



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, June 26, 2020
1:00 P.M.
Via Zoom**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Officer Reports**
 - A. President Kathy Payne, MMC, St. Helens – **ACTION**
 - B. First Vice President Cathy Steere, MMC, Lincoln City
 - C. Second Vice President Angie Lanter, MMC, Banks
 - D. Treasurer Melissa Thompson-Kiefer, CMC, Nehalem - **ACTION**
 - E. Secretary Debbie Bernard, CMC, Willamina
- IV. Region Director Reports**
 - A. Region I – Dawne Shaw, CMC, Warrenton
 - B. Region II – Scott Stauffer, CMC, Milwaukie
 - C. Region III – Karin Johnson, MMC, Independence
 - D. Region IV – Sammy Egbert, Coburg
 - E. Region V – Melissa Huhtala, Ashland
 - F. Region VI – Izetta Grossman, The Dalles
 - G. Region VII – Vacant
- V. Committee Reports**
 - A. Audit – Angie Lanter, MMC, Banks - **ACTION**
 - B. Bylaws – Aubrey Minear, CMC, Hillsboro
 - C. City Recorder’s Procedure Manual – Lori Lesmeister, North Plains
 - D. Conference – Cathy Steere, MMC, Lincoln City
 - E. Education – Peggy Hawker, MMC, Newport - **ACTION**
 - F. Historical Preservation – Gloria Tucker, Newport - **ACTION**
 - G. Internet – Melissa Thompson-Kiefer, CMC, Nehalem, and Kayla Duddy, Bend - **ACTION**
 - H. Legislative – Lisa Morgan, Prineville
 - I. Membership – Phyllis Bolman, MMC, Monmouth
 - J. Mentoring – Stephanie Borst, CMC, Vernonia
 - K. Newsletter – Lisa Scholl, CMC, St. Helens
 - L. Nominating – Debby Roth, MMC, Cornelius
 - M. NCI Education – Ruth Post, MMC, Philomath
 - N. Professional Growth & Leadership Development – Karin Johnson, MMC, Independence
 - O. Records Management – Scott Stauffer, CMC, Milwaukie
 - P. Retired Clerks – Diane Harris, CMC, Sutherlin
 - Q. Scholarship – Debby Roth, MMC, Cornelius - **ACTION**
 - R. Special Projects/Fundraising – Angie Lanter, MMC, Banks

VI. Other Business

VII. Future Meetings

A. Annual Membership Meeting - September 25, 2020 at 9:00 A.M. via Zoom

VIII. Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/83988474116?pwd=ZkhwWlVNTlprdTltRzhKNGE2OXRMZz09>

Meeting ID: 839 8847 4116

Password: 500319

One tap mobile: (346)248-7799



OAMR BOARD REPORT

PRESIDENT'S BOARD REPORT

Meeting Date: June 26, 2020
Source of Item: President's Report

Contact: Kathy Payne, MMC, St. Helens
Contact Telephone Number: 503-366-8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT

- **Region I Director** – Dawne Shaw has stepped down from Region I Director. Fortunately, Stephanie Borst, CMC, Vernonia has agreed to fill that position.
- **Region VII Director** – Nancy Parker has retired leaving a vacancy for Region VII Director. I will send out an invitation to Region VII members to see if we can get someone to step forward.

BACKGROUND

Update on activities:

- **Conference Manual Update** – I have formed a Conference Manual Update Ad-Hoc Committee. I have segregated sections of the Conference Manual to distribute. This is on my plate to accomplish before my term expires. However, if for some reason that doesn't happen, I intend on sticking with it and getting it updated.
- **Review Sponsorship Packages and Exhibitor Fees** – As anxious as I was to work on this, I have not had time. I hope that I can work with Carol Weir and the Board next year to get this updated.
- **Washington Municipal Clerks Association (WMCA) Annual Conference** – The WMCA Conference which was rescheduled to August due to COVID has been cancelled. 😞

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

I encourage everyone to get involved with your regions and volunteer for at least one OAMR committee. You will be well-rewarded!

SUGGESTED MOTIONS

- *Motion to appoint Stephanie Borst, CMC, Vernonia to Region I Director.*
- *Motion to declare the Region VII Director position vacant.*

ATTACHMENTS

None.



OAMR BOARD REPORT

2nd Vice President

Meeting Date: June 26, 2020
Source of Item: 2nd Vice President

Contact: Angie Lanter, MMC, 2nd Vice President
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The 2nd Vice President is responsible for soliciting bids for the 2020 Annual Conference. I sent out RFP letters in March and received a few responses.

RFP's were received from the following:

- Region I
 - Seaside Convention Center / Rivertide Suite Hotel
 - Holiday Inn Express & Suites - Seaside Convention Center
- Region II
 - The Benson Hotel, Portland

I wish to thank Ruth Post, Michele Eldridge, Karin Johnson and Nicole Morris for reviewing the RFP's with me.

I have not made site visits at this time, as the question has been presented as to if we should hold the 2022 Conference at the Valley River Inn, since we had to cancel for this year.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

I would like the board to have a discussion as to whether or not we should hold the 2022 Conference, or proceed with the site visits to the RFP's that have been received.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

OAMR Treasurer

Meeting Date: June 26, 2020
Source of Item: OAMR Treasurer

Contact: Melissa Thompson-Kiefer, CMC
Contact Telephone Number: 503-368-5627
Contact E-Mail: mthompson@nehalem.gov

BACKGROUND

Financial Reporting for the 2019-2020 Fiscal Year through June 22, 2020 attached.

Registrations for the Mid-Year Academy & Athenian Leadership Dialogue (ALD) that were cancelled due to the Coronavirus pandemic were refunded or retained as credit toward future conference registrations. A total of \$5,895 was retained as credit from Academy registrations and \$1,500 retained as credit from ALD registrations.

Fundraising and donations to date total \$1,695.15, with \$1,420 earned from the Mid-Year raffle.

ATTACHMENTS

- A. *Budget vs. Actual Report – through June 22, 2020*
- B. *Profit and Loss Report – through June 22, 2020*
- C. *Balance Sheet – through June 22, 2020*

9:13 PM

06/22/20

Accrual Basis

Oregon Association of Municipal Recorders Profit & Loss Budget vs. Actual

November 1, 2019 through June 22, 2020

	Nov 1, '19 - Jun 22, 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	0.00	12,000.00	-12,000.00	0.0%
Annual Athenian Dialogue	0.00	1,050.00	-1,050.00	0.0%
Mid-Year	5,895.00	12,000.00	-6,105.00	49.1%
Mid-Year Athenian Dialogue	1,500.00	2,250.00	-750.00	66.7%
On-the Road Workshops	0.00	0.00	0.00	0.0%
Academy/Education Session - Other	0.00	0.00	0.00	0.0%
Total Academy/Education Session	7,395.00	27,300.00	-19,905.00	27.1%
Annual Conference Revenue				
Exhibitors	0.00	3,200.00	-3,200.00	0.0%
Registration				
refund of conference expense pd	0.00	0.00	0.00	0.0%
Registration - Other	0.00	34,500.00	-34,500.00	0.0%
Total Registration	0.00	34,500.00	-34,500.00	0.0%
Sponsors	1,500.00	5,500.00	-4,000.00	27.3%
Annual Conference Revenue - Other	0.00	0.00	0.00	0.0%
Total Annual Conference Revenue	1,500.00	43,200.00	-41,700.00	3.5%
Cash Carried Forward	77,245.18	55,201.00	22,044.18	139.9%
Education/Scholarships				
Auction	0.00	4,500.00	-4,500.00	0.0%
Donations General	200.00	1,000.00	-800.00	20.0%
Kathy Ishiara Education Fund	0.00	1,000.00	-1,000.00	0.0%
Other Fundraising	75.15	1,700.00	-1,624.85	4.4%
Raffle	1,420.00	3,000.00	-1,580.00	47.3%
Special Scholarship	0.00	0.00	0.00	0.0%
Store Sales	0.00	0.00	0.00	0.0%
Education/Scholarships - Other	0.00	0.00	0.00	0.0%
Total Education/Scholarships	1,695.15	11,200.00	-9,504.85	15.1%
IIMC 2012 Fund Raising	0.00	0.00	0.00	0.0%
Interest Income	554.39	500.00	54.39	110.9%
Membership Dues	12,560.00	13,000.00	-440.00	96.6%
Miscellaneous				
Returned Check Charges	0.00	0.00	0.00	0.0%
Miscellaneous - Other	595.76	500.00	95.76	119.2%
Total Miscellaneous	595.76	500.00	95.76	119.2%
Newsletter Advertising	400.00	800.00	-400.00	50.0%
Total Income	101,945.48	151,701.00	-49,755.52	67.2%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	101,945.48	151,701.00	-49,755.52	67.2%
Expense				
Mid-Year ALD & Academy Expenses				
Mid-Year AV	0.00	1,350.00	-1,350.00	0.0%
Mid-Year Food & Beverage	0.00	4,400.00	-4,400.00	0.0%
Mid-Year ALD Speaker Expenses	0.00	2,500.00	-2,500.00	0.0%
Mid-Year Academy Speaker Expns	450.00	4,500.00	-4,050.00	10.0%
Mid-Year ALD & Academy Expenses - Other	0.00	0.00	0.00	0.0%
Total Mid-Year ALD & Academy Expenses	450.00	12,750.00	-12,300.00	3.5%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Annual ALD & Academy Expenses				
Annual Academy AV Expenses	0.00	900.00	-900.00	0.0%
Annual Academy Food & Bev	0.00	4,000.00	-4,000.00	0.0%
Annual ALD AV Expense	0.00	450.00	-450.00	0.0%
Annual ALD Speaker Expense	401.40	1,902.00	-1,500.60	21.1%
Annual Academy Speaker Expenses	0.00	5,500.00	-5,500.00	0.0%
On-the Road Workshops	0.00	0.00	0.00	0.0%
Annual ALD & Academy Expenses - Other	0.00	0.00	0.00	0.0%
Total Annual ALD & Academy Expenses	401.40	12,752.00	-12,350.60	3.1%
Annual Conference Expenses				
Audio-Visual for Annual Conf	0.00	2,200.00	-2,200.00	0.0%
Awards	0.00	250.00	-250.00	0.0%
Banquet Expenses	0.00	875.00	-875.00	0.0%
Conference Chair Expense	0.00	360.00	-360.00	0.0%
Conference Swag	0.00	2,500.00	-2,500.00	0.0%
Exhibitor Tables/Booths	0.00	740.00	-740.00	0.0%
Food & Beverage	0.00	21,000.00	-21,000.00	0.0%
Future Conference Site Deposits	1,250.00	2,500.00	-1,250.00	50.0%
Hospitality	67.55	4,600.00	-4,532.45	1.5%
Meeting Setup	0.00	500.00	-500.00	0.0%
Miscellaneous Conference Exp	500.00	400.00	100.00	125.0%
Photography	0.00	0.00	0.00	0.0%
Postage-Conference	0.00	0.00	0.00	0.0%
Welcome Reception/Special Event	0.00	1,450.00	-1,450.00	0.0%
Print-Handbook	0.00	750.00	-750.00	0.0%
Speaker Expenses - Annual Conf	0.00	6,650.00	-6,650.00	0.0%
Annual Conference Expenses - Other	0.00	0.00	0.00	0.0%
Total Annual Conference Expenses	1,817.55	44,775.00	-42,957.45	4.1%
Contingency	0.00	32,049.00	-32,049.00	0.0%
Fundraising Expenses				
Miscellaneous Fundraising Exp	0.00	150.00	-150.00	0.0%
Printing-Auction Sheets	0.00	200.00	-200.00	0.0%
Raffle Expenses				
Postage & Supplies	0.00	0.00	0.00	0.0%
Prize Expenses-Trip or Gift Car	0.00	0.00	0.00	0.0%
Raffle Expenses - Other	0.00	0.00	0.00	0.0%
Total Raffle Expenses	0.00	0.00	0.00	0.0%

**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 1, 2019 through June 22, 2020**

	Nov 1, '19 - Jun 22, 20	Budget	\$ Over Budget	% of Budget
Store Merchandise	0.00	0.00	0.00	0.0%
Fundraising Expenses - Other	0.00	0.00	0.00	0.0%
Total Fundraising Expenses	0.00	350.00	-350.00	0.0%
IIMC 2012 Expenses	0.00	0.00	0.00	0.0%
IIMC Unrestricted Donation	600.00	600.00	0.00	100.0%
Internet/Website	72.00	200.00	-128.00	36.0%
Membership Expenses				
Postage-Membership	15.00	25.00	-10.00	60.0%
Printing-Memberships	25.00	25.00	0.00	100.0%
Supplies-Memberships	210.00	250.00	-40.00	84.0%
Membership Expenses - Other	0.00	0.00	0.00	0.0%
Total Membership Expenses	250.00	300.00	-50.00	83.3%
Miscellaneous Expenses				
Annual Filing Fees & Insurance	300.00	425.00	-125.00	70.6%
Tax Accountant & QB Consultant	1,023.00	1,200.00	-177.00	85.3%
Credit Card Processing Fees	564.37	1,800.00	-1,235.63	31.4%
Other - Miscellaneous	141.43	300.00	-158.57	47.1%
Miscellaneous Expenses - Other	0.00	0.00	0.00	0.0%
Total Miscellaneous Expenses	2,028.80	3,725.00	-1,696.20	54.5%
Newsletter				
Postage-Newsletter	0.00	0.00	0.00	0.0%
Printing-Postage-Newsletters	28.54	50.00	-21.46	57.1%
Supplies-Newsletters	0.00	0.00	0.00	0.0%
Newsletter - Other	0.00	0.00	0.00	0.0%
Total Newsletter	28.54	50.00	-21.46	57.1%
NW Clerks Institute Director	0.00	2,200.00	-2,200.00	0.0%
OAMR Ambassadors	0.00	0.00	0.00	0.0%
Officer Supplies				
Misc/Equipment-Officers	75.00	175.00	-100.00	42.9%
Postage-Officers	0.00	50.00	-50.00	0.0%
Supplies-Stationary-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	18.00	0.00	18.00	100.0%
Officer Supplies - Other	0.00	0.00	0.00	0.0%
Total Officer Supplies	93.00	275.00	-182.00	33.8%
Officers Expenses				
1st Vice Pres-IIMC Conference	0.00	2,000.00	-2,000.00	0.0%
2nd Vice Pres Conf. Site Tours	0.00	500.00	-500.00	0.0%
Director Region IX	0.00	1,350.00	-1,350.00	0.0%
President's Expenses				
IIMC Conference-President	0.00	2,600.00	-2,600.00	0.0%
OAMR Representation-President	0.00	500.00	-500.00	0.0%
Region IX Conferences-President	1,357.46	3,500.00	-2,142.54	38.8%
President's Expenses - Other	0.00	0.00	0.00	0.0%
Total President's Expenses	1,357.46	6,600.00	-5,242.54	20.6%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
OAMR Representation (LOC/other)	0.00	750.00	-750.00	0.0%
Officers Expenses - Other	0.00	0.00	0.00	0.0%
Total Officers Expenses	1,357.46	11,350.00	-9,992.54	12.0%
Photography/Historian	0.00	100.00	-100.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Scholarships				
IIMC Certification Programs	0.00	13,125.00	-13,125.00	0.0%
Kathy Ishiara Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	0.00	1,800.00	-1,800.00	0.0%
President Awards Scholarship	0.00	700.00	-700.00	0.0%
OAMR Conference/Academy Session	0.00	8,000.00	-8,000.00	0.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Cont. Davis/Harris Scholarship	0.00	2,600.00	-2,600.00	0.0%
Davis/Harris Scholarship	0.00	0.00	0.00	0.0%
IIMC 2012 Scholarship	0.00	0.00	0.00	0.0%
OAMR Edu. Endowment Fund	2,000.00	2,000.00	0.00	100.0%
Scholarships - Other	0.00	0.00	0.00	0.0%
Total Scholarships	2,000.00	30,225.00	-28,225.00	6.6%
Total Expense	9,098.75	151,701.00	-142,602.25	6.0%
Net Ordinary Income	92,846.73	0.00	92,846.73	100.0%
Other Income/Expense				
Other Income				
Donations for Fundraising	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Donations-Conference Expenses	0.00	0.00	0.00	0.0%
Donations given to other 501c3	0.00	0.00	0.00	0.0%
Donations used in Fundraising	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	92,846.73	0.00	92,846.73	100.0%

9:17 PM

Oregon Association of Municipal Recorders

Profit & Loss

06/22/20

November 1, 2019 through June 22, 2020

Accrual Basis

	Nov 1, '19 - Jun 22, 20
Ordinary Income/Expense	
Income	
Academy/Education Session	
Mid-Year	5,895.00
Mid-Year Athenian Dialogue	1,500.00
Total Academy/Education Session	7,395.00
Annual Conference Revenue	
Sponsors	1,500.00
Total Annual Conference Revenue	1,500.00
Cash Carried Forward	77,245.18
Education/Scholarships	
Donations General	200.00
Other Fundraising	75.15
Raffle	1,420.00
Total Education/Scholarships	1,695.15
Interest Income	554.39
Membership Dues	12,560.00
Miscellaneous	595.76
Newsletter Advertising	400.00
Total Income	101,945.48
Gross Profit	101,945.48
Expense	
Mid-Year ALD & Academy Expenses	
Mid-Year Academy Speaker Expns	450.00
Total Mid-Year ALD & Academy Expenses	450.00
Annual ALD & Academy Expenses	
Annual ALD Speaker Expense	401.40
Total Annual ALD & Academy Expenses	401.40
Annual Conference Expenses	
Future Conference Site Deposits	1,250.00
Hospitality	67.55
Miscellaneous Conference Exp	500.00
Total Annual Conference Expenses	1,817.55
IIMC Unrestricted Donation	600.00
Internet/Website	72.00
Membership Expenses	
Postage-Membership	15.00
Printing-Memberships	25.00
Supplies-Memberships	210.00
Total Membership Expenses	250.00
Miscellaneous Expenses	
Annual Filing Fees & Insurance	300.00
Tax Accountant & QB Consultant	1,023.00
Credit Card Processing Fees	564.37
Other - Miscellaneous	141.43
Total Miscellaneous Expenses	2,028.80
Newsletter	
Printing-Postage-Newsletters	28.54
Total Newsletter	28.54

Oregon Association of Municipal Recordors

Profit & Loss

November 1, 2019 through June 22, 2020

	<u>Nov 1, '19 - Jun 22, 20</u>
Officer Supplies	
Misc/Equipment-Officers	75.00
Supplies-Officers	<u>18.00</u>
Total Officer Supplies	93.00
Officers Expenses	
President's Expenses	
Region IX Conferences-President	<u>1,357.46</u>
Total President's Expenses	<u>1,357.46</u>
Total Officers Expenses	1,357.46
Scholarships	
OAMR Edu. Endowment Fund	<u>2,000.00</u>
Total Scholarships	<u>2,000.00</u>
Total Expense	<u>9,098.75</u>
Net Ordinary Income	<u>92,846.73</u>
Net Income	<u><u>92,846.73</u></u>

9:33 PM

Oregon Association of Municipal Recorders

Balance Sheet

06/22/20

As of June 22, 2020

Accrual Basis

	<u>Jun 22, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
U S Bank	47,308.92
LGIP	45,389.46
Total Checking/Savings	<u>92,698.38</u>
Accounts Receivable	
Accounts Receivable	148.35
Total Accounts Receivable	<u>148.35</u>
Total Current Assets	<u>92,846.73</u>
TOTAL ASSETS	<u>92,846.73</u>
LIABILITIES & EQUITY	
Equity	
Net Income	92,846.73
Total Equity	<u>92,846.73</u>
TOTAL LIABILITIES & EQUITY	<u>92,846.73</u>



OAMR BOARD REPORT

REGION I REPORT

Meeting Date: June 26, 2020
Source of Item: Region I Director

Contact: Dawne Shaw, CMC, Warrenton
Contact Telephone Number: 503-861-0823
Contact E-Mail: dshaw@ci.warrenton.or.us

ISSUE STATEMENT

This item is informational only.

BACKGROUND

Region I members remain very busy in our small towns, as we try to stay on top of the COVID-19 pandemic, with the ever-changing work process and increased workloads. Although it is sad that we will not be able to physically get together for the Annual Conference, we are looking forward our first OAMR virtual conference - now that we have all had lots of practice!

Region I had some changes in its members over the past few months; Ukiah Hawkins of Tillamook joined us in April, and Lindsay Duarte of Warrenton has left her position with the city. Welcome Ukiah! And best of luck to Lindsay – she will be terribly missed.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

Meeting Date: June 26, 2020
Source of Item: Region II

Contact: Scott Stauffer, CMC, City of Milwaukie
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

INFORMATION ONLY

Like everyone in Oregon, and across the country and world, Region II members have been working hard and struggling to navigate these uncertain times of pandemic and social unrest. We are in uncharted waters on many fronts and I admire the strength, resolve, and patience of our recorder colleagues. Although what we do often goes unseen by most, it is important to remember that what we do is critical work and that we are community leaders (whether we realize it or not). We sit at a critical juncture of city operations and have a unique position to see and support the work our residents and neighbors need and deserve. Thank you to all OAMR members for serving our communities – for leading and supporting needed changes – and for working so hard to ensure our cities function and operate amid uncertainty.

News. In June region members participated in our first virtual Zoom hangout. It was a great time to catch-up and we'll be looking at scheduling another one this summer.

Next Up. Region II continued to work on preparing our e-gift card raffle basket for OAMR's virtual conference in the fall.



OAMR BOARD REPORT

Meeting Date: E-meeting June 26, 2020
Source of Item: Audit Committee

Contact: Angie Lanter, MMC
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The audit for FYE October 31st, 2019 is submitted for Board review and approval.

BACKGROUND

An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. The financial statements should present fairly the financial position of the Association's activities and the respective changes in financial position and cash flows.

The Audit Committee is comprised of members Angie Lanter, MMC, City of Banks; Debbie Bernard, City of Willamina, Nancy Parker, MMC, City of Athena, Devree Leymaster, CMC, City of Fairview, Sue Ryan, CMC, City of Newberg, and Treasurer Melissa Thompson-Kiefer CMC, City of Nehalem.

RELATED POLICIES/BUDGET CONSIDERATIONS

OAMR Bylaws: The audit is to be performed as soon as practical after the fiscal year end, with a report to be made to the Board at its Mid-Year meeting. After Board review, the report will be forwarded to the Newsletter Committee for inclusion in the next edition.

OAMR Finance Policy: Referred to during course of audit.

Budget Narratives, 2018-2019: Referred to during course of audit.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31st, 2019, on November 15th, 2019 at the OAMR Board Meeting held at the City of Tualatin. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget v. actual statement.

In our opinion, the financial statements present fairly the financial position of the Association's activities, and the respective changes in financial position and cash flows. See accompanying notes and recommendations:

1. Financial notes:

- A. Total actual revenues exceeded budgeted totals.
- B. While a few expense categories exceeded the budgeted amounts, total expenditures were significantly under the total budget.
- C. The Audited Ending Fund Balance is \$77,245.18, ensuring that this year's (2019-2020) contingency line item is fully funded.

2. Policy Considerations:

- A. None at this time.

OTHER

The Audit Committee wishes to thank Melissa Thompson-Kiefer, CMC for her continued work as Treasurer. The books were well-managed, and all requested documentation was provided. Your willingness to serve OAMR in this capacity is greatly appreciated.

BOARD OPTIONS

1. Approval of Audit Report for FYE October 31st, 2019 as presented, and the Committee recommendations as presented; or
2. Approval of Audit Report for FYE October 31st, 2019, and denying one or more of the Committee recommendations; or
3. Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Committee recommends Option 1.

SUGGESTED MOTION

"I move to approve the Audit Report for FYE October 31st, 2019 and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Profit & Loss/Budget V. Actual Report, November 1, 2018 - October 31, 2019.
- B. Profit & Loss, November 1, 2018 – October 31, 2019.
- C. Balance Sheet as of October 31, 2019

ATTACHMENT A

9/28/19

11/1/19

Accrual Basis

Oregon Association of Municipal Recorders Profit & Loss Budget vs. Actual November 2018 through October 2019

	Rev 18 - Oct 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Season				
Annual Academy	10,325.00	9,000.00	1,325.00	120.3%
Annual Athenian Dialogue	1,170.00	1,000.00	170.00	117.0%
Mid-Year	11,325.00	10,000.00	1,325.00	113.3%
Mid-Year Athenian Dialogue	2,175.00	2,000.00	175.00	108.8%
Total Academy/Education Season	25,000.00	22,000.00	3,000.00	113.6%
Annual Commencement Revenue				
Exhibitors	9,575.00	9,500.00	75.00	102.1%
Registration	97,500.00	27,000.00	10,500.00	153.3%
Sponsors	9,450.00	5,000.00	4,450.00	129.0%
Total Annual Commencement Revenue	116,525.00	41,500.00	75,025.00	142.3%
Cash Carried Forward	59,028.89	42,000.00	17,028.89	140.5%
Education/Scholarships				
Auction	9,999.00	9,000.00	999.00	111.1%
Donations General	897.00	1,000.00	-102.94	89.3%
Kathy Johnson Education Fund	1,200.00	1,000.00	200.00	120.0%
Other Fundraising	2,255.55	1,700.00	555.55	127.4%
Raffle	2,420.00	9,000.00	-6,580.00	32.3%
Special Scholarship	0.00	1,000.00	-1,000.00	0.0%
Stem Sales	0.00	0.00	0.00	0.0%
Education/Scholarships - Other	90.00	0.00	90.00	100.0%
Total Education/Scholarships	16,561.55	10,700.00	5,861.55	99.1%
Interest Income	1,192.52	950.00	242.52	94.7%
Membership Dues	19,505.00	12,400.00	7,105.00	108.9%
Miscellaneous				
Returned Check Charges	14.00			
Miscellaneous - Other	5,914.17	500.00	4,314.17	1,082.8%
Total Miscellaneous	5,928.17	500.00	4,328.17	1,085.8%
Newsletter Advertising	300.00	300.00	0.00	100.0%
Total Income	187,208.59	124,915.00	62,293.59	124.5%
Gross Profit	187,208.59	124,915.00	62,293.59	124.5%
Expense				
Academy/Education Seasons				
Annual Athenian Dialogue	288.28	1,500.00	-1,211.72	17.2%
Commencement Academy	3,829.14	7,000.00	-3,170.86	129.2%
Mid-Year Academy	8,410.11	8,000.00	410.11	105.3%
Mid-Year Athenian Dialogue	1,918.45	2,500.00	-581.55	76.7%
Total Academy/Education Seasons	14,446.08	19,000.00	-4,553.92	101.9%
Annual Commencement Expenses				
Awards	911.44	250.00	661.44	124.6%
Banquet Expenses	538.42	250.00	288.42	89.0%
Commencement Char Expenses	247.44	500.00	-252.56	49.5%
Food & Beverage/Sponsors	21,928.78	19,000.00	2,928.78	122.2%
Fundraising/Commencement Bags	0.00	1,000.00	-1,000.00	0.0%
Future Commencement Site Deposits	0.00	2,500.00	-2,500.00	0.0%
Hospitality	9,792.45	4,000.00	5,792.45	94.3%
Miscellaneous Commencement Exp	900.00	500.00	400.00	80.0%
Package-Commencement	0.00	100.00	-100.00	0.0%
Post-Commencement/Special Event	2,479.92	1,000.00	1,479.92	247.9%
Post-Commencement	349.00	100.00	249.00	124.4%
Speaker Expenses	2,719.02	2,500.00	219.02	108.8%
Total Annual Commencement Expenses	39,275.37	31,900.00	7,375.37	104.3%
Contingency	0.00	28,800.00	-28,800.00	0.0%
Fundraising Expenses				
Raffle Expenses				
Package & Supplies	59.91	100.00	-40.09	59.9%
Printing	0.00	0.00	0.00	0.0%
Raffle Expenses - Other	0.00	0.00	0.00	0.0%
Total Raffle Expenses	59.91	100.00	-40.09	59.9%
Total Fundraising Expenses	59.91	100.00	-40.09	59.9%
IRC/FRON Unrestricted Donations	800.00	800.00	0.00	100.0%
Internet/Web Site	2,007.90	2,050.00	-42.10	98.9%
Membership Expenses				
Package-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	150.00	150.00	0.00	102.0%
Total Membership Expenses	150.00	200.00	-50.00	75.0%

Page 7

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2018 through October 2019

2019-2020

Annual Basis

	Nov 18 - Oct 19	Budget	\$ Over Budget	% of Budget
Miscellaneous Expenses				
Tax Accountant	300.00	300.00	0.00	100.0%
Square and Payroll Fees	1,079.99	2,000.00	-920.01	54.0%
Miscellaneous Expenses - Other	425.39	500.00	-74.61	85.3%
Total Miscellaneous Expenses	2,805.38	3,800.00	-994.62	73.8%
Newsletter				
Printing-Newsletter	0.00	25.00	-25.00	0.0%
Printing-Newsletter	25.53	25.00	0.53	102.3%
Supplies-Newsletter	0.00	50.00	-50.00	0.0%
Total Newsletter	25.53	100.00	-74.47	25.5%
NA Chair Institute Director	2,071.50	2,200.00	-128.50	94.2%
Group Supplies				
Miscellaneous-Group	49.00	100.00	-51.00	49.0%
Printing-Group	0.00	50.00	-50.00	0.0%
Supplies-Group	29.28	50.00	-20.72	58.6%
Total Group Supplies	78.28	200.00	-121.72	39.1%
Group Expenses				
1st Year Trial-IFMC Conference	0.00	2,000.00	-2,000.00	0.0%
2nd Year Trial-Conf. Site Tours	288.38	500.00	-211.62	47.3%
Director Region IA	1,250.00	1,195.00	55.00	110.1%
GAMR Region Director	0.00	150.00	-150.00	0.0%
President's Expenses				
IFMC Conference-President	2,522.21	2,500.00	22.21	101.3%
GAMR Region Director-President	0.00	1,500.00	-1,500.00	0.0%
Region IA Conference-President	2,783.23	3,500.00	-716.77	79.6%
President's Expenses - Other	121.43	0.00	121.43	0.0%
Total President's Expenses	5,426.87	7,500.00	-2,073.13	72.7%
Total Group Expenses	8,224.43	11,925.00	-3,700.57	81.5%
Photography/History	0.00	100.00	-100.00	0.0%
Attendance-Participants	0.00	0.00	0.00	0.0%
Scholarships				
Conf. Dinner/Honor Scholarship	2,450.00	2,800.00	-350.00	85.7%
Dorcas/Honor Scholarship	1,150.00	1,200.00	-50.00	95.8%
IFMC Conference Program	3,175.00	10,000.00	-6,825.00	31.8%
Kathy Johnson Scholarship	1,000.00	1,000.00	0.00	100.0%
Margie Pines Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,200.00	1,200.00	0.00	100.0%
GAMR Conference/Academy Session	1,100.00	1,050.00	50.00	100.0%
GAMR Edu. Endowment Fund	2,000.00	2,000.00	0.00	100.0%
President Awards Scholarship	700.00	800.00	-100.00	87.5%
Total Scholarships	24,775.00	28,050.00	-3,275.00	88.3%
Total Expense	32,814.33	42,915.00	-10,100.67	72.7%
Net Ordinary Income	11,525.13	0.00	11,525.13	100.0%
Other Income/Expense				
Other Income				
Donations for Fundraising	8,379.23	0.00	8,379.23	100.0%
Total Other Income	8,379.23	0.00	8,379.23	100.0%
Other Expense				
Donations-Conference Expenses	795.00	0.00	795.00	100.0%
Donations used in Fundraising	8,144.23	0.00	8,144.23	100.0%
Total Other Expense	8,939.23	0.00	8,939.23	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	11,525.13	0.00	11,525.13	100.0%

ATTACHMENT B

9:39 A.M.
11/10/19
Accrual Basis

Oregon Association of Municipal Recordors Profit & Loss November 2018 through October 2019

	Nov '18 - Oct 19
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	10,825.00
Annual Athenian Dialogue	1,170.00
Mid-Year	11,895.00
Mid-Year Athenian Dialogue	2,175.00
	<hr/>
Total Academy/Education Session	26,065.00
Annual Conference Revenue	
Exhibitors	3,575.00
Registration	37,508.00
	<hr/>
Sponsors	9,450.00
	<hr/>
Total Annual Conference Revenue	50,533.00
Cash Carried Forward	59,096.83
Education/Scholarships	
Auction	3,933.00
Donations General	697.66
Kathy Ishiara Education Fund	1,200.00
Other Fundraising	2,255.55
Raffle	2,483.00
Education/Scholarships - Other	30.00
	<hr/>
Total Education/Scholarships	10,599.21
Interest Income	1,192.52
Membership Dues	13,595.00
Miscellaneous	
Returned Check Charges	14.00
Miscellaneous - Other	5,314.17
	<hr/>
Total Miscellaneous	5,328.17
Newsletter Advertising	800.00
	<hr/>
Total Income	167,209.53
Gross Profit	167,209.53

Oregon Association of Municipal Recorders
Profit & Loss
November 2018 through October 2019

	Nov '18 - Oct 19
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	266.26
Conference Academy	8,623.14
Mid-Year Academy	6,410.11
Mid-Year Athenian Dialogue	1,916.46
	<hr/>
Total Academy/Education Sessions	17,215.96
Annual Conference Expenses	
Awards	311.44
Banquet Expenses	586.42
Conference Chair Expense	247.44
Food & Beverage/Site fees	21,996.78
Hospitality	3,792.45
Miscellaneous Conference Exp	300.00
Pres. Reception/Special Event	2,479.32
Print-Conference	843.00
Speaker Expenses	2,719.02
	<hr/>
Total Annual Conference Expenses	33,275.87
Fundraising Expenses	
Raffle Expenses	
Postage & Supplies	53.91
	<hr/>
Total Raffle Expenses	53.91
Total Fundraising Expenses	53.91
IIM C FNDN Unrestricted Donation	600.00
Internet/Website	2,007.90
Membership Expenses	
Supplies-Memberships	153.00
	<hr/>
Total Membership Expenses	153.00
Miscellaneous Expenses	
Tax Accountant	800.00
Square and PayPal Fees	1,079.93
Miscellaneous Expenses - Other	495.99
	<hr/>
Total Miscellaneous Expenses	2,375.92
Newsletter	
Printing-Newsletters	25.58
	<hr/>
Total Newsletter	25.58
NW Clerks Institute Director	2,071.50

**Oregon Association of Municipal Recorders
 Profit & Loss
 November 2018 through October 2019**

	Nov '18 - Oct 19
Officer Supplies	
Misc/Equipment- Officers	49.00
Supplies- Officers	29.26
Total Officer Supplies	78.26
Officers Expenses	
2nd Vice Pres Conf. Site Tours	238.96
Director Region IX	1,250.00
President's Expenses	
IIM C Conference- President	2,532.21
Region IX Conferences- President	2,768.88
President's Expenses - Other	191.40
Total President's Expenses	5,492.49
Total Officers Expenses	6,981.46
Scholarships	
Cont. Davis/Harris Scholarship	2,460.00
Davis/Harris Scholarship	1,150.00
IIM C Certification Programs	9,175.00
Kathy Ishiara Scholarship	1,000.00
Mid-Year Academy Scholarship	1,200.00
OAMR Conference/Academy Session	7,100.00
OAMR Edu. Endowment Fund	2,000.00
President Awards Scholarship	700.00
Total Scholarships	24,775.00
Total Expense	89,614.35
Net Ordinary Income	77,595.18
Other Income/Expense	
Other Income	
Donations for Fundraising	6,879.98
Total Other Income	6,879.98
Other Expense	
Donations- Conference Expenses	735.00
Donations used in Fundraising	6,144.98
Total Other Expense	6,879.98
Net Other Income	0.00
Net Income	77,595.18

ATTACHMENT C

9:36 AM
11/10/19
Accrual Basis

Oregon Association of Municipal Recordors **Balance Sheet** As of October 31, 2019

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
U.S. Bank	31,919.84
LGIP	44,848.99
Total Checking/Savings	<u>76,768.83</u>
Accounts Receivable	
Accounts Receivable	476.35
Total Accounts Receivable	<u>476.35</u>
Total Current Assets	<u>77,245.18</u>
TOTAL ASSETS	<u><u>77,245.18</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	-350.00
Net Income	77,595.18
Total Equity	<u>77,245.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>77,245.18</u></u>

OAMR BOARD REPORT



Education Committee

Meeting Date: June 26, 2020
Source of Item: Education Committee

Contact: Peggy Hawker, Chair
Contact Telephone Number: 541.574.0613
Contact E-Mail: p.hawker@newportoregon.gov

ISSUE STATEMENT

The purpose of the Education Committee is to encourage and support the OAMR membership by providing educational opportunities.

The 2019/2020 Education Committee members are: Tori Barnett, MMC, City of Ontario; Stephanie Borst, City of Vernonia; Stacie Cook, MMC, City of Mill City; Tracy Davis, MMC, City of Keizer; Michele Eldridge, CMC, City of Harrisburg; Izetta Grossman, CMC, City of The Dalles; Karen Howton, CMC, City of Island City; Karin Johnson, MMC, City of Independence; Carol Krager, CMC, City of Tigard; Angie Lanter, MMC, City of Banks; Nicole Morris, MMC, City of Tualatin; Nancy Parker, MMC, City of Athena; Ruth Post, MMC, City of Philomath; Cathy Steere, MMC, City of Lincoln City; and Gloria Tucker, City of Newport.

BACKGROUND

COVID-19 really threw us a curve ball in 2020. Originally, the Mid-Year Academy was to be presented by Dr. Rick Brinkman, and the subject was dealing with people you can't stand. The Mid-Year Athenian Leadership Dialogue was to be facilitated by Dr. Jane Long, the former IIMC Director of Education, on the book, *Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney*, by Lee Cockrell. And, as fate (COVID-19) would have it, the OAMR Mid-Year was canceled.

The Education Committee began looking toward September of 2020, and the annual OAMR Conference. We were fortunate in that both Mid-Year presenters, Drs. Long and Brinkman, were agreeable and able to switch to a September date. So, it appeared that there would be an educationally jam-packed September conference that started on Monday, and included the content from Mid-Year.

The September conference included two additional Academy sessions. Unfortunately, Dr. De Hicks was unable to work with the new schedule, but has agreed to present his session at the 2021 Mid-Year. However, Jordan Peabody adjusted his schedule to accommodate OAMR. Mary Lynne Stratta, the annual Conference ALD facilitator, was still comfortable with the dates, and the book she will be facilitating is *Mandela's Way: Lessons on Life, Love, and Courage*, by Richard Stengel.

Again, as COVID-19 would have it, the annual in-person OAMR Conference was switched to a virtual conference. And, thankfully, all four presenters – Drs. Jane Long and Rick Brinkman, Jordan Peabody, and Mary Lynne Stratta – have agreed to present virtually. The Education Committee worked diligently to arrange an annual Conference schedule that includes two Academy Sessions and two Athenian Leadership Dialogues. This means that if attendees participate in every session, and complete assessments, they could earn up to 12 educational points. This was deemed important since every single opportunity to earn educational points this year had been canceled to date. This includes the OAMR Mid-Year, the IIMC Conference, and the Northwest Clerk's Institute.

Since there is no check-in at a virtual conference session, and participants are required to attend the entire session, all sessions will be video-taped which will allow the host to know that everyone is still in the session at the end. Anyone not in attendance at the conclusion of each day will not be able to obtain educational credits for the session missed or partially missed.

Another twist is that rather than having a day-long ALD or Academy Session, these will be split into three hour blocks with good breaks built-in. Both Athenian Leadership Dialogues are being held in the morning. This is because the

facilitators are in other time zones, and it will make it easier on them. Since the Academy presenters are “local,” their sessions are scheduled for afternoon. Please see the attached schedule.

The original, in-person, schedule contained some additional concurrent sessions to accommodate members who did not wish to participate in an Academy Session or an ALD. When the Committee met a few weeks ago, it was agreed that these concurrent sessions should be made available as virtual “on-the-road” workshops. So, the Education Committee will be moving forward in realizing this goal.

As people who deal with change daily in our offices, wrapping our heads around a virtual conference was really not that difficult. The next step – the technological piece - will be the most challenging; but one we can surely master.

Some Board of Director considerations include: cost to attend these virtual sessions; can participants pick and choose which sessions they wish to attend, or is there one charge for the entire Conference.

At the most recent Education Committee meeting, it was noted that some Committee members did not want to attend all the sessions. In light of that, it is probably best to split the sessions out and allow OAMR members to pick and choose the sessions they wish to attend.

A consideration is:

Academy Session	\$125
Athenian Leadership Dialogue	\$ 50
FULL CONFERENCE	\$250

If someone attended the full Conference, the cost would be \$250. That is a smoking hot deal for 12 educational points. Please note that this is just a suggestion. I have pondered this and have no perfect solution. But, remember, there are still costs associated with the Academy Session presenters, in particular. The ALD facilitators typically work for costs, and this time is no exception.

Thank You

It is an honor to chair the Education Committee again this year. It is a hardworking Committee of individuals committed to continuing Recorder education.

2020 OAMR REVISED CONFERENCE SCHEDULE

DATE	TIME	SESSION	SPEAKER	CONVENER	OTHER
9/21/20 MONDAY	8:30 A.M.	Athenian Leadership Dialogue - <u>Creating Magic - 10 Common Sense Leadership Strategies from a Life at Disney</u>	Dr. Jane Long	Peggy Hawker	
	10:00 - 10:30 A.M.	Break			
	10:30 A.M. - Noon	Athenian Leadership Dialogue	Dr. Jane Long		
	Noon - 1:00 P.M.	Lunch			
	1:00 - 2:30 P.M.	Academy Session - Dealing with People You Can't Stand	Dr. Rick Brinkman		
	2:30 - 3:00 P.M.	Break			
	3:00 - 4:30 P.M.	Academy Session - Dealing with People You Can't Stand	Dr. Rick Brinkman		
9/22/20 TUESDAY	8:30 A.M.	Athenian Leadership Dialogue	Dr. Jane Long	Peggy Hawker	This is Part 2 of the ALD started on 9/21/2020
	10:00 - 10:30 A.M.	Break			
	10:30 A.M. - Noon	Athenian Leadership Dialogue	Dr. Jane Long		

DATE	TIME	SESSION	SPEAKER	CONVENER	OTHER
	Noon - 1:00 P.M.	Lunch			
	1:00 - 2:30 P.M.	Academy Session - Dealing with People You Can't Stand	Dr. Rick Brinkman		This is Part 2 of the Athenian started on 9/21/2020
	2:30 - 3:00 P.M.	Break			
	3:30 - 4:30 P.M.	Academy Session - Dealing with People You Can't Stand	Dr. Rick Brinkman		
9/23/20 WEDNESDAY	8:30 A.M. - 10:00 A.M.	Athenian Leadership Dialogue - <u>Mandela's Way</u>	Mary Lynne Stratta	Peggy Hawker	
	10:00 - 10:30 A.M.	Break			
	10:30 - Noon	Athenian Leadership Dialogue	Mary Lynne Stratta		
	Noon - 1:00 P.M.	Lunch			
	1:00 - 2:30 P.M.	Academy Session - Policy Writing	Jordan Peabody		
	2:30 - 3:00 P.M.	Break			
	3:00 - 4:30 P.M.	Academy Session - Policy Writing	Jordan Peabody		
9/24/20 THURSDAY	8:30 - 10:00 A.M.	Athenian Leadership Dialogue	Mary Lynne Stratta	Peggy Hawker	This is Part 2 of the Athenian started on 9/23/20
	10:00 - 10:30 A.M.	Break			

DATE	TIME	SESSION	SPEAKER	CONVENER	OTHER
	10:30 A.M. - Noon	Athenian Leadership Dialogue	Mary Lynne Stratta		
	Noon - 1:00 P.M.	Lunch			
	1:00 - 2:30 P.M.	Academy Session - Policy Writing	Jordan Peabody	Peggy Hawker	This is Part 2 of the Academy started on 9/23/2020
	2:30 - 3:00 P.M.	Break			
	3:00 - 4:30 P.M.	Academy Session - Policy Writing	Jordan Peabody		

DRAFT



OAMR BOARD REPORT

Meeting Date: April 2, 2020
Source of Item: Historical Preservation Committee

Contact: *Gloria Tucker, Chair*
Contact Telephone Number: 541-574-0649
Contact E-Mail: g.tucker@newportoregon.gov

ISSUE STATEMENT

Action Requested: Approval of Revised Historical Preservation Committee Guidelines.

BACKGROUND

The Historical Preservation Committee began revising the current guidelines (last revised 2013) after the 2019 Annual Conference. Previous Chair Lisa Scholl created this goal, and her invaluable assistance helped the Committee reach its completion. The main changes to the guidelines are switching terminology from traditional scrapbooking to graphic design as well as ensuring the guidelines match actual practices.

RELATED POLICIES/BUDGET CONSIDERATIONS

No Budget Considerations.

BOARD OPTIONS

Action Requested: Approval of Revised Historical Preservation Committee Guidelines.
Alternatives could be to deny the revisions, or suggest specific, different revisions.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Chair recommendation is to approve the revised guidelines.

SUGGESTED MOTION

I move to approve the Revised Historical Preservation Committee Guidelines.

ATTACHMENTS

- A. Historical Preservation Guidelines (2013)
- B. Historical Preservation Guidelines (2020)



Oregon Association of Municipal Recordors

HISTORICAL PRESERVATION COMMITTEE (Revised 2013)

Purpose: To preserve the history of the Oregon Association of Municipal Recordors.

Coverage of the Scrapbooks: The scrapbook information contains the photos and newsletters from the annual conference to the next annual conference. For example: September 2009 to September 2010, and at the beginning of the conference in September of 2010 the Historical Preservation Committee will be starting a new notebook.

Responsibilities:

- a. The President shall provide a list of all committee members and special awards/recognitions given to members to be included in the official history of the Association.
- b. The Historical Preservation Committee shall provide the Newsletter Committee a list of specific photography needs for academy sessions and the annual conference.
- c. The Conference Committee shall provide two copies of the conference programs for the use by the Historical Preservation Committee records. One copy should be for the scrapbook, one for the Historical Preservation Committee records and possible additional copies as may be necessary.
- d. The Immediate President shall provide written statements to the Historical Preservation Committee following the conference about recipients of the President's Award, Recorder of the Year, and other awards.
- e. The Historical Preservation Committee shall store older scrapbooks in a central location after they have been scanned and added to the digital scrapbook files. The two most recent scrapbooks will be available at each annual conference. **The scrapbooks are not brought to Mid-Year.**
- f. The Historical Preservation Committee shall maintain the roster of officers, and conference locations.
- g. The Historical Preservation Committee shall maintain a list of all CMC's and MMC's, and provide this information to the Internet Committee Chair so it is available on the OAMR website.
- h. The Historical Preservation Committee shall maintain two digital photo frames. One frame shall contain photos of the Presidents and Award Recipients. The other shall contain photos of the general membership attending conferences, training sessions, On-the-Road training sessions and special events. The photo frames shall be stored and brought to each annual meeting.

PROPOSED DUTIES

The Historical Preservation Committee's scrapbook is the history of the organization, whereas the President's Album represents the President's year of meetings, and representing OAMR at IIMC and other state association conferences.

Supplies:

- Preferably, use 3-ring, 2-inch locking notebook instead of photo album in order to use sheet protectors and add copies of newsletters.
 - Use 8-1/2 x 11-inch archive Acid-Free Scrapbook paper (not construction paper).
 - Put completed pages in archival-safe sheet protectors, to protect photographs from fingerprints, scratches, etc.
 - Only one year per notebook.
 - Scan entire book for digital record. Provide to the Internet Committee Chair for posting on the website.
-
- Journal/label photos as much as possible.
 - To create interest on pages, use a solid color acid-free paper, and contrasting scrapbook paper to highlight or mat photos. Use of colored inks, labels, computer art-clips, templates and other scrap booking tools will also add interest.
 - **NOTE:** The OAMR Newsletter Committee designates an official photographer to take photos at the Annual Conference. If special photos are needed at conference, ask the designated photographer to take them. Ask that they obtain names of all participants in order to identify photos later in the Historical Notebook.
 - The OAMR Newsletter Committee provides a CD with photos to the Historical Committee with an index of the photos (the index includes the names of the people that are in the photos). Print out photos on photo paper to get the best quality photo as possible for long-term prints.
 - When the Historical Preservation Committee sends newsletter articles to the Newsletter Committee, it is recommended that you use the Newsletter Submission Guide and the OAMR Newsletter Manual.
 - Photos can either be distributed among the Committee Members, along with the paper, or have a "scrap booking" party to prepare photos pages. Add journaling. Photos can be put on both sides of the paper, so planning is essential.
 - Prepare a list of officers, committees, Professional Development Participants, members who received CMC, MMC, steps during the past year.
 - Add copies of all the newsletters to the notebook.

NOTEBOOKS DO NOT INCLUDE

- Committee Reports
- Proposals from the vendors
- The handbook

ORDER OF SCRAPBOOK:

- Cover for the year
- List of Officers
- List of Committees
- Professional Development participants during the past year
- Members receiving certification from IIMC – CMC, MMC steps. You can get this information from IIMC Verification Specialist. Provide to Internet Committee for the OAMR website.
- Photos
- Newsletters

PHOTOS TO INCLUDE FROM THE ANNUAL CONFERENCE:

- Current officers
- Regional member photos
- Out of State Guests
- Past Presidents
- Newly installed officers
- Photo of Newly Elected Officer(s) that was not able to attend the annual banquet
- Speakers
- Speakers for the Opening Ceremony
- Special events (President's Reception)
- Banquet – Swearing in, New Officers, Award Recipients (as presented and later with the President)
- The Head Table
- The Regional Photos

STORAGE:

Following the annual conference, the Historical Preservation Committee Chair will store the most recent Historical Photo albums (in plastic tubs); scrapbooking supplies; documentation; display board; and the digital photo frames. The main storage of scrapbooks can be at a central location where other OAMR documents are stored.



Oregon Association of Municipal Record Keepers

HISTORICAL PRESERVATION COMMITTEE (Revised 2020)

Purpose: To preserve the history of the Oregon Association of Municipal Record Keepers.

Annual Scrapbooks: Scrapbooks contain the photos and newsletters from each conference period. For example, the 2020 Annual Scrapbook contains photos and newsletters from September 2020 to September 2021.

Responsibilities:

- a. The President shall provide a list of all committee members and special awards/recognitions that shall be kept in a central location (Committee Hard Drive) for historical preservation.
- b. The Historical Preservation Committee shall work with the Newsletter Committee to ensure all needed photos are taken during the academy session and annual conference.
- c. The Conference Committee shall provide two copies of the conference programs for use by the Historical Preservation Committee. One copy should be for the scrapbook and one for the Historical Preservation Committee's records.
- d. The Historical Preservation Committee shall store older scrapbooks in a central location (City of Keizer) after they have been added to the digital scrapbook files. The two most recent scrapbooks will be available at each annual conference. **The scrapbooks are not brought to Mid-Year.**

DUTIES

Scrapbooks are the history of the organization.

Supplies:

- Use 3-ring, 2-inch locking notebook instead of photo album in order to use sheet protectors and add copies of newsletters.
- Use 8-1/2 x 11-inch cardstock.
- Put completed pages in sheet protectors.

Instructions:

- Only one year per scrapbook.
- Save entire book for digital record as a PDF. Provide to the Internet Committee Chair for posting on the website.
- Journal/label photos as much as possible. Photos are distributed among members through the OAMR Flickr site. A copy of the handbook is emailed to the members for reference.
- **NOTE:** The OAMR Historical Preservation Committee Chair assigns cameras based on volunteers available to take photos at the Annual Conference. Request photographers obtain names of all participants in order to identify photos later.
- Use programs like MS Word, MS Publisher, Canva, etc. Try to fit pages with the theme of the conference or event.
- When the Historical Preservation Committee sends newsletter articles to the Newsletter Committee, use the Newsletter Submission Guide and the OAMR Newsletter Manual.
- Add copies of all the newsletters to the scrapbook.

SCRAPBOOKS DO NOT INCLUDE:

- Committee Reports
- Proposals from the vendors

ORDER OF SCRAPBOOK:

- Cover for the year
- List of Officers
- List of Committees
- Professional Development participants during the past year
- Photos
- Newsletters

PHOTOS TO INCLUDE FROM THE ANNUAL CONFERENCE:

- Speakers, including the Opening Ceremony
- Classes/Sessions, including Athenian Dialogue
- Academy Session
- Region IX Meeting
- Annual Business Meeting, including swearing in
- President's Welcome Reception
- Mentor/Mentee/First Timer Breakfast
- Pink Walk
- Trivia Night
- Honored Guests Dinner
- Exhibitors/Sponsors
- Live and Silent Auctions
- Raffle Baskets
- Community Outreach Project

- Banquet
 - Incoming Board
 - Outgoing Board
 - Out of State/Honored Guests
 - Past Presidents
 - Swearing In
 - New Officers
 - Award Recipients (as presented and later with the President)
 - President's Corner
 - Group shots throughout the night
 - The Head Table
- Region Photos
- Registration Table
- President's Final Toast in her Suite
- Other photos that would make a good page.

STORAGE:

Following the annual conference, the Historical Preservation Committee Chair will store the most recent Historical Photo albums (in plastic tubs). The main storage of scrapbooks are kept at a central location (City of Keizer).



OAMR BOARD REPORT

INTERNET COMMITTEE REPORT

Meeting Date: June 26, 2020
Source of Item: Internet Committee Co-Chairs

Contacts: Kayla Duddy, Co-Chair
Contact Telephone Number: (541) 388-5505
Contact E-Mail: kduddy@bendoregon.gov

Melissa Thompson-Kiefer, CMC, Co-Chair
Contact Telephone Number: (503) 368-5627
Contact E-Mail: mthompson@nehalem.gov

ISSUE STATEMENT

Request for action on allocating funds for a paid Zoom account.

BACKGROUND

- **2019-2020 Internet Committee Members:**

Christie DeSantis, Molalla
Debby Roth, MMC, Cornelius
Hannah Wells, Milwaukie
Kathy Payne, MMC, St. Helens
Lisa Figueroa, CMC, Toledo
Marina Baker, Multnomah County
Susan Reeves, MMC, Scappoose

- **StarChapter – Potential New Website/Membership Software**

At the request of the Treasurer, the Internet Committee put the review of StarChapter, a potential new website/membership software, on hold so that credits for the cancelled April Mid-Year Academy & ALD could be maintained in Wild Apricot.

- **Website Makeover – Update Wild Apricot Theme Template**

Since the review of StarChapter is on hold, the Committee is resuming work on a selecting a new theme template for the current Wild Apricot website.

- **Zoom Paid Account – Request for Action**

President Kathy Payne, MMC and other Board members have requested that OAMR acquire a paid Zoom account for Board meetings, Region meetings and the Virtual Conference. OAMR can purchase Zoom at a discount through TechSoup. The base annual cost for 3 hosts is about \$265 and for 4 host is about \$365. We need to pay the base cost in full, then can purchase optional add-ons later at a discounted rate. See attachments A & B. Melissa Thompson-Kiefer will serve as Zoom Coordinator and additional members of the Internet Committee will act as hosts during the conference.

RELATED POLICIES/BUDGET CONSIDERATIONS

There is a total of \$4,900 budgeted for AV costs for the 2019-2020 conferences. The Treasurer recommends moving \$1,200 from the Food & Beverage line for the Annual Conference to AV to ensure there are sufficient funds to purchase whichever add-on options are necessary for the Virtual Conference. Although costs are based at an annual rate, the add-on options may be prorated for partial years.

BOARD OPTIONS

- 1) Authorize the purchase of a Zoom Pro-Plan account with 3 hosts *or*
- 2) Authorize the purchase of a Zoom Pro-Plan account with 4 hosts. *and*
- 3) Move \$1,200 from Annual Conference: Food & Beverage to AV.
- 4) Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Co-Chair Thompson-Kiefer recommends purchasing 4 hosts to ensure we have enough, since the initial purchase cannot be exchanged or refunded.

SUGGESTED MOTION

- 1) I move to authorize the purchase of a Zoom Pro-Plan account with 4 hosts.
- 2) I move to transfer \$1,200 from the Food & Beverage line item to AV in the Annual Conference budget.

ATTACHMENTS

- A. Zoom Cost Estimates
- B. Zoom Pro-Plan Rate Details from TechSoup

Zoom Costs - Estimated with Options

	3 HOSTS - TOTALS		4 HOSTS - TOTALS	
TechSoup Zoom Admin Fee (annual):	\$ 65.00		\$ 65.00	
Zoom Pro-Plan - 1 year -74.95 per host (100 participant)	\$ 224.85		\$ 299.80	
Total Base Annual Cost, up to 100 participants:		\$ 289.85		\$ 364.80
Add-On Options after purchase:				
Large meeting add-on (up to 500) \$600/year/host	\$ 1,800.00	\$ 2,089.85	\$2,400.00	\$2,764.80
Webinar Add-on \$700 annual/host (up to 500)	\$ 2,100.00	\$ 2,389.85	\$2,800.00	\$3,164.80
Total with Lg Mtg and Webinar Add-ons:		\$ 4,189.85		\$5,564.80

Zoom Meetings Pro Plan Bundle, 1-Year Subscription – Access to Discounted Rates

Description

[Subscribe to Boost](#) to save on this product and many more.

Your organization will benefit from this offer most if you need at least two hosts or if you want to use add-ons. See the Details and Service Costs tab for more information.

The Zoom Meetings Pro Plan combines video and audio conferencing, simple online meetings, and group messaging into one platform. Zoom meetings run on mobile and desktop devices and in hardware-equipped conference rooms. A meeting can have one host and up to 100 participants. All participants can be on video. Optional add-ons provide for larger meetings, room connector software, and webinar tools. They can be added at any time during the subscription year.

This offer provides access to a 50 percent discount on a one-year subscription for new subscribers for up to nine hosts. After you request this offer and pay TechSoup's administrative fee, **you'll also pay Zoom \$74.95 per host for the discounted subscription.** You must pay TechSoup's administrative fee each year to retain the 50 percent discount. Add-ons are also discounted at 50 percent over and above the cost of the meeting plan. See the **Details and Service Costs** tab for more information.

If you need more than nine hosts, request [this related product](#).

Benefits for Organizations

You can use Zoom Meetings to

- Connect local and remote team members
- Meet with colleagues, partners, donors, volunteers, and constituents
- Train employees or populations served

Major Capabilities

- **High-quality video and audio:** You can stream video at up to 720p.
- **Screen sharing:** Any participant can share a screen with the group. The host can choose to allow multiple participants to share their screens simultaneously. You can co-annotate shared screens.
- **Recording:** You can record meetings in MP4 (video), M4A (audio) and text (chat) formats. You can save them locally or, at an extra cost for more than 1 GB, to the Zoom Cloud.
- **Mobile features:** You can schedule, start, join, and share screens in mobile devices.
- **Scheduling from Outlook and Chrome:** With free plug-ins, you can

schedule meetings directly from Outlook Calendar or Google Calendar.

- **Optional Add-ons:**

- **Zoom Video Webinars:** Up to 50 panelists with polling, practice sessions, and more
- **Zoom Rooms:** Software for conducting and managing Zoom Meetings in conference rooms that are equipped with off-the-shelf hardware
- **Zoom H.323/SIP Connector:** Software for conducting Zoom Meetings in conference rooms that are equipped with hardware that meets the H.323 or SIP standards
- **Large meetings:** Expansion to 500 participants

Learn more on [Zoom's website](#).

Support

Zoom customer support includes free 24/7/365 email and chat assistance, on-demand and live trainings, and a detailed knowledge base.

Choose Carefully

The administrative fee for this product is not refundable, and the product cannot be exchanged.

Obtaining This Product

When TechSoup approves your request, we will send a message to your organization email address with instructions for obtaining and activating this product.

[Details and Service Costs](#)

System Requirements	See Zoom Meetings system requirements: <ul style="list-style-type: none"> • PC, Mac, and Linux • iOS and Android
Start Date	Your one-year subscription begins on the date the product request is approved, not the date the account is set up. We recommend that you set up your Zoom subscription as soon as your request is approved.
Discounted Rates	This offer provides access to a 50 percent discount on a one-year subscription at Zoom's current rates . You can purchase subscriptions for up to nine hosts. After you request this offer and pay TechSoup's administrative fee, you'll also pay Zoom \$74.95 per host for the discounted subscription. The discounted subscription allows each licensed host to hold an unlimited number of online meetings for one year.

	Each meeting can have up to 100 participants.
Discounted Rates on Additional Services	<p>This offer provides access to a 50 percent discount on add-ons at Zoom's current rates. You can add additional services at any time in the subscription year. Annual charges will be prorated for partial years. You will pay the following amounts to Zoom.</p> <ul style="list-style-type: none"> • Zoom Video Webinars (annual): <ul style="list-style-type: none"> ◦ 100 participants: \$200 per host ◦ 500 participants: \$700 per host ◦ 1,000 participants: \$1,700 per host ◦ 3,000 participants: \$4,950 per host ◦ 5,000 participants: \$12,450 per host ◦ 10,000 participants: \$32,450 per host • Zoom Rooms (annual): \$249.50 per room • Zoom H.323/SIP Connector (annual): \$249.50 per port • Large meetings (annual): <ul style="list-style-type: none"> ◦ 500 participants: \$600 per host
One-Year Prepaid Service Contract Required	You must agree to pay Zoom in advance for a one-year, nonrefundable service contract. See Zoom's terms of service .
Continuing Service After One Year	<p>To continue access to Zoom Meetings Pro Plan Bundle after the initial year of your subscription ends, Zoom requires that we reconfirm your eligibility each year. If you do not reconfirm your eligibility in time or are no longer eligible, Zoom will convert your subscription to the full retail price.</p> <p>TechSoup and Zoom will send you reminders before your subscription is set to expire. The reminders will tell you about the actions you can take to renew or end your subscription. Renewal will incur a \$65 admin fee.</p>
Existing Subscribers Ineligible	You can request this offer only if you do not already have a paid Zoom subscription.
Previewing Zoom Meetings	Zoom offers a full-featured Basic Plan for free with unlimited meetings. The Basic Plan has a 40-minute time limit on meetings with three or more total participants.
Credit Card Required	Zoom requires a valid credit card number to pay for your discounted service.

[Rules, Eligibility and Restrictions](#)

- **Quantity:** Organizations may request one discounted product per fiscal year (July 1 to June 30).
- **Budget:** Organizations with annual operating budgets of \$10 million or less are

eligible for products in this program.

- **Nonprofits and libraries only:** Products in this program are available only to qualifying nonprofits with 501(c)(3) designation and to public libraries. Public libraries must either have valid 501(c)(3) nonprofit status or be listed in the [Institute of Museum and Library Services \(IMLS\) database](#).
- **Organization types:** All organization types are eligible for products in this program.
- **Existing customers:** Organizations that already have paid Zoom subscriptions are not eligible for products in this program.
- **Terms of service:** Organizations that request Zoom products must agree to any applicable [terms of service](#).
- **Anti-discrimination policy:** Organizations that advocate, support, or practice discrimination based on age, ethnicity, gender, national origin, disability, race, size, religion, sexual orientation, or socioeconomic background are not eligible to participate in this program. Organizations must be willing and able to attest that they do not discriminate on any of these grounds in order to receive products in this program.
- **Case study:** Recipient organizations must be willing and able to provide information to Zoom for the purposes of creating a case study or testimonial on this program.
- **Product distribution:**
 - Products will be distributed under this program to qualifying organizations only, not to individuals.
 - Recipient organizations may not transfer or resell Zoom products.



OAMR BOARD REPORT

MEMBERSHIP COMMITTEE REPORT

Meeting Date: June 26, 2020
Source of Item: Membership Committee Chair

Contact: Phyllis Bolman, City of Monmouth
Contact Telephone Number: 503-751-0145
Contact E-Mail: pbolman@ci.monmouth.or.us

BACKGROUND

OAMR welcomes the following news members:

REGION I

Ukiah Hawkins, City Recorder, City of Tillamook.

REGION III

Sam Kaufmann, City Recorder, City of Dallas.

REGION IV

Robin Neace, City Recorder, City of LaPine.

BOARD OPTIONS

No action required.



OAMR BOARD REPORT

NEWSLETTER COMMITTEE

Meeting Date: June 26, 2020
Source of Item: Newsletter Committee Chair

Contact: Lisa Scholl, CMC
Contact Telephone Number: 503-366-8216
Contact E-Mail: lisa@ci.st-helens.or.us

ISSUE STATEMENT

This is an informational item only regarding the activities of the Newsletter Committee.

BACKGROUND

The Newsletter Committee has published three newsletters since I became Chair. I could not have done it without timely submittals from OAMR members and Newsletter Committee members with top-notch writing skills and a keen eye for proofreading.

We have lost a couple members and would really benefit from increased membership. Please consider joining us! The biggest commitment is reviewing and editing the draft newsletter once a quarter, and interviewing members when they receive their CMC and MMC designations and then writing an article. Of course, you are also welcomed to write additional articles that would be beneficial to members.

Thank you to our Committee members!

- Tori Barnett, MMC, Ontario
- Phyllis Bolman, MMC, Monmouth
- Kathy Payne, MMC, St. Helens
- Susan Reeves, MMC, Scappoose
- Debby Roth, MMC, Cornelius

RELATED POLICIES/BUDGET CONSIDERATIONS

None

MEMBERSHIP OPTIONS

If you are good with a red pen and can write an occasional article to spotlight fellow members, please consider joining the Newsletter Committee.

SUGGESTED MOTION

Informational only. No motion requested.



OAMR BOARD REPORT

Nominating Committee

Report Date: June 26, 2020
Source of Item: Nominating Committee

Contact: Debby Roth, MMC, Chair
Contact Telephone Number: 503-992-5305
Contact E-Mail: debby.roth@corneliusor.gov

ISSUE STATEMENT

The positions of OAMR Second Vice-President, Secretary, and Region Directors for Region I, Region III, Region V, Region VII and IIMC Region IX are open for 2020-2021.

Nominating Committee members include Anna Ruggles, CMC, Forest Grove; Debby Roth, MMC, Cornelius; Susan Reeves, MMC, Scappoose

BACKGROUND

The announcement and qualification material for the above listed board positions was published in both the Winter 2019 and Spring 2020 Newsletter. Candidate information will be included in the Summer 2020 Newsletter.

Positions open for the 2020-2021 year and declared candidates are:

SECOND VICE-PRESIDENT: Cathy Nelson, CMC, City of Waterloo

TREASURER: Melissa Thompson-Kiefer, CMC, City of Nehalem (Incumbent)

REGION I DIRECTOR: Dawne Shaw, CMC, City of Warrenton (Incumbent)

REGION III DIRECTOR: Karin Johnson, MMC, City of Independence (Incumbent)

REGION V DIRECTOR: Melissa Huhtala, City of Ashland (Incumbent)

REGION VII DIRECTOR: Vacant

IIMC REGION IX DIRECTOR: Ruth Post, MMC, City of Philomath

No Board action is requested at this time.

Thank you for the opportunity to fill in for Dawn Russ as Chair of the Nominating Committee.



OAMR BOARD REPORT

NCI EDUCATION COMMITTEE REPORT

Meeting Date: June 26, 2020
Source of Item: NCI Committee Members

Contact: Ruth Post, MMC, Philomath
Contact Telephone Number: 541-929-6148
Contact E-Mail: ruth.post@philomathoregon.gov

BACKGROUND

This Committee is OAMR's representation on the Northwest Clerk's Institute (NCI) Education Committee along with three representatives from AAMC, three from WMCA, and Institute Director Joann Tilton. The 2019-2020 OAMR NCI Education Committee is comprised of Professional Growth & Leadership Chair Karin Johnson, MMC, Independence; Education Committee Chair Peggy Hawker, MMC, Newport; and as appointed by OAMR President Kathy Payne: Ruth Post, MMC, Philomath.

REPORT

As everyone knows by now, the 2020 NCI Institute for Professional Development was another casualty of the COVID-19 pandemic. On April 27, 2020, the OAMR Board approved the expense from contingency funds of up to \$8,500 for OAMR's share of the 2020 Institute deficit. The most recent update from Director Joann Tilton is that Washington State University is completing the process of issuing refunds to registrants and still awaiting receipt of refunds from the University of Puget Sound.

Director Tilton continues to keep the NCI Education Committee updated on educational opportunities and discussions she is having with instructors to provide on-line classes. Please see her email attached to this report for details.

RELATED POLICIES/BUDGET CONSIDERATIONS

None at this time.

BOARD OPTIONS

No action is requested of or required by the Board.

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

None required.

ATTACHMENTS

- A. June 9, 2020 email from NCI Institute Director Joann Tilton

From: [Joann](#)
To: ["Kacie Paxton"](#); ["Jamie Newman"](#); ["Sara Peterson"](#); [Ruth Post](#); ["Peggy Hawker"](#); ["Karin Johnson"](#); ["City of Tonasket"](#); tstanger@wenatcheewa.gov; deputy_clerk@ci.westport.wa.us
Cc: ["Wyatt, Brianne Marie"](#)
Subject: Northwest Clerks Institute Update; IIMC Colloquium; IIMC Virtual Institute Collaboration Series
Date: Tuesday, June 9, 2020 3:58:15 PM
Attachments: [Institute Director Colloquium Part 1 Notes.docx](#)
[IIMC 2020 Virtual Institute Collaboration Series.docx](#)

Good afternoon everyone,

It's an odd feeling, sitting in California today, when I should be at the University of Puget Sound running between NCI PD2 and PD4 classes making sure everything is running smoothly. Everything about 2020, both personally and professionally, is different. I'm guessing all of you could say the same thing. This is an update on NW Clerks Institute and a few other things that are happening as it relates to Institutes and educating our Clerks/Recorders.

Brianne from WSU has advised she hopes to have all 2020 NWCI refund checks issued to a few outstanding participants who have been out of the office due to COVID-19. All credit card refunds have been issued to participants. Also, as of last week we were still waiting on refund checks from the University of Puget Sound. Due to COVID-19 the already slow University processes are moving even slower – that's my observation. Once these processes are complete, Brianne will provide documentation to the State Associations, via me and WMCA, to cover the deficit for our 2020 program.

Ann Macfarlane of Jurassic Parliament reached out to me in mid-May with an interesting offer. She was hosting a 90-minute webinar on May 21, "Meeting Minutes in Robert's Rules." The content was abbreviated but similar to what she presents in PD1. She offered a registration discount for the webinar to those who had been registered to attend PD1 2020. After talking with IIMC and getting its approval to offer this course as part of the NW Clerks Institute, Brianne of WSU sent out an email to those who had been registered for PD1. 6 people took advantage of the offer (2 Oregon, 2 Alaska, 1 California and 1 South Dakota). To date, 5 have returned KTAPS and have received a certificate of completion for .75 education points. This webinar will be included as part of the 2020 annual institute report I must prepare for IIMC. This is similar to what I do for the academies each of your organizations hold at annual conference or at your mid-year conferences.

Last week I met virtually with Heidi Olmstead and Karen Tanner of the Association of Washington Cities. The connection was made by Ann Macfarlane. AWC wanted to know if they could offer courses to the Washington Clerks, similar to Ann. AWC would like to offer virtual courses to the Clerks as a way of working with limited budgets and travel policies. The meeting was positive and fruitful. I'm currently reviewing AWC's recorded webinars and eLearning to determine which are best suited for Clerks, in terms of content, length of program and the possibility of allowing Clerks from Oregon and Alaska to participate as well. I've advised them as to the necessary documentation I would need for each course (description, objectives and outcomes, biographies for trainers), to propose this concept to IIMC. I've found that IIMC is currently flexible with educational offerings and formats due to the pandemic and Institutes having to cancel their regular programs. Of course, if approved, each course would need to provide attendance rosters and KTAPS would be prepared, distributed, and reviewed before certificates would be issued by the NW Clerks Institute. This is a

work in progress and I will keep you posted. If Oregon and Alaska could provide me with contacts with your League or Association of Cities, I'd be happy to reach out to see if they might want to have a similar partnership.

I have opened a dialogue with the majority of our current Institute trainers regarding the possibility of the courses they offer converting to an online/virtual format. Two currently offer courses virtually, and most of the others are open to the concept. This is a work in progress. I will keep you posted on these conversations.

In speaking with California Institute Director, Pamela Miller – her MMC Academy scheduled for September 23-25, 2020 will take place virtually this year. Typically I serve as a member of Pamela's training team, that is not the case for September. Pamela and I will be meeting to discuss how she is doing this and what challenges she has faced thus far. I do know that she is not offering certain courses as she does not feel they will translate well to the virtual setting. She is also limiting virtual seats to help insure effectiveness for the trainer and the participant. When asked if she was open to allowing participants from other States, she noted priority would be given to California Clerks due to the limited number of seats. I completely understand her reasoning. Pamela is completely open to being my experienced discussion partner on the topic of creating virtual learning opportunities.

With the cancellation of the IIMC Annual Conference, the Institute Director's Colloquium was held virtually in 2, 3-hour sessions. Kacie, Peggy and Alice joined me on May 22 for Part 1, however we unable to attend on June 5 for Part 2. Kacie took great notes for Part 1 (attached and including comments from IIMC President-Elect Sheri Pierce) and I'm in the process of deciphering my notes for June 5 – I'm a little rusty. Once I've completed them, I'll send them out to the Committee. The focus of Part 1 was the current delivery of education and a focus on providing member needs via electronic methods. Part 2 was a 90-minute continuation of that conversation and a 90-minutes discussion on the hiring of the currently vacant IIMC Director of Professional Development position, and what the Institute Director's would like to see in the next Director. IIMC staff will be following up with the ID's regarding the position's job description and the ID's were given a homework assignment regarding filling this important position with IIMC.

The biggest take-aways from Part 1 - a handful of Institutes are transitioning to online for 2020. I will collect that list and provide that information to each of you. Second, IIMC is temporarily allowing Athenian Dialogues to be held virtually due to COVID-19; and, third IIMC has collaborated with 8 Institutes to offer the new 2020 Virtual Institute Collaboration Series. I've attached information for your review and distribution to your members. If you'd prefer I can prepare an email for your distribution. This information is also going out in the IIMC weekly E-Briefing. Each week's course is limited to the first 100 people who register. Registration is \$50. Each course is 2-hours via an interactive webinar using Zoom Meetings. Assessments are required to obtain a certificate of completion from IIMC. At this time, IIMC will NOT be adding additional seats nor offering replays of these sessions. More information is in the related attachment.

In the ID Colloquium Part 1 attachment, Sheri Pierce notes the virtual institutes are a temporary allowance for those institutes which have be forced to cancel due to COVID-19. The stipulation that you cannot receive your CMC by utilizing all "online" courses remains in effect. I believe institutes

are in a state of transition and the future will be bring hybrids including both virtual and in-person learning. In my 40-ish years of experience with IIMC, it is rare to see them pull back on something once it has been allowed. While the IIMC Virtual Institute Collaboration Series does not replace or replicate a full institute, it is a way in which our Clerks/Recorders can continue with ongoing education.

As mentioned above, I'll be getting more information out to you soon (ID Colloquium Part 2 Notes, Institutes that have transitioned to an online format temporarily, follow up to AWC discussions). I'm happy to answer any questions you may have once you've had the opportunity to digest this information.

Stay safe and be well,

Joann

Joann Tilton

Director

Northwest Clerks Institute

(209) 456-7855





OAMR BUSINESS MEETING REPORT

Records Management Committee

Meeting Date: June 26 2020
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

ISSUE STATEMENT

This is an informational report of the activities of the RMC and does not include any Board action.

BACKGROUND

The RMC provides educational opportunities and guidance in the care and maintenance of city records.

The RMC has not been able to meet due to the ongoing coronavirus (COVID-19) pandemic. Meetings scheduled for March and May were canceled. Plans are in place for the committee to meet virtually on July 17.

RELATED POLICIES/BUDGET CONSIDERATIONS

There are no related policies or budget considerations associated with this report.

BOARD OPTIONS

The Board is asked to receive this report and provide any necessary feedback and direction.

CHAIR'S RECOMMENDATION

It is the chair's recommendation that the Board accept this report.

SUGGESTED MOTION

(none)

ATTACHMENTS

1. (none)



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: June 26, 2020
Source of Item: Scholarship Committee

Contact: Debby Roth, Chair
Contact Telephone Number: 503-992-5305
Contact E-Mail: debby.roth@corneliusor.gov

BACKGROUND

The purpose of the Scholarship Committee is to solicit applications and award scholarships based on the funding amounts approved by the OAMR Executive Board for attendance at the professional development institute series, the OAMR mid-year academy, annual academy, annual conference, and the annual IIMC conference.

The 2019/2020 Scholarship Committee members are: Nanci Moyo, CMC, Beaverton; Susan Reeves, MMC, Scappoose; Nancy Parker, CMC, Athena; Sadie Main, CMC, Estacada; Cathy Nelson, CMC, Waterloo; Carol Krager, CMC, Tigard; Dawne Shaw, CMC, Warrenton; Peggy Hawker, MMC, Newport; Kari Linder, Lake Oswego; Debbie Hamilton, CMC, Sutherlin; Lindsay Duarte, Warrenton, Izetta Grossman, CMC, The Dallas; Kelly Morse, MMC, Redmond; Kitty Vodrup, CMC, Junction City and Anna Ruggles, CMC, Forest Grove.

REPORT

Due to the COVID-19 Pandemic, the OAMR Mid-year Academy, Northwest Clerks Institute (NCI), and the annual Conference were all cancelled. Scholarships awards were then cancelled.

Currently a virtual conference is being planned and at the direction of board, scholarship availability will be advertised. The deadline for submitting scholarship applications is July 17, 2020; this will be adjusted as needed.

In previous discussions, the Scholarship Committee requested funding one IIMC Conference Scholarship annually. The committee recommends eligibility for the OAMR IIMC Conference scholarship every five years. Allowing a different member to attend each year.

Focus more funding for scholarships to attend Northwest Clerk Institute, OAMR conference and other education opportunities.

RELATED POLICIES/BUDGET CONSIDERATIONS

- The Scholarship Committee Job Description (Attachment A) was amended to reflect funding for one OAMR IIMC Conference Scholarship. Both names were removed from the OAMR IIMC Conference Scholarship; information has been placed on the website to learn about both Kathy Ishiara and Marge Price.

- The Scholarship Criteria was modified (Attachment B) to reflect eligibility to apply for the OAMR IIMC Conference Scholarship every five years.
- The Committee will come back to the Board and ask to consider increasing funding for future scholarships to attend NCI and or the Annual Conference.

BOARD OPTIONS

The Board can approve the requests as presented or send them back to the committee.

SUGGESTED MOTION

Attachment A: “I make a motion to approve the amended Scholarship Committee Job Description as presented.”

Attachment B: “I make a motion to approve the amended Scholarship Criteria as presented.”

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
SCHOLARSHIP COMMITTEE JOB DESCRIPTION**

Purpose

The purpose of the Scholarship Committee is to solicit applications and award scholarships based on the funding amounts approved by the OAMR Executive Board for attendance at the professional development institute series, the OAMR mid-year academy, annual academy and conference and the annual IIMC conference. OAMR will award scholarships to Full Members prior to providing scholarship awards to Associate Members. Associate Members must be currently employed by a legislative body.

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Chair Responsibilities

The Chair will be appointed by the OAMR President before the OAMR annual conference concludes. Following the annual conference, the Chair will develop scholarship deadlines in consultation with the Executive Board and will forward the deadlines to the Internet Committee for inclusion on the OAMR events page and to the Newsletter Committee for inclusion in the "Calendar of Events" section of the fall newsletter. Setting the deadlines will also allow the Chair to update the scholarship applications to post to the OAMR website as soon as possible. It will be the Chair's responsibility to submit additional website updates (and messages to the membership via the listserv), call committee meetings (if needed), set agendas and preside over the meetings. The Chair will provide information and may offer funding recommendations for the following year to the Budget Committee. After November 1, the Chair will send out reminders to vendors who have pledged to fund scholarships and let them know they can mail checks to the Treasurer.

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Tracking Sheet

The Chair will maintain a master tracking sheet that lists scholarship recipients by scholarship type and year. The list will also serve as a mechanism to track scholarship recipient reports, waiting lists, etc.

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Reporting to the Board

The Chair will provide the Executive Board with a report for each Board meeting including committee activities and recommendations, information on scholarships awarded and any other relevant information. The Chair will provide the Executive Board with an annual summary report to ensure inclusion in the Annual Business Meeting packet. The Chair will review the Job Description annually and make revisions, as appropriate, for Board consideration.

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Committee Responsibilities

The committee will review and rank applications and award scholarships for attendance at the professional development institutes, the mid-year academy and annual academy and conference based on established criteria. If any budget adjustments need to be made, the Chair will forward the committee's recommendation to the Board for consideration. The committee will also provide a recommendation to the President for the ~~Kathy Ishiara and Marge Price~~ OAMR IIMC Scholarships to the IIMC conference. Committee members who apply for a scholarship must refrain from ranking applications or participating in award discussions for that scholarship.

Professional Development Scholarship

The committee will include, in the winter OAMR newsletter, selection criteria and application forms. Typically, the committee awards scholarships in the amount of the current institute registration cost. The Chair of the Scholarship Committee will notify all applicants, as well as the institute director, of the names of the recipients and will provide the names of recipients to the Newsletter Committee for publication in the next available newsletter. Recipients will be asked to notify the OAMR Treasurer once they have sent in their registrations and the Treasurer will write one check for all of the recipients.

Mid-Year Academy Scholarship

The committee will include, in the winter OAMR newsletter, selection criteria and application forms. The Chair of the Scholarship Committee will notify all applicants of the names of the recipients and will provide the names of recipients to the Newsletter Committee for publication in the next available newsletter. The Chair will provide the OAMR Treasurer with the list of scholarship recipients as notification that registration costs are covered by scholarship for those members.

OAMR Conference Academy and Registration Scholarships

The committee will distribute, through the spring newsletter, criteria and application forms. The Chair of the Scholarship Committee will notify all applicants of the names of the recipients and will provide names of recipients to the Newsletter Committee for publication in the next available newsletter. The Chair will also provide a courtesy reminder notice to the recipients of the President's Award of Distinction and the Recorder of the Year Award from the prior year that they receive complimentary registration to the annual conference in the current year. The Chair will provide the OAMR Treasurer with the list of scholarship recipients as notification that registration costs are covered by scholarship for those members.

Kathy Ishiara and Marge Price OAMR IIMC Scholarships

The committee will distribute, through the summer newsletter, criteria and application forms. The President makes the award determinations. The Chair will create a certificates for the President to give to the recipients at the annual conference. The Chair will also direct the recipients to get in touch with the Treasurer to determine the best way to transfer the funds based on their employers' preferences.

Municipal Clerks Education Foundation-Sponsored Scholarships

The Chair will direct members to additional information on Municipal Clerk Education Foundation-sponsored scholarships for Certified Municipal Clerk and Master Municipal Clerk institutes on the IIMC website.

Scholarship Recipient Reports

Scholarship recipients are required to submit a report outlining what they have learned or what they will implement at their workplaces as a result of having attended the training provided by the scholarship within 30 days of training attendance. The Chair will provide the reports for the Board to read and for possible publication in the next newsletter. The Chair will also provide the reports to the Internet Committee Chair for posting on the website. If a recipient fails to submit a report, he or she is ineligible to apply for another scholarship for one calendar year, which will be noted on the scholarship-tracking sheet.

Scholarship Recipient Committee Service

Scholarship recipients of the professional development, mid-year academy, annual academy and annual conference scholarships are required to sign up for either the Special Projects/Fundraising Committee or the Conference Committee the following year. Failure to participate on either committee will make him or her ineligible to apply for another scholarship for three calendar years from the end of the committee participation year, which will be noted on the scholarship tracking sheet. The Chair will provide the President with a list of scholarship recipients prior to the annual conference so the President can make sure each recipient is noted on the committee lists.

Waiting Lists

If the committee receives more applications than available funding, the Chair will maintain a waiting list. If a scholarship recipient needs to cancel training attendance, the next person on the waiting list will receive the scholarship funds. The scoring used for the scholarships will determine the ranking for the waiting list. In the event of a tie, the date of receipt of the application packet will help determine rank.

Transferring Files

The outgoing Chair will provide the incoming Chair with electronic versions of all applications and criteria sheets, the master-tracking sheet, the current version of the committee job description and any other relevant information such as email discussions from prior years.

**Oregon Association of Municipal Recorders
Scholarship Guidelines for Professional Development,
Mid-Year Academy, and Annual Academy and Conference**

PURPOSE

The scholarships for Professional Development (PD) I, II, III and the Master Academy (IV) at the Northwest Clerks Institute, Mid-Year Academy, Annual Academy and Conference, and IIMC Conference are designed to encourage, and provide financial support for OAMR members to attend these training sessions with the goal of pursuing professional and personal excellence, and for achieving Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) through the International Institute of Municipal Recorders (IIMC).

APPLICATION REQUIREMENTS

The scholarship application deadlines are listed on the OAMR website under scholarships. A complete application package includes the completed application and a letter of support from a current supervisor, city manager and/or mayor showing financial need and that the employer is willing to provide support, either partially or in full, for the applicant for lodging and meals, travel expense reimbursement and work time to attend the event. Applications can be submitted by email or mail as indicated on the application *within the stated time limit on the OAMR website, under scholarships*. Applications submitted prior to the application opening will be returned and applications received after the closing date will not be considered for a scholarship.

AWARDS

Applications will be ranked by the Scholarship Committee by the use of a points system. At the end of each selection criterion below, the point(s) awarded for meeting that criterion is noted. OAMR will award scholarships to Full Members prior to providing scholarship awards to Associate Members (see OAMR Bylaws for qualifications), and Associate Members must be currently employed by a legislative body. The Committee Chair will notify the recipients in a timely manner. Scholarship funds are designed to cover the cost of registration (based on the current budget, scholarships to cover lodging cost may be provided to first-time attendees to Annual Conference and PD I). All other costs are the responsibility of the applicant. Recipients will be asked to notify the OAMR Treasurer once they have sent in their registrations and the Treasurer will write one check for all of the recipients for PDs, Mid-Year Academy, Annual Academy and Annual Conference. IIMC scholarship recipients will be reimbursed the cost up to the scholarship awarded; provide the OAMR Treasurer all receipts for reimbursement after the IIMC Conference.

WAITING LIST

If the Scholarship Committee receives more applications than available funding, the Chair will maintain a waiting list and will notify those on the list of their placement in a timely manner. If a scholarship recipient is unable to attend the event, the next person on the waiting list will receive the scholarship funds. The scoring used for the scholarships will determine the ranking for the wait list. In the event of a tie, the date of receipt of the application packet will determine rank.

SCHOLARSHIP RECIPIENT KNOWLEDGE TRANSFER ACTION PLAN (KTAP) AND REPORT

KTAP: Scholarship recipients for **PDs and Academies (Mid-Year and Annual)** are required to submit a KTAP to the NCI Director within 30 calendar days of training attendance. If a recipient fails to submit a report, he or she is ineligible to apply for another scholarship for one OAMR fiscal year (November 1 – October 31), which will be noted on the scholarship tracking sheet.

REPORT: Scholarship recipients for the **Annual Conference and IIMC Conference** are required to submit a report detailing the benefits received from their conference attendance within 30 calendar days of the completion of the conference. The report will be submitted to the Scholarship Committee Chair for distribution to the OAMR Board and for possible publication in an OAMR newsletter or posting on the OAMR website. If a recipient fails to submit a report, he or she is ineligible to apply for another scholarship for one OAMR fiscal year (November 1 – October 31), which will be noted on the scholarship tracking sheet.

COMMITTEE PARTICIPATION

Scholarship recipients are required to sign up for and participate on either the Special Projects/Fundraising Committee or the Conference Committee the following fiscal year. Recipients must sign up for either committee no later than October 31st. *Failure to do so will make recipient ineligible to apply for another scholarship for three fiscal years effective November 1st of the fiscal year following receipt of the scholarship. Failure to participate on either committee despite signing up will make recipient ineligible to apply for another scholarship for three fiscal years from the end of the committee participation year.*

CRITERIA*

1. Applicant is a Full Member of OAMR. *(1 point)*
2. Applicant is a member of IIMC. *(1 point)*
3. Applicant is pursuing Certified Municipal Clerk (CMC) *(5 points)* **OR** Master Municipal Clerk (MMC) *(1 points)* designation.
4. Applicant is a first-time scholarship applicant, or has applied for a scholarship before but has not received it. *(3 points)*
5. Applicant has not applied for any other scholarships during the OAMR budget year (November 1 to October 31). *(1 point)*
6. Applicant has attended OAMR conferences. *(1 point per year, maximum 5 points)*

* PD applicants: *Only OAMR members who are also IIMC members are eligible to receive this scholarship.*

* Conference applicants: *Applicant has served in the position for less than one year. (2 points)*

* **IIMC Conference scholarship recipients are eligible to apply once every five years.**



OAMR BOARD REPORT

Special Projects and Fundraising Committee

Meeting Date: June 26, 2020
Source of Item: 2nd Vice President

Contact: Angie Lanter, MMC, 2nd Vice President
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The purpose of the Special Projects and Fundraising Committee (SPFC) is to raise money for educational scholarships. The committee is fully responsible for raising funds for the benefit of the Association.

MEMBERS

The 2019-2020 Special Projects/Fundraising Committee has 24 dedicated members signed up to work on various activities, which include: Raffle Baskets, Auctions, Paddle Raise, 50/50 Card Cut, Pink Walk Scholarship Event, and donations for Conference Bag/Portfolios.

Amy Sowa, MMC, Roseburg
Dawne Shaw, CMC, Warrenton
Debbie Bernard, CMC, Willamina
Diane Harris, CMC, Sutherlin
Carol Weir, MMC, Rogue River
Cathy Nelson, CMC, Waterloo
DawnKaren Bevill, Newberg
Jennifer Rose-Stolz, Coquille
Katie LaFavor, Baker City

Kimmie Jackson, Yachats
Lilly Alarcon-Strong, CMC,
Hermiston
Lori Lesmeister, North Plains
Melanie Masterfield, Sutherlin
Michele Eldridge, CMC, Harrisburg
Nancy Parker, MMC, Athena
Natasha Johnson, Amity
Nicole Morris, MMC, Tualatin

Peggy Hawker, MMC, Newport
Sadie Main, CMC, Estacada
Stacie Cook, MMC, Mill City
Stephanie Borst, Vernonia
Susan Reeves, MMC, Scappoose
Tori Barnett, MMC, Ontario
Tracy Davis, MMC, Keizer

BACKGROUND

In 2018-2019, the Special Projects and Fundraising Committee worked hard to raise \$10,600. The 2019-20 goal is \$13,000. Our stretch goal is \$16,000. Due to the COVID-19 Pandemic, it could prove to be a bit more difficult for fundraising this year.

The Committee will be sticking with many of its most successful fundraisers, which we have adapted to work virtually, since we will not be holding an in person conference this year:

- [Pink Walk Event](#) - This annual scholarship fundraiser recognizing survivors and those who have been lost to cancer. We are exploring ways to hold a “Virtual” Pink Walk. Stay tuned for more details.
- [Raffle Baskets](#)- Region Baskets this year will be “Gift Certificate” Baskets. Be sure to gather gift certificates to restaurants, stores, salons, etc. in your region, and get them to your region director.
- [Auctions](#)- The committee is working on an online auction platform, and there will be some great items to bid on! Watch for more information!

Our current year-round fundraising activities include AmazonSmile and Fred Meyer Rewards. If you haven't yet linked your Amazon and Fred Meyer shopping to benefit OAMR, do it now! This is a great opportunity to raise additional funding year around. Visit the OAMR website for more info.

We are seeking other year-round fundraising suggestions to be discussed at the future meetings, so put those thinking caps on to come up with some great ideas.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

I highly recommend that OAMR members sign up for this committee. It is a rewarding experience to know your efforts provide scholarships to our membership. Thank you to all the dedicated members of OAMR for your donations and financial support.

SUGGESTED MOTION

None.

ATTACHMENTS

None.