

# Nebraska Municipal Clerks Newsletter

July 2021

## MESSAGE FROM THE PRESIDENT

*Linda Jensen, MMC, City Clerk/Treasurer, City of Central City  
NMCA President*

### **WE SHALL CELEBRATE!**

**I am looking forward** to the celebrations on the weekend of July 4<sup>th</sup>. A family picnic is in the plans with some fireworks in the back yard. I am always impressed with the Independence Day parade. The crowd fills the sidewalks as they put their hand on their heart to pay tribute to the flag as the color guard marches by, the children are anxiously waiting for candy thrown by the people on the community floats and there are smiles on everyone's faces as the band plays. There are pie socials, ice cream trucks, hot dog stands and vendors with beverages to sell. I enjoy the sidewalk and the garage sales. The celebration ends with a fabulous display of fireworks at the fairgrounds. I encourage everyone to get out to celebrate this nation's independence.

**The League's** Municipal Accounting and Finance Conference was held by webinar classes last month. The sessions were excellent and informative. It was another great way to get the **LB 781** educational hours required for treasurers.

**The Nebraska Clerks Board** met via zoom June 21. Ellen Freeman-Wakefield announced that plans are being made to hold the Clerks Institute and Academy in person for March 2022. I can't wait to see everyone again.

**We discussed** the timeline for the scholarship program. It was voted to change the due date for the scholarship applications to Dec. 1. That gives



more time for the scholarship committee to gather the totals. It was discussed that the silent auction would not be part of the clerk's school again next year. The items on the auction do not bring in enough money for what the items are worth. With that being said, I would encourage the clerks associations to consider making donations to the scholarship fund or possibly holding a fund raiser sponsored by your association.

**During the zoom meeting**, the NMCA budget was discussed and approved. We will have another NMCA board meeting in September during the League's Annual Conference.

**I hope that** the city treasurers are getting their continued education hours that the state is requiring. There is another opportunity Sept. 22-24 at the

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## MESSAGE FROM THE PRESIDENT

*Continued from previous page*

League of Nebraska Municipalities Annual Conference in Lincoln at the Cornhusker Marriott Hotel. Watch for more details.

**Included in this newsletter** is the information for the Region VIII conference to be held in September

in Park City, Utah. I hope that some of you can attend.

Have a great July.

WE SHALL CELEBRATE!

*Linda Jensen, MMC*

*NMCA President*

*City Clerk/Treasurer, City of Central City*

*1702 31st St., Central City, NE 68826*

*308-946-3806*

*linda@cc-ne.com*

## BLUE BOOK: People

**In 1800**, before Lewis and Clark traveled past Nebraska, several Native American tribes, mainly the Pawnee, Ponca, Omaha, Oto, Sioux, Cheyenne and Arapaho, lived in the area. The largest and most powerful tribe, the Pawnee, had about 6,000 members.

**In 1913**, only 4,784 Indians of all tribes remained in Nebraska because others were moved to reservations in other states. Approximately 19,000 Native Americans live in Nebraska today, with nearly 11,000 residing within two tribal service areas and on the state's three reservations – the Santee

Sioux, Omaha and Winnebago reservations, all in northeastern Nebraska. These reservations are supervised by the federal Bureau of Indian Affairs.

**The first Nebraska** census in 1854 counted 2,732 residents. At the time, the area was a territory that included parts of present-day North Dakota, South Dakota, Colorado, Montana, Idaho and Wyoming. The 1870 census, taken after Nebraska achieved statehood in 1867, counted 122,993 people.

*Source: 2020-21 Nebraska Blue Book*

## AUGUST BIRTHDAYS

Vicky Thompson .....	Milligan .....	8-1
Cindy Kiefer .....	Kenesaw .....	8-6
Resa Lavicky .....	Bee .....	8-8
Karen Kleinschmit .....	Wausa .....	8-9
Mary Lou Ritter .....	Lyons .....	8-12
Jeanne Stokes .....	Petersburg .....	8-15
Stephanie James .....	Wisner .....	8-15
Michael Fleer .....	Battle Creek .....	8-18
Shirley Habrin .....	Bellevue .....	8-23
Vikki Carlson .....	Laurel .....	8-23
Lori Vinzant .....	Bertrand .....	8-23
Tarrah Krejci .....	Alliance .....	8-27
Tammy Tisdall .....	Gretna .....	8-27
Shelby Steenson .....	Wolbach .....	8-27



Chris Burbach .....	Scottsbluff .....	8-30
Cathie Walker .....	Phillips .....	8-30
Mary Jean Rogers .....	Pierce .....	8-31
Donnette Smith .....	Decatur .....	8-31

## NEBRASKA MUNICIPAL CLERKS' ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES VIA ZOOM – JUNE 21, 2021

The Nebraska Municipal Clerks' Association Executive Board met via Zoom June 21, 2021. President Linda Jensen of Central City called the meeting to order at 10:30 a.m.

**ATTENDING:** President Linda Jensen of Central City, First Vice President Wendy McKain of Trenton, Secretary/Treasurer Erin Saathoff of Beatrice, Past President RaNae Edwards of Grand Island, District 1 Director Janine Schmidt of Morrill, District 3 Director Raquel Felzien of Franklin, District 4 Director Denise Petersen of Ponca, District 5 Director Tammy Tisdall of Gretna and Ellen Freeman-Wakefield of UNO.

**ABSENT:** 2<sup>nd</sup> Vice President Elizabeth Butler of Omaha and District 2 Director Kandra Kinne of Cambridge.

**CONSIDERATION OF APPROVAL OF THE MINUTES FROM THE FEB. 16, 2021 EXECUTIVE BOARD MEETING HELD VIA ZOOM:** Moved by Janine Schmidt of Morrill, seconded by RaNae Edwards of Grand Island, to approve the minutes of the Feb. 16, 2021 Executive Board meeting. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

**APPROVAL OF TREASURER'S REPORT:** Secretary/Treasurer Erin Saathoff of Beatrice reported to the Board as of May 28, 2021, the account balance is \$53,116.09 and CD balance is \$50,000. Saathoff noted that UNO was paid \$16,565 for the Virtual NMCA Institute & Academy held in March, which included a credit of \$3,000 for a scholarship received from Piper Sandler. Ellen Freeman-Wakefield of UNO stated that Piper Sandler is expected to donate \$3,000 for the NMCA Conference next year, as well. Moved by Tammy Tisdall of Gretna, seconded by Raquel Felzien of Franklin, that the Treasurer's Report be approved. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

**APPROVAL OF CLAIMS SUBMITTED:** President Linda Jensen of Central City presented the following claims:

Platinum Award & Gifts – President's Plaque; dated 3/13/2020 - \$278.72 (claim paid by NMCA in March 2021)

City of Central City – for President Linda Jensen's attendance at the IIMC Conference 2021, Grand Rapids, MI; dated 6/4/2021 - \$2,389.14;  
City of Central City – for IIMC pins to swap at IIMC Conference; dated 4/21/21 - \$302.65.

Moved by Tammy Tisdall of Gretna, seconded by Denise Petersen of Ponca, that the submitted claims be approved. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

**2021-2022 BUDGET:** President Linda Jensen of Central City, presented the proposed budget for the Fiscal Year from March 2021 through April 2022. Total Revenues are projected at \$27,285. Total Expenditures are estimated at \$30,900. Jensen reported to the Board that she would like to encourage individual Clerks Associations to consider making donations for scholarships to help counter the lack of having the silent auction the past two (2) years during the NMCA Clerk Institute and Academy, which has not been held in person due to Covid-19. Tammy Tisdall of Gretna stated she believed the state used to provide funding. Jensen stated the Nebraska Department of Environment and Energy (NDEE) has since disapproved such funding requests. RaNae Edwards of Grand Island noted in the past the revenues and expenditures used to balance and she asked that Jensen reach out to NDEE to see if the funding is a possibility again. Ellen Freeman-Wakefield of UNO, reported to

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## NEBRASKA MUNICIPAL CLERKS' ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES VIA ZOOM – JUNE 21, 2021

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the Board that the International Institute of Municipal Clerks (IIMC) has a scholarship fund available for Nebraska, with approximately \$7,200 available and is contributed to on an annual basis, which may be available for NMCA to apply to receive funding. Tisdall stated that the Southeast Area Clerks Association (SEACA) of which she and Erin Saathoff of Beatrice are members, have a scholarship program within their Association that award two (2) to three (3) full scholarships to, depending upon their dues received, which is why SEACA has not donated to NMCA. Jensen inquired for a copy of SEACA's scholarship application for comparison. Freeman-Wakefield suggested vendors may be more willing to give additional funding if the monies were used for a scholarship for a clerk versus monies for a social event. Freeman-Wakefield stated the vendor fee is \$400/vendor and has not been raised for a number of years. Tisdall suggested the possibility of raising the vendor fee and having one-half (1/2) of the fee be used for scholarships for clerks and the other one-half (1/2) of the fee to go towards social event expenses. Edwards inquired if Freeman-Wakefield anticipates an increase to the registration costs for the Clerk Institute and Academy and Freeman-Wakefield stated she does not. Edwards inquired what the expenditure line item "Region VIII Pres/Director Allowance" for \$1,500 is. Jensen stated that was left in the budget for Edwards as an IIMC Director for Region VIII to attend the Region VIII conference. Edwards stated she is no longer an IIMC Director for Region VIII so that can be removed, which brings the expenditures to \$29,400. Moved by Wendy McKain of Trenton, seconded by Raquel Felzien of Franklin, that the proposed budget for 2021-2022 be approved. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

**SCHOLARSHIP PROGRAM PROCESS:** District 5 Director Tammy Tisdall of Gretna, inquired if the duties of First Vice-President regarding the scholarship timeline could be adjusted so that those awarded scholarships could be sent to Ellen Freeman-Wakefield prior to the early-bird registration deadline for processing. First Vice President Wendy McKain of Trenton, suggested if the scholarships are due back to the Scholarship Committee by Dec. 1, the committee should have time to review and submit those awarded a scholarship to Freeman-Wakefield by Jan. 15. Freeman-Wakefield noted that by moving this deadline up, NMCA would save monies in late registration fees as well. Freeman-Wakefield also inquired if the information relayed to the Clerks can be clearer regarding where they need to send their dues, as she receives several that have to be forwarded to the League of Nebraska Municipalities. Erin Saathoff of Beatrice, stated she will revise the letter and form to indicate in a clearer manner. President Linda Jensen of Central City suggested putting the dues information in the Clerks' Newsletter beginning in August annually. Tisdall also asked that the revisions be provided to her to distribute in the Clerks' Email Serv in effort to reach more clerks. Freeman-Wakefield stated she also would like the revisions to be included on the website page of UNO Nebraska Clerks' Association. Moved by Wendy McKain of Trenton, seconded by Tammy Tisdall of Gretna, that the scholarship deadline be due back by Dec. 1 annually and submitted to UNO by Jan. 15 annually. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

**DISTRICT DIRECTOR'S HOSPITALITY NIGHT IN MARCH 2022:** President Linda Jensen of Central City reminded the Directors that they are responsible for planning the hospitality night during the Clerk Institute and Academy in

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# Municipal Legal Calendar

## (All statute citations to Revised Statutes of Nebraska)

### AUGUST 2021 CITIES OF THE FIRST CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)..... Clerk to have minutes available for public inspection. (84-1413)

Within 15 days of Passage ..... Clerk publishes ordinances passed. (16-405)

Within 30 days of Council meeting ..... Clerk publishes official proceedings of meeting, including claims. (19-1102)

August 1 ..... Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council. (77-3443)

Prior to Notice of Budget Hearing ..... Proposed annual or biennial budget statement available to public. (13-504) \*

Before August 15 ..... Job titles and salaries of employees shall be published. (19-1102)

On or before August 20 ..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)

On or before September 1 ..... City Council determines the final allocation of levy authority for its subdivisions (77-3443)

On or before September 20 ..... File adopted budget statement with County and State Auditor's Office (13-508)\*

On or before September 20 ..... File information on trade names and interlocal agreements with State Auditor's Office (13-513)

Within 20 days after end of month ..... Treasurer files monthly financial report. (16-318)

\* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

### CITIES OF THE SECOND CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)..... Clerk to have minutes available for public inspection. (84-1413)

Within 15 days of Passage ..... Clerk publishes ordinances passed. (17-613)

Within 30 days of Council meeting ..... Clerk publishes official proceedings of meeting, including claims. (19-1102)

August 1 ..... Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council. (77-3443)

Prior to Notice of Budget Hearing ..... Proposed annual or biennial budget statement available to public. (13-504) \*

Before August 15 ..... Job titles and salaries of employees shall be published. (19-1102)

On or before August 20 ..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)

On or before September 1 ..... City Council determines the final allocation of levy authority for its subdivisions (77-3443)

On or before September 20 ..... File adopted annual or biennial budget statement with County and State Auditor's Office (13-508) \*

On or before September 20 ..... File information on trade names and interlocal agreements with State Auditor's Office (13-513)

Within 20 days after end of month ..... Treasurer files monthly financial report. (17-606)

\* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

### VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner)..... Clerk to have minutes available for public inspection. (84-1413)

Within 15 days of Passage ..... Clerk publishes ordinances passed. (17-613)

Within 30 days of Board of Trustees' meeting ..... Clerk publishes official proceedings of meeting, including claims. (19-1102)

August 1 ..... Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board. (77-3443)

Prior to Notice of Budget Hearing ..... Proposed annual or biennial budget statement available to public. (13-504) \*

Before August 15 ..... Job titles and salaries of employees shall be published. (19-1102)

On or before August 20 ..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)

On or before September 1 ..... Village Board determines the final allocation of levy authority for its subdivisions (77-3443)

On or before September 20 ..... File adopted annual or biennial budget statement with County and State Auditor's Office. (13-508) \*

On or before September 20 ..... File information on trade names and interlocal agreements with State Auditor's Office (13-513)

Within 20 days after end of month ..... Treasurer files monthly financial report. (17-606)

\* \* ..... Clerk must prepare agenda prior to next Village Board meeting (84-1411)

\* Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.

# 2021 IIMC Region VIII Conference



*Reach for Success* The Key to Achieving Excellence

Park City, Utah

September 22-24  
DOUBLE TREE - PARK CITY

## LOOK INSIDE TO SEE...

Speaker Profiles  
Tourist Information  
Session Information  
Special Events  
Pin-Swapping Station  
Silent Auction  
Records Road Trip  
Historical Tours



Athenian Dialogue - Sept. 21st  
Fee: \$75

EARLY BIRD REGISTRATION DEADLINE

Friday, July 23rd



# Reach for Success

## The Key to Achieving Excellence



# Conference Overview

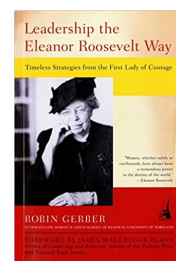
The Utah Municipal Clerks Association will be hosting the IIMC Region VIII – 2021 Conference in Park City, Utah. The venue for the event is the DoubleTree by Hilton in Park City and Conference Center which is located within a 45-minute ride from the Salt Lake International Airport and within a 10-minute drive to Park City's Historic Main Street.

The conference promises to help attendees invest in their education with numerous entertaining presenters and educational sessions. Participants will have the opportunity to network and learn about the ever-changing profession of the Clerk. After hours will be spent soaking up the beautiful mountain views, enjoying the blend of new and old elements on Historic Main Street from the town's silver mining era and skiing history to enjoying dinner at one of over 150 restaurants located throughout Park City.



UMCA is working to ensure that the educational sessions meet the education guidelines established by IIMC to qualify for CMC/MMC certification points. This conference will offer the opportunity for 18 instructional hours. Points awarded to individual conference attendees will be based on attendance rolls from each session. Points will be adjusted based on actual attendance.

In addition to the conference, there is very limited seating to participate in an Athenian Dialogue on Tuesday, September 21st: Leadership the Eleanor Roosevelt Way: Timeless Strategies from the First Lady of Courage, by Robin Gerber. For more information, including registration: <https://www.eventbrite.com/e/athenian-dialogue-tickets-149779130411>



Online conference registration is available on the [UMCA website](https://www.umca.org) beginning July 1st.

If you would like to register early, contact Lisa Titensor at 801-614-0700 or [ltitensor@clintoncity.com](mailto:ltitensor@clintoncity.com)





# Reach for Success

The Key to Achieving Excellence



## Conference Schedule

### **Tuesday, September 21**

9:00am-4:00pm

Athenian Dialogue (Additional Registration Required)

3:00pm-6:00pm

Welcome Reception & Early-bird Registration

### **Wednesday, September 22**

7:00am-1:30pm

Exhibitor Expo

7:00am—7:45am

Continental Breakfast & Registration

7:45am—8:30am

Welcome & Introductions

8:30am—10:30am

Educational Session

10:30am—10:45am

Break

10:45am—12:45pm

Educational Session

12:45pm-1:30pm

Lunch

1:30pm—5:30pm

Historic Records “Road Trip”

Evening

On your own-Downtown Park City

### **Thursday, September 23**

7:30am-5:00pm

Exhibitor Expo

7:30am—8:00am

Continental Breakfast

8:00am—10:00am

Educational Session

10:00am—10:15am

Break

10:15am—12:15pm

Educational Session

12:15pm—1:15pm

Awards Luncheon

1:15pm—3:15pm

Educational Session

3:15pm—3:30pm

Break

3:30pm—5:30pm

Educational Session

Evening

On your own

### **Friday, September 24**

7:30am-12:15pm

Exhibitor Expo

7:30am—8:00am

Continental Breakfast

8:00am—10:00am

Educational Session

10:00am—10:15pm

Break

10:15am—12:15pm

Educational Session

12:15pm—1:15pm

Lunch, Conference Closing, UMCA Business Meeting



# Reach for Success

## The Key to Achieving Excellence



## Conference Sessions



UMCA is proud to introduce Scott Christopher as one of the keynote speakers at our Region VIII Conference in Park City, Utah.

Scott Christopher is author of the best-selling ***People People: Who They Are, Why They Win and How To Become One; The Levity Effect: Why It Pays to Lighten Up***, and contributing author of ***The Daily Carrot Principle*** and ***A Carrot A Day***.

He has appeared on NBC's **Today Show**, **Fox Business Channel**, **CNBC**, **National Public Radio**, **BBC** and has been quoted in the **New York Times**, **Washington Post**, **Boston Globe**, **New York Post**, **Newsweek**, **Economist**, **Ladies Home Journal** and many other publications.

As **VP of Speaking and Training** at **The Culture Works** and a consultant on strengthening work culture with recognition and fun, Scott has circled the globe entertaining and motivating thousands of audiences from senior leader retreats to all-staff meetings. Applicable to all audiences in any industry, Scott's unforgettable messages and off-the-cuff humor illustrate firsthand how levity, humor and becoming a 'people person' enrich lives at work and at home.

In his rare spare time, Scott is a **television host, emcee and actor** (Screen Actors Guild), appearing on network television series **Modern Family**, **Criminal Minds**, **Granite Flats**, **Everwood**, **Touched by an Angel** and in **Disney Channel** movies.

Scott has a **Master's in HR Management** from the University of Connecticut and while an undergraduate at Brigham Young University, Scott was honored with the United States' most prestigious acting scholarship, the **Irene Ryan Award**, at the Kennedy Center in Washington, D.C.



# Reach for Success

The Key to Achieving Excellence



## Conference Sessions

### SOME OF OUR CONFERENCE TOPICS:

- Principles of Leadership through Rock and Roll
- The Power of Relationships
- Transformative Leadership
- Exercise in Networking
- Live Fresh!
- Plus a whole lot more!



#### Managing Stress and Job Burnout

Dr. Jordon Petersen  
Murray City Fire Captain



CHAD HYMAS  
INFLUENCER



BRAD BARTON  
IGNITE WORLD-CLASS PERFORMANCE



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## Visitor/Tourism Info

### park city

CHAMBER OF COMMERCE | CONVENTION & VISITORS BUREAU

The Park City Chamber of Commerce/Convention & Visitors Bureau has many ways for you to discover Park City, Utah:

[VisitParkCity.com](https://www.visitparkcity.com)



<https://www.facebook.com/VisitParkCity/>



<https://twitter.com/VisitParkCity>



<https://www.instagram.com/visitparkcity/>



<https://www.youtube.com/user/VisitParkCity>

Kimball Junction Visitor Information Center  
1794 Olympic Parkway

435-658-9616

Main Street Visitor Information Center  
528 Main Street (Located inside the Park City Museum)

435-615-9559





# Reach for Success

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## Local Attractions

- ♦ Deer Valley Resort—[deervalley.com](http://deervalley.com)
- ♦ Park City Mountain Village and Canyons Village—[parkcitymountain.com](http://parkcitymountain.com)
- ♦ Utah Olympic Park—[UtahOlympicLegacy.com](http://UtahOlympicLegacy.com)

**ACTIVITIES**: Biking/Hiking, Adaptive Recreation, Camps/Retreats, Games/Entertainment, Golf, Guides/Tours, Fly Fishing/Hunting/Shooting, Horseback Riding/Hayrides, Hot Air Ballooning, Ice Skating, Museums/Tours/Education, Water Sports, Zip Lines/Coasters/Slides

**SHOPPING**: Clothing/Boutiques/Gifts/Toys, Bookstores, Home Furnishings, Jewelry, Banking/Financial Services, Postal/Printing Services

**FOOD & DINING**: Catering/Banquets, Dining Guide, Culinary Arts & Wine Education, Grocery Delivery Services, Grocery/Convenience Stores, Liquor Stores, Artists/Galleries

**HEALTH & FITNESS**: Athletic Clubs/Fitness/Yoga & Pilates, Hospitals/Clinics, Spa/Salons/Massage Services

### **KIDS & PETS**

**EVENTS & ENTERTAINMENT**: Concerts/Film/Performing Arts

**TRANSPORTATION**: Shuttles/Buses/Taxis, Car Rentals

The Park City bus service will take you wherever you need to go, completely free of charge. Visit [go.parkcity.com](http://go.parkcity.com) or download the myStop® Mobile app.

[VisitParkCity.com](http://VisitParkCity.com)



## 2021 IIMC Region VIII Conference

September 22 – 24, 2021  
Double Tree by Hilton  
1800 Park Avenue, Park City, Utah  
**REGISTRATION FORM**



Full Name

Preferred Name for Nametag

Title (including certifications)

City/County/Organization

Guest Name, if registering a guest: \_\_\_\_\_

Street Address/City//State/Zip

Email Address

Phone

	<b>Early Registration</b> <i>By July 23</i>	<b>Registration</b> <i>July 24-August 27</i>	<b>Late Registration</b> <i>After August 27</i>
<b>Full IIMC Region VIII Registration</b>	<input type="checkbox"/> \$225	<input type="checkbox"/> \$250	<input type="checkbox"/> \$275
Guest Registration (includes all meals)	<input type="checkbox"/> \$115	<input type="checkbox"/> \$125	<input type="checkbox"/> \$135
<b>One Day Only Registration</b>			
<input type="checkbox"/> Wednesday only	<input type="checkbox"/> \$115	<input type="checkbox"/> \$125	<input type="checkbox"/> \$135
<input type="checkbox"/> Thursday only	<input type="checkbox"/> \$150	<input type="checkbox"/> \$165	<input type="checkbox"/> \$175
<b>I will be attending the Welcome Reception Tuesday evening</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>I will be attending the Historic Records "Road Trip" Wednesday</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Total:** \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_

☐ Check Enclosed to UMCA      ☐ Visa ☐ MC ☐ AMEX

Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Signature: \_\_\_\_\_

UMCA has reserved a block of rooms at the Double Tree by Hilton for \$119.00 plus tax & resort fee. Call 1-435-649-7000 no later than AUGUST 24 to receive the UMCA room rate. ☐ Check if you need special assistance and someone will contact you.

Online registration available on the UMCA website [www.umca.org](http://www.umca.org) beginning July 1st. If registering online, please fill out and submit online form with payment. If you are paying by check, please mail to UMCA, c/o Lisa Titensor, 2267 N 1500 W, Clinton, Utah 84015. A \$25 administrative fee will be charged on cancellations after August 21. No refunds will be provided for cancellations after September 18.