

Utah Municipal Clerks Association



Utah Municipal Clerks

October 2014

President's Message

Traditionally, an incoming president sets a guiding theme for the year. Recent themes have ranged from legacies to professionalism and progress, which are all worthy attributes for public servants. In keeping with tradition, my theme for this year is Balance. I encourage you to find ways to cement your legacies of professionalism and progress but, concurrently, to pursue harmony and balance in all aspects of your life. At first glance, this theme may appear to have little application; however, I contend that people who live balanced lives excel professionally.

The nature of our positions has the ability to consume us and spill into our personal lives. Many of us live in the communities where we work, making it difficult to escape our role as municipal employees. This is especially true for those who both live and work in small communities. Sadly, I have found myself feeling like a hostage in my home trying to avoid public contact while attempting to ride out the political storm or crisis *du jour* in my city. The stresses of work, although unavoidable, are not conducive to health; consequently, learning to lead a balanced life is my quest.

The Chinese philosophy of the Yin and Yang is the concept of how contrary forces complement each other by forming a dynamic system wherein the whole is greater than the sum of its parts. Yin and Yang offer hope that adversity will be counterbalanced by elements of fortune. This concept also provides for the dualistic idea that while the best of times can and do change, so the worst of times will also pass. Simply put, life is about balance.

Roman Stoic philosopher, Seneca, stated that "It is a small part of life we really live. Indeed, all the rest is not life but merely time." Don't just mark time. Live your life; live it with balance. Sometimes life can seem like a form of warfare against the malice of others and a single cloud appears to block the sun, but a balanced person . . . one who works hard and plays hard . . . will weather the storms that life brings.

I wish you a great, *balanced* upcoming year.



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Congratulations

To the UMCA 2014 Recorder of the Year

Molly Spira—Sandy City Recorder

In their letter of recommendation, Sandy City Mayor Tom Dolan and Chief Administrative Officer Byron Jorgenson wrote, “Molly Spira is a great City Recorder for the City of Sandy and has been a tremendous asset to our community throughout her career with the City. ...Molly has worked hard to improve the city’s financial position and complete projects for the city, shown tremendous loyalty to Sandy City, and has strived to improve the City Recorder profession and help those around her both professionally and personally.”

Molly served as the Sandy City Deputy Recorder for 9 years prior to becoming the City Recorder 4.5 years ago. The previous Recorder retired during the economic downturn and Molly took on the duties of City Recorder without a new Deputy being hired. She did the job formerly done by two people all while learning her new role.

Congratulations Molly!



New CMC and MMC Designations—



Ember Herrick, Riverdale City Recorder, has earned her Certified Municipal Clerk designation from the IIMC.

UMCA President Annette Spendlove and Board member Thieda Wellman presented Ember with her CMC certificate and a beautiful planter during a Riverdale City Council meeting held on August 5, 2014.

LEFT: left to right - Rodger Worthen—Riverdale City Administrator, Ember Herrick, CMC—Riverdale City Recorder, Riverdale City Mayor, Norm Searle



Susan Farnsworth, Santaquin City Recorder, recently received her Master Municipal Clerk designation from the IIMC.

UMCA Board members Colleen Mulvey and Leigh Ann Warnock, and UMCA member Angie Warner presented Susan with her MMC certificate and a beautiful planter during a Santaquin City Council meeting on July 16, 2014.

ABOVE: left to right - Angie Warner, CMC—Spanish Fork City Deputy Recorder, Susan Farnsworth, MMC—Santaquin City Recorder, Colleen Mulvey, CMC—Cedar Hills City Recorder, Leigh Ann Warnock, CMC—Ephraim City, Recorder

RIGHT: left to right — **Finn Kofoed**, Eagle Mountain City Recorder, **Susan Farnsworth**, Santaquin City Recorder, and **Kari Jimenez**, Ivins City Recorder were recognized during the 2014 UMCA Annual Conference for receiving their MMC designations from the IIMC.

Members of the UMCA Board will be in Ivins City on November 20, 2014 to make an official presentation to Kari during an Ivins City Council meeting.



These UMCA members also received their Certified Municipal Clerk designations during 2014



Craig Burton
South Salt Lake City Recorder



Jackie Nostrom
Herriman City Recorder



Cindy Quick
Herriman City Deputy Recorder

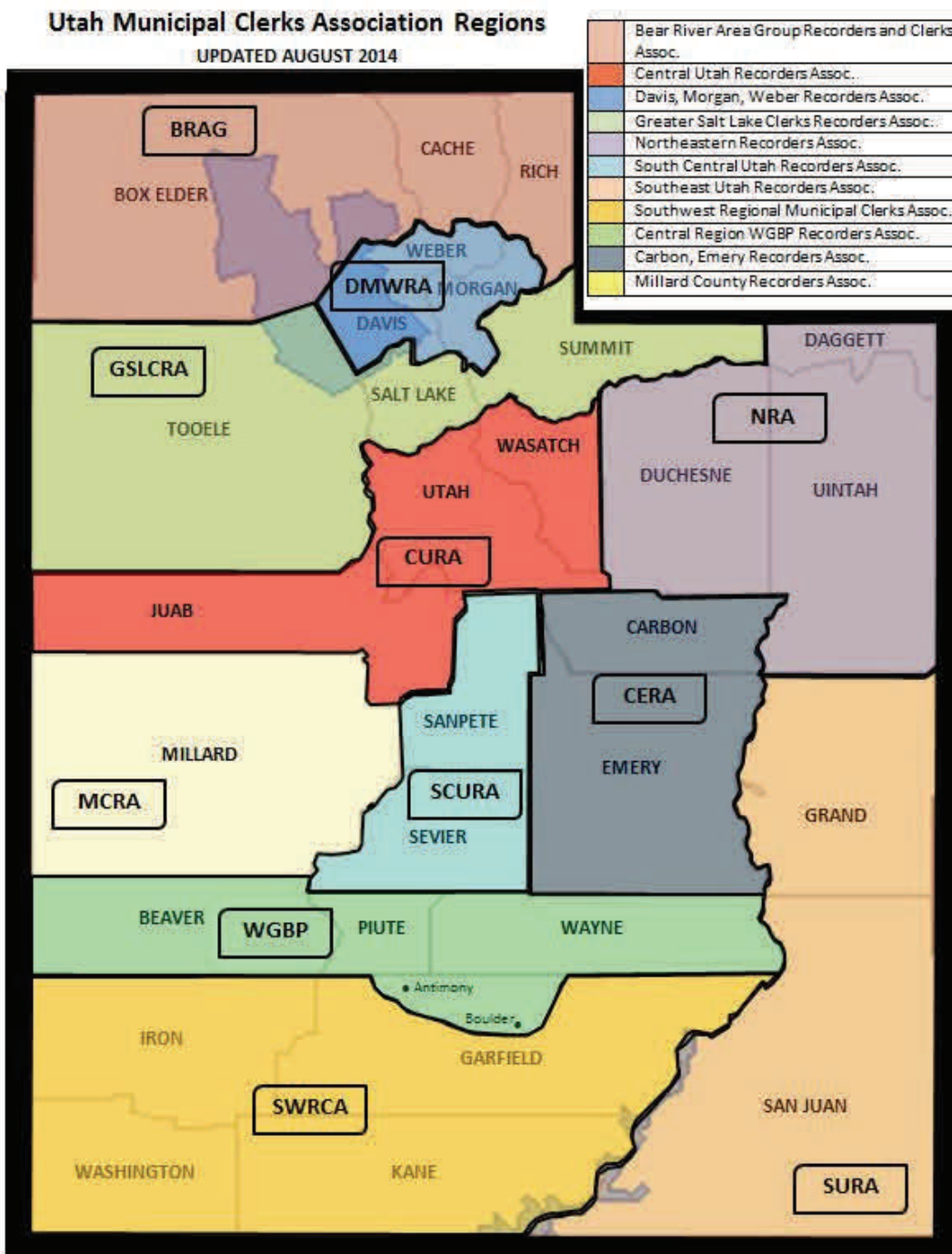
UMCA Region Redistricting

The UMCA Board has been discussing redistricting the regions over the past year. A few of the regions are so large, that many cities are not able to participate due to the long distances to the meetings. It was decided these regions would be split. Some regions have stayed the same, some have been changed, and others have been created.

The changes are as follows:

Central Utah Regional Association (CURA), South Central Utah Regional Association (SCURA) and Southwest Regional Municipal Clerks Association (SWRCA) have been given boundary revisions.

Millard County Records Association (MCRA), Carbon, Emery Records Association (CERA) and Central Region Records Association (WGBP) are newly created regions.



A new map has been made incorporating these changes as seen here. The map can also be found on the UMCA website.

The new Regional Associations have each been assigned an Acting President who will convene a meeting in December, 2014 to elect 2015 presidencies.

The 2015 presidencies of these newly created regions will draw up bylaws to be adopted by their members.

2014 UMCA Annual Conference



John Pohlman—Wazitech

Lisa Titensor, CMC—Clinton City Recorder

A “BIG” thank you to the 2014 UMCA Board and Committees who worked so hard to put together the 2014 UMCA Annual Conference! It was outstanding!

I found this conference to be very educational and enjoyable. The presentations were timely and beneficial. I was very pleased with the facilities, food and hotel accommodations. The banquet and entertainment were definitely a highlight. I especially appreciated the comment by the band that they thought the event was going to be a little more “reserved;” they were certainly surprised and enjoyed the “enthusiasm” of the audience.

Although I learned something from each presentation I attended, the one that was most shocking to me was the Cybercrime/Security ID Theft presentation. I intend to further my education on this issue. I also appreciated the Emergency Preparedness information, the opportunity to hear about election information directly from Lt. Governor Cox, as well as the presentations on Notary Law and Social Media. It is also helpful to have the opportunity to meet other Recorders and Clerks during the breaks to gain insight and advice on similar issues we may be facing. I am pleased that the Board posts this information on the UMCA website for future reference.

I appreciate the service the UMCA Board provides its members. The UMCA has been a valuable resource to me over the past 10 years while serving as the Deputy Recorder in Clinton City. I am so impressed with the knowledge, dedication and the effort those willing to serve on the Board and committees provide the members. I value my relationships with my local DWMRA members as well.

Amy Rodriguez—Washington Terrace City Recorder

Thank you to the Education Committee for providing us a conference that was fun and very informative. The topics were very appropriate for the changing environment in which we all work. I enjoyed all the classes, but the most eye-opening presentation was on Cybercrime and Security Theft, which was presented by John Pohlman of Wazitech. Knowing that hackers and scams are out there, I thought I was doing all that I could to protect myself and my city from viruses; however, I was enlightened on just how easy and destructive security breaches can be.

As John said, just because you may work in a smaller city or town, do not think that you are not a target. Hackers may not be in it for money. They could be sending a virus to manipulate or destroy information; information that we all have on our computers. I recognized what my city is doing right, and made note on areas that could use some help. I plan on bringing this information to the attention of my co-workers and City Manager. I always enjoy the Annual Conference and this year was no exception.

Jennie Knight—Harrisville City Recorder

I enjoyed the Friday mid-morning class taught by Kurt Weiland, Writing for Professionals. (I remember attending one of his classes in the past, at Institute and Academy if I remember correctly, that was very informative.) This class gave me reason to pause and think about the writing process and how effective my writing can be. I compose a lot of letters for our code enforcement division and realized I can implement a few of these techniques to ensure my information is getting across properly. Three specific things I took away are to include an eye catching subject, using conversational words in brief sentences, and determining the intent of a letter, whether it is to be informational or an action letter. I plan to utilize and put into practice these skills right away.

I'd also like to thank the UMCA Board for their efforts in creating a wonderful learning conference for all of us. Your efforts are greatly appreciated.

SILENT AUCTION SUCCESS

This year's silent auction brought in over \$1,900.00 that will be used for scholarships for our members!

We had tables full of wonderful donations including a stove, utensil sets and several other items from Camp Chef, home décor, Autumn and holiday crafts, ski passes to Alta, outdoor equipment, and beautiful handmade blankets. We also had a wide variety of gift baskets including: car care, popcorn, Halloween treats, movie night, spa day, aromatherapy, Kneader's Bakery, and many more.

Susan Farnsworth, MMC— Santaquin City Recorder

The overall conference experience was wonderful. The information shared was top notch. Those who were not able to attend really missed out. The facility was beautiful and had easy access.

Thank you to all who worked so hard to make the conference a huge success.

Kim Rayburn—Springville City Recorder

This was my first year as a City Recorder attending the UMCA Annual conference. There were so many opportunities to learn. One of my favorites was the Panel Discussion. Hearing from all of you and learning how to do things better was very beneficial.

There were a few other classes that stood out. I don't know if it was the time of year or what, but I got "scared" just listening to the Cybercrime/Security ID Theft discussion. Who knew, there were so many ways we need to protect ourselves and our City's. Then there was the Notary Law course, very informational and made me wonder do I really want to be a notary? Truthfully, yes, the education in these different areas will prove to be very helpful.

I really enjoyed meeting Clerks and Recorders from all over the State. I am in awe of you and the many hats you wear and the hard work you put into your jobs. The location was fabulous and thank you to the Board and Committees for your hard work making this year's conference a success. The banquet and food throughout the conference was very good, I am looking forward to next year and I hope there will be another conga line.

Christina Fernandez— St. George City Recorder

I am glad I attended the Fall Conference! Being a new Recorder, there are so many new things to learn. The classes are a way to network and see how other cities and towns do things differently. I always learn so much from the classes. I look forward to attending again next year.

Leigh Ann Warnock, CMC—Ephraim City Recorder

There were so many things I enjoyed about this conference. As a Board member, I sat in on the minutes class presented by Donna Weaver of Orem, and was surprised and excited that even after doing this for 10+ years, I learned some stuff and got ideas for some things I want to try. I also enjoyed the Cybercrime/Security ID Theft class taught by John Pohlman. It scared me to death, and there are a lot of things I will be discussing with my City Manager and Department Heads, including complete separation of personal and work e-mail addresses, the risks of viruses and what not to do if you get one. This was such a great learning experience for me.

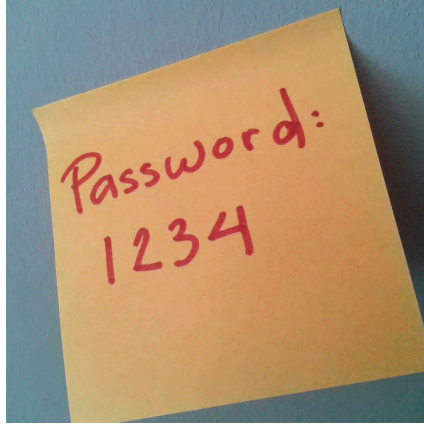


I think my favorite class was Writing for Professionals. Not only was Kurt Weiland a delightful presenter, I learned the importance of:

- White space
- Bulleting, and
- Brevity

I am hoping all my future professional writing will reflect these things, and get the intended point across to my audience before they are bored and stop reading.

I loved the conference this year. I never go away without learning so much and feeling motivated to be the best Recorder I can be.



Kathy Kresser—Pleasant Grove City Recorder

A big THANKS to the Board for the great job they did for another successful conference. I really liked the venue this year, Logan is beautiful.

I really enjoyed the Cybercrime/Security ID Theft session, I have now changed all of my passwords from 1234 and I am going to use some of the memory methods that Bob Kittell taught to remember all of my new passwords.

Elyse Greiner—South Weber City Deputy Recorder

As a new member and first time attendee of the UMCA Conference, I thought I would be entering an association entirely filled with experienced members and would therefore feel young and inadequate. On the first day of the conference, I realized that wasn't the case. There were multiple new recorders and clerks and I was actually able to provide some insight to them and others. While my knowledge of the position is still growing, I took comfort in the fact that I wasn't the only student in a room full of teachers.

I found it interesting that although we all share a lot of the same duties and roles, it seems there is not one "right way" to do everything across jurisdictions. For example, certain requirements need to be met in accordance with the law, but the communication and procedures for meeting those requirements are different for every recorder within his or her city or town. This concept may present challenges in seeking help, but I am not deterred because every person I met told me they would try to be of assistance if ever I needed it. I appreciate being a part of a community that is willing to be a resource for another without a moment of hesitation. The conference was valuable in learning about various topics because I came with questions in mind and left with the answers, but more importantly for me, it was invaluable connecting with people across the state that will be by my side throughout my years as a member of UMCA.

Jane Banks—Mount Pleasant City Recorder

Being a new member of UMCA, I was not sure what to expect. This was my first UMCA Conference; it won't be the last. From day one, **the Board** was very welcoming and friendly. I was given some good advice...to meet as many people as you can, they will help you. It was true. I found new friends there.

The classes were very informative and helpful. I learned:

- skills for better **communication**
- skills for **remembering**
- skills for **writing**

The classes on statutory responsibilities were precise and the presenters made them fun.

I enjoyed the vendor bingo and people bingo but **-the silent auction-** was my favorite. The silent auction is used to raise money for scholarships for clerks and recorders who are not financially able to participate. I believe that every clerk and recorder should have this opportunity to come and participate. It has made a difference for me.

This experience has given me new insight and goals. Thank you to all the UMCA Committee Members and participants for giving me renewed encouragement that I can do it, **with the help of my friends.**

Misty Rogers—West Point City

The UMCA conference held in Logan last week was extremely beneficial for me. Lt. Governor Cox speaking of Elections in Utah and the Vote-by-Mail process was definitely a worthwhile topic. I loved to hear what the state envisions for future elections. The panel discussion was great and the information shared was extremely valuable. Some of the items mentioned during the panel discussion had also been concerns of mine.

I would like to express my appreciation to the UMCA Board and those individuals who made the conference a success.



Spencer J. Cox
Utah Lt. Governor

Kim Coleman—Bountiful City Recorder

I enjoyed seeing long-time friends and making new friends at the annual UMCA conference.

I found the memory session very interesting, though I can't quite remember the formal title to the class nor the presenter's name. Seriously though, Bob Kittell was amazing. He made me feel like I could do a lot more than I may have previously thought possible, if I just learned a few techniques and applied myself.

Even though I have been a notary for many years, I always find the Notary review class to be extremely valuable in helping me stay up to date and in making sure I'm not getting careless on critical procedures. This year was no exception.

Finally, the cyber security sessions are ALWAYS terrifying for me. As I listened to John Pohlman, I wanted to go back to cash only and direct communication on a land line phone. But, we are in a world of technology where there is no going back, so it's extremely important to know the risks and some ways we can try to safeguard against the big problems that could await us. This session provided some invaluable information about what to avoid.

Finally, the venue was very comfortable and much less crowded than many we've used in the past.

Thanks to the Board and all who helped to plan this conference.

Bob Kittell
Motivational Speaker

Nicole Smedley—North Ogden City Deputy Recorder

The 2014 UMCA Annual Conference was a success all around! The facility in Logan was exceptional as well as the speakers and camaraderie. I enjoyed learning how to determine what type of communicators my coworkers were for effective communication, how to "stay above the line" at work and of course the power pose. Bob Kittell taught a valuable skill of memorization that will not only benefit us but our children as well. I learned valuable skills and something new at every breakout session. The classes on minutes and notary law were helpful as a new recorder. The workshop "Writing for Professionals" was a much needed class to teach direct, effective writing. I learned how to better myself as a Deputy City Recorder and as an individual. If you didn't attend this year, I strongly encourage you to attend next year!



Teresa Harris—Logan City Recorder

Attending the UMCA Conference this year was especially great for me because I live and work in Logan and I was excited to share this beautiful valley with all of you.

From the smaller cities to the larger cities, I feel like everyone leaves the UMCA Conference learning new things and ways to improve, whether it be in our careers or personal life. I love the Rocking Horse Theme this year, "Do not confuse motion and progress. A rocking horse keeps moving but never makes any progress." This is perfect because we are all so busy and our days are filled with many different things. Attending the UMCA Conference always helps me to refocus and get going on the things I need to accomplish and "progress."

I enjoyed all of the different classes, but for me, the minutes, noticing, notary and any election updates are the best because this is what I do as City Recorder. All of the instructors are very well selected and do a great job of getting their messages across.

A special thank you to the UMCA Board for their time, effort and dedication in planning the Conference. They really put a lot of thought into selecting the right classes and making sure it's an enjoyable experience for everyone. Thank you again!

Cindy Quick—Herriman City Deputy Recorder

This year's Annual Conference was great. I thought the venue was the best one yet. I loved all that Logan had to offer, what a beautiful area. The classes I attended were great. Every time I go I'm impressed with the different classes offered and all of the instructors. This year was no exception. I love that not only am I able to receive practical training to improve my skills in the office and make my day to day duties easier, but I also get to learn ways to improve myself.

I came back to the office with a great desire to improve my memory with the techniques we learned from Bob Kittell during his class "The Human Side of People." I also have a new confidence when it comes to all the rules with noticing because of our class with LeeAnn Peterson. I gained new listening skills and phrases to use during a difficult conversation because of the Strategy for Difficult Conversations class. Randy Dryer gave me a lot to think about during his class on Social Media. I still can't believe there's an actual app out there that lets you create a video or a text message that will only be published after you die. Was that crazy to anyone else?

Thank you, thank you, thank you!! I know there was a lot of work that went into putting this event together. A big thank you to our Directors, Committees and Clerks and Recorders for all your hard work, dedication and support. I am excited to be a part of such a great group.

Movers and Shakers —

Kim Read – Clearfield City Deputy Recorder

Kim and her husband, Craig, live in Clinton and have four children; one son, Blair, and three daughters, Hayley, Kelsey and Katelyn. They also have seven grandkids; Carson, Declan, Lili, Raquel, Perri, Sarah, and the newest grandbaby, Zach, who joined the family just last month! Kim says she loves her children and is very proud of them but added that having grandkids is better than having your own children.

Kim and her two younger brothers were born and raised in South Ogden. Her brothers both live in Arizona but Kim has always called Utah home. Her hobbies include family camping trips, swimming at her mom's, doing fun things with her family, and cooking big Sunday dinners. She loves to read, too, but doesn't have as much time for that as she would like. The family doesn't get away as often anymore but her favorite places to camp are Capitol Reef in the springtime, Bridger Lake on summer weekends, and Red Fish Lake in Idaho.

She isn't a big sports fan but Kim knows more than you might think because of the lively conversation between her sons-in-law at Sunday dinner each week. When she does finally get a chance to relax she says there is no better place to do it than at her mom's pool.



Kim worked for America First Credit Union for several years until her third child was born. She was a stay-at-home mom then for quite a few years and was very involved with the PTA and volunteering at her kids' elementary school. When she decided in 2001 that it was time to start getting paid for being so busy, she began her municipal career working for Clearfield City.

When she started at Clearfield City, Kim was a part-time receptionist. She moved into the Recorders Office in 2005, first as a secretary and then as Deputy Recorder. She is a member of the UMCA, IIMC, DMWRA (Davis, Morgan, Weber Recorders Assoc.), NNA (National Notary Assoc.), and DGOA (Domestic Goddesses of America).

Kim enjoys her job and her co-workers. She likes the organization and efficiency of the office and being able to help people solve their problems or answer their questions. Whether it is a co-worker, a member of the executive staff, a City Council member, or a resident who needs her assistance, she is happy to help. Making a difference and helping people isn't just part of the job though, Kim is always ready to lend a hand no matter when or where the opportunity presents itself.

BRAG

The BRAG Area Clerks & Recorders met at the Copper Mill Restaurant in Logan, Utah on July 9, 2014. Mary Kate Christensen, Brigham City Recorder, was the guest speaker and gave a presentation on Public Noticing/Minutes. Thanks to all our members for their participation in the BRAG group.

DMWRA

The Davis, Morgan, Weber Recorders Association met in July at the Syracuse City Hall for a presentation by staff from the State Archives. They reviewed the different services they are able to provide to municipalities and answered questions from our members. Uintah City hosted our meeting in August and we met at the Village Inn (Free pie day!). We had the opportunity to listen to Special Agent Gregory Johnson, a motivational speaker, who also happens to be a Uintah City Council member. Mr. Johnson talked to us about focus, motivation and attitude.

Several of us were able to attend the UMCA Annual Conference in Logan last week. It was fantastic and the leaves were absolutely beautiful! We missed those of you who couldn't make it and enjoyed catching up with everyone who was there!

CURA

CURA has had some 'hot' discussions this summer in our monthly meetings. June found us in Highland City learning about GRAMA, where our own Colleen Mulvey led us all in a lively game of "match the definition." In July we met in Eagle Mountain, where City Attorney Jeremy Cook led a comprehensive discussion on the Open Meetings Act. Mr. Cook was peppered with questions ranging from the recording of minutes to executive sessions, and came through with lots of answers and information.

August found us in Cedar Hills, where we discussed Vote-by-Mail elections, a topic many of us have been very interested in. A very lively discussion took place regarding the pros and cons of vote by mail, and we all came away with lots to think about. We will tackle social media in October, and look forward to our annual Christmas party in December.

Our current Board consists of Linda Midgley, President; Kathy Kresser, vice-president; Anna Manwell, secretary; and Colleen Mulvey, treasurer.



GSLCRA

The Greater Salt Lake Clerks and Recorders Association met in August at Kamas City Hall. The meeting was jointly hosted by Kamas and Oakley. A delicious luncheon was provided and a table-top discussion was held regarding topics of current interest to recorders, including a review of recent changes to the Municipal Retention Schedule implemented by Utah State Archives.

The next GSLCRA Meeting will be hosted in October by Sandy City. Sandy's Emergency Manager is planning something fun and "Halloween-Related" to present. This group definitely enjoys getting together and supporting one another. We find that networking with other recorders and clerks is extremely beneficial in our field. Thanks to our group members who come out to meetings, especially those who must regularly travel a fair distance!

SCURA

SCURA met at the Ephraim City Hall on August 25th for a Subway luncheon and a great presentation on "Stress Management" from our own Lance Mergens with ULGT (who has apparently left for warmer horizons since). He did a great job, and brought new ideas to the table we hadn't heard before. We had a discussion on the different stresses we all face professionally or personally, and received some great feedback from Lance. We voted in Jan Anderson (Fairview) as the new Vice President to fill the vacancy left by Elden Stephens—thanks Jan! We hope to see all of our good friends in Logan and can't wait to see what is in store for us this year! Remember to relax, refocus, reframe and laugh a lot along the way!



The following FREE training sessions will be held in the Utah State Archives Courtyard Training Room located at 346 S. Rio Grande St., Salt Lake City (see map below)



ELECTRONIC RECORDS CONFERENCE

Oct 3, 2014 9:30 am-3:00 pm

Annual fall conference with presentations focusing on care and management of electronic records.

RECORDS ACCESS I : PUBLIC RECORDS REQUESTS

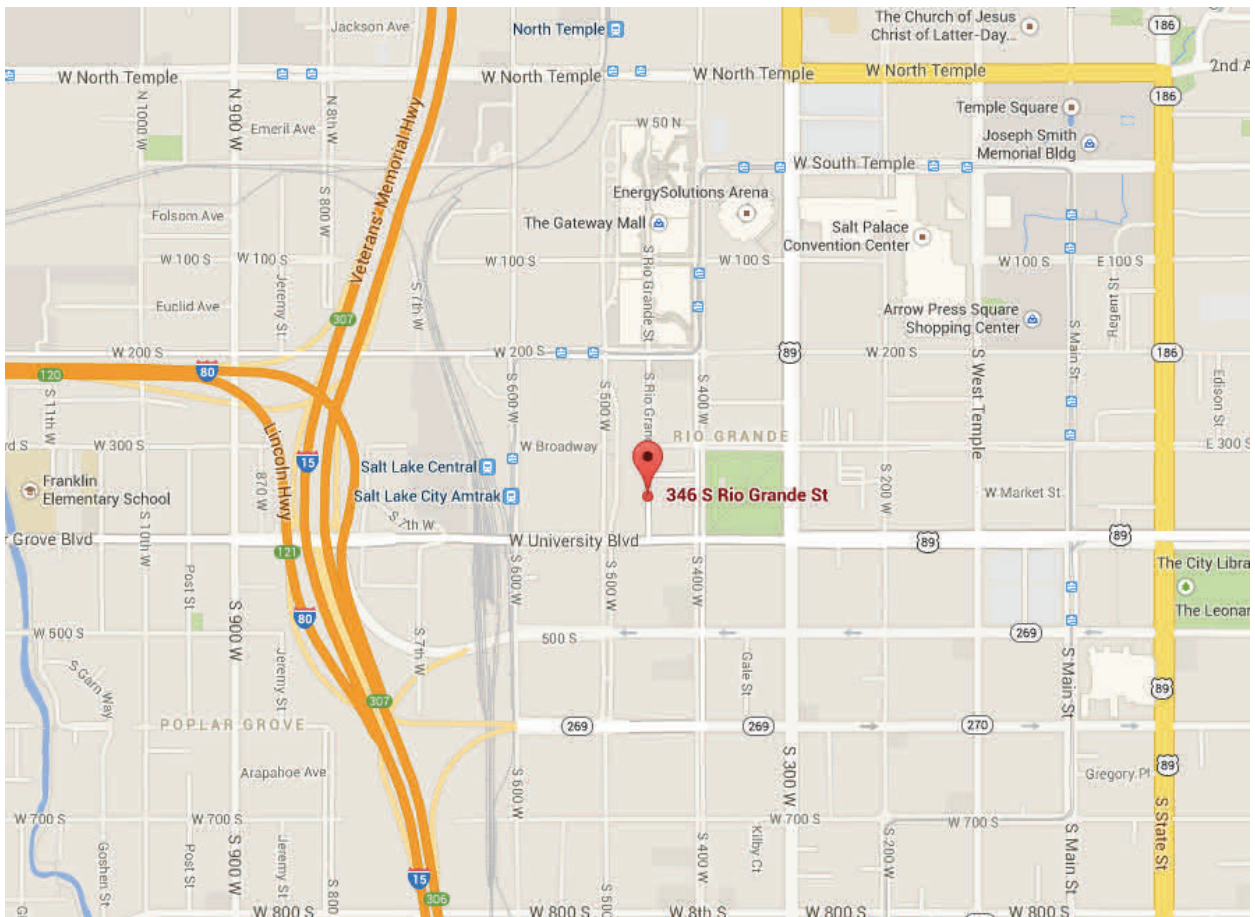
Nov 7, 2014 1:00 pm-4:00 pm

Records Access I, will consider records classification, records sharing, handling GRAMA requests, and the appeals process. This training is very similar to the online training required for appointed records officers. The certification exam will not be administered during the in-person training.

BASIC RECORDS MANAGEMENT I : RECORDS MANAGEMENT

Nov 7, 2014 9:00 am-12:00 pm
Dec 5, 2014 9:00 am-12:00 pm

This class educates participants about legal responsibilities of government agencies in managing records and information. The leally assigned roles of records officers, chief administrative officers, and the State Archives will be discussed. The class will include references to the Public Records Management Act and other relevant laws.



2014-2015 UMCA Board of Directors

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Please submit newsletter articles, notices, and ideas to JULIA LASEURE

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EDUCATION AND
NETWORKING FOR
SUCCESS

10 Brainteasers to Test Your Mental Sharpness

H. Green. (2012, May 15). 10 Brainteasers To Test Your Mental Sharpness. (Web log post)
Retrieved from www.forbes.com/sites/work-in-progress/2012/05/15/10-brainteasers-to-test-your-mental-sharpness



To test your mental acuity, answer the following questions (no peeking at the answers!):

1. Johnny's mother had three children. The first child was named April. The second child was named May. What was the third child's name?
2. A clerk at a butcher shop stands five feet ten inches tall and wears size 13 sneakers. What does he weigh?
3. Before Mt. Everest was discovered, what was the highest mountain in the world?
4. How much dirt is there in a hole that measures two feet by three feet by four feet?
5. What word in the English language is always spelled incorrectly?
6. Billie was born on December 28th, yet her birthday always falls in the summer. How is this possible?
7. In British Columbia you cannot take a picture of a man with a wooden leg. Why not?
8. If you were running a race and you passed the person in 2nd place, what place would you be in now?
9. Which is correct to say, "The yolk of the egg is white" or "The yolk of the egg are white"?
10. A farmer has five haystacks in one field and four haystacks in another. How many haystacks would he have if he combined them all in one field?

Answers
1. Johnny
2. Meat
3. Mt. Everest. It just wasn't discovered yet.
4. There is no dirt in a hole.
5. Incorrectly (except when it is spelled incorrectly).
6. Billie lives in the southern hemisphere.
7. You can't take a picture with a wooden leg. You need a camera (or iPad or cell phone) to take a picture.
8. You would be in 2nd place. You passed the person in second place, not first.
9. Neither. Egg yolks are yellow.
10. One. If he combines all his haystacks, they all become one big stack.