



OCTOBER, 2017

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President's Message

As the leaves fall and the days grow shorter, I want to thank you for your dedication to all that you do in your life. You are an inspiration to me and I look forward to getting to know each of you better as I serve as President of the UMCA this year.

Mapping Our Future is the theme I have chosen for the 2017-2018 year.

Mapping the Future for your life is a huge endeavor. It's not something you should expect to complete in just an hour. It takes a lot of meditation, time and soul searching, which is surprisingly difficult and draining work! Everyone wears different hats throughout their life and even during a single day. We take on the roles of wife/husband, father/mother, friend, volunteer, citizen, employee and so on. To become a complete and well-rounded person and to follow our life map, we feel we need to thrive in each of our roles. So much of our happiness depends on our success in our various roles in life but as many of us know sometimes there are detours that take us away from our map and take us in a different direction. We might also have a brief pit-stop and then we are right back following the map once again. Some of those detours and pit-stops in our professional life might be a new mayor, council member or the ever changing legislative updates that alter the way we do elections and noticing. Personally, those detours and pit-stops might be illness or family issues.

Mapping the life you want isn't a one-time thing, but a lifelong process. My hope is that throughout this coming year we can work together to continue following our UMCA map and go in a direction that we can all learn from and grow both personally and professionally.

Finally, I would like to say that we are all part of the UMCA family wherever we might live and work throughout the state of Utah. Together, we will create a year of excellence – lengthening the legacy of great clerks and recorders before us.

Enjoy the upcoming holiday season and the best to all of you!

MAPPING OUR FUTURE

Congratulations

UMCA 2017 Recorder of the Year Susan Farnsworth Santaquin City Recorder

“For many years, Susan has been an outstanding City Recorder, Risk Manager, and Captain on the Santaquin City Fire and EMS Department. On a great many occasions Susan has been called upon by her colleagues throughout the State who are in need of her knowledge and assistance.”

Santaquin City Manager, Benjamin A. Reeves nominated Susan as the UMCA Recorder of the Year stating, “Susan is both a force of nature and an inspiration to those she serves. A great many people are walking the earth today because of her efforts to personally sacrifice her time to learn and serve others. She is an inspiration of excellence and achievement, and she is a role model and recognized leader.” Thank you, Susan!



Dinner & Entertainment:



**Hypnotist
John Moyer**



Congratulations

UMCA 2017 Town Clerk of the Year **Cheryl Bodily** Nibley Deputy Town Clerk

Nibley City Mayor, Shaun Dustin and City Manager/Recorder, David Zook, nominated Cheryl as the UMCA Deputy Recorder of the Year. “We believe she has made considerable contributions to her fellow Clerks and Recorders in the Utah Municipal Clerks Association, that she has shown dedication to her profession above and beyond what is expected, and she has provided service in other organizations in addition to her position with our city.” Great job Cheryl!



“Cheryl has been employed by Nibley City since August of 2008, and while Cheryl’s service has always been exemplary, since becoming a full-time employee, Cheryl has made numerous additional contributions to Nibley City and to her profession. Cheryl has been a wonderful addition to our office due to her always cheerful, friendly and positive attitude.”

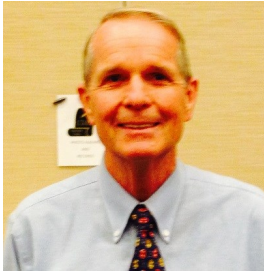


Dinner & Entertainment



2017 UMCA Annual Conference

In Review



Welcome to Logan, Utah
Mayor H. Craig Petersen



Nancy Leigh,

Brian Head Town Clerk



What I love about our UMCA conferences is the camaraderie that is abundant when you come to these conferences. Everyone is willing and ready to help each other and the networking that happens is great. The information is invaluable with our ever demanding jobs and knowing that we're not alone makes it a little better. I want to thank the Board for such a great conference and for all their hard work and efforts they put into each conference we attend. UMCA makes my job so much easier in knowing that I can reach out and ask a question and get an answer from so many great sources. Thanks again for a great conference year!



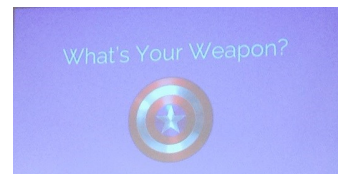
Corey Twedt, Millville City Recorder

This was my first UMCA Conference and honestly I was pretty intimidated. It is probably my wife's and daughter's fault, but I find women extremely scary! With all of the amazing clerks and recorders in one room, I was terrified. Luckily, they were extremely nice and I had a great time.

I really enjoyed the classes. Learning about digital file management from Kendra Yates was very useful and it's always fun to hear from David Church on ethics and how to stay out of jail. Steve Hiatt was fantastic! Great take-aways and it is comforting to see footage of a city council meeting that is more dysfunctional than most of the meetings in most of the council meetings in Utah. In the class titled **The Captain's Battle Plan**, Dani Slaugh taught me about my personal colors and makeup strategies. I'm looking forward to trying them out ;)

The best part of the conference was definitely the people. There are amazing, hard working, dedicated recorders and clerks in the State. It was great to meet more of them and see how others are working through issues and tackling their jobs.

The UMCA Board is fantastic! Good work on putting this all together. I'm sure I speak for everyone in saying THANK YOU!



2017 UMCA Annual Conference cont.



**Dixie Earl,
Spring City Recorder**

As a new recorder of a small town, I was excited for the learning opportunity that the UMCA Conference would provide. My experience well exceeded my expectations. The Speakers/ Presenters were excellent, talking

with the vendors was helpful, the entertainment was hilarious, and the food was delicious, but the icing on the cake was the abundant opportunity to talk with the other recorders and clerks. They were all so willing to share their vast experience and knowledge, all of which made this conference invaluable to my city and me.



**David Zook,
Nibley City Manager**

What a wonderful UMCA conference we had this year. Thank you to everyone who helped make it a great conference. We had some very helpful and informative workshops. Some that stood out to me as being especially helpful were *Insurance Provisions in Contracts* by Brian Child, *HR 101* by Summer Palmer, the public meeting notice website presentation/ discussion and I thought the *Stress Management* and *The Captains Battle Plan* were fun and informative too. The awards banquet, with the hilarious hypnosis show, was definitely the highlight of the conference. Thank you to those who were brave enough to be hypnotized for our entertainment and congratulations to our honorees.



Brian Child
Insurance Provisions



Summer Palmer
HR 101



Cindy Valdez, South Jordan Deputy Recorder

I have attended the UMCA conference for the last 10 years and I always look forward to attending every year, and this year did not disappoint. There were great speakers with lots of energy to keep us on our toes, as well as I always enjoy being able to choose what breakout sessions I want to attend each year. I really enjoyed the session by Camille Nelson – Leadership, Team Building and Empowerment. Camille gave us spaghetti, string, tape and a marshmallow and told us to work as a team and build the tallest thing we could. My team started out trying to build a pyramid type structure, but soon found out that it was not working. We all started giving our individual input on what we

thought would make the base strong, and the next thing we knew we had a structure standing with a marshmallow on top! I think teamwork is very effective, and that was a great example. I really struggle with sitting at my computer all day, so I really enjoyed the yoga class. I had never done yoga before, but after sitting all day, it felt so good to stretch out and loosen up my tight muscles. Since coming back from the conference I have been stretching at my desk and it really does help. The food, snacks, and entertainment were amazing as always! The entertainment was hilarious! It was another great conference, looking forward to attending next year's conference in Vernal.





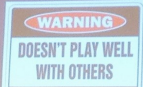
Patrick Ibarra,
Best Practices: The
Enemy of Innovation

*“Why can’t we all
just get along?
Win graciously;
accept your losses
and move on.”*

Mayor
Steve Hiatt,
Kaysville
City
Getting
Along with
Elected
Officials



Another source of conflict is council members who don't work and play well with others.



Conference cont.

Sharon Allen, Ivins City Deputy Recorder

I always enjoy attending UMCA conference. I learn something new at each one. The best part has nothing to do with the conference itself. It is meeting the amazing people from all across the state that care so much about their cities and towns to take time out of their busy schedules to come together and help each other solve individual issues they are dealing with in their respective cities. The networking is ultimately the most important part of each conference. I really enjoyed our class on Best Practices: The Enemy of Innovation. Patrick Ibarra from the Mejorado Group was the speaker, and he used humor, sarcasm (which I love) and insight to encourage us to find ways of improving productivity at work. He urged us to find creative ways to become more efficient and organized, and to mentally challenge ourselves. He stated we should aspire to grow a stronger community through critical thinking, to always stay curious and ask questions. Thank you so much to the Board for all the time and effort they invest into these trainings and I hope to see you all again next conference!



Denise Woods, Morgan City Recorder

2017 UMCA Annual Conference – BE EXTRAORDINARY!!!!

The synonyms for "extraordinary" are: tremendous, enormous, immense, prodigious, stupendous, monumental, and remarkable.

The 2017 UMCA Conference was that and more. Being a "1st Time Attendee" was an extraordinary experience. A great friend of mine, Thieda Wellman, told me "You will love it. They are an amazing group of women." She was right. From the food, snacks and ENTERTAINMENT, it was a wonderful experience and I met some awesome women. (Thank you to Kim Read and Darinda Wardell for taking me under their wings.)

This association is truly a fantastic group. I was impressed with the knowledge, skills and leadership qualities of the Board and the presenters. I enjoyed each of the sessions and received great information. Although Patrick Ibarra, was both entertaining and gave us a lot of good information, my favorite was Steve Hiatt, Mayor of Kaysville City. Mr. Hiatt gave great insight to working with local government and elected officials. He referred to an article written by David L. Church entitled 'Why Can't we all Just Get Along?' Although the article refers to the positions of mayor and council member, I felt it could also be applied to my position and even life in general. A few of the points in the article were: Learn your position and duties and accept them; Personality conflicts can and will arise – work together over time; Be a strong employee; Assume the role of referee and not the participant; Win graciously; Accept your losses, and move on; Enjoy correcting your own mistakes as much as you do others; and Do your own job first. Another session that was very beneficial to me was taught by Colleen Mulvey – Records Classifications & GRAMA. Colleen made the topic of GRAMA fun and interesting. She will definitely be my 'go to' for help.

I know I have so much to learn but after attending the conference I know that – I am not alone. I am excited for this new chapter in my life and the associations I will make. I now have a whole group of mentors who I know will always be willing to help.

The Board was extraordinary – THANK YOU.



Conference Cont.

Natalee Flynn, Syracuse City Deputy Recorder



Greeted by several ladies dressed in black jackets and pants (whom I later realized were members of the UMCA Board of Directors), I was welcomed and handed supplies and a special goodie bag for newbies like me. I knew I was in the right place and that my decision to attend the UMCA Annual Conference was the best one I'd made in a while. Supported by Syracuse City Recorder Cassie Brown, MMC; I immersed myself each day in the diverse schedule of classes. I thoroughly enjoyed sitting by friends and making so many new friends. It felt so easy to relate to those I was surrounded by because we have so much in common and at the same time, I learned so much because of our differences.

Lessons learned from presenter Utah State University President Noelle Cockett apply to each of us no matter at what stage we are in our career and no matter how big or small our city or town may be: Don't force a solution; Fight procrastination, accept isolation; Balance work, family, friends and yourself; An exception to a policy is a new policy. And from Patrick Ibarra with The Mejorando Group, I was motivated to expose myself to a different point of view, read non-government websites, ask more questions and challenge assumptions, explore the arts, travel in the discomfort zone and to remember to write things down. Thank you to the Board of Directors, Cassie Brown and Syracuse City for granting me the opportunity to become a member of the UMCA and to attend my first conference. The experience of conference helped make me a more well-rounded person, which will help me perform better at work and in my home life.

Noelle Cockett, Utah State University President



"Don't force a solution; Fight procrastination, accept isolation; Balance work, family, friends and yourself."

Michelle Chatwin, Hildale City Deputy Recorder



I was privileged to attend the Utah Municipal Clerks Association conference this year. I had a wonderful experience and met some great people. I am the minutes clerk working under our city recorder. I have found that the more I understand about city government, the jobs of each of my supervisors, and the expectations of our citizens, the better I am able to perform my own duties. The conference had a series of trainings on a number of different subjects. I especially enjoyed the presentation by Mayor Hiatt on dealing with elected officials. That will be most helpful to me in my work. It was fun meeting with the vendors, getting prizes, and participating in the all-conference event. The committees who hosted the conference were awesome. Although this was the first time I have ever attended anything like this, I was put at ease immediately. I laughed more those few days than I have in months. It was very good for me physically, emotionally, and professionally. I had a very enjoyable time.



"I laughed more those few days than I have in months"

Michelle Walker, Fountain Green City Recorder



First and foremost, I love Logan. Such a beautiful area. I enjoy attending the UMCA conference each year. After meeting and talking to Clerks and Recorders from all over the State, I realize that I'm not the only one dealing with crazy Citizens, City Councils and/or Mayors. I really enjoyed listening to Dani Slaugh explain to us how to successfully dress and Alex Cabrero on how we can help get more positive stories to the media. Special thanks to all who worked endlessly to make this conference a success. You're AWESOME!

Alex Cabrero, KSL News Reporter



Conference cont.



Wendy Page, Clearfield City Deputy Recorder

I was privileged to attend the UMCA Annual Conference for my first time this year. Logan was a beautiful setting for the conference. I enjoyed the opportunity to build relationships, gain additional knowledge, and stay in town for the duration of the conference. I would have to say as a first time attendee it was much more than I expected from a conference. The presenters were very knowledgeable and the topics were very insightful and relative to our profession. I loved the speakers and wouldn't be able to pick a favorite; however, I thought Mayor Hiatt did a great job of covering the topic assigned of building relationships with public officials. Doing yoga during the session about stress management with Stefani Walker really helped me relax and realize I need to do that more often to keep my sanity! Last but not least, dressing for success ideas were impressively shared by Dani Slaugh. Again, these topics were far more than I expected and I was impressed at how inspired I was to be extraordinary.

Overall my conference experience helped me learn, network, and even win a few prizes! My goal will be to apply those things that I have taken away from the conference and become better each day. I meet so many talented, energetic, knowledgeable, and devoted men and women who serve as clerks and recorders. My goal will be to become extraordinary just like each of YOU! I really appreciate all the planning, preparation and kindness demonstrated by the UMCA board members. Thank you for allowing me to attend on scholarship which enabled full participation that would have not been possible otherwise. See you all next year!



Stefani Walker, Stress Management



Velva Lee Sherman, Wales Town Clerk

As always, one of my favorite things about attending the annual conference is the chance to talk with other clerks and recorders; they have so much hands-on knowledge to share. Just an example - after one of the presentations, Nicole Smedley, from SLC, came up and offered some advice on how to access the new retention schedules, something I have been struggling with. And then she even gave me her card and encouraged me to call if I had any other questions she could help me with. That's the kind of thing I love about UMCA Conference. And may I mention the fact that it's so nice to have a chance to share your work woes with others who completely understand. (Did I say that out loud!?)

Some of my favorites from the conference:

- ✦ 'Consider your role as "service" to others' -- Noelle Cockett, USU President
- ✦ 'Learning from your colleagues is critical' -- Patrick Ibarra, Best Practices: Enemy of Innovation
- ✦ "'Time" is where you show your priorities' -- Patrick Ibarra, Replenish Your Passion: Your Personal CEO
- ✦ "Be the voice of calm & reason; you need to take the high road" -- Mayor Steve Hiatt, Building Relationships with Elected Officials
- ✦ 'Become habit-oriented rather than goal-oriented' -- Camille Nelson; Leadership, Team Building & Empowerment
- ✦ "You can adopt your own retention schedule by ordinance" -- Colleen Mulvey, Records Classification & GRAMA

Colleen Mulvey, Records Classifications & GRAMA



(You know they twisted my arm to write this since I agreed to write something last year for the news-letter but conveniently forgot until it was too late. No, I really did forget and didn't find the little note Janell gave me til after the fact - really!)

Conference cont.

Devan Clevenger, Wendover City Clerk/Recorder



I would like to thank everyone for having me and receiving the scholarship for the annual conference. The Logan UMCA conference was my first one I have been to. I had a great time and the way the conference was set up was really neat. Everyone was friendly and I learned a few things that will help me with my further education of being a clerk for a municipality. I was also extremely relieved to hear I wasn't the only person real unhappy with the Utah Public website. I have had constant problems with uploading and adding hearings. I thought maybe it was just me but I learned "no, it's them". I enjoyed the very positive atmosphere and a few of the speakers were very positive and had great key points brought up in their seminars.

The Yoga class was great because I got some good stretches in too. Once again I would like to thank everyone for having me and making feel welcomed at the conference. I look forward to furthering my education as a city clerk.

Thank you!



All Conference Event



Conference cont.

Committees

Education Committee



LPC Committee: Rachelle Conner, Leigh Ann Warnock and Colleen Mulvey (no picture)

L to R: Kim Rayburn, Cindy Quick, Nicole Smedley, Rachelle Conner and Maria Devereux
Not pictured: Jenni Johnson, Paula Melgar and Jackie Nostrom

Handbook Committee



L to R: Darci Carlson, Sharon Allen, Kim Rayburn, Pam Spencer, Cindy Quick and Nicole Smedley

Election Committee



L to R: Cynthia Nelson, and Glenna Etzel

Not Pictured: UMCA Director Colleen Mulvey and UMCA Vice President Teresa Harris

Welcoming Committee



L to R: Cynthia Nelson, Nicole Smedley, Lucinda Daley, Amy Rodriguez, Kim Rayburn and Cindy Quick

Welcome Bag



Thank You

Congratulations

New CMC's and MMC's



Cathy Lummus, CMC

Rocky Ridge Town Clerk

UMCA Vice President, Teresa Harris, attended the Rocky Ridge Town Council meeting on Wednesday, September 20, 2017 to congratulate Cathy on her CMC designation.



Danice Bulloch, MMC

Washington City Recorder

Danice was recognized at the Washington City Council meeting on Wednesday, October 11, 2017 for receiving her MMC designation. Congratulations Danice!



2017 Recognized Retirees: Rose Mary Jones, 32 Years, Millville City

Thieda Wellman, 24 Years, Layton City

Julie Bloxham, 34 Years, Morgan City

Judy Murray, 17 Years, Hooper City



work hard.
↳ have fun.
↓
make a difference.



UMCA Region Updates



BRAG

The Summer BRAG Area Clerks & Recorders Association meeting was held on Friday, July 14, 2017 at 12:00 p.m. at Maddox Ranch House in Perry. Our spotlight for the quarter was Char Izatt, Deputy Recorder for Smithfield City. We learned more about Ms. Izatt and the fun places she has visited.

The speaker in July was Amy Barry, Web Manager-Cemetery Program at the Utah Division of State History. Ms. Barry spoke about the statutory reporting requirements and explained she was in charge of maintaining a list of cemeteries in Utah. Ms. Barry discussed topics in Title 8 of the Utah State Code including: Donations for Care, Recording Plats and Conveyances, Endowment Care Cemeteries, Rights and Title to Cemetery Lots, and Polices and Records. Those in attendance were asked to complete an information sheet regarding their cemetery. Ms. Barry described a Utah State grant program that is available to help digitize cemetery records.

The next BRAG luncheon will be in January. We would like to encourage all to attend. We have a wonderful group and networking and getting to know everyone.



BRAG Officers are: Linsey Nessen, President; Char Izatt, 1st Vice President; Cynthia Nelson, 2nd Vice President; Cheryl Bodily, Secretary; and Sylvia Tibbitts, Past President.



CURA

The Recorders and Clerks from CURA have been busy. We have had Primary Elections, some great training on recording documents, and many of us were able to attend the awesome UMCA Conference in Logan. We are now gearing up for the General Municipal Election.

We enjoy meeting with each other and sharing ideas and helping each other out. You won't find a better group than the amazing clerks and recorders in the Central Utah region!!!

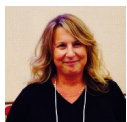


CURA Officers are: Elizabeth Hone, President; Kim Rayburn, Vice President; Pam Spencer, Secretary and Angie Warner, Treasurer.



DMWRA

The Davis Morgan Weber Recorder's Association is comprised of 26 cities and currently has 36 members. Our group meets monthly to discuss current topics in our area, share practices and procedures, and receive training relevant to our position. This past year we have received training on election law, insurance procedures, and changes to notary code, among other fine topics. The Association is a great way to keep in contact with others in our area. Our group is comprised of seasoned recorders as well as first year recorders. It is a wonderful way to share experiences and bounce ideas off each other because as we all know, there is rarely a situation out there that someone hasn't had to deal with at one point or another. And if there is, it is a great opportunity to brainstorm with other recorders on a possible solution.



DMWRA Officers are: Amy Rodriguez, Washington Terrace, President; Vice-President is Leesa Kapetanov, South Ogden. Our Treasurer is Maria Devereux, Kaysville City and our Secretary is Susan Nance, North Ogden City.

Conference Pics:



UMCA Region Updates Cont.



The GSLCRA met in August and Anna West with South Jordan City graciously hosted. She had the IT Department Manager provide a training regarding security. He sufficiently freaked us out and made us very aware of areas where we need to think more seriously about security. It was very informative and a great reminder to be more aware. We always have a great time networking with each other at the Fall Conference and this year in Logan was no exception. We want to say *thank you* to the UMCA Board and Education Committee for putting together such a great line up of classes providing us great education and updates, as well as, fun opportunities to get to know each other better!

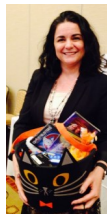
We welcomed three new members to our group; Mel Edwards from South Jordan, Minda Stockdale from Park City and Makayla Hardy from Salt Lake City. Our next meeting will be on December 6th at the new Herriman City Hall where we will be holding elections for the upcoming year. If you are a new clerk/recorder in our region and haven't had a chance to join us yet we want to welcome you to our group and would love to network with you.



GSLCRA Officers are: Cindy Quick, Herriman, President; Nicole Smedley, Salt lake City, Vice President; Joy Johnson, Riverton City, Secretary and Melanie Briggs, West Jordan City, Treasurer.

Conference Tidbits

Silent Auction



Proceeds from the silent auction go towards scholarships for our members. This makes it possible for some clerks/recorders to attend our conferences and Institute & Academy who otherwise may not have the opportunity.

2017 Total : \$1,915

Great job UMCA!

Past President, Leigh Ann Warnock, swearing in members of the 2017-2018 UMCA Board:



L to R: Kate Black-Treasurer, Annette Spendlove-Vice President, Janell Braithwaite-Director, Christina Hernandez-Director, Kim Read-Director and Teresa Harris-President

Conference Pics:





2017-2018 UMCA Board Members

Bottom Row L to R: Leigh Ann Warnock, Past President; Teresa Harris, President,
Annette Spendlove, Vice President

Top Row L to R: Michelle Kellogg, Director; Kim Read, Director;
Susan Farnsworth, Secretary; Janell Braithwaite, Director; Colleen Mulvey, Director;
Kate Black, Treasurer and Christina Fernandez, Director



Most important Rules:
Engage with others respectfully.
Be sincere.
Be the voice of calm & of reason.



2017-2018 UMCA Board of Directors

President

Teresa Harris, CMC

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