



# OREGON ASSOCIATION OF MUNICIPAL RECORDERS ANNUAL BUSINESS MEETING

Friday, September 25, 2020 at 8:00 A.M.

Via Zoom

---

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of the September 20, 2019 Annual Business Meeting – *Debbie Bernard, Secretary*
- IV. Selection of the 2022 Conference Site – *Angie Lanter, 2<sup>nd</sup> Vice President*
- V. Adoption of 2020-2021 OAMR Budget – *Melissa Thompson-Kiefer, Treasurer*
- VI. Resolution Consideration for Banking Signatures 2020-2021
  - a. Resolution No. 2020-02
- VII. Annual Reports from Board Members and Committee Chairs
- VIII. 2020-2021 Executive Board Elections – *Debby Roth*
  - a. Offices of Second Vice President and Treasurer
  - b. Region Directors for Regions I, III, V, and VII
  - c. IIMC Region IX Director
- IX. Executive Board 2020-21 Oaths of Offices – *Tracy Davis*
- X. Other Business
- XI. Adjournment

### 2019-2020 Board

- Kathy Payne, MMC, President
- Cathy Steere, MMC, 1<sup>st</sup> Vice President
- Angie Lanter, MMC, 2<sup>nd</sup> Vice President
- Debbie Bernard, CMC, Secretary
- Melissa Thompson-Kiefer, CMC, Treasurer
- Nicole Morris, MMC, Immediate Past President
- Stephanie Borst, CMC, Region I Director
- Scott Stauffer, CMC, Region II Director
- Karin Johnson, MMC, Region III Director
- Sammy Egbert, Region IV Director
- Melissa Huhtala, Region V Director
- Izetta Grossman, Region VI Director
- Vacant, Region VII Director

### 2019-2020 Committee Chairs

- Angie Lanter, MMC, Audit
- Aubrey Minear, CMC, Bylaws
- Lori Lesmeister, City Rec. Procedure Manual
- Cathy Steere, MMC, Conference
- Peggy Hawker, MMC, Education
- Gloria Tucker, Historical Preservation
- Melissa Thompson-Kiefer, CMC; and Kayla Duddy, Internet
- Lisa Morgan, Legislative
- Phyllis Bolman, MMC, Membership
- Stephanie Borst, CMC, Mentoring
- Lisa Scholl, CMC, Newsletter
- Debby Roth, MMC, Nominating
- Ruth Post, MMC; Peggy Hawker, MMC; and Karin Johnson, MMC, NW Clerks Institute
- Karin Johnson, MMC, Professional Growth & Leadership Development
- Scott Stauffer, CMC, Records Management
- Diane Harris, CMC, Retired Clerks
- Debby Roth, CMC, Scholarship
- Angie Lanter, MMC, Special Projects & Fundraising



# OAMR BOARD REPORT

## OAMR BOARD REPORT

---

Meeting Date: September 25, 2020  
Source of Item: Secretary

Contact: Debbie Bernard, CMC, Planning and Development Clerk  
Contact Telephone Number: 503-876-2242  
Contact E-Mail: [bernardd@ci.willamina.or.us](mailto:bernardd@ci.willamina.or.us)

---

### BACKGROUND

Approval of the following Board Meeting Minutes:

1. September 20, 2019, Annual Business Meeting.

### RELATED POLICIES/BUDGET CONSIDERATIONS

### BOARD OPTIONS

The Board may approve the above-noted minutes as presented; the Board may make amendments and approve the minutes as amended; or the Board may take no action.

### CHAIR OR DIRECTOR'S RECOMMENDATION

Approve the above-noted Board Meeting Minutes as presented/amended.

### SUGGESTED MOTION

1. Motion to approve the above-noted Board Meeting Minutes as presented/amended.

### ATTACHMENTS

- A. September 20, 2019, Annual Business Meeting Minutes



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
ANNUAL BUSINESS MEETING  
September 20, 2019, 8:00 a.m.  
Riverhouse Bend Hotel and Convention Center- Bend, OR

*Minutes are unofficial until approved by the Board.*

---

**I. Annual Business Meeting Called to Order:**

President Nicole Morris, MMC, Tualatin, Region II, called the Annual Business Meeting to order at 8:00 a.m. Dawn Russ, Glendale, Region IV, served as Parliamentarian.

**II. Roll Call by Sign-In:**

Nicole Morris, MMC, President, Tualatin, Region II  
Kathy Payne, MMC, 1<sup>st</sup> Vice-President, St. Helens, Region I  
Marina Baker, 2<sup>nd</sup> Vice-President, Multnomah, Region II  
Melissa Thompson-Kiefer, CMC, Treasurer, Nehalem, Region I  
Trudy Borrevik, CMC, Secretary, Cottage Grove, Region IV  
Debbie Hamilton, CMC, Immediate Past President, Sutherlin, Region IV  
Dawn Russ, Parliamentarian, Glendale, Region IV

Dawne Shaw, CMC, Warrenton, Region I Director  
Angie Lanter, CMC, Banks, Region II Director  
Karin Johnson, MMC, Independence, Region III Director  
Sammy Egbert, Coburg, Region IV Director  
Melissa Huhtala, Ashland, Region V Director  
Izetta Grossman, CMC, The Dalles, Region VI Director  
Nancy Parker, Athena, Region VII Director

Joann Tilton, MMC, NCI Director  
Sara Peterson, MMC, AAMC President  
Patrice Olds, MMC, CCAC President

Susan Reeves, MMC, Scappoose, Region I  
Lisa Scholl, CMC, St. Helens, Region I  
Stephanie Borst, Vernonia, Region I

Scott Stauffer, CMC, Milwaukie, Region II  
Sadie Main, CMC, Estacada, Region II  
Kimberly Veliz, Wilsonville, Region II  
Hannah Wells, Milwaukie, Region II  
Natasha Johnson, Amity, Region II  
Julie Fisher, Sweet Home, Region II  
Christie DeSantis, Molalla, Region II

Amber Ames, MMC, Hillsboro, Region II  
Tami Bannick, Gladstone, Region II  
Kari Linder, Lake Oswego, Region II  
Lori Lesmeister, North Plains, Region II  
Kara Kerpan, Happy Valley, Region II  
Amy Aschenbrenner, Milwaukie, Region II  
Debby Roth, MMC, Cornelius, Region II  
Kattie Riggs, CMC, Oregon City, Region II  
Aubrey Minear, CMC, Hillsboro, Region II  
Sheril Jensen, Hillsboro, Region II  
Sandra King, MMC, Wilsonville (Retired) Region II  
Marcie Lumley, Sheridan, Region II

Tracy Davis, MMC, Keizer, Region III  
Ruth Post, MMC, Philomath, Region III  
Cathy Steere, MMC, Lincoln City, Region III  
Peggy Hawker, MMC, Newport, Region III  
Vickie Nogle, MMC, Hubbard, Region III  
Phyllis Bolman, MMC, Monmouth, Region III  
Gloria Tucker, Newport, Region III  
Carla Holzworth, Corvallis, Region III  
Donna Trippett, Lebanon, Region III  
Taylor Smoker, Dallas, Region III  
Debbie Lockhart, MMC, Keizer, Region III  
Heather Pierson, CMC, Woodburn, Region III  
Katie Scott, Sublimity, Region III  
Kimmie Jackson, Yachats, Region III  
Debbie Bernard, Willamina, Region III  
Ruth Ann Stellmaker, Salem, Region III  
Angela Speier, Silverton, Region III

Diane Harris, CMC, Sutherlin, Region IV  
Terri Long, Oakland, Region IV  
Roberta Tharp, CMC, Creswell, Region IV  
AJ Ripka, Springfield, Region IV  
Amy Sowa, MMC, Roseburg, Region IV  
Wendy Smith, Creswell, Region IV  
Melanie Masterfield, Sutherlin, Region IV

Deanna Casey, MMC, Central Point, Region V  
Carol Weir, MMC, Rogue River, Region V  
Jennifer Rose-Stolz, Coquille, Region V  
Melissa Olson, Coos Bay, Region V  
Karen Spoons, MMC, Medford, Region V  
Rita Ritz, Brookings, Region V

Trish Pinkerton, Redmond, Region VI  
Kathy Woosley, Cascade Locks, Region VI  
Marilyn Place, Cascade Locks, Region VI  
Kerry Prosser, Sisters, Region VI

Tori Barnett, MMC, Ontario, Region VII  
Lilly Alacon-Strong, CMC, Hermiston, VII  
Katie LaFavor, Baker City, Region VII  
Karen Howton, Island City, Region VII  
Nanci Sandoval, Umatilla, Region VII  
Michelle Fox, CMC, Athena, Region VII  
Marla Roberts, CMC, Nyssa, Region VII  
Sheila Jaspersen, Weston, Region VII  
Teri Bacus, Pilot Rock, Region VII

III. **Approval of Minutes of September 21, 2018, Annual Business Meeting**

Secretary Trudy Borrevik, CMC, Cottage Grove, presented the above-noted minutes for consideration. She said there was one name change that was spelled incorrectly but it didn't change the content.

**MOTION:** Tori Barnett, MMC, Ontario, moved, seconded by Tracy Davis, MMC, Keizer, to approve the minutes of September 21, 2018, Annual Business Meeting, as amended. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

V. **Selection of the 2021 Conference Site:**

First Vice-President Kathy Payne, MMC, St. Helens, said the committee had received bids for the 2021 Conference from the following:

- Best Western Agate Beach Inn - Newport
- Chinook Winds Hotel & Casino – Lincoln City
- Salishan Resort- Gleneden Beach
- Spirit Mountain Hotel & Casino – Grande Ronda

Kathy went over each of the bids. She said Salishan's food and beverage minimum was \$30,000 and the room rates were \$179/night and \$70 for a plated banquet meal which wasn't really an option for OAMR. She said both Chinook Winds and Spirit Mountain had smoke issues which had affected members in the past.

Karin Johnson, MMC, Independence, said she believed the Best Western Agate Beach Inn couldn't accommodate OAMR's dates.

Kathy said that was correct but they could do it the week after, September 28<sup>th</sup> – October 1<sup>st</sup>, 2021. She also said they had completed their remodel.

Ruth Post, MMC, Philomath, asked about Spirit Mountain and Kathy's comments about smelling smoke while eating at the buffet and asked if the buffet was located more in the casino section rather than the hotel/conference section.

Kathy said it was right next to the hotel/conference facility, between the casino and the conference facility.

Discussion was held on the different facilities.

Kattie Riggs, CMC, Oregon City, said the RMA Conference in 2021 could possibly be the same weekend as the dates for the Best Western Agate Beach Inn.

**MOTION:** Peggy Hawker, MMC, Newport, moved, seconded by Carla Holzworth, Corvallis, to award the 2021 OAMR Mid-Year Academy and Annual Conference to Best Western Agate Beach Inn, Newport.

**THE VOTE ON THE MOTION PASSED WITH 37 IN FAVOR AND 14 AGAINST.**

**IV. Resolution No. 2019-01 of Appreciation to Riverhouse Bend Hotel and Convention Center Staff and the 2019 OAMR Conference Committee**

President Nicole Morris read the resolution and presented it to the Riverhouse Bend Hotel and Convention Center Staff.

**MOTION:** Kattie Riggs, MMC, CMC, Oregon City, moved, seconded by Scott Stauffer, CMC, Milwaukie, to adopt Resolution No. 2019-01 of Appreciation to the Riverhouse Bend Hotel and Convention Center and the 2019 OAMR Conference Committee at Bend, Oregon. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**VI. Adoption of 2019-20 OAMR Budget**

First Vice-President Kathy Payne, MMC, St. Helens, read her 2019-2020 Budget Report. She said the proposed budget for 2019-2020 was \$151,701 which was \$27,386 more than the 2018-2019 budget. She said the proposed contingency was \$32,526 compared to \$28,600 for the 2018-2019 budget. She said the Budget Committee had proposed \$30,225 in scholarship funding which was an increase of \$3,575 from the 2018-2019 budget.

Dawne Shaw, CMC, Warrenton, moved, seconded by Nancy Parker, CMC, Athena, to approve the 2019-2020 OAMR Budget and Narrative. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**VII. Treasurer's Report and Audit Briefing**

Treasurer Melissa Thompson-Kiefer, CMC, Nehalem, said she had nothing to add to her report.

Kathy Payne, MMC, St. Helens, moved, seconded by Amy Sowa, MMC, Roseburg, to approve the Treasurer's Report and Audit Briefing as presented.

**MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**VIII. Resolution 2019-02 Banking Signatures 2019-2020:**

President Nicole Morris, MMC, Tualatin, said the Resolution authorized the incoming President and Treasurer or in either of their absences, the First Vice-President to sign on behalf of OMAR orders for payment or withdrawal of money.

Phyllis Bolman, MMC, Monmouth, moved, seconded by Izetta Grossman, CMC, The Dalles, to adopt Resolution No. 2019-02, a resolution authorizing signatures for banking services on behalf of the Oregon Association of Municipal Recorders.

**MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**IX. Annual Reports from Board Members and Committee Chair**

President Nicole Morris, MMC, Tualatin, said she had nothing to add to her report.

First Vice-President Kathy Payne, MMC, St. Helens, said she had nothing to add to her report.

Second Vice-President Marina Baker, Multnomah, said she had nothing to add to her report.

Secretary Trudy Borrevik, CMC, Cottage Grove, said she had nothing to add to her report.

Treasurer Melissa Thompson-Kiefer, CMC, Nehalem, said she had nothing to add to her report.

Immediate Past President Debbie Hamilton, CMC, Sutherlin, said she had nothing to add to her report.

Region Directors had nothing to add to their reports.

Audit Committee, Angie Lanter, MMC, Banks, said she had nothing to add to her report.

Bylaws Committee, Aubrey Minear, CMC, Hillsboro, said she had nothing to add to her report.

Education Committee, Peggy Hawker, MMC, Newport, said she had nothing to add to her report.

Historical Preservation, Lisa Scholl, CMC, St. Helens, said she had nothing to add to her report.

Internet Committee Co-Chairs, Melissa Thompson-Kiefer, CMC, Nehalem, and Marina Baker, Multnomah, said they had nothing to add to their report.

Legislative Committee, Lisa Morgan, Prineville, wasn't in attendance and didn't submit a report.

Membership Committee, Donna Biggerstaff, CMC, Pendleton, wasn't in attendance.

Mentoring Committee, Nancy Parker, CMC, Athena, said she had nothing to add to her report.

Newsletter Committee, Lisa Figueroa, CMC, Toledo, wasn't in attendance and didn't submit a report.

Nominating Committee, Susan Reeves, MMC, Scappoose, said she had nothing to add to her report.

NW Clerks Institute Committee, Karin Johnson, MMC, Independence, Ruth Post, MMC, Philomath and Peggy Hawker, MMC, Newport, said they had nothing to add to their report.

Professional Growth & Leadership Development Committee, Karin Johnson MMC, Independence, said leadership mentors had been assigned to the new elected officers. Kathy Payne's mentor is Karin Johnson, Marina Baker's mentor is Tori Barnett, Cathy Steere's mentor is Peggy Hawker, Melissa Thompson-Kiefer's mentor is everyone and the Secretary's mentor is Trudy Borrevik.

Records Management Committee, Scott Stauffer, CMC, Milwaukie, said he had nothing to add to his report.

Retired Clerks Committee, Diane Harris, CMC, Sutherlin, said she had nothing to add to her report.

Scholarship Committee, Nanci Moyo, CMC, Beaverton, wasn't in attendance.

Special Projects & Fundraising Committee, Kathy Payne, MMC, St. Helens, reminded everyone to buy raffle tickets and the 50/50 card cut. She announced the raffle drawing and 50/50 drawing would be at the afternoon break. She said

Scholarship Committee, Nanci Moyo, CMC, Beaverton, wasn't in attendance.

Special Projects & Fundraising Committee, Kathy Payne, MMC, St. Helens, reminded everyone to buy raffle tickets and the 50/50 card cut. She announced the raffle drawing and 50/50 drawing would be at the afternoon break. She said for those participating in the pink walk, they needed to turn in their pedometers to Tori before the afternoon session begins.

Nicole reminded members to sign up for the 2019-2020 committees. She reminded those who had received a scholarship to attend the conference that they needed to sign up for either the Conference Committee or the Special Funds and Projects Committee.

**X. 2019-20 Board Elections**

President, Nicole Morris, MMC, Tualatin, introduced Susan Reeves, MMC, Scappoose, Nominating Committee Chair, who conducted the elections of Second Vice-President, Secretary, and Region Directors for Regions II, IV and VI.

Susan said there were two Declarations of Candidacy submitted for Secretary: Debbie Bernard, Willamina and Melissa Bisset, CMC, McMinnville. She asked if there were any additional nominations for Secretary and none were received. Susan closed the nominations and asked members to cast their vote for Secretary on the ballots provided at the tables.

It was asked if the candidates could say a few words. Melissa Bisset was not present and Debbie Bernard, Willamina, said OAMR was a wonderful organization and she was running because she wanted to get involved.

Votes were tallied for the office of Secretary and Susan announced that Debbie Bernard had been elected Secretary.

Susan closed the 2019-20 Elections and said the following officers and directors were elected to office in accordance with the OAMR Bylaws:

Region II Director:	Angie Lanter, MMC, Banks
Region IV Director:	Sammy Egbert, Coburg
Region VI Director:	Izetta Grossman, CMC, The Dalles
Second Vice-President:	Cathy Steere, MMC, Lincoln City
Secretary:	Debbie Bernard, Willamina

She said Kathy Payne, MMC, St. Helens would succeed to the office of President and Marina Baker, Multnomah, would succeed to the office of 1<sup>st</sup> Vice-President.

**XI. Executive Board 2019-20 Oath of Offices and Passing of the Gavel**

Susan Reeves, MMC, Scappoose administered the Oaths of Office for Region Directors Angie Lanter, MMC, Banks, Region II; Sammy Egbert, Coburg, Region IV and Izetta Grossman, CMC, The Dalles, Region VI.

Susan Reeves, MMC, Scappoose administered the Oath of Office for Secretary Debbie Bernard, Willamina.

Susan Reeves, MMC, Scappoose administered the Oath of Office for Second Vice-President Cathy Steere, MMC, Lincoln City.

Susan Reeves, MMC, Scappoose administered the Oath of Office for First Vice-President Marina Baker, Multnomah.

Susan Reeves, MMC, Scappoose administered the Oath of Office for President Kathy Payne, MMC, St. Helens.

President Nicole Morris, MMC, Tualatin, thanked the membership for the privilege of representing OAMR the past year. She thanked everyone who helped her during her Presidency and especially her husband Skylar.

Nicole presented the OAMR gavel to President Kathy Payne, MMC, St. Helens.

Kathy congratulated Nicole on her year as President and thanked her for her hard work and dedication to OAMR.

Kathy spoke and said she was looking forward to her year as President of OAMR. She thanked her son and parents for always supporting her; Lisa Scholl and Susan Reeves for their support and friendship and the membership for having the faith in her to represent OAMR. She encouraged the membership to be authentic and share themselves with others and let their light shine.

**XII. Other Business**

Tori Barnett, MMC, Ontario, reminded those participating in the Kathy Walk, to turn in their pedometers at the back of the room prior to the lunch meeting.

**XII. Adjournment:**

President Nicole Morris, MMC, Tualatin, adjourned the Annual Business Meeting at 8:56 am.

Respectfully submitted,  
Trudy J. Borrevik, CMC, Cottage Grove  
OAMR Secretary



## OAMR BOARD REPORT

---

Meeting Date: September 25, 2020  
Source of Item: 2<sup>nd</sup> Vice President

Contact: 2<sup>nd</sup> Vice President, Angie Lanter, MMC  
Contact Telephone Number: 503-324-5112  
Contact E-Mail: [alanter@cityofbanks.org](mailto:alanter@cityofbanks.org)

---

### BACKGROUND

A Bid Notice/Request for Proposals for the 2022 OAMR Annual Conference was developed and sent to hotels in Region I & II. A copy of the RFP is attached.

Bids were received from the following:

- Best Western Plus Ocean View Resort - Seaside
- Rivertide Suites – Seaside
- Seaside Civic & Convention Center – Seaside
- The Benson Hotel - Portland

Seaside Civic & Convention Center does not have onsite hotel accommodations, and they do not have availability on the conference dates we requested for 2022. I reached out to the League of Oregon Cities to find out the dates of the 2022 LOC Conference. They responded back that the 2022 LOC Conference will be held October 12-15, 2022, so we do have some wiggle room if we want to move our conference dates around. The Seaside Convention Center has availability for our Mid-Year Academy March 28-31, 2020 or March 18-24, 2020. They have availability for our Annual Conference September 12-15, 2022, or September 19-22, 2022. The Rivertide Suites does not have meeting rooms that would accommodate our needs, but we have used their facilities in the past for housing and held the conference at the Seaside Civic & Convention Center. The Benson Hotel could possibly accommodate our needs, but their costs are a bit high. The Best Western Plus Ocean View Resort in Seaside has recently been remodeled, and I believe it could well serve our needs for both conference and rooms. I would like to thank Ruth Post, MMC, Philomath; Michele Eldridge, CMC, Harrisburg; Nicole Morris, MMC, Tualatin; and Karin Johnson, MMC, Independence, for reviewing the RFP's and giving their feedback. It was greatly appreciated!

Due to the fact that we have recently held conferences at the Seaside Civic & Convention Center, and stayed at the Rivertide Suites, I did not make site visits to those facilities as I am familiar with the layouts, and services provided.

The Benson Hotel provided us with a custom digital tour, due to the current protests happening in the area it was decided that this option made more sense than an in-person site visit. The review committee had a few questions for the Benson regarding room rates and parking. In the RFP from The Benson, they listed their room rate as \$229 per night. We inquired as to if this was the Government per diem rate, and it was not. The Benson came back to me with an amount of \$192 per night. They will know the rate for 2022 in October of 2021. The Benson charges \$42 per night for parking fees. We asked if those fees could be waived. The Benson came back to me that they cannot waive the parking fees, because they lease the parking lot. They were willing to offer a discount of \$8.00, making the parking rate \$34 per night. They also stated they would offer a \$5 per night discount on valet parking. There are self park garages in the area, that charge \$20 per night, but you cannot go in and out. While it is a beautiful venue, the prices are a bit steep.

I made a site visit to the Best Western Plus Ocean View Resort in Seaside (which also owns the Rivertide Suites) in July 2020 with Karin Johnson and Melissa Thompson-Kiefer (Thank you ladies!!!). They have done a remodel in the last couple of years. The downstairs meeting room is large enough for the Academy Session, as well as the Business Meeting and Banquet. Upstairs they have a large meeting room that can be divided into 3 sections. It was discussed that the vendors/auction items could be in the middle section, with general sessions on both sides, to cut down on noise, and there is a large foyer area that could be where the treasurer/registration/community outreach/raffle basket items could be located. Their proposal quotes \$149 per night for a double queen room. They also offer a micro queen room for \$119 per night. We reached out to the Best Western Plus Ocean View Resort, to see if there was any wiggle room on the types of rooms and the pricing. They came back to us that they are more than happy to edit the specific room counts for the different types of rooms in whatever manner will work the best for OAMR. They also own the Rivertide Suites, and they can reserve a room block for us there if the Best Western fills up. They also have a few

small meeting spaces at the Rivertide Suites, which may be an option for the Athenian Dialogue.

When it comes to AV & Food costs, the Seaside Convention Center, and the Best Western Plus Ocean View Resort are very close cost wise. The major differences are the Convention Center charges \$1,000 per day to use the meeting spaces, and Best Western will waive the fee with 200 achieved room nights. For food, the Convention Center does not have a minimum (lunches are \$17.75 per person / dinner \$23.95 per person). Best Western has a \$12,000 minimum (\$24.00 lunch / \$24.00 dinner). Both have complimentary wifi. AV charges are complimentary with the convention center, and BW charges based on the equipment we need (they have an AV menu which is attached).

#### **RELATED POLICIES/BUDGET CONSIDERATIONS**

The Food & Beverage minimum for The Benson Hotel is \$18,000; Seaside Civic & Convention Center has no minimum, Rivertide Suites does not have food services, and the Best Western Plus Ocean View Resort is \$12,000. Charges for guest rooms, classrooms, AV, etc. vary, as you can see in the attached proposals and response matrix.

#### **MEMBERSHIP OPTIONS**

1. Approve the 2022 OAMR Conference at one of the respondent facilities; or
2. Reject all proposals and re-bid the Conference.

#### **CHAIR OR DIRECTOR'S RECOMMENDATION**

The Best Western Plus Ocean View Resort, and the Seaside Convention Center/Rivertide Suites both can accommodate our room and conference requirements. I would recommend the Best Western Plus Ocean View Resort, so that everyone is under one roof for rooms & conference sessions.

#### **SUGGESTED MOTION**

*"I move to award the bid for the OAMR 2022 Annual Conference and Mid-Year Academy to [choose one]."*

#### **ATTACHMENTS**

- A. 2022 Bid Notice/RFP
- B. Response Matrix
- C. Proposal from Seaside Convention Center - Seaside
- D. Proposal from Rivertide Suites & Best Western Plus Ocean View Resort - Seaside
- E. Proposal from The Benson Hotel – Portland

**ATTACHMENT A**  
**2022 BID NOTICE/RFP**

## REQUEST FOR PROPOSALS



### **Oregon Association of Municipal Recordors Annual Conference September 20-24, 2022**

The **Oregon Association of Municipal Recordors** has the pleasure to announce it is soliciting bids for its Annual Conference to be held **September 20-24, 2022**

#### **PROCESS TO SUBMIT A BID:**

- Your bid and supplemental material for the 2022 Annual OAMR Conference must be received by the OAMR 2<sup>nd</sup> Vice President no later than **Friday, April 17<sup>th</sup>, 2020**.
- You will be contacted no later than Friday, May 15<sup>th</sup>, 2020, by the OAMR 2<sup>nd</sup> Vice President to schedule a Pre-Qualification Site Visit.
- The decision on the 2022 conference site is made by the OAMR membership at the 2020 Annual Conference Business Meeting on Friday, September 18<sup>th</sup>, 2020.
- Further information may be obtained by contacting Angie Lanter, MMC, OAMR 2<sup>nd</sup> Vice President, 503.324.5112 or [alanter@cityofbanks.org](mailto:alanter@cityofbanks.org).

**Please return bid packet with supplemental material by Friday, April 17<sup>th</sup>, 2020 to:**

Angie Lanter, MMC  
OAMR 2<sup>nd</sup> Vice President  
City of Banks  
13680 NW Main Street  
Banks, OR 97106  
[alanter@cityofbanks.org](mailto:alanter@cityofbanks.org)

### **MEETING REQUIREMENTS:**

- Tuesday – Saturday: Secured room to include space for a minimum of 14 - 6' tables for Registration and OAMR Auction Items. Other items 6 - 6' tables needed - total tables needed: 20
- Tuesday Afternoon: space to put together conference materials and auction items.
- Wednesday Minimums:
  - Morning and Afternoon Session: 1 session room for 80, classroom style, with A/V
  - Lunch: Plated or buffet for 80, rounds of 8-10, A/V.
  - Reception: Stand-up and casual seating for 50.
- Thursday Minimums:
  - Early Morning Session: 1 session room for 100, theater style, head table for 7 on risers, A/V.
  - Late Morning Session: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
  - Lunch: 1 session room for 115, rounds of 8-10, head table for 6 on risers, A/V.
  - Afternoon Session: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
  - All day session: 1 session room for 35 people, U- Shape with A/V
  - Evening Dinner Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, A/V.
- Friday Minimums:
  - Early Morning Meeting/Breakfast: 1 session room for 100, rounds of 8-10, head table for 10 on risers, A/V.
  - Late Morning Meeting: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
  - Lunch: Plated or buffet for 100
  - Afternoon Sessions: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
- Saturday:
  - Morning Meeting: casual seating space for 20, OAMR move-out.

### **EXHIBIT SPACE:**

- Space must be accessible to internet and power outlets.
- Exhibitor Set-Up: Wednesday evening
- Exhibit Hall Open: Thursday and Friday
- Exhibitor Move-Out: Friday afternoon
- Minimum of fifteen 8' skirted tables with 2 chairs at each required
- Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks and 8-10 tables of auction items.

### **FOOD & BEVERAGE REQUIREMENTS: *(subject to change)***

Minimum Food & Beverage not to exceed \$18,000

- Wednesday:
  - AM Coffee Station
  - Lunch: Plated or buffet lunch for 80
  - Reception: Hors d'oeuvres for 50
- Thursday:
  - AM Coffee Station
  - Lunch: Plated or buffet for 120
  - Dinner: Plated for 120 with cash bar

- Friday:
  - Breakfast: Plated or buffet for 100
  - Lunch: Plated or buffet for 100
- Additional Meals:
  - Breaks: Beverage and small snack or hors d'oeuvres
- To give OAMR a perspective on menu/catering costs, please provide current catering charges including tax, service charge, and gratuity for the following:
  - One-gallon coffee
  - Plated breakfast
  - Luncheon club sandwich with beverage and dessert
  - Banquet of salad, beef entrée (or chicken) with dessert

**ROOM BLOCK:**

- 90 rooms peak night(s).
- Group rate to be available one day prior to and one day following conference.
- OAMR prefers to house all attendees at same location.
- Estimated rooms by night:
  - Tuesday – 50 rooms
  - Wednesday – 80 rooms
  - Thursday – 90 rooms
  - Friday – 40 rooms
- Quote current year group rate and government rate for single and double rooms.

**HOTEL TO PROVIDE:**

- One Presidential Suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out)
- Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received).
- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 1).
- Complimentary valet and/or parking.
- Complimentary Wi-Fi/Internet access in guest rooms and for vendors.
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- Quote projected group rate for the year 2021.
- Extend conference rates to attendees one day prior and one day after conference.
- Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1).
- Room blocks must be held until 21 days prior to opening of conference (a four-week cut-off date will be published to the attendees).

**SUPPLEMENTAL MATERIAL:**

- Floor plan with location of all facilities.
- Sample contract.
- Distance from nearest airport in miles and drive time.
- Method of transportation to/from airport and applicable charges.
- Clarification on smoking areas (if applicable)

**ADDENDA TO BID SOLICITATION:**

***Addendum 1.*** The Oregon Association of Municipal Recordors also holds a Mid-Year Academy Session the first Friday in April in the same year as the Conference. The Academy Session is preceded by an OAMR Board Meeting on Thursday afternoon.

If awarded the Annual Conference, the Mid-Year Academy Session will also be held at your facility; the proposed dates are:

- April 7, 2022 (Athenian Dialogue and Board Meeting)
- April 8, 2022 (Mid-Year Session)

**REQUIREMENTS INCLUDE:**

- Thursday, 7:00 am – 6:30 pm: 1 room for the Athenian Leadership Dialogue (35 people) and Board Meeting (25 people)
- Friday, 7:00 am – 5:00 pm: 1 session room for 60-80, classroom style, with AV
- Friday, Noon – 1:00 pm: lunch for 60-80
- Room block: 50 rooms Thursday night, 15 rooms Friday night
- One Presidential Suite to be provided complimentary for Wednesday through Friday night

**ATTACHMENT B**  
**RESPONSE MATRIX**

## OAMR 2022 Conference Bid Response Matrix

	The Benson Hotel	Seaside Civic & Convention Center	Rivertide Suites	Best Western Plus Ocean View Resort
Food & Beverage Minimum	\$18,000.00	No minimum	N/A	\$12,000.00
Meeting Room Fee	\$0.00	\$1000.00 per day	N/A	Waived with 200 total achieved room nights
Table Fee (OAMR Use)	\$0.00	Complimentary	\$0.00	Waived
Exhibitor Table Fee	\$40.00	Table & Chair free/pipe, drape, linen, table skirt, power have fees	\$0.00	Waives
Wi-Fi	\$0.00	Complimentary	\$0.00	Included
AV Costs	\$0.00	Complimentary	Per Item (Refer to catering packet)	Per Item (Refer to catering packet)
Hotel Room Rate (std room)	\$229.00	Contact hotels directly	\$139.00 for Studio Suite w/Queen Bed	\$149.00 for Mountain View w/two Queen Beds
Room Tax Rate	15.30%	10.00%	12.80%	13%
Gallon of Coffee	\$68.00	\$39.75	\$50.00 for large urn	\$50.00 for large urn
Plated Lunch	\$22.00 - \$33.00	\$17.75	\$24.00+/person	\$24.00+/person
Plated Banquet	\$32.00 - \$66.00	\$23.95	\$24.00+/person	\$24.00+/person
Gratuity	20.00%	15.00%	19.00%	19%
Attrition	80.00%	Contact hotels directly	85% with closed room block (0% with open rate)	85% with closed room block (0% with open rate)
Comped Rooms	1/40 + Presidential Suite + 1 for pre-planning	Contact hotels directly	1/per 35	1/per 35; Once Ocean View Jacuzzi Room (4 nights); One-Night Stay

Additional Notes				
Welcome Reception Area	London Grill with its secret wine cellar	Client preference	Lobby available for use	Foyer
Where are Vendors Located	Kent Room	Client preference	Off property	Lewis and Clark Ballroom
Meals in Relation to Classrooms	Close by	Client preference	Off Property	Seaside/Sandpiper (downstairs)
Dance Floor Available	Yes	Pac Room has cement floor, no other dance floor	No	Yes
Location of Meeting Rooms	Main space on Mezzanine Level	2nd floor and mezzanine	Small Meeting Rooms on 3rd and 4th floor	Lower Level and 3rd floor
Sinks outside of restrooms in guest rooms	No	Contact hotels directly	Yes	Yes for some
Guest rooms in relation to classes	12 Floors, righ above the Mezzanine. Elevator	Contact hotels directly	Off Property	Close proximity
Breakfast on-site	No	Contact hotels directly	Yes - Continental Breakfast included	Yes - Buffet breakfast not included in room rate
Location to Coffee Bar (ie Starbucks)	1 floor away	Expresso & Coffee machine in lobby	Less than one block	On-site
Other	Comp wine, beer or spirits tasting daily. \$5 discount on valet parking. 2 complimentary valet parking passes. Waived amenity fee. Welcome amentiiies for 4 people. 1 upgrade to a Junior Suite.	Not available September 20-24, 2022. They do have availability September 19-22, 2022 or September 12-15, 2022.	Meeting Space Offered at Sister Location (Best Western Plus Ocean View Resort)	
Mid-Year Requirements/Offers	At \$229.00 or lower	Not available for mid-year dates	Sister Property - Best Western Plus Ocean View Resort	One complimentary Ocean View Jacuzzi Room (3 nights)

### Prior Region I & II Conference Sites:

2018 - Portland - Holiday Inn PDX

2015 - Seaside - Convention Center/Rivertide Suites

2011 - Portland - Embassy Suites Downtown

2006 - Portland - Doubletree Lloyd Center

2001 - Astoria - Red Lion Inn

1999 - Beaverton - Greenwood Inn

1994 - Seaside - Shilo Oceanfront Resort

**ATTACHMENT C**  
**PROPOSAL FROM**  
**SEASIDE CIVIC & CONVENTION CENTER**

Seaside Civic and Convention Center  
Response to OR Association of Municipal Recorders  
RFP for 2022 Annual Conference

**Availability:**

September 19-22, or 12-15, 2022. Preferred dates are unavailable.

**Meeting Requirements:**

We can accommodate all requirements.

**Exhibit Space:**

We can accommodate all Exhibit requirements.

**Food & Beverage Requirements:**

We can provide all requested meals and breaks.

Cost of One gallon of coffee: \$39.50 + 15% service fee

Plated breakfast: Skillet Scramble: \$17.75 + 15% service fee

Luncheon club sandwich: \$17.75 + 15% service fee

Banquet: Dijon Chicken: \$23.95 + 15% service fee

**Room Block:** There are over 250 guestrooms within one block of Center. None of our properties have 90 guestrooms, but they are all within walking distance.

Current GSA per diem: Current rates October 2019 - June 2020: \$112.00

We are a free-standing convention center, and are owned and operated by the City of Seaside, with no guestrooms attached. Please contact hotels directly for concessions.

**Supplemental Material:** Floor plan and sample contract are attached.

We are approximately 80 miles, and 2 hours drive to PDX. There is no shuttle service available.

**Addenda to bid:**

We cannot accommodate the Mid-Year Academy, as we have conventions in the house.

**SEASIDE CIVIC & CONVENTION CENTER  
LICENSE AGREEMENT  
(STANDARD)**

This agreement is made and entered into by and between the Seaside Civic and Convention Center, hereinafter referred to as "THE CENTER" whose address is 415 First Avenue, Seaside, Oregon 97138, and \_\_\_\_\_ hereafter referred to as "LICENSEE".

AUTHORIZED REPRESENTATIVE:

ADDRESS:

CITY/STATE/ZIP CODE:

DAYTIME PHONE:

EMAIL:

NAME OF EVENT:

EVENT DATE(S):

ESTIMATED ATTENDANCE:

EVENT WEBSITE:

PUBLIC EVENT:    \_\_\_ YES (May be ticketed event)    NO

ROOM USAGE:

TYPE OF EVENT:

The City of Seaside owns and manages the Seaside Civic and Convention Center, and the LICENSEE desires a temporary non-assignable right to use and occupy a portion of the premises of the Center.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE FOLLOWING, PROMISES, COVENANTS AND CONDITIONS, THE PARTIES AGREE AS FOLLOWS:

- A. **FACILITY USE SCHEDULE:** The term of this agreement is from **8:00AM to 11:59PM** on each day facilities are to be provided by the CENTER, unless additional time is authorized in advance.
- B. **OVERTIME:** LICENSEE shall pay to the Center an additional use fee in the sum of \$75.00 for each hour or fraction of an hour for the extension of said Event on the premises by LICENSEE, its patrons or customers **BEFORE 8:00AM and AFTER 11:59 P.M. EACH DAY.**

**PAYMENT SCHEDULE**

**RENTAL FEES:**

Payment shall be made in the following manner and on the basis and terms set forth below: Check, Cash, cashier's, credit card (*Note: 3% transaction fee will apply to all credit card payments*) or money order made payable to the "City of Seaside".

**RENTAL DEPOSIT OF \_\_\_\_\_ and SIGNED LICENSE AGREEMENT DUE \_\_\_\_\_**

**SERVICES TO BE PROVIDED BY THE CENTER AT CENTER'S EXPENSE**

- A. Standard facility set-up and strike, changeovers and housekeeping services.
- B. Basic Sound, lighting, audio visual equipment, multimedia projector, high speed DSL wireless internet, heating, custodial services, parking, HVAC services and 250 black and white copies.
- C. Such equipment including, but not limited to, stage, risers, chairs and tables.

**SERVICES TO BE PROVIDED BY THE CENTER AT LICENSEE'S EXPENSE**

- A. Security, static IP address, scissor-lift, exhibitor table linens/skirts, follow-spot, excessive electrical needs and pipe and drape services, duplicating of material exceeding 250 black and white copies, all color copies.
- B. The CENTER, or its designee, will furnish additional services to LICENSEE such as labor, audio-visual, sound, lighting, equipment materials (to the extent of the existing inventory), and technicians, at LICENSEE'S request. All charges arising from such services shall be charged to LICENSEE by Center or its designee at the prevailing rate for such additional services.
- C. Unless otherwise authorized by the General Manager, all plumbing, electrical or carpenter's work required to be done on the premises of Center in connection with LICENSEE's use thereof, and all electrical current or domestic gas required for the LICENSEE's use (excepting normal heating and lighting) shall be done or furnished by the Center or approved representative. For such, LICENSEE shall pay the Center based on the current rates in effect for the facility.

1. **AUTHORIZED AREA AND TERMS:** Center reserves the right to control all Lobby and Common Area(s) and will permit LICENSEE to use those areas of the Lobby and Common Area(s) as is deemed appropriate for the event. The kitchen, administrative and storage areas of the Center are for the exclusive use of Center staff. Access to these areas will be granted if deemed necessary by the Center General Manager. Center shall have the right to use, or permit to be used, any portion of the Center that is not granted to the LICENSEE under this agreement. This right shall be subject to Center General Manager's prudent business judgment. **In the event of a disagreement on the best use of the building, the decisions of Center General Manager shall be final.**

Failure to make advance rental deposits as outlined above shall constitute immediate breach of this agreement by LICENSEE. In the event of such failure to make advance payments as required, it is agreed that the Center may, at its sole discretion, cancel this event and retain all deposits received for rental and apply such amounts to the amounts due and owing to Center and all remedies available to it as pursuant in Paragraph 14. The Center will credit deposits paid against the costs of the event at the time the Center prepares a final invoice for the event. LICENSEE shall pay other event or service costs and the balance of the facility rental charge, if any, immediately on receipt of the Center invoice. Interest will be assessed and paid at one and one-half per cent (1.5%) per month on all balances due after thirty (30) days from the date of billing. It is further understood and agreed that the failure to make rental deposits and to meet all obligations under the terms of this agreement, shall result in the termination of all future scheduled events.

2. **DEFACEMENT OF FACILITY:** It is understood and agreed that the Center licenses to LICENSEE the authorized area in the Facility "as is" and that the LICENSEE will make, at its own expense, all changes, alterations, installations and decorations therein that are previously agreed to by the Center, and the LICENSEE will restore, at its own expense, the Facility to the same condition in which it existed prior to any alterations. LICENSEE shall be responsible for any costs to repair or replace property at the Center damaged or lost during the term of this Agreement. Ordinary wear and tear, or by other cause beyond control of LICENSEE is accepted.

3. **INDEMNITY:** LICENSEE agrees to indemnify and hold harmless the City of Seaside, its employees and agents, against any and all claims, demands, causes of action, costs and liabilities, in law, or in equity, directly or indirectly resulting from or caused by LICENSEE's use and occupation of the facilities herein above described whether such use is authorized or not, or for any act or omission of LICENSEE, or any of its officers, agents, employees, guests, patrons, or invitees, and the LICENSEE shall, at its sole risk and expense, defend such suits, actions, or other legal proceedings arising from LICENSEE'S use, occupation, act or omission which may be instituted against the City of Seaside, its employees or agents; in any such suit, action or legal proceedings arising from LICENSEE's use, occupation, act or omission; and LICENSEE shall pay for any and all damages to the facility described, normal wear and tear excepted, caused by LICENSEE, its officers, agents, employees, guests, patrons and invitees; provided, however, that

this paragraph shall not indemnify the City, its employees, agents for any claim, liability or damage arising or resulting from the negligent acts of the City, its agents and employees.

4. **INSURANCE:** LICENSEE shall maintain in full force and effect during LICENSEE's use and occupation of the facilities as herein provided and any extension thereof, at LICENSEE's expense, bodily injury, liability and property damage insurance. In addition to LICENSEE, the City of Seaside and its employees and agents thereof shall be named as additional insured. For meetings consisting between 40-100 attendees the policy shall not be less than five hundred thousand dollars (\$500,000.00). Meetings exceeding 100+ attendees shall provide coverage in the amount of one million dollars (\$1,000,000.00) single limit covering bodily injury, personal liability and property damage (for damage to property of City of Seaside) arising out of or in any way connected with LICENSEE's agreement. LICENSEE shall furnish the Center General Manager a copy of the policy or certificate of insurance to be in full force and effect during the term of this agreement. This policy is due thirty (30) days prior to occupancy. LICENSEE shall not be required to provide insurance coverage of meetings up to 40 attendees unless catering and alcoholic beverages are served. In this case LICENSEE shall provide coverage in the amount of five hundred thousand dollars (\$500,000.00) Note: All usage, regardless of number of attendees, involving the Pacific, Necanicum or combination of either must provide one million dollars (\$1,000,000.00) insurance coverage.

5. **COMPLIANCE OF LAWS:** LICENSEE shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with all laws, ordinances, orders, rules, regulations and requirements of all federal, state, county and city governments, commissions, and officers, whenever applicable, all rules and regulations of the City of Seaside Police and Fire Department, and all policies, rules and regulations established by the City of Seaside for the use of the Center. Such compliance shall also include all arrangements necessary for compliance with the American with Disabilities Act (ADA) requirements.

6. **PUBLIC HEALTH AND SAFETY:** LICENSEE agrees not to bring into the Center, any material, substance, equipment, object, or activity which is likely to cause damage to the Center, endanger the life or cause bodily injury to any person in the Center, or which is likely to constitute a hazard without the prior written approval of the Seaside Convention Center and appropriate authorities of the City of Seaside. LICENSEE must ensure that its employees, agents, contractors, exhibitors, patrons and invitees comply with such restrictions. LICENSEE will not permit entrance by persons inside any area of the Center in excess of established capacity for such area. LICENSEE shall not permit any live animal, reptile, fish or bird to enter and remain in the Center unless approved in writing by the Center General Manager, with exception of the American with Disabilities Act (ADA) service animal provisions. All such animals so admitted must remain on a leash at all times.

7. **ASSIGNMENT:** No assignment of this agreement shall be made by LICENSEE without prior written consent of the Center General Manager.

8. **STORAGE:** In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the premises either prior to, during or after using the facility by any LICENSEE hereunder, the Center and its employees shall act solely for the accommodation of the LICENSEE, and neither the Center nor its employees shall be liable for any loss, damage or injury to property. Items may be delivered no sooner than seventy-two (72) hours prior to occupancy. A storage fee of \$75.00/day will commence for all items left beyond forty-eight (48) hours of conclusion of occupancy.

9. **OBSTRUCTIONS:** LICENSEE shall not do, or permit to be done, anything which may interfere with the effectiveness or accessibility of utility, heating, ventilating, or air conditioning systems or portions thereof in the Center, nor do, or permit to be done, anything which may interfere with free access and passage thereof, or to the public areas adjacent thereto, or to the street or sidewalks adjoining.

10. **SCHEDULING:** Unless otherwise specified in writing, the Center General Manager shall be privileged to schedule other similar events both before and after the date of this contract without notice to LICENSEE.

11. **COPYRIGHT INFRINGEMENT:** The LICENSEE represents and warrants that all copyrighted music will be performed or produced, with the express permission from the copyright owner or through a music license from a designated Performing Rights Organization including, but not limited to ASCAP, BMI or SESAC. The LICENSEE represents and warrants that all obligations under the copyright license shall be performed or completed by the LICENSEE. The LICENSEE agrees to defend, hold harmless and indemnify the Center for any and all liability, claims, costs, action expenses including legal fees that may arise out of or from a copyright license agreement or copyright license agreement or copyright infringement lawsuit or both or any representation or warranty made herein.

12. OCCUPANCY INTERRUPTIONS: In case the Center or any part thereof shall be destroyed or damaged by fire or any other cause, or if any casualty or unforeseen occurrence, labor disputes, war or acts of military authorities shall render the fulfillment of this contract difficult or impossible of performance, this rental agreement shall be at once canceled. The Center shall not, in any case, be held liable or responsible to LICENSEE for any damage caused by the cancellation and the Center shall be relieved from any further liability by reason of this agreement, and no claims or compensation of damage shall be made against the Center by LICENSEE. Any refund for the unused portion of the agreement shall, under such circumstances be refunded to LICENSEE.

13. DEFAULT: Should the LICENSEE default in the performance of any of the terms and conditions of this license, the Center at its option, may terminate the same. LICENSEE shall be liable for the full amount of the fee provided herein. Any deposit made by LICENSEE to the Center shall be retained by the Center.

14. CANCELLATIONS BY CENTER: In addition to the right to terminate this license agreement upon LICENSEE's default, misrepresentation of intent to use the center or failure to meet first priority scheduling requirements as defined in the Center's scheduling policies for contracts signed twelve (12) months and beyond, the Center General Manager under extreme conditions shall have the right to terminate all or part of this agreement at any time, without liability to the Center upon thirty (30) days written notice. This agreement may also be terminated when the facilities are required for public necessity or emergency use. Under such termination, any deposit made by LICENSEE shall be refunded.

15. DISCRIMINATION: LICENSEE further promises and agrees that it will not, on the grounds of race, color, sex or national origin, discriminate or permit discrimination against any person or groups of persons during its use and occupancy of the premises.

16. HAZARDOUS SUBSTANCES: LICENSEE, its officers, employees and agents, and any exhibitors, customers or other participants in the event(s) covered by the License Agreement are prohibited from bringing any hazardous substance into the authorized areas or onto Center property and are prohibited from allowing any hazardous substance to be brought into the authorized areas or onto Center property. As used in this paragraph, "hazardous substance" has the meaning given that term in ORS 466.5409(9). If any governmental authority or other third party demands that a clean-up plan be prepared and that a clean-up be undertaken because of any release of hazardous substances that occurs as a result of LICENSEE's use of the authorized areas or entry on Center property, LICENSEE shall, at LICENSEE'S expense, prepare and submit the required plan and all related bonds and other financial assurances, and LICENSEE shall carry out all such clean-up plans. LICENSEE agrees to indemnify the City of Seaside and their respective members, officers, agents, directors and employees against any claims, costs and expenses of any kind, whether direct or indirect, incurred voluntarily or pursuant to any state or federal law, statute, regulation or order, for the clean-up, extraction, detoxification or neutralization of any release of any hazardous substance associated with or arising from the LICENSEE'S use of the authorized areas or entry on Center property. As used in this paragraph, "release" has the meaning given that term in ORS 466.540(4). LICENSEE's obligation under this paragraph survives termination or expiration of the License Agreement.

17. ATTORNEY FEES AND COSTS: If case, suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney fees at trial or on appeal of such suit or action, in addition to all other sums provided by law. If any party to this Agreement places it in the hands of an attorney for collection or enforcement of the covenants contained herein as a consequence of a default, the party in default agrees to pay the reasonable fees and expenses of such attorney, even though no suit or action is instituted, as a consequence of default.

18. LICENSEE'S ASSUMPTION OF RESPONSIBILITY: The LICENSEE expressly assumes full responsibility for all persons connected with LICENSEE'S use of facility, including all its employees, agents, members, invitees and contractors. **All paid contractors (decorators, sound and/or lighting technicians) of the LICENSEE must have a current City of Seaside business license.**

19. ADDENDA AND ATTACHMENTS: Any addenda, statement of policy, requirements and/or operations items attached hereto are made a part of this Agreement as if copied in full herein.

20. CANCELLATION FEE: A cancellation fee of \$1000.00 will be in effect for this contract if canceled with less than twelve (12) month written notice from day of event.

21. FORCE AND EFFECT: This license agreement shall have no force or effect unless executed. The original hereof shall

be delivered to the CENTER. LICENSEE covenants and agrees that its failure to fully and faithfully perform all covenants, material conditions and agreements hereunder shall excuse Centers continued performance. LICENSEE is not authorized to bind the Center to any contracts or other obligations. The Center shall not be liable for any acts of LICENSEE or their assistants or employees in exercising the license granted herein

22. FOOD BEVERAGE AND CONCESSIONS: Oregon Fine Foods, the contracted caterer for the Center shall have exclusivity on all food, beverage and concession sales (including outside catering) and distributions.

23. DISPUTE RESOLUTION: In the event that a dispute arises under this Agreement that the parties can't resolve, they shall allow the dispute to be decided by a Dispute Panel in the following manner: each party to this Agreement shall appoint one member to the Dispute Panel, and the members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the parties hereto. The parties shall equally share the costs, if any, for the services of the Dispute Panel.

24. HOLD HARMLESS/INDEMNIFICATION: Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents in the performance of this Agreement. No party to this Agreement shall be responsible for the acts and omissions of those entities or individuals not a party to this Agreement.

**License agreement shall become null and void unless fully executed by LICENSEE and returned to the Center by March 19, 2018**

\*An electronic signature, or counterpart original signatures, shall have the same force and effect, all serving to bind the signing party to this agreement.

**Seaside Civic and Convention Center:**

By: \_\_\_\_\_  
Russell Vandenberg, CVE  
General Manager

\_\_\_\_\_  
(Date)

**Licensee:**

By: \_\_\_\_\_  
Authorized Representative

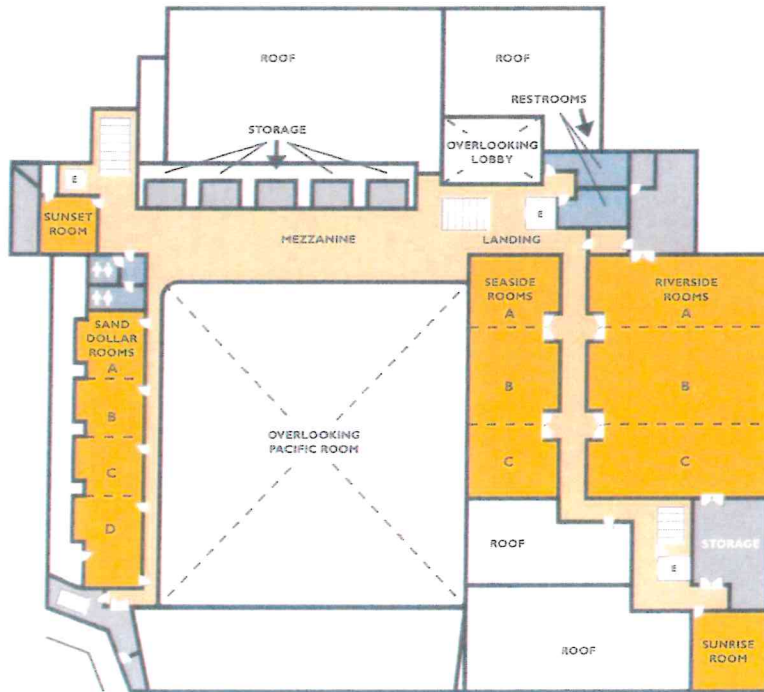
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
(Date)

# SEASIDE CIVIC AND CONVENTION CENTER

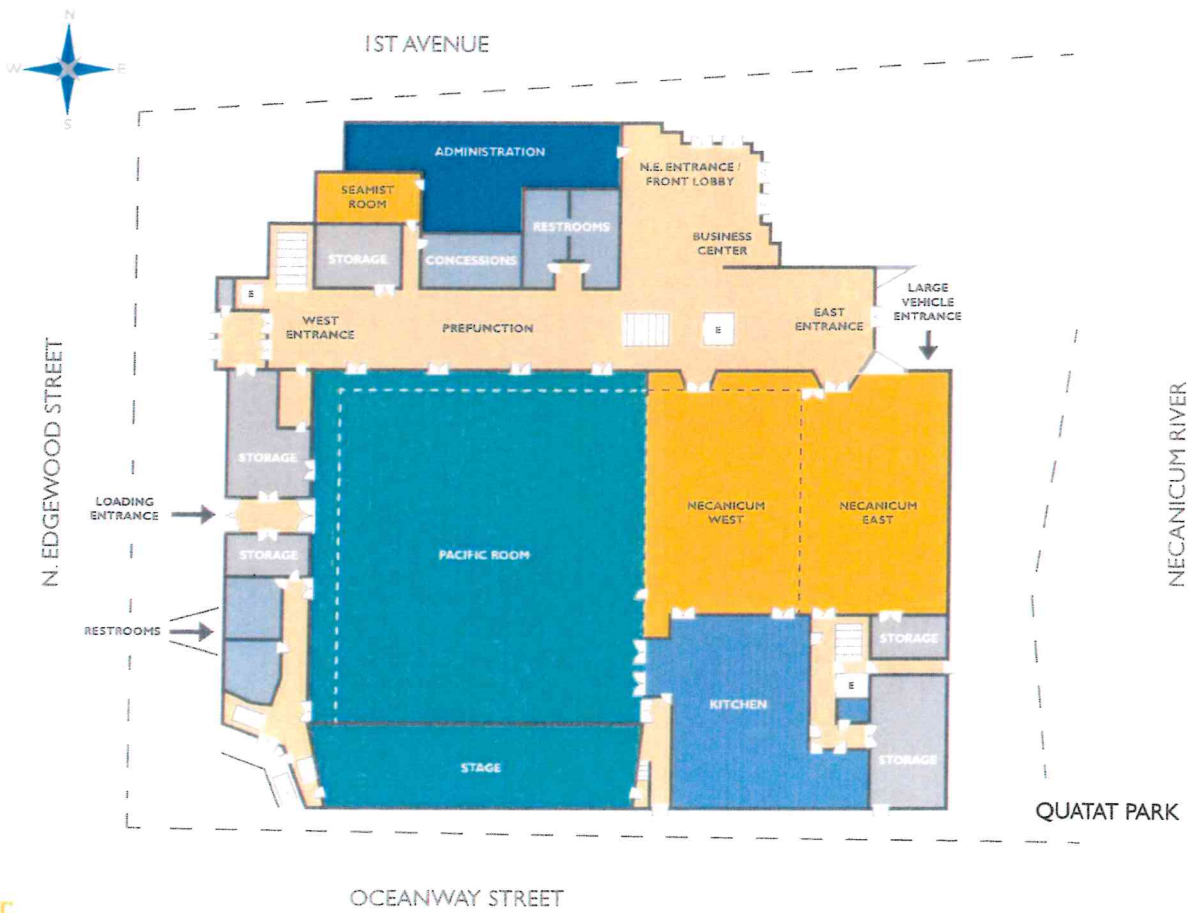
## UPPER LEVEL FLOOR PLAN



Room (Upper Level)	Dimensions	Sq. Footage	Ceiling	Theater	Classroom	Rounds of 10x	Reception	Exhibit Booths (8' x 10')	Boardroom Square
Seaside ABC	71' x 27'	1,917	10'	120	80	100	100	/	
Seaside A	21' x 27'	567	10'	40	24	30	35	/	
Seaside B	29' x 27'	783	10'	55	32	30	40	/	
Seaside C	21' x 27'	567	10'	40	24	30	35	/	
Riverside ABC	72' x 50'	3,700	10'	300	192	210	250	23	
Riverside A	22' x 50'	1,100	10'	72	36	50	75	/	
Riverside B	30' x 50'	1,500	10'	114	64	80	100	/	
Riverside C	22' x 50'	1,100	10'	72	36	50	75	/	
Sunrise Room	22' x 24'	528	10'	36	20	30	35	/	
Sunset Room	17' x 15'	255	10'	Fixed	Fixed	Fixed	Fixed	Fixed	Board Table/16
Sand Dollar ABCD	69' x 17'	1,173	10'	80	64	80	100	7	
Sand Dollar A	17' x 17'	289	10'	20	16	20	25	/	
Sand Dollar B	16' x 17'	272	10'	20	16	20	25	/	
Sand Dollar C	16' x 17'	272	10'	20	16	20	25	/	
Sand Dollar D	20' x 17'	340	10'	20	16	20	25	/	

# SEASIDE CIVIC AND CONVENTION CENTER

## MAIN LEVEL FLOOR PLAN



Room (Main Level)	Dimensions	Sq. Footage	Ceiling	Theater	Classroom	Rounds of 10x	Reception	Exhibit Booths (8' x 10')
Pacific	105' x 100'	10,500	18'	950	400	530	750	72
Necanicum West/East	90' x 67'	6,030	12'	450	336	350	450	45
Necanicum West	67' x 44'	2,948	12'	225	172	150	230	22
Necanicum East	67' x 46'	3,082	12'	225	180	160	245	23
Pacific + Necanicum	/	16,530	18'/12'	1450	736	880	1,200	117
Seamist Room	15' x 31'	465	9'	35	20	20	30	/
Stage	20' x 65'	1,300	12'	/	/	/	/	/
Front Lobby	43' x 37'	1,600	15'	/	/	/	110	/
Back Lobby	181' x 24'	4,334	8'	/	/	/	310	/



## EQUIPMENT CHART

<b>THE FOLLOWING EQUIPMENT IS PROVIDED AT NO COST</b>
---

4' x 6' Magnetic Dry Erase/Message Board (2)

**Approved tape for walls & other surfaces**

Copies; Black & White (**up to 250**)

Dry Erase / Flip Chart Board (**11**)

High-Speed Fiber Optic Internet WiFi

Microphones, Stands, and Stage Equipment

- There is an ample supply of microphones for most applications and events that are conducted in various breakout spaces. For more detailed information concerning facility multimedia systems and Pacific Rm. Audio & Stage Lighting system specifications [click here](#). For light plot, [click here](#).
  - Risers, 6' x 8'; selectable height (**8**)
  - Risers, 3' x 8' x 6" (**8**)
  - One additional 6' x 8' riser is available for Pacific Rm. stage use only.

Multimedia & Audio-Visual

- 46" Flat HDTV Monitor, portable (**6**)
- Ceiling-mounted projector/screen
  - *All installed A/V systems have been professionally engineered & installed to ensure adequate room coverage.*
  - Pacific Room – (**2**)
  - Necanicum Room(s) – (**4**)
  - Seaside Room(s) – (**2**)
  - Riverside Rooms – (**3**)
- Media Disc Player; Blu-Ray, DVD, CD, Stream – (**2**)
- Wall mounted digital displays
  - Seamist Room (**86"**)
  - Sunset Conference Room (**75"**)

Pianos

- Yamaha Baby Grand (**1**) Pacific Rm. stage only
  - Additional charges apply for tuning services.
- Roland HP-508 Digital Piano (**1**) All other spaces

Registration Area / Business Ctr.

Currently equipped with HP OfficeJet Pro 8720, telephone, and network connections for client convenience.

Sound Shell Towers (**5**)

Standard Easels (**13**)

Tables

- 8' x 30" (**225**)
- 6' x 30" (**20**)
- 8' x 18" Classroom (**145**)
- 6' x 18" Classroom (**16**)
- 72" Round (**85**)
- Bistro Tables (**15**)

<b>THE FOLLOWING EQUIPMENT &amp; SERVICES ARE PROVIDED FOR A NOMINAL FEE</b>
--

- Scissor Lift (Liability waiver & training **\$100/ Event** required)
  - Vendor Booth **\$25.00/ Booth**
    - 8' x 10' Pipe & Drape, Bare 8' Table, 2 Chairs
  - Electrical Power – 120 volts/booth **\$20.00/vendor**
  - Static IP Address **\$100.00 ea./event**
  - Cloth Table Linens (non-catered) **\$10.00 ea.\***
  - Table Skirt (Black Only) **\$5.00 ea.**
  - Licensed Event Security, hourly **By Request**
- \*Linen prices subject to change without notice.

**ATTACHMENT D  
PROPOSAL FROM  
RIVERTIDE SUITES  
AND  
BEST WESTERN PLUS OCEAN VIEW RESORT  
SEASIDE**



Rivertide Suites

Thursday, April 9<sup>th</sup>, 2020  
**RE: Oregon Association of Municipal Recorders – Request for Proposal**  
Angie Lanter, MMC  
OAMR 2<sup>nd</sup> Vice President  
City of Banks  
13680 NW Main Street  
Banks, Oregon 97106

Cindy Kroll  
Director of Sales  
**Best Western Plus Ocean View Resort**  
**Rivertide Suites**  
414 N Prom,  
Seaside, Oregon 97138

Dear Ms. Angie Lanter,

The *Rivertide Suites* and *Best Western Plus Ocean View Resort Hotels* located in *Seaside, Oregon* are pleased to provide a bid in response to the *Oregon Association of Municipal Recorders' Request for Proposal*, for the dates of September 21<sup>st</sup>-25<sup>th</sup> and April 6<sup>th</sup>-8<sup>th</sup>, 2022.

Enclosed please find:

- *Best Western Plus Ocean View Resort Hotel* and *Rivertide Suites Hotel* Conference Proposals – September 21-25, 2022
- *Best Western Plus Ocean View Resort Hotel* Sample Guest Room Contracts (Rivertide Suites available upon Request)
  - 2022 Group Rates – September 21-25 **Open Rate Agreement**
  - 2022 Group Rates – September 21-25 **Closed Block Agreement**
  - 2022 Group Rates – April 6-8, 2022 **Closed Block Agreement** (Open Rate available upon Request)
- *Best Western Plus Ocean View Resort Hotel* and *Rivertide Suites Hotel* – Floor Plans
- Directions, Drive Time, and Map – from the Portland International Airport to Seaside, Oregon

Should your committee elect to visit the *Ocean View Resort* or *Rivertide Suites* throughout the bid process, we would like to offer one (1) complimentary room night, based on availability. I think you will be pleased to see that our hotels are additionally willing to accommodate the special concessions as requested:

- 21 Day Cut-Off – Both Hotels
- Group Rate available one day prior to and following conference – Both Hotels
- 1/35 Complimentary Room Nights – Both Hotels
- One Ocean View Jacuzzi Suite for a total of four (4) nights (September 21-25, 2022) – BW Plus Ocean View Resort
- One Ocean View Jacuzzi Suite for a total of three (3) nights (April 6-8, 2022) – BW Plus Ocean View Resort

Ms. Angie, thank you for this opportunity. Please let me know if you or your committee should require additional information. I look forward to hearing from you!

Sincerely,

Cindy Kroll,  
Director of Sales

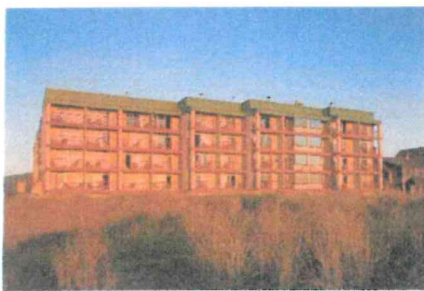


**PROPOSAL**  
**Designed with Your Needs in Mind!**  
**Oregon Association of Municipal Recorders Conference**

Thank you for the opportunity to host your conference at the *Best Western Plus Ocean View Resort and Rivertide Suites*, Oregon's Premier Coastal Destination. In the heart of the Pacific Wonderland, located on Oregon's Northern Coast just 60 minutes west of Portland on Seaside's infamous promenade. You and your guests will be able to relax and feel taken care of by our professional sales, catering, and guest service agents to ensure your experience is unparalleled.

**PROPERTY FEATURES**

- Beachfront access and views
- Ocean Bakery Café, onsite full-service restaurant
- Well-equipped fitness center
- Indoor pool
- Complimentary WIFI throughout property to include guest rooms, meeting space, and outlets
- Beach Front Property just four (4) short blocks to Downtown



Room Type	Tu 09/20/2022	We 09/21/2022	Th 09/22/2022	Fr 09/23/2022
Micro Room Small Single Queen	\$119	\$119	\$119	\$119
Mountain View w/two Queen Beds	\$149	\$149	\$149	\$149
Partial View w/two Queen Beds	\$159	\$159	\$159	\$159
Ocean Front King w/Queen Wall Bed	\$169	\$169	\$169	\$169
Ocean View King w/Queen Wall Bed	\$179	\$179	\$179	\$179
Ocean View Jacuzzi King Bed	\$209	\$209	\$209	\$209

The rates will be used as a basis for the 2022 rates for the dates September 20<sup>th</sup>-25<sup>th</sup> event dates based on fair market value. The rates will not be more than a 4% increase per year between 2020 and 2022.

All guestroom rates are based upon single or double occupancy, an additional \$20 per person and are non-commissionable. All guestroom rates and fees are quoted exclusive of applicable state/local taxes - currently 12.8%.

All of our rooms feature pillow-top mattresses and many offer an oceanfront private balcony, fireplaces, kitchenettes, and oversized jetted tubes. All rooms include hairdryers, large flat-screen TV with cable, mini-fridge, microwave, coffeemaker, iron and ironing board, daily lobby newspaper, and am/fm radio clock. You group rate will include complimentary in-room WIFI.

<b>OCEAN VIEW KING ROOM</b>	Features a king bed and murphy style bed, a panoramic view of the pacific ocean, balcony, kitchenette, fireplace and sofa sleeper or murphy style bed up to 4.
<b>OCEAN FRONT KING ROOM</b>	Features a king bed and murphy style bed or sofa sleeper, a ocean front and ground floor, balcony, kitchenette, fireplace and sofa sleeper or murphy style bed up to 4.
<b>PARTIAL VIEW ROOM</b>	Features two queen beds or a king option with murphy style bed with a partial view and private balcony, sleeps up to 4.
<b>MOUNTAIN VIEW ROOM</b>	Features two queen beds with various view of the mountains and/or city, sleeps up to 4.
<b>MICRO ROOM</b>	Cozy, non-view room with one queen bed, 205 square feet, sleeps 1-2.
<b>Pet Rooms</b>	A limited number of pet-friendly rooms are available. A \$25.00 per night will be charged for up to 2 dogs. Please indicate as early as possible if a pet-friendly room is required

414 North Promenade, Seaside, Oregon 97138 P: 1 (503) 440-1131 cindy@oceanviewresort.com oceanviewresort.com

*Wherever Life Takes You, Best Western Is There. ®*

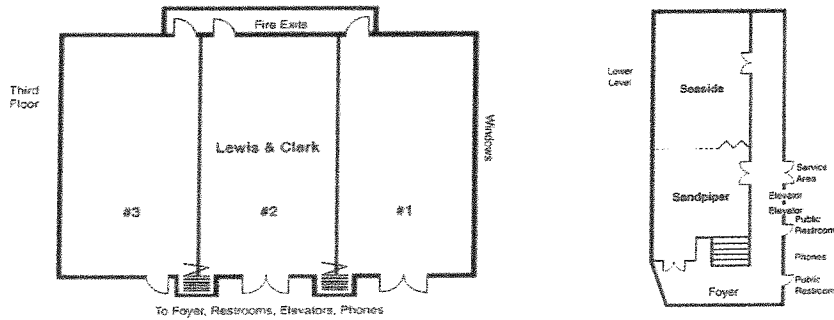
Each Best Western® branded hotel is independently owned and operated.

**Meeting Room Commitment:**

Currently, the following function space is available to accommodate your program agenda:

Oregon Association of Municipal Recordors 2022 Conference				
Date	Time	Location	Function	#
Tue, 09/20/2022	12:00pm-8:00pm	Lewis & Clark Ballroom	Set-Up	200
Tue, 09/20/2022	12:00pm-8:00pm	Seaside/Sandpiper	Set-Up	200
Wed, 09/21/2022	8:00am-8:00pm	Seaside/Sandpiper	Lunch	80
			Reception	50
Wed, 09/21/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Thu, 09/22/2022	8:00am-8:00pm	Seaside/Sandpiper	Lunch	120
			Dinner	120
Thu, 09/22/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Fri, 09/23/2022	8:00am-8:00pm	Seaside/Sandpiper	Breakfast	100
			Lunch	100
Fri, 09/23/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Sat, 09/24/2022	8:00am-12:00pm	Seaside/Sandpiper	Morning Meeting	20

<b>Meeting Space Rental:</b>	*WAIVED with 200+ Total Actualized Room Nights	(Includes use of function space)
<b>Catering Food &amp; Beverage Minimum:</b>	\$12,000.00	(Includes: catered food or alcoholic/non-alcoholic beverages charged and paid for by the groups master account)
<b>Set-up Fees:</b>	\$1,000.00	(Includes: set-up, tear-down, linens, tables and chairs (as available) and refresh of function space.)
<i>*A Service charge of 19% is added to all catering, meeting space, and function space related charges.</i>		



Room Name	Sq. Ft.	Theater	Rounds	U-Shape
Lewis & Clark Ballroom	3,102	345	195	
Lewis & Clark 1	1,034	115	65	25
Lewis & Clark 2	1,034	115	65	25
Lewis & Clark 3	1,034	115	65	25
Seaside Sandpiper	1,971	170	100	
Seaside	1,296	120	60	30
Sandpiper	675	50	40	15

414 North Promenade, Seaside, Oregon 97138 P: 1 (503) 440-1131 cindy@oceanviewresort.com oceanviewresort.com

Whenever Life Takes You, Best Western® Is There.™

Each Best Western® branded hotel is independently owned and operated.

# Rivertide Suites

The Rivertide Suites features 70 well-appointed accommodations with gorgeous river view or mountain scenery and clean ocean air. Enjoy spacious, beautifully-appointed suites, equipped with luxurious amenities. Take advantage of our convenient business center, exercise room and diverse event and meeting space, superior amenities and courteous, attentive guest services, Rivertide Suites is the area's premier upscale, all-suite hotel. A few highlights include:

## **PROPERTY FEATURES**

- Complimentary Continental Breakfast
- Daily Managers Reception with beer, wine, soft drinks and snacks
- Spacious suites feature; electric fireplaces, jetted tubs, full kitchens, washer & dryer in every suite
- Spacious fitness center
- Indoor Pool and spa
- Complimentary WIFI throughout property to include guest rooms, and meeting space
- Complimentary onsite parking



Room Type	Tu 09/20/2022	We 09/21/2022	Th 09/22/2022	Fr 09/23/2022
Studio Suite 1 Queen & Sofa Sleeper	\$139	\$139	\$139	\$139
1 Bedroom Mountain View Suite 1 King & Sofa Sleeper	\$159	\$159	\$159	\$159
1 Bedroom River View Suite 1 King & Sofa Sleeper	\$169	\$169	\$169	\$169
2 Bedroom Mt View Suite 1 King, 1 Queen & Sofa Bed	\$189	\$189	\$189	\$189
2 Bedroom River View Suite 1 King, 1 Queen & Sofa Sleeper	\$199	\$199	\$199	\$199

The rates will be used as a basis for the 2022 rates for the dates September 20th-25th event dates based on fair market value. The rates will not be more than a 4% increase per year between 2020 and 2022.

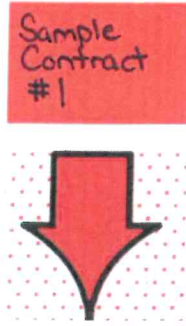
All rates and are net non-commissionable and subject to prevailing taxes, currently 12.8%. Rates are valid up to two adults, four adults for the two-bedroom suites. Each additional adult will be \$20.00 per person per night.

## **ROOM DESCRIPTIONS**

All of our suites offer premium guest amenities with triple sheeted Pillow-Top Beds with Firm and Soft Pillows and equipped Kitchens, Living Room Area, In-Room Washer & Dryer, 6-foot Jetted Tub, Fire Place, 32" Flat Screen TVs, with DVD Player, and Private Balcony. All rooms include hairdryers, iron and ironing board, and daily newspaper

Please be advised that we are not holding any guest rooms or function space for you at this time. In order to reserve the guest rooms and function space, we will require a fully executed contract. This proposal will expire on **09/25/2020**. I am available during normal business hours by calling (503) 440-1131 or by email at cindy@oceanviewresort.com.

Enter as Strangers, Leave as Friends  
 A Distinctive Seaside, Oregon Hotel  
 102 N Holladay Drive, Seaside, OR 97138 Phone: 503-717-1100 www.rivertidesuites.com



**OPEN GROUP CONTRACT SAMPLE**

Oregon Association of Municipal Recorders Conference  
Best Western Plus Ocean View Resort  
414 N Promenade  
Seaside, Oregon 97138  
cindy@oceanviewresort.com  
P: (503) 440-1131

MSI FOLIO TRACKING: \_\_\_\_\_

04/08/2020

**OPEN RATE AGREEMENT**

The following represents an OPEN Rate Agreement ("Rate Agreement") between Best Western Plus Ocean View Resort ("Hotel") and Oregon Association of Municipal Recorders ("Group") entered into upon signature and outlines specific conditions and services to be provided. The OPEN Rate Agreement is specific for group rates for the dates listed below. Rooms will not be held out of the hotel's inventory for this Rate Agreement. Rooms are subject to availability at the time of reservations.

Primary Contact	Address	Email Address	Telephone
Angie Lanter Oregon Association of Municipal Recorders	13680 NW Main Street Banks, OR 97106	alanter@cityofbanks.org	W: (503) 324-5112

Room Type	Mo 09/19/2022	Tu 09/20/2022	We 09/21/2022	Th 09/22/2022	Fr 09/23/2022	Sa 09/24/2022
Micro Room Small Single Queen	\$119	\$119	\$119	\$119	\$119	\$119
Mountain View w/two Queen Beds	\$149	\$149	\$149	\$149	\$149	\$149
Partial View w/two Queen Beds	\$159	\$159	\$159	\$159	\$159	\$159
Ocean Front King w/Queen Wall Bed	\$169	\$169	\$169	\$169	\$169	\$169
Ocean View King w/Queen Wall Bed	\$179	\$179	\$179	\$179	\$179	\$179
Ocean View Jacuzzi King Bed	\$209	\$209	\$209	\$209	\$209	\$209

The rates will be used as a basis for the 2022 rates for the dates September 20th-25th event dates based on fair market value. The rates will not be more than a 4% increase per year between 2020 and 2022.

All rates are net non-commissionable and subject to prevailing taxes, currently 12.8%. Rates are valid up to two (2) adults. Each additional adult will be \$20.00 per person per night. Check-in time is 4:00 PM and check-out time is 11:00 AM. A valid credit card and photo identification is required at check-in.

**SPECIAL SERVICES INCLUDED IN THE ROOM RATE:**

- Ocean Bakery Café open daily
- Indoor Pool
- Fitness Center
- Business Center
- Complimentary WIFI throughout property to include guest rooms, meeting space, and outlets
- All Guest Rooms include Flat Screen TV's, Refrigerator/Microwave, Pillow-Top Bed
- Free Parking

**DISCLOSURE:**

The Group agrees that it will disclose to all members of Group and attendees the type and amount of all automatic and mandatory charges [e.g., fees, taxes, service charges, early departure, and cancelation] that will be charged to them by the hotel under this Contract.

**CUT-OFF DATE:**

21 Days prior to the group arrival date the Open Rate will no longer be available (unless the Hotel decides to continue to offer it). The hotel, at its sole discretion, may alter the cut-off date based on availability and other factors. It is understood that Reservations NOT made directly with the hotel or through outside channels will not count towards the total actualized room nights.

**METHOD OF RESERVATIONS: INDIVIDUAL RESERVATIONS:**

Individual reservations, a toll-free reservations number is available (1-800-234-8439). Individual reservations are due 30 days prior to arrival. Please note that rates and room availability are not guaranteed. If client wishes to make reservations by rooming list all lists are to be in writing with a completed credit card authorization. All reservations are required to be guaranteed by a valid credit card. Rooms reserved through a channel other than the hotel direct are not guaranteed the Open Rate. The Hotel will sell available inventory through a variety of other channels. Room rates may reflect higher or lower rates than the group rate.

**COMPLIMENTARY 1/35 POLICY:**

The Hotel will provide one (1) complimentary room night for every thirty-five (35) revenue-generating room nights within this Guest Room Agreement on a cumulative basis. This credit will be applied to the group's master bill upon check-out and assigned a room rate credit equivalent to the Mountain View w/two Queen Beds (\$149.00).

**INDIVIDUAL CANCELLATIONS/NO-SHOWS:**

Individual guestroom changes or early departure must be received by 4:00PM fourteen (14) days prior to arrival date to avoid a cancellation fee. Cancellations received less than 14 days or any Guests who are no-shows, will be subject to a fee of one night's room revenue. The Group representative is responsible for any disputed amounts.

**NON-COMMISSIONABLE RATES:**

The Group guest room rates quoted by the Hotel shall be non-commissionable.

ROOM & RELATED BILLING INFORMATION	
Room and Tax:	Individuals Pay on Own
Incidentals:	Individuals Pay on Own
Meeting Space:	Lewis & Clark Ballroom, Seaside/Sandpiper
Method of payment:	By Card or Check (30 Days in Advance)

**MEETING SPACE/Catering Information:**

Oregon Association of Municipal Recorders 2022 Conference				
Date	Time	Location	Function	#
Tue, 09/20/2022	12:00pm-8:00pm	Lewis & Clark Ballroom	Set-Up	200
Tue, 09/20/2022	12:00pm-8:00pm	Seaside/Sandpiper	Set-Up	200
Wed, 09/21/2022	8:00am-8:00pm	Seaside/Sandpiper	Lunch	80
			Reception	50
Wed, 09/21/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Thu, 09/22/2022	8:00am-8:00pm	Seaside/Sandpiper	Lunch	120
			Dinner	120
Thu, 09/22/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Fri, 09/23/2022	8:00am-8:00pm	Seaside/Sandpiper	Breakfast	100
			Lunch	100
Fri, 09/23/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Sat, 09/24/2022	8:00am-12:00pm	Seaside/Sandpiper	Morning Meeting	20

Meeting Space Rental:	# of Actualized Room Nights	Rental	Sliding scale based on the total number of room nights picked up. (Includes use of function space)
		0-50	
	50-100	\$1,500.00	
	100+	Waived	
Catering Food & Beverage Minimum:	\$12,000.00	(Includes: catered food or alcoholic/non-alcoholic beverages charged and paid for by the groups master account)	
Set-up Fees:	\$1,000.00	(Includes: set-up, tear-down, linens, tables and chairs (as available) and refresh of function space.)	

*\*The Charges above do not include Audio/Visual or any special-order items. A service charge of 19% is added to all catering, meeting space, and function space related charges. This includes but is not limited to the above items.*

**BANQUET FOOD AND BEVERAGE MINIMUM:**

The Hotel is relying on and the Group agrees to provide a minimum of \$12,000.00 in banquet food and beverage and/or banquet revenue ("Minimum Food and Beverage Revenue"). Should the Group fall below this amount the Group will be responsible for the difference between the amounts of revenue achieved and the Minimum Food and Beverage Revenue stated above. For purpose of calculation of Minimum Food and Beverage Revenue and amounts achieved, taxes, service charge and gratuities paid are not included. Group shall pay all applicable taxes on amounts due under this clause.

**GROUP CANCELLATION POLICY:**

This contract shall be binding on both the Group and the Hotel. Cancellation by the Group shall be defined as a total non-use of the Hotel by the Group for the service and items outlined in this contract for the reasons other than those outlined. Should the group cancel any portion or all of the Guest Room Block outlined on the first page of this contract after this contract has been signed by both parties for reasons other than those outlined in the paragraph above, the Hotel will be due an amount according to the following sliding scale as a cancellation fee.

Anticipated room revenue shall be calculated by multiplying the specific guest room type/rate times the number of rooms being held by the group at the time of the cancellation.

Wherever Life Takes You, Best Western Is There.®

414 North Prom, Seaside, OR 97138 Phone: 503-738-3334 www.oceanviewresort.com

Initial \_\_\_\_\_

CANCELLATION DATE	CANCELLATION FEE
12 months – 6 months from arrival	25% of the anticipated catering revenue
6 months – 31 days from arrival	50% of the anticipated catering revenue
31 days – event arrival date	100% of the anticipated catering revenue

**GROUP DEPOSIT SCHEDULE**

A non-refundable deposit in the amount of \$1,000 or 25% of the estimated charges (whichever is greater) is due upon signed contract. It is required that a valid credit card remain on file provided with signed contract.

Full Prepayment is due 30 days prior and includes anticipated guest room revenue plus tax, catering food & beverage minimums, and catering set-up fees/meeting room rental, plus service charge of 20% (minus deposit). In the event, your group total exceeds the amount of deposit and prepayment a final payment is required prior to arrival.

All deposits, prepayments, and payments will act as a credit shown on the master account. It is required that a valid credit card remain on file provided with signed contract. It is understood that any remaining balance due will be paid by credit card onsite with a hotel representative. Credit cards not presented at the time of the charge will be subject to a 3% administrative fee.

**VENDORS/SUBCONTRACTORS-POLICY AGREEMENT:**

Best Western Plus Ocean View Resort vendors and those hired by our clients are required to supply Proof of Insurance with the Best Western Plus Ocean View Resort additional named with liability minimum limit of \$1.0 Million. All vendors are required to provide the Best Western Plus Ocean View Resort annual proof of insurance. This information is to be provided to the Controller of the Best Western Plus Ocean View Resort. The client agrees to be responsible for any damages incurred to the premises or any other area of the Hotel by the host, their guests, independent contractors or other agents that are under the client’s control. Client also agrees to abide by all resort policies and regulations. It is understood that the premises will be left in a neat and orderly condition, free of debris or display refuse, no later than the completion date and time.

**CHANGES, ADDITIONS, STIPULATIONS, LINING OUT:**

This agreement represents all information and conditions pertaining to the Group. Any changes, additions, stipulations, or corrections will not be binding to the Hotel until agreed to in writing by the Hotel.

**IMPOSSIBILITY:**

Each party shall be relieved of its obligations, without penalty, under this Contract, in the event and to the extent the performance of the Contract is delayed or prevented by any cause reasonably beyond its control, including acts of God, orders of governmental authorities, or by fire, flood or explosion, arrest or seizure under legal process, third party strike, lockout or work stoppage, either partial or general from whatever cause.

**SIGNATURE CLAUSE:**

By signing below, you represent and warrant that your Group has authorized you to execute this Contract on its behalf. Any modification or supplementation of this Contract must be in writing and signed by the parties concerned in order to be valid. This Contract represents the entire agreement. If the terms outlined in this Agreement meet with the Group's approval, please sign and return the original copy of the Contract by **09/25/2020**. The return of a countersigned agreement constitutes mutual confirmation between the Hotel and Group.

**ACCEPTANCE:**

Meeting space mentioned in this Agreement is not held for your group until the contract is signed by both parties. Once the contract is received, details will be blocked on a definite basis and will be binding upon Hotel and Organization. If a signed Agreement is not received by Hotel from Organization by **09/25/2020** the arrangements described herein shall be null and void and neither party will have any obligations under the Agreement.

If, by the time the hotel receives the Agreement from the Group and executes it, the number of rooms specified or meeting space are no longer available, the hotel is under no obligation to provide those terms or offer substitutions.

**GROUP REPRESENTATIVE:**

*Oregon Association of Municipal Records Conference*

Angie Lanter

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

Date:

**HOTEL REPRESENTATIVE:**

*Best Western Plus Ocean View Resort*

Nia Ridley

Managing Director

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

Date:

**HOTEL REPRESENTATIVE:**

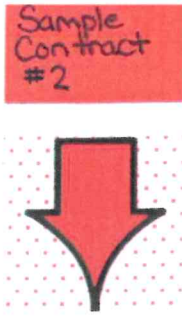
*Best Western Plus Ocean View Resort*

Cindy Kroll

Area Sales Manager

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

Date:



**GROUP CONTRACT SAMPLE**

Oregon Association of Municipal Recorders Conference  
 Best Western Plus Ocean View Resort  
 414 N Promenade  
 Seaside, Oregon 97138  
 cindy@oceanviewresort.com  
 P: (503) 440-1131

MSI FOLIO TRACKING: \_\_\_\_\_

04/07/2020  
**GROUP CONTRACT**

The following contract ("Contract") between *Best Western Plus Ocean View Resort* ("Hotel") and *Oregon Association of Municipal Recorders* ("Group") entered into upon signature and outlines specific conditions and services to be provided. No Guest Rooms will be blocked or held out of the Hotel's inventory until a contract has been signed and executed by both parties. The closed group block contract provides your Group rates, number of rooms and room types, and or function space over specific dates listed below:

Primary Contact	Address	Email Address	Telephone
Angie Lanter Oregon Association of Municipal Recorders	13680 NW Main Street Banks, OR 97106	alanter@cityofbanks.org	W: (503) 324-5112

Room Type	Mo 09/19/2022	Tu 09/20/2022	We 09/21/2022	Th 09/22/2022	Fr 09/23/2022	Sa 09/24/2022
Micro Room Small Single Queen	0 \$119	0 \$119	15 \$119	20 \$119	0 \$119	0 \$119
Mountain View w/two Queen Beds	0 \$149	10 \$149	15 \$149	15 \$149	10 \$149	0 \$149
Partial View w/two Queen Beds	0 \$159	10 \$159	10 \$159	10 \$159	10 \$159	0 \$159
Ocean Front King w/Queen Wall Bed	0 \$169	10 \$169	10 \$169	10 \$169	5 \$169	0 \$169
Ocean View King w/Queen Wall Bed	0 \$179	20 \$179	25 \$179	30 \$179	15 \$179	0 \$179
Ocean View Jacuzzi King Bed	0 \$209	0 \$209	5 \$209	5 \$209	0 \$209	0 \$209
<b>Total – 260 Room Nights</b>	0	50	80	90	40	0

The rates will be used as a basis for the 2022 rates for the dates September 20th-25th event dates based on fair market value. The rates will not be more than a 4% increase per year between 2020 and 2022.

All rates are net non-commissionable and subject to prevailing taxes, currently 12.8%. Rates are valid up to two (2) adults. Each additional adult will be \$20.00 per person per night. Check-in time is 4:00 PM and check-out time is 11:00 AM. A valid credit card and photo identification is required at check-in.

**SPECIAL SERVICES INCLUDED IN THE ROOM RATE**

- Ocean Bakery Café open daily
- Indoor Pool
- Fitness Center
- Business Center
- Complimentary WIFI throughout property to include guest rooms, meeting space, and outlets
- All Guest Rooms include Flat Screen TV's, Refrigerator/Microwave, Pillow-Top Bed.

**OTHER SPECIAL CONCESSIONS:**

The Hotel will provide one (1) complimentary Ocean View Jacuzzi Room for a total of four (4) nights. This credit will be applied to the group's master bill upon check-out.

**DISCLOSURE:**

The Group agrees that it will disclose to all members of Group and attendees the type and amount of all automatic and mandatory charges [e.g., fees, taxes, service charges, early departure, and cancelation] that will be charged to them by the hotel under this Contract.

**CUT-OFF DATE:**

The "cut-off date" for accepting reservations into this room block **21 days prior to arrival**. Reservation requests received after 5:00pm local time on the cut-off date will be accepted at the Hotel's prevailing rate, based on room type availability. Failure to reserve rooms before the cut-off date will not impact the enforceability of the attrition or cancellation clauses.

At the cut-off day (21 days prior to arrival) the Group guarantees the total number of room nights. The hotel will calculate the effect of any "attrition" from the rooms received at the 21-day cutoff date. The attrition clause for this agreement is 85%.

EXAMPLE:	
Group Block at contract signing	500 Room nights
X Attrition Rate	85%
=Minimum Number of rooms picked up	425 Room nights
Rooming List submitted at 30-day cutoff	400 Room nights
Attrition owed	25 Room nights
<i>*In this example the actual rooms fell short of the original block (500 Room nights) Times the attrition rate (85%) or 425 Room nights.</i>	

**METHOD OF RESERVATIONS- INDIVIDUAL RESERVATIONS:**

You have chosen individual reservations; a toll-free reservations number is available (1-800-234-8439). Individual reservations are due by the cut-off date. Please note that rates and room availability are not guaranteed after the cut-off date. If client wishes to make reservations by rooming list all lists are to be in writing with a completed credit card authorization. All reservations are required to be guaranteed by a valid credit card. Rooms booked through a channel other than the hotel direct are not guaranteed the Open Rate. The Hotel will sell available inventory through a variety of other channels. Room rates for other channels may or may not reflect higher or lower rates than the group rate.

**COMPLIMENTARY 1/35 POLICY:**

The Hotel will provide one (1) complimentary room night for every thirty-five (35) revenue-generating room nights within this Guest Room Agreement on a cumulative basis. This credit will be applied to the group's master bill upon check-out and assigned a room rate credit equivalent to the Mountain View w/two Queen Beds (\$149.00).

**INDIVIDUAL CANCELLATIONS/NO-SHOWS:**

Any changes to the rooming list accepted by the hotel do NOT affect the attrition clause of the agreement outlined above. Individual guestroom changes or early departure/reservation changes must be received by 4:00PM fourteen (14) days prior to arrival date. Cancellations received less than 14 days from arrival or any Guests who are no-shows, a fee of one night's room revenue will be billed. The Group representative is responsible for any disputed amounts.

**NON-COMMISSIONABLE RATES:**

The Group guest room rates quoted by the Hotel shall be non-commissionable.

**GUESTROOM GUARANTEE POLICY/ATTRITION:**

Based on the attrition agreement, Group will guarantee to pick up at least 85% of the number of guestrooms blocked as shown under Guestroom Block on the first page of this Contract. Should the guestroom pick up fall below 85% of the total block held on a cumulative basis, the Group will be charged for the difference between the actual number of rooms picked up and the 85% threshold. The **221 room nights** represents 85% of the total number of **260** room nights blocked. Rooms booked through a channel other than the hotel direct are not counted towards the total pickup. The Hotel will sell available inventory through a variety of other channels. Room rates may be higher or lower than group rate.

**CATERING/MEETING SPACE/FUNCTION SPACE:**

Oregon Association of Municipal Recorders 2022 Conference				
Date	Time	Location	Function	#
Tue, 09/20/2022	12:00pm-8:00pm	Lewis & Clark Ballroom	Set-Up	200
Tue, 09/20/2022	12:00pm-8:00pm	Seaside/Sandpiper	Set-Up	200
Wed, 09/21/2022	8:00am-8:00pm	Seaside/Sandpiper	Lunch	80
			Reception	50
Wed, 09/21/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Thu, 09/22/2022	8:00am-8:00pm	Seaside/Sandpiper	Lunch	120
			Dinner	120
Thu, 09/22/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Fri, 09/23/2022	8:00am-8:00pm	Seaside/Sandpiper	Breakfast	100
			Lunch	100
Fri, 09/23/2022	8:00am-8:00pm	Lewis & Clark Ballroom	Exhibit Space	200
Sat, 09/24/2022	8:00am-12:00pm	Seaside/Sandpiper	Morning Meeting	20

<b>Meeting Space Rental:</b>	Waived	(Includes use of function space)
<b>Catering Food &amp; Beverage Minimum:</b>	\$12,000.00	(Includes: catered food or alcoholic/non-alcoholic beverages charged and paid for by the groups master account)
<b>Set-up Fees:</b>	\$1,000.00	(Includes: set-up, tear-down, linens, tables and chairs (as available) and refresh of function space.)

*\*The Charges above do not include Audio/Visual or any special-order items. A service charge of 19% is added to all catering, meeting space, and function space related charges. This includes but is not limited to the above items.*

**BANQUET FOOD AND BEVERAGE MINIMUM:**

The Hotel is relying on and the Group agrees to provide a minimum of \$12,000.00 in banquet food and beverage and/or banquet revenue ("Minimum Food and Beverage Revenue"). Should the Group fall below this amount the Group will be responsible for the difference between the amounts of revenue achieved and the Minimum Food and Beverage Revenue stated above. For purpose of calculation of Minimum Food and Beverage Revenue and amounts achieved, taxes, service charge and gratuities paid are not included. Group shall pay all applicable taxes on amounts due under this clause.

The Catering Department reserves the right to assign or reassign functions rooms to best service and utilize space. A labor charge of \$50.00 per-hour will be assessed if planner or facilitator makes a set change on site, or within 24 hours of arrival, which differs from that which is outlined on the signed Banquet Event Order.

**GROUP CANCELLATION POLICY:**

This contract shall be binding on both the Group and the Hotel. Cancellation by the Group shall be defined as a total non-use of the Hotel by the Group for the service and items outlined in this contract for the reasons other than those outlined. Should the group cancel any portion or all of the Guest Room Block outlined on the first page of this contract after this contract has been signed by both parties for reasons other than those outlined in the paragraph above, the Hotel will be due an amount according to the following sliding scale as a cancellation fee.

Anticipated room revenue shall be calculated by multiplying the specific guest room type/rate times the number of rooms being held by the group at the time of the cancellation.

CANCELLATION DATE	CANCELLATION FEE
12 months – 6 months from arrival	25% of the guestroom and anticipated catering revenue
6 months – 31 days from arrival	50% of the guestroom and anticipated catering revenue
31 days – event arrival date	100% of the guestroom and anticipated catering revenue

ROOM & RELATED BILLING INFORMATION	
<b>Room and Tax:</b>	Individuals Pay on Own
<b>Incidentals:</b>	Individuals Pay on Own
<b>Meeting Space:</b>	Lewis & Clark Ballroom, Seaside/Sandpiper
<b>Method of payment:</b>	By Card or Check (30 Days in Advance)

**GROUP DEPOSIT SCHEDULE:**

A non-refundable deposit in the amount of \$1,000 or 25% of the estimated charges (whichever is greater) is due upon signed contract. It is required that a valid credit card remain on file provided with signed contract.

Prepayment in full (based on estimated charges) is due 30 days prior and includes anticipated guest room revenue plus tax, catering food & beverage minimums, and catering set-up fees/meeting room rental, plus service charge of 19% (minus deposit). In the event your group total exceeds the amount of deposit and prepayment, a final payment is required 72 hours or three (3) business days prior to arrival paid by credit card.

All deposits, prepayments, and payments will act as a credit shown on the master account. It is required that a valid credit card remain on file with signed contract. It is understood that any remaining balance due will be paid by credit card onsite with a hotel representative. Credit cards not presented at the time of the charge will be subject to a 3% administrative fee.

Direct Billing may be available for Clients with pre-approved credit application at least 90 days prior to arrival; (available for billing of estimated charges \$5,000 or more). Payment by Credit Card will incur a 3% surcharge. The Hotel requires payment in full at least 30 days prior to arrival unless Direct Billing arrangements have been approved by the Hotel's Accounting Supervisor and General Manager.

Hotel will have the option to cancel this Contract without liability in the event of Group's failure to pay any deposit when due. Group will owe applicable Cancellation Damages in such event.

**CHANGES, ADDITIONS, STIPULATIONS, LINING OUT:**

This agreement represents all information and conditions pertaining to the Group. Any changes, additions, stipulations, or corrections will not be binding to the Hotel until agreed to in writing by the Hotel.

**VENDORS/SUBCONTRACTORS-POLICY AGREEMENT:**

Best Western Plus Ocean View Resort vendors and those hired by our clients are required to supply Proof of Insurance with the Best Western Plus Ocean View Resort additional named with liability minimum limit of \$1.0 Million All vendors are required to provide the Best Western Plus Ocean View Resort annual proof of insurance. This information is to be provided to the Controller of the Best Western Plus Ocean View Resort.

The client agrees to be responsible for any damages incurred to the premises or any other area of the Hotel by the host, their guests, independent contractors or other agents that are under the client’s control. Client also agrees to abide by all resort policies and regulations. It is understood that the premises will be left in a neat and orderly condition, free of debris or display refuse, no later than the completion date and time.

**IMPOSSIBILITY:**

Each party shall be relieved of its obligations, without penalty, under this Contract, in the event and to the extent the performance of the Contract is delayed or prevented by any cause reasonably beyond its control, including acts of God, orders of governmental authorities, or by fire, flood or explosion, arrest or seizure under legal process, third party strike, lockout or work stoppage, either partial or general from whatever cause.

**SIGNATURE CLAUSE:**

By signing below, you represent and warrant that your Group has authorized you to execute this Contract on its behalf. Any modification or supplementation of this Contract must be in writing and signed by the parties concerned in order to be valid. This Contract represents the entire agreement. If the terms outlined in this Agreement meet with the Group's approval, please sign and return the original copy of the Contract by **09/25/2020**. The return of a countersigned agreement constitutes mutual confirmation between the Hotel and Group.

**ACCEPTANCE:**

Meeting space mentioned in this Agreement is not held for your group until the contract is signed by both parties. Once the contract is received, details will be blocked on a definite basis and will be binding upon Hotel and Organization. If a signed Agreement is not received by Hotel from Organization by **09/25/2020** the arrangements described herein shall be null and void and neither party will have any obligations under the Agreement.

If, by the time the hotel receives the Agreement from the Group and executes it, the number of rooms specified or meeting space are no longer available, the hotel is under no obligation to provide those terms or offer substitutions.

**GROUP REPRESENTATIVE:**

Oregon Association of Municipal Records Conference  
Angie Lanter

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

**HOTEL REPRESENTATIVE:**

Best Western Plus Ocean View Resort  
Cindy Kroll  
Area Sales Manager

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

**HOTEL REPRESENTATIVE:**

Best Western Plus Ocean View Resort  
Nia Ridley  
Managing Director

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



Sample Contract #3



GROUP CONTRACT
Mid-Year Academy Session
Best Western Plus Ocean View Resort
414 N Promenade
Seaside, Oregon 97138
cindy@oceanviewresort.com
P: (503) 440-1131

MSI FOLIO TRACKING: \_\_\_\_\_

04/08/2020

GROUP CONTRACT

The following contract ("Contract") between Best Western Plus Ocean View Resort ("Hotel") and Oregon Association of Municipal Recorders ("Group") entered into upon signature and outlines specific conditions and services to be provided. No Guest Rooms will be blocked or held out of the Hotel's inventory until a contract has been signed and executed by both parties. The closed group block contract provides your Group rates, number of rooms and room types, and or function space over specific dates listed below:

Table with 4 columns: Primary Contact, Address, Email Address, Telephone. Row 1: Angie Lanter, 13680 NW Main Street Banks, OR 97106, alanter@cityofbanks.org, W: (503) 324-5112

Table with 3 columns: Room Type, Th 04/07/2022, Fr 04/08/2022. Rows include Mountain View w/two Queen Beds, Partial View w/two Queen Beds, Ocean Front King w/Queen Wall Bed on Ground floor, Ocean View King w/Queen Wall Bed, and Total - 65 Room Nights.

The rates will be used as a basis for the 2022 rates for the dates April 7th-8th event dates based on fair market value. The rates will not be more than a 4% increase per year between 2020 and 2022.

All rates are net non-commissionable and subject to prevailing taxes, currently 12.8%. Rates are valid up to two (2) adults. Each additional adult will be \$20.00 per person per night. Check-in time is 4:00 PM and check-out time is 11:00 AM. A valid credit card and photo identification is required at check-in.

SPECIAL SERVICES INCLUDED IN THE ROOM RATE

- Ocean Bakery Café open daily
Indoor Pool
Fitness Center
Business Center
Complimentary WIFI throughout property to include guest rooms, meeting space, and outlets
All Guest Rooms include Flat Screen TV's, Refrigerator/Microwave, Pillow-Top Bed.

OTHER SPECIAL CONCESSIONS:

The Hotel will provide one (1) complimentary Ocean View Jacuzzi Room for a total of three (3) nights. This credit will be applied to the group's master bill upon check-out.

DISCLOSURE:

The Group agrees that it will disclose to all members of Group and attendees the type and amount of all automatic and mandatory charges [e.g., fees, taxes, service charges, early departure, and cancelation] that will be charged to them by the hotel under this Contract.

CUT-OFF DATE:

The "cut-off date" for accepting reservations into this room block 21 days prior to arrival. Reservation requests received after 5:00pm local time on the cut-off date will be accepted at the Hotel's prevailing rate, based on room type availability. Failure to reserve rooms before the cut-off date will not impact the enforceability of the attrition or cancellation clauses.

At the cut-off day (21 days prior to arrival) the Group guarantees the total number of room nights. The hotel will calculate the effect of any "attrition" from the rooms received at the 21-day cutoff date. The attrition clause for this agreement is 85%.

EXAMPLE:	
Group Block at contract signing	500 Room nights
X Attrition Rate	85%
=Minimum Number of rooms picked up	425 Room nights
Rooming List submitted at 30-day cutoff	400 Room nights
Attrition owed	25 Room nights
<i>*In this example the actual rooms fell short of the original block (500 Room nights) Times the attrition rate (85%) or 425 Room nights.</i>	

**METHOD OF RESERVATIONS- INDIVIDUAL RESERVATIONS:**

You have chosen individual reservations; a toll-free reservations number is available (1-800-234-8439). Individual reservations are due by the cut-off date. Please note that rates and room availability are not guaranteed after the cut-off date. If client wishes to make reservations by rooming list all lists are to be in writing with a completed credit card authorization. All reservations are required to be guaranteed by a valid credit card. Rooms booked through a channel other than the hotel direct are not guaranteed the Open Rate. The Hotel will sell available inventory through a variety of other channels. Room rates for other channels may or may not reflect higher or lower rates than the group rate.

**GROUP ROOMING LIST:**

Reservations will be made by a Group rooming list is due to the Hotel by the cut-off date. These reservations will be guaranteed to the Master Account or to the Authorized Credit Card on file. A Rooming List Form (Excel Doc) will be supplied by the Hotel (to be completed and returned to the Hotel no later than 5:00 PM **30 days prior to arrival**). The Hotel will return the Rooming List with guaranteed confirmation numbers, arrival and departure dates to the contact.

**INDIVIDUAL CANCELLATIONS/NO-SHOWS:**

Any changes to the rooming list accepted by the hotel do NOT affect the attrition clause of the agreement outlined above. Individual guestroom changes or early departure/reservation changes must be received by 4:00PM fourteen (14) days prior to arrival date. Cancellations received less than 14 days from arrival or any Guests who are no-shows, a fee of one night's room revenue will be billed. The Group representative is responsible for any disputed amounts.

**NON-COMMISSIONABLE RATES:**

The Group guest room rates quoted by the Hotel shall be non-commissionable.

**GUESTROOM GUARANTEE POLICY/ATTRITION:**

Based on the attrition agreement, Group will guarantee to pick up at least 85% of the number of guestrooms blocked as shown under Guestroom Block on the first page of this Contract. Should the guestroom pick up fall below 85% of the total block held on a cumulative basis, the Group will be charged for the difference between the actual number of rooms picked up and the 85% threshold. The **55 room nights** represents 85% of the total number of **65** room nights blocked. Rooms booked through a channel other than the hotel direct are not counted towards the total pickup. The Hotel will sell available inventory through a variety of other channels. Room rates may be higher or lower than group rate.

**CATERING/MEETING SPACE/FUNCTION SPACE:**

Mid-Year Academy Session				
Date	Time	Location	Function	#
Thu, 04/07/2022	7:00am-6:30pm	Seaside	Athenian Leadership Dialogue	35
Thu, 04/07/2022	7:00am-6:30pm	Sandpiper	Board Meeting	25
Fri, 04/08/2022	7:00am-5:00pm	Seaside/Sandpiper	Mid-Year Session	80
Fri, 04/08/2022	12:00pm-1:00pm	Lewis & Clark 1 and 2	Lunch	70

<b>Meeting Space Rental:</b>	Waived	(Includes use of function space)
<b>Catering Food &amp; Beverage Minimum:</b>	\$1,300.00	(Includes: catered food or alcoholic/non-alcoholic beverages charged and paid for by the groups master account)
<b>Set-up Fees:</b>	\$275.00	(Includes: set-up, tear-down, linens, tables and chairs (as available) and refresh of function space.)

*\*The Charges above do not include Audio/Visual or any special-order items. A service charge of 19% is added to all catering, meeting space, and function space related charges. This includes but is not limited to the above items.*

**BANQUET FOOD AND BEVERAGE MINIMUM:**

The Hotel is relying on and the Group agrees to provide a minimum of **\$1,300.00** in banquet food and beverage and/or banquet revenue ("Minimum Food and Beverage Revenue"). Should the Group fall below this amount the Group will be responsible for the difference between the amounts of revenue achieved and the Minimum Food and Beverage Revenue stated above. For purpose of calculation of Minimum Food and Beverage Revenue and amounts achieved, taxes, service charge and gratuities paid are not included. Group shall pay all applicable taxes on amounts due under this clause.

The Catering Department reserves the right to assign or reassign functions rooms to best service and utilize space. A labor charge of \$50.00 per-hour will be assessed if planner or facilitator makes a set change on site, or within 24 hours of arrival, which differs from that which is outlined on the signed Banquet Event Order.

**GROUP CANCELLATION POLICY:**

This contract shall be binding on both the Group and the Hotel. Cancellation by the Group shall be defined as a total non-use of the Hotel by the Group for the service and items outlined in this contract for the reasons other than those outlined. Should the group cancel any portion or all of the Guest Room Block outlined on the first page of this contract after this contract has been signed by both parties for reasons other than those outlined in the paragraph above, the Hotel will be due an amount according to the following sliding scale as a cancellation fee.

Anticipated room revenue shall be calculated by multiplying the specific guest room type/rate times the number of rooms being held by the group at the time of the cancellation.

CANCELLATION DATE	CANCELLATION FEE
12 months – 6 months from arrival	25% of the guestroom and anticipated catering revenue
6 months – 31 days from arrival	50% of the guestroom and anticipated catering revenue
31 days – event arrival date	100% of the guestroom and anticipated catering revenue

ROOM & RELATED BILLING INFORMATION	
Room and Tax:	Individuals Pay on Own
Incidentals:	Individuals Pay on Own
Meeting Space:	Lewis & Clark 1 & 2; Seaside/Sandpiper
Method of payment:	By Card or Check (30 Days in Advance)

**GROUP DEPOSIT SCHEDULE:**

A non-refundable deposit in the amount of \$1,000 or 25% of the estimated charges (whichever is greater) is due upon signed contract. It is required that a valid credit card remain on file provided with signed contract.

Prepayment in full (based on estimated charges) is due 30 days prior and includes anticipated guest room revenue plus tax, catering food & beverage minimums, and catering set-up fees/meeting room rental, plus service charge of 19% (minus deposit). In the event your group total exceeds the amount of deposit and prepayment, a final payment is required 72 hours or three (3) business days prior to arrival paid by credit card.

All deposits, prepayments, and payments will act as a credit shown on the master account. It is required that a valid credit card remain on file with signed contract. It is understood that any remaining balance due will be paid by credit card onsite with a hotel representative. Credit cards not presented at the time of the charge will be subject to a 3% administrative fee.

Direct Billing may be available for Clients with pre-approved credit application at least 90 days prior to arrival; (available for billing of estimated charges \$5,000 or more). Payment by Credit Card will incur a 3% surcharge. The Hotel requires payment in full at least 30 days prior to arrival unless Direct Billing arrangements have been approved by the Hotel’s Accounting Supervisor and General Manager.

Hotel will have the option to cancel this Contract without liability in the event of Group’s failure to pay any deposit when due. Group will owe applicable Cancellation Damages in such event.

**CHANGES, ADDITIONS, STIPULATIONS, LINING OUT:**

This agreement represents all information and conditions pertaining to the Group. Any changes, additions, stipulations, or corrections will not be binding to the Hotel until agreed to in writing by the Hotel.

**VENDORS/SUBCONTRACTORS-POLICY AGREEMENT:**

Best Western Plus Ocean View Resort vendors and those hired by our clients are required to supply Proof of Insurance with the Best Western Plus Ocean View Resort additional named with liability minimum limit of \$1.0 Million All vendors are required to provide the Best Western Plus Ocean View Resort annual proof of insurance. This information is to be provided to the Controller of the Best Western Plus Ocean View Resort.

The client agrees to be responsible for any damages incurred to the premises or any other area of the Hotel by the host, their guests, independent contractors or other agents that are under the client’s control. Client also agrees to abide by all resort policies and regulations. It is understood that the premises will be left in a neat and orderly condition, free of debris or display refuse, no later than the completion date and time.

**IMPOSSIBILITY:**

Each party shall be relieved of its obligations, without penalty, under this Contract, in the event and to the extent the performance of the Contract is delayed or prevented by any cause reasonably beyond its control, including acts of God, orders of governmental authorities, or by fire, flood or explosion, arrest or seizure under legal process, third party strike, lockout or work stoppage, either partial or general from whatever cause.

**SIGNATURE CLAUSE:**

By signing below, you represent and warrant that your Group has authorized you to execute this Contract on its behalf. Any modification or supplementation of this Contract must be in writing and signed by the parties concerned in order to be valid. This Contract represents the entire agreement. If the terms outlined in this Agreement meet with the Group’s approval, please sign and return the original copy of the Contract by **09/25/2020**. The return of a countersigned agreement constitutes mutual confirmation between the Hotel and Group.

**ACCEPTANCE:**

Meeting space mentioned in this Agreement is not held for your group until the contract is signed by both parties. Once the contract is received, details will be blocked on a definite basis and will be binding upon Hotel and Organization. If a signed Agreement is not received by Hotel from Organization by **09/25/2020** the arrangements described herein shall be null and void and neither party will have any obligations under the Agreement.

If, by the time the hotel receives the Agreement from the Group and executes it, the number of rooms specified or meeting space are no longer available, the hotel is under no obligation to provide those terms or offer substitutions.

**GROUP REPRESENTATIVE:**

Mid-Year Academy Session

Angie Lanter

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

**Date:**

**HOTEL REPRESENTATIVE:**

Best Western Plus Ocean View Resort

Cindy Kroll

Area Sales Manager

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

**Date:**

**HOTEL REPRESENTATIVE:**

Best Western Plus Ocean View Resort

Nia Ridley

Managing Director

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

**Date:**



Ocean View Resort

2/13/20

# 2020 Catering Menus Menus



Best Western Plus Ocean View Resort  
414 N Prom Seaside, OR 97138 P 503.738.3334 [oceanviewresort.com](http://oceanviewresort.com) [sales@oceanviewresort.com](mailto:sales@oceanviewresort.com)

**B R E A K F A S T**

**BREAKFAST BUFFETS**

Breakfast Buffets Includes Coffee, Teas, & Assorted Fruit Juices

**Healthy Start**

Sliced Fruit, Yogurt (GF), Granola (GF), Oatmeal (V, GF), Raisins, Dried Cranberries, Brown Sugar, Milk, and Assorted Mini Pastries

**16 | per person**

**The Traditional**

Scrambled Eggs (GF), Shredded Cheese, Bacon or Sausage (GF), Breakfast Potatoes (GF), Sliced Fruit, and Assorted Mini Pastries

**17 | per person**

**Breakfast Burrito Buffet**

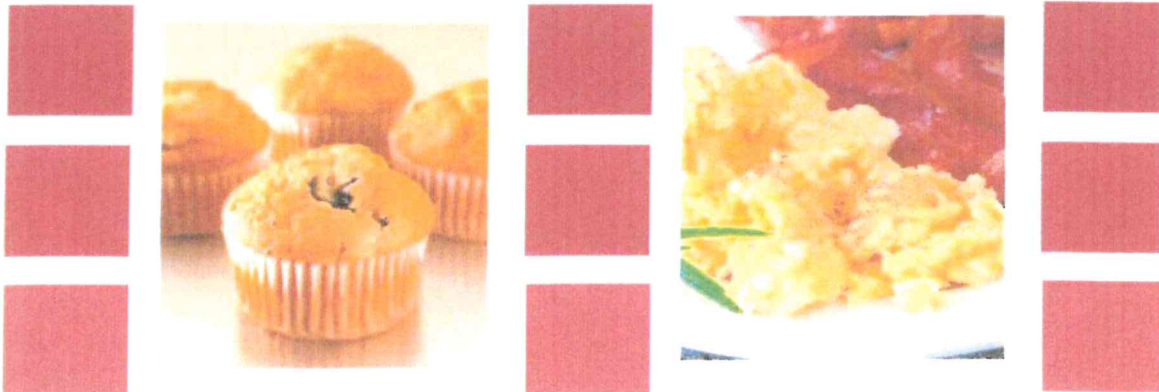
Sliced Fruit, Mini Muffins, Scrambled Eggs with Peppers and Onions (GF), Bacon or Sausage (GF), Breakfast Potatoes (GF), Flour Tortilla, Pinto Beans (V), Shredded Cheese, Salsa Roja (V, GF), and Sour Cream

**18 | per person**

**Country Breakfast**

Scrambles Eggs (GF), Shredded Cheese, Breakfast Potatoes (GF), Biscuits, Gravy, Bacon or Sausage (GF), Sliced Fruit, and Assorted Mini Pastries

**19 | per person**





Ocean View Resort

## MEALS ON THE GO

### **BREAKFAST ON THE GO**

#### **Bagels by the Beach**

Includes Whole Fruit, Yogurt Cup, and Bottle Water,  
Bagel with Cream Cheese

**16 | per person**

#### **Breakfast Sandwich**

Includes Whole Fruit, Yogurt Cup, and Bottle Water,  
Bacon, Egg, and Cheddar Cheese on a Croissant

**18 | per person**

### **BROWN BAG LUNCHES**

#### **Salad by the Shore**

Include Whole Fruit, Cookie, and Bottled Water,  
Mixed Greens, Shredded Cheese, Dice Tomatoes,  
Green Onions, Black Beans, and Ranch Dressings

**18 | per person**

#### **The Traveling Sandwich**

Include Whole Fruit, Cookie, and Bottled Water,  
Assorted Ham and Turkey Deli Sandwich, and Potato Chips

**19 | per person**





Ocean View Resort

## T H E M E D B U F F E T S

Lunch Buffets Include Brewed Ice Tea & Water

### Asian Buffet

Mixed Cabbage, Mandarin Oranges, Almonds, Shredded Carrots, Green Onions, Hard Boiled Eggs, Diced Tomatoes, Ginger Vinaigrette, Ranch Dressing, White Rice (V, GF), Asian Mixed Vegetables (V, GF), Grilled Chicken (GF), and Teriyaki Sauce

**24 | per person**

### Taco Bar

Mixed Greens, Corn Shells (GF), Ground Beef (GF), Portobello Mushrooms & Bell Peppers (V, GF), Corn & Black Bean Salad (V, GF), Spanish Rice, Shredded Cheese, Shredded Lettuce, Black Olives, Green Onions, Sour Cream, Guacamole (V, GF), Salsa Roja (V, GF), SW Ranch Dressing

**25 | per person**

### Indian Buffet

Mixed Greens, Cucumber, Shredded Carrots, Diced Tomatoes, Ranch, Flatbread, White Rice (V, GF), Cauliflower w/ Chickpeas & Carrots (V, GF), Roasted Chicken (GF), Tikka Masala Sauce (V, GF), and a Mild Coconut Curry Sauce (V)

**26 | per person**

### Greek Buffet

Mixed Greens, Cucumbers, Diced Tomatoes, Red Onions, Feta, Shredded Carrots, Greek Dressing, Pita Bread, Quinoa Salad (V, GF), Red Pepper Hummus (V, GF), Cucumber Yogurt Dressing (GF), Falafels (V, GF), Grilled Zucchini (V, GF), Lemon Chicken (GF)

**26 | per person**

### Italian Pasta Buffet

Field Green Salad, Parmesan Cheese, Croutons, Caesar Dressing, Rolls and Butter, Slow Roasted Chicken, Roasted Vegetable Medley, Assorted Pasta Selections

**Select Two:** Creamy Pesto, Marinara, Meat Sauce, OR Alfredo Sauce,

**30 | per person**

### BBQ Dinner Buffet

Mixed Greens, Diced Tomatoes, Green Onions, Shredded Cheese, Ranch & Balsamic, Regular Buns, Corn Tortillas (GF), Creamy Vegan Potato Salad w/ Celery, Bell Peppers, & Corn (V, GF, DF), Pulled Pork (GF), Mixed Baked Beans (V, GF), Coleslaw, BBQ Sauce (GF)

**32 | per person**

**Add Soup or Salad for an additional 3 | per person**



Ocean View Resort

## CUSTOM BUFFET

### **CUSTOM BUFFET OPTION**

Includes Brewed Ice Tea & Water,  
Field Greens with Cucumber, Tomato, Red Onions, and Carrots,  
Assorted Dressings, Rolls, and Butter  
Choice of One Dessert

#### **Select Two Side Dishes:**

Roasted Vegetables (V, GF)  
Red Potato Salad (GF)  
Quinoa Salad (V, GF)  
Baked Mixed Beans (V, GF)  
Roasted Potatoes (V, GF)  
Rice Pilaf (V, GF)

#### **Select Two Entrée from the Tiers Below:**

*Charged the higher of the two tier selections.*

#### **Tier One**

Meat Loaf  
Lemon Chicken (GF)  
Pasta Primavera (V)  
Vegan Loaf (V, GF)  
**30 | per person**

#### **Tier Two**

Cider Braised Pork with Carolina Mustard Sauce (GF)  
Roasted Breast of Turkey (GF)  
Balsamic Roasted Chicken (GF)  
Vegetarian Lasagna (V)  
**35 | per person**

#### **Tier Three**

Chef Carved Prime Rib of Beef (GF) served with Au Jus and Creamy Horseradish  
Chef Carved Honey Glazed Ham (GF)  
Filet of Pacific Salmon (GF) served with a Creamy Dill Garlic Sauce  
Alaskan Halibut (GF) served with Citrus Burre Blanc  
**40 | per person**

**Add Soup or Salad for an additional 3 | per person**

**DISPLAY PLATTERS**

Large serves approximately 50 guests | Small serves approximately 25 guests

**Farm Fresh Vegetable Display**

Fresh vegetables with a ranch dip.

**Large 150 | Small 75**

**Cheese Board**

Assorted domestic cheeses and crackers.

**Large 250 | Small 150**

**Sliced Seasonal Fruit**

With honey yogurt sauce.

**Large 180 | Small 90**

**Antipasto Platter**

Salami, prosciutto, pepperoni, green olives, black olives, provolone, mozzarella, sliced banquettes, and mustard sauce.

**Large 225 | Small 125**

**Pita & Hummus Display**

Served with a red pepper hummus.

**Large 125 | Small 75**

**Fiesta Tray**

Salsa roja, bean dip, and guacamole served with tri-colored tortilla chips.

**Large 145 | Small 85**

**Spinach & Artichoke Tray**

Spinach and artichoke dip served with crostini.

**Large 180 | Small 90**





Ocean View Resort

## H O R S D ' O E U V R E S

Prices are per dozen | 4 dozen minimum order per item

### CHILLED SELECTIONS

#### **Caprese Skewers**

Fresh mozzarella, grape tomato, and basil with balsamic glaze.

**28 | per dozen**

#### **Deviled Eggs**

Traditional filling topped with a sprinkle of paprika and a black olive.

**30 | per dozen**

#### **Hummus Stuffed Mini Peppers**

Stuffed with hummus and topped with crumbled feta.

**30 | per dozen**

#### **Jumbo Shrimp**

Served with cilantro lime cocktail sauce and lemons.

**34 | per dozen**

### HOT SELECTIONS

#### **Gourmet Meatballs**

Meatballs tossed in a sweet BBQ sauce.

**24 | per dozen**

#### **Vegetable Pot Stickers**

Served with a teriyaki sauce.

**30 | per dozen**

#### **Coconut Shrimp**

Served with a chili-mango dipping sauce.

**32 | per dozen**

#### **Stuffed Mushrooms**

Stuffed with Italian seasoned bread crumbs or sausage filling.

**36 | per dozen**

#### **Bacon Wrapped Scallops**

Wrapped in peppered bacon.

**43 | per dozen**



Ocean View Resort

## CARVING STATION

Add on to any buffet or appetizer selection

All items are carved to order & served with Silver Dollar rolls & appropriate condiments

**Roasted Turkey Breast with Cranberry Relish**

Serves approximately 40 appetizer sized portions

**250 | per station**

**Honey Mustard Glazed Ham**

Serves approximately 50 appetizer sized portions

**275 | per station**

**Oven Poached Salmon**

Serves approximately 30 appetizer sized portions

**250 | per station**

**Marinated Roast Sirloin of Beef**

Serves approximately 50 appetizer sized portions

**385 | per station**

**Prime Rib of Beef with Au Jus and Creamed Horseradish**

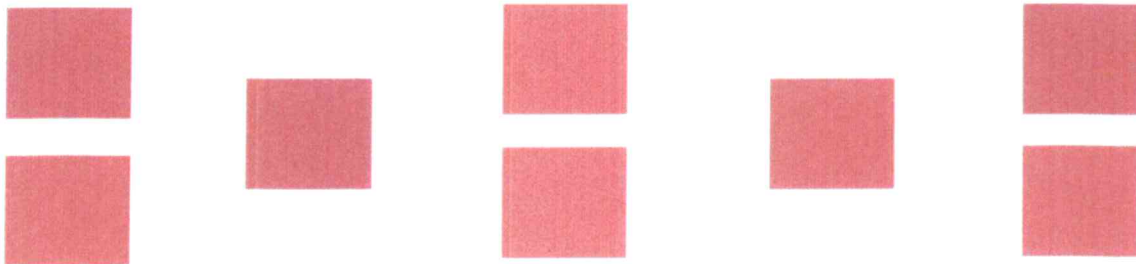
Serves approximately 50 appetizer sized portions

**450 | per station**

**Cajun Crusted Pork Loin**

Serves approximately 40 appetizer sized portions

**240 | per station**





Ocean View Resort

**DESSERTS & MORE**

**DESSERTS PER PERSON**

*There is a 30 person minimum per dessert.*

- Chocolate Torte (GF)
- Cheesecake with Berry Sauce
- Apple or Berry Crisp
- Chocolate Mousse
- 4 | per person**

**TREATS BY THE DOZEN**

Fresh Baked Scones	33   per dozen
Assorted Muffins	28   per dozen
Croissants	34   per dozen
Fresh Baked Cookies	22   per dozen
Chocolate Brownies	25   per dozen
Lemon Bars	28   per dozen
Mini Bagels, Cream Cheese, Jam	30   per dozen

**AND MORE**

Organic Whole Fruit	1   each
Assorted Yogurt	3   each
Assorted Juice	20   per carafe
Bottled Soft Drinks or Water	3   per bottle
Large Urn	50   per
Coffee, Decaf, Tea, or Hot Cocoa	
Small Air Pot	30   per
Coffee, Decaf, Tea, or Hot Cocoa	
Brewed Ice Tea	28   per gallon





Ocean View Resort

## BAR SELECTION

### **BAR SELECTION**

No outside beer or liquor allowed

Minimum Beverage requirement of 250 purchased for each bar.

If the minimum is not met the Group's Master Account will be charged the difference plus 19% service charge

#### **Beer\***

Budweiser  
Bud Light  
Coors Light  
Black Butte Porter \ Mirror Pond  
Terminal Gravity IPA  
Corona

#### **Wine\***

House Chardonnay  
House Pinot Gris  
House Cabernet Sauvignon  
House Pinot Noir

#### **Liquor\***

House Vodka  
House Gin  
House Rum  
House Tequila  
House Scotch  
House Whiskey

\*Subject to change based on supplier.

### **Hosted Bar**

Beverages consumed charged to Group's Master Account

House Brands Cocktails - 7

House Assortment of Beers - 5

House Wine - 7

19% service charge will be added to the drink total

### **No Host/Cash Bar**

Individuals pay for beverages consumed

House Brands Cocktails 7

House Assortment of Beers 6

House Wine 7.5

### **Specialty Orders**

Wines, Sparkling Wines, and Call Brand Liquor can be purchase by the bottle

Each bottle will be opened and served by a designated banquet team member. Any unconsumed specialty orders will be sealed and given to the group leader at the conclusion of the event

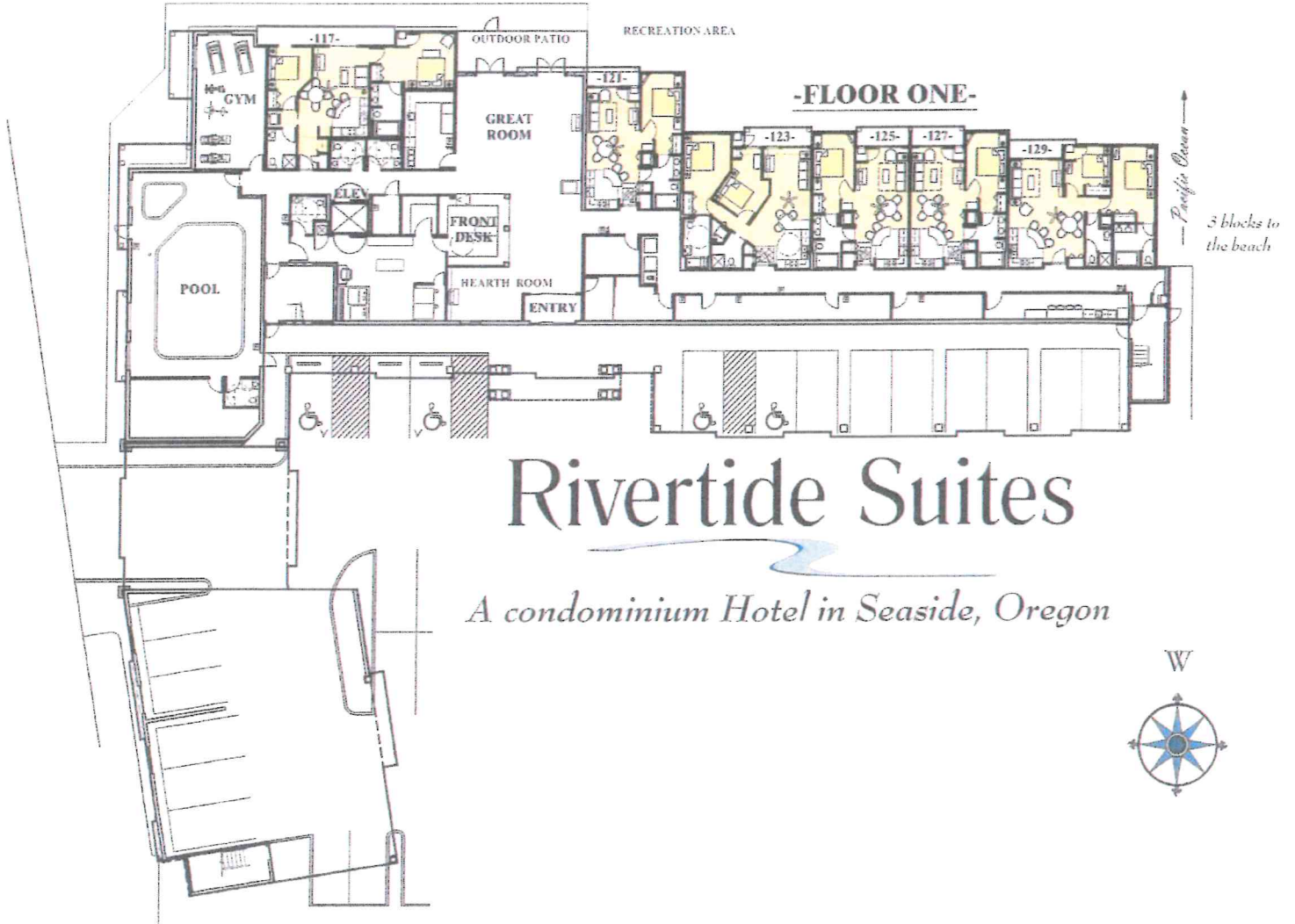
Prices subject to current price listing

# Rivertide Suites

*the new suite spot at the coast in Seaside*

1<sup>st</sup> Floor Plan

*Necanicum Riverfront*



## Rivertide Suites

*A condominium Hotel in Seaside, Oregon*



*Details, prices and specifications are subject to change without notice. Information is deemed reliable, but not guaranteed. Approximate square footage is from the condominium documentation.*

*Rivertide Suites Condominium Hotel • 102 N. Holladay, Seaside Oregon, 07138 • 877-871-tide (8433) • [www.RivertideSuitesCondotel.com](http://www.RivertideSuitesCondotel.com)*

## Getting to Seaside, Oregon

By Car

From Portland International Airport (PDX)

**Distance: 90 miles / Approximate time: 2 hours**

The road leaving the terminal is Airport Way. Follow Airport Way to Interstate 205 South. Go south on I-205 for 3 miles to Exit 21B – Interstate 84 (Banfield Highway). Take I-84 West toward downtown Portland for 6 miles. Exit on your left to I-5 South. Take I-5 for 1.5 miles across the bridge, exiting left onto Interstate 405 North. Take I-405 for 1.5 miles to Exit 1D (right) to Highway 26 – Sunset Highway. Take Highway 26 west for 75 miles to Highway 101 at the coast. Go 1.5 miles north on Highway 101 to Seaside.

Alternate route from Portland International Airport (PDX)

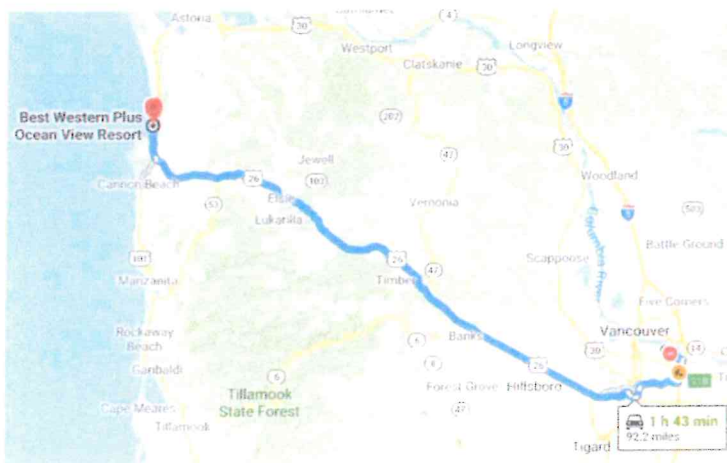
**Distance: 114 miles / Approximate time: 2.25 hours**

Exit the airport via NE Airport Way and enter I-205 North. Travel North across bridge and into Washington. After 12 miles, merge onto I-5 North. Travel north along I-5 for 28 miles until you reach Kelso, WA. In Kelso, take Exit 36 to HWY 432 west towards Longview/Long Beach. After 2.5 miles, follow the ramp for 3rd Ave/HWY 411 towards the Industrial area/Port Longview. Turn left onto HWY 411 south/3rd Ave. After 0.5 miles, 3rd Ave merges with Industrial Way. Follow it briefly and turn left onto Oregon Way (HWY 433). Cross the bridge (welcome back to Oregon!) and then head west (right) on HWY 30 for 45 miles to Astoria. HWY 30 becomes HWY 101 at Astoria. Follow HWY 101 south through Astoria to Seaside.

From Portland

**Distance: 75 miles / Approximate time: 1.5 hours**

Go west on Highway 26 toward “Ocean Beaches” for 72 miles to the Highway 101 junction. Go 1.5 miles north on Highway 101 to Seaside.



These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly.

“Directions to Seaside - Visit Oregon's Favorite Costal Destination.” *Seaside Oregon*, [www.seasideor.com/getting-here/](http://www.seasideor.com/getting-here/).

# Emergency Evacuation Plan



## Hotel

### Fire Safety

- Locate the two fire exits closest to your guest room. Count the doors between your guest room and the fire exit as a reference point.
- If you hear an alarm, proceed immediately to the nearest fire exit. Before leaving, feel the door.

501	502	503	504	505	506	507	508	509	510	511
501a	502a	503a	504a	505	506	507	508	509	510	511
401	402	403	404	405	406	407	408	409	410	411
401a	402a	403a	404a	405	406	407	408	409	410	411
301	302	303	304	305	306	307	308	309	310	311
301a	302a	303a	304a	305	306	307	308	309	310	311
201	202	203	204	205	206	207	208	209	210	211
201a	202a	203a	204a	205	206	207	208	209	210	211
101	102	103	104	105	106	107	108	109	110	111
101a	102a	103a	104a							

**PLEASE FAMILIARIZE YOURSELF WITH THE CLOSEST AVAILABLE EXIT IN THE EVENT OF AN EMERGENCY**

EXIT TO BEACH

HALL

2ND LEVEL LAUNDRY

EXIT TO BEACH

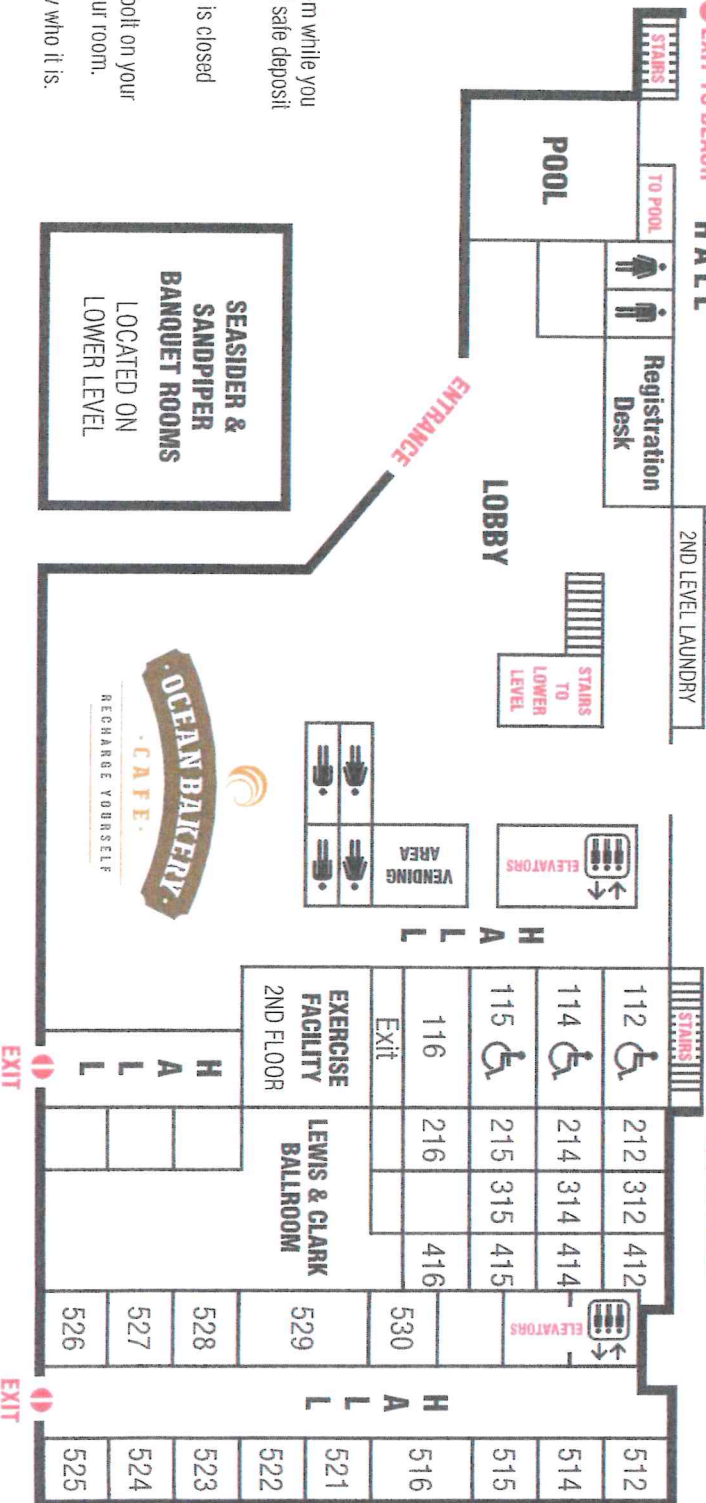
**IF IT IS HOT**, stay in your room and signal for help at the window.

**IF IT IS COOL**, proceed to the nearest fire exit.

## Hotel

### Security

- Do not leave valuables in your guest room while you are away. Place all valuables in the hotel safe deposit box at the Front Desk.
- Always check that your guest room door is closed securely when you leave.
- Always secure the swing lock and dead bolt on your guest room door whenever you are in your room.
- Do not answer the door unless you know who it is. When in doubt, call the Front Desk.





## Ocean View Resort

2020

# Information



Best Western Plus Ocean View Resort

414 N Prom Seaside, OR 97138 P 503.738.3334 [oceanviewresort.com](http://oceanviewresort.com) [sales@oceanviewresort.com](mailto:sales@oceanviewresort.com)

Wherever Life Takes You, Best Western Is There.®

Each Best Western® branded hotel is independently owned and operated.

# Technology

Audiovisual prices are subject to change based on the cost the hotel incurs to rent from our vendors.

Fees listed are per item per day.

Changes made within 3 days of the event are subject to an additional fee.

Easel w/ Flipchart Pad	\$35.00
Additional Flipchart Pad	\$15.00
Easel	\$20.00
Small Pad of Paper (4.25"x5.5") & Pen	\$0.50
White Board on Wheels	\$35.00
Portable Screen (10'x10') or (6'x8')	\$35.00
LCD Projector	\$250.00
TV & DVD Player	\$75.00
Audio Visual Cart	\$20.00
Cordless Lavalier Microphone	\$50.00
Cordless Hand Held Microphone	\$50.00
Stand Up Podium	Complimentary
Extension Cord	Complimentary
Power Strip	\$5.00
Conference Phone	\$50.00
Risers (4'x 8' section) – 5 sections available	\$50 per Section
Dance Floor	\$200.00
Beach Chairs	\$4.50
Portable Sound System	\$150.00
White Chair Covers	\$2.00

Additional Audio Visual is available from our local vendors. Please speak with your Event Coordinator for available options.

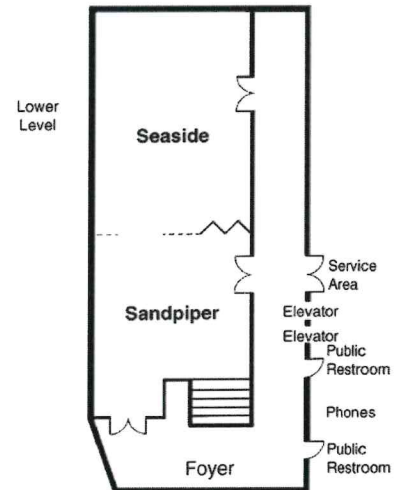
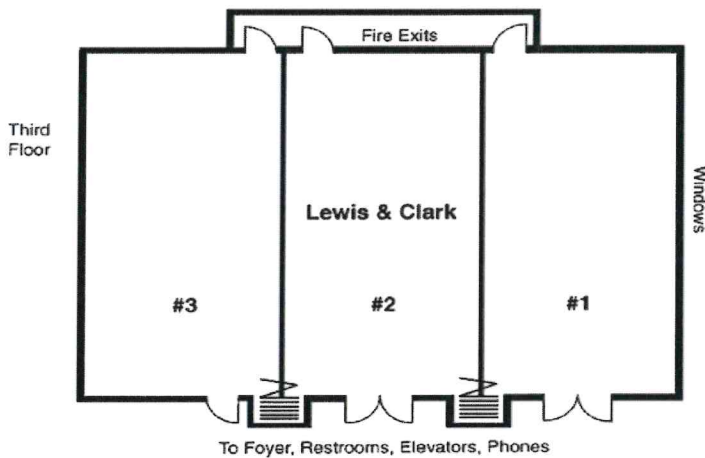
## Best Western Plus Ocean View Resort

414 N Prom Seaside, OR 97138 P 503.738.3334 [oceanviewresort.com](http://oceanviewresort.com) [sales@oceanviewresort.com](mailto:sales@oceanviewresort.com)

A 19% Service Charge will be added to all Food & Beverage, Room Rental & A/V | All prices are subject to change

# Facility Information

Room Name	Sq. Ft.	Theater	Rounds	U-shape	Classroom
Lewis & Clark Ballroom	2,835	345	195		
Lewis & Clark 1	900	100	65	25	35
Lewis & Clark 2	1,035	115	70	30	40
Lewis & Clark 3	900	100	65	25	35
Seaside Sandpiper	1,540	170	100		
Seaside	1,025	110	70	30	40
Sandpiper	515	50	40	15	20



## Best Western Plus Ocean View Resort

414 N Prom Seaside, OR 97138 P 503.738.3334 [oceanviewresort.com](http://oceanviewresort.com) [sales@oceanviewresort.com](mailto:sales@oceanviewresort.com)

A 19% Service Charge will be added to all Food & Beverage, Room Rental & A/V | All prices are subject to change

# Catering Information

Your event includes certain Food & Beverage Services and Requirements.

**Catering Food & Beverage Minimum:** The hotel relies upon the Group providing a minimum in Banquet food and beverage revenue ("Minimum Food and Beverage Revenue"). Should the Group fall below this amount the Group will be responsible for the difference between the Food and Beverage Minimum and the actual charges. For purposes of calculating the Food and Beverage Minimum, the service charges, gratuities, any taxes, or audio-visual charges are NOT considered part of the Food and Beverage Minimum.

**Catered Food and Beverage Policies:** All food and beverage and its service within the hotel must be provided by the Hotel and serviced by Hotel personnel. Food and Beverage may not be brought into the Hotel from the outside. Food and Beverage purchased through the Hotel may not be removed the Hotel.

**Signage and Banners:** Signs and banners are only permitted in the hotel lobby with advanced approval. To maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited.

**Service Charges:** All Food, Beverage, Audio-Visual and Set-up Charges will include a 19% service charge as an add-on. The Service Charge is for the use of a private room with a dedicated staff.

**Meeting Space:** The Hotel sales team member will work with your group on all set-ups prior to the event. We ask that you approve, in writing the final set-up for your Group events. If the set-up is changed on arrival or after the function space has already been set-up additional charges will apply.

The hotel has an adequate, but limited supply of tables, chairs, china, glass, silverware, buffet ware and other standard catering items. There is no additional charge for the use of the hotel's chairs, tables, and buffet equipment inventory however; any requirements in excess of the hotel's available inventory will be priced at cost plus 25%.

Please advise Sales Coordinator of your entertainment plans as soon as possible.

**Alcohol Service:** Organization understands that, if alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license), the Hotel's alcoholic beverage license requires such beverages be dispensed only by its employees and bartenders. The Hotel's alcoholic beverage license requires the Hotel to (a) request proper identification of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced, and (b) refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated. The Hotel encourages the adoption by banquet groups of a designated driver program, whereby one or more persons accept the responsibility of not consuming alcoholic beverages and providing transportation of others in the party. The Hotel will be happy to assist anyone upon request in making alternative transportation arrangements and/or overnight accommodations during the course of Organization's function.

Beverage/Bar Stations may not be hosted for more than five hours in length. Each Bar includes one (1) bartender. Additional Bartenders may be hired for \$75/hour. (Groups of 100 or more include a

Best Western Plus Ocean View Resort

414 N Prom Seaside, OR 97138 P 503.738.3334 oceanviewresort.com sales@oceanviewresort.com

A 19% Service Charge will be added to all Food & Beverage, Room Rental & A/V | All prices are subject to change

complimentary second Bartender). A minimum of \$200/hour in sales is required. The Hotel will consider other wine and beer options other than those offered. Please consult your Catering Manager.

## Catering Information

**Catering Menus:** Due to market fluctuations, prices cannot be confirmed until 90 days prior to your function, at which time current menu prices will be provided. Menu items are subject to change based upon availability. The Group will provide the Hotel with menu selections at least thirty (30) days prior to the event. We will make every effort to fulfill special dietary requests. We ask that they be submitted with the menu selections.

Attendance guarantees for individual functions are required five (5) business days prior to each function. If the number of guaranteed attendees increases after this time, the Group will be charged for the actual number and an additional \$5 per person above the original guarantee.

The request to utilize meal tickets for plated meals must be arranged in advance through the Sales Coordinator. Must be a minimum of 20 guests, two entrée choices are permitted for plated meals. However, the higher of the two prices will be charged for both entrees.

All Buffets will have a maximum 60-minute service period and a 30-person minimum. Based on the size of the Group some extensions may be granted based on additional charges. Please consult your Catering Manager.

**Event Planners:** The Hotel often works with Event Planners and recognizes that the Event Planner is hired by the Client as its representative. At all times the direction of the Event Planner is considered the direction of the Client and as such, any costs or charges incurred will be the responsibility of the Client.

Further, the Hotel does not provide Wedding Planner services. The Hotel, as the wedding and/or reception venue is not able to act in the capacity the Wedding Planner.

**Shipments and Storage:** If it is necessary to ship materials to the Hotel prior to the Group arrival (such as literature or equipment), arrangements must be made with your Catering Manager prior to the shipment. Due to limited storage space, we request that shipments arrive no sooner than 72 hours prior to the scheduled event date. Storage and handling charges of \$5 per package, per day will be imposed for shipments arriving more than 72 hours before the event, as well as shipments that are not removed within 48 hours following the event. For further details, contact the Sales & Catering Office

**Other Charges:** The Hotel is capable of providing most or all of your audio/visual needs, linens, skirting, microphones and other equipment in order to make your event memorable. Please inquire with the Sales Coordinator as to these charges and availability of equipment.

Best Western Plus Ocean View Resort

414 N Prom Seaside, OR 97138 P 503.738.3334 oceanviewresort.com sales@oceanviewresort.com

A 19% Service Charge will be added to all Food & Beverage, Room Rental & A/V | All prices are subject to change

**ATTACHMENT E  
PROPOSAL FROM  
THE BENSON HOTEL  
PORTLAND**

# THE BENSON

A COAST HOTEL

---

The Benson Hotel Presents  
A Detailed Proposal  
for the

***Oregon Association of Municipal Recordors  
Annual Conference  
September 20-24, 2022***

---

Submitted by:

Janet Kearney, CMP  
Associate Director of Sales

The Benson Hotel  
309 SW Broadway  
Portland, OR 97205  
503.219.6713 Direct  
503.241.3757 Fax  
[jkearney@bensonhotel.com](mailto:jkearney@bensonhotel.com)

---

# THE BENSON

A COAST HOTEL

January 27, 2020

Ms. Angie Lanter, MMC  
OAMR 2n Vice President  
City of Banks  
13680 NW Main Street  
Banks, OR 97106

Dear Angie:

Thank you for allowing us to offer you a proposal for your 2022 annual conference. I worked with the OAMR many years ago at another hotel and hope to work with you again!

The Benson Hotel is THE iconic, historical hotel of Portland. With 18,000 square feet of meeting space and 287 guest rooms, we welcome many association conferences each year. We hope to welcome you! There are many benefits your members will enjoy, which are outlined in the proposal.

Please note that this is only a proposal. I look forward to discussing this with you in the late spring and hopefully earning a site tour. If you have any questions, please let me know. Earning your business is our utmost priority and we want to ensure that your attendees enjoy a most memorable experience while staying at The Benson.

Warm Regards,

*Janet*

Ms. Janet Kearney, CMP  
Associate Director of Sales  
503.219.6713  
jkearney@bensonhotel.com

## GUEST ROOM BLOCK

The following guestroom block and rates are offered:

	Tuesday Sept 20, 2022	Wednesday Sept 21, 2022	Thursday Sept 22, 2022	Friday Sept 23, 2022
Single King Rooms and/or Double Queen Rooms	50	80	90	40

**Total Room Block:** 260

### Room Rates:

Run of House: **\$229** single or double occupancy. **(Confirmed rate for 2022)**

Our current government rate for this period in 2020 is \$192.

\$15.00 additional for triple occupancy; \$30.00 additional for quad occupancy.

Room tax is 15.3%

Our guest rooms have been recently renovated featuring new furnishings, bathrooms, carpet, tile, wall and window treatments and art. New televisions will be installed this year. All rooms have Temper-Pedic mattresses, high thread count linen, furry blankets and pillows, eco-friendly robes and slippers, safes, honor bars, Starbuck's coffee, Tazo tea, complimentary bottled water and luxurious bath amenities.

### Guest Room Concessions:

- One Presidential Suite will be provided complimentary for the 4 nights. (Please note that many celebrities, US Presidents and dignitaries stay in our Presidential Suites)
- One room upgraded to an Executive Junior Suite.
- Welcome amenities for up to 4 people.
- One complimentary room night for a pre-planning visit.
- One complimentary room night with every forty occupied, cumulatively.
- 21 day cut-off date.
- Complimentary internet service in the guest rooms.
- Group rate available 2 days pre and post, based on availability.
- Conference rate or less available for other potential meetings throughout the year. (Athenian Dialogue and Board Meeting & Mid-Year Session) Please note that another suite style will be offered for these meetings. The Benson has a total of 59 suites.
- \$5 discount on overnight valet parking.
- 2 complimentary valet parking passes for the duration of the conference.
- We will waive our amenity (resort) fee, which is usually \$26 per night. However, your attendees will still enjoy:
  - In-room complimentary Starbucks® coffee & tea
  - In-house fitness center open 24/7
  - Complimentary WiFi
  - Complimentary in-room bottled water
  - In-room safe
  - In-room dining

- Gilchrist & Soames® premium bath products
- Breathable and biodegradable plush Benson bathrobes and slippers in every guestroom
- Gold Key Concierge Service with insights into the latest and best happenings in the Portland area.
- Live Jazz music Wednesday-Saturday in the Palm Court, the longest continuously running jazz venue in Portland.
- Nightly Sipping Hour 5-6pm featuring regional and local wines, spirits and craft beers.
- Complimentary companion fish (upon availability)
- Complimentary shoe shine (upon availability)



**Deluxe King Room**



## Presidential Suite

### MEETING SPACE

The hotel offers over 18,000 square feet of meeting space to accommodate groups up to 400 people. The Benson's award-winning culinary team will amaze your attendees with exceptional Northwest cuisine. A meeting schematic is attached in the email with this proposal.

I made a few changes to the room set up in hopes that we can consolidate the space you need, so fewer labor set up fees need to be charged. I hope this meets with your approval. If I have anything incorrect, please let me know.

### SUGGESTED MEETING SPACE

- **Registration/Auction/Exhibits:** Kent Room. 1144 square feet. 20 tables. Adjoins the Mayfair Room. 24 hour hold. You may also have this space to set up auction items and create conference packets.
- **Wednesday morning and afternoon session:** Mayfair Room. 4212 square feet with built in stage. I suggest setting in crescents to save labor set up fees.
- **Wednesday lunch:** London Grill or Crystal Ballroom. 1961 square feet or 2128 square feet.
- **Reception:** London Grill. This has a secret wine cellar that can be used for the bar.
- **Thursday early morning, late morning and afternoon sessions:** Mayfair Room. Can all of these be set in this space? There is plenty of space for head tables and AV.
- **Thursday lunch:** Crystal Ballroom. 2128 square feet. Austrian crystal chandeliers. 19' ceiling.
- **Thursday all day session:** Cambridge-Oxford Room. 1044 square feet. Windows and Austrian crystal chandeliers.
- **Evening dinner banquet:** Mayfair Room. This has a stage with a lower level riser that can be pulled out to create a 2-tiered riser.
- **Friday early morning meeting with breakfast, late morning meeting and afternoon meeting:** Mayfair Room. Can all of these be set in this space to save labor set up fees?
- **Lunch:** London Grill
- **Saturday:** Casual space for 20. Brighton Room. 610 square feet. Windows.

We anticipate that all meeting space will be renovated before this meeting. The meeting space will feature new sound equipment, some AV installation, carpet, wall and window treatments and some lighting.



**Mayfair and Kent Rooms combined**



**Crystal Ballroom**



**London Grill**

**Food and Beverage Minimum/Meeting Room Rental:**

- The food and beverage minimum is \$18,000 to waive the meeting room rental fees.
- We charge \$40 total for each exhibitor table including 2 chairs and wastebasket.
- We include ice water, Benson notepads and pens in the meeting space.
- Please note that our service fee is only 20% and there is no sales tax in Oregon! Extra savings!

**Meeting concessions:**

- Meeting room rental waived with food and beverage minimum.
- Waived labor set up fees based on using the space listed.
- Complimentary internet in the meeting space.
- You may bring in your own AV equipment from another vendor at no charge. If you use our on-site AV company, we will provide a 10% discount on the rentals.
- We cannot offer a discount on our catering menus, but are happy to work with you on customized menus if necessary.
- Waived meeting room rental on the meetings listed on the addendum with the guest rooms and food/beverage listed.

**CATERING**

The Benson is consistently recognized in the meetings and convention industry for award-winning culinary experiences in our restaurant and banquet food operations. Our Catering staff will assist you in the planning of your meeting and catering functions.

Our seasoned culinary team will create a memorable dining experience featuring fresh local products. Please refer to our catering menus, keeping in mind that customized menus are also available upon request.

**Current average prices including service fee:**

1 Gallon Starbucks Verona Coffee: \$81.60

Plated hot breakfast: \$27.60

Lunch, club sandwich, side, dessert and beverage: \$28.80

Dinner, salad, sirloin steak, potato, veg, rolls, dessert, beverage: \$42.00

Dinner: \$48

**AUDIO VISUAL EQUIPMENT**

State-of-the-art, industrial quality Audio Visual equipment is available on premises. On-site management provided by DThree Productions. All orders are subject to a 20% Administrative and Service Charge. Please see (enclosed/attached) Audio Visual brochure for details.

**OTHER CHANGES AT THE BENSON HOTEL**

- We will begin having our Sunday Brunch in the London Grill.
- We will have high tea in the hotel lobby.
- We created a historical display of 160 historic Benson and Portland photos in our marble staircase. A mini museum!

**WHY CHOOSE THE BENSON HOTEL?**

**Pamper your members! This is a 4 diamond AAA hotel and currently #4 on Trip Advisor out of 148 hotels in the Portland area. The Benson has frequently won many awards for excellence in meetings. This is a 4 diamond AAA hotel!**

- Full service! Doormen, bell staff, valet parking, gold key concierge service, room service, two restaurants and lounges.

The Palm Court is open for breakfast, lunch, dinner and happy hour. It features live jazz Wednesday – Saturday evenings. Complimentary sipping hour daily.

El Gaucho is an exquisite steak house, featuring many dishes prepared tableside. It also has happy hour, live Argentinian music and a cigar room.

- We are in the best part of downtown Portland, surrounded by so many fine restaurants, as well as inexpensive restaurants and food carts, brew pubs, wine bars and shopping. Powell's Bookstore, the largest independent bookstore in the US, is just two blocks away, as is the trendy Pearl District.
- The Portland International Airport is just 10 miles away. The drive time is between 20-45 minutes, depending on traffic. Transportation can be provided by the MAX Light Rail Line direct from the airport to within 3 blocks of the hotel. The current cost is only \$2.50 each way. Uber and Lyft are popular transportation methods. The cost is about \$25.00 each way.

- Our staff is happy, so they will make you happy! The average length of employment at The Benson Hotel is 14 years. We have many team members that have worked here over 30 years!

Thank you for considering The Benson. We look forward to welcoming you and treating your members to a wonderful stay at our beautiful hotel!

# THE BENSON

A COAST HOTEL

## MEETING ROOM PACKAGES

### Tripod Screen Projection Pkg. \$495.00

- LCD Projector
- Tripod Screen
- VGA/HDMI Cable
- Electrical

### Standard 10' Cradle Screen Projection Pkg. \$530.00

- LCD Projector
- 10' Cradle Screen
- VGA/HDMI Cable
- Electrical

### Premium 10' Cradle Screen Projection Pkg. \$630.00

- High-Output HD LCD Projector
- 10' Cradle Screen
- VGA/HDMI Cable
- Electrical

### Rear Screen Projection Pkg. \$750.00

- High-Output HD LCD Projector
- 10' Fast-Fold Screen
- VGA/HDMI Cable
- Electrical

*\*Add \$125 for Full Velour Dress Kit*

### Standard Projection Support Package \$150.00

- 5' - 8' Tripod Screen
- VGA/HDMI Cable
- Electrical

### Premium Projector Support Package \$195.00

- 10' Cradle Screen
- VGA/HDMI Cable
- Electrical

### Flipchart Package \$60.00

- Flipchart Easel
- Full Pad (self-stick add \$10)
- Four Color Marker Set

## AUDIOVISUAL ACCESSORIES

### Video

Laptop Computer (PC)	\$225.00
Wireless Powerpoint Presenter	
Remote w/ Laser Pointer	\$45.00
Seamless Switchers	Call for Quote
VGA or HDMI Cable (up to 50')	\$45.00
15" Flat Screen Monitor	\$95.00
32" Flat Screen Monitor	\$195.00
46" Flat Screen Monitor	\$295.00
50"-108" Flat Screen Monitor	Call for Quote

### Audio

Wireless Handheld Microphone	\$145.00
Wireless Lavalier Microphone	\$145.00
Wired Microphone	\$60.00
Podium Microphone	\$80.00
Push-to-Talk Microphone	\$90.00
Slimline Tabletop Microphone	\$90.00
1/3 Octave Equalizer	\$80.00
Conference Speakerphone	\$155.00
Telephone Interface	\$230.00
Loudspeaker	\$120.00
Subwoofer	\$155.00
4-Channel Mixer	\$60.00
8-Channel Mixer	\$90.00
12-Channel Mixer	\$120.00
Laptop/Smartphone Audio Patch	\$45.00
House Sound Patch	\$100.00

### Lighting

LED Uplight Package (12 Lights)	\$480.00
Custom Lighting	
Packages Available	Call for Quote

### Meeting Room

Multi-Outlet Power Strip	\$15.00
Extension Cord	\$15.00
3' x 5' Whiteboard Package	\$45.00
4' x 6' Whiteboard Package	\$60.00
<i>Includes: 4 Color Dry Erase Marker Set, Dry Eraser Pad</i>	
Poster Easel	\$15.00



**DTHREE**  
PRODUCTIONS

---

## RECOMMENDED EQUIPMENT

---

ROOM	DIMENSIONS	CEILING	SCREENS	PROJECTORS
Mayfair Ballroom	78' X 75'	11'8"	10'	High Lumen
Mayfair Room	42' X 75'	11'8"	10'	Standard or High Lumen
Kent Room	36' X 44'	11'8"	8'	Standard or High Lumen
Crystal Ballroom	76' X 28'	18'10"	10'	High Lumen
Regency Boardroom	12' X 25'	10'	6'	Standard Lumen
Cambridge/Oxford Room	58' X 18'	10'	8'	Standard or High Lumen
Cambridge Room	00' x 00'	10'	6'	Standard Lumen
Oxford Room	00' x 00'	10'	5' or 6'	Standard Lumen
Windsor Room	43' X 15'	10'	6'	Standard Lumen
Brighton Room	36' X 17'	10'	6'	Standard Lumen
Parliament Room	69' X 24'	8'	6'	Standard Lumen
Parliament Room 1 & 2	12' X 25'	8'	6'	Standard Lumen
Parliament Room 3	15 X 25'	8'	5'	Standard Lumen
Parliament Room 4	30' X 24'	8'	6'	Standard Lumen
Suite 227	10' X 12'	8'	5'	Standard Lumen
Little London	18' X 12'	8'	5' or 6'	Standard Lumen
Wine Room	12' X 9'	8'	5'	Standard Lumen
The London Grill	56' X 31'	10'	6' or 8'	Standard Lumen

---

## LABOR

---

Setup/Strike*	\$60 Per Hour
Event Operation**	\$70 Per Hour

\* 4-Hour minimum applies.

\* Labor rates may be assessed for setup and strike based on time and complexity of operation.

\*\* Specialized operation fees will be quoted on a case-by-case basis.

Labor fees may be assessed for setup and strike of video projection, sound systems, stage lighting, fast-fold screens and draping at rates listed herein.

\*\*\* Overtime labor fees may apply for evenings, weekends and holidays. Rates & equipment subject to availability and change without notice.

All Equipment rentals provided by Dthree Productions are subject to a 20% hotel service charge.

# THE BENSON

A COAST HOTEL

## GROUP SALES AGREEMENT

TODAY'S DATE: January 28, 2020

**GROUP NAME:** Oregon Association of Municipal Recorders  
"OAMR 2022 Conference"

**CONTACT:** Ms. Angie Lanter, MMC  
**TITLE:** 2nd VP 2019-2020  
**ADDRESS:** City of Banks  
13680 NW Main Street  
Banks, OR 97106

**PHONE:**  
**EMAIL:** alanter@cityofbanks.org

**HOTEL CONTACT:** Janet Kearney  
**HOTEL MAILING ADDRESS:** 309 SW Broadway, Portland, OR 97205  
**DIRECT PHONE:** 503.219.6713  
**DIRECT FAX:** 503.241.3757  
**EMAIL ADDRESS:** jkearney@bensonhotel.com

Once this contract is accepted, The Benson ("Hotel") will remove from our inventory and consider sold to Group for your use room nights pursuant to the following arrival and departure pattern:

Arrival Date: September 20, 2022  
Check-in: 4:00 p.m.

Departure Date: September 24, 2022  
Check-out: 12:00 p.m.

	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23
Run of House (Deluxe King and Deluxe Queen/Queen)	49	79	79	39
Presidential Suite	1	1	1	1

Total Room Nights: 260

Room	Single Rate	Double Rate
Run of House	219	219

The above room rates are based on single or double occupancy, subject to an additional per person charge of \$15.00 per night for triple or quad occupancy. Room rates quoted above are non-commissionable, net rates, subject to tax which is currently 13.3% as well as a 2% City of Portland Tourism Improvement District assessment.

Your guests will enjoy an excellent selection of amenities and services to enhance their stay:

- In-room complimentary Starbucks® coffee & tea
- In-house fitness center open 24/7
- Complimentary WiFi
- Complimentary in-room bottled water

- In-room safe
- Guestroom honor bars
- In-room dining
- Gilchrist & Soames® premium bath products
- Breathable and biodegradable plush Benson bathrobes and slippers in every guestroom
- Gold Key Concierge Service with insights into the latest and best happenings in the Portland area.
- Live Jazz music Wednesday-Saturday in the Palm Court, the longest continuously running jazz venue in Portland.
- Companion fish (available upon request)
- Complimentary shoe shine, upon availability

#### **ANTICIPATED ROOM NIGHT REVENUE FIGURE**

At this time, the hotel is holding 260 room nights for your use over the contracted dates (less 6 anticipate complimentary room nights) , which will generate total revenues of \$48,166. This figure shall be referred to herein as the “Anticipated Room Night Revenue Figure.” All revenue figures are net and not inclusive of administrative and service charge or commissions.

**PARKING FEES:** Currently \$42.00 per night. Group is solely responsible for informing attendees of parking fees, and that they are separate from and in addition to room rate and taxes and subject to change.

**COMPLIMENTARY ROOMS:** 1 complimentary room night per 40 room nights actually occupied and paid for at the full contract rate.

#### **CONCESSIONS:**

- One Presidential Suite will be provided complimentary for 4 nights.
- 1 room upgraded to an Executive Junior Suite at the group rate.
- Welcome amenity for 4 people.
- One complimentary room night for a pre-planning visit.
- 21 day cut-off
- Complimentary internet service in the meeting rooms and guest rooms.
- Group rate available 2 day pre and post, upon availability.
- Conference rate or less available for the other potential meetings throughout the year: Athenian Dialogue and Board Meeting and the Mid-Year Session.
- \$5 discount on overnight valet parking.
- 2 complimentary valet parking passes for the duration of the conference.
- The amenity fee will be waived.

**RESERVATION METHOD:** ; Phone-in to 888-523-6766 or 503-228-2000; or emailing their reservation requests to [reservations@bensohotel.com](mailto:reservations@bensohotel.com). Guests must identify themselves as part of your group. The reservation cancellation policy is 72 hours prior to arrival for your group. Reservations cancelled within 72 hours prior to arrival will be assessed one night room and tax.

**RESERVATION DUE DATE:** Tuesday, August 30, 2022, after which rooms not reserved will be returned to general inventory; group will remain responsible for such room nights per cancellation or attrition clause below.

It is at the Hotel’s discretion to extend the group rate for any reservations past the group cut-off date, based on availability.

**GUESTROOM CHARGES:** Individuals will provide a credit card at time of reservation and to present credit card at check-in to access ancillary services; Individuals to pay own accounts at departure and will present credit card at check-in to access ancillary services.

**BANQUET FOOD & BEVERAGE MINIMUM REVENUE:** \$18,000. If the F&B minimum is not met, the difference will be charged as meeting room rental. Food & Beverage minimum and meeting room rental do not include 20% administrative and service charge or any applicable tax.

**MEETING REQUIREMENTS:** The Hotel will provide all of the function space you require in accordance with the schedule of events on a complimentary basis. The Hotel reserves the right to make reasonable substitutions in meeting and banquet rooms and/or menu selections and/or based on room pick-up at reservations due date.

**ANTICIPATED FOOD, BEVERAGE & MEETING REVENUE FIGURE**

Based on your contracted Food & Beverage minimum of \$18,000 and total meeting room rental of \$0, your "Anticipated Food, Beverage & Meeting Revenue Figure" is \$18,000. This revenue figure is not inclusive of service charge.

**SCHEDULE OF EVENTS**

Date	Start Time	End Time	Function	Setup	Agr	Room
09/20/2022	8:00 AM	11:45 PM	AUCTION/REGISTRATION/EXHIBITS	SPECIAL INSTRUCTIONS	20	KENT ROOM
09/21/2022	8:00 AM	5:00 PM	GENERAL SESSION	CRESCENT ROUNDS	80	MAYFAIR ROOM
09/21/2022	8:00 AM	11:45 PM	AUCTION	SPECIAL INSTRUCTIONS	20	KENT ROOM
09/21/2022	12:00 PM	1:00 PM	LUNCH	ROUNDS	80	LONDON GRILL or CRYSTAL BALLROOM
09/21/2022	5:00 PM	7:00 PM	RECEPTION	RECEPTION	50	LONDON GRILL
09/22/2022	8:00 AM	5:00 PM	MEETING	CRESCENT ROUNDS	100	MAYFAIR ROOM
09/22/2022	8:00 AM	5:00 PM	BREAK OUT	U-SHAPE	35	CAMBRIDGE / OXFORD
09/22/2022	8:00 AM	11:45 PM	AUCTION	SPECIAL INSTRUCTIONS	20	KENT ROOM
09/22/2022	12:00 PM	1:30 PM	LUNCH	CRESCENT ROUNDS	115	CRYSTAL BALLROOM
09/22/2022	6:00 PM	10:00 PM	DINNER	ROUNDS	100	MAYFAIR ROOM
09/23/2022	7:30 AM	8:30 AM	BREAKFAST	CRESCENT ROUNDS	100	MAYFAIR ROOM
09/23/2022	8:00 AM	11:45 PM	AUCTION	SPECIAL INSTRUCTIONS	20	KENT ROOM
09/23/2022	8:30 AM	5:00 PM	GENERAL SESSION	CRESCENT ROUNDS	100	MAYFAIR ROOM
09/23/2022	12:00 PM	1:30 PM	LUNCH	ROUNDS	100	LONDON GRILL
09/24/2022	8:00 AM	11:00 AM	MEETING	SPECIAL INSTRUCTIONS	20	BRIGHTON ROOM
09/24/2022	8:00 AM	2:00 PM	AUCTION	SPECIAL	20	KENT ROOM

2022	AM	PM		INSTRUCTIONS		
------	----	----	--	--------------	--	--

Please note that food, beverage, meeting room rental, set up fees and audio visual equipment rental will all have a 20% service fee added.

**EXHIBIT FEE:** \$40 per 6' table with 2 chairs and wastebasket for the duration of the conference.

**CLEANING FEE:** A cleaning fee of \$100.00 per day will apply for the use of guestrooms, suites or event space utilized for hospitality purposes. An inspection of the room will be conducted after the event. Additional fees may be assessed for any extensive cleaning required as a result of **willful/intentional damage** that includes, but is not limited to:

- Carpet stains
- Burns on fabrics/furniture
- Damaged or broken items
- Use of glitter or confetti
- Wax damage from candles

Group must observe maximum occupancy guidelines for the space being utilized. Group is responsible for any damage to Hotel or Hotel property caused by your attendees, vendors, contractors or agents.

**ATTRITION:** Group must produce at least 80% of contracted sleeping room revenue. Any deficit will be billed to the group's master account as liquidated damages for underperformance, plus tax.

**CANCELLATION:**

In the event of a cancellation 0 to 90 days prior to arrival, liquidated damages in the amount of eighty percent of the Anticipated Food, Beverage & Meeting Revenue Figure, plus Anticipated Room Night Revenue Figure, plus tax, will be due.

In the event of a cancellation 91 to 180 days prior to arrival, liquidated damages in the amount of seventy percent of the Anticipated Food, Beverage & Meeting Revenue Figure, plus Anticipated Room Night Revenue Figure, plus tax, will be due.

In the event of a cancellation more than 180 days prior to arrival, liquidated damages in the amount of fifty percent of the Anticipated Food, Beverage & Meeting Revenue Figure, plus Anticipated Room Night Revenue Figure, plus tax, will be due.

**FORCE MAJEURE:** No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, or strikes, any one of which make performance impossible. The Hotel shall have no liability for power disruptions of any kind.

**BILLING PROCEDURES AND DEPOSIT SCHEDULE:** Please complete the enclosed direct bill application or credit card authorization form and return it with the signed contract to our Accounting Department within 30 days so that we may attempt to approve credit for your meeting. In the event that credit is not requested or is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by the hotel at its sole discretion. Under such circumstance, failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the group and the group shall be liable for amounts as described in the cancellation provisions.

The following items shall be charged to the Master Account: sleeping rooms, amenity fee, tax, incidentals, parking fees, portage fees, banquet food and beverage charges, attrition charges (if any), meeting space rental charges (if any), meeting room setup fee (if any), cancellation charges (if any) and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. All 3<sup>rd</sup> party charges will be assessed 20% handling charge. Payment is due within 10 days of billing date and will thereafter accrue interest at 1.5% per month, if permissible by law or the highest rate permissible by law. Individual guest accounts are payable at check-out by cash or credit card.

Date

Amount of Deposit due from Group

Upon return of signed contract to Hotel      \$6,000

**INSURANCE AND INDEMNIFICATION:**

Hotel and Oregon Association of Municipal Records each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall name the Hotel as an additional insured. Damage to the Hotel premises by the Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities.

The Hotel must pre-approve all outside contractors and vendors hired for use by the Group in the Hotel, and may have a list of approved contractors and vendors. The Hotel reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into the Hotel. The Group and/or outside contractors must provide proof of worker's compensation insurance for employees who will work on Hotel premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on Hotel's premises, and must comply with all other requirements the Hotel deems appropriate, in its sole discretion. Group's contracts with its contractors will all specify that contractor and the group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such Contractors or through their use.

The Hotel shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Hotel's negligence in connection with the provision of services or the use of the Hotel facilities, except to the extent and percentage attributable to the Group's or its members', agents', employees', or Exhibitors' negligence. The Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

The Group shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors' or Exhibitors' negligence in connection with the use of the Hotel facilities, except to the extent and percentage attributable to the hotel's negligence. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

**MISCELLANEOUS PROVISIONS:** In the event of litigation, Oregon law will apply; prevailing party shall recover attorneys' fees and all litigation costs and expenses, charges and costs incurred, including pre- and post-litigation fees related to collection and judgment enforcement efforts; parties consent to exercise of personal jurisdiction of Oregon courts, which will have exclusive jurisdiction. This contract is the entire agreement between the parties, superseding all prior proposals, negotiations, representations, and other communications, whether oral and written. This agreement may be amended ONLY in writing, signed by representative of Group and Hotel's Director of Sales. Group may not assign any benefits associated in any way with this contract without consent of Hotel. No food and beverage of any kind may be brought into Hotel or any hospitality suite by group or its guests.

**HOTEL POLICIES:** Hotel reserves the right to review any and all Group promotional materials prior to distribution to ensure accuracy. (1) Hotel works exclusively with D Three Productions as our audio-visual supplier. Should Group utilize an outside vendor or its own equipment, the Hotel's standards must be adhered to as outlined by your Convention Service Manager. (2) Signs in meeting space must be professionally printed and placement and posting approved by Hotel; nothing may be posted, attached or stuck to walls without permission. (3) Hotel's logo, trademark, name, etc., may not be used by Group without prior written permission of Hotel. (4) No sound, phone, electrical, lighting, mechanical equipment, or rigging can be installed or operated by anyone other than Hotel personnel. (5) Mailed conference material should be sent to Hotel no more than 3 days prior to the start of conference.

Oregon has a statewide law in place providing 100% smoke-free indoor air in workplaces, hotels, restaurants and bars. The law also prohibits smoking within 10 feet of entrances, exits, windows that open, and ventilation intakes of workplaces or public places. The Benson Hotel fully supports this law. The Benson Hotel's staff members have been trained to respond to potential violations of the policy. There is a \$300 room recovery fee charged to guests who do not comply, which aids in the extensive cost of restoring a guest room to a smoke-free condition.

**OPTION DATE:** These arrangements are being held on a first option basis. However, should another organization request the dates and be in a position to confirm immediately, you will be advised and given seven (7) days to confirm on a definite basis or so alternate dates can be researched and held for your use.

By signing and returning the enclosed copy of this contract, you will enable us to establish these arrangements on a definite basis.

Please note that it is the responsibility of your organization to notify The Benson if you need to extend your option.

**ACCEPTANCE:** This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of the Hotel. Acceptance may be made electronically and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

**By Oregon Association of Municipal Recorders authorized representative:**

\_\_\_\_\_ **Date:**  
**President**  
**Oregon Association of Municipal Recorders**

**By the authorized representative of The Benson Hotel**

\_\_\_\_\_ **Date:**  
**Ms. Janet Kearney**  
**Associate Director of Sales**

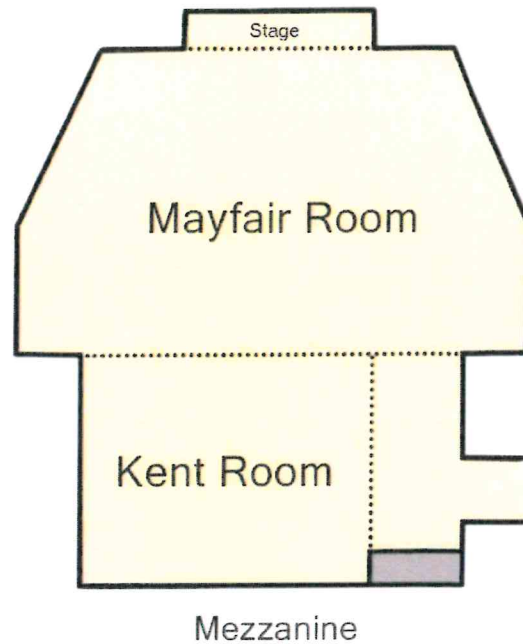
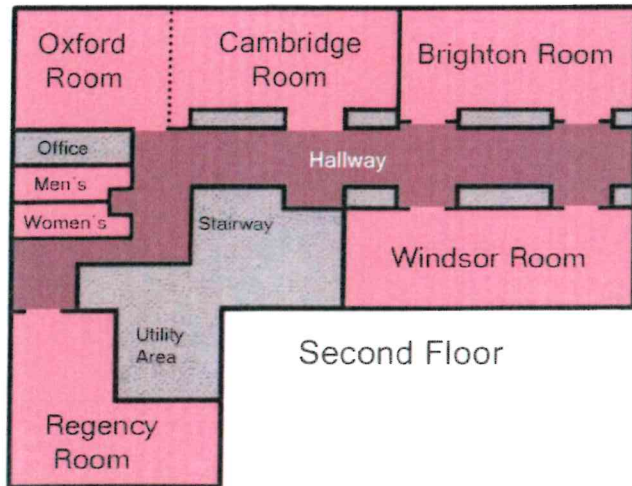
**By the authorized representative of The Benson Hotel**

\_\_\_\_\_ **Date:**  
**Ms. Julie Parker**  
**Director of Sales and Marketing**

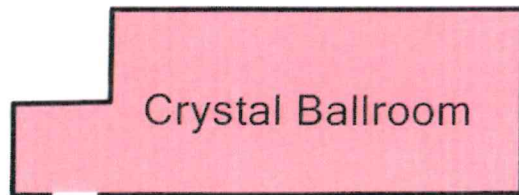
# THE BENSON

A COAST HOTEL

## MEETING ROOM SPECIFICATIONS



Lobby Level



Lower Level



Meeting Room	Floor	Conference	Theatre	Classroom	U-Shape	Crescent Rounds	Banquet	Reception	Dinner Dance	Ceiling Height	Dimensions	Square Feet
MAYFAIR BALLROOM	Mezzanine	120	500	300	120	300	350	500	300	11' 8"	78 x 75	5850
MAYFAIR ROOM	Mezzanine	50	300	150	50	150	230	200	150	11' 8"	42 x 75	3150
KENT ROOM	Mezzanine	44	140	100	50	100	120	140	70	11' 8"	36 x 44	1584
CRYSTAL BALLROOM	Lobby	70	210	120	70	120	170	250	150	18' 10"	76 x 28	2128
REGENCY BOARDROOM	Second	16								10' 1"	36.5	784
CAMBRIDGE ROOM	Second	25	50	33	25	36	70	85	N/A	10' 1"	37 x 18	673
OXFORD ROOM	Second	15	40	18	15	12	30	35	N/A	10' 1"	24 x 18	427
WINDSOR ROOM	Second	30	60	30	30	30	50	60	N/A	10' 1"	43 x 15	645
BRIGHTON ROOM	Second	27	50	30	27	30	40	50	N/A	10' 1"	36 x 17	612
ROOM 227	Second	8	12	10	8	6	10	10	N/A	10' 1"		338
PARLIAMENT 1	Lower	6	20	8	8	6	12	15	N/A	8' 0"	12 x 26	320
PARLIAMENT 2	Lower	6	20	8	8	6	12	15	N/A	8' 0"	12 x 26	315
PARLIAMENT 3	Lower	12	30	12	15	12	20	30	N/A	8' 0"	12 x 26	330
PARLIAMENT 4	Lower	30	50	30	21	30	40	50	N/A	8' 0"	28 x 16	454

Let our meeting professionals take care of your meeting needs.

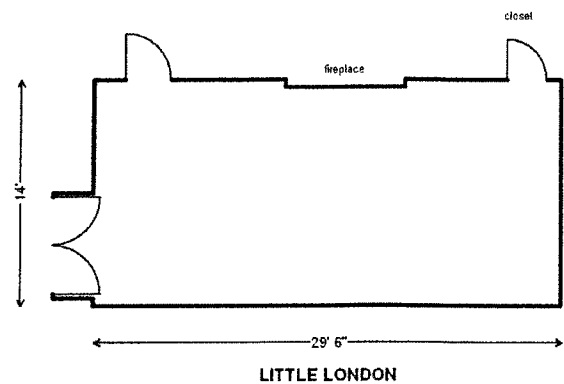
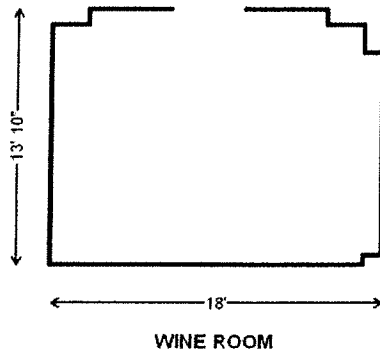
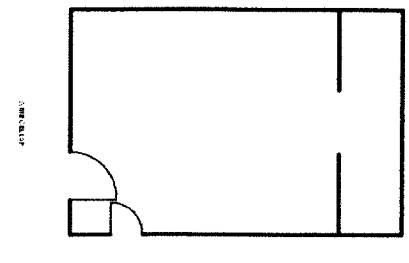
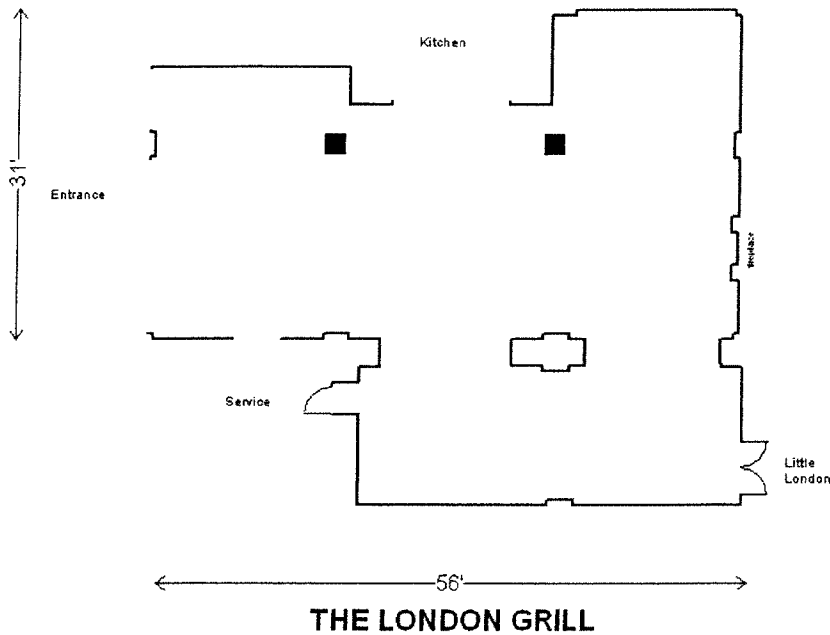
reservations  
coasthotels.com  
1.800.663.1144

The Benson, A Coast Hotel  
309 South West Broadway  
1.503.228.2100 • 1.503.471.3920

# THE BENSON

A COAST HOTELS

## MEETING ROOM SPECIFICATIONS

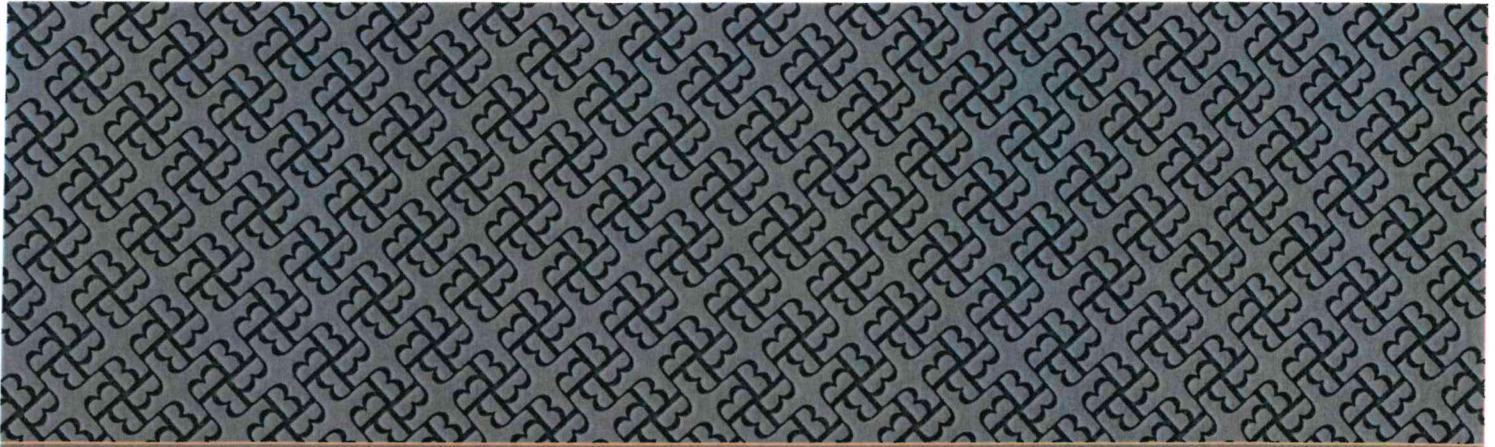


Meeting Room	Floor	Conference	Theatre	Classroom	U-Shape	Crescent Rounds	Banquet	Reception	Dinner Dance	Ceiling Height	Dimensions	Square Feet
LONDON GRILL	Lower	50	150	70	50	60	120	200	100	12' 0"	57 x 47	2269
LITTLE LONDON	Lower	16	40	10	16	16	24	24	N/A	8' 0"	30 x 14	420
WINE ROOM	Lower	8	14	8	8	6	10	10	N/A	8' 0"	18 x 14	252
WINE CELLAR	Lower	8	14	8	8	6	10	10	N/A	12' 0"	16 x 14	224

Let our meeting professionals take care of your meeting needs.

**reservations**  
[coasthotels.com](http://coasthotels.com)  
 1.800.663.1144

The Benson, A Coast Hotel  
 309 Southwest Broadway  
 t. 503.228.2000 f. 503.471.3920



# THE BENSON

PORTLAND

CATERING MENUS

TABLE OF CONTENTS

CATERING GUIDELINES . . . . . 3  
BREAKFAST . . . . . 5  
MEETING PACKAGES. . . . . 7  
BEVERAGES & BREAKS . . . . . 10  
LUNCH . . . . . 12  
DINNER ENTREES . . . . . 15  
DINNER BUFFETS . . . . . 17  
HORS D'OEUVRES & SPECIALTY STATIONS . . . . 20  
BAR SERVICE . . . . . 23

# THE BENSON

A COAST HOTEL

## CATERING MENUS

## CATERING GUIDELINES

### EVENT PLANNING

Your Catering Sales Manager will be pleased to assist you in every aspect of your event planning such as creating a theme, suggesting décor, menu selection and recommending vendors. We are committed to making your event special, unique and memorable. We request that the final arrangements (including menus, set up and audio-visual equipment requirements) be completed a minimum of three weeks prior to the event date.

### FOOD AND BEVERAGE REVENUE MINIMUM

Each banquet room has a meeting room rental, labor set up fee and/or a food and beverage revenue minimum requirement. If the food and beverage minimum is not met, the difference will be applied to the final bill as a room rental fee. Service charges will not apply toward this minimum. Menu prices are confirmed ninety days prior to your event.

### SERVICE CHARGE

A 20% service charge is added to all food, beverage and audio-visual services.

Menu prices and service charge are subject to change

### ATTENDANCE GUARANTEE

A guarantee of the number of guests is required no later than 10:00 AM, three business days prior to your function. Once the guarantee is received by the Catering Department, the number cannot be reduced. You will be charged for the final count or the guarantee, whichever is greater. We will provide service and seating for 5% over your guaranteed attendance to a maximum of 10 people. If no verbal or written guarantee is received, the originally contracted number of guests will be used, for billing

purposes. If there are additional guests above that number, The Hotel cannot guarantee seating and/or that the same meal that was ordered will be served to those added guests.

### SPLIT ENTRÉE MENUS

When offering more than one entrée for a meal function, all meals will be charged at the highest meal price. Guarantees are due three business days prior to the function with exact entrée counts for each entrée selected. A maximum of three entrée choices may be selected, including a vegetarian selection. Please select one salad and one dessert for the entire party. Each guest's entrée choice must be designated by a coded place card.

### PRIVATE DINING MENUS

Available to groups of 10 or fewer

### QUALITY GUARANTEE

Our culinary team takes great pride in expert, creative food preparation. If the scheduled meal time is not adhered to by your group and causes the meal service to be more than 15 minutes late, The Hotel is not able to guarantee the food quality.

### OUTSIDE FOOD AND BEVERAGE

In adherence to Oregon Liquor Control Commission laws and Oregon State Health Department regulations, no outside food or beverage may be brought into any event space. The only exception is professionally prepared wedding cakes from a licensed bakery.

If you wish to provide your own wine, the corkage fee is 15 per 750ml bottle.

## Catering Guidelines

### EQUIPMENT PROVIDED BY THE BENSON HOTEL

Tables, standard banquet chairs, linen in select colors, plate ware, silverware, glassware

For meetings: Benson note pads, Benson pens and mints

For receptions and dinners: Up to two votive candles per cocktail table, three per dinner table

### ROOM RESET FEES

Rooms that need to be reset during one business day are subject to a labor fee of 100-300, depending on the size of the room and complication of the set. If chaivari chairs or chairs with chair covers need to be moved to another room (such as a wedding ceremony to a wedding reception), there is a 200 labor fee.

### COAT CHECK

A staffed coat check station is available for all events for 125 per event.

### DECORATIONS

All decorations and signage must be compatible with local fire codes and have hotel approval. Nothing is to be taped or pinned to any walls. Failure to heed this notice, may result in damage repairs being your responsibility and added to your final bill. All items brought in to the hotel such as wedding cakes, chair covers, linens, centerpieces, candles, etc. are the responsibility of your group. The Benson Hotel is not responsible for the storage and security of these items. If Hotel staff is required to assist in removing any decorations or other materials, a \$50.00 labor fee per hour will be assessed.

### AUDIO-VISUAL SERVICES

State-of-the-art, industrial quality audio-visual equipment is available on premises. On-site management is provided by DThree Productions. Please refer to their price sheet for available equipment and pricing.

### PARKING

The Benson Hotel's valet staff is available to provide parking services for your group, upon availability and advanced notice.

Downtown self-parking services for your group are also available as an alternative.

### ADDITIONAL ITEMS AVAILABLE FOR RENT, subject to availability (prices subject to change)

Dance Floor	100 - 250
depending on the size	
Risers	25 per section
Couch	100 per day
Armchairs	50 per day
Coffee and End Tables	25 per day
Lamps	20 per day
Chaivari Chairs	5 each, plus 150 delivery fee
Chair Covers with Sashes	4 each
Additional Votive Candles	1 each
Gold Charger Plates	2.50 each

### BOX HANDLING FEES

Boxes up to 36" x 24" x 24"	2.50 per box
Larger boxes/display cases	5 per box
Pallets	2.50 per box

# THE BENSON

A COAST HOTEL

## CATERING MENUS

### BREAKFAST

#### BREAKFAST BUFFETS

**SWEET MORNING DELIGHT** 15  
House Made Coffee Cakes, Breakfast Breads

Freshly Brewed Starbucks™ Caffe Verona Coffee,  
Decaffeinated Coffee, Assorted Teavana Hot Teas

**COFFEE & BREAKFAST SANDWICHES** 21  
*Your choice of two (2) of the following:*

Ham, Eggs, Tillamook White Cheddar Cheese  
on a Croissant

Sausage Pattie, Eggs, Tillamook Cheddar Cheese  
on an Telara Roll

Breakfast Burrito with Eggs, Bell Peppers, Onions,  
Shredded Potatoes, Tillamook Cheddar Cheese (V)

Breakfast Burrito with Eggs, Bacon, Shredded  
Potatoes, Tillamook Cheddar Cheese

Freshly Brewed Starbucks™ Caffe Verona Coffee,  
Decaffeinated Coffee, Assorted Teavana Hot Teas

**THE CONTINENTAL** (*Minimum 10 guests*) 24  
Sliced Farm Fresh Fruits and Berries,  
House Made Breakfast Breads, Jam, Sweet Butter

Fresh Assorted Juices, Freshly Brewed Starbucks™  
Caffe Verona Coffee, Decaffeinated Coffee,  
Assorted Teavana Hot Teas

**FABULOUSLY FIT** (*Minimum 15 guests*) 26  
Sliced Farm Fresh Fruits and Berries,

Greek Vanilla Yogurt with Blueberries and House  
Made Granola, Freshly Baked Honey Bran Muffins,  
Spinach, Mushroom, Egg Substitute Mini Quiche

Fresh Assorted Juices, Freshly Brewed Starbucks™  
Caffe Verona Coffee, Decaffeinated Coffee,  
Assorted Teavana Hot Teas

**THE CLASSIC** (*Minimum 20 people*) 30

Sliced Farm Fresh Fruits and Berries, Scrambled Eggs  
with Tillamook Cheddar Cheese and Herbs, Thick  
Cut Bacon, Pork Link Sausage, Country Potatoes,  
Freshly Baked Muffins, House Made Breakfast  
Breads, Jam, Sweet Butter

Fresh Assorted Juices, Freshly Brewed Starbucks™  
Caffe Verona Coffee Decaffeinated Coffee, Assorted  
Hot Tazo Teas

**NORTHWEST BOUNTY** (*Minimum 25 people*) 38

Sliced Farm Fresh Fruits and Berries, Scrambled Eggs  
with Tillamook Cheddar Cheese and Green Onions,  
Oregon Huckleberry Pancakes, Maple Syrup, Thick Cut  
Bacon, Pork Link Sausage, Benson Soufflé Potatoes,  
Salmon Lox with Capers, Portland Creamery Chevre  
Cheese, Flat Bread, Individual Breakfast Cereals, Cold  
Milk, Toast Station with Fresh Baked Breads, Jam,  
Sweet Butter

Fresh Assorted Juices, Freshly Brewed Starbucks™  
Caffe Verona Coffee Decaffeinated Coffee,  
Assorted Teavana Hot Teas

---

#### MORNING ENHANCEMENTS

**QUICK START HOUSE MADE  
SMOOTHIE BAR** 12

*Strawberry Banana* - Strawberries, Bananas,  
Soy Milk, Greek Yogurt

*Pineapple* - Pineapple, Apple Juice, Fresh  
Ginger, Fresh Mint, Greek Yogurt



Breakfast

*Peach* - Peaches, Almond Milk, Honey, Cinnamon, Greek Yogurt

Includes an assortment of Energy, Granola and Fruit-Nut Bars

**OMELET STATION** 21  
*(1 Hour of Service, includes Chef Attendant)*

Omelets Made-to-Order with Assorted Fillings: Ham, Thick Cut Bacon, Cheeses, Mushrooms, Onions, Tomatoes, Red and Green Bell Peppers, Baby Spinach

**YOGURTINI BAR** 15  
Vanilla Yogurt, Strawberry Yogurt  
House Made Granola

**ALA CARTE**

Freshly Brewed *Starbucks*™ Caffe Verona Coffee, Decaffeinated Coffee, Assorted Hot Teavana Teas 68 /gallon

Lox with Capers, Portland Creamery Chevre Cheese and Flat Bread 14 /person

Freshly Baked Muffins, Croissants, Bagels with Cream Cheese, Jam, Sweet Butter 44 /dozen

Vegan Fruit Empanadas 4 each

Whole Fresh Fruit 4 each

Hard Boiled Eggs 3 each

Scrambled Eggs with Green Onion 5

Assortment of Individual Breakfast Cereals and House Made Granola, Served with Cold Milk 4

Sliced Farm Fresh Fruits and Berries 6

Assorted Fruit and Greek Vanilla Yogurt 5

Bob's Red Mill Oatmeal, Served with Brown Sugar, Cinnamon, Raisins, Pecans and Milk 8

**PLATED BREAKFAST ENTRÉES**

*Accompanied with Chilled Orange Juice, House Made Warm Biscuits, Jam and Sweet Butter*

*Freshly Brewed Starbucks™ Caffe Verona Coffee, Decaffeinated Coffee and Assorted Teavana Hot Teas*

**AMERICA'S FAVORITE** 26  
Scrambled Eggs, Thick Cut Bacon, Pork Links, Country Potatoes (GF)

**BRIOCHE FRENCH TOAST** 23  
Thick Cut Bacon, Pork Link Sausage, Sweet Butter, Maple Syrup

**BREAKFAST QUICHE** 21  
Tillamook Cheddar Cheese, Sweet Onions, Sausage, Roma Tomato, Farm Fresh Fruits and Berries

**VEGETARIAN QUICHE** 21  
Tillamook Cheddar Cheese, Sweet Onions and Spinach, Farm Fresh Fruits and Berries (V)

(GF) GLUTEN FREE (V) VEGETARIAN (VG) VEGAN



# THE BENSON

PORTLAND

A COAST HOTEL

## CATERING MENUS

## MEETING PACKAGES

*Simplify Your Planning Experience, Enhance the Value of Your Meeting*

### PORTLANDER (Minimum 15 people) 40 per person

#### PRE-MEETING

Sliced Farm Fresh Fruits and Berries

House Made Breakfast Breads, Jam, Sweet Butter

Freshly Brewed Starbucks™ Caffe Verona Coffee,  
Decaffeinated Coffee, Assorted Teavana Hot Teas

#### MID-MORNING BREAK

Assorted Energy, Granola and Fruit-Nut Bars

Whole Fresh Fruit

Coffee Refresh, Assorted Soft Drinks

#### AFTERNOON BREAK

Freshly Baked Cookies

Freshly Popped Popcorn

Assorted Soft Drinks

---

---

### BRIDGE CITY

70 per person

#### ALL DAY BEVERAGE SERVICE

Freshly Brewed Starbucks™ Caffe Verona Coffee,  
Decaffeinated Coffee, Assorted Teavana Hot Teas,  
Assorted Soft Drinks

#### PRE-MEETING

Assorted Breakfast Sandwiches

Sliced Farm Fresh Fruits and Berries

#### MID-MORNING

Assorted Energy, Granola and Fruit-Nut Bars

### LUNCHEON BUFFET

Your choice of one (1) of the following:

#### 1 DELI DELIGHT

Spring Mix with Cucumbers, Cherry Tomatoes, Shaved Carrots, Herb Croutons, Ranch and Red Wine Vinaigrette Dressings

House Made Traditional Coleslaw

Tri Colored Rotini Pasta with Black Olives,  
Preserved Tomatoes, Feta Cheese, Vinaigrette

Assorted Individual Bags of Tim's Cascade Style  
Potato Chips.

Create Your Own Sandwich with a Selection of:

Smoked Turkey Breast, Ham, Premium Roast Beef

Tillamook Cheddar Cheese, Aged Gruyere,  
Provolone Cheese

Roasted and Chilled Seasonal Vegetables

Sourdough Bread, Telera & Ciabatta Rolls

Mayonnaise, Dijon and Deli Mustard, Horseradish

Sauce, Sliced Tomatoes, Butter Lettuce, Onions, Pickles

Mini Fruit Tarts, Fresh Baked Cookies

#### 2 FAJITAS AND MORE

Roasted Corn and Black Bean Salad with  
Cilantro Lime Vinaigrette

Chimichurri Marinated Skirt Steak, Southwestern  
Grilled Chicken Breast

Red Beans and Rice, Roasted Peppers and Onions

Tortilla Chips and Pico de Gallo

Fresh House Made Guacamole, Shredded Lettuce and  
Cheese, Sour Cream, Warm Flour and Corn Tortillas

Warm Cinnamon Sugar Churros

## Meeting Packages

### 3 COUNTRY PICNIC

Baby Red Potato Salad with Dijon Mustard Dressing,  
Three Bean Salad, House Made Traditional Coleslaw

Barbeque Chicken (Leg and Thigh)

Slow Roasted Beef Brisket

Portland Creamery Three Cheese Macaroni and Cheese

House Made Biscuits with Sweet Cream Butter

Red Velvet and Vanilla Cupcakes with Cream  
Cheese Frosting

### MID-AFTERNOON

Tortilla Chips with House Made Salsa

---

## BENSON BOUNTY

*96 per person*

### ALL DAY BEVERAGE SERVICE

Freshly Brewed Starbucks™ Caffè Verona Coffee,  
Decaffeinated Coffee, Assorted Tazo Hot Teas, Assorted  
Soft Drinks

### PRE-MEETING

Sliced Farm Fresh Fruits and Berries

Greek Vanilla Yogurt

Scrambled Eggs with Tillamook Cheddar Cheese and Herbs

Thick Cut Bacon, Pork Link Sausage

Breakfast Potatoes

Freshly Baked Muffins, House Made Breakfast Breads, Jam,  
Sweet Butter

Fresh Assorted Juices

### MID-MORNING SMOOTHIES & SNACKS

Assorted House Made Smoothies

Assorted Energy, Granola and Fruit-Nut Bars

Hard Boiled Eggs

### LUNCHEON BUFFET

*Your choice of one (1) of the following:*

#### 1 MAMA MIA

Farfalle Pasta Salad

Penne Pasta and Tortellini with Bolognese, Alfredo and  
Marinara Sauces

Meatballs or Italian Sausage, Fresh Shaved Parmesan  
Cheese

House Made Garlic Bread

Mini Cannoli's, Fruit Tarts

#### 2 SIMPLY OREGON

Farm Fresh Mixed Green with Tomatoes, Cucumbers  
and Toasted Hazelnuts with Oregon House Made  
Blue Cheese Dressing

Oregon Baby Shrimp Salad with Farfalle Pasta and Dill

Oven Baked Northwest Salmon with Lemon  
Garlic Butter and Toasted Almonds

Herb-Grilled Chicken Breast with Cremini  
Mushroom Sauce

Herb and Garlic Roasted Fingerling Potatoes

Farm Fresh Vegetables

Marionberry Cobbler

#### 3 THE LITTLE LONDON

Traditional Caesar Salad

Opera Pasta Salad with Spinach, Oregon Bay Shrimp,  
Cucumber, Tomato, Italian Vinaigrette

Roasted Chicken Provencal – Black Olives, Tomatoes,  
Basil and Garlic

Roast Pork Loin Chasseur – Mushroom Shallot Sauce  
Mashed Potatoes

Farm Fresh Vegetables

Dessert Sampler

Meeting Packages

**MID-AFTERNOON**

*Your choice of three (3) selections*

Freshly Popped Popcorn

Assorted Candy Bars

Individual Chip Variety

Tortilla Chips with House Made Salsa

Pita Crisps with Hummus

Farm Fresh Vegetable Crudités with Herb Dip

Sliced Farm Fresh Fruits and Berries with  
Honey-Yogurt Dip

Freshly Baked Jumbo Cookies

# THE BENSON

A COAST HOTEL

## CATERING MENUS

## BEVERAGES & BREAKS

(Minimum 10 people)

<b>ALL DAY BEVERAGES</b> (8 hours Maximum) 22 Freshly Brewed Starbucks™ Caffè Verona Coffee, Decaffeinated Coffee, Assorted Teavana Hot Teas, Hot Chocolate Assorted Soft Drinks	<b>SEVENTH INNING STRETCH</b> 15 Individual Boxes of Cracker Jacks, Freshly Popped Popcorn with Assorted Seasonings, Assorted Candy Bars, Salted Peanuts, Warm Soft Pretzels Assorted Old Fashion Soda Bottles
<b>HALF DAY BEVERAGES</b> (4 Hours Maximum) 16 Freshly Brewed Starbucks™ Caffè Verona Coffee Decaffeinated Coffee, Assorted Teavana Hot Teas, Hot Chocolate Assorted Soft Drinks	<b>SPREAD THIN</b> 15 Jalapeno Cheddar Queso, Artichoke Spinach Dip, Roasted Red Pepper Hummus, Sliced Farm Fresh Fruits and Berries House Made Crackers, Tortilla Chips, Flat Bread Lemonade, Iced Tea
<b>FARMER'S MARKET</b> 20 Seasonal Farm Fresh Vegetables, Ranch Dressing, Sour Cream and Onion Dip, Sliced Coppa and Genoa Salami, Zenner's Smoked Sausage, Rogue Oregonzola Blue Cheese, Bandon Creamery Aged Cheddar, Chevre Cheese, Sliced Baguettes Strawberry Lemonade	<b>OLD FASHION POPCORN</b> 10 Freshly Popped Popcorn with Assorted Seasonings: Butter, Ranch, White Cheddar, Parmesan Rosemary Assorted Soft Drinks
<b>AFTER SCHOOL SPECIAL</b> 17 Pizza Bagel Bites, Rice Krispy Treats, Pepperoni Bites, Cheese Sticks, Ruby Jewel™ Ice Cream Sandwiches Assorted Capri Sun Box Drinks	<hr/> <b>A LA CARTE</b> Freshly Brewed Starbucks™ Caffè Verona 68/gallon Coffee, Decaffeinated Coffee, Assorted Hot Teavana Teas Lemonade, Strawberry Basil Lemonade, 35/gallon Blackberry Lemonade, Sparkling Fruit Punch Benson Fudge Brownies 48/dozen Assorted Freshly Baked Jumbo Cookies 43/dozen
<b>HIT THE TRAIL</b> 17 Make Your Own Trail Mix, Beef Jerky, Protein Bars, Whole Fresh Fruit Bottled Water, Energy Drinks	



Beverages & Breaks

Gourmet Mixed Nuts	35 /pound
Tortilla Chips with House Made Salsa and Guacamole	8
Still and Sparkling Voss Water	5
Assorted Haagen Dazs Ice Cream Bars	5
Assorted Soft Drinks, Bottled Water	4
Assorted Energy, Granola and Fruit-Nut Bars	4
Assorted Candy Bars	4
Individual Chip Variety	2

---

---

# THE BENSON

A COAST HOTEL

## CATERING MENUS

### LUNCH

(Minimum 15 people)

#### LUNCH BUFFETS

*Accompanied by Freshly Brewed Starbucks™ Caffe Verona Coffee, Decaffeinated Coffee, Teavana Iced Tea*

---

#### THE LITTLE LONDON 40

House Made Traditional Caesar Salad  
Opera Pasta Salad with Spinach, Oregon Bay Shrimp, Cucumber, Tomato, Italian Vinaigrette  
Roasted Chicken Provencal – Black Olives, Tomatoes, Basil, Garlic  
Roast Pork Loin Chasseur – Mushroom Shallot Sauce  
Mashed Potatoes, Farm Fresh Vegetables  
Dessert Sampler

---

#### SIMPLY OREGON 36

Farm Fresh Mixed Green with Tomatoes, Cucumbers, Toasted Hazelnuts, Oregon House Made Blue Cheese Dressing  
Oregon Baby Shrimp Salad with Farfalle Pasta and Dill  
Oven Baked Northwest Salmon with Lemon Garlic Butter and Toasted Almonds  
Herb-Grilled Chicken Breast with Cremini Mushroom Sauce  
Herb and Garlic Roasted Fingerling Potatoes  
Farm Fresh Vegetables  
Marionberry Cobbler

#### MAMA MIA 33

Farfalle Pasta Salad  
Penne Pasta and Tortellini with Bolognese, Alfredo, Marinara Sauces  
Meatballs or Italian Sausage, Fresh Shaved Parmesan Cheese  
House Made Garlic Bread  
Mini Fruit Tarts, Mini Cannoli

---

#### FAJITAS AND MORE 32

Roasted Corn and Black Bean Salad with Cilantro Lime Vinaigrette  
Chimichurri Marinated Skirt Steak, Southwestern Grilled Chicken Breast  
Red Beans and Rice, Roasted Bell Peppers and Onions  
Tortilla Chips and Pico de Gallo  
House Made Guacamole, Shredded Lettuce and Cheese, Sour Cream, Warm Flour and Corn Tortillas  
Warm Cinnamon Sugar Churros



Lunch

**COUNTRY PICNIC** 31

Baby Red Potato Salad with Dijon Mustard Dressing  
Three Bean Salad  
House Made Traditional Coleslaw  
Barbeque Chicken (Leg and Thigh)  
Slow Roasted Beef Brisket  
Portland Creamery Three Cheese Macaroni and Cheese  
House Made Biscuits with Sweet Cream Butter  
Red Velvet and Vanilla Cupcakes with Cream Cheese Frosting

**DELI DELIGHT** 30

Spring Mix with Cucumbers, Cherry Tomatoes, Shaved Carrots, Herb Croutons, Ranch and Red Wine Vinaigrette Dressings  
House Made Traditional Coleslaw  
Tri Colored Rotini Pasta with Black Olives, Preserved Tomatoes, Feta Cheese, Vinaigrette  
Assorted Individual Bags of Tim's Cascade Style Potato Chips  
*Create Your Own Sandwich with a Selection of:*  
Smoked Turkey Breast, Ham, Premium Roast Beef  
Tillamook Cheddar Cheese, Aged Gruyere, Provolone Cheese  
Roasted and Chilled Seasonal Vegetables  
Sourdough Bread, Telera and Ciabatta Rolls  
Mayonnaise, Dijon and Deli Mustard, Horseradish Sauce, Sliced Tomatoes, Butter Lettuce, Onions, Pickles  
Mini Fruit Tarts, Freshly Baked Cookies  
Add House Made Daily Soup + 5

**THAT'S A WRAP** 30

Farm Fresh Fruit Salad with Berries  
Spring Mix with Cucumbers, Cherry Tomatoes, Shaved Carrots, Herb Croutons, Ranch and Red Wine Vinaigrette Dressings  
Dill Country Potato Salad  
*Your choice of two (2) of the following:*  
House Made Chicken Salad in a Spinach Tortilla  
Grilled Chicken Caesar in an Herb Tortilla  
Spiced Tuna Salad with Green Apples and Scallions in a Chipotle Tortilla  
Farm Fresh Roasted Vegetables with Feta in a Whole Wheat Tortilla  
Assorted Individual Bags of Tim's Cascade Style Potato Chips  
Mini Key Lime Tarts

**OFF THE GRILL** 28

Dill Country Potato Salad, House Made Traditional Coleslaw  
Grilled Hamburgers, Hot Dogs, Chicken Breast  
Freshly Baked Rolls  
Lettuce, Red Onion, Tomatoes, Pickle Spears  
Ketchup, Mustard, Mayonnaise  
Mini Fruit Tarts, Mini Cannoli

**PLATED LUNCHEON ENTRÉES**

*Accompanied by choice of Classic Caesar Salad or Field Greens with Balsamic Vinaigrette, Fresh Baked Rolls and Sweet Butter, Farm Fresh Vegetables, Chef's Dessert Selection, Freshly Brewed Starbucks™ Caffè Verona Coffee, Decaffeinated Coffee, Teavana Iced Tea*

**NORTHWEST KING SALMON** Market Price  
Marinated in Sweet Chili Sauce with Stir-Fried Forest Mushrooms, Coconut Scented Bamboo Rice (GF)



Lunch

<b>GRILLED FLAT IRON STEAK</b>	33
Rosemary and Herb Butter with Polenta Cake (GF)	
<b>PETITE TENDER STEAK</b>	30
Foraged Herb Sautéed Mushrooms, Oregon Coast Sharp Cheddar Mashed Potatoes (GF)	
<b>JAMAICAN JERK SPICE PORK TENDERLOIN</b>	29
Pineapple Ginger Chutney, Caribbean Rice with Red Beans (GF)	
<b>OREGON COAST COD</b>	29
Roasted Bell Pepper Cream, Pappardelle Pasta	
<b>BAKED SALMON</b>	29
Lemon Caper Butter, Creamy Whipped Potatoes (GF)	
<b>BUTTERNUT SQUASH RAVIOLI</b>	29
Butternut Squash Filled Ravioli with Brown Butter and Fried Sage Leaves (V)	
<b>PORTABELLA MUSHROOM</b>	28
Balsamic Marinated Roasted Mushroom Stacked with Baked Polenta, Spinach and Roasted Red Pepper with Asiago Cheese, Garlic and Basil Tomato Sauce (GF, V)	
<b>BLACKENED CHICKEN BREAST</b>	28
Creamy Avocado Aioli, Oregon Coast Sharp Cheddar Mashed Potatoes (GF)	
<b>QUINOA AND BROWN RICE STUFFED ROASTED PEPPER</b>	27
In Marinara Sauce, Grilled Vegetables (GF, VG)	
<b>TARRAGON ROASTED CHICKEN BREAST</b>	27
Oregon Chardonnay Citrus Sauce, Roasted Heirloom Potatoes	

LUNCHEON ENTRÉE SALADS

*Accompanied by Fresh Baked Rolls and Sweet Butter,  
Chef Selected Dessert, Freshly Brewed Starbucks™ Caffè  
Verona Coffee, Decaffeinated Coffee, Teavana Iced Tea*

<b>CLASSIC COBB SALAD</b>	24
Roasted Chicken, Tomatoes, Avocado, Bacon, Boiled Egg, Crumbled Blue Cheese, Red Wine Vinaigrette, Chopped Romaine and Iceberg Lettuces (GF)	
<b>HOUSE MADE CHICKEN SALAD</b>	23
Roasted Chicken Breast, Red Bell Peppers, Grapes, Walnuts, Celery, Onion, Herbs and Spices on Romaine Lettuce (GF)	
<b>HOUSE MADE CAESAR SALAD</b>	22
Fresh Romaine Lettuce, Herb Croutons, Shaved Parmesan	
<i>Add Grilled Chicken, Salmon or Shrimp</i>	+8

(GF) GLUTEN FREE (V) VEGETARIAN (VG) VEGAN



# THE BENSON

A COAST HOTEL

## CATERING MENUS

## DINNER ENTREES

*Served with Fresh Baked Rolls and Sweet Butter, Freshly Brewed Starbucks™ Caffè Verona Coffee, Decaffeinated Coffee, Assorted Teavana Hot Teas*

---

### STARTERS *(Select one for your entire party)*

Traditional Caesar Salad with Shaved Parmesan, Crisp Croutons, Caesar Dressing

Wedge Salad with Baby Romaine, Blue Cheese Dressing, Bacon, Cherry Tomatoes, Chives

Shaved Fennel Salad with Arugula, Croutons, Candied Walnuts, Parmesan Cheese, Lemon Vinaigrette

Baby Spinach with Grilled Hood River Pears, Blue Cheese, Roasted Oregon Hazelnuts, Red Wine Vinaigrette

Mixed Greens with Cranberries, Pears, Manchego Cheese, Balsamic Vinaigrette

Caprese Salad with Sliced Fresh Mozzarella, Tomatoes, Sweet Basil, Olive Oil

Benson's Signature Cucumber Ring Salad: A Ring of Sliced Fresh Cucumber Filled with Market Greens, Crumbled Blue Cheese, Sun-Dried Cranberries, Oregon Hazelnuts, Herbed Vinaigrette  
*+ 3 per person*

---

**ENTRÉE SELECTIONS** *(Select two)*  
*All entree selections include fresh seasonal vegetables.*

**NORTHWEST KING SALMON** Market Price  
Lemon Tarragon Butter, Rice Pilaf (GF)

**BEEF TENDERLOIN** 66  
Horseradish Demi-Glace, Heirloom Potatoes (GF)

**RIBEYE** 57  
12oz Grilled Harris Ranch Ribeye, Garlic Whipped Potatoes (GF)

**BLACKENED SALMON** 54  
Blue Cheese Beurre Blanc, Herb Roasted Red Skin Potatoes (GF)

**GINGER SOY GLAZED SALMON** 54  
Vegetable Fried Rice

**GARLIC MUSHROOM CHICKEN** 44  
Wild Mushroom Confit, Blue Cheese Crumbles, Crispy Asiago Polenta Cake (GF)

**ROASTED CHICKEN AND LINGUINI** 42  
Artichoke-Wild Mushroom Fricassee, Red Pepper Linguini

**LEMON CHICKEN** 42  
Lemon-Rosemary Marinated, Herb Roasted Red Skin Potatoes (GF)

**ARTICHOKE AND FETA RAVIOLI** 39  
In Lemon Cream Sauce (V)



Dinner Entrees

<b>BLACKENED TOFU</b>	38
Avocado Aioli, Red Beans and Rice (GF, VG)	
<b>QUINOA STUFFED PORTOBELLO MUSHROOM</b>	38
Black Beans, Roasted Carrots, Cabbage, Cilantro Chimichurri (GF, VG)	
<b>TOP SIRLOIN</b>	35
Green Peppercorn Cream Sauce, Whipped Potatoes (GF)	
<b>OREGON COD</b>	34
Ginger and Scallions, Jasmine Rice (GF)	
<b>ROASTED BONELESS PORK LOIN</b>	32
Red Eye Gravy, Whipped Potatoes	

---

**ENTRÉE DUETS** *(select one)*

*All entree duets include fresh seasonal vegetables.*

<b>FILET MIGNON &amp; CRAB CAKE DUET</b>	75
Herb Roasted Filet Mignon and Fried Crab Cake, Creamy Whipped Potatoes	
<b>NEW YORK STEAK AND JUMBO PRAWN DUET (GF)</b>	71
Garlic Grilled New York Steak and Prosciutto Wrapped Jumbo Prawn, Wild Rice Pilaf with Dried Cranberries	
<b>CHICKEN AND SALMON DUET (GF)</b>	63
Grilled Chicken Breast and Citrus Roasted Salmon, Wild Rice Pilaf	

**DINNER ENTRÉE DESSERTS**

*(select one)*

- New York Style Cherry Cheesecake with Cherry Sauce
- Huckleberry Opera Cake with Hazelnut Buttercream and Huckleberry Ganache
- Napoleon of Cream and Berries with Whipped Crème Fraiche
- Rich Chocolate Cake with Chocolate Mousse Filling, Topped with Chocolate Ganache
- Pear and Blueberry Frangipane Topped with Whipped Crème Fraiche
- Hood River Apple Galette with Warm Caramel Sauce
- Benson Signature Dark Chocolate Pound Cake with Strawberry Puree and Toffee Crunch Crumble
- Espresso or Vanilla Crème Brulee

---

**BENSON SAMPLER** + 3 per person  
*(Select three)*

- Chocolate Dipped Strawberry, Chocolate Éclair, German Chocolate Cake, Chocolate Truffle, Berry Tart, Mini Cannoli, Lemon Pound Cake with Macerated Berries

(GF) GLUTEN FREE (V) VEGETARIAN (VG) VEGAN



# THE BENSON

A COAST HOTEL

## CATERING MENUS

### DINNER BUFFETS

(Minimum 50 people)

*Served with Freshly Brewed Starbucks™ Caffè Verona Coffee, Decaffeinated Coffee, Assorted Teavana Hot Teas*

---

---

#### LE MESA 41

Mexican Chopped Salad with Shredded Iceberg Lettuce, Tomatoes, Black Beans, Corn, Shaved Radish and Honey Lime Vinaigrette

Spanish Rice, Black Beans

Pico de Gallo, Sour Cream, Guacamole

Cheese Enchiladas

Carne Asada

Tequila Lime Chicken

Freshly Made Tortilla Chips

Sopapilla Cheesecake

---

---

#### PICNIC 45

Northwest Mixed Greens, Carrots, Tomato, Cucumbers, Herb Croutons, Balsamic Vinaigrette, Ranch Dressing

House Made Traditional Coleslaw

Grilled Mixed Vegetables

Herb Roasted Chicken Breast

Barbecued Baby Back Ribs

Grilled Bratwurst with Grilled Peppers and Onions

Home-Style Warm Cornbread with Honey Butter

Hot Apple Crisp Topped with Fresh Whipped Cream

#### PACIFIC RIM 41

Asian Salad with Snap Peas, Napa Cabbage, Red and Yellow Peppers, Mandarin Oranges, Sliced Almonds, Bean Sprouts, Marmalade, Sweet Chile Dressing

Chilled Noodle Salad with Soy Vinaigrette

Jasmine White Rice

Stir Fried Vegetables

Chicken Teriyaki

Barbecued Pork Loin

Stir Fried Beef with Broccoli

Ginger Mint Fruit Salad and Fortune Cookie

---

---

#### THE OREGON TRAIL 43

Northwest Mixed Greens, Carrots, Tomatoes, Cucumbers, Balsamic Vinaigrette, Ranch Dressing

Oregon Bay Shrimp and Farfalle Pasta Salad

Bacon Sautéed Brussels Sprouts

Herb-Grilled Chicken Breast

Baked Pork Loin with Hazelnuts and Apples

Home-Style Warm Cornbread with Honey Butter

Warm Marionberry Cobbler with Fresh Whipped Cream



## Dinner Buffets

### DELIZIOSO

43

Sliced Roma Tomatoes, Fresh Mozzarella and Chiffonade of Basil with Aged Balsamic Vinegar and Olive Oil

Traditional Cesar Salad with Shaved Parmesan, Crisp Croutons, Caesar Dressing

Zucchini and Tomatoes Sautéed with Italian Herbs

Baked Ziti with Penne Pasta, Marinara, Mozzarella and Parmesan Cheeses

Breast of Chicken Piccata

Beef Lasagna

Olive Bread and Focaccia

Tiramisu and Cannoli

---

### CREATE YOUR OWN BUFFET

*(Minimum 50 people)*

Fresh Baked Rolls and Sweet Butter

---

#### STARTERS *(Select Two)*

Traditional Caesar Salad with Shaved Parmesan, Crisp Croutons, Caesar Dressing

Mixed Greens, Cranberries, Pears, Manchego Cheese, Balsamic Vinaigrette

Spinach Salad, Pears, Dried Cherries, Hazelnuts and Shallot Vinaigrette

Farfalle Pasta Salad, Broccoli, Feta Cheese, Kalamata Olives

Asian Green Salad, Cabbage, Almonds, Spinach, Mandarin Oranges, Sesame Vinaigrette

Israeli Couscous Salad, Cucumbers, Tomatoes, Arugula, Basil Vinaigrette

Mediterranean Three Bean Salad, Cucumbers, Red Onion, Red Bell Pepper, Dijon Vinaigrette

#### ACCOMPANIMENTS *(Select Two)*

Mashed Potatoes

Wild Rice and Black Cherry Pilaf

Gruyere Cheese and Leek Au Gratin

Traditional Rice Pilaf

Garlic and Herb Roasted Fingerlings

Creamy Blue Cheese Polenta.

---

#### ENTRÉES *Two Entrées : 52 Three Entrées : 57*

Garlic Roasted Chicken with Creamy Lemon-Rosemary Sauce (GF)

Grilled Pork Loin with Wild Flower Honey-Thyme Glaze (GF)

Herb Rubbed Flat Iron Steak with Smoked Red Onion Jus (GF)

Herb Roasted Salmon Fillet (GF)

Stir Fried Mushrooms and Shrimp (GF)

Vietnamese Style Brown Sugar Braised Pork or Beef

Oregon Cod with Pomodoraccio Tomatoes and Fresh Basil (GF)

Baked Ziti with Marinara, Penne Pasta and Parmesan Cheese (V)

Brown Rice and Wild Mushroom Stuffed Bell Peppers with (GF, V)

---

#### SWEET FINALE

Fruit Tarts, Mousse, Cheesecake, Classic Petit Fours, Tiramisu, Crème Brulee, Chocolate Pastries, Chocolate Dipped Strawberries

Freshly Brewed Starbucks™ Caffè Verona Coffee, Decaffeinated Coffee, Assorted Teavana Hot Teas

Dinner Buffets

**CARVING STATION** *(Optional)*

Roasted Turkey Breast with Gravy, Cranberry Relish  
+ 5 per person

Baked Ham with Sauteed Pears and Apple Sauce,  
Dijon Mustard Cream  
+ 5 per person

Roasted New York Strip Loin with Green  
Peppercorn Au Jus and Creamed Horseradish  
+ 6 per person

Roasted Prime Rib of Beef with Rosemary  
Au Jus and Creamed Horseradish  
+ 6 per person

Roasted Tenderloin of Beef with Green  
Peppercorn Au Jus and Creamed Horseradish  
+ 7 per person

*Carving Station Chef Fee: 100 per hour, per Chef  
Minimum one (1) Chef per Station*

(GF) GLUTEN FREE    (V) VEGETARIAN    (VG) VEGAN



# THE BENSON

A COAST HOTEL

## CATERING MENUS

### HORS D'OEUVRES & SPECIALTY STATIONS

<b>CHILLED HORS D'OEUVRES</b> <i>per piece price (minimum 25 pieces)</i>		<b>HOT HORS D 'OEUVRES</b> <i>per piece price (minimum 25 pieces)</i>	
<b>DUNGENESS CRAB SALAD</b> on Grilled Focaccia	6	<b>CRAB CAKES</b> with Citrus Tarragon Aioli	7
<b>SALMON MOUSSE</b> with Red Onion on Rye Toast	5	<b>GRILLED BEEF SKEWERS</b> with Red Bell Pepper Aioli	6
<b>SHRIMP COCKTAIL SHOTS</b> with Horseradish Cocktail Sauce	5	<b>MINI GRILLED SANDWICHES</b>	5
<b>AHI TARTARE</b> Red Chile Aioli on Cucumber	5	<b>GRILLED CHICKEN SKEWERS</b> with Spicy Peanut Sauce (GF)	4
<b>CHICKEN SALAD STUFFED CUCUMBERS</b> with Preserved Tomatoes (GF)	4	<b>SEARED VEGETARIAN POT STICKERS</b> with Ginger Soy Sauce (V)	4
<b>PROSCIUTTO WRAPPED PEARS</b> with Chevre Spread (GF)	4	<b>IPA-SOAKED GERMAN SAUSAGES</b> with Spicy Mustard Dipping Sauce (GF)	3
<b>SMOKED HAM</b> with Jezebel Sauce on Rye Toast	4	<b>DEEP FRIED SPINACH AND CHEESE RAVIOLI (V)</b>	3
<b>ASIAN VEGETABLE SALAD ROLLS</b> with Ginger Soy Dipping Sauce (VG)	4	<b>SPANAKOPITA (V)</b>	3
<b>CAPRESE SKEWERS</b> - Fresh Mozzarella, Tomato, Basil and Balsamic Vinaigrette (V, GF)	3	<b>VEGETARIAN SPRING ROLLS</b> with Sweet Chili Sauce (V)	3
<b>ROASTED VEGETABLE TAPENADE</b> on Crispy Wonton (V)	3	<b>CARAMELIZED FIGS</b> Wrapped in Pepper Bacon (GF)	3
<b>BRIE OR GOAT CHEESE TARTLETS</b> with Mango Chutney (V)	3		
<b>DEVILED EGGS</b> – Choice of Traditional, Sundried Tomato or Smoked Salmon (GF)	2		



Hors d'Oeuvres & Specialty Stations

**TRAYS & DISPLAYS**

*(serves 50 guests)*

<b>PACIFIC NORTHWEST SEAFOOD STATION</b>	800
Chilled Prawns, Northwest Crab Legs, Smoked Mussels, Cocktail Sauce, Remoulade, Lemon Wedges <i>Add Oysters on the Half Shell at Market Price</i>	
<b>CHEF'S SELECTION CHARCUTERIE TRAY</b>	450
Assorted Cured Meats, Sausages and Salami, Mini Dill Pickles, Grain Mustard, Crackers, Sliced Baguettes	
<b>CHEESE AND CRACKER TRAY</b>	400
Assorted Domestic, Imported and Artisan Cheeses, Baguettes and Crackers, Dried Fruits, Roasted Oregon Hazelnuts	
<b>ANTIPASTO DISPLAY</b>	350
Fresh Mozzarella Cheese, Grilled Vegetables, Variety of Italian Cured Meats, Pepperoncini, Olives, Marinated Mushrooms, Crostini	
<b>SOY-GLAZED CHICKEN TSUKUNE</b>	300
<i>(100 Meatballs 2 per person)</i>	
<b>BAKED MEATBALLS</b>	300
With Oregon Mushroom Sour Cream Demi-Glace <i>(100 Meatballs 2 per person)</i>	
<b>ARTICHOKE SPINACH DIP</b>	300
Served with Flat Bread, Fresh Vegetables <i>Add Crab +25</i>	
<b>GREEK DIPPING TRAY</b>	300
Roasted Red Pepper Hummus, Garlic-Herbed Hummus, Olive Tapenade, Feta, Greek Olives, Cucumbers, Tomatoes, Flat Bread	
<b>FARM FRESH FRUITS AND BERRIES</b>	275
<b>VEGETABLE CRUDITÉS</b>	275
Grilled Zucchini, Yellow Squash, Portobello Mushrooms, Carrots, Celery, Cucumbers, Radishes, Blue Cheese Dip, Balsamic Honey Dip	
<b>BASIL PESTO BAKED BRIE</b>	185
Served with Baguettes	

**TRAYS & DISPLAYS**

*(Minimum 25 guests)*

Chicken Strips and French Fries	11
<i>Served with Ketchup, Ranch and Barbecue Sauce</i>	
Aged Cheddar Macaroni	10
Classic Grilled Cheese Sandwiches & Tomato Soup	7
Chocolate Chip Cookies and Cold Milk	4
Jalapeño Cheddar Queso with Tortilla Chips and Guacamole	4

**SPECIALITY STATIONS**

<b>SLIDER STATION</b>	19
Pulled Pork, Ground Beef with Cheddar or Pepper Jack Cheese, Barbecued Chicken  Accompanied with Classic Coleslaw, Onion Straws, Barbecue Sauce	
<b>PASTA STATION</b>	18
Cheese Tortellini and Penna Pasta  Mini Meatballs or Sliced Italian Sausage  <i>Choice of Two Sauces:</i> Pesto, Alfredo, Bolognese, Marinara  Mushrooms, Spinach, Breadsticks, Roasted Garlic, Parmesan Cheese	
<b>STREET TACO STATION</b>	16
<i>Choice of Two:</i> Chimichurri Marinated Skirt Steak, Southwest Grilled Chicken Breast, Blackened Gulf Prawns  Shredded Cheese, Pico de Gallo, Cilantro-LimeSour Cream, Tortillas	

Hors d'Oeuvres & Specialty Stations

**SALAD STATION**

13

**Traditional Caesar Salad** with Shaved Parmesan, Crisp Croutons, and House Made Caesar Dressing

**Mixed Green Salad** with Seasonal Lettuce, Tomatoes, Cucumbers, Red Onion, Garbanzo Beans, Balsamic Vinaigrette, Ranch and Honey Mustard Dressings

**Greek Salad with Fusilli Pasta**, Artichoke Hearts, Cucumbers, Kalamata Olives, Feta Cheese, Fresh Oregano and Red Wine Vinaigrette

*Available Upon Request: Station Attendant - 100 per hour, per attendant.*

*One Attendant minimum per 75 Guests*

**CARVING STATIONS**

*(Each Serves 50 Guests)*

Served with Dollar Rolls and Traditional Accompaniments

**ROASTED PRIME RIB** 475

**ROASTED NEW YORK STRIP** 450

**BAKED SALMON** on Cedar Planks 325

**ROASTED PORK LOIN** 275

**ROASTED TURKEY BREAST** 250

**BAKED HAM** 250

*Carving Station Chef Fee: 100 per hour, per Chef*

*Minimum one (1) Chef per Station*

---

**SWEET FINALE**

16

Fruit Tarts, Mousse, Cheesecake, Classic Petit Fours, Tiramisu, Crème Brulee, Chocolate Pastries, Chocolate Dipped Strawberries

Freshly Brewed Starbucks™ Caffe Verona Coffee, Decaffeinated Coffee, Assorted Teavana Hot Teas

(GF) GLUTEN FREE (V) VEGETARIAN (VG) VEGAN



# THE BENSON

RESTAURANT & BAR

A COAST HOTEL

## CATERING MENUS

For more information on our catering services, please contact our catering manager at 360.425.1234

## BAR SERVICE

### DELUXE LIQUOR BRANDS

8 Hosted / 9 Cash  
Jack Daniels Bourbon  
Crown Royal  
Johnnie Walker Red Scotch  
Bombay Sapphire Gin  
Absolut Vodka  
Captain Morgan's Rum  
Sauza Commemorativo

### PREMIUM LIQUOR BRANDS

10 Hosted / 11 Cash  
Knob Creek  
Canadian Club Small Reserve  
Monkey Shoulder  
Aria - Gin  
Kettle One  
Appleton Estate Reserve  
Tequila Patron Silver

### ALL BARS ARE FULLY STOCKED WITH THE FOLLOWING BEVERAGES:

House Selection of Wines, Served by the Glass	8 Hosted / 9 Cash
Cordials - Kahlua, Bailey's Irish Cream, Grand Marnier, Amaretto, Courvoisier Cognac, Frangelico	9 Hosted / 10 Cash
Pacific Northwest Handcrafted and Imported Beer, Served by the Bottle	5 Hosted / 6 Cash
Domestic Beer, Served by the Bottle	4 Hosted / 5 Cash
Kaliber Non-Alcoholic Beer, Served by the Bottle	4 Hosted / 5 Cash
Voss Mineral Water, Served by the Bottle	4 Hosted / 5 Cash
Assorted Soft Drinks and Juices, Served by the Glass	3 Hosted / 4 Cash

### BEER AND WINE PACKAGE

*21 per person (3 Hours of service)*

House Selection of Wines  
Pacific Northwest Handcrafted and Imported Beers,  
Domestic Beer, Kaliber Non-Alcohol Beer  
Voss Mineral Water  
Assorted Soft Drinks and Juices

*Each additional hour 4 per person*

### HOSTED DELUXE LIQUOR BRANDS

*32 per person (3 Hours of service)*

Jack Daniels Bourbon, Crown Royal, Johnnie Walker  
Red Scotch  
Bombay Sapphire Gin, Absolut Vodka, Captain  
Morgan's Rum, Sauza Commemorativo Tequila  
House Selection of Wines, Pacific Northwest  
Handcrafted and Imported Beers, Domestic Beer,  
Kaliber Non-Alcohol Beer  
Assorted Soft Drinks, Bottled Water and Juices

*Each additional hour 5 per person*



Bar Service

**BARTENDER FEE:** 150 per Bartender –  
(4 Hour minimum)

Each Additional Hour is 75 per Bartender

The Benson Hotel Will Staff One Bartender  
per Every 75 Guests

In Compliance with Oregon Liquor Control  
Commission Regulations, Licensed Hotel Staff Must  
Dispense all Alcoholic Beverages

A Full Wine List is Available, Upon Request

**WINES BY THE BOTTLE**

**SPARKLING WINE**

Veuve Clicquot, Brut, Reims, France	100
Argyle Brut, Willamette Valley, Oregon	80
Jeio Prosecco, Fuvli-Venezia, Italy	50
Poema Cava, Torrelavit, Spain	40

**WHITE WINES**

Lange Reserve Pinot Gris, 2014, Willamette Valley, Oregon	60
Cooper Mountain Chardonnay, 2015, Willamette Valley, Oregon	52
Talbot Chardonnay, 2014, Carneros, Napa	40
Chateau de Sancerre, 2015 Loire Valley, France	36
Elk Cove Riesling, 2013, Willamette Valley, Oregon	36
Panther Creek Pinot Gris, 2014, Willamette Valley, Oregon	36

**RED WINES**

Rex Hill Pinot Noir, 2014, Willamette Valley, Oregon	60
Script Cellars Stage Right Cabernet Franc, 2013, Columbia Valley, Washington	60
Ferrari-Carano Merlot, 2014, Sonoma County, California	40
Adelsheim Pinot Noir, 2014, Willamette Valley, Oregon	40
Trapiche Malbec, 2014, Mendoza, Argentina	36
Heritage Cabernet Sauvignon, 2015, Columbia Valley, Washington	36

A COAST HOTEL

TEL 503.228.2000

309 Southwest Broadway

EMAIL info@bensonhotel.com

Portland, Oregon 97205





# OAMR BOARD REPORT

---

## 2020-2021 BUDGET REPORT

---

Meeting Date: September 25, 2020  
Source of Item: OAMR Budget Committee

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

---

### ISSUE STATEMENT

The Budget Committee respectfully requests approval of the OAMR 2020-2021 Budget.

### BACKGROUND

OAMR Bylaws, Article IX, Section 1 requires the First Vice President to appoint a Budget Committee, prepare a budget for the next fiscal year, and submit the proposed budget to the membership for consideration and adoption at the Annual Business Meeting.

Budget Committee members Cathy Steere, Melissa Thompson-Kiefer, Kathy Payne, Angie Lanter, Cathy Nelson, Nicole Morris, Karin Johnson, Angela Watson and Linda Galeazzi met via Zoom. The year-to-date estimated actuals and the current budget were reviewed, and the Committee worked together to prepare the attached proposed budget.

### RELATED POLICIES/BUDGET CONSIDERATIONS

The Budget Committee proposes a balanced budget of \$159,980 for the 2020-2021 year. This is \$8,279 more than the Adopted Budget for 2019-2020. The proposed contingency for 2020-2021 is \$33,700, more than double the \$15,000 required by policy.

Conference registration revenues and expenditures are based on a virtual Mid-Year Conference and onsite Annual Conference at the Best Western Agate Beach Inn in Newport. The Internet Committee line item includes costs for website and listserv hosting, as well as Zoom costs.

The Budget Committee has proposed \$48,175 in funding for scholarships, a \$17,950 increase over last fiscal year. Since only \$3,830 was estimated to be spent for Scholarships in 2019-2020, the Committee felt that a significant increase for 2020-2021 was justified. This will allow OAMR to provide as much opportunity for our members as possible during these challenging times for cities from the Coronavirus pandemic and wildfires.

The Kathy Ishiara and Marge Price scholarships were combined into the "OAMR IIMC Scholarships" line item following Board discussion and Scholarship Committee action earlier this year. The amount funded for these scholarships was increased to cover more of the actual cost of attending IIMC, in order to provide the opportunity for more members to attend. The \$600 Unrestricted donation to the IIMC Foundation was reallocated to the OAMR IIMC Scholarship line item. We propose continuing to contribute \$2,000 to the IIMC Foundation - OAMR Restricted Endowment Fund, which helps provide scholarships specifically to OAMR members.

Scholarship Funds in 2020-2021 will allow the following:

- 24 Professional Development NCI Scholarships for \$625 registration fee and \$10,000 additional for virtual NCI program
- 15 Mid-Year Academy Scholarships at \$125 each
- 20 Annual Academy and Conference Scholarships for full registration
- OAMR IIMC Scholarships - \$1,000 for 2020 recipient and two 2021 scholarships at \$2,500 each
- The Davis-Harris Scholarship has been fulfilled, but OAMR is committed to funding the two remaining members' participation in Professional Development through 2021-2022.
- OAMR Education Endowment Fund at \$2,000
- President's Award Scholarship at \$700 (\$350 for PAD and \$350 for ROY).

**MEMBER OPTIONS**

1. Approve the 2020-2021 Budget & Budget Narrative as submitted.
2. Approve the 2020-2021 Budget & Budget Narrative as amended.

**RECOMMENDATION**

On behalf of the Budget Committee, I recommend approval of the 2020-2021 OAMR Budget and Budget Narrative as submitted.

**SUGGESTED MOTION**

*“I move to approve the 2020-2021 OAMR Budget and Budget Narrative as submitted by the Budget Committee.”*

**ATTACHMENTS**

- A. 2020-2021 Budget
- B. Budget Narrative

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2020-2021 ANNUAL BUDGET**

Proposed 2020-2021 Budget  
September 25, 2020

**REVENUES**

2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 AMENDED	2019-2020 Estimated Actual	DESCRIPTION	2020-2021 PROPOSED	2020-2021 ADOPTED	Comments
<b>Academy/Education Sessions</b>							
\$ 9,000.00	\$ 11,895.00	\$ 12,000.00	\$ 3,300.00	Mid-Year Academy	\$ 5,400.00		Based on 60 registrants @ \$90 (Virtual)
\$ 2,550.00	\$ 2,175.00	\$ 2,250.00	\$ 1,490.00	Mid-Year Athenian Dialogue	\$ 1,500.00		Based on 30 registrants @ \$50 (Virtual)
\$ 1,265.00	\$ 1,170.00	\$ 1,050.00	\$ 790.00	Annual Athenian Leadership	\$ 1,050.00		Based on 30 registrants @ \$35 (\$50 if ALD only)
\$ 12,775.00	\$ 10,825.00	\$ 12,000.00	\$ 4,500.00	Annual Academy	\$ 12,000.00		Based on 80 registrants @ \$150
<b>\$ 25,590.00</b>	<b>\$ 26,065.00</b>	<b>\$ 27,300.00</b>	<b>\$ 10,080.00</b>	<b>Total Academy Sessions</b>	<b>\$ 19,950.00</b>	<b>\$ -</b>	
Portland	Bend	Eugene	Virtual	<b>Annual Conference</b>	Newport	Newport	
\$ 32,472.75	\$ 37,508.00	\$ 34,500.00	\$ -	Registration	\$ 31,000.00		Based on 80 registrants @ \$350, 10 @ \$300
\$ 3,237.50	\$ 3,575.00	\$ 3,200.00	\$ -	Exhibitors	\$ 3,000.00		
\$ 5,750.00	\$ 9,450.00	\$ 5,500.00	\$ 6,400.00	Sponsors	\$ 5,500.00		
<b>\$ 41,460.25</b>	<b>\$ 50,533.00</b>	<b>\$ 43,200.00</b>	<b>\$ 6,400.00</b>	<b>Total Annual Conference</b>	<b>\$ 39,500.00</b>	<b>\$ -</b>	
Portland	Bend	Eugene	Virtual	<b>Education/Scholarships</b>			
\$ 5,866.50	\$ 3,933.00	\$ 4,500.00	\$ 2,500.00	Auctions	\$ 4,500.00		
\$ 2,576.00	\$ 2,483.00	\$ 3,000.00	\$ 2,200.00	Basket Raffle	\$ 3,000.00		
\$ 1,075.00	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	Pink Walk- Kathy Ishiara Fund	\$ 1,000.00		
\$ 288.61	\$ 697.66	\$ 1,000.00	\$ 425.00	Donations - General	\$ 1,000.00		
\$ 1,626.04	\$ 2,255.55	\$ 1,700.00	\$ 121.00	Other Fundraising	\$ 1,700.00		Card cut, AmazonSmile, Fred Meyer
\$ 40.00	\$ 30.00	\$ -		Misc Sales/Phone Ringing	\$ -	\$ -	
<b>\$ 11,472.15</b>	<b>\$ 10,599.21</b>	<b>\$ 11,200.00</b>	<b>\$ 6,246.00</b>	<b>Total Education/Scholarship</b>	<b>\$ 11,200.00</b>	<b>\$ -</b>	
<b>\$ 974.42</b>	<b>\$ 1,192.52</b>	<b>\$ 500.00</b>	<b>\$ 689.00</b>	<b>Interest</b>	<b>\$ 500.00</b>		
<b>\$ 11,135.00</b>	<b>\$ 13,595.00</b>	<b>\$ 13,000.00</b>	<b>\$ 12,905.00</b>	<b>Membership Dues</b>	<b>\$ 12,800.00</b>		
<b>\$ 1,303.80</b>	<b>\$ 5,328.17</b>	<b>\$ 500.00</b>	<b>\$ 595.00</b>	<b>Miscellaneous</b>	<b>\$ 500.00</b>		
<b>\$ 1,200.00</b>	<b>\$ 800.00</b>	<b>\$ 800.00</b>	<b>\$ 400.00</b>	<b>Newsletter Advertising</b>	<b>\$ 400.00</b>		
<b>\$ 93,135.62</b>	<b>\$ 108,112.90</b>	<b>\$ 96,500.00</b>	<b>\$ 37,315.00</b>	<b>TOTAL REVENUES</b>	<b>\$ 84,850.00</b>	<b>\$ -</b>	
\$ 70,263.33	\$ 59,096.63	\$ 55,201.00	\$ 77,245.00	Beginning Fund Balance	\$ 75,130.00		
<b>\$ 163,398.95</b>	<b>\$ 167,209.53</b>	<b>\$ 151,701.00</b>	<b>\$ 114,560.00</b>	<b>GRAND TOTAL REVENUES</b>	<b>\$ 159,980.00</b>	<b>\$ -</b>	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2020-2021 ANNUAL BUDGET**

Proposed 2020-2021 Budget  
September 25, 2020

**EXPENSES**

2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 AMENDED	2019-2020 Estimated ACTUAL	DESCRIPTION	2020-2021 PROPOSED	2020-2021 ADOPTED	Comments
<b>Academy/Education Sessions</b>							
Portland	Bend	Eugene	Virtual	Mid-Year Expenses	Virtual		<i>NOTE: Mid-Year 2021 Virtual</i>
\$ 2,296.53	\$ 1,916.45	\$ 2,500.00	\$ 200.00	Athenian Leadership Speaker Expenses	\$ 200.00		17-18 & 18-19 Spkr Exp includes AV, Food & Bev
\$ 5,864.81	\$ 6,410.11	\$ 4,500.00	\$ 4,000.00	Academy Speaker Expenses	\$ 4,500.00		
		\$ 4,400.00	\$ -	ALD & Academy Food & Beverage	\$ -		
		\$ 1,350.00	\$ 75.00	AV	\$ -		
<b>Total Mid-Year Expenses</b>					<b>\$ 4,700.00</b>	<b>\$ -</b>	
<b>Annual ALD &amp; Academy Sessions</b>							
					Newport		
\$ 421.10	\$ 266.26	\$ 1,902.00	\$ 600.00	Annual Athenian Leadership Speaker Ex	\$ 200.00		
		\$ 450.00	\$ 75.00	ALD AV	\$ 300.00		
\$ 7,605.32	\$ 8,623.14	\$ 5,500.00	\$ 5,000.00	Annual Academy Speaker Expenses	\$ 5,500.00		
		\$ 4,000.00	\$ -	Annual Academy Food & Bev	\$ 2,700.00		
		\$ 900.00	\$ 900.00	Academy AV	\$ 360.00		
<b>Total Annual ALD &amp; Academy Expenses</b>					<b>\$ 9,060.00</b>	<b>\$ -</b>	
<b>\$ 16,187.76</b>	<b>\$ 17,215.96</b>	<b>\$ 25,502.00</b>	<b>\$ 10,850.00</b>	<b>Total Academy/Education Sessions</b>	<b>\$ 13,760.00</b>	<b>\$ -</b>	
<b>Annual Conference</b>							
Portland	Bend	Eugene	Virtual	Annual Conference	Newport		<i>NOTE: 2020 Conference Virtual due to COVID-19</i>
		\$ 3,400.00	\$ 3,400.00	Audio-Visual	\$ 1,200.00		19-20 Est actual includes Zoom costs
\$ 135.96	\$ 311.44	\$ 250.00	\$ 250.00	Awards	\$ 250.00		
\$ 662.53	\$ 586.42	\$ 875.00	\$ -	Banquet Expenses	\$ 875.00		
\$ 433.00	\$ 247.44	\$ 360.00	\$ 360.00	Conference Chair Expense	\$ 360.00		
\$ 1,000.00	\$ -	\$ 2,500.00	\$ 600.00	Conference Swag	\$ 2,500.00		Conference Bags, first-timer swag, attendee swag
		\$ 740.00	\$ -	Exhibitor Tables	\$ 450.00		
\$ -	\$ -	\$ 2,500.00	\$ 1,250.00	Future Conference Site Deposits	\$ 2,500.00		
\$ 3,570.28	\$ 3,792.45	\$ 4,600.00	\$ 100.00	Hospitality	\$ 4,600.00		Honored Guest Conf registration, dinner, gifts.
\$ 18,065.82	\$ 21,996.78	\$ 19,800.00	\$ -	Food & Beverage	\$ 15,500.00		
		\$ 500.00	\$ -	Meeting Setup	\$ 800.00		
\$ 284.75	\$ 300.00	\$ 400.00	\$ 400.00	Miscellaneous	\$ 500.00		Includes conference logo
\$ -	\$ -	\$ -	\$ -	Postage	\$ -		
\$ 2,083.38	\$ 2,479.32	\$ 1,450.00	\$ -	Welcome Reception/Special Event	\$ 1,500.00		
\$ 785.00	\$ 843.00	\$ 750.00	\$ 100.00	Printing Handbook	\$ 750.00		Handbook only
\$ 1,019.23	\$ 2,719.02	\$ 6,650.00	\$ -	Speaker Expenses	\$ 6,650.00		Concurrent/Gen Academy/Future Deposits
<b>\$ 28,039.95</b>	<b>\$ 33,275.87</b>	<b>\$ 44,775.00</b>	<b>\$ 6,460.00</b>	<b>Total Annual Conference</b>	<b>\$ 38,435.00</b>	<b>\$ -</b>	
<b>\$ 828.00</b>	<b>\$ 2,007.90</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>Internet/Website</b>	<b>\$ 7,650.00</b>		Includes web costs and Zoom costs of \$5,600
<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>IIMC Foundation Unrestricted Donation</b>	<b>\$ -</b>		\$600 eliminated and moved to IIMC scholarship

**Membership**

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2020-2021 ANNUAL BUDGET**

Proposed 2020-2021 Budget  
September 25, 2020

**EXPENSES**

2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 AMENDED	2019-2020 Estimated ACTUAL	DESCRIPTION	2020-2021 PROPOSED	2020-2021 ADOPTED	Comments
\$ -	\$ -	\$ 25.00	\$ 15.00	Postage	\$ 25.00		
\$ -	\$ -	\$ 25.00	\$ 25.00	Printing	\$ 25.00		
\$ 188.00	\$ 153.00	\$ 250.00	\$ 210.00	Supplies	\$ 250.00		Name tags, dangles, etc.
<b>\$ 188.00</b>	<b>\$ 153.00</b>	<b>\$ 300.00</b>	<b>\$ 250.00</b>	<b>Total Membership</b>	<b>\$ 300.00</b>	<b>\$ -</b>	

**Miscellaneous**

\$ 624.76	\$ 1,079.93	\$ 1,800.00	\$ 1,800.00	Credit Card Fees	\$ 1,800.00		
\$ -	\$ 800.00	\$ 1,200.00	\$ 1,023.00	Tax Accountant/Bookkeeping Consultant	\$ 1,200.00		
		\$ 425.00	\$ 300.00	Annual Filing Fees & Insurance	\$ 430.00		
\$ 995.15	\$ 495.99	\$ 300.00	\$ 142.00	Other	\$ 500.00		Condolence flowers/Misc bank fees
<b>\$ 1,619.91</b>	<b>\$ 2,375.92</b>	<b>\$ 3,725.00</b>	<b>\$ 3,265.00</b>	<b>Total Miscellaneous</b>	<b>\$ 3,930.00</b>	<b>\$ -</b>	

**Newsletter**

\$ 18.35	\$ -	\$ -	\$ -	Postage	\$ -	\$ -	
\$ 4.03	\$ 25.58	\$ 50.00	\$ 29.00	Advertiser Printing & Postage	\$ 50.00		
\$ 2.53		\$ -	\$ -	Supplies	\$ -	\$ -	
<b>\$ 24.91</b>	<b>\$ 25.58</b>	<b>\$ 50.00</b>	<b>\$ 29.00</b>	<b>Total Newsletter</b>	<b>\$ 50.00</b>	<b>\$ -</b>	

<b>\$ 1,928.30</b>	<b>\$ 2,071.50</b>	<b>\$ 10,460.00</b>	<b>\$ 10,460.00</b>	<b>NW Clerks Institute Director</b>	<b>\$ 2,200.00</b>		1/3 share of IIMC travel reimbursement; Mid-Year reg. & Conf registration and lodging. 19-20 Amended from \$2,200 to \$10,460 from contingency for NCI cancellation invoice WSU (04/27/2020)
--------------------	--------------------	---------------------	---------------------	-------------------------------------	--------------------	--	---

**Office Supplies**

\$ 20.00	\$ -	\$ 50.00	\$ 20.00	Postage	\$ 50.00		
\$ 24.48	\$ 29.26	\$ 50.00	\$ 18.00	Supplies/Stationary/Envelopes/etc.	\$ 280.00		Includes Treasurer checks, deposit slips & stamp
\$ 0.05	\$ 49.00	\$ 175.00	\$ 75.00	Miscellaneous	\$ 100.00		
<b>\$ 44.53</b>	<b>\$ 78.26</b>	<b>\$ 275.00</b>	<b>\$ 113.00</b>	<b>Total Office Supplies</b>	<b>\$ 430.00</b>	<b>\$ -</b>	

**Officers Expenses**

**1st Vice President**

\$ 1,565.15	\$ -	\$ 2,000.00	\$ -	IIMC Conference	\$ 2,000.00		Travel and lodging only
-------------	------	-------------	------	-----------------	-------------	--	-------------------------

**2nd Vice President**

\$ 108.56	\$ 238.96	\$ 500.00	\$ 65.00	Future Conference Site Tours	\$ 500.00		
-----------	-----------	-----------	----------	------------------------------	-----------	--	--

**Director - Region IX**

\$ 1,259.12	\$ 1,250.00	\$ 1,350.00	\$ 1,350.00	Region IX, IIMC, Meetings, Assmnt, Etc.	\$ 1,350.00		Outgoing Reg IX Dir Gift (\$100), Reg IX Assessment (\$5 per member)
-------------	-------------	-------------	-------------	---	-------------	--	---

**President**

\$ 2,421.16	\$ 2,532.21	\$ 2,600.00	\$ -	IIMC Annual Conference	\$ 2,600.00		
\$ 1,193.85	\$ -	\$ 500.00	\$ 150.00	OAMR Representation (President)	\$ 500.00		Other non-Reg IX meetings, such as OCCMA.
\$ 2,991.55	\$ 2,768.88	\$ 3,500.00	\$ 1,358.00	Region IX Conferences (AK, CA, WA)	\$ 3,000.00		
	\$ 191.40	\$ -		Other	\$ -	\$ -	
<b>\$ 6,606.56</b>	<b>\$ 5,492.49</b>	<b>\$ 6,600.00</b>	<b>\$ 1,508.00</b>	<b>Total President Expenses</b>	<b>\$ 6,100.00</b>	<b>\$ -</b>	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2020-2021 ANNUAL BUDGET**

Proposed 2020-2021 Budget  
September 25, 2020

**EXPENSES**

2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 AMENDED	2019-2020 Estimated ACTUAL	DESCRIPTION	2020-2021 PROPOSED	2020-2021 ADOPTED	Comments
\$ -		\$ 150.00	\$ -	OAMR Region Directors	\$ 150.00		
		\$ 750.00	\$ -	OAMR Representation (LOC, other assoc)	\$ 750.00		OAMR booth

<b>\$ 9,539.39</b>	<b>\$ 6,981.45</b>	<b>\$ 11,350.00</b>	<b>\$ 2,923.00</b>	<b>Total Officers Expenses</b>	<b>\$ 10,850.00</b>	<b>\$ -</b>	
--------------------	--------------------	---------------------	--------------------	--------------------------------	---------------------	-------------	--

<b>\$ 50.18</b>	<b>\$ -</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>Photography/Historian</b>	<b>\$ 100.00</b>		
-----------------	-------------	------------------	------------------	------------------------------	------------------	--	--

**Fundraising Expenses**

\$ -	\$ 53.91	\$ 150.00	\$ 150.00	Misc	\$ 150.00		2VP Discretion
\$ -	\$ -	\$ 200.00	\$ 200.00	Printing or online hosting	\$ 250.00		Auction Sheets or Online Auction
\$ -	\$ -	\$ -		Prize Expense	\$ -	\$ -	Raffle license or big prize
<b>\$ -</b>	<b>\$ 53.91</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>	<b>Total Fundraising Expense</b>	<b>\$ 400.00</b>	<b>\$ -</b>	

**Scholarships**

*Note : Proposed 2020-2021 increase due to COVID and city budget constraints*

\$ 18,650.00	\$ 9,175.00	\$ 13,125.00	\$ -	IIMC Certification Programs	\$ 25,000.00		24 PD @ \$625 (2021) + Online Oct-Dec 2020 (\$10,000)
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	Kathy Ishiara Scholarship	\$ -		See OAMR IIMC Scholarships
\$ 1,950.00	\$ 1,200.00	\$ 1,800.00	\$ 790.00	Mid-Year Academy	\$ 1,875.00		15 scholarships @ 125
\$ 300.00	\$ 700.00	\$ 700.00	\$ 500.00	President Awards Scholarships	\$ 700.00		PAD and ROY
\$ 10,050.00	\$ 7,100.00	\$ 8,000.00	\$ 540.00	OAMR Conference/Academy Session	\$ 10,000.00		20 Academy & 20 Conference
\$ -	\$ -	\$ 1,000.00	\$ -	Marge Price Scholarship	\$ -		See OAMR IIMC Scholarships
\$ 1,201.39	\$ 1,150.00	\$ -	\$ -	Davis/Harris Scholarship	\$ -		Discontinued
\$ 2,600.00	\$ 2,450.00	\$ 2,600.00	\$ -	Continuation Davis/Harris Scholarship	\$ 2,600.00		One remaining FY 21-22 to fund @ \$1300
				OAMR IIMC Scholarships	\$ 6,000.00		Kathy Ishiara & Marge Price combined. 2020=1@1000, 21=2@2500
10,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	IIMC Foundation-OAMR Edu. Endowment Fund	\$ 2,000.00		
<b>\$ 45,751.39</b>	<b>\$ 24,775.00</b>	<b>\$ 30,225.00</b>	<b>\$ 3,830.00</b>	<b>Total Scholarships</b>	<b>\$ 48,175.00</b>	<b>\$ -</b>	

\$ 104,802.32    \$ 89,614.35    \$ 127,912.00    \$ 39,430.00    Total Expenditures before Contingency    \$ 126,280.00

		<b>\$ 23,789.00</b>	<b>\$ -</b>	<b>Contingency</b>	<b>\$ 33,700.00</b>		
--	--	---------------------	-------------	--------------------	---------------------	--	--

<b>\$ 104,802.32</b>	<b>\$ 89,614.35</b>	<b>\$ 151,701.00</b>	<b>\$ 39,430.00</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 159,980.00</b>	<b>\$ -</b>	
----------------------	---------------------	----------------------	---------------------	---------------------------	----------------------	-------------	--

<b>\$ 163,398.95</b>	<b>\$ 167,209.53</b>	<b>\$ 151,701.00</b>	<b>\$ 114,560.00</b>	<b>Revenues (from front page)</b>	<b>\$ 159,980.00</b>	<b>\$ -</b>	
----------------------	----------------------	----------------------	----------------------	-----------------------------------	----------------------	-------------	--

<b>58,596.63</b>	<b>77,595.18</b>	<b>0.00</b>	<b>75,130.00</b>	<b>ENDING FUND BALANCE</b>	<b>0.00</b>	<b>0.00</b>	
------------------	------------------	-------------	------------------	----------------------------	-------------	-------------	--

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2020-2021**

**REVENUES**

**ACADEMY/EDUCATION SESSIONS**

- **Mid-Year Academy** – Registration fees paid by OAMR Mid-Year Academy attendees.
- **Mid-Year Athenian Leadership Dialogue (ALD)** – Registration fees paid by OAMR Mid-Year ALD attendees.
- **Annual ALD** – Registration fees paid by OAMR Annual ALD attendees
- **Annual Academy** – Registration fees paid by OAMR Annual Conference Academy Session attendees

**ANNUAL CONFERENCE**

- **Registration** – Fees paid to attend the Annual OAMR Conference
- **Exhibitors** – Fees paid by businesses to be an exhibitor during the Annual OAMR Conference
- **Sponsors** – Money given to OAMR to sponsor certain activities during the Mid-Year Academy and Annual Conference in exchange for advertising in conference brochures and at some events.

**EDUCATION-SCHOLARSHIP FUNDRAISERS**

- **Auction** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
  - **Silent Auction.** The silent auction generally consists of a smaller Thursday or Friday auction which closes after the afternoon break and larger auction during the banquet.
  - **Live Auction.** The live auction (which may or may not occur from year-to-year) is an oral competitive bidding process of larger donated items (i.e. overnight stays, trips, large baskets, high-end products such as Coach Purses) which takes place during the banquet.
- **Raffles** – Revenue earned from the sale of tickets, for various raffles which are decided on by the Special Projects/Fundraising Committee. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.
  - **Basket Raffle.** The baskets typically consist of items that have been donated by the membership or businesses through solicitation by OAMR members. Drawing for this raffle is done at the Mid-Year Academy and/or the Annual Conference.
- **Kathy Ishiara Education Fund** – This fund was merged into “OAMR IIMC Scholarships.” Money received through private donations or the Pink Walk fundraiser and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder Kathy Ishiara who passed away in 1998 after a long battle with breast cancer.
- **Harris-Davis Scholarship Fund** – This scholarship fund was established at the 2015 Annual Conference Banquet. It funded an annual award worth three years of attendance at the Northwest Clerks Institute. The final recipient will be funded in FY 21-22 for PD III.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.
- **Store Sales** – Money earned from the sale of OAMR logo or banquet decor items.
- **Other Fundraising** Other fundraising has included 50/50 card cut, AmazonSmile & Fred Meyer rewards.

**INTEREST** Money OAMR earns from investment of funds.

**MEMBERSHIP DUES** Money received directly from payment of membership dues.

**MISCELLANEOUS** Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

**NEWSLETTER ADVERTISING** Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

**BEGINNING FUND BALANCE** The amount of cash carry over anticipated as the beginning fund balance for the next fiscal year.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2020-2021**

**EXPENDITURES**

**ACADEMY/EDUCATION SESSIONS**

**Mid-Year Expenses – Virtual**

- **Mid-Year Athenian Leadership Dialogue Speaker Expense** – Speaker honorarium, fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Mid-Year Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Mid-Year ALD & Academy Food & Beverage** - Meals and breaks during the Mid-Year Academy & ALD.
- **Mid-Year AV** – Audio-Visual costs for the Mid-Year ALD and Academy.

**Annual ALD & Academy Expenses:**

- **Annual Athenian Leadership Dialogue Speaker Expense** – Speaker honorarium, fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Annual ALD AV** - Audio-Visual costs for the Annual ALD.
- **Annual Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Annual Academy Food & Beverage** - Meals and breaks during the Annual Academy.
- **Annual Academy AV** - Audio-Visual costs for the Annual Academy.

**ANNUAL CONFERENCE**

- **Audio-Visual** – Audio-Visual costs for the Annual Conference
- **Awards** – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President’s Award, and committee or other certificates.
- **Banquet Expenses** – Money used to decorate and buy special items for the Annual Conference Banquet, including programs, and post-banquet entertainment. (Does not include dinner costs).
- **Conference Chair Expense** – The cost of a gift for the outgoing President, installing officer, Host Recorder, and others as appropriate.
- **Conference Swag** – The cost of conference bags and small items purchased by the Special Projects/Fundraising Committee Chair, Conference Chair, or President for first-timers, and conference attendees.
- **Exhibitor Tables** – Covers cost charged by hotel for vendor/exhibitor tables with power.
- **Future Conference Site Deposits** – This line item is used to cover the deposit required for future conference sites.
- **Hospitality** – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests dinner, travel expenses, or other expenses as outlined in the finance policy.
- **Food & Beverage** – This line item is used to pay for the meals and breaks during the annual conference.
- **Meeting Setup** – Room setup fees charged by the hotel.
- **Miscellaneous** – Includes the conference logo and any unanticipated conference-related expense.
- **Postage** – Conference related postage costs.
- **Welcome Reception/Special Event** – Cost of hosting the Welcome Reception and/or All-Conference event.
- **Printing Handbook** – The cost of printing and producing the Annual Conference handbook. Other conference registration materials are typically printed by members.
- **Speaker Expenses** – Speaker fees and expenses such as hotel, rental vehicle, and air fare for the concurrent sessions and General Academy Session that is included in the conference registration (Friday). Also covers deposits advanced to secure speakers for future conferences.

**INTERNET/WEBSITE** – Cost to maintain the OAMR Listserv and Wild Apricot website/membership management software. Listserv hosting is paid annually. The domain name registration and Wild Apricot are paid in 2-year subscriptions. Zoom costs of \$5,600 are included in the 2020-2021 FY estimate.

**IIMC FOUNDATION DONATION** – Unrestricted annual donation to the IIMC Foundation. The Foundation provides scholarships for Municipal Clerks. This is being reallocated to the OAMR IIMC Scholarship line item.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2020-2021**

**EXPENDITURES (cont.)**

**MEMBERSHIP**

- **Postage** – The cost of mailing OAMR information or name tags to new members.
- **Printing** – The cost of printing items for the general membership or for new members attending the Annual Conference.
- **Supplies** – Supplies needed for such things as OAMR name tags, danglers, etc.

**MISCELLANEOUS**

- **Credit Card Fees** – Processing fees charged by Wild Apricot Payments (Affinipay), Stripe and Square. The website credit card processing moved from PayPal to Wild Apricot Payments in 2019-2020. Online auctions use Stripe.
- **Tax Accountant/Bookkeeping Consulting** – Accountant fees for tax preparation and filing. Also includes cost for bookkeeping/QuickBooks consultant to assist with old adjustments and new account setup.
- **Annual Filing Fees & Insurance** – Filing fees for annual state business registration, DOJ filing, and insurance coverage.
- **Other** - Any other miscellaneous expenses, such as condolence flowers and other unanticipated expenses.

**NEWSLETTER**

- **Postage** – consolidated below.
- **Advertiser Printing & Postage** – The cost of printing and mailing the newsletter to advertisers.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter – none budgeted.

**NW CLERKS INSTITUTE DIRECTOR** – Assists with the costs associated with the NCI Director’s attendance at the IIMC Annual Conference and the OAMR Mid-Year and Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk’s Institute, and in the adopted OAMR Finance Policy.

**OFFICER SUPPLIES**

- **Postage** – Used by the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – Supplies such as stationery and envelopes, Treasurer checks, deposit slips and endorsement stamp.
- **Miscellaneous/Equipment** – Any unanticipated expense incurred by an OAMR Officer.

**OFFICERS**

**1<sup>ST</sup> VICE-PRESIDENT**

- **IIMC Conference** – Event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

**2<sup>ND</sup> VICE-PRESIDENT**

- **Future Conference Site Tours** – Covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected. \*Note: The room cost should be complimentary.

**REGION IX DIRECTOR**

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a \$5.00 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance at the Region IX state conferences. For the years when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the Annual IIMC Conference, as outlined in OAMR’s finance policy. Also covers OAMR’s share of the cost of a gift for the outgoing Region IX Director in years when that occurs.

**PRESIDENT**

- **IIMC Annual Conference** – The cost, as outlined in the OAMR Finance Policy, for the OAMR President to attend the annual IIMC Conference. Also covers the cost of an item for the IIMC Foundation auction, if unable to obtain through donation.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2020-2021**

**EXPENDITURES (cont.)**

- **OAMR Representation (President)** – The costs associated with the OAMR President, or the President’s designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference, Oregon City/County Management Association Conference, Oregon Mayors Association Conference or other professional organizations or meetings as determined necessary by the President. This line item was combined with OAMR Ambassadors as they were so similar.
- **Region IX Conferences (WA, AK and CA)** – The cost, as outlined in the OAMR Expense Policy, for the President’s attendance at all Region IX state conferences, which includes complimentary registration to the Oregon Annual Conference.

**REGION DIRECTORS** - This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings and other supplies as necessary.

**OAMR REPRESENTATION** – Covers the cost for an OAMR booth at other conference, such as the League of Oregon Cities (LOC). This cost was separated from the President’s OAMR Representation.

**PHOTOGRAPHY/HISTORICAL RECORDS** – This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs.

**FUNDRAISING EXPENSES** (formerly “Raffle Expenses”)

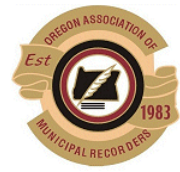
- **Misc** – Miscellaneous fundraising expenses to be used at the discretion of the 2<sup>nd</sup> Vice President.
- **Printing** – Cost for printing materials required for fundraising, such as the auction sheets or online auction for fundraising. (Members typically print basket raffle tickets on their own.)
- **Prize Expense** – Cost for raffle license or big prize. None budgeted for 2020-2021.

**SCHOLARSHIPS**

**Increases proposed for 2020-2021 Fiscal Year due to underfunding in 2019-2020 due to Coronavirus pandemic and city budget constraints:**

- **IIMC Certification Programs** – Scholarships awarded for attendance at the IIMC certification program (Professional Development). Funds may be used in part for new virtual NCI programs in 2020-2021.
- **Kathy Ishiara Scholarship** – merged into new “OAMR IIMC Scholarships” line item.
- **Mid-Year Academy Session** – Scholarships to be awarded for members’ attendance at an OAMR academy session
- **President Awarded Scholarships** – This represents the scholarship to the following year’s conference to the recipients of the “President’s Award of Distinction” and the “Recorder of the Year”.
- **OAMR Conference/Academy Session** – Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows.
- **Marge Price Scholarship** – merged into new “OAMR IIMC Scholarships” line item.
- **Harris-Davis Scholarship** – This scholarship has been fulfilled.
- **Continuation Harris-Davis Scholarship** – Covers the cost for two previous Harris-Davis Scholarship recipients to complete PD II and PD III. There will be one remaining PD III to fund in FY 2021-2022.
- **OAMR IIMC Scholarships** – This intended to award two IIMC scholarships at \$2500 each. This will also fund the \$1,000 IIMC scholarship that was awarded in 2020.
- **IIMC Foundation – OAMR Restricted Endowment Fund**– Annual donation to the IIMC Foundation - OAMR Restricted Endowment Fund. This endowment fund provides educational scholarships for OAMR members.

**CONTINGENCY** - Funds set aside to cover emergency expenses. A \$15,000 minimum amount is required by the expense policy.



# OAMR BOARD REPORT

---

## RESOLUTION NO. 2020-02

### RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

---

Meeting Date: September 25, 2020  
Source of Item: Secretary

Contact: Debbie Bernard, CMC, Planning and Development Clerk  
Contact Telephone Number: 503-876-2242  
Contact E-Mail: bernardd@ci.willamina.or.us

---

#### **ISSUE STATEMENT**

Adopt Resolution No. 2020-02, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recordors.

#### **BACKGROUND**

Resolution No. 2020-02, A Resolution authorizing 2020-2021 OAMR President Angie Lanter, MMC, OAMR Treasurer Melissa Thompson-Kiefer, CMC, or in their absence, 2020-2021 OAMR First Vice President Catherine Nelson, CMC, to sign on behalf of OAMR orders for payment or withdrawal of money.

#### **RELATED POLICIES/BUDGET CONSIDERATIONS**

None.

#### **BOARD OPTIONS**

The membership may adopt the above-noted Resolution No. 2020-02 as presented, as amended; or take no action.

#### **CHAIR OR DIRECTOR'S RECOMMENDATION**

Motion to adopt Resolution No. 2020-02, a Resolution authorizing 2020-2021 President Angie Lanter, MMC, OAMR Treasurer Melissa Thompson-Kiefer, CMC, or in their absence, 2020-2021 OAMR First Vice President Catherine Nelson, CMC, to sign on behalf of OAMR orders for payment or withdrawal of money.

#### **SUGGESTED MOTION**

Motion to adopt Resolution No. 2020-02, a Resolution Authorizing Signatures for Banking Service on behalf of the Oregon Association of Municipal Recordors.

#### **ATTACHMENTS**

- A. Resolution No. 2020-02

**RESOLUTION NO. 2020-02**

**A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES  
ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS**

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the Oregon Association of Municipal Recordors (OAMR), orders for payment or withdrawal of money: 2020-21 OAMR President Angie Lanter, MMC, OAMR Treasurer Melissa Thompson-Kiefer, CMC, or in their absence, 2020-21 OAMR First Vice-President, Catherine Nelson, CMC.

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of the Oregon Association of Municipal Recordors.

SECTION 2. All prior authorizations are superseded.

SECTION 3. Any designated depository ("Bank") of the Oregon Association of Municipal Recordors is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the association when bearing the signatures of the persons listed in Section One of this resolution. The Bank is authorized and directed to honor and to charge the association for such checks, drafts, or other orders for the payment of money, duly certified to and filed with the Bank by the OAMR Treasurer or other officer of the association.

SECTION 4. This Resolution takes effect upon signing by the President of OAMR.

SIGNED and APPROVED this \_\_\_\_\_ day of September, 2020.

\_\_\_\_\_  
Angie Lanter, MMC, OAMR President

ATTEST:

\_\_\_\_\_  
Debbie Bernard, CMC, OAMR Secretary



# OAMR BUSINESS MEETING REPORT

---

## PRESIDENT'S ANNUAL BOARD REPORT

---

Meeting Date: September 25, 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

It is with honor that I submit an annual report to the membership providing summary of some of the year's happenings.

### BACKGROUND

This year, as your OAMR President, has been an interesting one. On March 8, 2020, Oregon Governor Kate Brown declared a state of emergency to address the spread of COVID-19 (aka: coronavirus). With this state of emergency due to the pandemic, subsequent orders issued restricted large gatherings, required the wearing of masks, and banned events where social distancing of 6 feet apart could not be adhered to. Unfortunately, this meant that we had to cancel OAMR's Mid-Year Academy and Athenian Leadership Dialogue in April of 2020, which would have been held in Eugene. We sat on edge for the months following wondering what this virus was going to do and what additional orders would be given by the Governor. We were anxious to get back to normal so that our September Annual Academy and Conference could be held in Eugene. Unfortunately, the ban on large gatherings was not lifted and we had to cancel our Annual Academy and Conference. The Board began discussions about holding a Virtual Conference and that is where we are today.

Despite the COVID-19 pandemic, our Board and Committees "*Saddled-Up for Success.*" Here are just a few things that we worked on:

- The Internet Committee was hard at work designing a new look to our website and upgrading functions in Wild Apricot. They also got us going on Zoom so that we could meet virtually despite the pandemic.
- The Board met in February and updated the Finance Policy, taking inflation into consideration and issuing Association credit cards to the President, 1<sup>st</sup> Vice President, and Treasurer, making it much easier for expenditures and purchases throughout the year.
- The Membership Committee welcomed in 16 new members.
- Ten of our members earned their CMC and one earned her MMC.
- The Budget Committee is proposing an increase in the IIMC scholarship to help cover more of the actual costs of attending the IIMC Annual Conference, thereby providing more opportunity for members to attend.
- The Board, Education Committee, and Conference Committee members worked hard to come up with a virtual conference that includes two Athenian Leadership Dialogues and two Academies.

In summary, it's been an interesting year for all of us. The Board and Committee Chairs/Members have worked very hard to bring forward educational sessions so that those who are seeking certification can get some points. We are a strong group of dedicated women and men that really go above and beyond to serve our members and our cities. You should all be proud of what you've accomplished.

Thank you for allowing me to be your President and to represent OAMR! It has been an honor and a privilege to serve in this capacity. It has also been very rewarding and has allowed me to step out of my comfort zone to *Saddle-Up for Success!* Please consider running for the Board! We currently have the 2<sup>nd</sup> VP position open. It's a 3-4 year commitment that you will be so glad you embarked on. You will have SO MUCH support from previous presidents and Board members. Our organization needs volunteers to step up and serve to be able to function at our best as an organization whose mission is to enhance the quality of our office and to encourage dedication to our profession, by providing educational experiences of the highest quality as well as promote the professionalism of the office of municipal recorder. Just do it! 😊



# OAMR BOARD REPORT

---

## OAMR TREASURER

---

Meeting Date: September 25, 2020  
Source of Item: OAMR Treasurer

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

---

### ISSUE STATEMENT

Financial Reporting for the Fiscal Year 2019-2020 through September 7, 2020 attached.

### BACKGROUND

It is not possible to report on the Virtual Conference at this time because the total income and expenses are unknown. However, revenue from our generous Sponsors is \$6,400.

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 the Virtual Conference registrations.

Any remaining credits after October 16<sup>th</sup> will be refunded before the end of the fiscal year on October 31, 2020.

OAMR books are currently still maintained in QuickBooks desktop. I intend to transition to QuickBooks Online in the next fiscal year.

### TREASURER'S RECOMMENDATION

If members have credit remaining, they may apply it toward renewing their membership early. Log into the website and visit <https://www.oamr.org/member-renewal>. Be sure to use credits and pay any invoices due before October 16<sup>th</sup>.

### ATTACHMENTS

- A. Budget vs Actual Report – *as of September 7, 2020*
- B. Profit and Loss Report – *as of September 7, 2020*
- C. Balance Sheet – *as of September 7, 2020*

**Oregon Association of Municipal Recorders**  
**Profit & Loss Budget vs. Actual**  
 November 1, 2019 through September 7, 2020

	Nov 1, '19 - Sep 7, 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Academy/Education Session</b>				
Annual Academy	2,590.00	12,000.00	-9,410.00	21.6%
Annual Athenian Dialogue	790.00	1,050.00	-260.00	75.2%
Mid-Year	6,230.00	12,000.00	-5,770.00	51.9%
Mid-Year Athenian Dialogue	1,490.00	2,250.00	-760.00	66.2%
On-the Road Workshops	0.00	0.00	0.00	0.0%
Academy/Education Session - Other	0.00	0.00	0.00	0.0%
<b>Total Academy/Education Session</b>	11,100.00	27,300.00	-16,200.00	40.7%
<b>Annual Conference Revenue</b>				
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%
<b>Total Registration</b>	0.00	34,500.00	-34,500.00	0.0%
<b>Sponsors</b>	5,900.00	5,500.00	400.00	107.3%
Annual Conference Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total Annual Conference Revenue</b>	5,900.00	43,200.00	-37,300.00	13.7%
<b>Cash Carried Forward</b>	77,245.18	55,201.00	22,044.18	139.9%
<b>Education/Scholarships</b>				
Auction	0.00	4,500.00	-4,500.00	0.0%
Donations General	425.00	1,000.00	-575.00	42.5%
Kathy Ishiara Education Fund	675.00	1,000.00	-325.00	67.5%
Other Fundraising	121.45	1,700.00	-1,578.55	7.1%
Raffle	1,730.00	3,000.00	-1,270.00	57.7%
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%
<b>Total Education/Scholarships</b>	2,951.45	11,200.00	-8,248.55	26.4%
<b>IIMC 2012 Fund Raising</b>	0.00	0.00	0.00	0.0%
<b>Interest Income</b>	689.95	500.00	189.95	138.0%
<b>Membership Dues</b>	12,905.00	13,000.00	-95.00	99.3%
<b>Miscellaneous</b>				
Returned Check Charges	0.00	0.00	0.00	0.0%
Miscellaneous - Other	595.76	500.00	95.76	119.2%
<b>Total Miscellaneous</b>	595.76	500.00	95.76	119.2%
<b>Newsletter Advertising</b>	400.00	800.00	-400.00	50.0%
<b>Total Income</b>	111,787.34	151,701.00	-39,913.66	73.7%
<b>Cost of Goods Sold</b>				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	0.00	0.00	0.00	0.0%
<b>Gross Profit</b>	111,787.34	151,701.00	-39,913.66	73.7%

## Oregon Association of Municipal Recorders Profit & Loss Budget vs. Actual November 1, 2019 through September 7, 2020

Expense	Nov 1, '19 - Sep 7, 20	Budget	\$ Over Budget	% of Budget
<b>Mid-Year ALD &amp; Academy Expenses</b>				
Mid-Year AV	74.95	1,350.00	-1,275.05	5.6%
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%
<b>Total Mid-Year ALD &amp; Academy Expenses</b>	<b>524.95</b>	<b>12,750.00</b>	<b>-12,225.05</b>	<b>4.1%</b>
<b>Uncategorized Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Annual ALD &amp; Academy Expenses</b>				
Annual Academy AV Expenses	74.95	900.00	-825.05	8.3%
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%
<b>Total Annual ALD &amp; Academy Expenses</b>	<b>476.35</b>	<b>12,752.00</b>	<b>-12,275.65</b>	<b>3.7%</b>
<b>Annual Conference Expenses</b>				
Audio-Visual for Annual Conf	849.69	3,400.00	-2,550.31	25.0%
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	19,800.00	-19,800.00	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	400.00	400.00	0.00	100.0%
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	100.00	750.00	-650.00	13.3%
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%
<b>Total Annual Conference Expenses</b>	<b>2,667.24</b>	<b>44,775.00</b>	<b>-42,107.76</b>	<b>6.0%</b>
<b>Contingency</b>	<b>0.00</b>	<b>23,789.00</b>	<b>-23,789.00</b>	<b>0.0%</b>
<b>Fundraising Expenses</b>				
Miscellaneous Fundraising Exp	0.00	150.00	-150.00	0.0%
Printing-Auction Sheets	160.00	200.00	-40.00	80.0%
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%
<b>Total Raffle Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**Oregon Association of Municipal Recorders  
Profit & Loss Budget vs. Actual  
November 1, 2019 through September 7, 2020**

	Nov 1, '19 - Sep 7, 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%
<b>Total Fundraising Expenses</b>	<b>160.00</b>	<b>350.00</b>	<b>-190.00</b>	<b>45.7%</b>
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%
<b>Membership Expenses</b>				
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%
<b>Total Membership Expenses</b>	<b>250.00</b>	<b>300.00</b>	<b>-50.00</b>	<b>83.3%</b>
<b>Miscellaneous Expenses</b>				
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	814.43	1,800.00	-985.57	45.2%
Other - Miscellaneous	141.43	300.00	-158.57	47.1%
Miscellaneous Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total Miscellaneous Expenses</b>	<b>2,278.86</b>	<b>3,725.00</b>	<b>-1,446.14</b>	<b>61.2%</b>
<b>Newsletter</b>				
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%
<b>Total Newsletter</b>	<b>28.54</b>	<b>50.00</b>	<b>-21.46</b>	<b>57.1%</b>
<b>NW Clerks Institute Director</b>	<b>8,257.74</b>	<b>10,460.00</b>	<b>-2,202.26</b>	<b>78.9%</b>
<b>OAMR Ambassadors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Officer Supplies</b>				
Misc/Equipment-Officers	75.00	175.00	-100.00	42.9%
Postage-Officers	15.50	50.00	-34.50	31.0%
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%
<b>Total Officer Supplies</b>	<b>108.50</b>	<b>275.00</b>	<b>-166.50</b>	<b>39.5%</b>
<b>Officers Expenses</b>				
1st Vice Pres-IIMC Conference	0.00	2,000.00	-2,000.00	0.0%
2nd Vice Pres Conf. Site Tours	64.29	500.00	-435.71	12.9%
Director Region IX	0.00	1,350.00	-1,350.00	0.0%
<b>President's Expenses</b>				
IIMC Conference-President	0.00	2,600.00	-2,600.00	0.0%
OAMR Representation-President	150.00	500.00	-350.00	30.0%
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%
<b>Total President's Expenses</b>	<b>1,507.46</b>	<b>6,600.00</b>	<b>-5,092.54</b>	<b>22.8%</b>

**Oregon Association of Municipal Recorders  
Profit & Loss Budget vs. Actual  
November 1, 2019 through September 7, 2020**

	Nov 1, '19 - Sep 7, 20	Budget	\$ Over Budget	% of Budget
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%
<b>Total Officers Expenses</b>	<b>1,571.75</b>	<b>11,350.00</b>	<b>-9,778.25</b>	<b>13.8%</b>
Photography/Historian	0.00	100.00	-100.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
<b>Scholarships</b>				
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%
<b>Total Scholarships</b>	<b>2,000.00</b>	<b>30,225.00</b>	<b>-28,225.00</b>	<b>6.6%</b>
<b>Total Expense</b>	<b>18,995.93</b>	<b>151,701.00</b>	<b>-132,705.07</b>	<b>12.5%</b>
<b>Net Ordinary Income</b>	<b>92,791.41</b>	<b>0.00</b>	<b>92,791.41</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Donations for Fundraising	65.00	0.00	65.00	100.0%
<b>Total Other Income</b>	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>	<b>100.0%</b>
<b>Other Expense</b>				
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%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>92,856.41</b>	<b>0.00</b>	<b>92,856.41</b>	<b>100.0%</b>

## Oregon Association of Municipal Recorders

## Profit &amp; Loss

November 1, 2019 through September 7, 2020

	<u>Nov 1, '19 - Sep 7, 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Academy/Education Session</b>	
Annual Academy	2,590.00
Annual Athenian Dialogue	790.00
Mid-Year	6,230.00
Mid-Year Athenian Dialogue	1,490.00
	<hr/>
<b>Total Academy/Education Session</b>	11,100.00
<b>Annual Conference Revenue</b>	
Sponsors	5,900.00
	<hr/>
<b>Total Annual Conference Revenue</b>	5,900.00
<b>Cash Carried Forward</b>	77,245.18
<b>Education/Scholarships</b>	
Donations General	425.00
Kathy Ishiara Education Fund	675.00
Other Fundraising	121.45
Raffle	1,730.00
	<hr/>
<b>Total Education/Scholarships</b>	2,951.45
<b>Interest Income</b>	689.95
<b>Membership Dues</b>	12,905.00
<b>Miscellaneous</b>	595.76
<b>Newsletter Advertising</b>	400.00
	<hr/>
<b>Total Income</b>	111,787.34
<b>Gross Profit</b>	111,787.34
<b>Expense</b>	
<b>Mid-Year ALD &amp; Academy Expenses</b>	
Mid-Year AV	74.95
Mid-Year Academy Speaker Expns	450.00
	<hr/>
<b>Total Mid-Year ALD &amp; Academy Expenses</b>	524.95
<b>Annual ALD &amp; Academy Expenses</b>	
Annual Academy AV Expenses	74.95
Annual ALD Speaker Expense	401.40
	<hr/>
<b>Total Annual ALD &amp; Academy Expenses</b>	476.35

## Oregon Association of Municipal Recordors

## Profit &amp; Loss

November 1, 2019 through September 7, 2020

	<u>Nov 1, '19 - Sep 7, 20</u>
<b>Annual Conference Expenses</b>	
Audio-Visual for Annual Conf	849.69
Future Conference Site Deposits	1,250.00
Hospitality	67.55
Miscellaneous Conference Exp	400.00
Print-Handbook	100.00
<b>Total Annual Conference Expenses</b>	<u>2,667.24</u>
<b>Fundraising Expenses</b>	
Printing-Auction Sheets	160.00
<b>Total Fundraising Expenses</b>	<u>160.00</u>
<b>IIMC Unrestricted Donation</b>	600.00
<b>Internet/Website</b>	72.00
<b>Membership Expenses</b>	
Postage-Membership	15.00
Printing-Memberships	25.00
Supplies-Memberships	210.00
<b>Total Membership Expenses</b>	<u>250.00</u>
<b>Miscellaneous Expenses</b>	
Annual Filing Fees & Insurance	300.00
Tax Accountant & QB Consultant	1,023.00
Credit Card Processing Fees	814.43
Other - Miscellaneous	141.43
<b>Total Miscellaneous Expenses</b>	<u>2,278.86</u>
<b>Newsletter</b>	
Printing-Postage-Newsletters	28.54
<b>Total Newsletter</b>	<u>28.54</u>
<b>NW Clerks Institute Director</b>	8,257.74
<b>Officer Supplies</b>	
Misc/Equipment-Officers	75.00
Postage-Officers	15.50
Supplies-Officers	18.00
<b>Total Officer Supplies</b>	<u>108.50</u>
<b>Officers Expenses</b>	
2nd Vice Pres Conf. Site Tours	64.29

**Oregon Association of Municipal Recorders**  
**Profit & Loss**  
 November 1, 2019 through September 7, 2020

---

	Nov 1, '19 - Sep 7, 20
<b>President's Expenses</b>	
OAMR Representation-President	150.00
Region IX Conferences-President	1,357.46
<b>Total President's Expenses</b>	1,507.46
<b>Total Officers Expenses</b>	1,571.75
<b>Scholarships</b>	
OAMR Edu. Endowment Fund	2,000.00
<b>Total Scholarships</b>	2,000.00
<b>Total Expense</b>	18,995.93
<b>Net Ordinary Income</b>	92,791.41
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Donations for Fundraising	65.00
<b>Total Other Income</b>	65.00
<b>Net Other Income</b>	65.00
<b>Net Income</b>	<b>92,856.41</b>

10:24 PM

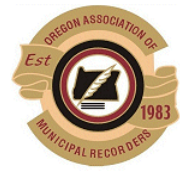
09/13/20

Accrual Basis

**Oregon Association of Municipal Recordors**  
**Balance Sheet**  
As of September 7, 2020

---

	<u>Sep 7, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
U S Bank	47,120.03
Donations Auctioned or Raffled	65.00
LGIP	<u>45,523.03</u>
<b>Total Checking/Savings</b>	92,708.06
<b>Accounts Receivable</b>	
Accounts Receivable	<u>148.35</u>
<b>Total Accounts Receivable</b>	<u>148.35</u>
<b>Total Current Assets</b>	<u>92,856.41</u>
<b>TOTAL ASSETS</b>	<b><u>92,856.41</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	<u>92,856.41</u>
<b>Total Equity</b>	<u>92,856.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>92,856.41</u></b>



## OAMR BOARD REPORT

---

Meeting Date: September 25, 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](mailto:stauffers@milwaukieoregon.gov)

---

### INFORMATION ONLY

Greetings from your colleagues in Region II! Like everyone, we continue to live through uncertain and historic times. We have found our virtual feet for the most part, a lot of us are working from home and our city councils are meeting through video meetings. It's an interesting time to navigate and it's a unique moment to be holding public meetings. Thank you to my colleagues in the metro area – and to all of you across the state – for keeping your governments moving and meeting. *Now, more than ever, we are our electeds' and managers' keepers!*

**Welcome!** In August, we welcomed our newest neighbor, Sharon Bregante-Candau, City of Yamhill. Look for more information on Sharon in an upcoming edition of the OAMR Newsletter. *Welcome to OAMR Sharon!*

**News.** Also, in August region members participated in our second virtual Zoom hangout. It was a great time to catch-up and we'll be looking at scheduling another one this fall. Although Zoom fatigue is real – it's still refreshing to be able to say hello to familiar faces.

---

**Newberg Receives CARES Funding!** City Recorder Sue Ryan reports that \$25,000 has been allocated to modernize the archives building, *she is very excited to get wired up for the modern age!*

The archives building is located at 115 S Howard Street between 1st and 2nd Streets and is 1,650 square feet in size. The building was built in the 1980's, and the city purchased it from the local educational services district in the 1990's. The building is used to store inactive paper records.

Departments that have records at the building include city recorder (Council and administration files), community development (building and planning), public works, engineering, legal (civil and prosecutor files), finance (general finance, payroll, municipal court, and utility billing).

While the building was updated in 2019, it does not have the capability for workstations for employees to use due to outdated wiring and no internet/city network connection or workstations. The recorder's request is to add four workstations to the building for city employees to be able to increase the city's capacity for socially distanced work areas. There are two entrances, and a bathroom that would need to be upgraded to Americans with Disabilities Act (ADA) standards to make it compliant.

---

**Next Up.** Building on our successful virtual hangouts, we'll look at how to gather around the holidays – probably virtually.



# OAMR BUSINESS MEETING REPORT

---




Meeting Date: September 25, 2020  
Source of Item: Region III

Contact: Karin Johnson, MMC  
Contact Telephone Number: 503-838-1212  
Contact E-Mail: kjohnson@ci.independence.or.us

---

## INFORMATION REPORT:

Region III is a large region, consisting of 54 members from Benton, Linn, Lincoln, Marion and Polk counties. We welcomed new members:

-  Barbara Chestler, Depoe Bay
-  Ryanne Crowther, Aumsville
-  Sam Kaufmann, Dallas

Most of this year was taken over by the day-to-day realities of continuing to provide services to our communities due to COVID-19. Region III has not held any in-person trainings, but thanks to the Education Committee, we have had a couple of opportunities to have roundtable sessions via Zoom.

Region III met via Zoom on Friday, September 11, 2020. This was mostly just a social meeting, and as we are not able to gather in large numbers this was a good way to connect with each other. Thank you to the OAMR board for making this possible. This looks like it may be a good way to get together even after restrictions are lifted.

2020 Conference: Region III is hard at work on its raffle basket for Conference and we will have many gift certificates for it – for dining out, event entries, wine tastings and 2 overnight stays at the Best Western Agate Beach. These will all be contained in a lovely Kate Spade clutch!

Oh, and yes, a Region III member won the IIMC Foundation trip for two to Hawaii! (I can't wait to go!)

As I write this report, the state of Oregon is being devastated by wildfires. Fires are still burning, and the full impact is not yet known. I continue to pray daily for everyone affected, and I know that we Oregonians are strong and will help to see each other through this.



# OAMR BOARD REPORT

## Region V

Source of Item: Region Director

Contact: Melissa Huhtala  
Contact Telephone Number: 541-488-5307  
Contact E-Mail: Melissa.huhtala@ashland.or.us

### INFORMATION ONLY

#### Members of Region V

Melissa Huhtala, Ashland	Denise Russell, Bandon	Rita Ritz, Brookings
Lori Paxton, Butte Falls	Becky Patton, Cave Junction	Deanna Casey, MMC, Central Point
Jennifer Stolz, Coquille	Cindy Hughes, CMC, Eagle Point	Jodi Fritts, Gold Beach
Jessica Simpson, Gold Hill	Fray Crease, Talent	Karen Frerk, Grants Pass
Ryan Nolan, Grants Pass	Angie Watson, Jacksonville	Nickole Barrington, Klamath Falls
Dawn Roberts, Lakeview	Kay Neumeyer, Malin	Karen Spoons, MMC, Medford
Winnie Shepard, CMC, Medford	Oma Rowley, Merrill	Rene Collins, CMC, North Bend
Bonnie Pickett, Phoenix	Nicole Rutherford, Coos Bay	Terrie Richards, Port Orford
Stephanie Patterson, Powers	Carol Weir, MMC, Rogue River	

#### NEWS

**WELCOME** Fray Crease! The City of Talent City has a new City Recorder. Fray moved to the area several weeks ago from Santa Barbara where she had worked for the County of Santa Barbara for 14 years in various roles with their Planning and Development and Public Works Departments.

#### **GOODBYES** ☹️

City Recorder of Talent Gabriella Ciprazo has left the City for a great opportunity in California.

City Recorder of Gold Hill Carry Randall has also left and started a new adventure.

#### **ALMEDA FIRE**

The Alameda Fire has been devastating to our Community with almost 3000 homes & businesses lost. With this tragedy it is amazing to see how the Community has come together for those in need.

#### **NEWS FROM CENTRAL POINT**

The City of Central Point is finalizing their Urban Growth Boundary. They have several large properties who have been working with the City to incorporate into our city limits. They are also currently working to locate large parcels of property that can be used for temporary housing to help with people who lost their homes in the Alameda and Obenchain fires. The fire along the Greenway sent out evacuation notices twice in 24 hrs. All are so very thankful for Fire, Police and Public Works Departments who worked so hard to keep it within the banks of the creek. No major structures were burned but it came very close to their Pilot Truck Stop which would have caused a bigger issue if the Natural Gas Tanks had caught on fire. They are working on distributing CARES Act funding to our small businesses. Throughout the COVID Pandemic growth and building continue.

## **RETIREMENT**

After working for the City of Medford for 24 years, Deputy City Recorder for 16 years and City Recorder for 5 years; one of the best of our members Karen Spoons will be retiring the end of September.

Karen has been a mentor and friend to many of us in this organization. She is one of the first to respond to any questions an OAMR member will have and if she didn't have the answer she would immediately direct you to someone who could. Karen is one of those who you can call any time and she always answers with happy and kind demeanor☺

When Karen was Region V Director did such a great job getting everyone together and keeping everyone informed on all things... which as you know as a City Recorder there is always something new so it is hard to keep up! Even with her busy schedule she didn't skip a beat to help any of us succeed.

You would think after such a busy career you would want to wind down a little but not Karen, her retirement days are already filled! Here is a "little" of what will be happening in her next adventure:

- Involvement with PEO, a women's organization in the US and Canada that raises grants and scholarships for women to attend college.
- Teaching her youngest grandson "preschool" one day a week (he is excited and already has his Spiderman backpack ready).
- Continuing being a wellness advocate with Doterra essential oils.
- Quilting once a week at the First Church of the Nazarene.
- Joining Women's prayer; with Women's Aglow twice a month, and also with her girlfriends, who are retired City of Medford employees.
- Meeting for morning tea once a month with former City of Medford employees.
- Learning how to play the ukulele with her grandson and spending more time in Bend with her family and her family in Medford.
- Keeping busy with all 7 grandchildren; attending all ball games and ballet performances.

Wow, that is a lot! But in her downtime ...if she ever gets any; she will be enjoying alone time reading, cooking and baking. She and her husband are planning on doing some touring; Israel, Italy and Scotland are on the bucket list as well as a European Cruise.

Thank you for everything Karen. You will be deeply missed by all and don't worry, we all have you on speed dial ☺





# OAMR BOARD REPORT

---

## Bylaws Committee

---

Meeting Date: September 25, 2020  
Source of Item: Bylaws Committee Report

Contact: Aubrey Minear, Bylaws Committee Chair  
Contact Telephone Number: 503-681-6269  
Contact E-Mail: [Aubrey.minear@hillsboro-oregon.gov](mailto:Aubrey.minear@hillsboro-oregon.gov)

---

### ISSUE STATEMENT

The 2020-21 Bylaws Committee members are: Chair Aubrey Minear, CMC; Carol Weir, MMC; Anna Ruggles, CMC; and DawnKaren Bevill. An email meeting was initiated in October.

### BACKGROUND

The Committee members were given the Bylaws for review in order to perform the duties outlined in the responsibilities section of the Bylaws Committee Work Description. No changes were proposed.

### RELATED POLICIES/BUDGET CONSIDERATIONS

No policy or budget considerations are requested at this time.

### BOARD OPTIONS

No action from the board is requested at this time.

### CHAIR OR DIRECTOR'S RECOMMENDATION

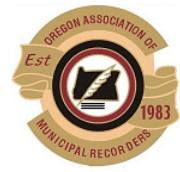
No recommendations are being made at this time.

### SUGGESTED MOTION

None

### ATTACHMENTS

None



# OAMR BOARD REPORT

## CONFERENCE COMMITTEE

---

Meeting Date: Friday, September 25, 2020  
Source of Item: Cathy Steere, MMC

Contact: Cathy Steere, MMC, First Vice President  
Contact Telephone Number: 971-237-1111  
Contact E-Mail: cak5050@yahoo.com

---

### BACKGROUND

The Conference Committee is responsible for planning the annual Academy and Conference for 2020. Originally scheduled for the Valley River Inn, Eugene, due to COVID-19 the academy was canceled for 2020 and the annual meeting is held via Zoom.

The 2019-2020 Conference Committee has had a unique challenge to face in preparation for the 2020 OAMR "Virtual" Annual Conference. None of us were prepared for the challenges that 2020 has created.

Most of us left our City Halls in March 2020, and have not returned. Not allowed to do much of what we are accustomed to do. Between COVID-19 and the fire-storm that turned this state upside down, this is a historic year that will be engrained into our lives forever.

I would like to thank ALL of the conference committee members for the support and assistance that moved us through this difficult and challenging year.

The Conference will be held next week, September 21-25, 2020:

September 21-22 (8:30 am – noon): Virtual Athenian Leadership Dialogue 1 (formerly Mid-Year)

September 21-22 (1pm – 4:30 pm): Virtual Academy 1 (formerly Mid-Year)

September 23-24 (8:30 am – noon): Virtual Athenian Leadership Dialogue 2

September 23-24 (1 pm – 4:30 pm): Virtual Academy 2

September 25: 8:00 am - Annual Business Meeting (\*breakfast on your own)

A huge thank you to Kathy Payne, President, Peggy Hawker and the Education Committee, Angie Lanter and the Special Projects and Fundraising Committee, and Melissa Thompson-Keifer, for the difficult challenges you all experienced to make our first virtual academy a success. Thank you also to Lisa Scholl and to Kayla Duddy for stepping up and running with the duties of vacated positions.

Thank you also to the sponsors whose generous contributions and support make OAMR's annual conference an enjoyable experience.

The Conference Committee Members are as follows:

Aschenbrenner, Amy, CMC – Milwaukie

Biosset, Melissa – Canby

Borrevik, Trudy, CMC – Cottage Grove

Borst, Stephanie, Vernonia

Casey, Deanna, MMC – Central Point

Crafts, Dawn – Burns

#

Duddy, Kayla – Bend  
Egbert, Sammy - Coburg  
Eldridge, Michele, CMC – Harrisburg  
Fisher, Julie, CMC – Sweet Home  
Fox, Michelle, CMC – Sweet Home  
Holzworth, Carla – Corvallis  
Howton, Karen – Island City  
Huhtala, Melissa – Ashland  
Jaspersen, Sheila – Weston  
Johnson, Karin, MMC – Independence  
Liesse, Allison – Albany7  
Linder, Kari – Lake Oswego  
Nelson, Cathy, CMC – Harrisburg  
Pierson, Heather, CMC – Woodburn  
Post, Ruth, MMC – Philomath  
Prosser, Kerry – Sisters  
Reeves, Susan, MMC – Scappoose  
Ripka, AJ – Springfield  
Roberts, Marla, CMC – Nyssa  
Ruggles, Anna, CMC – Forest Grove  
Russ, Dawn – Glendale  
Scholl, Lisa, CMC – St. Helens  
Scott, Katie – Sublimity  
Smith, Wendy – Creswell  
Spoonts, Karen, MMC – Medford  
Stellmacher, Ruth Ann – Salem  
Tharp, Roberta, CMC – Creswell  
Thompson-Kiefer, Melissa, CMC – Nehalem  
Tucker, Gloria – Newport  
Veliz, Kimberly – Wilsonville  
Watson, Angela – Jacksonville  
Weese, Kelli, CMC – Florence  
Weir, Carol, MMC – Rogue River  
Wells, Hannah – Milwaukie

The 2021 Mid-Year Academy will be a virtual academy, and the OAMR 2021 Annual Conference will be held in Newport.

# OAMR BOARD REPORT



---

## Education Committee

---

Meeting Date: September 25, 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.

The 2021 Mid-Year Conference may be held in-person at the Agate Beach Inn, in Newport. If congregant limits and travel limitations are not lifted, the Board will have to consider making this a virtual event. With all the practice we will get from the 2020 annual Conference, we should be pros by that time.

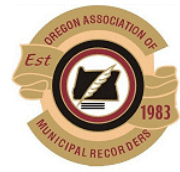
The Mid-Year Academy speaker is Dr. De Hicks. He was a speaker at the 2019 OCCMA Conference and was well-received by the OAMR members in attendance.

I have agreed to facilitate the Mid-Year Athenian Leadership Dialogue. A book decision has yet to be made. I am a newbie to facilitation, but expect to have facilitated a few more dialogues between now and then. And, my first facilitation, on the book Born A Crime, by Trevor Noah, for CCAC, was virtual, and it seemed to go really well. Book ideas are welcome. The upcoming ALDs I believe I will be facilitating include The Boys in the Boat and The Submission.

After the first of the year, the Education Committee can begin brainstorming the configuration and sessions for the annual Conference (Mid-Year is set). The difficult part, at this time, is whether either of next year’s Conferences will be an in-person event, virtual, or a hybrid.

### **Thank You**

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



# OAMR BOARD REPORT

## Historical Preservation Committee

---

Meeting Date: September 25, 2020  
Source of Item: Gloria Tucker, Chair

Contact: Gloria Tucker  
Contact Telephone Number: 541-574-0649  
Contact E-Mail: [g.tucker@newportoregon.gov](mailto:g.tucker@newportoregon.gov)

---

### BACKGROUND

#### Year-End Summary

This was a successful, if challenging, year for the Historical Preservation Committee. The committee accomplished its goal of updating its Committee Guidelines. The last time the guidelines had been updated was 2013. In addition, the committee assembled the 2019-2020 Conference Scrapbook in time for this year's OAMR Conference. With many recorders working from home, shortened hours/work weeks, and, even, laid off, it is a testament to the quality of OAMR members that they found the hours necessary to volunteer to create these pages. The scrapbook can be found online at <https://www.oamr.org/oamr-scrapbooks>. Unfortunately, since this year's conference will be virtual, the committee will not be able to take as many photos as it has in the past. Even so, committee members will attempt to capture the conference using screenshots in order to create a 2020-2021 Conference Scrapbook. For Region photos, the committee will be working with Region Directors to obtain individual photos of members. Thank you Amy Aschenbrenner, Teri Bacus, Carla Holzworth, Heather Pierson, Marla Roberts, Lisa Scholl, Katie Scott, and Kimberly Veliz for all your hard work. Thank you for the honor of serving as chair of this committee.



# OAMR BOARD REPORT

---

## INTERNET COMMITTEE REPORT

---

Meeting Date: September 25, 2020  
Source of Item: Internet Committee

Contacts: Kayla Duddy, Co-Chair  
Contact Telephone Number: (541) 388-5505  
Contact E-Mail: [kduddy@bendoregon.gov](mailto:kduddy@bendoregon.gov)  
Melissa Thompson-Kiefer, CMC, Co-Chair  
Contact Telephone Number: (503) 368-5627  
Contact E-Mail: [mthompson@nehalem.gov](mailto:mthompson@nehalem.gov)

---

### ISSUE STATEMENT

This is an informational report for 2019-2020.

### BACKGROUND

#### Thank you to the 2019-2020 Internet Committee Members:

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

The Internet Committee worked on the following projects and activities in 2019-2020:

- **Website Makeover – Updated Wild Apricot Theme Template**  
The new website theme was recently installed. The committee will continue to work on updates to the website, including a homepage slideshow featuring city photos submitted by members.
- **Zoom Account**  
The Internet Committee acquired a paid Zoom account for Board meetings, Region meetings and the 2020 Virtual Conference, purchased at a discount through TechSoup.
- **Updated** and posted information on the website as needed.
- Sent **emails** to membership as directed by the OAMR President, Board and Committee Chairs.
- Worked with Membership Chair Phyllis Bolman, to **maintain membership management online**.

### CHAIR OR DIRECTOR'S RECOMMENDATION

We encourage all members to submit their city photos for the new OAMR website homepage slideshow. Join the Internet Committee to help update and improve the OAMR website.



# OAMR BOARD REPORT

## Membership Committee

---

Meeting Date: September 25, 2020  
Source of Item: Membership Committee Chair

Contact: Phyllis Bolman, MMC  
Contact Telephone Number: 503-751-0145  
Contact E-Mail: [pbolman@ci.monmouth.or.us](mailto:pbolman@ci.monmouth.or.us)

---

### INFORMATION ONLY

OAMR welcomes the following new members:

#### **REGION II**

Sharon Bregante-Candau, City Recorder, City of Yamhill

#### **REGION III**

Ryanne Crowther, City Recorder, City of Aumsville

Barbara Chestler, City Recorder, City of Depoe Bay

#### **REGION VI**

Christine (Qristy) Kurtz, City Recorder, City of Maupin

Courteney Halstead, City Recorder, City of Reedsport

#### **REGION VII**

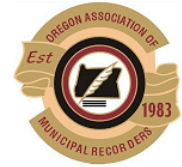
ReNae Cameron, City Recorder, City of Sumpter

Heather Berglund, City Recorder, City of Imbler

We have welcomed 14 new members to date this year.

### BOARD OPTIONS

Please take a moment to welcome our new members!



## OAMR ANNUAL REPORT

---

Meeting Date: September 20, 2019  
Source of Item: NCI Education Committee

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

---

### MEMBERS

The OAMR committee is made up of the Education Committee Chair (Peggy Hawker, MMC, Newport), Professional Growth & Leadership Development Committee Chair (Karin Johnson, MMC, Independence), and an appointee by the President (Ruth Post, MMC, Philomath).

### RESPONSIBILITIES

The OAMR NCI Education Committee is tasked with providing representation for OAMR on the Northwest Clerks' Institute Education Committee made up of representatives from Oregon, Alaska (AAMC) and Washington (WMCA).

The NCI Education Committee works directly with Institute Director Joann Tilton to ensure the Institute in Tacoma, Washington, meets the needs of the members attending Professional Development, meets the requirements of the NCI Letter of Agreement between the three states, and meets the criteria set out by the International Institute of Municipal Clerks,.

### INFORMATION FOR MEMBERS

The NCI operates as a program of Washington State University on a 3-year contract. At the completion of each 3-year contract, any financial deficit must be paid to WSU by the three State associations, and, conversely, any surplus is divided by the three associations. In 2018, a surplus at the end of that 3-year contract resulted in each State association receiving an allocation based on number of attendees over the course of the contract. OAMR received a refund check of \$5,086. In addition, \$20,000 in surplus was rolled into the new 3-year contract with WSU to ensure the program has adequate contingency funds. Those contingency funds proved to be valuable when COVID-19 required the cancellation of the 2020 PD series.

### ACTIVITIES

In April, the full NCI Committee made the difficult decision to cancel the 2020 PD series. Using the contingency funds, the outstanding liability share for each of the three states was \$8,426.76. The OAMR Board approved payment of our share out of contingency funds. All registrations and deposits that had been paid for attending were refunded in full.

NCI Director Tilton continued to work on our behalf even after wrapping up all of the loose ends associated with the cancellation. Rebuilding contingency funds in the NCI budget is vital as we head into the final year of the current 3-year contract with WSU. Collaborating with trainers, a virtual education session was developed and accepted by IIMC for the 2020 Fall Virtual Institute. The session scheduled for October 7, 2020 on Minimizing Workplace Gossip has the potential to generate up to \$3,300 in revenue for the Institute.

Possibly the most exciting news out of the year, though, is the introduction of the NCI Virtual Professional Development Series beginning October 19 and running through February 2021. Joann has worked with many of her trusted PD trainers to develop these sessions and offer our members the valuable education and certification points that they need (flyer attached). Be sure to watch for more information about these sessions! These sessions will also create a stronger contingency fund in our contract with WSU.

Even while the planning and introduction of the new virtual PD series is being finalized, Joann has begun outreach and planning for the 2021 NCI Institute. Whether it's an in-person or virtual institute will remain to be seen; but like so many things in this new world, the innovation that has been developed will be put to work to make the 2021 Institute a reality.

#### **RECOMMENDATIONS FOR FUTURE**

It is important that OAMR be an active participant in the decisions made for the Institute. Our 3-state partnership is unique and provides an outstanding educational opportunity to all of our members. It's also an amazing networking resource that creates lifelong relationships. Maintaining a strong commitment and active participation in the Institute should continue to be an OAMR priority. I'd like to thank President Payne for appointing me to this committee and for all the contributions Peggy and Karin make to ensure OAMR is well represented.

#### **ATTACHMENT:**

Save the Date Announcement – NCI Virtual Professional Development Series



In these extraordinary times we find ourselves in, we've had to find ways to manage the challenges related to the COVID-19 Pandemic. Having to cancel the Northwest Clerks Institute Professional Development Program in June was an incredibly difficult decision. Yet, it was the responsible thing to do to protect and support the participants, speakers, facility workers and all of their families and communities.

As your Institute Director, I know how much you value educational and professional development. With that, I am happy to announce a special one-time virtual offering of the NCI Professional Development Series to fill the educational void left by our Program's cancellation in June. These sessions will be in the interactive format you come to expect from the NCI-PD.

Mark your calendars now and join me for the Northwest Clerks Institute's Virtual Professional Development Series. We are offering eight (8) different sessions; two (2) sessions at the PD1 level; two (2) courses at the PD3 and PD4 level (exceptions may be made on a case-by-case basis); and, four (4) courses open to all levels (PD1/2/3/4). You can register for one or all of the appropriate level courses, the choice is yours. Each session is four-hours in total, broken up into two consecutive days and is approved by IIMC for **two (2) CMC/MMC points**. You will receive a certificate of completion for each session upon the successful completion of a learning assessment.

**SAVE THE DATE**

NO.	DATE	DAYS	TIME	SESSION
1	10/19 & 10/20	M-TU	10AM-Noon	Jurassic Parliament – Robert's Rules & Meeting Minutes (PD1)
2	10/26 & 10/27	M-TU	10AM-Noon	Effective Business Writing & Writing Minutes & Meeting Notes (PD1)
3	11/16 & 11/17	M-TU	2 - 4 p.m.	Leading in a Disruptive World (PD1/2/3/4)
4	12/1 & 12/2	TU-W	2 – 4 p.m.	Leading with Emotional & Collective Intelligence (PD1/2/3/4)
5	12/9 & 12/10	W-TH	2 - 4 p.m.	Budgeting in Uncertain Times: Developing a Lean & Agile Budget (PD3/4 – exceptions may be made)
6	12/15 & 12/16	TU-W	2 – 4 p.m.	Building and Maintaining Trust: A Necessary Leadership Skill (PD1/2/3/4)
7	1/26 & 1/27 (2021)	TU-W	2 - 4 p.m.	Talent Development & Coaching (PD3/4 – exceptions may be made)
8	TBD 2021			Supporting Our Elected Officials in Times of Calm and Crisis (PD1/2/3/4)

Session and registration details for each session will be coming soon. For now, mark your calendars. Space will be limited and will be secured on a first registered-first paid basis.



# OAMR BOARD REPORT

---

## NEWSLETTER COMMITTEE

---

Meeting Date: September 25, 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 four newsletters over the last year. 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 would really benefit with having a few more members. 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: September 25, 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, Treasurer, and Region Directors for Region I, Region III, Region V and Region VII are open for 2020-2021.

Nominating Committee members include Anna Ruggles, CMC, Forest Grove; Dawn Russ, Glendale; Debby Roth, MMC, Cornelius; Cathy Nelson, CMC, Harrisburg; Susan Reeves, MMC, Scappoose; and Terri Long, Oakland

### 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 ran in the Summer 2020 Newsletter.

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

**SECOND VICE-PRESIDENT:** Vacant

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

**REGION I DIRECTOR:** Stephanie Borst, CMC, City of Vernonia

**REGION III DIRECTOR:** Carla Holzworth, City of Corvallis

**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 serve on the Nominating Committee. I would like to acknowledge Dawn Russ for her contributions as Chair. It has been an unusual year and we are all working together to find solutions.



## 2020-2021 OAMR BOARD ELECTIONS

### Candidate Statements and Photos

---

**First Vice-President:** Cathy Nelson, CMC, City of Waterloo

**Second Vice-President:** No Declaration of Candidacy Received

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

**Region I Director:** Stephanie Borst, CMC, City of Vernonia

**Region III Director:** Carla Holzworth, City of Corvallis

**Region V Director:** Melissa Huhtala, City of Ashland (Incumbent)

**Region VII Director:** No Declaration of Candidacy Received

**IIMC Region IX Director:** Ruth Post, MMC, City of Philomath



## Declaration of Candidacy First Vice President

Cathy Nelson, CMC, City Recorder  
City of Waterloo  
PO Box 1066, Lebanon, OR 97355  
cnelson@waterlooor.com

November 14, 2019

I, Catherine Nelson, am officially declaring candidacy for the office of Second Vice President for the Oregon Association of Municipal Recorders. I have held my current position as the City Recorder since 2006. I have been an active member of OAMR for over 13 years. During that time, I have belonged to the Conference Committee from 2007—current, the Special Projects/fundraising Committee from 2007-current, the Budget Committee in 2009, the Mentorship Committee from 2012-2017, the Membership Committee from 2015-current, and the Nomination Committee in 2018. I received by CMC from the IIMC professional development certification program in 2017. I am currently pursuing my MMC. Becoming a Board member holding office will help me reach my MMC Certification goal.

I have been on the board of the Linn Benton Housing Rehabilitation Program since 2011. I also hold a seat on the board Sweet Home Emergency Ministries as a representative for my local house of Worship. I have recently joined Delta Mu Delta, the business honors society, and the National Society of Collegiate Scholars through Purdue Global University, my alma mater. I am the Worship Leader, Pianist, and Elder for Harvest Christian Center in Sweet Home. I am active in the parent organization for Oak Heights Elementary. Finally, I am the resident liaison for Willey Creek Assisted Living Community and Samaritan Health Services.

I believe that I have a lot to offer OAMR as Second and First Vice President, and President. I am detailed oriented and organized. I am one of the few that genuinely enjoys paperwork, such as creating agendas, writing reports, and filling out proposals. My goal is to be a transitional leader instead of my current transactional style. Transitional leaders take each situation and person into consideration and find ways to motivate them. I am taking courses on how to become this type of leader for my professional life and this organization. I am not afraid to speak up or take charge when the need arises. However, I also know the value of delegating and allowing others to learn from their mistakes. I hope that I will be among the number of amazing leaders that have helped propel this exceptional organization forward.

I believe that OAMR's current objectives are essential and should be kept. Education is the foundational objective that allows us to reach all the other goals, such as encouraging each other, mentoring one another, and effective communication. I also believe that servant leadership should be an objective for all members of OAMR, especially in today's culture. I am from a small city, and I know how important it is to make every member feel important and accepted. In my experience, OAMR has done an excellent job of this, but I believe we can do better in bridging the gap between the large, medium and small cities.

I know I can make OAMR proud to have me as a representative, and I hope to have the chance to serve my fellow Oregon City Recorders. Thank you for this opportunity and for considering me for this position.

Sincerely,

*Cathy Nelson*

Catherine Nelson, CMC



**WATERLOO, OREGON**  
City of Recreation  
31140 First Street – Waterloo  
PO Box 1066 Lebanon, Oregon 97355  
Phone 451-2245  
main@WaterlooOr.com

November 12, 2020

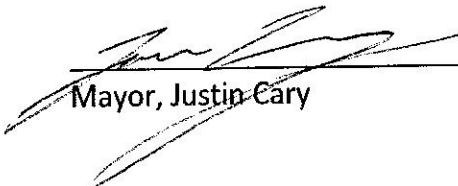
Oregon Association of Municipal Recorders;

The entire City of Waterloo Council and Mayor is lending our support to our City Recorder, Catherine Nelson, CMC, in her admirable decision to run for candidacy for the position of Second Vice President for the Oregon Association of Municipal Recorders.

We understand that this is a four-year commitment. We acknowledge that our City Recorder will be required to attend board meetings, mid-year Academy, Conferences and other events to fulfill her position. Finally, we support and understand that our City Recorder, Catherine Nelson, CMC, will need extra time off to travel while serving as President of Oregon Association of Municipal Recorders.

Thank you for your consideration in this matter,

The City of Waterloo Council and Mayor:

  
\_\_\_\_\_  
Mayor, Justin Cary

  
\_\_\_\_\_  
President of Council, Earlene Little



## Declaration of Candidacy Treasurer

Melissa Thompson-Kiefer, CMC  
City of Nehalem  
PO Box 143, Nehalem, OR 97131  
[mthompson@nehalem.gov](mailto:mthompson@nehalem.gov)



## DECLARATION OF CANDIDACY

**(Nomination Deadline: September 11, 2020, 5pm)**

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2020-2021 OAMR BOARD OF DIRECTORS:

**NAME** (as it appears on ballot): Melissa Thompson-Kiefer

**TITLE (CMC/MMC):** CMC

**MUNICIPALITY:** City of Nehalem

**MAILING ADDRESS:** PO Box 143, Nehalem, OR 97131

**E-MAIL ADDRESS:** mthompson@nehalem.gov

### CANDIDATE FOR POSITION OF:

**SECOND VICE PRESIDENT:** Three-year term of office commitment.

**TREASURER:** Two-year term of office

**REGION I DIRECTOR:** Two-year term of office  
*Clatsop, Columbia, and Tillamook Counties*

**REGION III DIRECTOR:** Two-year term of office  
*Benton, Lincoln, Linn, Marion, and Polk Counties*

**REGION V DIRECTOR:** Two-year term of office  
*Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties*

**REGION VII DIRECTOR:** Two-year term of office  
*Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties*

### **Submit Candidacy Packet by September 11, 2020, 5:00 p.m., to:**

Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N Barlow Street  
Cornelius, Oregon 97113  
503-992-5305 or by E-mail: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## CANDIDATE'S STATEMENT FOR BOARD POSITION

**(Nomination Deadline: September 11, 2020, 5pm)**

**STEP 2:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

**Declaration of Candidacy Form**

Candidate Statement form and minimum requirements, include:

- Number of years as an active member of OAMR;
- Whether you are currently participating or have completed professional development certification program.
- List other professional organizations and/or activities in which you participate;
- List current and past OAMR committees and/or board activities (include dates);
- Describe leadership abilities and other expertise that you would bring to the position; and
- State what you believe the objectives of OAMR should include.

Letter of Support from Mayor or municipality you represent.

Recent photograph (high quality digital color photograph).

Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

**NAME** (as it appears on ballot): Melissa Thompson-Kiefer

**CANDIDATE FOR POSITION OF:** Treasurer

### CANDIDATE'S STATEMENT:

I have been an active member of OAMR for 7 years. I acquired my CMC in 2016 and am continuing professional development toward my MMC.

I am currently serving as OAMR Treasurer and served as Interim in 2018-2019. I have served on the Conference Committee and Internet Committee since 2013. I chaired the Internet Committee from 2014-2017, and co-chaired since 2018. I have served partial terms as First and Second Vice-President.

I have enjoyed serving on the OAMR Board and would be honored to be able to continue to use my experience with financial software and budgeting to assist OAMR. I believe that OAMR's primary objective is providing support and professional development opportunities for members. Careful stewardship of our financial resources will allow us to continue to fund the scholarships that help provided educational opportunities for members.

*Additional pages may be attached.*



35900 8th Street • P.O. Box 143  
Nehalem, Oregon 97131  
Ph (503) 368-5627  
Fx (503) 368-4175  
nehalem.gov

September 14, 2020

Debbie Roth, City Recorder  
OAMR Nominating Committee Chair  
City of Cornelius  
1355 N Barlow Street  
Cornelius, Oregon 97113

Dear: Debbie.

This letter is in support of Melissa Thompson-Kiefer's candidacy for OAMR Treasurer. Melissa is a valuable asset for OAMR, and her willingness to continue in the difficult office of Treasurer will be a benefit for all of us.

Sincerely,

A handwritten signature in black ink that reads 'Dale Shafer'. The signature is written in a cursive, flowing style.

Dale Shafer  
City Manager



## Declaration of Candidacy Region I Director

Stephanie Borst, CMC  
City of Vernonia  
1001 Bridge Street  
Vernonia, OR 97064



# DECLARATION OF CANDIDACY

**(Nomination Deadline: February 20, 2020, 5pm)**

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2020-2021 OAMR BOARD OF DIRECTORS:

NAME (as it appears on ballot): Stephanie Borst

TITLE (CMC/MMC): Cmc

MUNICIPALITY: Vernonia

MAILING ADDRESS: 1001 Bridge St. Vernonia, OR 97064

E-MAIL ADDRESS: Sborst@vernonia-or.gov

### CANDIDATE FOR POSITION OF:

**SECOND VICE PRESIDENT:** Three-year term of office commitment.

**TREASURER:** Two-year term of office

**REGION I DIRECTOR:** Two-year term of office  
*Clatsop, Columbia, and Tillamook Counties*

**REGION III DIRECTOR:** Two-year term of office  
*Benton, Lincoln, Linn, Marion, and Polk Counties*

**REGION V DIRECTOR:** Two-year term of office  
*Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties*

**REGION VII DIRECTOR:** Two-year term of office  
*Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties*

**Submit Candidacy Packet by February 20, 2020, 5:00 p.m., to:**  
Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N Barlow Street  
Cornelius, Oregon 97113  
503-992-5305 or by E-mail: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## Declaration of Candidacy Region III Director

Carla Holzworth  
City of Corvallis  
PO Box 1083  
Corvallis, OR 97333



# DECLARATION OF CANDIDACY

## Carla Holzworth, City of Corvallis

(Nomination Deadline: September 11, 2020, 5pm)

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2020-2021 OAMR BOARD OF DIRECTORS:

**NAME** (as it appears on ballot): Carla Holzworth

**TITLE (CMC/MMC):** \_\_\_\_\_

**MUNICIPALITY:** City of Corvallis

**MAILING ADDRESS:** PO Box 1083, Corvallis OR 97339-1083

**E-MAIL ADDRESS:** Carla.holzworth@corvallisoregon.gov

### CANDIDATE FOR POSITION OF:

**SECOND VICE PRESIDENT:** Three-year term of office commitment.

**TREASURER:** Two-year term of office

**REGION I DIRECTOR:** Two-year term of office  
*Clatsop, Columbia, and Tillamook Counties*

**REGION III DIRECTOR:** Two-year term of office  
*Benton, Lincoln, Linn, Marion, and Polk Counties*

**REGION V DIRECTOR:** Two-year term of office  
*Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties*

**REGION VII DIRECTOR:** Two-year term of office  
*Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties*

### **Submit Candidacy Packet by September 11, 2020, 5:00 p.m., to:**

Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N Barlow Street  
Cornelius, Oregon 97113  
503-992-5305 or by E-mail: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## CANDIDATE'S STATEMENT FOR BOARD POSITION

**(Nomination Deadline: September 11, 2020, 5pm)**

**STEP 2:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

**Declaration of Candidacy Form**

Candidate Statement form and minimum requirements, include:

- Number of years as an active member of OAMR;
- Whether you are currently participating or have completed professional development certification program.
- List other professional organizations and/or activities in which you participate;
- List current and past OAMR committees and/or board activities (include dates);
- Describe leadership abilities and other expertise that you would bring to the position; and
- State what you believe the objectives of OAMR should include.

Letter of Support from Mayor or municipality you represent.

Recent photograph (high quality digital color photograph).

Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

**NAME** (as it appears on ballot): Carla Holzworth

**CANDIDATE FOR POSITION OF:** Region III Director

### **CANDIDATE'S STATEMENT:**

I have been an active member of OAMR since 2014. It is an incredible organization! When I was a new city recorder, I received so much support from our members and I continue to learn from them every day. I want to give back to OAMR and help my fellow recorders in however I can.

I have not participated in the professional development certification program. Our budget has been tight for some time and we have not had the capacity for extra training. I applied for a scholarship a few years ago, but did not receive one. I am planning to retire in a few years, so I decided not to apply again. I would rather see a scholarship go to a younger recorder who has a long career ahead of them.

I am not currently involved in any other organizations or activities.

I have served on OAMR Committees since 2017 as follows:

2019-2020 = Conference Committee, Historical Preservation Committee, Records Management Committee

2018-2019 = Mentoring Committee, Conference Committee, Historical Preservation Committee, Records Management Committee

2017-2018 = Conference Committee, Historical Preservation Committee, Records Management Committee, Education Committee

**Leadership abilities and other expertise:**

I have been in City government for 28 years, with the past six as a City Recorder. During that time, I have organized and led project teams that included colleagues and volunteers. I believe being a good leader requires solid organization and communication skills, the ability to think strategically, and the ability to manage change. A good leader inspires others and has a sincere desire to build relationships by including people, actively seeking their input, and respecting their views. A good leader is humble, honest, and not afraid to admit mistakes and learn from them.

I want the members of Region III to know that their perspectives are important to me and I am committed to representing them!

**I believe the objectives of OAMR should include:**

I reviewed the objectives on the website and I concur with every one of them. The only thing I suggest adding is something about OAMR being a welcoming organization that seeks to make all members feel valued. I believe that statement is already true of OAMR, but it would be nice to see it in writing!



**Office of the Mayor**

501 SW Madison Avenue

PO Box 1083

Corvallis, OR 97339-1083

(541) 766-6985

Fax: (541) 766-6780

[mayor@council.corvallisoregon.gov](mailto:mayor@council.corvallisoregon.gov)

September 8, 2020

To the Oregon Association of Municipal Recorders Nominating Committee

I recommend Corvallis City Recorder Carla Holzworth be considered for and elected as the Oregon Association of Municipal Recorders (OAMR) Region III Director. Carla is an asset to the City of Corvallis and will be an asset on the OAMR Board. Let me say more.

First, Carla is an outstanding city recorder performing the duties of her position effectively and efficiently. She works effectively with all stakeholders to satisfy both the city's legal obligations, as well as its obligations to Corvallis' very participative community.

Second, Carla regularly goes beyond her professional duties to the benefit of the city. An example I value highly is the process she started to introduce and educate community members about the possibility of becoming a city councilor. The success of this program can be seen in the increased diversity of our city council. Note that both the council president and the council vice president would had not even considered elective office until they encountered the program.

I believe her election will benefit OAMR tremendously; OAMR should elect her.

Sincerely,

Biff Traber

Mayor

## Declaration of Candidacy Region V Director

Photo Unavailable

Melissa Huhtala  
City Recorder  
City of Ashland  
20 East Main Street  
Ashland, OR 97520

### Candidate Statement-Melissa Huhtala

- I have been an active member of OAMR since 2011.
- I have completed Professional Development 1 in June 2012.
- I have been an Ashland Rotarian for over 2 years.
- I have been Region V Director since 2018.
- Currently I am on the Conference and Mentor Committee for OAMR.

Since 2011 I have served on the OAMR Conference Planning Committee, Internet Committee, Mentor Committee and Nominating Committee.

In the last 2 years as Region V Director I have coordinated events to get the Region together, sent out emails reporting all City Recorder updates from the Board, Election information and Public Law information.

I have been a City Recorder for over a decade now and hope to keep going forward and learning more. As Regional Director, I have learned it is a great way to continue to learn and help others.

OAMR has been a great resource in my career and I hope to continue with this roll. I will continue keeping my fellow recorders informed on Public Records Laws, Elections and all the many things we deal with!



## DECLARATION OF CANDIDACY

**(Nomination Deadline: September 11, 2020, 5pm)**

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2020-2021 OAMR BOARD OF DIRECTORS:

**NAME** (as it appears on ballot): Melissa Huhtala

**TITLE (CMC/MMC):** City Recorder

**MUNICIPALITY:** City of Ashland

**MAILING ADDRESS:** 20 East Main Street, Ashland, OR 97520

**E-MAIL ADDRESS:** Melissa.huhtala@ashland.or.us

### CANDIDATE FOR POSITION OF:

**SECOND VICE PRESIDENT:** Three-year term of office commitment.

**TREASURER:** Two-year term of office

**REGION I DIRECTOR:** Two-year term of office  
*Clatsop, Columbia, and Tillamook Counties*

**REGION III DIRECTOR:** Two-year term of office  
*Benton, Lincoln, Linn, Marion, and Polk Counties*

**REGION V DIRECTOR:** Two-year term of office  
*Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties*

**REGION VII DIRECTOR:** Two-year term of office  
*Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties*

### **Submit Candidacy Packet by September 11, 2020, 5:00 p.m., to:**

Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N Barlow Street  
Cornelius, Oregon 97113  
503-992-5305 or by E-mail: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## CANDIDATE'S STATEMENT FOR BOARD POSITION

**(Nomination Deadline: September 11, 2020, 5pm)**

**STEP 2:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

**Declaration of Candidacy Form**

Candidate Statement form and minimum requirements, include:

- Number of years as an active member of OAMR;
- Whether you are currently participating or have completed professional development certification program.
- List other professional organizations and/or activities in which you participate;
- List current and past OAMR committees and/or board activities (include dates);
- Describe leadership abilities and other expertise that you would bring to the position; and
- State what you believe the objectives of OAMR should include.

Letter of Support from Mayor or municipality you represent.

Recent photograph (high quality digital color photograph).

Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

**NAME** (as it appears on ballot): Melissa Huhtala

**CANDIDATE FOR POSITION OF:** Region V Director

**CANDIDATE'S STATEMENT:**

*Additional pages may be attached.*

To Whom It May Concern,

I want to give my strongest endorsement for Ms. Melissa Huhtala to continue in her role as the Region V Director for another term. Melissa serves our community with great energy and kindness. She is always willing and happy to help our citizens understand city governmental process and rules. She does a great job keeping track of the City Council and making sure the community is informed through minutes and other means. We are fortunate to be so well served in our City Recorder's office by Melissa.

I would be happy to answer further questions on Melissa's behalf.  
Thanks you for your consideration.

Dennis Slattery  
City Councilor  
City of Ashland

City Records Board,

I am thrilled to provide this enthusiastic reference for Melissa Huhtala in her efforts to serve another term as Region V Director in your organization.

Ashland is fortunate to have this hard-working and dedicated member of your profession. Her professional responsiveness to inquiries and eagerness to make continuous improvements makes her an invaluable member of the leadership team.

Her patience and courteousness with all elected officials demonstrates the type of tact and diplomacy that we can all learn from, especially in this era of rough-and-tumble politics.

I applaud Melissa's desire to be involved with the Records' organization and hope she continues to climb the leadership ladder.

Sincerely,  
Rich

**Rich Rosenthal**  
Ashland City Councilor



## Declaration of Candidacy IIMC Region IX Director

Ruth Post, MMC  
City of Philomath  
PO Box 400  
Philomath, OR 973

### Biography

Ruth Post was hired as the Philomath City Recorder in June 2002. Her employment with the City began in 1999 as the Utility Billing Clerk and she was the Utility Billing/Municipal Court Clerk from 2001 until her promotion to her current position.

Ruth earned the Master Municipal Clerk designation in 2009, as certified by the International Institute of Municipal Clerks; and served as the President of the Oregon Association of Municipal Recorders in 2009-2010.

Ruth currently serves OAMR as a member of the three-state Northwest Clerks Institute Education Committee and on the Education and Conference Committees. She also currently serves on the IIMC Education Committee and the IIMC Foundation Development Committee.

A lifelong Philomath, Oregon resident, Ruth graduated from Philomath High School and Linn-Benton Community College. She and husband Henry raised two daughters who also graduated from Philomath High School. An avid backpacker and hiker, Ruth unplugs in the wilderness areas of the Oregon Cascades. She also loves enjoying her three grandchildren, travelling with friends and family, and quilting.



January 10, 2020

Dawn Russ  
OAMR Nominating Committee Chair

RE: Letter of Interest for IIMC Region IX Director

Every six years, OAMR selects a member to serve as our IIMC Region IX Director. During my 17 years as a member, this organization has seen three amazing representatives serve in that capacity: Gail Waibel, Peggy Hawker and Tracy Davis. Each of them has set the standard very high in representing the city recorders and clerks from Oregon, Washington, Alaska and California. It is with great excitement that I submit my name to OAMR as a candidate for your next IIMC Region IX Director.

There are several different levels of eligibility requirements for this position:

#### IIMC Criteria

- Served at least three years as a Municipal Clerk or other office as defined by IIMC – I've served as the Philomath City Recorder since June 2002.
- Been a member of IIMC for at least three years – I've been a member of IIMC since 2002.
- Attended at least two annual IIMC conferences -- Since 2006, I've attended nine IIMC conferences, including Birmingham, Alabama in 2019. I am registered to attend the IIMC St. Louis conference in 2020.
- Be a full or additional full member of IIMC – I have been a full member of IIMC since 2002.
- Provide written endorsement of candidacy from the candidate's governing body – A letter of endorsement from Philomath City Manager Chris Workman and Mayor Eric Niemann are attached.

#### Region IX Criteria

- Have served on or chaired an IIMC Committee – I've served on the following IIMC Committees: Education & Professional Development 2013-14, 2018-19 and 2019-20; Public Relations & Marketing 2017-18; Conference 2015-16 and 2016-17; and International Relations 2011-12.
- Possess the CMC or MMC designation – I attained my CMC in July 2005 and my MMC in October 2009.

#### OAMR Criteria

- Served as President of OAMR – I served as OAMR's President 2009-2010.
- Be an active voting member of OAMR – I have been an active voting member since 2002.

Rather than just meeting the criteria, I've tried to dig deeper and make sure I understood the facets of IIMC that most affect our members. Having had the opportunity to serve on four different IIMC committees, I've gained knowledge on how each of them relates to OAMR and Region IX as a whole. This understanding includes the impact IIMC policies have on our Northwest Clerks Institute program that provides valuable profession-specific training to our members. I've now served on the NCI Education Committee since 2010, and believe that supporting its successful continuity is one of the most important aspects of serving on the IIMC Board of Directors.

One more area of importance for our membership that I've recently been able to learn more about is IIMC's non-profit fundraising organization, the IIMC Foundation. Serving on a sub-committee of the Foundation this year has given me all new insight into how it benefits our members. I look forward to learning more and ensuring our members take full advantage of the opportunities for education the Foundation can open the doors to.

In closing, I consider it a great honor to even be in the discussion to serve as an IIMC Region IX Director for OAMR, AAMC, CCAC and WMCA. If selected, I will do my utmost to maintain the legacy of strong leadership that my predecessors have set as the standard.

Sincerely,

A handwritten signature in blue ink that reads "Ruth Post". The signature is written in a cursive style with a large initial "R" and "P".

Ruth Post, MMC  
City Recorder  
City of Philomath



## City Manager

January 3, 2020

### **RE: Endorsement of Candidacy for Ruth Post**

To Whom It May Concern:

It is with great pride that we enthusiastically endorse Ruth Post to serve as the IIMC Region IX Director for the 2021-2024 term. Ruth has been the Philomath city recorder and an active member of both OAMR and IIMC for the past 18 years. During this time, she has successfully balanced the day-to-day responsibilities of a city recorder with the duties she voluntarily took on as OAMR President, IIMC committee member, and an active IIMC and OAMR member. One of Ruth's strongest qualities is her ability to manage her time appropriately. She is also dedicated to continued education and self-improvement. She regularly attends IIMC and OAMR conferences and looks forward to the training and professional networking both organizations provide.

If appointed to this position, we have full confidence that Ruth will serve IIMC and its members with all the care and professionalism she has provided the City and its residents all these years. She is a true asset to every organization she is involved with and we fully support her desire to serve and give back to her profession.

Sincerely,

Chris Workman  
Philomath City Manager

Eric Niemann  
Philomath Mayor



# OAMR BOARD REPORT

---

## Professional Growth & Leadership Development Committee

---

Meeting Date: September 25, 2020  
Source of Item: Annual Report

Contact: Karin Johnson, MMC, Independence, OR  
Contact Telephone Number: 503.838.1212  
Contact email: kjohnson@ci.independence.or.us

---

### **ISSUE STATEMENT**

The annual report, which summarizes the 2019-20 activities for the Professional Growth & Leadership Development Committee, is respectfully submitted to the OAMR Board.

### **BACKGROUND**

I would like to thank the members of this year's committee: Tori Barnett, MMC, Stacie Cook, MMC, Peggy Hawker, MMC, Angie Lanter, MMC, and Ruth Post, MMC for their continued support on this committee.

### **INFORMATION:**

#### **2019-20 Committee Projects:**

- Information sent via email blast about PD scholarships available through OAMR and IIMC.
- Recap of 2019 Northwest Clerks Institute in the Winter newsletter.
- Due to COVID-19, the League of Oregon Cities Annual Conference will be virtual this year, so OAMR will not be staffing a booth.
- Newly elected 2019 Board members and 2020 Board candidates were provided with leadership mentors.
- Provided materials to the OAMR Newsletter for promotion of Municipal Clerks Week.

**2020 Northwest Clerks Institute:** Due to COVID-19, the 2020 Professional Development series at the Northwest Clerks Institute on the University of Puget Sound campus was not held this year. The NCI Committee will provide details on upcoming webinars facilitated by Joann Tilton, NCI Director.

This certainly has been a year of changes and challenges, and as always, our City Recorders rise to the challenge!



# OAMR BUSINESS MEETING REPORT

---

## Records Management Committee

---

Meeting Date: September 25, 2020  
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair  
Contact Telephone Number: 503-786-7502  
Contact E-Mail: [stauffers@milwaukieoregon.gov](mailto: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.*

What a year it has been! Who knew at conference in 2019 that the year ahead would be so tumultuous and pose so many challenges? In large part, the RMC was not able to meet due to the ongoing coronavirus (COVID-19) pandemic. The committee met in November, meetings scheduled for March and May were canceled, but once on our virtual feet we were able to meet in July and August.

The agendas for the last year have been dominated primarily by our ongoing work to update the Electronic Records Manual for Local Government. The RMC also continued to maintain its relationships with the Oregon Law Enforcement Records Association (OLERA), Oregon State Archives, the Oregon Public Records Advocate Office, and other OAMR committees. As in years past, we continued to monitor the development of records policy in Salem. And, as ever, the committee continues to be a tremendously helpful group of peers and friends who like nothing more than to spend time chewing on the records retention schedule and considering the various records quandaries that confront us all.

And, finally, for the first time in half-a-decade the committee has a set of new nominees for chair. Kattie Riggs, Oregon City, and Sue Ryan, Newberg, have been nominated (and have accepted nomination) to serve as co-chairs of the RMC for the 2020-2021 activity year. I could not be more excited for the committee to be led by Kattie and Sue – veterans of public records law and practices and keen observers of the evolving state of public records policy in Oregon. It has been my pleasure to serve as chair and I look forward to the many great things our committee will continue to do under Kattie and Sue's leadership.

I highly recommend all OAMR member take a good look at the RMC and consider joining us in the next year!

### **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

---

## RETIRED CLERKS COMMITTEE

---

September 2020  
Source of Item: Committee Report

Contact: Diane Harris, City Recorder  
Contact Telephone Number: 541.459.2856  
Contact E-Mail: d.harris@ci.sutherlin.or.us

---

### ISSUE STATEMENT

To provide updated contact information for the Retired Clerks Roster.

**2020-21 Retirees:** Received information that City of Medford's City Recorder, Karen Spoonts will be officially retired as of September 30, 2020.

### BACKGROUND

Upon hearing of Karen's retirement, I contacted her to see if she would like to complete the Retiree Questionnaire to be featured in the fall newsletter. Karen graciously completed and returned the questionnaire along with a picture to be featured with the article. Karen has also provided contact information for the Retired Clerks Roster.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None

### BOARD OPTIONS

None

### CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

### SUGGESTED MOTION

None

### ATTACHMENTS

None



# OAMR BOARD REPORT AND ACTION REQUEST

---

## Scholarship Committee

---

Meeting Date: September 25, 2020  
Source of Item: Scholarship Committee

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

---

### ISSUE STATEMENT

This is an information report for 2019-2020

### BACKGROUND

Thank you to the 2019/2020 Scholarship Committee members:

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  
Anna Ruggles, CMC, Forest Grove.

OAMR Mid-year Academy, Northwest Clerks Institute (NCI), and IIMC Conference were all cancelled due to COVID-19 Pandemic. Scholarships awards were not issued.

### Scholarships Awarded for the 2020 Virtual Conference:

Laural Casey, Oak Lodge Water Services District; Jackie Sims, City of Oakridge; Allison Liesse; City of Albany; Lisa Scholl-City of St. Helens; Mary Dibble, City of Albany; Cathy Nelson, City of Waterloo; Kayla Duddy, City of Bend; Katie Scott, City of Sublimity.

### Scholarship Committee Job Description and Criteria

- The Scholarship Committee reviewed the application guidelines with emphases on providing as many scholarships as possible, allowing more member's attendance at the Northwest Clerks Institute (NCI), OAMR Mid-year Academy, Annual Conference and IIMC Conference. In addition, the majority of the Scholarship Committee was in favor of reducing the IIMC Conference Scholarship to only one annually. Focusing more on providing our members scholarships to attend Northwest Clerk Institute, OAMR conference and local education opportunities. The Board supported and approved amending the job description to reflect funding for one IIMC Conference Scholarship. The Marge Price and Kathy Ishiara IIMC Scholarship were retired and replaced with OAMR IIMC Conference Scholarship. Information honoring both Marge Price and Kathy Ishiara was added to the website.

The committee recommended eligibility for an IIMC Conference scholarship every five years. This allows different members to attend and even encourage member's working on their CMC or MMC. The Board approved the change in the scholarship criteria to reflect eligibility to apply for the OAMR IIMC Conference Scholarship every five years.

**CHAIR RECOMMENDATION**

We encourage members to consider the educational opportunities available and the scholarships that provide financial assistance to members who might not be able to participate due to funding restrictions.



# OAMR BOARD REPORT

---

## Special Projects and Fundraising Committee

---

Meeting Date: September 25, 2020  
Source of Item: 2<sup>nd</sup> Vice President

Contact: Angie Lanter, MMC, 2<sup>nd</sup> Vice President  
Contact Telephone Number: 503-324-5112  
Contact E-Mail: [alanter@cityofbanks.org](mailto: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 23 dedicated members signed up to work on various fundraising activities, which include: Raffle Baskets, Auctions, Paddle Raise, 50/50 Card Cut, Pink Walk Scholarship Event, and donations for Conference Bag/Portfolios.

<i>Amy Sowa, MMC, Roseburg</i>	<i>Katie LaFavor, Baker City</i>	<i>Peggy Hawker, MMC, Newport</i>
<i>Dawne Shaw, CMC, Warrenton</i>	<i>Kimmie Jackson, Yachats</i>	<i>Sadie Main, CMC, Estacada</i>
<i>Debbie Bernard, CMC, Willamina</i>	<i>Lori Lesmeister, North Plains</i>	<i>Stacie Cook, MMC, Mill City</i>
<i>Diane Harris, CMC, Sutherlin</i>	<i>Melanie Masterfield, Sutherlin</i>	<i>Stephanie Borst, Vernonia</i>
<i>Carol Weir, MMC, Rogue River</i>	<i>Michele Eldridge, CMC, Harrisburg</i>	<i>Susan Reeves, MMC, Scappoose</i>
<i>Cathy Nelson, CMC, Waterloo</i>	<i>Nancy Parker, MMC, Athena</i>	<i>Tori Barnett, MMC, Ontario</i>
<i>Jennifer Rose-Stolz, Coquille</i>	<i>Natasha Johnson, Amity</i>	<i>Tracy Davis, MMC, Keizer</i>
<i>Karin Johnson, MMC, Independence</i>	<i>Nicole Morris, MMC, Tualatin</i>	

### BACKGROUND

In 2018-2019, the Special Projects and Fundraising Committee worked hard to raise \$10,600. The 2019-20 fundraising goal was set at \$13,000. Our stretch goal was set at \$16,000. Due to the COVID-19 Pandemic, fundraising challenged our creativity this year. The SPFC stuck with many of its most successful fundraisers, which members adapted to work virtually.

- Pink Walk Event - This annual scholarship fundraiser recognizes survivors and those who have been lost to cancer. This year's event was held virtually (special thanks to **Peggy Hawker** for jumping in and helping to make this happen!). Registered participants tracked their steps between September 1-15, 2020 and reported them to Peggy Hawker by September 16, 2020. All registered participants were entered into a drawing to for the chance to win a beautiful pink Coach purse. The drawing was held on September 22, 2020 during one of the conference breaks. Prizes were also awarded for the most and second most steps.
- Raffle Baskets – We put a different spin on our raffle basket drawing this year, focusing on gift certificates/gift cards, to provide the winners with great opportunities to travel to our different Regions to explore all they have to offer. Raffle tickets were available for purchase September 1-22, 2020. The Raffle Basket drawing was held on Wednesday, September 23, 2020 during one of the conference breaks. Special Thanks to **Amy Sowa** and her team!
- Auctions- Thank you to **Tracy Davis, Tori Barnett, Cathy Nelson, Stacie Cook, Karin Johnson, and Michele Eldridge** for all your work in making this idea come to fruition! Our live and silent auctions are one of our biggest fundraisers, and it was wonderful that we could still make an auction happen on a virtual platform. The online auction went live on September 8, 2020 and ends today.

- Paddle Raise – While we could not have our traditional paddle raise, we did have “Donation Challenges” throughout the conference, which helped raise additional funds for scholarships.

I would also like to give a special thank you to **Melissa Thompson-Kiefer** for her assistance with setting up the auction software and setting up the registration for all the fundraising events.

Our current year-round fundraising activities include AmazonSmile and Fred Meyer Rewards. If you have not 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.

To quote Helen Keller “Alone we can do so little; together we can do so much”. It has been my pleasure to chair this committee, and work with so many of our amazing members on our fundraising efforts.

## **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 contribute to providing scholarships to our membership for continuing education opportunities, and if you have been a recipient of an OAMR Scholarship it is a great way to give back to OAMR. Thank you to all the dedicated members of OAMR for your continued donations and financial support.

## **SUGGESTED MOTION**

None.

## **ATTACHMENTS**

None.