

UMCA Institute and Academy, April 2026

Day	Apr 6	Time End	Session Topic	Session Description
MON	8:30 AM	9:15 AM	All you need to know about CMC & MMC	A short introduction to the Certified Municipal Clerk and Master Municipal clerk programs, established by our parent organization, the International Institute of Municipal Clerks.
MON	9:15 AM	10:15 AM	Utah's Politics and Civic History	This session covers the foundations of Utah's political system and civic history, including the development of the state and local governance, key constitutional principals, and major historical events that shaped public administration. Participants will learn how Utah's political structure evolved and how historical context influences modern governmental decision making.
MON	10:30 AM	12:00 PM	Recorder 101 and Required Reporting	This session covers statutory responsibilities, required reporting obligations, historical context of the clerk and recorder role, common municipal records terminology, and variations in administrative practices across municipalities. Participants will learn how to identify required reports, understand core job responsibilities, interpret common records management vocabulary, and recognize how municipal structure impacts records and administrative workflows.
MON	12:00 PM	1:00 PM	Lunch Break - Lunch included	
MON	1:00 PM	2:00 PM	Interdepartmental Engagement, Local Government and Persuasive Conversations: Working with departments on buying into retention and Destruction	This session covers strategies for conducting persuasive conversations with municipal departments regarding records retention and destruction practices. Participants will learn how local government structures influence decision-making, how to communicate retention requirements effectively, how to address departmental concerns, and how to build cross-departmental buy-in for compliant retention and destruction processes.
MON	2:15:00 PM	3:30 PM	Land Use and Tribal Coordination	This session covers the intersection of land use actions and tribal communication, including jurisdictional considerations, consultation requirements, and coordination practices. Participants will learn how land use decisions impact tribal interests, how to engage in respectful and effective communication, and how to work collaboratively with tribal representatives throughout planning, annexation, and development processes.
MON	3:45 PM	5:00 PM	Intro to Meetings Management, Minitues and Agenda Processes, Opens Comment	This session covers agenda development, meeting minute standards, and core meeting documentation practices for new recorders. Participants will learn how to structure compliant agendas, record accurate meeting minutes, and apply consistent documentation procedures for public meetings.
TUES Apr 7				
TUES	8:30 AM	10:00 AM	Agreements and Contracts	Clerks often find themselves at the heart of contractual negotiations, entrusted with vendor agreements, service contracts, and more. Join us to gain a deeper understanding of the principles of contract management, compliance considerations, and the pivotal role of these agreements in local government operations. Discover best practices for drafting, reviewing, and maintaining contracts, ensuring the protection of your municipalities interests and the precision of executed agreements.
TUES	10:15 AM	12:00 PM	Archiving, Rentention and Organization	Understand the basic tips and tricks for archiving and retention of records. Learn how archiving effectively can save time and effort. Explore new tools and techniques to streamline your processes.
TUES	12:00 PM	1:00 PM	Lunch Break - Lunch included	
TUES	1:00 PM	2:00 PM	New Technology Trends and AI	Learn about new technology trends arising and how clerks can utilize tools to their advantage. Understand AI and tools with examples of use cases. Learn about Meeting Minutes tools, time management tools, software, and technology to integrate into your work.
TUES	2:15 PM	3:30 PM	"It Won't Happen to Us" and other fun Cybersecurity myths	Learn the data privacy expectations of a clerk. Learn how to be ready for a data privacy audit and what resources are available to you. Understand the risks associated with privacy and how to keep you and your team safe.
TUES	3:45 PM	5:00 PM	Public Communication	This session covers strategies for effective resident communication, messaging techniques, and methods for building public trust. Participants will learn how to craft clear messages, engage residents responsibly, and foster transparency and confidence in local government interactions.
WED Apr 8				
WED	8:30 AM	10:15 AM	Data Privacy	This session covers ethical considerations surrounding the use of artificial intelligence in the recorder's office, including data privacy, public trust, transparency, bias, and appropriate use boundaries. Participants will learn how to evaluate AI tools responsibly, recognize ethical risks in records and administrative workflows, apply governance principles to AI adoption, and maintain compliance and accountability when integrating AI into public-sector operations.

WED	10:30:00 AM	12:00 PM	Working Across Departments	From disgruntled residents to micromanaging supervisors, we are met with endless challenges with the people we work with. Understand how to work with those who are difficult to work with while prioritizing professionalism and patience. In this session we'll explore the art of team building, group dynamics, and managing diverse workplace personalities. Discover Strategies for enhancing collaboration, resolving conflicts, and creating a more engaged and productive local government environment. Join us to unlock the secrets of cohesive teams and harmonious workplace relationships
WED	12:00 PM	1:00 PM	Lunch	
WED	1:00:00 PM	2:30 PM	Happiness	This session covers the foundations of happiness and personal wellness, including current research on what contributes to long-term well-being, common misconceptions about happiness, and practical habits linked to improved life satisfaction. Participants will learn how wellness, mindset, and daily behaviors influence happiness, examine data on what truly matters, and identify realistic strategies to support personal and professional well-being.
WED	2:45 PM	3:45 PM	Public Noticing	This session covers public noticing requirements, processes, and distinctions between notice types. Participants will learn how to prepare and issue proper notices, understand timing and procedural obligations, and apply best practices to ensure compliance with public notification standards.
WED	4:00 PM	5:00 PM	Organizational Best Practices	This session covers time management strategies, task prioritization, and records organization for municipal clerks. Participants will learn how to structure daily workflows, organize files and forms effectively, maintain task oversight, and implement practices to prevent items from being overlooked.
THURS Apr 9				
THR	8:30 AM	10:00 AM	AI with Colleen	This session covers practical applications of artificial intelligence in municipal recordkeeping and administrative tasks. Participants will learn how to leverage AI tools to streamline workflows, manage records efficiently, and support day-to-day administrative responsibilities.
THR	10:15 AM	12:00 PM	Roberts Rules of Order	This session covers the principles and application of Robert's Rules of Order in public meetings. Participants will learn how to draft clear motions, facilitate orderly discussions, and apply procedural rules to ensure meetings run efficiently and effectively.
THR	12:00 PM	12:30 PM	Lunch Break - Give them 30 to grab lunch then have the business meeting	
THR	12:30 PM	2:00 PM	Legislative Update & UMCA Business Meeting	Hear from the UMCA Board in the Business Meeting Panel. In an ever-evolving landscape of law, hear from the legislative experts in our updates session. Understand new and upcoming code changes and how they effect your processes and compliance. Ask questions about upcoming changes, verbiage, and enforcement and to build an in-depth awareness of new legislation.
THR	2:15 PM	3:30 PM	Ethics of AI	Learn the data privacy expectations of a clerk. Learn how to be ready for a data privacy audit and what resources are available to you. Understand the risks associated with privacy and how to keep you and your team safe.
THR	3:45 PM	5:00 PM	Leadership	effectively manage limited resources across populations in our session dedicated to large cities and towns. Understand the challenges that large municipalities face and the specific tips and tricks to integrate solutions.
FRI Apr 10				
FRI	8:30 AM	9:30 AM	GRAMA	Turn GRAMA into an understandable and manageable task. Learn what records management consists of, key work definitions that you might hear, and basic processes/lifecycles in the GRAMA management world. Understand the importance of records management and other nuances such as response timelines, fee schedules, exemptions and other records retention tips. Learn how to optimize and streamline your process while balancing the law.
FRI	9:45 AM	11:00 AM	Staying on Top: Managing Stress	Learn how to manage stress from the best. Practice knowledge on how to optimize your time management when working in a high-stress environment. Understand what causes burnout and take steps to prevent burnout from happening to you. Be your best self and apply valuable stress management skills to your everyday tasks.
FRI	11:00 AM	12:00 PM	Brunch Break - Brunch included	
FRI	12:00 PM	1:00 PM	Professional Communication and More	Build your professional networking skills and learn how to ask the questions that will help you expand your career capital. Use networking to conquer your challenges with help from your network. Understand how effective communication effects your role. Understand how to present yourself with professionalism through nonverbal communication, presentations, and communication with residents, tribal representatives, and municipal workers. Learn key language and verbiage to utilize in professional contexts including communication, public releases and other technical contexts.