



QUARTERLY QUILL

Utah Municipal Clerks Association

SPRING 2023



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“Never let the things you can’t do, stop you from doing what you can”.
- Ronald Reagan



President’s Message

Dear Membership,

Happy Spring! I would like to thank everyone who participated in Institute and Academy and extend my appreciation to SUU as they continue to provide amazing learning opportunities. We are very lucky to have such a great partnership with SUU and their professional development team. We also were able to have a sold-out “Recorder’s Day” in conjunction with the ULCT Midyear Conference in St. George. This is such a great opportunity to have this training in southern Utah.

I would also like to thank Education Director Denise Woods, the Education Committee, and other members of the UMCA who provide their expertise to have additional educational opportunities including webinars, elections training, workshops, roving training, and the Annual Conference which will be hosted in St. George, September 20-22, 2023.

With the conclusion of the 2023 Legislative Session, Senate Bill 0043 made significant changes to the way noticing is conducted. As we navigate the new requirements of the legislation, I would encourage you to reach out to anyone on the UMCA Board or the Legislative Policy Committee (LPC) if you have any questions surrounding the change. I would like to express my gratitude to Draper City Recorder Laura Oscarson and the LPC Committee for their hard work in condensing the requirements in a table to where it is easier to understand.

Time continues to fly by. I would encourage each of you to take time weekly and look at your goals, both personally and professionally and make sure you are still on the path you want to take. Keep working on your goals and be the change you want to see.

Thank you,
Jackie Nostrum
UMCA President

Be the Change You Want to See



RECOGNITIONS

Congratulations to our Recent CMC and MMC Recipients



Denise Woods, MMC
Morgan City



Jeanne Tajeda CMC
Mt. Pleasant City



Carol Haskins, CMC
Moroni City



Emily Green CMC
West Haven City

Utah Municipal Clerks Association State Certification

The Utah Municipal Clerks Association State Certification program is 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. This certification program is available through UMCA's partnership with Southern Utah University (SUU). Click on the link for [Information on the State Certification program](#) on the SUU website.

Certified Municipal Clerk (CMC)

The [CMC program](#) is designed to enhance the job performance of the Clerks 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



Mark Your Calendars

**UMCA Annual Conference — St. George, Utah
September 20-22, 2023
Hilton Garden Inn – Host hotel where the
conference will be held.**

Hotel information and links are below, registration information will be forthcoming by email and on the UMCA website. The group rate is good until 09/01/2023.

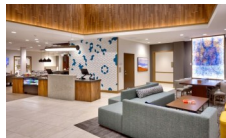
Hilton Garden Inn

\$139 a night



Hyatt Place

\$145 a night



Fairfield Inn

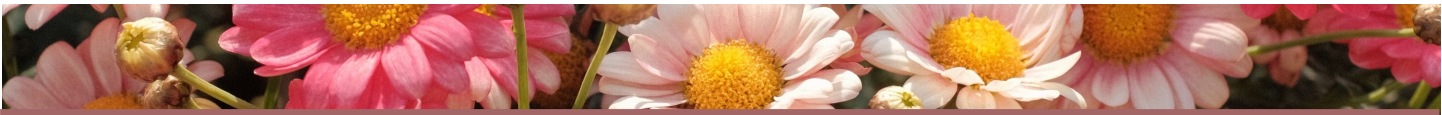
\$139 a night



Holiday Inn

\$139 a night





INSTITUTE AND ACADEMY—2023

Education Scholarship Recipients

Cynthia Benson—Harrisville City

The UMCA Scholarship program is a wonderful resource for those who desire to obtain their certifications be it the State, CMC, or MMC. The application process was easy and the review committee was available for any questions I had. I was particularly excited to attend this year since by doing so I was able to obtain enough credits to turn in my application for my state certification. The interactions with the other cities is invaluable as well as the beauty of the campus. SUU is an inspiring place to learn and grow. I hope our fellow city recorders learn the value of this program and find a way to attend any conference the UCMA offers. Thank you to the UCMA Board for offering this opportunity to grow and learn with my responsibilities as a city recorder.

Nathan Kent Nelson—Fairview City

I was very excited to receive the UMCA Scholarship this year so that I could attend the UMCA Conference. I am a brand-new recorder in a small city, and we wouldn't have had the funds to get me down there otherwise. I am very young (20 years old) and really needed the education experience and networking opportunities. I am excited to attend future events, and am loving being Fairview's full-time recorder. The conference highlight for me was the annexation session. Our city just got through an annexation (which got shot down) and it was quite messy. Another one will most likely pop up again within the next few years and I will have to deal with that. This session gave me a great baseline of what needs to be done and who I can reach out to for help.

Nancy Livingston—Cleveland Town

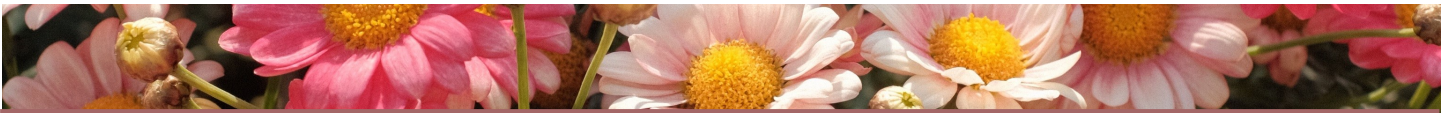
Thank you for awarding me an Institute and Academy Scholarship. Without the scholarship, I would not have been able to attend Institute and Academy in person this year. I was able to talk to some of the presenters after their session finished with some follow-up questions. I participated in watercolor painting and found that there are some very talented UMCA members. I was able to talk with other members attending to start setting up a network of people I can turn to for help. I learned a lot while having a great time at Institute and Academy this year. Thank you again.

UMCA Bylaws—Article 13—Scholarships

It is the policy of UMCA to provide scholarships to its members to participate in Institute/Academy, the Annual Conference, and other trainings as budget allows.

The purpose is to increase the professionalism, skill level, and expertise of Municipal Clerks, Recorders, and Deputies. Further, the Association wishes to assist by awarding financial aid to qualified applicants who, without assistance, would be unable to attend Institute/ Academy the Annual Conference, or other trainings.

Completion of Institute/ Academy is essential to many Municipal Clerks, Recorders, and Deputies to receive the prestigious designation of Certified Municipal Clerk or Master Municipal Clerk by the International Institute of Municipal Clerks, which attests to the professional quality and competency of our most important roles as public servants. [Scholarship Application](#)



INSTITUTE AND ACADEMY—2023

Esli Morales, Logan City – I & A Online Participant

Quotes:

Where Do I turn and Who do I trust? (Collen Mulvey) - *Making great decisions by being present.*

Crisis Communication (David Gordero) - *It is not a matter of IF but when.*

Council Orientation (Darci Carlson & Kim Crane) - *Council orientation sets the tone and expectations for a public meeting.*

Records Management (Pam Spencer) - *Drafts are not a record ONLY IF temporary and for personal use.*

Building Trust (Roger Carter) - *The heart of a community (is the value of trust) and the community that votes more trusts more.*

Elections Panel (Alicia, Colleen, Kim) - *Always be clear on campaign signage!*

GRAMA (Tara) - *If a majority of the information is redacted, it is simply better to deny the request.*

Teambuilding (Stephen Lisonbee) - *Our perception of reality is different until we live it.*

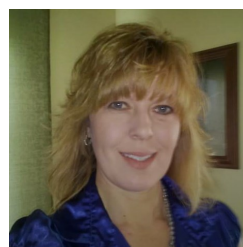
Municipal Election Training (Shelly Jackson) - *When in doubt contact the Lieutenant Governor's Office.*



Jason Goud, Ogden City

Having been to dozens of conferences and training sessions in my life, I found myself pleasantly surprised by my first Institute and Academy. It was immediately clear to see that a lot of care and effort goes into this every year. The facilities, food, and service provided by the conference staff were top notch. The topics discussed were relevant to the work that we do every day and presented by subject-matter experts with a wealth of knowledge and experience in their fields. Events like this can often become tedious in their focus on the nuts and bolts or minutiae of our day-to-day work. While each technical subject was discussed in detail, presenters did an amazing job of keeping the discussions topical, lively, and interesting. I especially enjoyed the presentations that focused on the big picture of our lives and careers. Roger Carter's "Mindful Leadership" presentation was especially engaging. These are concepts that can help us in our work and everyday lives.

Institute and Academy really opened my eyes to the benefits of UMCA as a catalyst for collaboration. With the hundreds of years of experience and wisdom available to us in our fellow clerks and recorders, it behooves each of us to learn from their experience and, in turn, help where we can. I look forward to seeing everyone again next year.



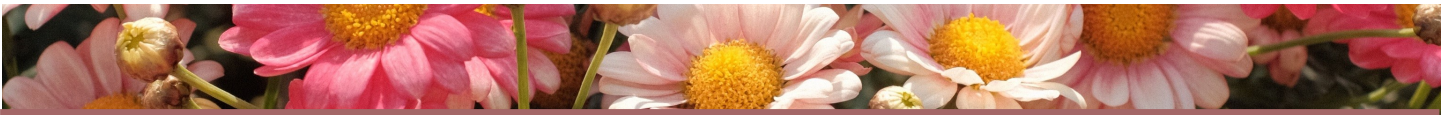
Sharon Allen, Ivins City— I & A Online Participant

I attended UMCA Academy online this year. I thoroughly enjoyed Chris Healy's "Okay Boomer: Managing Millennials and Gen X" session. I kept snapping pictures of her slides and then had a conversation about it during the break in my personal family chat. I have one of each group type in my immediate family, and we all got a chuckle out of the differences between us, and how accurate these slides were! Professionally, the information provided was great, because it is always wise to put yourself in someone else's shoes and look at things from their perspective. This session was a reminder to do just that in order to work cohesively with your coworkers. I thought it was a great conference and look forward to the next one!



INSTITUTE AND ACADEMY—2023





TIPS AND HELPFUL HINTS



TRAINING

Go to as many trainings as you can and ask questions! I take a lot of notes and try to keep checklists of the things that I do until I feel like I can do them without the checklist (but I also love having something to refer back to, especially if it is one of those things that you only do once in a while and need a refresher to go back and check that I didn't miss any steps in the process). I am lucky to work with super helpful people too so I can ask questions. – **Tyra Bischoff, Perry City**

STICKY NOTES: A Pest and A Blessing

Something invaluable I have learned to appreciate over the years is a little item that comes in an array of colors and sizes; **Sticky Notes**. These little angels can be a pest and a blessing. Without them, I am positive I would have made a lot more mistakes in life. That is not to say I have not made a few with them covering my monitors, keyboards, and desk calendars. I am saying I have made fewer. Believe it or not, these little gems help me stay organized. This might be hard to admit for some, but I like making mistakes. These little moments of learning help define my personality, firm my resolve, and keep me smiling. Now if I can just find my keyboard—I might be able to finish these minutes. – **Cynthia Benson, City of Harrisville**



ADVICE-TIPS

I recall early in my career, admiring the seasoned clerks and wondering, what sustained them, and what was the secret to their success and longevity in the position. Let's face it, this is a stressful job, and I was eager to learn as much as I could to "navigate the minutia" as I call it, and succeed in the position.

Fast forward, one could argue that with over 23 years in municipal government, I have now earned the title "seasoned". There are other adjectives that I could insert there but for now, let's stick with "seasoned".



Reflecting on the past and lessons learned, my offering is simple. The "Three C's Do's and Don'ts" is what I strive to incorporate in my personal and professional life (placing a large emphasis on the word **strive!**)

Do:

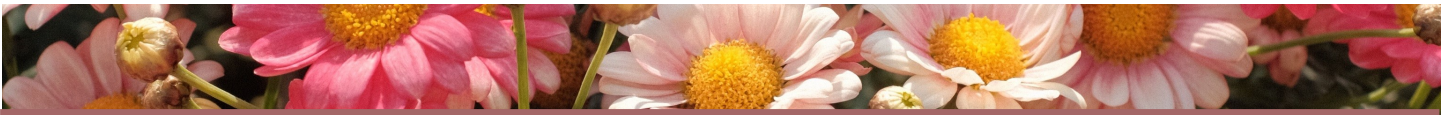
- 1) Be Confident;
- 2) Competent; and
- 3) Credible.

Don't:

- 1) Criticize;
- 2) Condemn; or
- 3) Complain.

Make time to address conflict, frustrations, or other challenges with your supervisors or those you manage. Most conflicts stem from a breakdown in communication and our natural tendency is to fill the gaps with negative, false assumptions. In contrast, open, honest dialog helps limit these situations and is conducive to building healthy relationships, with a foundation of mutual trust and respect.

I constantly remind myself that I'm a work in progress and that every day is a new opportunity, a fresh slate to get it right! Remember to "Be yourself, everyone else is taken." ~ Oscar Wilde - **Finn Kofed, Eagle Mountain City**



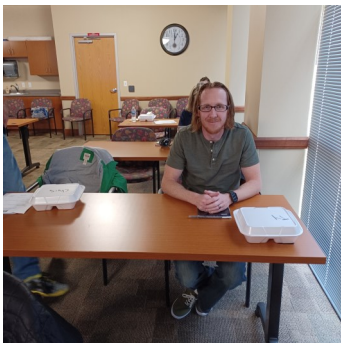
UMCA REGION SPOTLIGHTS

DMWRA – Jennifer Robison, Centerville City



I'm Jennifer! I currently live in Midvale with my husband, Cole, and our border collie/blue heeler mix, Mogie. I graduated from USU in 2019 with a degree in Parks and Recreation. I started working at Centerville City in 2020 as the Recreation Coordinator, but didn't have the opportunity to do much recreation during COVID! During that time there was quite a bit of turnover in the City Recorder's office, so I started helping out with some responsibilities. One thing led to another and now here we are, 😊 I have now been the City Recorder for just about 2 years. Outside of work, I love to read, play the piano, do agility training with my dog, play board games, and go on outdoor adventures! My favorite food is sushi, and my favorite dessert is strawberry shortcake, or a good, classic homemade chocolate chip cookie.

BRAG—Ty Cameron, Providence Town



1. How long have you worked for Providence?

I have been working for Providence for about 3 years.

2. How did you get started?

By applying for a job opening, they had an opening for the recorder, JK (sort of, it is how I got started). I was a Case Manager for the District Court in Ogden, so I had quite a bit of experience in record keeping, minutes, etc. When the great covid resignation hit they made me manage protective orders and involuntary commitments and it became too much (mentally, and emotionally) so I joined the resignation movement and found a job with Providence City as their Recorder and Justice Court Administrator.

3. What are your hobbies?

I enjoy anything outdoors or outside, hiking, hanging with my kids, running, and walking. Also, I like trying new eateries (especially if it caters to sweets). And weirdly I like antiquing.

4. Have you completed anything on your bucket list?

I don't actually have a bucket list...yet. I'm not big on planning stuff out or setting goals, I just kind of go with the flow.

5. What is the most ridiculous nightmare you have ever had?

There's always the nightmare of being in school with no pants on, but I have had that so many times it's no longer a nightmare lol. Do you remember the Goosebumps books? I read this one when I was a kid about mud monsters, I read it in one sitting, which was a bad idea, anyway I had a nightmare that I was being chased by them and had nowhere to hide and they finally caught me and tried dragging me down in the mud and I started to suffocate, and then I woke up in a dead sweat gasping for air. Stupid Goosebumps books. Took me a while before I ever picked up one of those books again.

6. If you could choose one superpower, what would it be?

This one is a tough one, with so many to choose from. I always thought it would be cool to be able to teleport anywhere. Get off work and spend a few hours on the Caribbean beach before going to bed or wake up early and go hiking in the Alps before work or eating at a restaurant in Paris for lunch. That is of course if I had time, I guess I could save people from burning buildings or natural disasters; you know what they say, "with great power comes great...blah blah blah."

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