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President's message

Five years ago when I was beginning my term as UMCA President, I was scared and nervous. I was worried I couldn't give you the things to help you succeed in your roles as Clerks and Recorders. I learned quickly that I wasn't alone. I had a wonderful group of individuals who want the same thing I want; for each of us to be successful. These individuals also each had a team who helped them to know what is needed to encourage and help all of us to move forward in our profession.

As I said in my first message to you in 2013, "Please, the board is committed to being there for each one of you. We want to assist in helping you succeed. We are a profession of doers and doing it right. *"The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it."* I hope that we can each reach high in our profession and be aware of where to look for help along the way." It might mean volunteering on a committee or mentoring a fellow clerk or recorder. I look forward to learning from each of you this coming year as your president."

These words still hold true and as I have thought long and hard to choose a theme, I feel it appropriate that our theme be "Learning" which I took from this Chinese Proverb:



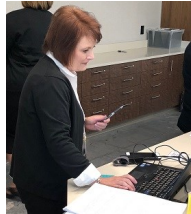
LEARNING
IS A TREASURE THAT WILL
FOLLOW ITS OWNER
EVERYWHERE.

S. Annette Spindlove



2018 UMCA Annual Conference In Review

Welcome to Vernal!
Mayor Doug Hammond



This was my first year at UMCA, I have to say I was so impressed at the welcome, the speakers, and the helpfulness of the Board. Trying to navigate my first year was a little daunting but from the first moment I walked into the conference I was welcomed and given a ton of knowledge that made it fun. The information from the speakers down to the classes we were offered was very informative and helpful. The speakers kept me engaged and entertained, and I walked away with some tools to use in my daily work routine. I am looking forward to UMCA Conference 2019.

Stephanie Haycock
Moab City Deputy Recorder

Dear UMCA Members,

My name is Kim Dudley and I work for Snyderville Basin Water Reclamation District in Park City, Utah. It was my first time to attend the UMCA Conference and I couldn't be more excited. The conference was excellent!

I arrived on Wednesday night, September 27, 2018, just in time for the All Conference Event. The catering was delicious and the games they had at the event were a lot of fun. Everyone welcomed me and made me feel very comfortable.

The entire conference was a great experience. I enjoyed all the presenters and learned some new tips and tricks for my professional career as well as my personal life.

I also learned valuable information from the classes that I took through the breakout sessions. I would like to thank everyone who put together the UMCA Conference this year. It was a great success and I hope to return next year.

Kim Dudley
Snyderville Basin Water Reclamation District



UMCA Conference

In Review



This was my first opportunity to attend the UMCA conference. I enjoyed the entire experience immensely. The speaker on day one was quite entertaining. The people I met were all wonderful and finding a network of resources to call on is very comforting. The classes were very informative and I feel I learned so much. The conference center in Vernal was beautiful and the food was outstanding. The social events were quite a bit of fun. Who knew you could enjoy a conference that much? Oh, and thank you for all the swag!

Trina Cooke
Heber City Deputy Recorder



Scott Christopher
People People: Who They Are, Why They Win & How to Become One
The Levity Effect: Why it Pays to Lighten Up



1st Time Attendees L to R: Ashlee Wanlass, Christina Boss, Mariah La Corti, Vicky Walters, Kim Riggle, Brooke Smith, Jeanne Tejada, Tangee Sloan, Mackenzie Wood, Leah Langan, Laura Oscarson, DeeDee Robinson, Stephanie Haycock





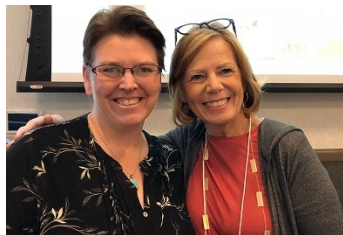
Attitude-to-dos

- Laugh and smile a LOT
- Unleash your *own* humor
- Don't take yourself/title so seriously (self-effacing)
- Lighten up in meetings/calls
- Lighten up in speeches and presentations
- Perspective

2018 Conference In Review



Brandon Hill, Ethics in the Municipal Clerk/Recorders Office



Amy Barry and Joy Johnson Cemetery Records Management



Cindy Quick and Kim Crane, Utah Municipal Clerks Handbook



Dr. Susan R. Madsen Advancing Gender Equality: Leadership Strategies and Skills



Derek Branchley, Municipal Election Code



Lon Schiffbauer, Ph.D.

The Courage to Succeed: Discover and Achieve What Matters Most (and tell everything else to take a hike)



Jason Adamson, Be the Change You Want to See



Cassie Brown, Meeting Minutes



Paul Tonks, Assistant Attorney General, Utah Open Public Meeting Noticing Requirements



Rebekkah Shaw and Sonny Dulfo, Utah General Retention Schedules & Updates



Travis Dunn, MHR, PHR, HR: Creating the Happiest Place on Earth



Captain David Montoya and Captain Joy Stearns, Managing Stress and Job Burnout



Amy Sanders, Relaxation and Meditation Techniques



Committees



Education Committee: (L to R) Cindy Quick, Colleen Mulvey, Maria Devereux, Rachelle Conner, Joy Johnson, Jamie Brooks and Jackie Nostrom (Not pictured: Kim Read and Annette Spendlove)

Election Committee: (L to R) Cynthia Nelson, Darci Carlson and Tara Pentz (Not pictured: Jackie Nostrom)



Handbook Committee: (L to R) Marlena Connor, Vicky Walters, Glenna Etzel, Cindy Quick, Kim Crane, Darcie Carlson and Denise Woods (Not pictured: Sharon Allen)

Newsletter Committee: (L to R) Glenna Etzel, Jackie Nostrom, Janell Braithwaite, Nichole Camac and Jamie Brooks



Welcoming Committee: (L to R) Tara Pentz, Vicky Walters and Marlena Connor (Not Pictured: Kim Read)

No Pictures

Legislative Committee: Annette Spendlove, Rachelle Conner and Colleen Mulvey

Silent Auction Committee: DeAnn Varney and Dixie Earl

Thank You!

Congratulations to our Newest CMCs & MMCs



New CMCs: (L to R) Darcie Carlson, Pam Spencer, Tara Pentz, Nichole Camac, Sherrie Gordon and Jenene Hansen



New MMCs: (L to R) Teresa Harris and Anona Yardley



**Jenene Hansen, CMC
Huntington City Recorder**

Jenene received her CMC designation from the International Institute of Municipal Clerks, and received her certificate on August 14, 2018.

Congratulations



All Conference Event



Thanks to our Conference Vendors!



**Zoe Master,
Code Publishing Co.**



Ben Smedley, URS



**Sharon Child,
Olympus Insurance**



Steve Schmenk, JCG



**Marcie Boren,
Caselle**



**Phillip Miller,
MCCi**



Paul Johnson, URMMA



**Kimball Clark,
Muncicode**



Ryan Hatch, ULGT



**Rob Rollins,
Sterling Codifiers**

Doug Stewart, MVi



Movers & Shakers

Tangee Sloan

West Jordan Deputy City Clerk



When the City of West Jordan began looking for a new Deputy City Clerk, we only needed to look to the second floor of City Hall. Tangee Sloan (named after a lipstick—Google it!) has been with the City for 21 years. After brief stints in the Police and Finance Departments, Tangee has spent the last twenty years in the I.T. Department. Understandably, she was ready for a change and joined the City Clerk's office because she "likes a challenge and was ready to learn new things." Tangee grew up in Riverton where she lives today. She is the proud mom of 23-year-old Daxton and as is true of so many of us, her hobbies have long been centered around her son. She especially enjoys watching him play lacrosse. Tangee is extremely hard working and only recently quit her *third* job—leaving her with only two to keep her busy. Yet somehow, she still manages to spend time working out at the gym. Tangee is very social, fun to be around and brings a great sense of humor to the office.



UMCA Region Updates

WGBP

The Wayne, Garfield, Beaver and Piute Region consists of 14 towns and two cities. Some of them are UMCA members, some are not. The average population of the towns is 340 with the smallest town population of 119. The largest town population is 887. The two cities are in Beaver County with the largest population being 3,100. There are four mountain ranges between the east and west boundaries. Our region is very small, very spread out, and very limited budgets. However, these small communities have clerks and recorders who are the life blood of their communities. We have had opportunities to help each other by email and phone calls with important issues we face for example, elections, cemeteries, records management, and many others. We don't hold scheduled meetings, but we have an open networking system that works for us. We have many issues in common that allows us to help and support each other. It is a privilege to serve the members and non-members of UMCA in the WGBP Region.

Anona Yardley, President
ayardley@beaverutah.net



UMCA Region Updates



SWRCA

Attending the UMCA Annual Conference this year was certainly time well-spent! All of us from SWRCA thank the UMCA Board for their efforts. You ladies are AMAZING and we all benefit from your dedication and hard work!

As I completed my KTAP this week I was reminded of the wide range of presentation topics. Within three days we were exposed to information on municipal election code, managing stress, becoming a better people person, cemetery records, retention schedules, ethics, gender equality, human resource issues, noticing requirements, ways to lighten up, and tips to achieve what matters most. Wow! But think about it, as clerks and recorders our municipalities truly depend on us to have this knowledge. Can you think of another position in your office requiring proficiency in a wider array of subjects? I believe this is part of what keeps us challenged and growing in a positive direction. This conference really helped motivate me to achieve more as a professional and a person in general. I hope it did the same for you.

Our next SWRCA meeting will be held Friday, December 14th from 11:30am to 2:30pm at the Black Bear Restaurant off the I15 exit 13. This is the annual holiday get-together and a wonderful way to close out the year. Members of SWRCA are tight-knit and always support and encourage each other. Just as with UMCA, participation in SWRCA has made a big difference in how I approach my career. I appreciate the opportunity to be part of such a dynamic group! Happy holidays everyone!

Darci Carlson, SWRCA President

dcarlson@springdaletown.com



SCURA

The SCURA chapter met on Thursday August 23, 2018 at noon at the Ephraim City Hall.

There were 10 members in attendance! I think this is almost a record for SCURA! The Constitution and Bylaws of the South Central Recorders Association were reviewed and updated. Lacey will make the recommended changes and email them to all members.

Several SCURA members were able to attend ULCT's recorders' day in SLC and UMCA's annual conference in Vernal. Those in attendance were able to attend some great sessions to earn points towards their CMC and MMC designations. It is always so fun to meet up at conferences.

SCURA's next meeting will be held on November 15 in Elsinore at noon.

We want to welcome any new recorders/clerks in our region to come and join our association! We have fun together and want to get to know you. This group has wonderful recorders/clerks who are willing to offer their knowledge and support! Come network with us!

Lacey Belnap, President

belnapl@centerfieldcity.org





UMCA Region Updates

GSLCRA

The GSLCRA Chapter met in August at Draper City Hall. Our guest speaker was Salt Lake County Election Clerk, Sherrie Swenson. Sherrie reviewed the 2018 Legislative Election updates and facilitated a very informative discussion regarding Ranked Choice Voting.

On November 5th, members will receive an email requesting nominations for Vice President and interest for Secretary. An electronic ballot will be sent to all members to cast their vote by November 15th. If there are insufficient nominations, nominations will be taken during the December meeting. We encourage those requiring experience points towards their CMC or MMC designation to participate in a Board position.

Please join us Wednesday, December 5th at Riverton City Hall for the nomination/introduction of the new Board and guest speaker, J. Craig Bott, Riverton City Prosecuting Attorney. Once again, we will be collecting donations for Candy Cane Corner, a non-profit organization that offers a full shopping experience for families in need in Salt Lake County.

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

Nicole Smedley, President
nicole.smedley@slcgov.com

CURA

Central Utah Regional Clerks Association (CURA) - The past few months have been busy for CURA members we have been meeting monthly and receiving some great training. In September most of us were able to attend the UMCA annual conference in Vernal. The Uintah Conference Center was a beautiful setting for the conference and the committees in charge of the conference did a great job. We are excited to report CURA's own Pam Spencer with Vineyard received the UMCA Recorder of the Year, Congratulations Pam! The end of the year is approaching, our October meeting we had a relaxing time with Amy Sanders teaching us about meditation and stress relief. In November we have an election roundtable scheduled and December will be our end of year Christmas Social and charity drive. We welcome all Utah County, Juab and Wasatch Counties in the CURA region to come to our monthly meetings, we miss you when you're not there.

Kim Rayburn, President
krayburn@springville.org



UMCA Region Updates



BRAG

The summer BRAG Clerks & Recorders Association meeting was held on Friday, July 27, 2018 at noon at Jim's Grill in Smithfield City.

Susan Obray, City Recorder for Perry City was spotlighted.

A big Welcome to new members: Nancy Page – clerk for Deweyville and Sandra Burton- Clerk for the town of Howell

The Speaker was Jason Watterson, a Loss Prevention consultant with the Utah Local Governments Trust. Mr. Watterson reviewed Harassment and Discrimination Prevention and handed out the following information on best practices.

It WILL happen! Be prepared!

Management must take action. Don't ignore it. The Trust does not pay out a lot because its members do well to address complaints.

Adopt a policy. Make it easy to understand. Review it regularly.

Make sure EVERYONE (including elected officials) know your policy.

Train everyone regularly. Supervisors need to know their duty!

Identify areas of concern.

TAKE ACTION!! If a complaint is raised, YOU MUST TAKE ACTION!!

Action should be Prompt, Consistent & Proportionate to the offense.

Plan and prepare for the worst!

Be consistent in your actions!

Don't hesitate to get legal advice!

Remember: Awareness, Accountability, Action!

Awareness and reporting are way up.

Mr. Watterson addressed questioning about making false accusations. He stated employers could discipline for making a false accusation. This should be addressed in the harassment and discrimination policy and should be reviewed regularly.

Our next meeting will be held on Friday, October 26th, at the Nibley City Town Hall. The Topic will be Arbing training.

Char Izatt, President

cizatt@smithfieldcity.org

DMWRA

DMWRA stands for Davis, Morgan, Weber Recorders Association. We meet monthly for a luncheon where we listen to a guest speaker provided by the hosting city. Sometimes we meet at a restaurant and other times we meet at the city hall of the hosting city.

In June we were hosted by Riverdale City where we met at Ruby River Steakhouse. We listened to Rich Taylor give a presentation on strengthening skills to positively communicate and manage difficult situations and co-workers. July found us at Orlando's in Kaysville City, listening to Attorney Rich Mills speak on GRAMA for municipalities. Beth Holbrook, Bountiful City Council Member and past ULCT President, spoke to us in August about the role of ULCT and staff/council relationships. We met at Joy Luck Restaurant located in Woods Cross, our host city.

We enjoy the camaraderie we share and the things we learn at each meeting. We invite everyone within our area to join us!

Leesa Kapetanov, President

lkapetanov@southogdencity.com





Oath of Office administered to New 2018-2019 UMCA Board Members by Past President Leigh Ann Warnock



2018-2019 UMCA Board

Bottom Row: Secretary: Jackie Nostrom, Herriman City Recorder, Past President: Teresa Harris, Logan City Recorder, President: Annette Spendlove, North Ogden City Recorder, Vice president: Susan Farnsworth, Santaquin City Recorder and Treasurer: Lisa Titensor, Clinton City Deputy Recorder

Top Row: Facilities Director Nicole Smedley, SLC Assistant City Recorder, Communications Director: Colleen Mulvey, Cedar Hills City Recorder, Education Director: Janell Braithwaite, Gunnison City Recorder, Membership Director: Kim Read, Layton City Recorder and Training Director: Christina Fernandez, St. George City Recorder

Coming March 11-15, 2019, Institute & Academy!

Southern Utah University, Cedar City

<https://www.suu.edu/siel/cae/comm-prof-dev/umca/>



2017-2018 UMCA Board of Directors

President

Annette Spendlove, MMC

North Ogden City Recorder
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Past President

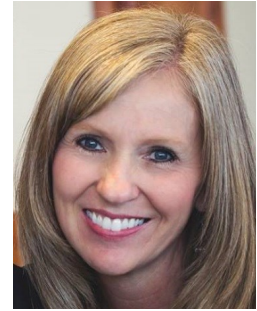
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Vice President

Susan Farnsworth, MMC

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Janell Braithwaite, CMC

Gunnison City Recorder

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Salt Lake City
Assistant City Recorder

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Training Director

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Kim Read, MMC

Layton City Recorder

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Jackie Nostrom, MMC

Herriman City Recorder

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Treasurer

Lisa Titensor, MMC

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