

# QUARTERLY QUILL

Utah Municipal Clerks Association



## President's Message

Dear Membership,

I can't believe how fast this year has flown by, and another amazing UMCA Conference has come and gone. Listening to each speaker talk about changes we should implement in life reminded me of how much each of us has grown, professionally and personally. Who we are today is not who we were a year ago. Everything that happens will change into something else, no matter how big or small will eventually become irrelevant. It is just the nature of life.

The theme I have chosen for the upcoming year is to "be the change you want to see." Whatever actions we make each day impact our future, for good or for bad. To progress, one needs to open their mind and try new ideas. Remember, what the caterpillar calls death, we call a butterfly.

I want to thank each of you for your commitment to our profession and the support you offer to the UMCA. We are all here to support one another and to help each other engage and progress. I look forward to the upcoming year and the positive impacts we can offer.

Thank you,

*Jackie Noström*



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# RECOGNITIONS

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## Colleen Mulvey

A big thank you of appreciation to Colleen Mulvey for her mentorship and guidance to the Utah Municipal Clerks Association.

Colleen has contributed so much to the UMCA with her knowledge, time and willingness to share. She was a key member in the implementation of

the Election Checklist to the fantastic Region VIII conference. Colleen is truly amazing. She has dedicated so many tireless hours and years to our Association. She didn't hesitate to step up and take over as President while still serving as Vice President and then did an outstanding job as President last year. She has been a constant source of information, support, and mostly friendship. She has taught so many and is always there if anyone needs help.

Thank you, Colleen, for your service to the Utah Municipal Clerks Association. And continued service as the Past President .



## Stephanie Carlson

It is with great appreciation we Thank Stephanie Cottle for her service on the Utah Municipal Clerks Board. She has served as Treasurer and President and we are grateful for her leadership and willingness to help where needed.

## Laura Oscarson

Thank you to Laura Oscarson for her time, talent, and expertise given to the Utah Municipal Clerks Association. Through her active participation on the UMCA Board and cheerful personality she has made a difference to the UMCA.



Congratulations to Stephanie Cottle, Highland City, for receiving her CMC Certification.

## Certified Municipal Clerk (CMC)

The [CMC program](#) is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State / Provincial / National Associations. The CMC program has been assisting clerks to excel since 1970.

## Master Municipal Clerk (MMC)

The [MMC program](#) is one of the two professional designations granted by IIMC. The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional and social contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities.

# UPDATES / INFORMATION

## Public Notice Requirements Bill

The long awaited Public Notice Requirements Bill is headed to the 2023 Legislative Session. As information becomes available it will be sent out to UMCA members.

## A Message from Education Director, Denise Woods

Our Board and Education Committee are gearing up to bring you more outstanding Institute, Academy, and Annual Conference classes this coming year.

We work tirelessly to ensure that the classes offered to you meet the guidelines and standards established by IIMC and try to maximize the amount of certification points available to you by attending.

Both the CMC and MMC designations require 60 points in the Education Category. The most efficient way to earn those points are by attending Institute and Academy. At Institute and Academy, you can earn 1 point per 2 in-class hours, with a learning assessment submitted. If you attend the UMCA Annual Conference or Recorder's Day the education points are earned at a rate of 1 point per 4 in-class hours, with a learning assessment submitted.

The classes at Institute and Academy are more technical or the "nuts and bolts" type of sessions. The annual conference will have more professional and personal development sessions along with a few technical classes offered in the break-out sessions.

We appreciate you, your participation, and sharing your ideas and thoughts with us so we are able to bring you the best professional and personal development courses possible.

I wish you all the best in the New Year and look forward to seeing you soon – Institute & Academy is just around the corner, April 3 – 7, 2023 in Cedar City.

**SUU**  
Community &  
Professional Development



UMCA Institute and Academy is proudly hosted by Southern Utah University on Apr. 3rd - Apr. 7th, 2023. This year's conference offers in-person and virtual options to give you more flexibility to earn education points

# REGION UPDATES

## **DMWRA— Davis, Morgan, Weber Recorders Association**

We want to wish a warm welcome to our newest members: Cynthia Benson, Harrisville; Shannon Smith, Huntsville Town; Jason Gould, Ogden; and Katie Hansen, West Point.

We had several members receive their state certifications. Congratulations to:

Lisa Titensor, Clinton  
Kim Read, Layton  
Dana Spencer, Marriott-Slaterville  
Denise Woods, Morgan  
Susan Nance, North Ogden  
Tracy Hansen, Ogden  
Lisa Smith, South Weber

Congratulations to Lisa Smith, South Weber, on receiving her CMC certification.

In August, representatives from Utah Election Integrity; Christy Burkley and Wendy Hart provided information about ranked-choice voting. September was the wonderful and delightful UMCA Conference in Logan. In October, Susan Nance, North Ogden, led a discussion on annexations regarding the do's and don'ts, ways to stay organized through the whole process, and how to work with the County.

We will meet in November and Michelle Marigoni, Riverdale will lead us in a discussion about closed sessions. We will also finalize our donation to the Ogden Christmas Box House which is a short-term crisis shelter for children and teens removed from their homes due to abuse, neglect, or abandonment. DMWRA is full of big hearts and we thank them for their hard work, service, and willingness to always give.



## **SWRCA—South West Regional Clerks Association**

Last quarter, SWRCA met in Washington City and discussed UMCA State Certification. It was noted one way to accumulate training/points would be with the State Archives who offer classes on the retention schedule. They also discussed important skills to have as a recorder such as becoming a notary and Records Access and GRAMA Certifications/or Records Management Essentials test. They also discussed short-term rentals and the impacts those are having on cities and towns as far as financial, parking, noise, garbage, upkeep, and maintenance. Brian Head has a three-strike rule that after breaking ordinances, they do not allow them to have their business license for a year.

They said goodbye to Julie Watson, Enoch City, who recently retired and also Candace Harris, Rockville, who was the vice-president of SWRCA.

There is an upcoming holiday luncheon being held on December 15<sup>th</sup> in St George. There are a few new members in the region so they hope to see all of them there for a wonderful lunch and to help elect a new vice-president.





# ANNUAL CONFERENCE HIGHLIGHTS

## SPEAKERS



Jan McInnis, Comedian-Keynote Speaker  
Finding the Funny in Change, Bouncing Back



Ron Williams, CEO and Lifestyle Coach —Presenter  
Overcoming Adversity



Dr. Susan R. Madsen— Speaker  
The Experience and Impact of Women: Challenges  
and Opportunities

# ANNUAL CONFERENCE HIGHLIGHTS



Kirk Weisler—Speaker  
Red Buttons, Rubber Ducks, and Why My Socks Don't  
Match – Creating Your Positive Pathway to More Mind-  
ful, Kind-ful, and Wonderful Life



# ANNUAL CONFERENCE HIGHLIGHTS



*Strength, Kindness, and Gratitude  
are in YOU*





# ANNUAL CONFERENCE FEEDBACK

Conference was awesome! It's a wonderful place to network and gain knowledge from other's experience and make new friends. I loved all the speakers, they were fantastic! Jan McInnis - using humor to make a workable situation and bouncing back from mistakes. Kirk Weisler - being intentional and connecting with others and reflecting light into dark places. Ron Williams - overcoming adversity and living a champion life. I think this was the most impactful because we all have wounds to heal and seeing there is a way to trace back and heal them. Steven Garside - audience response to scenarios in working for a city. Thank you for all the hard work everyone did to make it great!!

Tami Timothy, Bluffdale City Deputy City Recorder

Hi!

My name is Shannon Smith and I am with Huntsville Town. I am a town clerk and have been in this position for about 16 months. I really enjoyed the conference, and it was very helpful just being with people that do what I do. It was great to hear input and questions others had! I loved the theme of the conference; I think it's always good to spend time reflecting on how we can be kinder. Life and work can get stressful but if we have gratitude in our mindset, I believe it makes things go more smoothly! As a newbie I thought the session explaining the certifications we can get was great. Breaking down what was what and how to get the points you need for different certifications. The speakers were all great and positive and upbeat with was awesome! I really enjoyed them all.

Thank You, Shannon Smith, Huntsville City Recorder

My name is Tasha Jewkes, I am the new recorder for Orangeville City. I am coming up on completing my first year in this position! I LOVED my first UMCA conference! It was so much fun to meet other recorders and clerks who you can relate to in so many different ways! It is nice to know there are others out there who understand all we do for our cities! There is so much time, energy and effort that goes into our positions that the general public and our city residence do not know about. My favorite part about the conference was all the different speakers that came to talk with us! The one who impacted me the most was Kirk Weisler. He taught us about the power of Clarity and mindfulness. Not only in our jobs, but our personal life as well. One of the points he made was to "Always measure backwards, that way you can see the growth." I see that all the time in my position. I am constantly learning...and it probably will always be that way. He also spoke to us about the 4 pillars of a healthy mind. Such an incredible speaker!! I want to thank everyone who made this conference what it is. To me, it was definitely an experience I will forever cherish!!

Thank you so very much!! Tasha Jewkes, Orangeville City Recorder

# ANNUAL CONFERENCE HIGHLIGHTS



New Board Members: Alicia Fairbourne, Casey Arnold, Lisa Titensor, Wendy Downs, Pam Spencer, and Colleen Mulvey. Not pictured: Jackie Nostrom.

Thank you Logan City, Utah for hosting the  
2022 UMCA Annual Conference



**UMCA Newsletter Committee, please send us your happenings, celebrations, and milestones.**

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**Need More Information**  
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or email a member of the Board to connect with other UMCA Members