



Utah Municipal Clerks Association

President's Message

With a new year comes the anticipation of change and the hope of a new beginning. I trust that your elections were a good experience, and the results are the best for your cities. I always look forward to the first Monday in January when new Council Members are sworn in to office, and we have an entire year to look forward to with no election!

Your UMCA Board is busy working to insure interests of Clerks and Records across the State are represented-

during the upcoming legislative session. I appreciate the great working relationship UMCA has with the

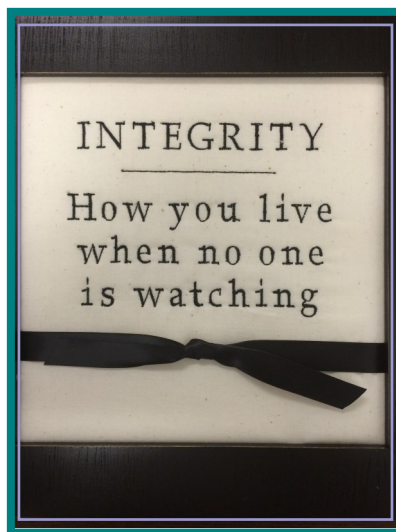
Utah League of Cities & Towns.

Kari Jimenez, Education Director and Leigh Ann Warnock, Vice-President, are busy planning for the Annual Conference in September. They have a couple of exciting presenters lined up that you are going to love. Please sign up to assist

Board on one of the committees. Everyone has something to contribute, and you can receive CMC/MMC points for serving on a committee. In keeping with my "Integrity" theme this year, I want to leave you with a quote from Amy Rees Anderson. She said,

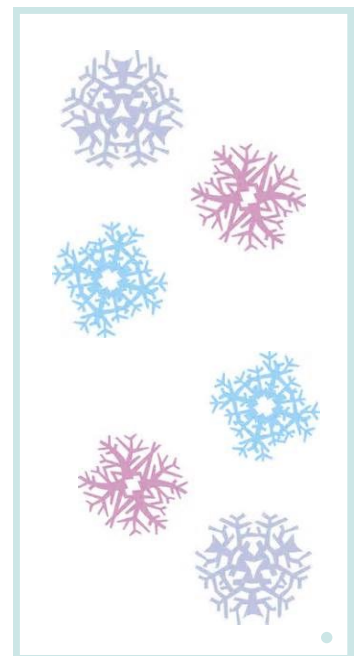
"Profit in dollars or power is temporary, but profit in a network of people who trust you as a person of integrity is forever. If you want to build a reputation as a person of integrity then surround yourself with people of integrity."

As members of UMCA, we are surrounded by people of integrity.



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Institute and Academy

March 21-25, 2016

Institute: provides the fundamental and basic principles, aimed at new and intermediate clerks. Institute is designed for clerks seeking Certified Municipal Clerk (CMC) status. **\$350** (Mon-Fri)

[Register Here](#)

Institute will start at 8:30 a.m. each day and end at 5:00 p.m. Monday-Thursday and 2:30 p.m. on Friday.

Academy: for clerks with more experience and provides more specialized workshops. Designed for clerks seeking Master Municipal Clerk (MMC) status. **\$250** (Wed-Fri)

[Register Here](#)

Academy will start at 8:30 a.m. each day and end at 5:00 p.m. Wednesday-Thursday and 2:30 p.m. on Friday

MMC Professional Development Day: The Utah Municipal Clerks Academy and Institute offers a new program targeted to seasoned MMC recipients. **\$90** (Thursday)

[Register Here](#)

Please note the change of location for Institute and Academy:

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

Rooms have been blocked at the :

Embassy Suites, 3524 S. Market Street, West Valley City, UT (801) 963-4760., \$123 + tax/night. Call or [click here](#) for reservations at Embassy Suites

And the:

Crystal Inn & Suites
2254 W. City Center Street
West Valley City, UT
(801) 736-2000 \$86.00 + tax/night. Call for reservations

*****FYI: The cost of Institute and Academy will increase \$50 in 2017 and another \$50 in 2018. Be sure to allow for this in your budget preparations!**



UTAH MUNICIPAL CLERKS
INSTITUTE & ACADEMY

Utah Cultural Celebration Center

The Utah Municipal Clerks Association (UMCA) provides a limited number of scholarships for clerks to attend the UMCA. For more information, contact Kate Black, Town of Alta, at 801-363-5105 or kblack@townofalta.com



New UMCA Director Welcome Nikki Kay!

I am so excited to be serving on the UMCA Board because it allows me the opportunity to work more closely with some of the most committed and supportive people I have been lucky enough to meet. At the first Institute and Academy I attended, I met Thieda, and she has been a



Treasurer and then accepted the position of City Recorder in 2001 where I have been ever since. When I'm not working, I love spending time with my husband and family. I have two children and six grandsons. Much of my free time is spent watching the two older ones play baseball, and the

great friend and "go-to" person ever since. From that time on I could always count on her to save me a place at the conferences, at Institute and Academy or to receive any guidance I needed. I am looking forward to working with all

of the Board members because I have watched how dedicated they are to this profession and helping each of us gain the education we need to do our jobs better.

I have worked for Naples City since 1994. I started as the

younger ones just play. I can't think of a better way to spend my time!



Congratulations

To our newest CMCs and MMCs



Thieda Wellman, MMC
Layton City Recorder

Thieda received her Master Municipal Clerk designation from the International Institute of Municipal Clerks. She chose not to have a formal presentation.

Lindsay Afuvai, CMC
Farr West City Recorder

UMCA Membership Director, Teresa Harris attended the Farr West City Council Meeting December 3rd to congratulate Lindsay on her achievement CMC certification.



Donja Wright, CMC
Hyde Park City Recorder
UMCA President Thieda Wellman congratulates Donja Wright at the Hyde Park City Council Meeting held on December 9th.



CMC/MMC



**Kathy Kresser, MMC
Pleasant Grove City Recorder**

Kathy received her MMC designation from the International Institute of Municipal Clerks at the Pleasant Grove City Council Meeting held December 1st. UMCA President Thieda Wellman and Facilities Director Colleen Mulvey were there to congratulate her.

**Teresa Harris, CMC
Logan City Recorder**

Teresa received her CMC certification and chose not to have a formal presentation.



**Lucinda Daley, CMC
Genola Town Clerk**

Lucinda was presented her CMC designation at the Genola Town Council meeting on October 14th. UMCA President Thieda Wellman and UMCA Vice-President LeighAnn Warnock were there to congratulate her.



**Teisha Wilson, CMC
Lehi City Deputy Recorder**

Teisha is congratulated by UMCA President Thieda Wellman at the Lehi City Council Meeting December 8th for receiving her CMC certification.



UMCA Region Updates

GLSCRA

The Greater Salt Lake Clerks and Records Association (GLSCRA) met in December at West Jordan City Hall for the annual Christmas luncheon. We had a great time with awesome food and prizes. We also reviewed topics for next year. Elections were held with the following new officers elected:

President: Molly Spira (Sandy)

Vice President: Cindy Quick (Herriman)

Secretary: Joy Johnson (Riverton)

Treasurer: Melanie Briggs (West Jordan)

SWRCA

The South West Regional Clerks Association held their Christmas Party/Meeting on the 18th where new officers were elected. The officers for the next two years are:

President: Callie Bassett

Vice President: Darci Carlson

Secretary: Heather Shurtleff

Treasurer: Christina Fernandez

Everyone had a great time with good food and friends, not to mention the cash drawings. We are looking forward to next year!



MCRA

The Millard County Municipal Clerks Association was newly created, and our first meeting was in April. We had a meal together and discussed plans for the future of our group. It will be fun to have our own group and meet together more often as the communities are close together. Have a wonderful Holiday everyone, and we will continue to report our happenings as we grow together as Millard County communities.

UMCA Movers & Shakers

Michelle Kellogg– Park City Recorder

Michelle was born in California and moved to Tennessee when she was eight years old. She came out to Utah to attend BYU, where she fell in love with the mountains (and graduated with a Bachelor's Degree in Public Policy). Upon graduating, she served an LDS mission in Argentina, where she met her future husband, Rick. Michelle and Rick have now been married 23 years and have

three children: Austin, Mara, and Alli. Throughout their marriage, they have moved all over the country: California,

Texas, Tennessee and Minnesota, but they could never stay away from Utah for too long. They have lived in Provo, Bountiful, and have made Heber City their home for the past 10 years (and next 50 years). Michelle's interests include trips to National Parks, yard work and walking/exercising.

Michelle began working as the Deputy City Recorder of Heber City in 2008 and became City Recorder in 2011. In November, 2015, she took a job as the Park City Recorder. She has loved being associated with UMCA, and has learned so much at the conferences and Institute/Academy sessions. But most of all, she has made friendships that are priceless to her. "There are so many inspiring people in UMCA that I look up to and admire, and I feel privileged to call them friends!"



Integrity

Michelle Chandler- Spring City Recorder

Michelle has lived in Spring City for the past 23 years. She feels that it is an absolutely heavenly place to be blessed to live. She loves living on seven acres, on the edge of a town where there are no stoplights, and where you can park yourself in the middle of the street to chat. She loves spending time with her three grown children and her first grandson. She loves gardening, dancing, being outdoors, reading, four wheeling, decorating, and thrift-shopping for treasures.

Michelle became the Spring City Recorder at the end of March 2015. What an adventure it has been in the City office to learn the



duties required –by trial and error! She is very grateful for the patience and time that other nearby Recorders have given, in helping with the details of a very intense learning curve. The UMCA Conference in September was invaluable, with very knowledgeable and inspiring instructors, in teaching some specifics about what is required of Municipal Clerk/Recorders. Michelle has made it through some extremely long and heated City Council meetings, large amounts of GRAMA requests, learning two accounting-software systems, budget hearings, elections, payroll, licensing, and the audit – fairly unscathed!

Prior to being hired for Spring City, Michelle worked as the Administrative Assistant and Editor of a magazine for parents of multiples (triplets, quadruplets, etc.). She enjoys learning and mastering new skills, and hopes that her love of people and her attention to details will help her to be an asset. She loves being in a position where she can be of service to her community and help to keep Spring City a little piece of heaven.

Friends



Friends

Friends

Utah State Archives' Excellence in Information Governance Award 2015

Tracy Hansen, Ogden City Recorder

Tracy Hansen, Ogden City Recorder was awarded The Utah State Archives' Excellence in Information Governance Award at the annual electronic records conference on Thursday, October 22, 2015. Tracy has many accomplishments as a records officer, here are just a few:

Tracy has been working closely with the City's IT Division to update the current records management program. This includes overseeing the implementation of a training program for new employees as part of their on-boarding process, as well as annual training for current employees relative to records management in their particular division. She understands the importance of educating employees on their roles in managing the City's records.

Tracy has made it a priority to make significant changes throughout the organization regarding

how people view records management; including resurrecting the City's Records Committee which has not been active for many years. Tracy has also worked with the Communications and Marketing Division to include a records related article each month in the City's internal employee newsletter. The goal is to educate the employees about what the Records Office has to offer them relative to records management.

While proactively taking on these projects to improve and update Ogden's records management program Tracy continues working on existing, ongoing records projects to ensure the proper identification, scheduling, scanning and indexing to preserve the City's records and history.

Congratulations Tracy!



2015-2016 UMCA Board of Directors

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