

MINUTES OF A UMCA BUSINESS MEETING

Wednesday, September 23, 2015

Riverwoods Conference Center

Logan, Utah

President Finn Kofoed called the meeting to order at 3:15 pm. Board Members attending:

Annette Spendlove, Past President
Finn Kofoed, President
Thieda Wellman, Vice President
Kate Black, Treasurer
Teresa Harris, Membership Director

Kari Jimenez, Training Director
Leigh Ann Warnock, Education Director
Julia LaSeure, Communications Director
Colleen Mulvey, Facilities Director
Susan Farnsworth, Secretary

Others attending: Approximately 125 UMCA Members

Approval of Minutes

Annette Spendlove, North Ogden, City moved to approve the Minutes of the Business Meeting held on March 19, 2015 in Sandy, Utah. Kent Clark, Spanish Fork City, seconded the motion. The vote was unanimous.

Audit and Financial Report

Treasurer Black reviewed the current Audit Report compiled by Keddington & Christensen, LLC. (See attachment "A")

Dates and Locations for Future Conferences

Director Mulvey reported the 2016 Conference will be held in Cedar City and the 2017 Conference will be held in the Northern part of the State.

Membership Report

UMCA/IIMC Membership Report

Director Harris reported there are 261 UMCA Members and 184 IIMC Members.

CMC/MMC Certification Report and Recognition

She also reported of the membership there are 86 who have their CMC designation and 34 who have their MMC designation.

Those receiving their CMC or MMC designation since the last conference are as follows:

Angie Warner, Spanish Fork City	CMC
Amy Rodriguez, Washington Terrace	CMC
Janell Braithwaite, Gunnison	CMC
Jennifer Kennedy, Murray	CMC
Shanda Reney, West Haven	CMC
Lindsey Nesson, Tremonton	CMC
Lisa Napetanov, South Ogden	CMC
Lucinda Daley, Genola Town	CMC
Teisha Nilson, Lehi	CMC
Colleen Mulvey, Cedar Hills	MMC
Renon Savage, Cedar City	MMC

Leigh Ann Warnock, Ephraim	MMC
Julia LaSeure, Ogden	MMC
Lisa Titensor, Clinton	MMC

Director Harris encouraged everyone to review the membership information included in the registration folder. Please report any mistakes to one of the Board Members located at the Registration Desk.

Education Report

Roving Training Classes (topics, locations, etc.)

Director Jimenez reported the Directors had decided to wait until after the Legislative Session before scheduling any roving trainings.

Resolution, UMCA Bylaws Update

Kent Clark, Spanish Fork, City moved to approve Resolution 15-01, "A Resolution Amending the Utah Municipal Clerks Bylaws". Nancy Dean, Clearfield City, seconded the motion. The vote was unanimous.

Regions Presidents Reports

President Kofoed invited the Region Presidents to address the membership and report on the "happenings" of their region.

Holly Gadd D.M.W.R.A. President, reported their region meets monthly. She praised the great members and their support for one another. She also reported within the past year there have been 2 MMC and 2 CMC designation received within the region.

Danice Bulloch S.W.R.C.A. President, reported their region group meets quarterly. They have been reviewing the by-laws as well getting the new region leadership in place.

Anona Yardley W.G.B.P. President, reported their region is very small. Their goal is to restructure and adopt by-laws. They generally meet electronically due to the area span of the members.

Jan Anderson S.C.U.R.A. President, reported their region meets quarterly. She indicated they are having a hard time actually meeting but she will get better at scheduling meetings.

Kathy Kresser C.U.R.A President, reported their region meets monthly and the majority of the meetings have been election related. She also mentioned the region is very well represented on the UMCA Board.

Other Business

March Business Meeting Date

President Kofoed reminded those in attendance that the next Business meeting will be held at Institute and Academy, March 2016.

Institute and Academy

Institute and Academy will be held at the West Valley Cultural Center. When the University of Utah built the new campus, they didn't construct a room large enough to hold all the attendees therefore the training needed to be moved. It was also mentioned that the cost of the Institute and Academy would increase within the next couple of years.

Outgoing President's Remarks

President Kofoed indicated she had enjoyed serving as the UMCA President this past year. She indicated it had been very educational and expressed her thanks to all the Board Members she has worked with.

Introduce outgoing Board Members

President Kofoed introduced Julia LaSeure and Annette Spendlove as Board Members who were completing their terms and are not seeking re-election. She thanked them both for the tireless efforts serving on the Board.

Adjourn

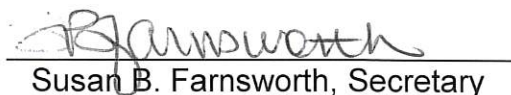
In closing President Kofoed read a "Jack London" quote and stated, "Don't just mark time. Live your life; live it with BALANCE".

At 4:05 pm Kent Clark Spanish Fork City moved to adjourn the meeting. Rachelle Connor, Draper City seconded the motion. The vote was unanimous.

Approved on March 24, 2016.



Finn Kofoed, President



Susan B. Farnsworth, Secretary

UTAH MUNICIPAL CLERKS ASSOCIATION
ACCOUNTANT'S COMPILATION REPORT
For The Year Ended June 30, 2015

UTAH MUNICIPAL CLERKS ASSOCIATION
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Keddington & Christensen, LLC
Certified Public Accountants

Gary K. Keddington, CPA
Phyl R. Warnock, CPA
Marcus K. Arbuckle, CPA

ACCOUNTANT'S COMPILATION REPORT

Utah Municipal Clerks Association
Alta, Utah

We have compiled the accompanying statement of financial position of Utah Municipal Clerks Association (the Association) (a non-profit organization) as of June 30, 2015, and the related statement of activities for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all the disclosures and statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement were included in the financial statements, they might influence the user's conclusions about the Association's financial position and change in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Keddington & Christensen, LLC

September 15, 2015

UTAH MUNICIPAL CLERKS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
June 30, 2015

Assets

Cash - savings	\$ 123,168
Cash - checking	10,046
Prepaid expense - deposit for conference	2,500
Equipment	4,537
Accumulated depreciation	<u>(4,537)</u>
Total Assets	<u><u>\$ 135,714</u></u>

Liabilities

Accounts payable	\$ 50
Fall 2015 conference vendor deposits	<u>6,750</u>
Total Liabilities	<u>6,800</u>

Net Assets

Restricted - scholarships	-
Unrestricted	<u>128,914</u>
Total Net Assets	<u>128,914</u>

Total Liabilities and Net Assets	<u><u>\$ 135,714</u></u>
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UTAH MUNICIPAL CLERKS ASSOCIATION
STATEMENT OF ACTIVITIES
For The Period Ended June 30, 2015

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenues:			
Member dues	\$ 22,450	\$ -	\$ 22,450
Conference	23,036	-	23,036
Less: Scholarship discount	(1,590)	-	(1,590)
Conference vendors	9,080	-	9,080
Scholarship donations	-	420	420
Interest	104	-	104
Donations - pins	-	400	400
Silent auction proceeds	-	1,858	1,858
Miscellaneous income	40	-	40
Net assets released from restrictions			
Restrictions satisfied by payments	3,373	(3,373)	-
Total Revenue	<u>56,493</u>	<u>(695)</u>	<u>55,798</u>
Expenses:			
Conference	31,231	-	31,231
CMC/MMC presentations	999	-	999
IIMC and Region VIII	7,670	-	7,670
Accounting	1,300	-	1,300
UMCA board	3,540	-	3,540
Roving training expenses	446	-	446
Institute/Academy expenses	1,119	-	1,119
Flowers, gifts, etc.	876	-	876
Office supplies	874	-	874
Website work	1,000	-	1,000
Scholarships - Conferences	6,013	-	6,013
Total Expenses	<u>55,068</u>	<u>-</u>	<u>55,068</u>
Changes in Net Assets	1,425	(695)	730
Net Assets, Beginning of Year	<u>127,489</u>	<u>695</u>	<u>128,184</u>
Net Assets, End of Year	<u>\$ 128,914</u>	<u>\$ -</u>	<u>\$ 128,914</u>

**BUSINESS MEETING 09-24-15
ATTACHMENT "B-1"**

UMCA BUDGET	Final Budget 2013/2014 Approved 6/24/13	YTD Actual 2013/2014 Board Meeting 6/26/2014	APPROVED 2014/2015 BUDGET Aug Board Meeting	YTD 2014/2015 Board Meeting 6/29/2015	Approved 2015/2016 Board Meeting 6/29/2015	YTD 2015-2016 9/21/2015 Annual Conference
REVENUES						
Membership Dues	\$ 21,000.00	\$ 22,315.86	\$ 21,000.00	\$ 22,850.00	\$ 21,000.00	\$ 22,545.00
Miscellaneous Income	\$	\$	\$	\$ 40.00	\$	\$ 25.00
Scholarship Donations	\$ 100.00	\$ 360.00	\$ 200.00	\$ 495.00	\$ 400.00	\$
Silent Auction Proceeds	\$ 1,200.00	\$ 1,194.40	\$ 1,000.00	\$ 1,858.00	\$ 1,500.00	\$
Interest Earnings	\$ 150.00	\$ 304.11	\$ 300.00	\$ 389.10	\$ 300.00	\$
Annual Conference Registrations	\$ 20,000.00	\$ 21,779.00	\$ 20,000.00	\$ 21,440.00	\$ 20,000.00	\$ 19,021.00
Vendor/ 2014 Annual Conference	\$ 3,000.00	\$ 9,530.00	\$ 8,000.00	\$ 9,080.00	\$ 9,000.00	\$
Vendor/ 2015 Annual Conference				\$ 6,750.00		\$ 10,450.00
TOTAL REVENUES	\$ 45,450.00	\$ 55,483.37	\$ 50,500.00	\$ 62,902.10	\$ 52,200.00	\$ 52,041.00
EXPENDITURES						
Audit (Complied Statement of Financial Position)	\$ 1,400.00	\$ 1,320.00	\$ 1,320.00	\$ 1,300.00	\$ 1,300.00	\$
Financial Service Charges	\$ 10.00	\$	\$ 20.00	\$ 23.00	\$ 25.00	\$
Flowers, Gifts for Membership	\$ 500.00	\$ 934.27	\$ 1,000.00	\$ 322.73	\$ 1,000.00	\$ 67.97
Conference Pins (Annual)	\$	\$	\$ 800.00	\$	\$ 800.00	\$
CMC/MMC Presentations	\$ 1,000.00	\$ 303.28	\$ 850.00	\$ 795.34	\$ 1,000.00	\$ 199.52
Institute/Academy Director Travel Expenses	\$ 1,000.00	\$	\$ 1,000.00	\$	\$ 1,000.00	\$
Institute/Academy Expenses/Speakers etc.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 1,119.11	\$ 4,000.00	\$
Rowing Training Expenses	\$ 850.00	\$	\$ 850.00	\$ 445.85	\$ 850.00	\$
Committee Expenses	\$ 150.00	\$	\$ 300.00	\$	\$ 300.00	\$
Office Supplies	\$ 500.00	\$ 295.75	\$ 800.00	\$ 566.45	\$ 800.00	\$
Annual Conference Expenses - 2014	\$ 27,000.00	\$ 31,446.70	\$ 35,000.00	\$ 29,953.11	\$ 35,000.00	\$ 4,390.83
Annual Conference Expenses - 2015				\$ 2,812.50	\$ 3,000.00	\$ 1,137.12
Board Expenses	\$ 1,500.00	\$ 2,769.78	\$ 3,000.00	\$ 4,768.99	\$ 4,000.00	\$
Board Expenses for IMC & Region 8 Attendees	\$ 7,000.00	\$ 8,374.90	\$ 8,500.00	\$ 7,669.85	\$ 8,000.00	\$
Scholarships Awarded - for UMCA to attend Conf/I & A	\$ 20,000.00	\$ 1,433.63	\$ 15,000.00	\$ 7,059.26	\$ 12,300.00	\$ 925.00
Scholarships Awarded - for UMCA membership	\$ 500.00	\$	\$ 500.00	\$	\$ 500.00	\$
Vendor/Annual Conference	\$ 100.00	\$	\$	\$	\$	\$
Web Design & Work	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TOTAL EXPENDITURES	\$ 65,010.00	\$ 50,378.31	\$ 72,440.00	\$ 57,836.19	\$ 71,875.00	\$ 7,720.44
Checking	\$	\$ 11,931.73	\$	\$ 10,068.80	\$	\$ 51,016.78
Business Market Rate Savings	\$	\$ 10,011.38	\$	\$ 10,016.38	\$	\$ 10,017.64
Business High Yield Rate Savings	\$	\$ 113,043.02	\$	\$ 113,145.45	\$	\$ 113,145.45
Total Assets	\$	\$ 134,986.13	\$	\$ 133,230.63	\$	\$ 174,179.87

11255.00
52846.00