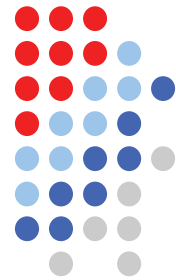


Utah Municipal Clerks Association



Utah Municipal Clerks

July 2014



President's Message

My goal this year, as President, was to help the membership of our association get the tools they need to progress in their profession. I was honored to work with fun, dedicated, professional, and forward thinking Clerks who have spent countless hours on behalf of the members of this organization. Their focus has always been on you and what they could do to help you get the skills and knowledge you need to succeed in your profession and have an enjoyable experience while obtaining this information.

I hope you took opportunities to grow, develop and advance and reached out for challenges and risks that strengthened your character and increased your intelligence. Did you remove the rockers so that you were free to progress?

Finn Kofoed will serve as your next President. She is a bright, qualified and caring professional lady. I hope you will consider taking part in this dynamic organization. It does take time, patience, and organization. We have fun, but what's important is that we can and should make a difference. If we are each doing our part it isn't so difficult. Every one of you has something this organization needs. I hope you will consider running for a Board Position or serving on one of the committees. We are, because of all those who stepped forward to progress, an organization to be revered. You are the ones that will keep us moving forward.

I am grateful for the friends I've made and the memories I have. Remember 'The Rules for Being Amazing' because that is what I see in you. Thank you for the honor of serving as your President.

Sincerely,

S. Annette Spendlove, MMC
UMCA President



Inside this issue:

| | |
|-----------------------------|-----|
| President's Message | 1 |
| UMCA Annual Conference Info | 2 |
| Movers and Shakers | 4 |
| Regional Group Updates | 4-5 |
| IIMC Conference Feedback | 6-9 |
| Roving training | 10 |
| Board of Directors | 11 |
| Crossword Puzzle | 12 |

UMCA Annual Conference—Logan, UT



The 2014 UMCA Annual Conference will be held Wednesday, September 24th through Friday the 26th. We will be meeting at [The Riverwoods Conference Center](#) located at 615 S. Riverwoods Parkway in Logan.

Room blocks have been reserved for the UMCA at three local hotels.

[Springhill Suites Marriott](#)
635 S. Riverwoods Parkway

[Days Inn & Suites](#)
447 N. Main Street

[Best Western Weston Inn](#)
250 N. Main Street

Silent Auction and Door Prizes

The 2014 UMCA Annual Conference is coming up quickly!

Silent Auction—What would this conference be without the silent auction and door prizes we have come to know and love?

Last year's silent auction raised nearly \$1,200. We hope, with your help, to raise even more funds in 2014!

The proceeds from this event are used to help fund scholarships that allow our members to attend Annual Conference and Institute/Academy.



Please be as generous as possible with your silent auction donations (\$15 minimum value) and help us make this event a wild success.

Door Prizes—As always we need door prizes to be given out to our members at random during the conference. Everyone needs to bring at least one to make sure everyone attending receives a door prize.

If you are unable to attend and need to get your door prizes and/or silent auction items to Logan, contact a Board member and we will make arrangements to pick them up.

Please remember to mark your donations so we can distinguish between silent auction items and door prizes.



feed your brain



Coming up at the
UMCA Annual
Conference
in Logan,
September
24th-26th.

Movers and Shakers —

Amy Rodriguez — Washington Terrace City Recorder

Amy Rodriguez has been with Washington Terrace City since 2005. She started out as the Utility Billing Clerk and became the City Recorder in 2008. She is working toward her CMC and hopes to receive it this year.

Amy grew up in Chicago where she met and married her high school sweetheart, Oscar, who recently retired from the Air Force. During his enlistment the couple was stationed in California, Colorado, Arizona, Japan and Germany before being transferred to Hill AFB in 2004. Amy attended Northeastern Illinois University in Chicago and Arizona State University in Phoenix. She graduated from the University of Maryland with a major in Psychology while living in Japan.



Amy and Oscar have two cats named Chewbacca (Chewy) and Leia. She said “We are not Star Wars freaks, but Chewy really looks like Chewbacca.” She is a huge Chicago Bears fan and enjoys reading and cruising around town in her brand new black and tan VW Beetle convertible. She got her first VW bug when they were stationed in Germany and had it for 14 years. Amy and Oscar love to travel and have been all over Europe. They are hoping to plan a trip back in 2015.



Washington Terrace City Treasurer, Laura Gamon, has worked with Amy since she started with the City in 2005 and had this to say, “Amy is awesome and one of the nicest people I have ever met. I can tell you that she is always

willing to try anything...from a new office procedure to improve the process, to a new fashion trend. The City’s staff and its residents are lucky to have her.”

BRAG

The BRAG Area Clerks & Records met at Maddox Ranch House in Perry, Utah on April 23, 2014. David Rogers from Davis & Bott, CPAs was the guest speaker and gave a presentation on Financial Management and Budgeting. Thanks to all our members for their participation in the BRAG group.



CURA

CURA has had some interesting and informative meetings this year. We took a comprehensive look at annexations and boundary agreements. Then we learned about IRS audits, which uncovered some of the little known areas the IRS looks for, such as making sure items like employee gift cards are taxed as wages. Our meeting covering GRAMA requests, led by our own Colleen Mulvey, had everyone laughing during a team ‘match the definition’ game. We will tackle social media, records and the Open Meetings Act in the next few months.

CURA’s vice-president, Jackie Nostrom, was hired as City Recorder for Herriman City, and is no longer in the CURA district. We will miss her sense of humor and feisty attitude. At the April meeting, new elections were held for vice-president. Kathy Kresser, who was serving as secretary, was elected as vice-president, and Anna Manwell was appointed as secretary for the remainder of 2014. Linda Midgley continues as President and Colleen Mulvey as treasurer. We also welcomed new member Lynne Shindurling, town clerk for Daniel.

DMWRA

The Davis, Morgan, Weber Records Association has had some very informative and fun meetings lately. We met at Larry's Spring Chicken Inn in Morgan to discuss stress management and share ideas about dealing with different stressors we encounter at work and at home. South Ogden City hosted a luncheon at their City Hall where we were given information on contract law from Dave Wilson of the Weber County Attorney's Office. We even had a picnic in the Clinton City Park while we received information from Clinton's City Administrator, Bill Morris, Esq., regarding properly drafting ordinances and resolutions and procedures for self-codification.



GSLCRA

The Greater Salt Lake Clerks and Records Association (GSLCRA) met in April at Draper City Hall where we received a legislative update from Cameron Diehl of Utah League of Cities and Towns. Our most recent meeting was held in June at Taylorsville City Hall. Several items of business were discussed and an interesting presentation on emergency preparation was rendered by Taylorsville Emergency Response Coordinator Ben Gustafson. We have had a change in officers for GSLCRA, since Kayla Moss has taken a new position as HR Specialist in South Salt Lake and Evonne Roseman, of Sandy, is moving out of state. We will miss these two, but are so appreciative of their efforts in our organization. We wish them both the very best in their next endeavors! Our new GSLCRA Vice-President is Herriman City Recorder Jackie Nostrom and our new secretary is Paula Melgar, a recently appointed Deputy Recorder at South Salt Lake. They join Cheryl Peacock Cottle (Taylorsville) as President and Melanie Briggs (West Jordan) as Treasurer. We have a great group and certainly enjoy the benefits of being able to support and network with one another!



SCURA

We are sad to see Elden Stephens leave us from Huntington—it was great to get to know him, and we wish him well in all of his future endeavors! We welcome Jenene Hansen as the new Huntington City Recorder. We all know that feeling of "overwhelmed" and wondering what we have gotten ourselves into! We have such a great networking system of clerks/recorders. She said she has already had to lean on those neighboring cities, and commented how everyone has been so good to help.

We met April 8th for a great luncheon at El Mexicano. We prepared handouts from the grant writing class and also reviewed the Teach-nology Learning Styles Inventory we received at Institute and Academy. Everyone received a copy of "The Rules for Being Amazing" by Robin Sharma that was posted on our last newsletter. We always need reminders of all of those awesome words that describe us! Happy Summer to all!

THE RULES FOR BEING AMAZING

By Robin Sharma

.....

RISK MORE THAN IS REQUIRED. **LEARN** MORE THAN IS NORMAL.

BE STRONG. SHOW COURAGE.

BREATHE. EXCEL. LOVE. LEAD.

SPEAK YOUR **TRUTH.** LIVE YOUR VALUES.

LAUGH. CRY. INNOVATE. SIMPLIFY.

ADORE MASTERY. RELEASE MEDIOCRITY.

AIM FOR **GENIUS.** STAY HUMBLE.

BE KINDER THAN EXPECTED.

DELIVER MORE THAN IS NEEDED.

EXUDE **PASSION.** SHATTER YOUR LIMITS. TRANSCEND YOUR FEARS.

INSPIRE OTHERS BY YOUR BIGNESS.

DREAM BIG BUT START SMALL.

ACT NOW. **CHANGE** THE WORLD.

DON'T STOP. CHANGE



2014 IIMC Annual Conference Feedback

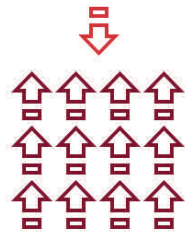
Thieda Wellman – Layton City Recorder

What a great opportunity it was to attend the 68th Annual IIMC Conference in Milwaukee, Wisconsin, and represent fellow Clerks and Recorders from Utah. Several delegates from Utah attended the Conference, including Annette Spendlove, Fionnuala Kofoed, Leigh Ann Warnock, Kari Jimenez and myself from the UMCA Board, and ten other Clerks and Recorders from Utah.

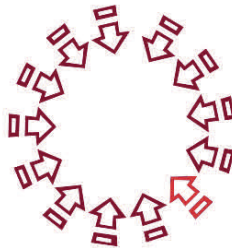
The theme of the Conference was “Quench Your Thirst” for Education, and what an abundance of educational opportunities there were. We arrived in Milwaukee on Saturday evening and classes began on Sunday with an Institute Directors Colloquium. Finn and I attended this class along with Institute Directors and others responsible for education in their state organizations. Very interesting information was provided on the differences between adult education and youth education; pedagogy versus andragogy.

“...what an abundance of educational opportunities there were.”

-Thieda Wellman



PEDAGOGY



ANDRAGOGY

Sunday was just the beginning; there were many, many fabulous classes I was able to attend over the next four days. The General Session on Monday, “Spaghetti Sauce is Hard to Get Off the Ceiling (and other lessons I learned from my mother)” by Dr. De Hicks was memorable, as was the General Session on Tuesday, “The Essence of Strategy: Getting to the Heart of Getting Things Done” by Sherrin Ross Ingram, JD. Sherrin Ross Ingram also taught a follow-up break-out session Tuesday afternoon that was fabulous.

As a first time attendee, it was inspiring to attend the Opening Ceremony on Monday morning and watch as Clerks and Recorders from around the world carried their state or country flags into the conference center. It is amazing to see those many, many flags and to hear the national anthems from so many countries. We were able to meet and network with Clerks and Recorders from several states and countries, including Canada, Bermuda, England, Scotland, the Netherlands and Israel. We belong to an impressive worldwide organization!

Jennifer Kennedy – Murray City Recorder

I was able to attend my first IIMC Conference this past May. I was a bit nervous about going and actually went back and forth on my decision on whether to attend or not. I’m glad I made the decision to attend.

Being my first IIMC Conference, I had no idea what to expect. The Opening Ceremony of the first day of the conference was amazing. They had a parade of flags, some welcoming remarks and award presentations.

Throughout the conference I was able to attend an IIMC Regional Meeting, three General Sessions with wonderful speakers, and some Concurrent Education Sessions that included classes on Robert’s Rules, social media and building efficiency in legislative workflows – just to name a few. The Annual Banquet on the last day was also wonderful.

Besides the classes, there was time to network and meet Clerks and Recorders from all around the world. I learned that even though the Clerks and Recorders jobs can vary from state to state and country to country, there are always things we have in common and can learn from one another.

“...there are always things we have in common and can learn from one another.”

-Jennifer Kennedy

Cindi Mansell – Salt Lake City Recorder

I have attended multiple IIMC Annual Conferences; each brings with it new experiences and stories.

The courses were excellent and it saddened me that I couldn't be in two places at once, because at times they overlapped. My favorite was... In the Eyes of the Public: Avoiding the "Perception of Impropriety" and "Perceived Conflicts of Interest." This course was taught by Brian Kathenes, President and CEO of Progressive Business Concepts, Inc. Mr. Kathenes was delightful, Inspirational, humorous, and engaging. He had formerly worked as a City Clerk, which made his stories even more applicable because for once, he was someone who actually KNOWS WHAT WE DO! He focused on enhancing the professional image of the Municipal Clerk. He had scandalous headlines and stories about bad behavior of "clerks" and discussed the actual perception of a "clerk" by the public, Mayor, governing body, and even staff. Today, Municipal Clerks, public officials, and people who serve their municipality, are under great pressure and even greater scrutiny. I had never thought about those negative headlines and what the public categorizes or perceives as a "clerk"...the difference being we could work as a clerk at 7-11 slinging slurpees or a clerk who attends City Council meeting and does minutes!

I did get a bit puffed up with pride (or from lunch) when he described a City Clerk as the stability and foundation of municipal government, or "the swiss army knife of government!" I love it – I am going to get tiny little knives made instead of pins to trade next year at the conference! He asked why the rest of the world does not know and recognize there is no one more honest or ethical than a Municipal Clerk. He threw out this concept..."we get treated in life, the way we teach people to treat us." That concept alone invoked thought from me in regards to both my personal as well as my professional life. How we are perceived is critical to our professional career success and overall effectiveness as a Municipal Clerk. I once had a wise mentor tell me that even if I was flat broke and the bottom of the office totem pole - to dress for the position I really wanted someday. So I may have only had three rotating cheap outfits, but they were clean, professional, and presented an image I wanted to have and that I wanted others to perceive. He reminded us to control our destiny or someone else will. The entire dilemma of **morals** versus **values** is faced by clerks on a frequent basis, and many of you know it can wreak havoc on us and our position. He suggested that when in doubt between the two (i.e. gray area), we think of "perception." A person's moral code is usually unchanging, the ethics he or she practices can be dependent upon the system. He reminded us of the negatives associated with gossip, rumors, and inaccurate headlines. To be truly successful, we must take control of our career development and how we are perceived by others. I am sure we have all been faced with a situational ethics dilemma. I know in my 25 years, I have been faced with several. As clerks, we have to identify and know the steps to avoid perceived conflicts of interest and the perception of impropriety at all costs. Everyone has their own compass, I'm hoping mine leads me to better places than 7-11!

Although I do not think I will ever visit Milwaukee again "on purpose," there were some fun brewery and boat tours, a fun evening party waiting to win a highly coveted "Keep Calm and Clerk On" t-shirt (I got a green boa instead – see picture), and the Harley Davidson Museum provided great history and examples on its evolution. If you are not a fan of bratwurst like me, you may have to leave the downtown area and find authentic Mexican cuisine in a neighborhood home converted to a restaurant.

I met some fabulous ladies from Mississippi who had me laughing so hard I got "shushed" during a class...good times!



"... don't just be successful – be significant!"

-Brian Kathenes

"A person's moral code is usually unchanging, the ethics he or she practices can be dependent upon the system."

-Cindi Mansell

Leigh Ann Warnock – Ephraim City Recorder

This was my first year attending the International Institute of Municipal Clerk’s Annual Conference. There were so many classes offered it was impossible to go to all of the ones I was interested in, and there was so much variety that I don’t think anyone had a hard time finding something of benefit.

One of my favorite presenters was Sherrin Ross Ingram, Chief Executive Officer for the International Center for Strategic Planning, Inc., in Hinsdale, IL. Her presentation was entitled, “The Essence of Strategy: Getting to the Heart of Getting Things Done.” She pointed out that despite having smart goals and strategies, even the most motivated can have a hard time staying focused and making consistent progress on their goals. The thing that struck me most was talking about our comfort zones. It is so true that we get caught there, and don’t push through to become highly productive Recorders. “If your comfort zone is an obstacle, blast through!... This takes a sustained thrust of sizeable effort.” I think the key word in that last sentence is “sustained.” She taught us strategies to help us remain engaged on a long term basis. This class, among others, has been of great benefit to me since returning as I have reviewed my notes and implemented some of the strategies I learned.

Between the educational benefits, entertainment, food and location, I loved every minute of this conference and would highly recommend attending future IIMC conferences.

Kari Jimenez – Ivins City Recorder

I have had the opportunity to attend three IIMC Annual Conferences over the last six years. If I had the opportunity and ability to attend every year, I would. The education that is provided, experience obtained and the ability to network internationally, is amazing. Taking one week out of the busy municipal schedule is difficult but what is provided at the IIMC Annual Conference is worth it. I come back to the office fresh with ideas and information to share and excited to continue to work in a profession that can be challenging and difficult at times. The tools that are provided at the conference significantly assist me in this profession. I would encourage other Recorders/Clerks to look for the opportunity to attend and experience an IIMC Annual Conference.

Anne E. O’Brien—Asst. Dean, Programs—Continuing Education—University of Utah

From an Institute Director (ID) perspective, this is the first meeting I’ve attended where we were able to get down to real work, where we could exchange ideas and best practices and leave with something tangible rather than working out how we can best work with IIMC. Kassie, from Madison, hosted the meeting and had two wonderful presenters who presented on Adult Learning. Although much of it was a refresher it created interesting and lively conversation around the challenges we face trying to build classes and programs that appeal to all types of learners in various stages of their careers. We also discussed the difference between fluid learning and crystallized learning where it is harder to learn new ideas but easier to build on existing knowledge. That was a new concept for me and I look forward to considering that as we create next year’s curriculum.



Also, Chris Hootman was introduced as the new co-director and was warmly received. I’ll let him elaborate on his thoughts from a new perspective.

“...even the most motivated can have a hard time staying focused...”

-Sherrin Ross Ingram

“The education that is provided... is amazing.”

-Kari Jimenez

“...interesting and lively conversation...”

-Anne E. O’Brien

Chris Hootman – Director, Professional Education—University of Utah

With this being my first year attending the IIMC conference, I must say I was very impressed. The level of professionalism displayed by the IIMC board/staff, presenters, institute directors, and all the clerks attending was at the highest level. The theme for this year's conference "Quench Your Thirst for Education" was appropriate and the week was filled with great educational opportunities.



There were many things that I liked throughout the week such as: the President's opening reception on Sunday, Monday's opening ceremony, the institute directors colloquium, the institute directors meetings, the education sessions I attended, and the annual banquet. Overall what I liked most was the opportunity to meet, network, and learn from so many great clerks across the nation and the other institute directors.

When it comes to learning, our ID meetings were great and I echo what Anne mentioned. The discussion on theories and approaches to learning such as pedagogy versus andragogy, using different teaching styles, and focusing on learning outcomes and knowing how to mix it up versus trying to just teach to the middle were all great conversations we had as IDs. In addition, it was great to be able to review and discuss the other ID's curriculum and find out what is working well for their institute & academies and how we can improve the educational and professional development opportunities for our city clerks. For example, Jeff Hendry (recipient of the 2014 Institute Director's Award of Excellence) shared how the clerks in Florida find great value in the webinars they are using and how they can be used for points through the IIMC as an alternative learning methodology. This alternative learning methodology is something Anne and I are very interested in and we look forward to researching the use of webinars as a possible option for our clerks in Utah.

When trying to think of a dislike, the only thing I can think of was not being able to attend some of the other great educational sessions that were taking place during the week.

"...the week was filled with great educational opportunities."

-Chris Hootman



Save the Dates!

Your next opportunity to attend an

**IIMC Annual Conference
is May 17-20, 2015
in Hartford, Connecticut.**

Hartford is Connecticut's Capital City and according to www.Hartford.gov, it is also the birthplace of the Boys & Girls Club, the first FM station to begin broadcasting in the world, and President Theodore Roosevelt's first automobile ride. It's an 18-square-mile city, offering world class dining, international cultural attractions, and award winning entertainment venues.



Utah Municipal Clerks Association sponsors:

**Training with the Utah League of Cities and Towns regarding
Legislative update and e-cigarette issue**

Important and informative training on the Legislative update and e-cigarette issue. You must register for this complementary training with the individuals provided below for the session and location that you would like to attend.

| | | |
|---------------------------|--------|--|
| Wed. July 2 | 9-11am | Logan City Hall 290 North 100 West Register with: Teresa Harris teresa.harris@loganutah.org & Kari Jimenez kjimenez@ivins.com |
| Fri. July 11 | 9-11am | North Ogden City Hall 505 East 2600 North Register with: Annette Spendlove aspend@nogden.org & Kari Jimenez kjimenez@ivins.com |
| Tues. July 15 | 9-11am | Heber City Hall 75 North Main Street Register with: Michelle Kellogg mkellogg@ci.heber.ut.us & Kari Jimenez kjimenez@ivins.com |
| Tues. July 15 | 1-3pm | Orem City Hall 56 North State Street Register with: Kari Jimenez kjimenez@ivins.com |
| Wed. July 16 | 9-11am | Price City Hall 185 East Main Street Register with: Laurie Tryon lauriet@priceutah.net & Kari Jimenez kjimenez@ivins.com |
| Thur. July 17 | 9-11am | Moroni City Hall 80 South 200 West Register with: Becky Kendall bkendall@cut.net & Kari Jimenez kjimenez@ivins.com |
| TBD by the ULCT | TBD | Washington City Community Center 350 North Community Center Drive Register with: Danice Bulloch dbulloch@washingtontown.org & Kari Jimenez kjimenez@ivins.com |

2013-2014 UMCA Board of Directors

President

Annette Spendlove, MMC

North Ogden City Recorder
505 E. 2600 N.
North Ogden, UT 84414
aspendlove@nogden.org
801-782-7211



Past President

Nancy Dean, MMC

Clearfield City Recorder
55 S. State St.
Clearfield, UT 84015
nancy.dean@clearfieldcity.org
801-525-2710



Vice President

Fionnuala Kofoed, CMC

Eagle Mountain City Recorder
1650 E. Stagecoach Run
Eagle Mountain, UT 84005
fkofoed@emcity.org
801-420-2279



Education Director

Thieda Wellman, CMC

Layton City Recorder
437 N. Wasatch Dr.
Layton, UT 84041
twellman@laytoncity.org
801-336-3810



Training Director

Kari Jimenez, CMC

Ivins City Recorder
55 N. Main
Ivins, UT 84738
kjimenez@ivinscity.com
435-628-0606 ext. 320



Membership Director

Leigh Ann Warnock, CMC

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



Facilities Director

Colleen Mulvey, CMC

Cedar Hills City Recorder
10246 N. Canyon Rd.
Cedar Hills, UT 84062
cmulvey@cedarhills.org
801-785-9668 ext. 503



Communications Director

Julia LaSeure, CMC

Ogden City Deputy Recorder
2549 Washington Blvd.
Ogden, UT 84401
julialaseure@ogdencity.com
801-629-8152



Secretary

Laurie Tryon, MMC

Price City Recorder
185 E. Main St.
Price, UT 84501
lauriet@priceutah.net
435-636-3183



Treasurer

Kate Black

Alta Town Clerk
P.O. Box 8016
Alta, UT 84092
kswb@townofalta.com
801-363-5105



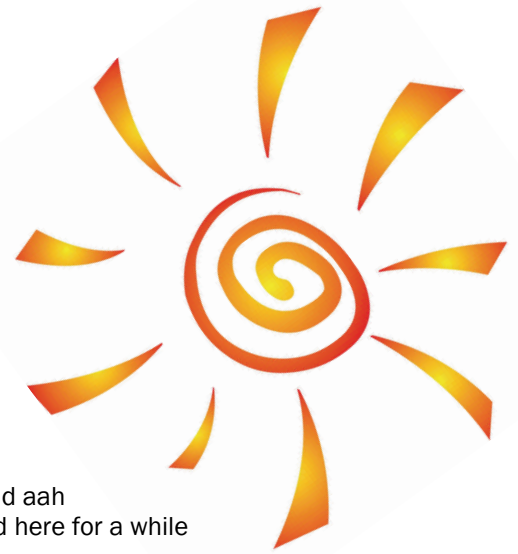


Please submit newsletter articles, notices, and ideas to [JULIA LASEURE](mailto:julialaseure)

Phone: 801-629-8152
 Fax: 801-629-8154
 E-mail: julialaseure@ogdencity.com

EDUCATION AND
 NETWORKING FOR
 SUCCESS

Summertime Fun in Utah!



ACROSS

- 1 sunburn soother
- 4 the Beehive State
- 6 these can make you go ooh and aah
- 7 you can find the Little Mermaid here for a while
- 8 a camping staple
- 10 community bathtub?
- 12 it's a Utah holiday
- 13 said "Only you can prevent wildfires"
- 14 State flower
- 15 Kelty and Wenzel make these
- 16 what 'SPF' stands for

DOWN

- 2 2014 UMCA Annual Conference locale
- 3 Woodsy Owl said "_____ - don't pollute!"
- 4 Stadium of Fire headliner, Carrie
- 5 West Nile carriers
- 9 this marks the longest day of the year
- 11 you'll hear this vehicle coming

