



Quarterly

# Quill



## UMCA President Message

Dear UMCA Members,

What an incredible time we had at the recent Institute and Academy. I continue to be inspired and energized by the passion, dedication, and professionalism each of you brings to our field. The sessions this year were outstanding and packed with valuable information, thought-provoking discussion, and tools we can take back to our communities. A huge thank-you to SUU and the Education Committee for their efforts in making it such a success!

Looking ahead, we're so excited about our upcoming Roving Training Sessions. These regional events give us a fantastic opportunity to bring learning closer to home, connect with colleagues, and strengthen our skills together. And of course, we're already gearing up for our Annual Conference in October, so mark your calendars. It promises to be another amazing chance to grow, network, and celebrate all the incredible work you do.

I'm truly honored to serve as your UMCA President. It's a privilege to represent such a talented and committed group of professionals. Please know how much I appreciate every one of you, your hard work, your heart, and your service to your communities.

Our Association exists to support you, your success, your growth, and your journey in this profession. Whether you're new to the field or a seasoned veteran, UMCA is here to walk alongside you with resources, training, and encouragement.

Thank you for all you do and for being such a vital part of this amazing organization.

Warmly,  
Colleen A. Mulvey, MMC, UCC  
UMCA President



## A LOOK INSIDE

I&A Recap	PG 2 & 3
I&A in Pictures	PG 4 & 5
Achievements	PG 6
Tidbits & Upcoming Items	PG 7
Regional Buzz	PG 8
UMCA Board Members	PG 9

UMCA: <https://umca.org>  
IIMC: <https://www.iimc.com>

# I&A Conference Recap

## UMCA Institute & Academy Reviews



The following are reviews from attendees on a few of the Institute & Academy presentations.

### **Crossing Fences: Working Across Departments**

Donia Jessop, the first female and apostate mayor of Hildale, faced significant resistance upon taking office, including the near-collapse of city operations due to staff resignations. After six challenging months and a complete staff overhaul, the city began to recover. Jessop emphasized the importance of community investment and genuine care for its well-being, which led to a successful rebranding of Hildale with the motto "Welcome Home." Her decision to run for office stemmed from a desire to advocate for change and provide leadership when no one else stepped forward, despite facing the added challenge of missing records from previous administrations. Today, Hildale reflects a much more diverse community than when she first assumed her role.

### **Hitting the Digital Trail**

Heidi Steed and Anna Crookston's presentation, "Hitting the Digital Trail," outlines a practical approach to implementing effective digital record management for cities. They emphasize starting with an assessment of the current system, defining clear goals like staff efficiency and legal compliance, and identifying key stakeholders across various departments. A comprehensive record inventory is crucial, detailing who uses, stores, and accesses records, their types, and retention schedules. The importance of privacy and access considerations is highlighted, along with the need for collaboration among departments. Steed and Crookston stress the significance of record inventory for compliance, efficiency, and future-proofing, advocating for a phased approach, starting small, and utilizing practical strategies like retention schedules in folder titles and easy destruction logs. They underscore the necessity of understanding legal requirements and choosing appropriate tools to ensure secure and accessible records.

### **Leading the Herd**

Aimee DiBrianza's "Leading the Herd" emphasizes authentic

leadership through self-possession, vulnerability, and strategic thinking. She encourages leaders to understand their "why," define their core identity and integrity, and cultivate a positive inner voice. DiBrianza stresses the importance of authenticity, intuition, and community building, suggesting leaders focus on nurturing others and fostering reflexivity. She highlights that true leadership is about creating more leaders, not just gaining followers.

### **Contracts and Cattle Deals**

Dan Camp's "Contracts and Cattle Deals" provides practical, non-legal advice on contract management. He advocates for a problem-solving approach, emphasizing the importance of planning, procurement, and risk management in the contract process. Camp advises careful consideration of commitments, signature authority, and the involvement of relevant departments. He recommends using standardized language and implementing a thorough review process. For long-term contracts, he suggests a three-year agreement with the option for annual renewals, promoting flexibility and mutual agreement.

### **Lock, Stock and Barrel: Wrangling Data Privacy**

Nora Kurzova's "Lock, Stock, and Barrel: Wrangling Data Privacy" emphasizes the "Golden Rules of Privacy": limit data collection, guard against unauthorized access, delete unnecessary data, avoid surprising data subjects, and ensure data portability and accessibility. She warns against increased data risks like over-collection, over-retention, and cybersecurity threats, advocating for strong passwords, multi-factor authentication, and vigilance in public spaces. Kurzova outlines Utah's initiative to establish a privacy program by December 31, 2025, including employee training, a ban on personal data sales, annual reports, transparent privacy notices, and minimal data processing. She highlights the benefits of privacy audits, which promote accountability and transparency, identify risks, and improve an entity's privacy posture. Actionable takeaways include reviewing forms, adopting a clean desk policy, knowing the record management officer, reading privacy policies, checking for AI policies, and engaging

with the State Privacy Auditor.

## Preserving Ranch History

Jackie Nostrom and Tangee Sloan's presentation, "Preserving Ranch History," traces the historical roots of record-keeping and the oath of office. Record-keeping practices can be found as far back as ancient Greece, where city secretaries played a vital role, and in the royal history of France. Early colonial settlements in America also established the office of the clerk to maintain crucial records. The oath of office, a solemn promise to fulfill duties faithfully, has a history dating back to 800 AD, with the U.S. Constitution marking the beginning of the American tradition.

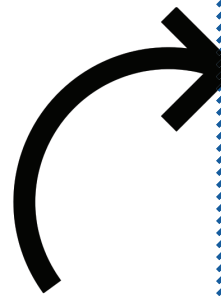
## Athenian Dialogue: Man's Search For Meaning

Tanner Vario led the group in a discussion of Man's Search for Meaning by Viktor Frankl. The book chronicles his harrowing experiences as a Holocaust survivor and introduces his psychotherapeutic approach, logotherapy. Frankl argues that even in the most dehumanizing circumstances, life has meaning, and our primary drive is to find that meaning. He posits that meaning can be discovered through creative work, love, and the attitude we take towards unavoidable suffering. Ultimately, the book emphasizes the importance of choosing one's attitude and finding purpose as the key to survival and psychological well-being, even in the face of immense adversity.

# PRESENTERS



**SUU** SOUTHERN  
UTAH  
UNIVERSITY  
LEARNING LIVES FOREVER



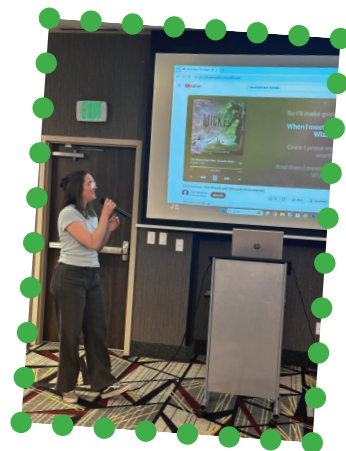
Everyone's Favorite  
GRAMA



# I&A Conference Recap



UMCA Institute & Academy in Pictures



## KAROKE NIGHT





# PAINTING CLASS



# LINE DANCING



# Achievements



The following have *leveled up* since our last edition of the Quarterly Quill.

UCC Certification earned by:

- Chersty Titensor, Clearfield City

CMC Designation earned by:

- Chersty Titensor, Clearfield City
- Amalie Ottley, Santaquin

## *How can you Level Up as a Municipal Clerk? Earn Your UCC, CMC, or MMC Certification*

### What Are These Achievements?

There are three achievements which can be earned through UMCA and IIMC. They are:

- UCC – Utah Certified Clerk
  - Offered by UMCA through SUU
  - 50 Education Points
  - 35 Professional Development Points
- CMC – Certified Municipal Clerk
  - Offered by IIMC
  - 60 Education Points
  - 50 Experience Points
- MMC – Master Municipal Clerk
  - Offered by IIMC
  - 60 Advanced Education Points
  - 40 Professional Contributions

### How Do I Earn Points?

- Attend UMCA Conferences (Spring & Fall)
- Take SUU Courses
- Join IIMC Webinars
- Excel in Your Clerk Role
- Join Committees

### Why Should I Bother?

- Pay Raise Opportunities
- Professional Credentials (UCC, CMC, MMC)
- Become an Expert in Your Field
- Boost Your Confidence and Career

### Need Help?

- The UMCA board members, or a fellow recorder, would be happy to assist you through the process.

### Other Facts to Know

- The UCC certification is a state level certification, built similar to IIMC's CMC and MMC certifications. It helps clerks/recorders to stay engaged and keep up with best practices, at a more affordable rate. You can use any training, conferences, work experience, etc. from the previous five years before your application for your initial certification. Re-certification considers the five years in between certification and recertification.
- The CMC program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. 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.
- 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.

“Every great achievement  
is the victory of a flaming heart.”  
– Ralph Waldo Emerson



## IIMC

### 2025 IIMC Annual Conference

May 18-21, 2025

St. Louis, Missouri

Don't forget to attend the 2025 IIMC Annual Conference.  
Register at <https://www.iimc.com/483/2025-IIMC-Annual-Conference>.

At the 79th IIMC Annual Conference in St. Louis, you will have the opportunity to engage with industry leaders, gain insights into the latest trends, and participate in workshops that foster engagement and knowledge exchange. This event promises to be an unforgettable experience, meticulously designed to align with your professional development goals and elevate your skills.



Don't forget to mark your calendars for these upcoming items.

### Professional Municipal Clerks Week May 4-10, 2025

The 56th Annual Professional Municipal Clerks Week is a time of celebration and reflection on the importance of the Clerk's office. This year, the IIMC Public Relations and Marketing Committee would like to introduce a very special new member of the IIMC team to join your celebration.

Please welcome Quill, the Hedgehog! Cue a drum roll....



- Quill is an energetic, outgoing hedgehog who can't wait to visit many municipalities during Professional Municipal Clerks Week.

## Save the Date



- Quill loves photos and can't resist social media posts on Facebook and Instagram.
- Quill enjoys sitting in on meetings, connecting with clerks and residents, and even has a penchant for international travel!
- Overall, Quill has a mission to spread tons of fun, joy, and celebration of being a clerk during Professional Municipal Clerks Week 2025.

We invite you to select either the black and white or color version and take photos in the "Flat Stanley" tradition. You can find more resources to help celebrate this week at <https://www.iimc.com/156/Professional-Municipal-Clerks-Week>

### Candidate Filing Week for Municipalities June 2-6, 2025

### UMCA Annual 2025 Conference October 1-3, 2025 Zermatt Resort in Midway

### Municipal Elections November 4, 2025

### UMCA Institute & Academy Future Conference Dates April 6-10, 2026

# Regional Buzz

## Regional Group Spotlights from Institute & Academy



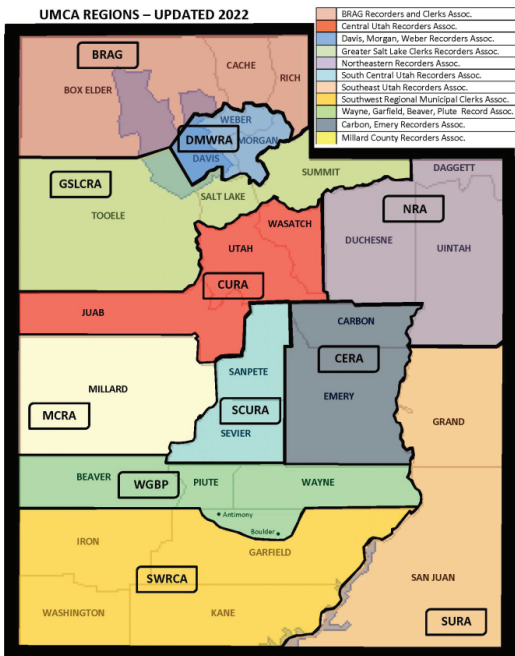
The Central Utah Recorders Association (CURA) covers Juab, Wasatch and Utah counties. The current President is Tara Silver from Spanish Fork, the Vice President is Stephannie Cottle from Highland, the Secretary is Heidi Allman from Provo and the treasurer is Teresa McKitrick from Orem. CURA meets on the second Thursday of each month, except for the months that we have UMCA conferences. The group rotates which city hosts for the month. Some of the topics CURA has discussed lately have been wrangling AI to help better serve their communities with heart and grit. Others have council vacancies, elections sidekicks, and how to better love ourselves. Upcoming topics are meeting management, privacy, and legislative updates. The CURA secretary sends emails with important information and questions for the association members. If you are a recorder in Juab, Wasatch, or Utah counties, please reach out to Teresa McKitrick for information on how to join. Her contact information is [tmckitrick@orem.gov](mailto:tmckitrick@orem.gov) or 801-229-7344.

## DMWRA



Davis Morgan Weber Recorders Association

The Davis Weber Morgan Recorders Association covers Davis, Weber, And Morgan counties. They currently have 32 cities in their region with 52 members. The current board presidency is President Chersty Titensor from Clearfield City, Vice President is Cynthia Benson, Harrisville, Treasurer is Michelle Marigoni, Riverdale, and Morghan Yeoman, Hooper serves as secretary. DMWRA meets monthly rotating between the third Wednesday or Thursday in a month. The group rotates which city hosts as well. Topics for each monthly Lunch & Learn are chosen by the host city. Some of the recent topics have been the referendum process, best practices for city officials with social media by WFRC, a State Auditor's office presentation on privacy, resolutions, first amendmen audits, communication with the public and prison scanning tour. All recorders in Davis, Weber, and Morgan counties are invited to attend the monthly Lunch & Learns. They are a great way to learn something new and show support to one another.



## SCURA



The SCURA Recorders Association covers Sanpete and Sevier counties. The current board presidency is President Amanda Bennett from Mayfield, Vice President Candice Maudsley from Ephraim, and Lacey Belnap from Centerfield. Lately their association has been discussing topics such as elections and privacy. They are currently preparing to begin a year long project which is to create a blank presentation on newly elected officials. They will be combining their regions' expertise to create a training for their elected officials and for other fellow recorders to utilize.

For information about other regional groups go to: [https://umca.org/Regional\\_Groups](https://umca.org/Regional_Groups)

# UMCA Board Members

## PRESIDENT

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IIMC Region VIII West  
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## VICE PRESIDENT

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## PAST PRESIDENT

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the Year



## SECRETARY

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## TREASURER

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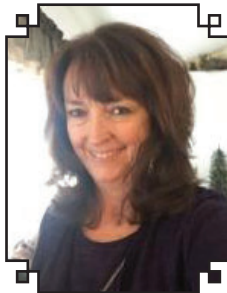
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## EDUCATION DIRECTOR

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Vendors



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Silent Auction



## ASSOCIATE DIRECTOR

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## COMMITTEE REMINDER from the BOARD

We encourage you to get involved by volunteering on any of the UMCA committees. More information about the committees can be found at [https://umca.org/Volunteer\\_Serve](https://umca.org/Volunteer_Serve).