



## President's message

Greetings UMCA Members and Happy New Year!

The upcoming year will present us with another growing opportunity to learn new things. As a board, we really are trying to promote our profession as well as keep abreast of the changing world in which we live. We encourage you to participate with your Regional Recorder/Clerk's Association as those recorders/clerks will be a support for you as well as others throughout the State of Utah.

We also encourage you to participate in the upcoming Institute & Academy Conference being held March 26-30 in West Valley City and the Annual Conference scheduled for September 26-28 in Vernal. Whether you're a seasoned recorder/clerk or in a new position, there is always something you can learn! This year's UMCA Board of Directors is not just committed to provide you with another outstanding year of education, but to also encourage each of you to reach out and make new friendships!

This year's theme is "Mapping Our Future" so, how do you go about doing this? It's not as big and scary as it sounds. A lot of us think about goals at the beginning of a new year and I recently made a list of reminders that I keep on my desk.

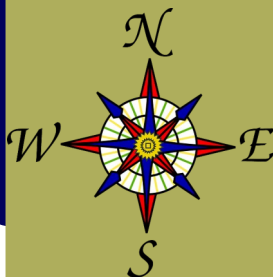
Belongings Aren't What is Important  
The Doing is More Important than the Dreaming  
Unrealistic Goals are not Helpful

I recently visited with a Logan resident who just turned 100. I asked him what his secret was to such a long life? He said, "If I can't do something about a particular situation or problem then I let it go and don't waste another minute fretting about it". I thought this was very good advice although sometimes hard to do. This gentleman also said he drank a Pepsi every day until several years ago and then switched to Diet Coke which he still drinks to this day.

Thank you for the opportunity to know and serve each of you and I wish you the very best in the coming year!

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# Institute and Academy 2018

**Monday, March 26-Friday, March 30**

**Institute:** The Utah Municipal Clerks Institute is a five day, intensive, professional education program targeted specifically for those serving in a municipal clerk role. Stay on top of ever-changing regulations and discuss best practices and current issues and opportunities within your field with expert instructors and your clerk peers. Bring back valuable tools and techniques to improve the efficiencies and effectiveness of your city government. This is a program every clerk should attend in order to stay current, relevant, and within the law. It is designed to meet educational requirements for the Certified Municipal Clerk (CMC) Program recognized by the International Institute of Municipal Clerks (IIMC). \$450 (Mon-Fri)

[Register Here](#)

**Academy:** The Utah Municipal Clerks Academy is an intensive, professional educational program designed to meet the educational needs of the seasoned municipal clerk. Even the most experienced clerks need to stay abreast of new regulations, trends, and best practices. Learn from experts in your field and network and share ideas with your counterparts from across the state. Participants may choose from a 3-day (section 007) or a 5-day (section 075) option. Both sections provide the advanced educational requirements needed for the Master Municipal Clerk (MMC) Program recognized by the International Institute of Municipal Clerks (IIMC). \$350 (Wed-Fri), \$450 if you choose to attend Mon-Fri

[Register Here](#)

**MMC Professional Development Day:** The Utah Municipal Clerks Academy and Institute is pleased to offer a program targeted to seasoned MMC recipients. Each year we will offer a one-day professional education program that focuses on the development of a specific skill area designed to keep you abreast of industry best practices. In addition, you will have an opportunity to engage in a lively discussion with your peers about a variety of specific clerk issues. \$100 (Thursday)

[Register Here](#)

Learn more ▲




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UTAH MUNICIPAL CLERKS  
INSTITUTE & ACADEMY

[Click Here for Tentative Agenda on UMCA Website](#)

# Institute and Academy cont.

Location: Utah Cultural Celebration Center  
1355 W. 3100 So.  
West Valley City, UT 84119



## Utah Cultural Celebration Center



*Rooms have been blocked at the:*

**Crystal Inn & Suites**  
2254 W. City Center Street  
WVC, UT  
801-736-2000/800-662-2525  
\$89 + tax/night

[Click here for reservations](#)

Group Code: UMCA18

**Embassy Suites**

3524 S. Market Street  
WVC, UT  
801-963-4760

**\$124 + tax/night/single occupancy**

**\$134 + tax/night/double occupancy**

**\$144 + tax/night/triple occupancy**

[click here for reservations](#)

Group code: UMCA

Book before 3/04/18 to guarantee room rates. Rooms are subject to availability.

**Scholarships:** The Utah Municipal Clerks Association (UMCA) provides a limited number of scholarships for clerks and recorders to attend the UMCA. For more information, contact Kate Black, Town of Alta, at 801-742-6011 (kblack@townofalta.com) or fill out the scholarship application form and send to Kate! If lodging is requested on the application, please book rooms at the less expensive hotel. City will need to pay for the registration and book the lodging using their credit card. UMCA will then reimburse the city for the registration fees and will contact the hotel to transfer the charges to UMCA.



# Scholarship Application

## 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 if they agree.

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

\_\_\_ I understand that UMCA will reimburse my city/town for registration fees associated with Institute/ Academy or Annual Conference if applicable.

\_\_\_ 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  
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.  
\_\_\_\_\_ 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*

**PLEASE MAIL, FAX OR EMAIL APPLICATION TO:**

*Kate Black, Alta Town Clerk*

*PO Box 8016*

*Alta UT 84092-8016*

[kblack@townofalta.com](mailto:kblack@townofalta.com)

*801-742-1006(fax)*

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

## A Message from Education Director, Colleen Mulvey



Our Board and Education Committee are gearing up to bring you more outstanding Institute, Academy and Annual Conference classes this coming year.

We work tirelessly to ensure that the classes offered to you meet the guidelines and standards established by IIMC, and try to maximize the amount of certification points available to you by attending.

The CMC and MMC designations require 60 education points, and are earned at a rate of 1 point per 2 in-class hours. Attending Institute & Academy is the most efficient way to earn these education points and that is why the classes at I & A are more technical or the “nuts and bolts” type of sessions. The annual conference will have more professional and personal development sessions, along with a few technical classes offered in the break-out sessions.

We appreciate you, your participation, and sharing your ideas and thoughts with us so that we are able to bring you the best professional and personal development courses possible.

I wish you all the best in the New Year and look forward to seeing you soon!



# Congratulations

### To our newest *MMC*

Michelle Kellogg, MMC  
Park City Recorder

Michelle was awarded her MMC designation from the International Institute of Municipal Clerks and is pictured with Leigh Ann Warnock, UMCA Past President at the Park City Council Meeting held November 16, 2017





# Movers & Shakers

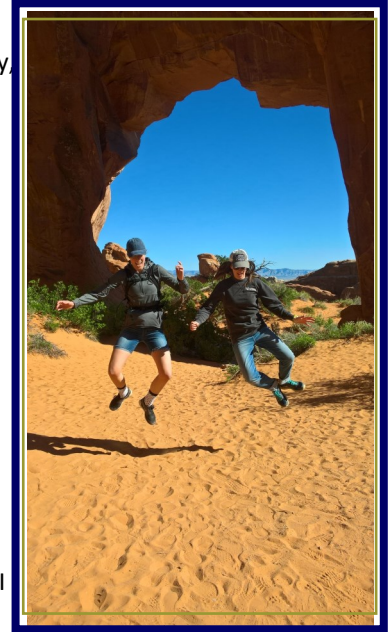
## Mackenzie Wood, Centerville City Recorder



I never thought that I'd end up here, in a City Government within a stone's through from where I spent my childhood. Yet here I am, and glad to be here. I am the new Centerville City Recorder as of January 14. I had the privilege to train with Marsha Morrow before she retired. That said, I am still an infant at being a recorder and every day I learn something new, or more accurately, I learn something that I did incorrectly. The learning curve is steep!

I graduated last April with my Master of Public Administration degree from Brigham Young University. Before that, I studied Landscape Management at BYU. Arboriculture is the love of my life, but I prefer to spend my winters indoors. During my MPA I fell into the local government track by association, rather than by committed choice. However, I loved learning about the

ins and outs of local government. Through the program I met and interned with Steve Thacker here in Centerville. My project was to inventory the sidewalk defects and street trees, which means I walked all 93 miles of sidewalk at least once! It was a great summer being outdoors, using maps, listening to podcasts, and creating a project and analysis that I presented to City Council.

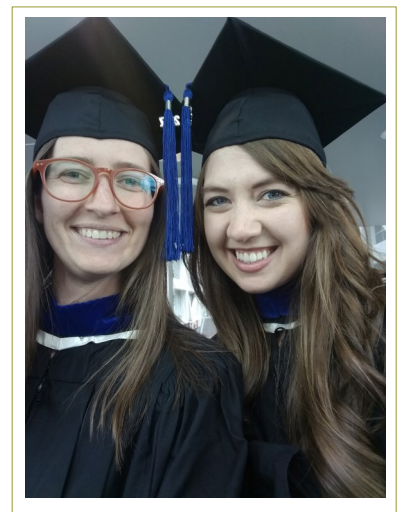


Working with Steve while I was an intern is how I heard about the Recorder position. It really is in the thick of things and I like that. Everyone here has been truly kind and patient with me as I learn the ropes.



When I'm not at work I like to spend time with my friends, rock climbing, trail running, or reading. My current project is to finish Last of the Mohicans before it finishes me! It's going to be a close call I think. I am also decorating my flat, it's great because it's the first time I don't have to consult anyone else's tastes.

I look forward to getting to know each of you and learn from your experience. If you have any helpful tips PLEASE let me know! I'm a sponge at this point. Thanks for welcoming me into your community.



## MARK YOUR CALENDAR!

### UMCA Annual Conference-Vernal, UT

The 2018 UMCA Annual Conference is scheduled for  
September 26-28, 2018

Uintah Conference Center

Dear Past,  
thank you for  
all the lessons.  
Dear Future,  
I'm now ready.

QUOTEDIARY.NET

## UMCA Region Updates

### SWRCA

The Southwest Regional Clerks Association (SWRCA), which consists of members from Washington, Kane and Iron counties, gathered in December for our quarterly meeting. It was an opportunity to not only celebrate the season but also the work we do for our respective municipalities throughout the year. In addition to friendly round table discussion, the group selected another slate of officers who will serve two-year terms. Darci Carlson of Springdale took over as Chair. Dana McKim of Toquerville was elected Vice Chair, and Vicki Bell of Rockville became Secretary. Christina Fernandez of St. George agreed to a second two-year term as Treasurer. The group will meet quarterly in 2018 and explore ways to spread information within our local communities about the Clerk/Recorder profession in general. Our intention is to bring attention to the importance of our roles and the skills necessary to be successful. Essentially, this goal mirrors the objectives in our bylaws. As members of UMCA and IIMC, we have the opportunity to receive training and continually improve ourselves with educational opportunities. Through our discussions, SWRCA members agreed most of what we learn is received on the job or in training after you get the job. But what skills can we promote now that would prepare candidates for Clerk/Recorder job opportunities in our areas? Is there a way we can provide information and education at the high school, work force, or even college level to ready people for a career in our field? Over the next two years, SWRCA would like to consider these questions and see what our organization can do to promote the profession and highlight the skills necessary to be proficient from day one.

Darci Carlson, Chair  
[dcarlson@springdaletown.com](mailto:dcarlson@springdaletown.com)





# UMCA Region Updates

## BRAG

The Fall BRAG Area Clerks & Records Association meeting was held on Wednesday, October 18, 2017 at noon at the Nibley City Hall in Nibley, Utah. Cory Eddington, M.S., LMFT, Ogden & Northern Utah Clinical Supervisor from Blomquist Hale, spoke on the topic of Wellness. Mr. Eddington reviewed tips for achieving Work-Life Balance and creating harmony by writing down family goals; accepting that imbalance is sometime inevitable; discussing your responsibilities; managing distractions & organizing your work tasks.

Cheryl Bodily, Deputy Recorder for Nibley City, was a co-speaker and presented a variety of Wellness material to the members. It was a fun and informative presentation.

Bonnie Fuhriman, Office Specialist for Providence City was spotlighted (Bonnie is no longer with Providence City and will be missed-we wish her well in her new endeavor). The spotlight portion of our meetings is an excellent way to get to know each of our members better, it has become a tradition at each of our quarterly meetings.

Elections were held, and our new presidency is as follows: President, Char Izatt (Smithfield); 1<sup>st</sup> Vice President, Cynthia Nelson (Tremonton); 2<sup>nd</sup> Vice President, Tara Buckway (Tremonton); Secretary/Treasurer, Cheryl Bodily (Nibley), and Past President, Linsey Nessen (Tremonton).

Our next meeting will be held on Friday, January 26<sup>th</sup> at Maddox restaurant in Perry, Utah. We are looking forward to a great new year!

Char Izatt, President  
[cizatt@smithfieldcity.org](mailto:cizatt@smithfieldcity.org)



## GSLCRA

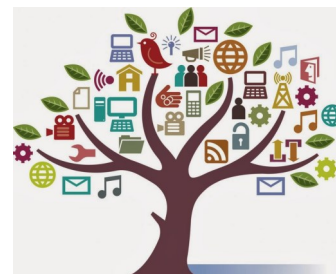
The Greater Salt Lake Clerks/Recorders Association (GSLCRA) Chapter met in December at the new, beautiful Herriman City Office Building. We had a great time getting to know one another and playing holiday themed Pictionary. We also donated a car-full of items to Candy Cane Corner, which offers a full shopping experience for families in need in Salt Lake City.

Our biggest accomplishment in 2017 was rewriting our 1998 by-laws! A big thank you to Cindy Quick, Joy Johnson, Wendy Downs and Rachelle Conner for their hard work and commitment on the Bylaws Committee.

2018 Officers are: Nicole Smedley, Salt Lake City – President; Wendy Downs, Sandy City – Vice President; Nichole Camac, West Valley City – Secretary; and Jamie Vincent, West Jordan City – Treasurer.

The GSLCRA Chapter meets quarterly. Our theme this year is "Professionalism through Education". We are excited for a new year full of education and networking!

Nicole Smedley, President  
[nicole.smedley@slcgov.com](mailto:nicole.smedley@slcgov.com)



# 2017-2018 UMCA Board of Directors

**President**

**Teresa Harris, CMC**  
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**Vice President**

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North Ogden City Recorder  
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aspend@nogden.org  
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**Communications Director**

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**Facilities Director**

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435-615-5007



**Membership Director**

**Christina Fernandez, CMC**  
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**Education Director**

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801-785-9668 ext. 503



**Training Director**

**Kim Read, MMC**  
Layton City Recorder  
437 No. Wasatch Drive  
Layton, UT 84041  
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801-336-3810



**Secretary**

**Susan Farnsworth, MMC**  
Santaquin City Recorder  
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sfarnsworth@santaquin.org  
801-754-1904



**Treasurer**

**Kate Black**  
Alta Town Clerk  
P.O. Box 8016  
Alta, UT 84092  
kblack@townofalta.com  
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