

Winter
2025 Edition

Quarterly Quill



UMCA President Message

Greetings UMCA Members,

I hope this message finds you well and ready for an exciting year ahead! We are eagerly anticipating the upcoming Institute and Academy at SUU, where we'll have the chance to learn, connect, and grow together. We appreciate their dedicated staff and their efforts in putting together fun and interactive sessions which enhance our professional development.

The UMCA Board, Legislative Committee, and Education Committee have already rolled up their sleeves, working diligently to monitor the bills being presented in the legislature and arrange for the many speakers and presenters at our annual conference this October.

This year's theme, "When You Believe in Yourself, Anything is Possible," perfectly encapsulates the spirit of our association. We believe that each one of you has the potential to make a profound impact in your community, and we look forward to supporting one another in our professional journeys.

As always, thank you for your continued membership and support. We are stronger and better because of the collaboration and knowledge we share. We truly have much to learn from each other, and I am excited for the opportunities that lie ahead.

Warm regards,
Colleen A. Mulvey, MMC, UCC
UMCA President



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

Utah Certified Clerk Certification

Congratulations to the following for earning their Utah Certified Clerk certification from Southern Utah University:



- Patricia Bigler, Eureka
- Jaci Adams, Price
- Lindsay Hildebrand, Enoch City
- Stephannie Cottle, Highland City
- Rachel Carlson, Eureka

Certified Municipal Clerk Designation

Congratulations to the following for earning their Certified Municipal Clerk designation from the International Institute of Municipal Clerks:



- Ariel Andrus, South Salt Lake
- Cynthia Benson, Harrisville City
- Selena Nez, Santa Clara
- Christine Edwards, Sandy City
- DeAnn Carlile, Farmington City

Master Municipal Clerk Designation

Congratulations to the following for earning their Master Municipal Clerk designation from the International Institute of Municipal Clerks:



- Dana Spencer, Marriott-Slaterville City
- Nicolette Fike, Saratoga Springs City
- Nicole Camac, West Valley City



Retirements

Congratulations to the following on their retirement:

- Denise Woods, Morgan
- Laura Oscarson, Draper

LEGISLATIVE News

It's everyone's favorite time of year again—the beginning of a new legislative session. Entertaining for some and stressful for others, it's a hectic time filled with back-to-back meetings and hundreds of bills. It can be overwhelming to keep track of it all, but fortunately, there are resources available to help us navigate the process.

The most important resource is the Utah Legislature's website at le.utah.gov. Here, you can narrow down bills to those most relevant to you, either by the section of code they impact or by subject. Once you find the bills you're interested in, you can track them and receive email alerts as they move through the legislative process. For those who are more visual learners, the link at the end of the article provides a fantastic overview of how to use these features.

For the busiest among us, the Utah League of Cities and Towns offers an outstanding bill tracker of their own. Maintained by league staff, it focuses on bills that could impact municipalities. In addition to the tracker, the league's Legislative Policy Committee holds weekly Zoom meetings, which you can attend. Both resources are available

<https://le.utah.gov>

The screenshot shows the Utah Legislature website interface. At the top, there is a navigation menu with links for Legislators, Bills, Code, Committees, Audits, Budget, and Research and Legal. Below the menu is a calendar for January 2025, with the date January 27, 2025 highlighted. To the right of the calendar is a list of subcommittees, including Criminal Justice Appropriations Subcommittee, Higher Education Appropriations Subcommittee, Natural Resources, Agriculture, and Environmental Quality Appropriations Subcommittee, and Social Services Appropriations Subcommittee. Each subcommittee entry includes a time slot (8:00 AM) and a play button icon.

The screenshot shows the Utah League of Cities and Towns website. The main heading is "2025 General Session" with the dates "January 21, 2025 to March 7, 2025". Below this is a list of links for significant dates, bill requests, numbered bills, new bills/requests, bill tracking, COBI, legislator requests for appropriations, the 2025GS Main Page, and weekly schedules. There is also a section for "2024 Interim" with links for the interim schedule (PDF) and interim committees. On the right side, there is a "Quick Links" section with buttons for "Trending Bills" and "Find your Legislator". Below this is a list of links for public notice, interim schedule, redistricting maps, upcoming agendas, virtual committee meetings, decorum rules, legislative district demographic profiles, workplace discrimination and harassment policy, committee room maps, live streams, bill requests totals, requests for appropriations, agency reporting, and interim highlights.

The screenshot shows the Utah League of Cities and Towns website. At the top, there is a navigation menu with links for Quick Menu, Contact Us, Job Bank, Calendar, and Privacy Policy. Below the menu is the Utah League of Cities and Towns logo and a navigation menu with links for ABOUT, ADVOCACY, EVENTS, RESOURCES, and LEAGUE LIBRARY. The main heading is "2025 Legislative Session". Below this is a sign-up form for daily legislative updates, with a text input field for "Your Email" and a "Subscribe" button. At the bottom, there are three sections: "Legislative Policy Committee", "Bill Tracker", and "Legislator Contact Information", each with a "LEARN MORE" link.

on their website at <https://www.ulct.org>.

If you're new to the legislative process, it may seem overwhelming at first. Hopefully, these tools will help, and if all else fails, don't hesitate to reach out to your fellow recorders or even the legislators themselves.

Article by:
Tony Lara, Deputy Recorder
Vineyard

Video Link:
<https://www.youtube.com/watch?v=AtDa2vIS95s>

39 : 06 : 23 : 08
Days Hours Minutes Seconds
Until Session is over

100
Number of Bills being Tracked

<https://www.ulct.org>



CONFERENCE INFO



UMCA Institute & Academy

We are excited to announce that the Utah Municipal Clerks Association (UMCA) Institute and Academy will be hosted at Southern Utah University from April 7 to April 11, 2025. This year's conference provides flexible options for attendees, offering both in-person and virtual participation, enabling you to customize your educational experience while earning valuable points towards your professional certifications.



Institute Enrollment

The Institute serves as an essential stepping stone for municipal clerks at beginner to intermediate levels, focusing on enhancing job performance amidst the challenges of the municipal environment. It is designed as the most productive pathway to earn the 60 education points required by the International Institute of Municipal Clerks (IIMC) for the coveted Certified Municipal Clerk (CMC) designation.

Academy Enrollment

Completing the registration for the Institute automatically grants you access to the Academy program. This advanced education initiative is tailored to empower clerks with the skills necessary for executing complex municipal functions. Participants in the Academy will find it to be the most effective way to accumulate the 60 advanced education points requisite for achieving the Master Municipal Clerk (MMC) designation.

Professional Development Day

For those who have already earned their MMC designation, we offer a unique opportunity—a Professional Development Day. This advanced education program will be conducted during the Academy, providing an additional platform for networking and skill enhancement among seasoned professionals.

Registration Costs and Deadlines

We encourage all participants to register early to take advantage

of the Early Bird Rates. Below is a breakdown of registration costs and deadlines:

In-Person and Virtual Registration Costs

Early Bird Registration (Until Feb. 10)
\$395 - Institute (M-F) ■ \$320 - Academy (W-F)

Standard Registration (Feb. 11 to Mar. 10)
\$495 - Institute (M-F) ■ \$395 - Academy (W-F)

Last Chance Registration (Mar. 11 to Apr. 4)
\$535 - Institute (M-F) ■ \$435 - Academy (W-F)

Professional Development Day ONLY: \$165

NOTE: Registration closes on April 4, 2025, at midnight.

Credit Opportunities

Participants who complete the UMCA Conference Course will earn three credits that can be applied toward either a bachelor's degree or a participating master's degree at Southern Utah University. This self-paced online course, guided by Tanner Vario, UMCA Institute Director, is designed to deepen your engagement with the material covered during the Institute and Academy.

Have Questions?

For any inquiries regarding the registration process or program details, please don't hesitate to contact us at prodev@suu.edu (mailto:prodev@suu.edu) or call 435-865-8482.

Join us in enriching your skills and knowledge at the 2025 UMCA Institute and Academy. We look forward to welcoming you to a transformative educational experience that will enhance your contributions as a vital member of the municipal clerical community!

Article by:
Sherita Schaefer, Town Recorder
Mantua





IIMC

2025 IIMC Annual Conference

May 18-21, 2025

St. Louis, Missouri

Did you know the IIMC holds an annual conference? This year the conference will be held in St. Louis, Missouri. Find out more information about the conference along with how to register at <https://www.iimc.com/483/2025-IIMC-Annual-Conference>.

The International Institute of Municipal Clerks (IIMC) promotes continuing education and certification, professional development programs, networking solutions and other opportunities and benefits for its members. IIMC realizes how vital continuing education is to its membership, and that educational needs are diverse throughout the world. The IIMC offers online courses in a wide range of topics to help you achieve your personal educational goals. Check them out TODAY!



Future Conference Dates

Recorder's Day

April 17, 2025

UMCA Annual 2025 Conference

October 1-3, 2025

Midway

UMCA Institute & Academy

Future Conference Dates

April 6-10, 2026

April 5-9, 2027

April 3-7, 2028



UMCA SCHOLARSHIP INFO

The Utah Municipal Clerks Association (UMCA) provides a limited number of scholarships for clerks and recorders to attend the UMCA Institute and Academy and the UMCA Annual Conference in addition to other training opportunities that may be available throughout the year. These scholarships are designed to support clerks and recorders who are eager to attend but may need assistance with registration fees and/or lodging expenses. The application process is simple. Visit <https://umca.org/Scholarship-Information> and click on the "Scholarship Application" link to apply online, attach your signed "Municipality Consent" form and that's it! There is also the option to download the form and mail or email it directly.

The scholarship funds are received from direct donations from members as well as the proceeds from the UMCA Silent Auction held during our annual conference in September.

Our goal is to support our membership in gaining the information and knowledge they need to be successful in performing their duties and assisting their towns and cities to the best of their ability.

We also want to encourage our membership to continue their education by completing the Certified Municipal Clerk's designation (CMC) and the Master Municipal Clerk's designation (MMC) offered through the International Institute of Municipal Clerks (IIMC). In addition, our partner, Southern Utah University, who provides the training for the annual Institute and Academy, has helped UMCA establish a Utah Certified Clerk certification (UCC).

We believe education and networking opportunities are invaluable. These educational opportunities are extremely beneficial to our membership, and we want to provide as much opportunity for participation as possible.

If you have any questions about the scholarship program, contact Lisa Titensor, Clinton City at 801-614-0720 or ltitensor@clinton.utah.gov.

Article by:

Misty Moesser, Deputy Recorder

Perry City

Vice President Candidates For the 2025 - 2028 International Institute of Municipal Clerks Board of Directors



IIMC will conduct a membership-wide election for the Vice President candidates beginning Tuesday, March 4 and concluding Tuesday, March 18, 2025. The elected Candidate for the office of Vice President will be announced at the Annual Business Meeting on Wednesday, May 21, 2025, during the Annual Conference in St Louis, Missouri.

Visit <https://www.iimc.com/DocumentCenter/View/9399/2025-IIMC-Vice-President-candidates> to learn more about the candidates and their initiatives.

NEW!!! UMCA Website Feature

The UMCA Board is excited to introduce to you a new website feature.

Welcome to the UMCA Blog!!!

The blog is a space for questions and comments that are a little...less relevant. The Member Forum is for questions and answers that are directly relevant to the job. The Blog is for everything else - (clean) jokes, hacks to make the job easier, funny or interesting stories/articles, office supply suggestions, etc. Any member can comment on the post, and a new post will be created when the first one gets too long. Inappropriate posts will be deleted.



The very first post was a good definition of what we do as recorders.

“Think of a city recorder as the human version of Ctrl+S—saving everything, organizing chaos, and occasionally reminding everyone they should’ve read the minutes. ~ChatGPT”

The floor is open. Let’s have some fun!

Meet the newest UMCA Board member

TARA SILVER



Tara Silver is the City Recorder for Spanish Fork with over five years of experience and holds certifications as a Certified Municipal Clerk (CMC) and Utah Certified Clerk (UCC). She has a Bachelor's degree in Communication Studies, which has enhanced her skills in listening, asking insightful questions, and providing thoughtful recommendations. Tara is actively involved in several professional organizations, including the Central Utah Recorders Association, Utah Municipal Clerks Association, IIMC, and Utah Women Leading Government. She also serves as the nonpartisan election officer for Spanish Fork, ensuring the integrity of local elections.

Her community involvement extends to the Spanish Fork Historic Preservation Commission, where she helps protect the city's heritage. Tara values authentic human connections in both her personal and professional life, believing in the power of active listening, problem-solving, and celebrating both successes and challenges. She finds inspiration in others' positive traits and strives to promote kindness and respect in all her interactions.

Beyond her professional roles, Tara is a dedicated parent, wife, worker, and volunteer, emphasizing the importance of meaningful relationships in her personal life.



REGIONAL GROUPS:

BRAG

Box Elder County
Cache County
Rich County

DMWRA

Davis County
Morgan County
Weber County

GSLCRA

Tooele County
Salt Lake County
Summit County

CURA

Juab County
Utah County
Wasatch County

NRA

Duchesne County
Daggett County
Uintah County

MCRA

Millard County

SCURA

Sanpete County
Sevier County

CERA

Carbon County
Emery County

SURA

Grand County
San Juan County

WGBP

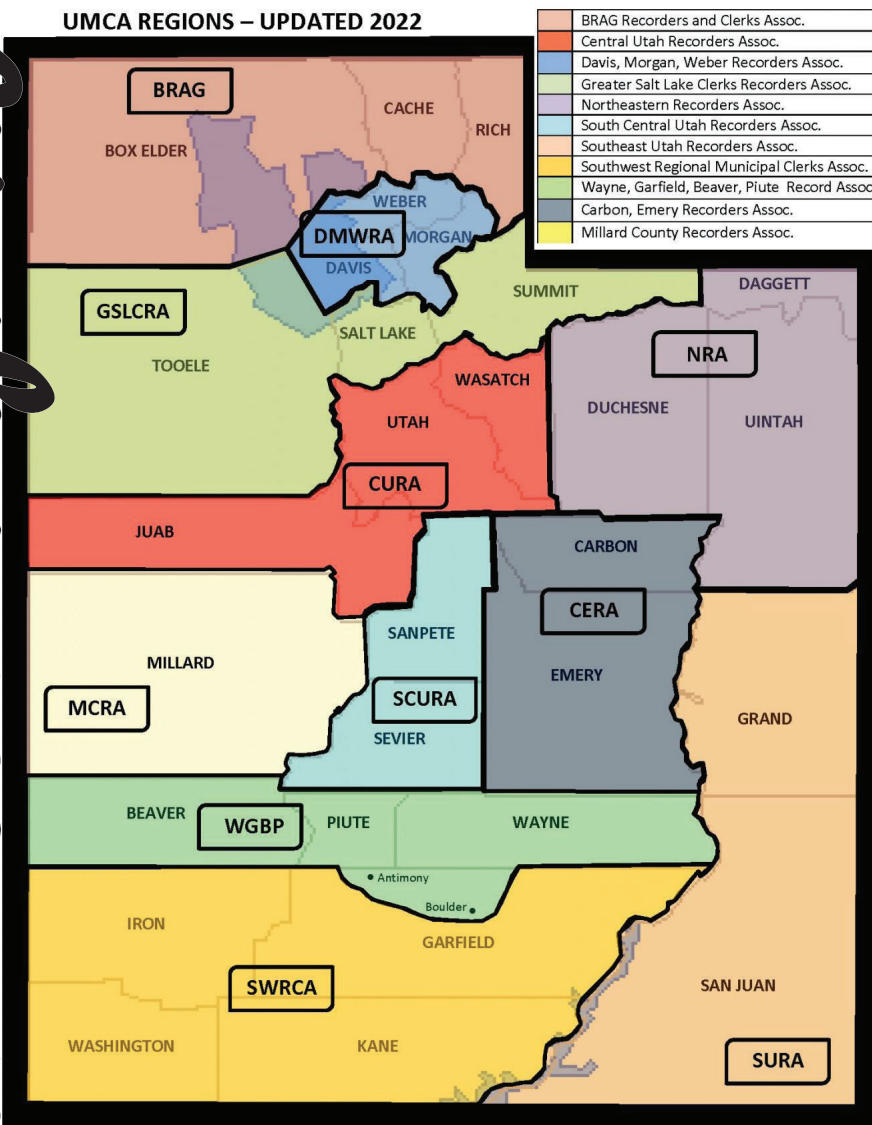
Beaver County
Piute County
Wayne County

SWRCA

Iron County
Garfield County
Washington County
Kane County

There are eleven (11) UMCA Regional Groups for members to participate in. Visit https://umca.org/Regional_Groups to find out the board members of your regional group. Regional Groups are a great way to collaborate as fellow recorders who have the same struggles and strife within their particular areas of the state. You are not alone to navigate through the newest legislative policies, either. You have others in your area and within UMCA who would be more than willing to help. Reach out TODAY!

UMCA Regions



UMCA Board Members

PRESIDENT

Collzen Mulvey, MMC
IIMC Region VIII West
Director
Cedar Hills City Recorder
cmulvey@cedarhillsutah.gov
801-785-9668 x50



VICE PRESIDENT

Kim Crane, MMC
Springville City Recorder
kcrane@springville.org
(801) 489-2700
Committees: Elections,
Handbook and Legislative



PAST PRESIDENT

Pam Spencer, CMC
Vineyard City Recorder
Pams@vineyardutah.org
385-338-5183
Committees: Recorder of
the Year



SECRETARY

Alicia Fairbourne
Hideout City Recorder
afairbourne@hideoututah.gov
435-640-2188



TREASURER

Lisa Titensor, MMC
Clinton City Recorder
ltitensor@clintoncity.com
801-614-0720



COMMUNICATIONS DIRECTOR

Michelle Marigoni, CMC
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Committees: Newsletter



EDUCATION DIRECTOR

Lueinda Thomas, MMC
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Committees: Education



FACILITIES DIRECTOR

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801-568-7118
Committees: Sponsors/
Vendors



MEMBERSHIP DIRECTOR

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Committees: Welcome &
Silent Auction



ASSOCIATE DIRECTOR

Tara Silver, CMC
Spanish Fork City Recorder
tsilver@spanishfork.org
801-804-4530
Committees: Education



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.