

October 2016



UMCA October, 2016

President's Message

What a great year it has been for the UMCA. From Institute and Academy, to roving trainings and our Annual Conference held this past month, the educational opportunities have been tremendous. That success is the direct result of the outstanding people we have serving on the UMCA Board and our varied committees. It takes a lot of hard work, dedication and talent, and our people definitely have what it takes.

It is rather intimidating when I think about serving as your president this year. We have had so many great past presidents, whose examples and accomplishments have bettered the Association and paved the road for me to follow. I take this responsibility very seriously and hope to be able to serve and represent the Recorders and Clerks in Utah as well as they have.

My theme for the 2016-2017 year is "Be Extraordinary!" That word ignites such feelings of professionalism and excellence in my mind, but as I was sharing my theme with board members at the conference, one humorously asked, "You want us to do more than we are already doing?" I laughed and said that wasn't it at all, but was not able to put into words what I meant. Later I read a quote by Angelique Arnauld, Abbess of the Abby of Port-Royal in the 17th Century that perfectly described my interpretation of the word. She said, "Perfection consists not in doing extraordinary things, but in doing ordinary things extraordinarily well."

Sometimes the most ordinary tasks can be completed in an extraordinary manner simply by doing them with an attentive eye to the surrounding circumstances. Recorders and Clerks are tasked with numerous responsibilities. Implementing that little extra into each one to ensure all bases are covered and that your municipality is well represented in the ordinary things, makes them extraordinary. That is my goal for this year.

I look forward to the upcoming year and hope yours is extraordinary.

Sincerely,

Inside this issue:

President's Message	1
Recorder of the Year	2
UMCA Conference In Review.	3-5
UMCA Committees	6-7
New CMC/MMC's	8-9
Region Updates	10-11
Region Map	12
Conference Pics	13
Spotlight	14
UMCA Board	15

The difference
between
ordinary and
extraordinary
is just that
little "extra"

Congratulations

UMCA 2016 Recorder of the Year

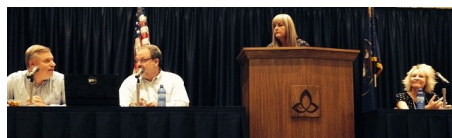
Cassie Brown

Syracuse City Recorder

Syracuse Mayor, Terry Palmer and City Manager, Brody Bovero both nominated Cassie as the UMCA Recorder of the Year stating "Cassie has been a loyal and dedicated City Recorder throughout her ten years with Syracuse City, and we are grateful to have her as an invaluable part of its administration. Cassie has been an asset to our organization, its residents, and the profession as a whole."



Awesome



2016 UMCA Annual Conference In Review



**Welcome to Vernal, Utah
Mayor Sonya Norton**

Tara Buckway, Tremonton City Recorder's Office Clerk

As a new member of the UMCA, I wasn't sure what to expect. I was so impressed with the other members of the organization. It is exciting to be part of such an intelligent and kind group of people. I felt welcomed from the moment I entered the door. (Thank you to the welcome team.) It was fun to meet other clerks and learn about their cities/towns and offices. The CMC certificate definitely motivates me to learn and grow in my position. My favorite class was Desktop yoga. I felt so good after the class. It was energizing and calming at the same time. Thank you for the time and effort it took to organize the event. I look forward to attending the conference next year.



Stefani Walker, Stress Management (Desk Yoga)



Susan Nance, Deputy City Recorder, North Ogden City

I felt so welcomed by everyone at the UMCA conference in Vernal, what an amazing experience my first time was! I definitely grew as a person from all the wonderful/uplifting speakers. There is one thing that has stayed in my mind from the conference and it was Nicole Roundy, Paralympian that spoke on *The Power of Balance: Lessons That Will Change Your Life*, she said "Design your life or someone else will do it for you." I walked away feeling so much confidence and positivity in both my professional and personal life.

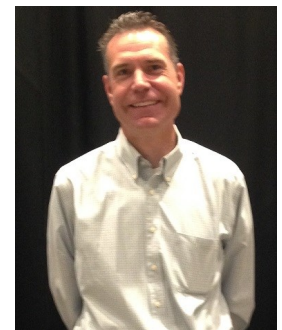


Nicole Roundy, Paralympian

Callie Bassett, City Recorder, Parowan

UMCA fall conference was wonderful! I appreciate the Board and all of their hard work for making this such a great experience. The facilities were wonderful, the classes were educational, and the association with such amazing people was well worth the drive from Parowan! I think my favorite class was on the "Power of a Positive Attitude". I loved this class because it not only applies to my work environment, but my personal life as well. There was a lot to take away from this class, but here are a few of my favorites:

1. There are awesome things all around us! Look for them and find them!
2. Happiness comes from recognizing and appreciating what we have. Gratitude is the healthiest of all emotions.
3. Habits of happiness include getting good sleep, exercising, getting outside, eating more fish, standing up straight, and smiling!
4. Be cool with who you are.
5. Find reasons every day to laugh. Don't hold back!



Sean Morris, Blomquist Hale

Thanks UMCA! It was awesome!



UMCA Conference cont.

Lisa Rarick, Blanding Clerk/Admin Assistant

The UMCA Conference held in Vernal September 28-30, 2016 had great presenters and valuable information for Clerks and Recorders to perform their jobs. Some of the classes addressed things that I don't do specifically in my job, but I was able to bring that information back to my co-workers who have those responsibilities. My favorite presentation was by Logan City Police Chief Gary Jensen, "Run...Hide...Fight - What to do in an active shooter situation/See Something, Say Something". This is a topic that is very applicable to all communities large and small. Chief Jensen had great examples of the different shooter situations that have occurred across the country. In addition, he provided helpful pointers on how to be prepared in case our workplaces are faced with an active shooter situation. I am the first person the public sees when they walk into the Blanding City Office. This makes me vulnerable to threatening actions from a disgruntled citizen. The recommendation to have mace nearby is one that our City Manager feels would be beneficial for those of us who are located in or near the front offices. This could be a great deterrent to allow us to escape a potentially dangerous situation.



The presentation on State Retention Schedules by Rebekka Shaw with the Utah State Archives provided great information and resources on how we should be maintaining our records. This presentation was only one hour but could have been two because of the number of questions being asked from our group. The resources provided will be a source of help as we move forward in maintaining and retaining important documents.

The Conference Center and Staff were awesome and the hard work from the presidency and board is greatly appreciated. See you next year!



Susan R. Hale, Sunset City Recorder

To everyone who made the 2016 UMCA Conference possible - You guys ROCK!! It was an awesome conference! I received some good quality information from each session I attended, although my favorite sessions were "A Cure for Willful Blindness", "Run...Hide...Fight - What to do in an Active Shooter Situation/See Something, Say Something" and "GRAMA/Records Management/Group Discussion". A Cure for Willful

Blindness made me open my eyes to things I should not let slide just because I don't think what I say matters or because I don't want to upset anyone. It could end up harming me, my fellow employees and/or the City I work for. What to do in an Active Shooter Situation reaffirms the plans I have made and has pushed me into asking my co-workers to think about theirs. Always, the more you can learn about GRAMA and Records Management the better. Learning about sharing records with other governmental agencies came at the perfect time for me. Last, but certainly not least, the break snacks were phenomenal this year! Thank you again for a wonderful conference!

Faith Wood, CSP Behaviorist



Darinda Wardell, Uintah City Recorder

2016 UMCA Conference - What an AWESOME experience!

As always this year's conference proved to be another testament to the knowledge, skill and leadership attributes of our profession. What a fantastic group

of people to network with!

With that being said, my favorite moment or experience of the conference is the participants! I truly enjoy the social aspects; catching up with friends we get to see maybe once or twice a year; meeting new members and being there to get to say goodbye and good luck to the lucky retirees!

This conference demonstrates and highlights the many technical and social aspects of our duties while offering solutions, tools and networking for us to take back to the office. We get to meet and learn from others who have mastered the things that scare us to death. They not only help educate us but offer their numbers and support for when we need them.

THANK YOU to the Board who have served us so well and who worked so hard to be sure that our valuable time was utilized to the fullest! This conference was loaded with information that leaves us very grateful for the knowledge; refreshers and support for the year ahead!

GRATITUDE + INTEGRITY= UMCA



Chief Gary Jensen, Logan City Police



Rebekka Shaw, Utah State Archives

UMCA Conference cont.

Michelle "Mikki" Chandler, Spring City Recorder



The most impactful experience for me at the 2016 UMCA Conference in Vernal was simply the opportunity to rub shoulders with the incredible men and women who are fellow Clerks and Recorders. It's difficult to know whether you're on the right track, with our multitude of duties, when we exist in the microcosm of our own cities and offices. You are all amazingly inspiring!

What a tremendous amount of work has gone into making our 2016 Conference an amazing one! I would be negligent if I failed to mention the food, which not even once left me hungry. Who can forget the vast snack bar that included Bugles and white chocolate chips, perfect for nibbling on for the entire week? And I must mention, being a carnivore, the unexpectedly perfect steak at the Recorder-of-the-Year banquet. Thank you for filling our stomachs, in addition to our filling our minds!

The fact that I was able to receive critical training, that I wasn't afforded when I was hired, is invaluable to me. I would like to thank the Board for the countless hours they put into making our conference unforgettable.

The most needed class for me, physically as well as emotionally, was the desk yoga. Aaahhh! It was like a little escape to the spa, that I can now implement at work when things get stressful (which occurs regularly in our critical deadline-filled, multi-tasking jobs).

The class that gave me the most valuable information, to take back for implementation in Spring City, was the Emergency Management instruction. This is such an important part of all of our cities' function, and we have been making great strides in Spring City in that arena.

I appreciated Thieda's comment at the end of our conference, "Integrity is how you live your life when no one is watching." It fits right in with the class that was the biggest eye-opener for me, Faith Wood's "A Cure for Willful Blindness". Throughout my life, I have let my desire to think and speak well of others turn into that flawed blind spot she spoke of. She posed the question, "What am I not seeing at work?" Our jobs are so intense and full of legal ramifications that we sometimes get overwhelmed and over fatigued, and we miss things that should be addressed. Wood expressed that we need to have a willingness to stand on our values; and have the integrity and accountability to stand up, speak up, and sometimes be uncomfortable. My new mantra is "I am getting comfortable with being uncomfortable." Ouch. Yes, it's painful.

There's always something we can do to better ourselves, and this year's conference has inspired me to stretch myself. I've been shown that I can become a better 'me'. I've also gained the understanding that my mistakes as Recorder are forgivable, and something to learn from! I have returned home from the conference with a renewed enthusiasm and determination to dedicate myself more fully to becoming a better steward of my office. I desire to be a greater example of integrity, so that my conduct "shall be above reproach and to merit public confidence." Thank you for filling my cup.



Roger Beckman, Santaquin City Emergency Manager



All Conference Event



UMCA Conference In Review Cont.

Committees



Education Committee

L to R: Rachelle Conner, Nicole Smedley, Jackie Nostrom, Christina Fernandez, Kari Jimenez, Leigh Ann Warnock

Not pictured: Konni Thompson, Lisa Titensor and Kim Rayburn



Handbook Committee:

Cindy Quick, Pam Spencer, Jackie Nostrom and Kim Read

Not Pictured: Kim Rayburn, Mariah Murphy and Sharon Allen



LPC Committee:

L to R: Rachelle Conner, Thieda Wellman (UMCA President) and Paula Melgar

Not Pictured: Julie Bloxham





Election Committee

L to R: Cynthia Nelson
and Jackie Nostrom

Not Pictured: Konni Thompson



Welcoming Committee

L to R: Michelle Kellogg, Jackie Nostrom, Lucinda Daley, Cindy Quick, Abbie Zampedri

Committees
that make a difference



*Thank
You*





Congratulations

To our newest CMCs and MMCs

Kim Rayburn, CMC
Springville City Recorder

Kim was recognized at the Springville City Council meeting on June 7th. UMCA Vice President Leigh Ann Warnock and UMCA Facilities Director Colleen Mulvey were there to congratulate her.



Janene Weiss, CMC
Provo City Recorder

Janene was awarded her CMC designation from the International Institute of Municipal Clerks and chose not to have a formal presentation



Cassie Brown, MMC
Syracuse City Recorder

Cassie was joined by UMCA President Thieda Wellman and Teresa Harris, UMCA Membership Director, at the Syracuse City Council meeting on September 13th as she received her MMC designation from the International Institute of Municipal Clerks.

Beth Hone
Levan Town Clerk

Beth received her CMC designation from the International Institute of Municipal Clerks and will not be having a formal presentation.



**Paula Melgar, CMC
Cottonwood Heights City Recorder**

Paula received her CMC designation from the International Institute of Municipal Clerks at the Cottonwood Heights Council Meeting held July 26th. UMCA President Thieda Wellman, UMCA Vice President Leigh Ann Warnock and Molly Spira, GSLCRA President, were there to congratulate her.



**Christina Fernandez
St. George City Recorder**



Christina received her CMC designation from the International Institute of Municipal Clerks and chose not to have a formal presentation.

**Elyse Greiner, CMC
South Weber City Deputy Recorder**

Elyse was recognized at the South Weber City Council meeting on October 11th for receiving her CMC designation from the International Institute of Municipal Clerks. The new UMCA President, Leigh Ann Warnock, was there to congratulate her.



**Linda Horrocks, CMC,
North Salt Lake City Deputy City Recorder**

Linda received her CMC designation from the International Institute of Municipal Clerks, and was recognized at the North Salt Lake City Council meeting held on July 19th. UMCA President Thieda Wellman was there to congratulate her.



UMCA Region Updates



SCURA

Jan Anderson, President
jana@cut.net

GSLCRA

Molly Spira, President
mspira@sandy.utah.gov

NRA

Diane Miller, President
duchesne@ubtanet.com



SURA

Rachel Stenta, President
rstenta@moabcity.org

CERA

Lael White, Acting President
recorder@castledalecity.org

WGPD

Anona Yardley, Acting President
ayardley@beaverutah.net

MCRA

Working on getting organized!



CURA

I have been the clerk for the Town of Genola for 5 years now and attended every conference and enjoyed each one, but I have to say this year was one of the greats. We as the Central Utah Recorders Association (CURA) group would like to thank the board for all of their hard work and dedication on our behalf. You guys are GREAT! CURA consists of Utah, Wasatch and Juab counties. We meet monthly and would love to have anyone from these counties who are not currently participating to do so. We have a great group of recorders and clerks and we love to work together to solve problems and come up with ways to make our duties more efficient. We met in Cedar Hills on the 13th of October to discuss election printing options. In November we will be meeting in Highland on the 10th to discuss stress management. With the holidays on the way we'll need it! December will be our Christmas Luncheon at the Brick Oven in Provo. If you are a CURA member and are not getting our emails let us know.

Lucinda Daley, President
genolaclerk@gmail.com



SWRCA

It was so great to see so many SWRCA members at the UMCA Fall Conference! Every time I meet someone new from our region I am excited and edified! We have such a great group of people to network with and grow and learn from. We are excited to see you all at our Christmas Party/Meeting in December! Details are forthcoming.

Keep up the good work!

Callie Bassett, President
cbassett@infowest.com



UMCA Region Updates



BRAG

The summer BRAG Area Clerks & Records Association meeting was held on Friday, July 15, 2016 at noon at Elements Restaurant in Logan, Utah.

Emily Pugsley, Health Educator for the Bear River Health Department was the speaker. The topics were: Emergency Preparedness Education (Rule of 3); Business Health Services (Drug & Alcohol screenings); Health Promotions (Tobacco Awareness & Reduction); Nursing Services (Low cost Women’s Cancer Screening); WIC (Women, Infant & Children) program and Environmental Health Services (Food Handler’s Permits & Air Quality), to name just a few of the services that are provided. Ms. Pugsley had a packet of information prepared for each attendee.

Marla Young, County Clerk for Box Elder County was spotlighted. It is always so enjoyable to hear the biographies of these talented members of our association.



Darlene Hess, City Recorder for Tremonton City, has retired after 20 plus years. What a legacy this wonderful lady leaves behind. Darlene cares deeply for both the BRAG area clerks and recorders and the UMCA. She encouraged new clerks/recorders to join; our members to contribute by volunteering on a committee or serving as a board member; to earn their CMC’s & MMC’s. She always seemed to know when we had a new clerk/recorder in the area and made sure to acknowledge them and invite them out to our meetings. Thank you Darlene for leading by example, you are a leader and you will be missed!! Linsey Nessen is the new Tremonton City Recorder.

We will be holding our elections for the upcoming year at our quarterly meeting in October.

If you are a new clerk/recorder and live in Box Elder, Cache & Rich Counties, we would like to welcome you to join our GREAT association!

President, Sylvia Tibbitts, Logan
sylvia.tibbitts@loganutah.org



DMWRA

The DMWRA has been busy in 2016. We meet monthly to network and discuss important topics & issues that affect our region. In January, Layton Recorder and 2016 UMCA President Thieda Wellman addressed our group to encourage participation on the UMCA board and committees and to update us on some of the issues the UMCA board is focusing on in 2016; in February, North Ogden Recorder Annette Spendlove provided us with encouragement and advice for achieving our CMC & MMC certifications; in April, South Ogden Recorder Leesa Kapetanov led an interactive discussion on best practices for recorders; in May, Clearfield City Recorder Nancy Dean and Deputy Recorder Kim Read led a discussion on GRAMA and shared some good practices they have adopted based on recent experiences; and in June, Annette Spendlove addressed us again to discuss networking and benchmarking, one of the issues many of us have been dealing with during the budget process. We are fortunate to have a great group of knowledgeable and experienced recorders who are willing to offer support within our region!!

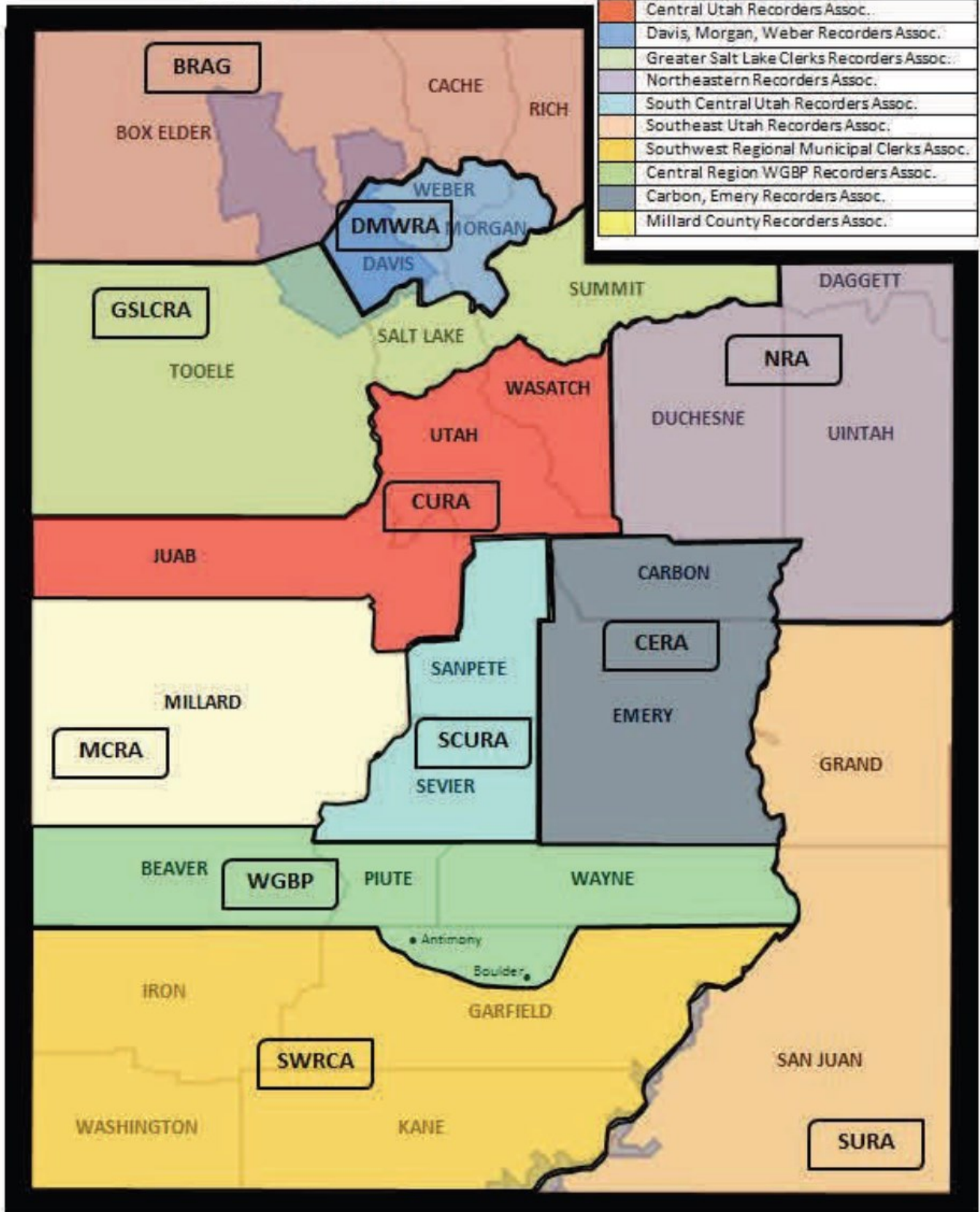
Lisa Titensor, President
ltitensor@clintoncity.com



Find Your UMCA Region

Utah Municipal Clerks Association Regions

UPDATED AUGUST 2014



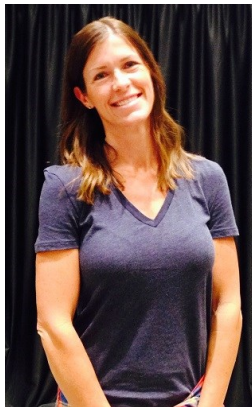
UMCA Conference



New CMC's



L to R: Beth Hone-Levan, Elyse Greiner- South Weber City, Judy Lee Murray-Hooper, Paula Melgar-Cottonwood Heights, Kathryn Moosman- Lindon, Linda Horrocks- North Salt Lake City, JoD'Ann Bates- Highland, Nicole Smedley, Salt Lake City, Christina Fernandez- St. George



New MMC

Cassie Brown- Syracuse



Silent Auction



THANK YOU

for your participation in making this years silent auction such a success. The proceeds from this event go towards scholarships for our members making it possible for some clerks/recorders to attend our conferences who otherwise may not have had the opportunity!

We are excited to report this year's silent auction raised

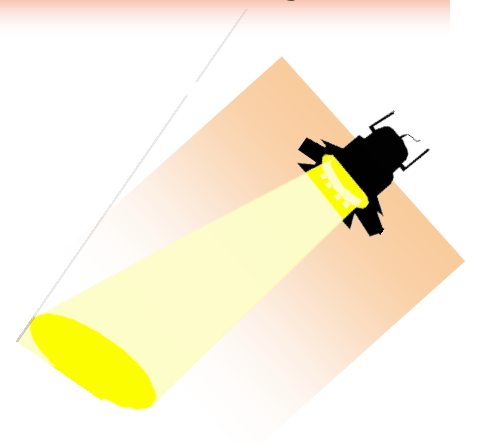
\$2,153



Swearing in members of the 2016-2017 UMCA Board:
L to R: Thieda Wellman-Past President, Leigh Ann Warnock- President, Michelle Kellogg-Director, Colleen Mulvey- Director, Teresa Harris-Vice President, Susan Farnsworth- Secretary

EXCELLENCE IN INFORMATION GOVERNANCE AWARD

Colleen Mulvey
Cedar Hills City Recorder



The Utah State Division of Archives and Records Service has awarded the city's Recorder, Colleen Mulvey, with the 2016 Excellence in Information Governance Award. Through her leadership and development of the city's records management program, the review committee was particularly impressed with her contributions in the following areas:

- Implementing a variety of methods to ensure accurate, manageable, and innovative preservation of the city's records
- Establishing an agency-wide training to educate staff on the importance of proper records management
- Actively engaging in professional development and sharing experience with colleagues

Colleen received the award at the Utah State Archives annual fall conference held October 6, 2016.

Way to go Colleen!



2016-2017 UMCA Board of Directors

President

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