

UMCA SPRING NEWSLETTER

April 2022

PRESIDENT'S MESSAGE:

Greetings, and thanks to all who participated with us for Institute and Academy. I am truly grateful for our partnership with SUU and their Community & Professional Development team who provided another amazing week of learning opportunities for us. I also want to acknowledge and commend our Education Director and Committee, and the other members of our board who provided their areas of expertise to help create opportunities for learning and networking.

As we move into the second quarter of this year look for more educational and training options such as the tour of the State Records Center, legislative update sessions, webinars, Athenian Dialogues, and of course the Annual Conference in September.

I appreciate your participation in UMCA, and we are committed to keeping you engaged, learning, and growing. I encourage you to consider volunteering for any of our committees or even joining the board. We have much to learn from each other, and many of our best ideas and suggestions come from you.

Strength, Kindness, and Gratitude are in YOU. Pass it on! All the best, Colleen Mulvey,
UMCA President



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IMPORTANT DATES & THE BOARD

UMCA ANNUAL CONFERENCE SEPTEMBER 21-23 IN LOGAN AT THE RIVERWOODS CONFERENCE CENTER.

The UMCA Board

COLLEEN MULVEY -
PRESIDENT

JACKIE NOSTROM -
VICE-PRESIDENT

STEPHANIE CARLSON -
PAST PRESIDENT

ALICIA FAIRBOURNE-
SECRETARY

LISA TITENSOR-
TREASURER

Board Directors: Pam Spencer-Facilities, Laura Oscarson-Communications, Wendy Downs-Associate, Tangee Sloane-Membership, & Denise Woods-Education. More information about the board and UMCA at this [link](#)



UTAH MUNICIPAL CLERKS ASSOCIATION STATE CERTIFICATION

The Utah Municipal Clerks Association State Certification program is an optional certificate designed to prepare clerks and recorders in the state of Utah for the challenges of the complex role of a municipal clerk. The UMCA State Certification is a rigorous designation earned by completing various educational and professional development opportunities. An affordable option compared to a CMC or MMC designation, obtaining the UMCA State Certification is a great option for clerks looking to add to their resumes. For more information, use this [link](#).

WENDY DOWNS

ASSOCIATE DIRECTOR

I have worked for Sandy City for 20 years in three different departments: Economic Development, City Council Office and now the City Recorder Office. I was appointed as City Recorder in October of 2019. I have a bachelor's degree from the U of U in Business Administration and am currently working on my Master of Interdisciplinary Studies degree at SUU. I am also the Secretary for the Greater Salt Lake Clerks and Records Association (GSLCRA). My favorite part of my job is elections and records management. I completely geek out over old records and love learning their history. My second favorite is getting to know and work with all the great recorders in our association. When I am not working, I love spending time with my husband and daughter who is six. Our other child is currently living in Cedar City and works with exotic house plants, I'm so proud of them. I also enjoy quilting, reading, crafting, and catching up on TV shows.



Institute & Academy

Reflections

Kim Holindrake,
Payson City



A session I enjoyed at Academy was *Effective Meetings: Boosting Meetings Productivity & Creativity* by Jacqueline Russell. The session was a great review when conducting a meeting. Here are some key points:

- Effective meeting – Achieve the objective, find solutions to problems, and avoid wasting time and money.
- Meetings – Make/review decisions, build stronger relationships, establish alignment, improve engagement, promote inclusion and collaboration, and promote creative thinking and innovation.
- Ask the question – Does it need to be a meeting? Is it a meeting? STOP = State purpose, Time, Objective, Participants. Invite all affected, select a meeting leader, assign responsibilities for solutions, and email your team the results. Ensure attendees know/understand the reason for the meeting before attending.
- Time/Agenda – Select appropriate meeting format, establish an agenda, determine how much time you need, decide on location (in-person or remote), and set a time that will set the team up for success (optimal time is between 10 am and noon).
- Meeting Formats – Daily stand-ups, weekly team update, monthly retrospective, quarterly strategic (talk through final details), as needed project updates, experiential learning (hands-on approach), Pecha Kucha (quick slide show), debate, and walking meetings (brainstorming).
- Participants (Who) – Role of participants (define a role, expectations/contributions, who attends the entire meeting). Assign action items with due dates. Knowing who will be participating will help with strategies to maintain engagement and the best format to choose.
- The optimal # of attendees in a meeting is seven (7). There is a 10% drop in decision-making for every additional attendee after seven (7).
- Purpose, Planning, Participants, Participation, & Perspective.
- Meeting Climate - Positive moods outperform negative moods. Improve the mood by music, snacks, technology-free zone (not seen often), fun, discuss key issues in first few minutes, and meeting room design.
- Consider using Google's 50/25 rule (1-hour meeting 50 minutes; 30-minute meeting 25 minutes).
- Let everyone have a voice. Create a culture of listening. Go around the table and ask for input.
- START ON TIME! END ON TIME!

I & A through the eyes of our first-timers and repeat attendees

Denise Woods,
Morgan City



I began my journey as City Recorder for Morgan City in 2017, just five short years ago, and I can honestly say – I love my job! I enjoy all the opportunities to continue to learn not only from amazing presenters, but also by networking with all of you. Attending Institute and Academy on-line this year was different, but it was still an awesome opportunity to learn. If it happens you can't participate in person one year, please don't hesitate to attend on-line. Also, it was wonderful having presentations from our Board members and hope in the future more members of the Association will take the opportunity to present and earn CMC/MMC points. Thank you, SUU, for your commitment to UMCA and another incredible learning experience at I&A.

Nancy Livingston,
Cleveland Town



Super Recorders Pam Spencer
& Wendy Downs

I was able to attend UMCA Institute and Academy virtually. With virtual attendance, I was able to attend sessions while at work and at home without having to miss anything. I learned a lot from the presenters of the sessions. I was able to participate through chat, ask questions, and receive answers. I talked to other virtual attendees through chat also. I received information, advice, and support from them. Thank you to SUU and UMCA for having virtual attendance this year so that those of us who could not make it in person. It was a great Institute & Academy!



Nathan Nelson
Orem

I started working as a file clerk in the Orem City Recorder's office when I was 15 as an after-school job. Four and a half years later, I'm a Deputy Recorder and loving it! This conference was the first I've attended, and it was more interesting than I could have imagined. Even though I work for one of the larger cities that attended, it was very informative to learn about the topics geared more towards smaller towns. Though I may never be the one balancing budgets or grant writing, it's never a bad thing to be more knowledgeable.

Lisa Smith,
South Weber City

I planned on going to Cedar City in person, but a last-minute family emergency forced me to go completely digital. There was a great range of topics from elections to presentations. Although we Zoomers didn't get handouts and treats, we still felt included. The imaginary goodies we had didn't have any calories so maybe we got the better deal. I found some of the information is applicable immediately and some of my notes will come in handy down the road. The whacky ordinances were especially fun. I join everyone else in thanking SUU for their amazing staff.



"Teamwork allows common people to achieve uncommon results"

Pat Summitt



Paint night!



The Great Hall



and food!

What are the Regions up to?

CERA

The Carbon Emery Recorders Association was established in April 2019. The group includes Castle Dale, Cleveland, East Carbon City, Elmo, Emery, Escalante, Ferron, Green River, Helper, Huntington, Moab, Orangeville, Price, Scofield and Wellington. Because we are rural & many miles apart, we don't meet in person. If anyone has a question, we email or call each other for possible solutions. Contact: Sherrie Gordon 435-636-3183 sherrieg@priceutah.net

SWRCA

Iron, Washington, Garfield, Kane counties- our Southwest Regional Clerks Association met on December 16th in the beautiful St. George Social Hall for a Christmas Party. We had a couple dozen members attend, were introduced to a few new clerks, & held our elections. Big thanks to all that made it happen! We always have a great time together & learn something new! If you are in the Southwest region area, please reach out to Sharon Allen at 435-634-9753, sallen@ivins.com & get involved with this gorgeous group of inspirational and knowledgeable ladies!



Contests

Newsletter Name

Help us name our newsletter!

We've received a few suggestions but would like more!

Please send your submissions to laura.oscarson@draperutah.gov by **May 15th**. The board will review them and then the top choices will be sent out to our membership for a vote!

New Logo

UMCA needs a new logo and we'd like ideas from you! You don't have to be an artist - we have a few members with an artist flair who will be able to take your idea and polish it up!

- We need your ideas
- If you would like to help with the polishing, email Laura Oscarson
- There are free online resources like Canva to help you create a logo.

The deadline is **May 30th**. The Logo will be voted on by the membership. The Board will review them first, then it will go out to you for the final vote.