



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
EMERGENCY BOARD MEETING - ZOOM
April 17, 2024

BOARD MEMBERS:	TITLE	ATTENDING
Nanci Sandoval, CMC, Umatilla	President	Present
Kayla Duddy, CMC, Redmond	1 st Vice President	Present
Scott Stauffer, CMC, Milwaukie	2 nd Vice President	Present
Alex McHaddad, Sodaville	Treasurer	Present
Christie Teets, Molalla	Secretary	Present
Karin Johnson, MMC, Independence	Imm. Past President/Non-Voting	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Present
Nicole Madigan, Milwaukie	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
Melanie Masterfield, Sutherlin	Region IV Director	Absent
Cindy Hughes, CMC, Eagle Point	Region V Director	Present
Jennifer Gray, Hood River	Region VI Director	Present
Karen Howton, CMC, Island City	Region VII Director	Present

E-MEETING CALLED TO ORDER:

Secretary Christie Teets called the Board Meeting of April 17, 2024, to order at 3:03 p.m. Roll was called for OAMR Board Members, and the meeting continued.

BOARD REPORTS/UPDATES

- a. First Vice President – Kayla Duddy, Redmond had nothing to add.
- b. Second Vice President – Scott Stauffer, Milwaukie had nothing to add.
- c. Treasurer – Alex McHaddad, Elgin, shared documents reflecting finances and budgeting. McHaddad stated that Friday, April 19, 2024, would be the date that refunds for those that had paid for Mid-Year would be refunded.
- d. Secretary – Christie Teets, Molalla had nothing to add.
- e. Region I – Lisa Scholl, St. Helens had nothing to add.
- f. Region II – Nicole Madigan, Milwaukie had nothing to add.
- g. Region II – Gloria Tucker, Port of Newport had nothing to add.
- h. Region IV – Melanie Masterfield, Sutherlin had nothing to add.
- i. Region V – Cindy Hughes, Eagle Point; absent/excused.
- j. Region VI – Jennifer Gray, Hood River had nothing to add.
- k. Region VII – Karen Howerton, Island City shared that she is gearing up for Annual Conference.

COMMITTEE UPDATES

- a. Publication Committee

Gloria Tucker, Port of Newport, gave a brief outline of the Manual update that is being proposed. The Historical Preservation and Newsletter Committees have merged into the Publications Committee. The Manual has been updated to reflect those changes.

MOTION: Scott Stauffer, Milwaukie, moved to approve the Publications Committee Manual (2024), seconded by Kayla Duddy, Redmond. Motion passed unanimously.

- b. Internet Committee had nothing to add. Gloria Tucker, Port of Newport, was happy with the distribution of the newsletter using the new gaggle mail listserv.
- c. Nominating Committee, Christie Teets, shared that she has not received any Declarations of Candacy received at this time. This item will continue to be topic of discussion at the July 18, 2024 Board Meeting.
- d. Record Management & Legislative Committee co-chair Gabe Shepard, Albany, directed the membership to the committee's Board Report. He also shared that OGEC has reserved a space for OAMR on the Public Meeting Law Rules Advisory Committee. This was a direct result of the letter that was recently submitted by the Board. Meetings will begin in May.
- e. Other Committees – Scholarship Committee, Cathy Nelson, informed the membership that scholarships have been awarded. This year three full scholarships have been awarded to PDI and PDII, with two scholarships being awarded to PDIII.

Kayla Duddy, Conference Committee, provided a draft schedule for the Annual Conference in September:

- Tuesday: Athenian Leadership Dialogue, Welcome Event, Honored Guest Event
- Wednesday: Academy Session, All Conference Event
- Thursday: Concurrent Sessions, Photo Session, Banquet
- Friday: Academy Session

BUSINESS

a. Online Fundraising

Fundraising Committee members, Scott Stauffer and Kayla Duddy, shared that there are twelve subcommittees, creating a lot of overlapping. After Annual Conference, discussion will take place regarding which committees can be eliminated. Second VP Stauffer shared that the 2026 conference sites will be introduced at Conference, narrowing venues down to the coast and valley. Loss of fundraising from Mid-Year initiated another Bonfire campaign, so merchandise is available on the website. Other fundraising items include 50/50 raffle, auction items, and baskets.

b. Strategic Plan Update - Present Draft Org Chart

Scott Stauffer, Strategic Planning Committee, stated that the SPG met several times in 2023, however are not meeting as often in 2024. The group agrees that additional Bylaw changes/updates will be presented to the membership in the fall. These items are the City Recorder's Bylaw Committee Chair, discussing having the Immediate Past Present be a voting member, and that Bylaws be changed to reflect 10 days' notice time opposed to the current 20 days' notice. Other committees are continuing to discuss merging. Other agenda items include limiting conference sites, region review, and Mid-Year conference.

President Sandoval shared the OAMR Organization Chart. The Board feels that this is a needed visual item for newer recorders to better understand how the membership is designed.

c. January 24, 2024, Minutes

d. March 12, 2024, Minutes

MOTION: Kayla Duddy, Redmond, moved to approve the January 24, 2024, and March 12, 2024 Meeting Minutes, seconded by Gloria Tucker, Port of Newport. Motion passed unanimously.

FUTURE BOARD MEETING

The next Board Meeting is scheduled for Thursday, July 18, 2024 at 10:00 a.m. via Zoom.

FOR THE GOOD OF THE ORDER

a. Annual Conference Updates – There was nothing additional to share.

b. IIMC Updates –

Ruth Post, Philomath, shared that only 35 members voted in the recent IIMC Election. Lee Fraizer, MMC is the new IIMC Vice President. Ms. Post encouraged ticket purchases for the Hawaii Trip that is being raffled. She also shared that IIMC awarded four scholarships to OAMR Professional Development series. President Sandoval commended Ruth on her work as Region IX Director of IIMC and thanked her for her work and dedication to OAMR.

MOTION: Scott Stauffer, Milwaukie, moved to adjourn the meeting, seconded by Kayla Duddy, Redmond. Motion passed unanimously.

ADJOURNMENT

President Sandoval adjourned the meeting at 3:49 p.m.

Submitted By: Christie Teets, CMC, Molalla
OAMR Secretary

Meeting Attachments:

- OAMR Budget Requirements 240331 by Treasurer, Alex McHaddad
- OAMR Budget Resources 240331 by Treasurer, Alex McHaddad

Total Mid-Year Expenses	Budgeted	Remaining	Spent
Athenian Leadership Speaker Expenses	\$2,000.00	\$250.00	\$1,750.00
Academy Speaker Expenses	\$7,500.00	\$5,000.00	\$2,500.00
ALD & Academy Food & Beverage	\$4,200.00	\$4,200.00	\$0.00
AV & Meeting Room Rent	\$900.00	\$900.00	\$0.00
TOTAL	\$14,600.00	\$10,350.00	\$4,250.00
Annual ALD & Academy Sessions	Budgeted	Remaining	Spent
Annual Athenian Leadership Speaker Exp	\$2,000.00	\$250.00	\$0.00
ALD AV	\$200.00	\$200.00	\$0.00
Annual Academy Speaker Expenses	\$7,500.00	\$5,916.00	\$1,584.00
Annual Academy Food & Bev	\$3,300.00	\$3,300.00	\$0.00
Academy AV	\$250.00	\$250.00	\$0.00
TOTAL	\$13,250.00	\$11,666.00	\$1,584.00
Annual Conference	Budgeted	Remaining	Spent
Awards	\$400.00	\$400.00	\$0.00
Banquet Expenses	\$875.00	\$875.00	\$0.00
Conference Chair Expense	\$360.00	\$360.00	\$0.00
Conference Swag	\$2,000.00	\$864.06	\$1,135.94
Exhibitor Tables	\$450.00	\$450.00	\$0.00
Future Conference Site Deposits	\$2,500.00	\$2,500.00	\$0.00
Hospitality	\$5,000.00	\$5,000.00	\$0.00
Food & Beverage	\$19,000.00	\$19,000.00	\$0.00
Meeting Setup/AV	\$1,850.00	\$1,850.00	\$0.00
Miscellaneous	\$700.00	\$700.00	\$0.00
Postage	\$ -		\$0.00
Welcome Reception/Special Event	\$3,500.00	\$3,500.00	\$0.00
Printing Handbook	\$850.00	\$262.00	\$588.00
Speaker Expenses	\$9,000.00	\$9,000.00	\$0.00
TOTAL	\$46,485.00	\$44,761.06	\$1,723.94
Internet/Website	Budgeted	Remaining	Spent
Internet/Website	\$3,220.00	\$1,729.30	\$1,490.70
Membership	Budgeted	Remaining	Spent
Postage	\$ -		\$0.00
Printing	\$ -		\$0.00
Supplies	\$450.00	\$450.00	\$0.00
TOTAL	\$450.00	\$450.00	\$0.00
Miscellaneous	Budgeted	Remaining	Spent
Credit Card Fees	\$2,700.00	\$2,659.20	\$40.80

Total Mid-Year Expenses	Budgeted	Remaining	Spent
Tax Accountant/Bookkeeping Consultant	\$1,500.00	\$1,500.00	\$0.00
Annual Filing Fees & Insurance	\$500.00	\$500.00	\$0.00
Strategic Planning	\$ -		\$0.00
Tablets and card swipe for payments		\$0.00	\$0.00
Other	\$750.00	\$750.00	\$0.00
TOTAL	\$5,450.00	\$5,409.20	\$40.80
Newsletter	Budgeted	Remaining	Spent
Postage		\$0.00	\$0.00
Advertiser Printing & Postage	\$50.00	\$50.00	\$0.00
Supplies		\$0.00	\$0.00
TOTAL	\$50.00	\$50.00	\$0.00
NW Clerks Institute Director	Budgeted	Remaining	Spent
NW Clerks Institute Director	\$2,500.00	\$1,871.78	\$628.22
Office Supplies	Budgeted	Remaining	Spent
Postage	\$50.00	\$34.75	\$15.25
Supplies/Stationary/Envelopes/etc.	\$225.00	\$225.00	\$0.00
Miscellaneous	\$100.00	\$100.00	\$0.00
TOTAL	\$375.00	\$359.75	\$15.25
Officers Expenses	Budgeted	Remaining	Spent
1st Vice President	\$2,200.00	\$2,200.00	\$0.00
2nd Vice President	\$500.00	\$500.00	\$0.00
Director - Region IX	\$4,150.00	\$4,150.00	\$0.00
Pres - IIMC Annual Conference	\$2,800.00	\$2,800.00	\$0.00
Pres - OAMR Representation (President)	\$500.00	\$500.00	\$0.00
Pres - Region IX Conferences (AK,CA, WA)	\$3,200.00	\$3,200.00	\$0.00
OAMR Region Directors	\$700.00	\$700.00	\$0.00
OAMR Representation (LOC, OMA, OGFOA)	\$1,500.00	\$1,500.00	\$0.00
TOTAL	\$15,550.00	\$15,550.00	\$0.00
Photography/Historian	Budgeted	Remaining	Spent
Photography/Historian	\$300.00	\$300.00	\$0.00
Fundraising Expenses	Budgeted	Remaining	Spent
Misc	\$150.00	\$150.00	\$0.00
Printing or online hosting	\$350.00	\$350.00	\$0.00
TOTAL	\$500.00	\$500.00	\$0.00

Total Mid-Year Expenses	Budgeted	Remaining	Spent
Scholarships	Budgeted	Remaining	Spent
IIMC Certification Programs (PD)	\$8,500.00	\$8,500.00	\$0.00
Mid-Year Academy	\$1,750.00	\$1,750.00	\$0.00
President Awards Scholarships	\$750.00	\$453.20	\$296.80
OAMR Conference/Academy Session	\$5,500.00	\$1,047.10	\$4,452.90
Continuation Davis/Harris Scholarship	\$ -		\$0.00
OAMR IIMC Conference Scholarships	\$5,000.00	\$5,000.00	\$0.00
IIMC Foundation-OAMR Edu. Endowment Fund	\$2,000.00	\$2,000.00	\$0.00
TOTAL	\$23,500.00	\$18,750.30	\$4,749.70
Contingency	Budgeted	Remaining	Spent
Contingency	\$17,877.78	\$17,877.78	\$0.00
TOTAL as of 03/24	\$144,107.78	\$129,625.17	\$14,482.61

Academy/Education Sessions	Budgeted	Remaining	Received
Mid-Year Academy	\$7,000.00	\$6,312.18	\$687.82
Mid-Year Athenian Dialogue	\$1,500.00	\$1,500.00	\$0.00
Annual Athenian Leadership	\$1,500.00	\$1,500.00	\$0.00
Annual Academy	\$12,250.00	\$12,100.00	\$150.00
Annual Conference	Budgeted	Remaining	Received
Registration	\$30,000.00	\$30,000.00	\$0.00
Exhibitors	\$500.00	\$500.00	\$0.00
Sponsors	\$7,000.00	\$7,000.00	\$0.00
Education/Scholarships	Budgeted	Remaining	Received
Auctions	\$2,000.00	\$2,000.00	\$0.00
Basket Raffle	\$2,000.00	\$2,000.00	\$0.00
Pink Walk- Kathy Ishiara Fund	\$1,000.00	\$1,000.00	\$0.00
Donations - General	\$200.00	\$173.40	\$26.60
Other Fundraising	\$1,000.00	\$1,000.00	\$0.00
Misc Sales/Phone Ringing	\$ -		\$0.00
			\$0.00
Other	Budgeted	Remaining	Received
Interest	\$400.00	\$399.10	\$0.90
Membership Dues	\$17,000.00	-\$1,371.60	\$18,371.60
Miscellaneous	\$25.00	\$25.00	\$0.00
Newsletter Advertising	\$200.00	\$50.00	\$150.00
3/29/2024	\$83,575.00	\$64,188.08	\$19,386.92
Beginning Balance			\$44,313.57