

**MINUTES OF THE UMCA BUSINESS MEETING
HELD AT INSTITUTE AND ACADEMY, WEST VALLEY CITY
MARCH 29, 2018**

The meeting was called to order by President Teresa Harris at 12:00 pm. Board Members attending:

Vice President Annette Spendlove
Board Member Kim Read
Board Member Janell Braithwaite
Board Member Christina Fernandez
Secretary Susan Farnsworth

Past President Leigh Ann Warnock
Board Member Colleen Mulvey
Board Member Michelle Kellogg
Treasurer Kate Black

There were approximately 100 UMCA Members in attendance.

Welcome

Recognize all new UMCA Members and first attendees to I&A

Introduction of Theme

Introduction of Board and Assignments

President Harris recognized and welcomed those who were attending for the first time. She indicated the theme for this year is "Mapping our Future". She also introduced the Board Members and told of their responsibilities.

Approval of Minutes from Annual Conference, September 27, 2017.

Jo'D Bates, Orem, moved to approve the minutes of the Business Meeting held September 27, 2017 as amended. Holly Gadd, Farmington, seconded the motion. The vote was unanimous.

Financial Report

Treasurer Black reviewed the current finances with those in attendance (see attachment "A")

Committee Updates

Vice President Spendlove reported the various committees have been set. She would like to form a new committee who will help get donations for the annual conference silent auction.

Education Report

Roving Training Classes (topics, locations, etc.) – Kim Read, Training Director

Board Member Read reported she is still working with Utah League of Cities and Towns to schedule a roving training addressing annexations.

Update on UMCA Education Committee - Colleen Mulvey, Education Director

Board Member Mulvey reported the Education Committee is working on obtaining instructors for the annual conference. She requested class ideas from those in attendance.

She also reviewed how to complete the Institute and Academy KTAP. If anyone required help, please contact her.

Explanation of how CMC/MMC points are earned

Secretary Farnsworth addressed those in attendance with regard to earning points for a CMC or MMC Designation. Anyone requiring help finalizing the application process, can contact her and she will assist them.

Membership Report – Christina Fernandez, Membership Director
UMCA/IIMC Membership Report

Board Member Fernandez reported currently there are 242 UMCA Members, 102 certified IIMC members, 35 of which are MMC Certified.

CMC/MMC Certification Report and Recognition

Board Member Fernandez reported since September's meeting Michelle Kellogg, Park City, has received her MMC designation and Sharon Allen, Ivins and Wendy Downs, Sandy have received their CMC. Congratulations to these three members.

Update/Locations for Future Annual Conferences – Michelle Kellogg, Facilities Director

Board Member Kellogg reported the 2018 Annual Conference will be held in Vernal, the 2019 Annual Conference will be held in St. George, and in 2020 the annual conference will be held in conjunction with the Region VIII meeting in Park City.

Communications Report – Janell Braithwaite, Communications Director

Board Member Braithwaite reported she will be working with the newly established Newsletter Committee to collect newsletter articles. She warned everyone that she will be taking a number of pictures.

Consideration of a proposed resolution approving amendments to the Utah Municipal Clerks Association Bylaws (Board Position Descriptions and Expense Reimbursement for Board of Directors) – Resolution 18-01

Member Jennie Knight, Harrisville, moved to approve Resolution 18-01, "A Resolution Amending the Utah Municipal Clerks Bylaws". Member Nancy Dean, Clearfield, seconded the motion the vote was unanimous.

President's Remarks

President Harris thanked everyone for attending Institute and Academy.

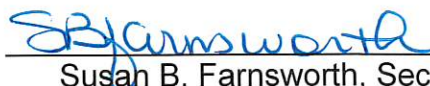
Adjourn

At 12:25 pm Member Marlene Connor, Manila, moved to adjourn. Member Paula Melgar, Cottonwood Heights, seconded the motion. the vote was unanimous.

Approved on September 26, 2018.



Teresa Harris, President



Susan B. Farnsworth, Secretary

UMCA BUDGET		Approved 2015/2016 Board Meeting 6/29/2015	YTD 2015-2016 6/1/2016 Board Meeting	Approved 2016/2017 UMCA Budget	YTD 2016/2017 6/26/2017 Bd Meeting	Approved 2017/2018 6/26/2017 Bd Meeting	YTD 2017/2018 3/29/2018 Bd Meeting
REVENUES							
Membership Dues	\$ 21,000.00	\$ 22,795.00	\$ 22,000.00	\$ 19,925.22	\$ 20,000.00	\$ 20,050.00	
Miscellaneous Income	\$ -	\$ 25.00	\$ 400.00	\$ 100.00	\$ 100.00	\$ 100.98	
Scholarship Donations	\$ 400.00	\$ 25.00	\$ 400.00	\$ 100.00	\$ 100.00	\$ 100.00	
Silent Auction Proceeds	\$ 1,500.00	\$ 1,422.00	\$ 1,500.00	\$ 2,063.00	\$ 1,500.00	\$ 1,915.00	
Interest Earnings	\$ 300.00	\$ -	\$ 300.00	\$ 325.00	\$ 325.00	\$ 325.00	
Annual Conference Registrations	\$ 20,000.00	\$ 23,546.00	\$ 22,000.00	\$ 22,364.00	\$ 21,000.00	\$ 23,425.00	
Vendors/2015 Annual Conference	\$ 9,000.00	\$ 11,255.00	\$ 7,000.00	\$ 9,180.00			
Vendors/2016 Annual Conference		\$ 4,200.00		\$ 3,600.00			
Vendors/2017 IA							
Vendors/2017 Annual Conference/prepaid							
Vendors/2018 IA							
TOTAL REVENUES	\$ 52,200.00	\$ 63,243.00	\$ 53,200.00	\$ 57,232.22	\$ 54,425.00	\$ 58,640.98	
EXPENDITURES							
Audit (Complied Statement of Financial Position)	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,350.00	
Financial Service Charges/Bank Fees	\$ 25.00	\$ 54.49	\$ 60.00	\$ 275.22	\$ 300.00	\$ 354.92	
Paypal processing fees							
Flowers, Gifts for Membership	\$ 1,000.00	\$ 428.30	\$ 800.00	\$ 178.99	\$ 500.00	\$ 570.00	
Conference Plns (Annual)/UMCA State Plns	\$ 800.00	\$ 975.00	\$ 975.00	\$ 975.00	\$ 975.00	\$ 191.95	
CMC/MMC Presentations	\$ 1,000.00	\$ 1,177.71	\$ 1,500.00	\$ 580.53	\$ 900.00	\$ 1,586.82	
Institute/Academy Director Travel Expenses	\$ 4,000.00	\$ 2,950.63	\$ 4,000.00	\$ 3,924.25	\$ 4,000.00	\$ 500.00	
Institute/Academy Expenses/Speakers etc.	\$ 850.00	\$ -	\$ 850.00	\$ 18.94	\$ 300.00	\$ 18.94	
Roving Training Expenses	\$ 300.00	\$ -	\$ 300.00	\$ 48.06	\$ 500.00	\$ -	
Committee Expenses	\$ 800.00	\$ 239.44	\$ 750.00	\$ 48.06	\$ 500.00	\$ -	
Office Supplies	\$ 35,000.00	\$ 40,375.31	\$ 37,000.00	\$ 32,534.22	\$ 40,000.00	\$ 35,184.98	
Annual Conference Expenses - 2015							
Annual Conference Expenses - 2016							
Annual Conference Expenses - 2017							
Annual Conference Expenses - 2018							
Board Expenses	\$ 4,000.00	\$ 4,183.87	\$ 4,000.00	\$ 3,020.63	\$ 4,000.00	\$ 3,906.54	
Board Expenses for IIMC & Region 8 Attendees	\$ 8,000.00	\$ 8,437.10	\$ 8,000.00	\$ 6,527.67	\$ 8,000.00	\$ 3,610.00	
Scholarships Awarded - for UMCA to attend Conf/I & A	\$ 12,300.00	\$ 4,223.06	\$ 12,300.00	\$ 9,112.71	\$ 12,000.00	\$ 4,899.79	
Scholarships Awarded - for UMCA membership	\$ 500.00	\$ -	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,129.00	
Web Design & Work	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 59,496.22	\$ 1,000.00	\$ 54,516.04	
TOTAL EXPENDITURES	\$ 71,875.00	\$ 65,344.91	\$ 74,335.00	\$ 93,946.67	\$ 74,275.00	\$ 80,864.86	
Checking		\$ 2,659.62		\$ 9,394.67		\$ 8,086.86	
Business Market Rate Savings		\$ 10,020.98		\$ 4,512.47		\$ 7,514.54	
Business High Yield Rate Savings		\$ 113,202.19		\$ 109,281.36		\$ 109,330.41	
Paypal Account		\$ 465.00		\$ 821.68		\$ 2,071.68	
Total Assets		\$ 126,347.79		\$ 124,010.18		\$ 127,003.49	