*

*Submission Deadline:  
June 28, 2019*



# Recognitions for CMC or MMC



Jackie Manning, Riverdale City  
CMC Recognition  
November 20, 2018



Callie Bassett, Parowan City  
CMC Recognition  
December 13, 2018

*Congratulations  
on your  
accomplishments!*



Jackie Lambert, Orem City  
CMC Recognition  
November 13, 2018



## *Open Board Position*



The UMCA has an opening for a Director Position for the remainder of this year. All qualified members are encouraged to submit an application and resume of your talents and skills.

*Accepting  
applications for  
Director  
vacancy*

Please submit your  
Declaration of Candidacy to:  
S. Annette Spendlove  
[aspend@nogden.org](mailto:aspend@nogden.org)

505 E 2600 N North Ogden, UT 84414

**Submissions are due no later than  
Thursday, February 14<sup>th</sup> at 4:00 p.m.**

ACCEPTING APPLICATIONS

**OPEN BOARD  
POSITION**



# UMCA DECLARATION OF CANDIDACY FORM

I, \_\_\_\_\_, being first sworn, say that I am the duly  
 (Print name as it is to appear on the ballot)

appointed Recorder, Clerk, or Deputy for \_\_\_\_\_, a municipality in the  
 (City/Town)

State of Utah, telephone 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 state 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 our Recorder, Clerk, or Deputy running for the above named position in the Utah Municipal Clerks Association.

\_\_\_\_\_  
 Mayor/City Manager

**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 election to the position of Vice President, an individual shall have previously served on the Board of Directors for two years, or must be a current Director, Secretary, or Treasurer and must be in their second year of serving in such capacity. If the two-year requirement cannot be met, those with less service time may qualify.

**Commitment:**

1. The Secretary, Treasurer, or Director positions (Communication, Membership, Education, and Training) are two-year positions.
2. The Vice President is a one-year commitment moving to 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 the Annual Conference and Institute/Academy.

To complete this form electronically, **click here**

**Please submit your Declaration of Candidacy to:  
 S. Annette Spendlove  
 505 E 2600 N North Ogden, UT 84414 or [aspend@nogden.org](mailto:aspend@nogden.org)  
 Submissions are due no later than Thursday, February 14<sup>th</sup> at 4pm**

# UMCA Board of Directors



Need  
more  
info?

[umca.org](http://umca.org)

or E-mail  
a member of  
the board  
to connect  
with other  
UMCA  
Members



PRESIDENT  
Annette Spendlove, MMC  
North Ogden City Recorder  
[aspend@nogden.org](mailto:aspend@nogden.org)  
801-782-7211



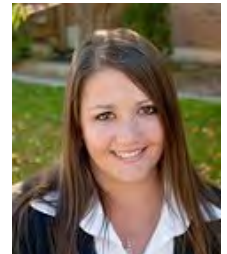
PAST PRESIDENT  
Teresa Harris, MMC  
Logan City Recorder  
[teresa.harris@loganutah.org](mailto:teresa.harris@loganutah.org)  
435-716-9002



VICE PRESIDENT  
Susan Farnsworth, MMC  
Santaquin City Recorder  
[sfarnsworth@santaquin.org](mailto:sfarnsworth@santaquin.org)  
801-754-3211 x204



TREASURER  
Lisa Titensor, MMC  
Clinton City Recorder  
[ltitensor@clintoncity.com](mailto:ltitensor@clintoncity.com)  
801-614-0720



SECRETARY  
Jackie Nostrom, MMC  
Herriman City Recorder  
[jnstrom@herriman.org](mailto:jnstrom@herriman.org)  
801-446-5323



COMMUNICATIONS DIRECTOR  
Colleen Mulvey, MMC  
Cedar Hills City Recorder  
[cmulvey@cedarhills.org](mailto:cmulvey@cedarhills.org)  
801-785-9668 x503



EDUCATION DIRECTOR  
Janell Braithwaite, CMC  
Gunnison City Recorder  
[janellb@gunnisoncity.org](mailto:janellb@gunnisoncity.org)  
435-528-7969



FACILITIES DIRECTOR  
Nicole Smedley, CMC  
SLC Asst City Recorder  
[nicole.smedley@slcgov.com](mailto:nicole.smedley@slcgov.com)  
801-535-6225



MEMBERSHIP DIRECTOR  
Kim Read, MMC  
Layton City Recorder  
[kread@laytoncity.org](mailto:kread@laytoncity.org)  
801-336-3810



TRAINING DIRECTOR