

July 2017

UMCA July, 2017



President's Message

This is my last President's Message! I can hardly believe it. I cannot express enough thanks to you for allowing me to serve as your president; it has truly been an extraordinary adventure and one I wouldn't trade for anything! The growth I have experienced from serving on the Board these past few years has been phenomenal. Vice President Teresa Harris will be President in just a little over two months! (Breathe, Teresa) She has been so wonderful to work with and you will love her as much as I do.

As we get closer to our Annual Conference in September, it is time to start thinking about when you might run for a position on the Board. Like I was, you are probably thinking, "There is no way in (insert sentence enhancer of choice here) I will ever run for the UMCA Board; it would be too hard and too time-consuming." Let me explain a few things. A new member of the Board is treated like royalty, given training by experienced members of the Board with step-by-step instructions for each duty. The responsibilities are so expertly divided among the 10 members that it is so much easier and things run so much more smoothly than I ever imagined. Yes, it is work, and yes, it does require some time, but not nearly what I expected. The rewards are so overwhelmingly worth it. I have been continuously amazed by the relationships I have formed with these ladies, and know each and every one of them has my back if something comes up to temporarily take me away from my duties. These are life-long friendships that I treasure. I urge you to think about serving at least one two-year term on the Board of Directors. With the changes made to the Bylaws last year, anyone who has served two consecutive years on the Board at any time may run for Vice President. Because of varying circumstances of the past year, we have several new board members who have not yet served for two years, and several others with prior commitments, leaving us without an obvious candidate for this position. Please consider running for VP or one of the other vacancies that we have on the Board. You won't regret it.

We have a fantastic conference planned for you in Logan this year. You will find new topics and a few surprises in our agenda this year. We are so excited and want to thank the Education Committee for their hard work in putting everything together.

Have an EXTRAORDINARY rest of the year, and I will see each of you in Logan at our Annual Conference in September.

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**Don't Miss the
UMCA 2017
Annual Conference
September 27-29, 2017
In Logan, Utah**

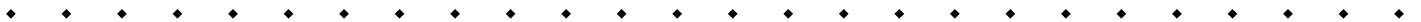




be extraordinary

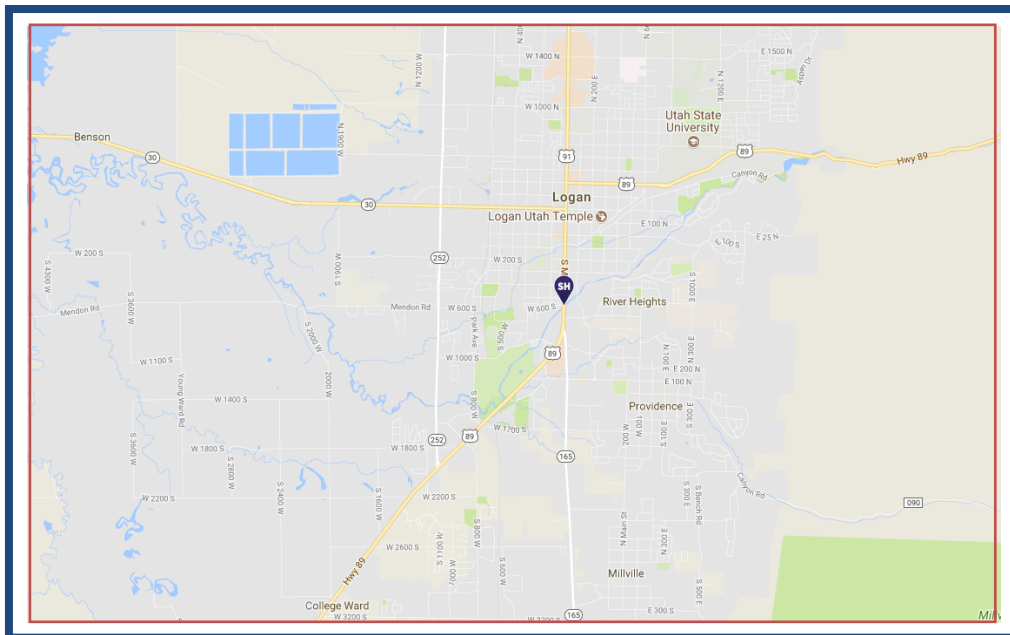


You ARE EXTRAORDINARY.
Yes, you ARE!



UMCA Annual Conference September 27-29, 2017 Riverwoods Conference Center 615 Riverwoods Parkway Logan, Utah

Please find the registration form included in the newsletter and watch for online registration and payments to be available at umca.org by August 1st.



Conference Registration

Riverwoods Conference Center
Logan, Utah
September 27-29, 2017



Registration Form

(Please type or print clearly)

City/Town/Business	Phone	E-mail address REQUIRED
Delegate Name	Position	
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 (Registration fees include specified meals and all breaks. Full Registration also includes the banquet for delegate)

	UMCA MEMBER RECORDER/TOWN CLERK	NONMEMBER RECORDER/TOWN CLERK
FULL REGISTRATION (On or before August 31, 2017)	\$210	\$310
WEDNESDAY ONLY Registration.....	\$125	\$180
THURSDAY ONLY Registration (Does not include Banquet).....	\$125	\$180

I will be attending the Ice Cream Social Tuesday night Yes No
I will be attending the All Conference Event on Wednesday Yes No
I will be bringing a guest to the All Conference Event Yes No
I will be attending the banquet on Thursday Yes No

SCHOLARSHIPS

It is the policy of UMCA to provide scholarships to its members to participate in the UMCA Annual 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 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 the Conference. The applicant must have evidence in writing that the governing body or administration of the applicant's municipality has allocated funding. (Form available at UMCA.org)
- Applicant must be a full member of UMCA.

Scholarship requests must be received on or before August 18, 2017.

Extra Tickets

	Quantity	Total
Wednesday Lunch.....\$ 10.00	_____	_____
Thursday Lunch.....\$ 10.00	_____	_____
Thursday Banquet.....\$ 25.00	_____	_____
Friday Brunch.....\$ 11.00	_____	_____
All Conference Event after 1 st guest \$ 15.00	_____	_____

Totals

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

Registration Options:

1. Online registration available after July 22nd. If registering online, please fill out and submit online form with payment.
2. If registering by mail, please fill out this form and return with payment to:

Utah Municipal Clerks Association
c/o Kate Black, Alta Town Clerk
PO 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 September 15, 2017. No refund is provided for cancellations received after September 15.

UMCA ANNUAL CONFERENCE

GUEST SPEAKER

Alex Cabrero



Alex Cabrero has been reporting for KSL since 2004. During his time in Salt Lake City, he has covered several high-profile Utah stories, including the Crandall Canyon mine collapse, the Trolley Square shootings, and the Susan Powell missing person case.

He has also covered national and international stories, such as Hurricane Katrina from the Gulf Coast, the devastating California wildfires, and the earthquake disasters in both Haiti and Nepal.

Alex has traveled to Beijing for coverage of the 2008 Olympics, London for the 2012 Olympics, Sochi for the 2014 Olympics, and Rio de Janeiro for the 2016 Olympics.

Alex is a 4-time Emmy Award winner, including a National Emmy for his reporting during a standoff in Tennessee. In all, Alex has won more than 50 awards from the Society of Professional Journalists and the Utah Broadcasters Association.

Before coming to Utah, Alex covered the September 11th terrorist attacks, training for the first wave of soldiers from the 101st Airborne who would be sent to Afghanistan, the search for 1996 Atlanta Olympic Park bomber Eric Rudolph, and Country Music star Johnny Cash's funeral.

Prior to KSL, Alex reported for WTVF in Nashville, TN; WRCB in Chattanooga, TN; KPVI in Pocatello/Idaho Falls, Idaho; News 55 in Twin Falls, Idaho; and Cable 6 TV in Middletown, New York.

Alex is from Rock Hill, New York. He graduated with an Associate's Degree in Communications from Orange County (NY) Community College and earned his Bachelor's Degree in Broadcast Production from the State University of New York at New Paltz.

Alex is an Eagle Scout, played college baseball, and was a volunteer firefighter/rescue SCUBA diver for the Rock Hill Fire Department

He enjoys visiting National and State Parks, exploring the remote areas of Utah, and playing baseball for the Utah Rockies in the Utah Mens Adult Baseball League.

We are excited to hear more from Alex who will be our concluding speaker at the Conference in Logan on Friday, September 29!!

You won't want to miss it!!

See you soon!



UMCA Annual Conference Cont. Conference Host Hotels



635 So. Riverwoods Parkway

Logan, UT

435-750-5180

SpringHill Suite Rate \$99/night = tax

Rate available until 9/12/17

[Click Here for SpringHill Suites Marriott online reservation link](#)



853 S. Hwy 89

Logan, UT

435-752-0707

LaQuinta Inns & Suites Rate: \$84/night = taxes

Rate available until 9/05/2017

Cancellations between 9/05/2017 and 9/25/2017 will be charged one room night plus tax

Call 435-752-0707, press 3 (front desk) and identify yourselves as members of the Utah Municipal Clerks Association



Best Western Weston Inn

250 No. Main Street

Logan, UT

435-752-5700

Weston Inn Rate: \$79.99/night + taxes

Rate available until 9/15/2017

Identify yourselves as members of the Utah Municipal Clerks Association if making reservation by phone

[Or click here to book online](#)

UMCA CONFERENCE INFO

A Note from UMCA Facilities Director – Michelle Kellogg



The UMCA Board has been busy working on some fun social events for this year's annual conference.

The *Ice Cream Social* combined with our early registration on Tuesday, September 26th, will be held on the patio of the Springhill Suites and Conference Center from 6:00-8:00 p.m..

On Wednesday evening, we will meet in one of the conference meeting rooms for a *Super Hero Party*. This event will include tons of fun, food, drinks, and giveaways (you must be present to win giveaways). Our Platinum and Gold Level Sponsors' generous contributions are helping us put on this great event, so please stop by to enjoy some food, mingle with our sponsors, and UMCA members, and maybe take home a prize! Super Hero attire is welcomed for this event!!

On Thursday evening we will hold our annual *Recorder of the Year Banquet* in the conference center ball room. The entertainment after the banquet will be hypnotist *John Moyer*, who has delighted audiences for years. He will be looking for 10-15 volunteers to hypnotize. If you are feeling adventurous, get ready to be the star of the show!

Last, but not least, you may bring a guest to any or all of these events. Please make sure to indicate on the registration form if you are bringing someone so that we can plan accordingly. The *Ice Cream Social* and *Super Hero Party* are free events; there is an additional cost for extra tickets to the banquet for nonregistered guests.

Banquet Entertainment: Hypnotist John Moyer

Over twenty years of award-winning experience on stage, with a natural quick-wit and improvisational showmanship, allow hypnotist and speaker, John Moyer to connect with every audience. His "approachable persona" is genuine. Corporations and business professionals across the country have had John present and perform for their groups. His authenticity and passion delivers an experience audiences will remember, with a powerful take-away message.



The message: it's all about the power of the mind. John's not only trained as a Master Hypnotist, but also as a Certified Consulting Hypnotist (CCH) with the National Guild of Hypnotists, the world's largest hypnosis organization. For John, it's more than just "a show." It's a high energy presentation framed within a fascinating and fun-filled interactive demonstration. Audiences come to understand just how much their state of mind can work for them - or against them - and how they can easily harness their states of mind to make profound changes for the better.

When you're in the audience, you're entertained and enlightened. When you volunteer and participate, you receive the gift of becoming empowered. Imagine leaving the event being better off, than previous to your arrival.

From corporate events, to Comic Cons and the Royal Caribbean Cruise Line, John Moyer creates a mind-blowing, mind-changing-for-the-better experience for audiences every single time.



UMCA Annual Conference cont.



Keynote Speaker – Patrick Ibarra

UMCA is proud to introduce Patrick Ibarra as a keynote speaker at our 2017 Annual Conference in Logan. As Co-Founder and Partner in the Mejorando Group, Patrick Ibarra is an architect of innovation and entrepreneur of ideas who seeks to challenge the status quo thinking of “we’ve always done it that way” and replace it with a progressive approach to continuous improvement. Patrick brings over 31 years of experience and in-depth expertise from serving as a Consultant and Manager in both public and private sector organizations, including as a city manager.

Patrick will be presenting two sessions:

Best Practices: The Enemy of Innovation

This is a very interesting and informative topic that will motivate and challenge you to move away from the “we’ve always done it that way” mindset and show how progressive government leaders are moving away from best practices and moving toward “next practices” in their efforts to build stronger, more effective organizations.

Replenish Your Passion: Your Personal CEO

This session will touch on what’s influencing your everyday life and feature a powerful booster shot to your entire life by learning how to adopt a new CEO full of Challenges, Experiences and Opportunities that naturally replenishes your spirit. Patrick will focus on the 12 ways to unleash your new CEO including your Self, Mind, Body, Soul, Spouse or Partner, Children, Family, Career, Community, Environment, Technology and the Human Race.



Silent Auction and Door Prizes

Remember your door prizes and donations for the silent auction!

Door Prizes: We need door prizes to be given out to our members at random during the conference. Everyone needs to bring at least one door prize so we can be sure everyone attending the conference receives a prize!

Silent Auction: The proceeds from this fabulous event are used to help fund scholarships for our members to attend the annual conference and Institute/Academy. Please be generous with our silent auction donations (\$15 minimum value).

Scholarships

Scholarships are available to our membership for attending the Annual Conference and Institute/Academy. The UMCA Board encourages you to apply for a scholarship if your city or town is unable to send you to these trainings. Scholarships can be requested for registration, lodging or both. Don’t miss out on the opportunity to attend the UMCA Annual Conference because of budget constraints. Please contact Kate Black, UMCA Treasurer, with any questions or just fill out your scholarship application and return to her today!

[Click here for scholarship application and instructions](#)



Congratulations to our Newest CMC and MMC!



Shelly Reed, CMC
Midvale City Deputy Recorder

Shelly has been awarded her CMC designation and was honored at the Midvale city council meeting on May 16, 2017. UMCA President, Leigh Ann Warnock, and UMCA Training Director, Kim Read, were there to congratulate her along with Midvale’s Mayor, JoAnn Seghini and City Recorder Rori Andreason.



Holly Gadd, MMC
Farmington City Recorder

UMCA President, Leigh Ann Warnock, and UMCA Training Director, Kim Read, were in attendance at the Farmington city council meeting on May 2, 2017 to congratulate Holly for receiving her MMC designation.





Cynthia Nelson, CMC
Tremonton City Deputy Recorder

UMCA President Leigh Ann Warnock attended the Tremonton City Council meeting July 18, 2017 to congratulate Cynthia on her CMC achievement.



Congratulations

To our newest CMC's



Glenna Etzel, CMC
Wellington City Recorder

Glenna was awarded her CMC designation on July 5th at the Wellington city council meeting. Leigh Ann Warnock, UMCA President, was there to congratulate her.



Movers & Shakers

Casey Arnold West Point City Recorder



Hey there! I have been with West Point City for 5 and ½ years now, first as the Utility Billing Clerk and now as the City Recorder since the end of 2015...though that's coming up on two years in this position, I still frequently use the "Sorry, I'm new" excuse at least once a week. Luckily, we have this great organization and I can ask any question and no one makes me feel dense or inferior! At least, not to my face, which I thoroughly appreciate.

I met my husband while attending Utah State University and after I graduated in 2009, we were married in August of 2010. I then received another degree that they put his name on before having our first daughter in 2012. She was followed by another girl in 2014 and I haven't slept well since. After putting my foot down and demanding we move from our house across the street from my in-laws, we bought a house in West Haven and love it. We have a little land where we are able to keep our horses, a few cows (not mine), chickens (not mine), bunnies (not mine), stray cats (definitely not mine), and a dog (whom I love). My girls are constantly leaving the chicken coop gate open, and so we have unintentionally free-range chicken eggs that they sell to save up to go to Disneyland – so if any of you are in the area, feel free to stop by and contribute to their cause!

I spend my days saying 'no' to my girls, playing with Barbies outside in the dirt (I like to think of them as "well-rounded kids"), riding horses, fishing, going to the cabin, riding four-wheelers, training racehorses, and trying to keep my nail polish and makeup hidden from two obsessed pairs of hands. I also continuously read and re-read all the Harry Potter books – can we all just agree that the books are *way* better than the movies already?? In between all that, I work full-time at the City and enjoy the time away (did I say that out loud?). Actually, in all seriousness, I work with some great people and they make working out of the home and away from my girls a little more bearable. #momguilt

I never expected to be working in the public sector, but I have found that I actually quite enjoy it; the main goal is to keep our residents happy, healthy, and safe and I like contributing to that. I recently turned 30 and now that I am over the weeks of depression and anxiety that followed my birthday, I feel content with where I am professionally and hope to continue down the path of city government. I met some great men and women at the UMCA Institute and Academy and hope to get to know more of you in the years to come. GO AGGIES!



UMCA Region Updates

WGBP

The WGBP Region has been sharing and helping each other with elections by emailing and answering questions that we have had. We have revised the election calendar for all vote by mail elections. Where all of us are very small communities, we have so much in common and have been able to help each other in many ways. We will be continuing our monthly emails of information and help as we progress through the challenges of each day.

Anona Yardley, President
ayardley@beaverutah.net



SWRCA

Good things are happening in SWRCA! It has been exciting to see our quarterly meeting attendance increase! Rotating our meeting location between Cedar City and Washington County seems to be beneficial. We hope so! It is so great to meet together with such awesome people and be able to share insights, knowledge and experiences with each other. We are looking forward to the UMCA Fall Conference and want to remind any SWRCA members that if they are interested in applying for a scholarship, please email heather@parowan.org for an application. We encourage everyone to attend Fall Conference – there are so many amazing classes to attend and the networking is invaluable! Hope to see you all there! Have a happy summer!

Callie Bassett, President
cbassett@infowest.com



CURA

The Central Utah Recorders Association (CURA) has had a lot of fun together and learned some great things so far this year. We have discussed and had training on Developing Policies and Procedures and their importance, election updates and adopting our own Retention Schedules. The members of CURA are always willing to help and share, and we learn so much from each other. They are awesome!

Beth Hone, President
Ehone.levantown@gmail.com



GSLCRA

The last quarterly meeting for our GSLCRA group was hosted by Salt Lake City. With the Great Shake Out just around the corner, we thought it would be great timing to have Eric Witt get us updated with Emergency Planning. He educated us about Salt Lake City's Net-Zero buildings and evacuation plans. It was a good reminder that we all are in the business of helping others especially at the time of a disaster! The Bylaws Committee also proposed and distributed amendments to the GSLCRA Constitution and Bylaws which seemed to be received well.

We look forward to meeting as a group again in August and we are thankful to South Jordan City for hosting. Hope you're all having a great summer! Remember, Regina Brett said that "Summer is the annual permission slip to be lazy. To do nothing and have it count for something." So, I say get out there and be lazy! We hope you are all enjoying your summer however you like to enjoy it! We look forward to seeing you all again in September at our Annual Conference in Logan!

Cindy Quick, President
cmquick@herriman.org



UMCA Region Updates & Roving Training



DMWRA

The DWMRA has been meeting monthly. We have an awesome network of recorders! Each training we attend adds value to our knowledge base and carries over into our daily workload. This group has found strength in community and grace in laughter when stress and deadlines are just too much. Our trainings thus far have included a myriad of topics such as elections (all Davis Co. cities are participating in Vote By Mail with the County), safety, diversity, and open meetings. We are encouraged by the continual comradery and added value of each meeting.

Amy Rodriguez, President

amy@washingtonterracecity.org



SCURA

We want to give a BIG Thanks to Sherri Westbrook from Salina for hosting our beginning of the year SCURA meeting. She was wonderful to work with. The SCURA chapter met at noon on February 23, 2017 in the Salina Fire Station, 80 N. 100 W. We had special guest speaker, Monte Bona from the Mormon Pioneer National Heritage Area (MPNHA). He spoke to us about the Heritage Area and their website. He showed us that all our towns in the MPNHA are linked on their website. We can even have them put events on there as well. He talked to us about some other features of the website, like the Discovery Road TV series. If you would like to check out the events in our area, check out the MPNHA website: www.mormonpioneerheritage.org

Our next SCURA meeting was held in Aurora at noon on May 18. Aurora Recorder, Clint Johnson hosted. We were going to have a BBO but the weather wouldn't cooperate. So, Clint took us inside their beautiful city building and treated us to chicken doobies and strawberry short cake. It was delicious. Thank you Clint. UMCA's Susan Farnsworth was there to help us all learn how to achieve and apply for our CMC or MMC. We always learn a lot when Susan comes to meet with us. Thank you Susan Farnsworth.

It was great meeting all the recorders/clerks that attended. They are amazing.

Our upcoming SCURA meeting will be on August 18 at noon in Spring City. City Recorder, Dixie Earl will be hosting. We will get to see their newly renovated city offices in the Historic Spring City School. We will have a guest speaker. If you want to learn something new and have fun doing it, come and enjoy the SCURA recorders/clerks. They are simply the best.

Jane Banks, President

Jane.banks@mtpleasantcity.com



RUN FOR THE UMCA BOARD

Take the challenge this year and declare your candidacy to serve on the UMCA Board. Elections will be held at the Annual Conference in September.

Why should you run for the UMCA Board?

- ▣ You have talents, knowledge and unique insights!
- ▣ To become better acquainted with UMCA members!
- ▣ To grow in your profession!
- ▣ To serve the association
- ▣ Because WE NEED YOU!!!



Positions:

- ◇ **3 Directors** (2 year term) The Directors, along with the other officers, shall have general supervision over the affairs of the Association. Director positions include education, training, communication, membership and facilities.
- ◇ **Vice President** (3 year commitment as the Vice President will advance to President and Past President each subsequent year) The Vice President shall: (1) Perform the duties of the President in the absence of the President. (2) Have primary responsibility for the education and training programs of the Association and assist in the planning of the Annual Conference and Institute/Academy, work closely with the Education Director, Training Director, and Institute/Academy Director(s) to ensure proper certification opportunities exist for members. (3) Attend the IIMC Annual Conference (paid for by UMCA). (4) Coordinate the efforts of the Education Director and Training Director with such programs as mentoring, promoting certification, maintaining a list of qualified speakers and any other programs deemed appropriate to improve the quality of education/training for the members of the Association. (5) Attend the Utah League of Cities and Towns Board Meetings and provide minutes of the same. (6) Be responsible for the development and on-going maintenance of the Association's Handbook. (7) Serve as Chair of the Legislative Committee. (8) Attend ULCT monthly board meetings on a rotating basis with the President and Past President. Anyone who has served on the Board for two consecutive years at any time may run for this position.
- ◇ **Treasurer** (2 year term) The Treasurer shall: (1) Have charge of all monies and report on the financial affairs of the Association. (2) Collect dues and fees; pay all bills by check upon written authorization from the President; keep an itemized record in a permanent file of all receipts and expenditures; and turn over all books, records and papers pertaining to the Association to the duly elected successor within ten (10) days of vacating office. (3) Mail, email, or fax notices to the membership. (4) Nominate a qualified auditor to perform an audit of the financial affairs of the Association. The audit is to be completed in a timely manner and the results presented to the Board of Directors.

Being a member of the UMCA Board does take time, but the responsibilities are well divided among the Board members. You will receive CMC/MMC points for serving. PLUS, we have a blast and have all grown so much as a result of serving. Please consider running for the Board this year.

[Click here for a Declaration of Candidacy Form and Municipal Consent Form](#)

2016-2017 UMCA Board of Directors

President

Leigh Ann Warnock, MMC
Ephraim City Recorder
5 S. Main St.
Ephraim, UT 84627
leighann.warnock@ephraincity.org
435-283-4631



Past President

Annette Spendlove, MMC
North Ogden City Recorder
505 E. 2600 N.
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801-782-7211



Vice President

Teresa Harris, CMC
Logan City Recorder
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teresa.harris@loganutah.org
435-716-9002



Communications Director

Janel Braithwaite, CMC
Gunnison City Recorder
38 W. Center (P.O. Box 790)
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435-528-7969



Facilities Director

Michelle Kellogg, CMC
Park City Recorder
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Membership Director

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Education Director

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Training Director

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Layton, UT 84041
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Secretary

Susan Farnsworth, MMC
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Treasurer

Kate Black
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