

**UMCA Annual Conference Agenda**  
**September 26, 27, 28, 2018**  
**Uintah Conference Center, Vernal, Utah**

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**Tuesday, September 25, 2018**

7:00 p.m. – 8:00 p.m. Ice Cream Social/Early Registration

**Wednesday, September 26, 2018**

7:00 a.m. – 7:45 a.m. Registration  
Continental Breakfast (provided)

7:45 a.m. – 8:15 a.m. **Welcome and Introductions**, Teresa Harris, UMCA President  
Doug Hammond, Vernal City Mayor  
Introduction of Board of Directors  
Introduction of Education Committee  
Introduction of Past Presidents  
Introduction of New Clerks/Recorders  
Introduction of UMCA Board Candidates  
Institute and Academy Updates  
Introduction of Vendors

8:15 a.m. – 10:15 a.m. **Pre-Institute and Academy**  
**The Levity Effect: Why It Pays to Lighten Up**  
Scott Christopher

10:15 a.m. – 10:30 a.m. Break  
Visit Exhibitors, Silent Auction

10:30 a.m. – 12:30 p.m. **Pre-Institute and Academy**  
**People People: Who They Are, Why They Win & How to Become One**  
Scott Christopher

12:30 p.m. – 1:15 p.m. Lunch (provided)  
New Clerks/Recorders, Region Presidents Lunch

1:15 p.m. – 3:15 p.m. **Municipal Election Code**  
Derek Brenchley, Deputy Director of Elections  
Lt. Governor's Office

3:15 p.m. – 3:30 p.m. Break - Visit Exhibitors, Silent Auction

3:30 p.m. – 4:00 p.m. Business Meeting

4:00 p.m. – 5:00 p.m. **Be the Change You Want to See**  
Jason Adamson, Risk Manager, City of Orem

6:00 p.m. – 7:30 p.m. **All Conference Event**  
Hors d' oeuvres; Prizes; Drawing for Gift Basket; Drawing for Annual Conference Registration – MUST BE PRESENT TO WIN

## **Thursday, September 27, 2018**

- 7:30 a.m. – 8:00 a.m. Continental Breakfast (provided)
- 8:00 a.m. – 10:00 a.m. **Managing Stress and Job Burnout**  
Jordon Petersen, Battalion Chief, Murray City Fire Department
- 10:00 a.m. – 10:15 a.m. Break - Visit Exhibitors, Silent Auction
- 10:15 a.m. – 12:15 p.m. **Ethics in the Municipal Clerk/Recorders Office**  
Nicole Cottle, Assistant City Manager, Legal Counsel, West Valley City
- 12:15 p.m. – 1:15 p.m. Lunch (provided)  
Exhibitors Prize Drawings
- 1:15 p.m. – 4:30 p.m. **Breakout Sessions: Choose two 90 minute sessions for a total of 3 hours of class time. Each session will be taught twice.**  
(Please note that there are no points earned for attending Breakout Session #7)
- Session times are:**  
1:15 p.m. - 2:45 p.m.  
3:00 p.m. – 4:30 p.m.
1. **Cemetery Records Management** – Joy Johnson, CMC & Amy Barry
  2. **Meeting Minutes** – Cassie Brown, MMC
  3. **HR: Creating the Happiest Place on Earth** – Travis Dunn, MHR, PHR
  4. **Utah Municipal Clerks Handbook** – Kim Rayburn, CMC
  5. **Utah Open Public Meeting Noticing Requirements** – Paul Tonks, Assistant Attorney General
  6. **Utah General Retention Schedules & Updates** – Rebekkah Shaw, State General Schedules Analyst & Heidi Steed, Local Government Records Analyst
  7. **Relaxation & Meditation Techniques** – Amy Sanders\* (no point class)
- 6:00 p.m. – 7:30 p.m. **Banquet – Recorder of the Year**  
Vacation Drawing - MUST BE PRESENT TO WIN

## **Friday, September 28, 2018**

- 8:00 a.m. – 10:00 a.m. **Leadership Strategies and Skills**  
Dr. Susan D. Madsen
- 10:00 a.m. – 11:00 a.m. Brunch (provided) Silent Auction closes at 10:30 a.m.
- 11:00 a.m. – 1:00 p.m. **Post-Institute and Academy**  
**The Courage to Succeed: Discover and Achieve What Matters Most (and tell everything else to take a hike)**  
Lon W. Schiffbauer, Ph.D.
- 1:00 p.m. – 1:30 p.m. Conference Closing Announcements  
Oath of Office for UMCA Board Members  
Winner of Annual Conference Registration, \$100, and Passport drawing for \$50 gift card