



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING - ZOOM
November 6, 2024 - 9:00AM

BOARD MEMBERS:	TITLE	ATTENDING
Kayla Duddy, MMC, Redmond	President	Present
Scott Stauffer, CMC, Milwaukie	Vice President	Present
Alex McHaddad, Sodaville	Treasurer	Present
Christie Teets, CMC, Molalla	Secretary	Present
Nanci Sandoval, CMC, Umatilla	Immediate Past President	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Present
Nicole Madigan, Milwaukie	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
VACANT	Region IV Director	Vacant
Winnie Shepard, CMC, Medford	Region V Director	Present
Jennifer Gray, Hood River	Region VI Director	Present
Karen Howton, CMC, Island City	Region VII Director	Present

1. CALL TO ORDER / ROLL CALL

Secretary Teets called the meeting to order at 9:01AM followed by Roll Call.

2. WELCOME & INTRODUCTIONS

President Duddy welcomed attendees and thanked them for their participation.

3. OFFICER REPORTS

a. **President** – Kayla Duddy, had nothing to add.

b. **Vice-President** – Scott Stauffer had nothing to report, however mentioned that he'll have more to share in coming meetings.

c. **Treasurer** – Alex McHaddad stated that he has been ill since the conference and apologized for his absence from the organization. Treasurer McHaddad requested that the Board consider changing banks, as the unfortunate situation with US Bank has not changed. Options are Umpqua Bank and Banner Bank.

MOTION: Scott Stauffer, Milwaukie, made a motion to authorize OAMR Treasurer Alex McHaddad to close OAMR accounts with US Bank and seek banking services with Umpqua Bank, seconded by Nanci Sandoval, Umatilla. Motion passed unanimously.

d. **Secretary** – Christie Teets had nothing to add.

e. **Immediate Past President** – Nanci Sandoval shared her Board Report and explained necessary changes to the Immediate Past President job description. She requested a motion for approval. President Duddy thanked her for the work put into providing the updates.

MOTION: Alex McHaddad, Elgin, moved to approve the updated job description as provided, seconded by Scott Stauffer, Milwaukie. Motion passed unanimously.

4. REGION DIRECTORS

- a. **Region I Director** – Lisa Scholl had nothing to add.
- b. **Region II Director** – Nicole Madigan shared that she would be planning a winter get together for Region II soon.
- c. **Region III Director** – Gloria Tucker had nothing to add.
- d. **Region IV** – Vacant
- e. **Region V** – Winnie Shepard had nothing to add. Ms. Shepard stated that she would like to have some guidance regarding her duties as Region Director. President Duddy assured her that would happen.
- f. **Region VI** – Jen Gray had nothing to add.
- g. **Region VII** – Karen Howton had nothing to add, however shared that it was snowing near Island City.

5. COMMITTEE REPORTS

- a. **Events & Fundraising Committee** – Susan Reeves & Krystal Stevens. Ms. Reeves thanked Ms. Stevens for taking the lead on the upcoming conference. President Duddy thanked them for their support and is looking forward to this year's conference.
- b. **Audit Committee** – Yuriy Ukhach, absent.
- c. **Bylaws & City Recorder Procedures Manual Committee** – Kim Herring had nothing to add.
- d. **Education Committee** – Keli Pollock & Ronnie Smith, absent.
- e. **Publications Committee** – Gloria Tucker explained that the hope is to move advertising away from the Publication Committee to Events & Fundraising Committee.

MOTION: Scott Stauffer, Milwaukie, moved to authorize the Events and Fundraising Committee handle all advertising for OAMR newsletters, seconded by Kim Herring, Dallas. Motion passed unanimously.

- f. **Internet Committee** – Lisa Figueroa & Morgan Fry shared that they are getting to know each other and learning the website. Immediate Past President Sandoval stated that she was very familiar with the website and offered to help as needed. Ms. Figueroa thanked Ms. Sandoval.
- g. **Records & Regulations Committee** – Alex Downing & Wendy Lynn stated that meetings would be held on the third Wednesday of each month, from 1:00-2:00PM, via Zoom.
- h. **Membership Committee** – Phyllis Bolman & Lisa Figueroa had nothing to add.
- i. **Mentoring Committee** – Sylvia Murphy, absent.
- j. **Nominating Committee** – Christie Teets stated that she would like to conduct a survey with current and former Region Directors regarding duties and responsibilities. She noted that it has been difficult in recent years to get volunteers for Region Directors, and that perhaps an onboarding or outline would be beneficial. Scott Stauffer, Milwaukie, stated that this task is in line with the Strategic Plan and feels it will be helpful. The Board approved by consensus for Ms. Teets to contact Region Directors.
- k. **Northwest Clerks Institute Education Committee** – Ronnie Smith, absent
- l. **Retired Clerks Committee** – Sylvia Murphy, absent.
- m. **Scholarship Committee** – Cathy Nelson requested a copy of the adopted Budget. President Duddy asked Treasurer McHaddad to help facilitate that.
- n. **Strategic Planning Group** – Scott Stauffer had no report, however, requested that someone take over the position as Chair of the SPG. Mr. Stauffer will not have time to dedicate to the group with Vice President and Presidential responsibilities in the next few years. Cathy Nelson, Harrisburg, offered to chair the committee. Mr. Stauffer thanked her and would coordinate a transition meeting soon.

6. 2024-2025 OAMR BOARD GOALS

- a. Transition of Past and New Board Members
- b. Possible Board Retreat in Central Oregon – February or March
- c. New Member Handbooks
- d. New Board Member Handbooks

OAMR Board Goals became intertwined with each other. The primary topic was a Board Retreat in Central Oregon. Discussion surrounded holding it in February or March initially, then conversation turned to that it would be best to hold it sooner rather than later. The decision was made to meet in Redmond on Friday,

November 22nd from 10:00AM-2:00PM. Job descriptions and handbooks will be discussed at the Board Retreat in November.

7. 2025 MID-YEAR CONFERENCE

a. To have or not to have?

President Duddy led the conversation regarding Mid-Year Conference. Discussion items included virtual vs. in person, gathering by regions, what the fee to members would be, and possible contractual issues with Valley River Inn and Chinook Winds. Members decided it would be best to hold it by regions for those that can attend, with an overall virtual option. Fee for Mid-Year will be \$185. The date is scheduled for March 13 – 14, 2025, opposed to the previously scheduled April 17-18, 2025.

MOTION: Nanci Sandoval, Umatilla, made a motion to move the Mid-Year Conference to March 13-14, 2025, as a virtual conference for ALD and Academy, seconded by Scott Stauffer, Milwaukie. Motion passed unanimously.

8. CREATION OF AD-HOC COMMITTEES

a. Budget Committee

b. Board / Committee Job Descriptions

c. IIMC Region IX Dinner in St. Louis – Oregon's turn to plan!

- a. President Duddy introduced the idea of creating an Ad-Hoc Budget Committee, asking Board members for interest. Gloria Tucker, Port of Newport, suggested opening it up to the membership, as she has heard quite a bit of interest regarding building the budget. President Duddy stated that she would send a message to the OAMR membership, looking for volunteers to serve on a Budget Committee.
- b. President Duddy would like Board and Committee Chairs to review Job Descriptions and provide updates if needed.
- c. President Duddy is seeking volunteers to assist in planning the IIMC Region IX Dinner in St. Louis. Nanci Sandoval, Umatilla and Scott Stauffer, Milwaukie, offered to help. Ms. Sandoval stated she was aware that a few past presidents were willing to assist, also.

9. OTHER BUSINESS

a. Name Badges

b. Board Appointment

c. NCI Agreement

- a. Name Badges are now being handled by Lisa Figuero, Toledo. Nanci Sandoval, Umatilla is interested in updating the name badge, as they have become outdated.
- b. President Duddy conducted a swearing in of Winnie Shepard, Medford. Ms. Shepard was unable to attend the Annual Conference in September when she was elected to office.
- c. Nicole Madigan, Milwaukie mentioned the NCI Agreement provided by President Duddy. President Duddy seeking approval by the membership.

MOTION: Nicole Madigan, Milwaukie, made a motion to approve the NCI Agreement between the Washington, Alaska, Oregon Municipal Clerks and NCI Institute Director, Joann Tilton, seconded by Nanci Sandoval, Umatilla. Motion passed unanimously.

10. FUTURE BOARD MEETING(s):

a. April (TBD)

b. July (TBD)

c. September (at conference!)

11. ADJOURN

President Duddy adjourned the meeting at 10:11am.

Submitted By: Christie Teets, CMC, Molalla
OAMR Secretary

Meeting Minute Attachments:
Proposed NCI Agreement

**NORTHWEST CLERKS INSTITUTE AGREEMENT
BETWEEN
WASHINGTON MUNICIPAL CLERKS ASSOCIATION, THE ALASKA ASSOCIATION OF MUNICIPAL CLERKS,
OREGON ASSOCIATION OF MUNICIPAL RECORDERS AND INSTITUTE DIRECTOR JOANN TILTON**

This AGREEMENT is dated effective November 15, 2024, and is between the Washington Municipal Clerks Association (hereinafter referred to as "WMCA"), the Alaska Association of Municipal Clerks (hereinafter referred to as "AAMC"), the Oregon Association of Municipal Records (hereinafter referred to as "OAMR") and Institute Director Joann Tilton regarding the Northwest Clerks Institute.

WHEREAS, the Northwest Clerks Institute (NCI) has been established to serve the educational needs and requirements of Municipal Clerks in the States of Washington, Oregon and Alaska; and

WHEREAS, WMCA, AAMC, and OAMR, have agreed that WMCA shall serve as the lead agency and shall sign a contract for services with Washington State University Professional Education (hereinafter referred to as "WSU-PE") for conference management of the Northwest Clerks Institute (NCI).

WHEREAS, this agreement between WMCA, AAMC, and OAMR and the Institute Director will depict and define the Institute Director's role and responsibilities in program coordination and administration of the Northwest Clerks Institute (NCI); and,

WHEREAS, WMCA, AAMC, and OAMR have established the NCI Education Committee, which consists of three representatives from each association and the Institute Director, and serves in an advisory capacity to review and make recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by the International Institute of Municipal Clerks (IIMC).

NOW, THEREFORE, it is mutually agreed as follows:

A. INSTITUTE DIRECTOR

This Institute Director shall be chosen by the three state associations through a request for qualifications process. The Institute Director shall be responsible for program coordination and administration of the Institute, with administrative support from WSU-PE. The Institute Director shall work closely with the NCI Education Committee for program, course content, budget, and schedule approval of the Institute. The Institute Director is also responsible for coordinating with Education Coordinators of State Associations for Master Academy Programs offered throughout the year.

1. Responsibilities and Duties

Responsibilities shall include, but are not limited to:

a. Pre-Institute

- **For Professional Development I, Professional Development II, and Professional Development III:** Develop course content, materials, and promotional materials in compliance with IIMC Institute Guidelines. Session titles shall clearly describe session content.
- **For Professional Development IV (Master Academy):** Develop course content, materials, and promotional materials in compliance with IIMC Institute Guidelines. PD

IV shall be offered annually upon the recommendation of the NCI Education Committee. A separate budget and accounting will be developed for this program.

- Develop session schedules.
- Recruit instructors.
- Work with hired instructors regarding session content and materials for attendees.
- Develop marketing materials and compile mailing lists.
- Work with state associations (AAMC, OAMR & WMCA) on marketing the Institute.
- Develop attendee assessment (KTAP: Knowledge Transfer Action Plan).
- Develop program evaluation tools.
- In association with the WSU-PE Conference Manager:
 - i. Collect and administer attendee registrations;
 - ii. Forward program related bills for payment; and
 - iii. Coordinate classrooms, housing, meals and parking.
- Provide a copy of the confirmed class schedule (including sessions, instructors, times, locations, etc.) to the NCI Education Committee prior to February 15 of each year.
- Send out pre-session information to each registered participant. Information shall include, but not be limited to:
 - i. a description of the Institute
 - ii. date and time of orientation
 - iii. class program and hours
 - iv. housing accommodations
 - v. appropriate attire
 - vi. map of parking areas
 - vii. list of meals included with registration
 - viii. information regarding IIMC certification
- Work directly with WSU-PE Director of Professional Education and WSU-PE Conference Manager on all matters requiring financial decisions.
- Arrive on campus a few days in advance of the start of the Institute for preparation work.

b. Institute

- Reside in Tacoma for a few days prior to the start of the Institute and until the Institute concludes.
- On-site facilitation and operation of all four Institute programs
- On-site coordination with University of Puget Sound and WSU-PE Conference Manager for attendee meals and housing
- Teach and/or lead classes (if needed)
- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.

c. Post-Institute

- Review evaluations from all sessions.
- Receive, read, and review all KTAPs (attendee assessments) and electronically send certificates of completion.
- Provide class evaluations and a financial report to the NCI Education Committee within ninety (90) days from the end of each session, outlining the revenue sources and expenditures for the sessions.

- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year for approval.
- Compile and submit the Institute report for IIMC in accordance with the IIMC Institute Guidelines.

d. State Association Master Academy Programs

- Follow the guidelines set forth in Section C to assist each state association (AAMC, OAMR and WMCA) with the approval process for Master Academy programs, in accordance with IIMC Institute Guidelines. Basic duties include:
 - i. Work with state Education Coordinators to recruit instructors and negotiate fees
 - ii. Approve instructors and course content
 - iii. Attend all master academies attached to state conferences
 - iv. Attend mid-year academies, when feasible
 - v. Develop and administer attendee assessments (KTAP)
 - vi. Receive, review and read KTAPs
 - vii. Send certificates to attendees who completed KTAPs
 - viii. Complete IIMC reporting requirements

e. Conferences

- Attend four conferences per year:
 - i. March - WMCA annual conference
 - ii. May - IIMC annual conference
 - iii. September - OAMR annual conference
 - iv. December- AAMC annual conference
- The costs of attending conferences paid for or reimbursed as outlined in the Budget and Compensation section.
- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.
- Make presentations and conduct workshops at state association's conferences to promote attendance at the Institute and explain the process to obtain certification and the value of receiving CMC and MMC certifications.
- Attend the Institute Director Colloquium and Institute Director Meeting at the IIMC Conference.

f. NCI Budget

- Be the official budget administrator and have the sole authority to commit Northwest Clerks Institute expenditures.
- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year for approval.

g. NCI Education Committee

- Coordinate with Committee Chair to schedule meetings (conference calls).
- Work with Committee Chair to prepare agenda and reports for meetings, including follow-up after meeting.
- Provide a copy of the confirmed class schedule (including sessions, instructors, times, locations, etc.) to the NCI Education Committee prior to February 15 of each year.

- Provide class evaluations and financial report to the NCI Education Committee within ninety (90) days from the end of each session, outlining the revenue sources and expenditures for the sessions.
- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year.
- Review recommended changes to the program with the NCI Education Committee.

h. IIMC Committees

- Apply for and, if appointed, actively serve on one IIMC Committee each year representing the interests of Institute Directors and the three State Associations (committee appointments begin the first day of the IIMC Annual Conference and are a one-year term).
- Participate in on-going discussions of policy issues with Institute Directors to improve program delivery methods.

i. Clerk Consultations

- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.
- Review certification documents and respond to emails and telephone inquiries from clerks from all three state associations (AAMC, OAMR & WMCA).

B. NCI EDUCATION COMMITTEE

The Northwest Clerks Institute (NCI) Education Committee reviews and makes recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by IIMC.

1. Membership:

- a. There shall be 9 members of the NCI Education Committee as follows:
 - WMCA Education Coordinator
 - WMCA Education Committee Chair
 - WMCA member at-large (with WMCA education experience)
 - OAMR Education Committee Chair
 - OAMR Professional Growth and Leadership Development Committee Chair
 - OAMR member at-large
 - AAMC Education Chair
 - AAMC Past President
 - AAMC member at-large
- b. The Institute Director attends Committee meetings as advisor to the Committee and will not be a voting member.
- c. The WSU-PE Conference Manager will attend Committee meetings, as needed, and will not be a voting member.
- d. At-large members will be appointed by their respective state presidents, in accordance with state policies. The candidate should have education experience and be familiar with the Northwest Clerks Institute.
- e. The NCI Education Committee as a whole, will select a Chair amongst themselves each year, rotating states.

2. NCI Committee Member Duties:

- a. Attend meetings as scheduled. Meetings will be held as needed by conference call.
- b. Within ninety (90) days from the end of the Institute:
 - Review the class evaluations
 - Review the financial report, which outlines the revenue sources and expenditures for the sessions
- c. Review the proposed budget for the following year as provided by the Institute Director in October of each year.
- d. Review and make recommendations regarding the terms of the NCI agreement as needed, with the stipulation that the Institute will remain in Washington State.
- e. On an annual basis, review the feasibility of offering the Master Academy (PD IV) session.
- f. Review the confirmed class schedule (including sessions, instructors, times, locations, etc.) as prepared by the Institute Director by February 15 of each year.
- g. Review and make recommendations on new program materials and guidelines based on changes to the IIMC Education and/or Institute Guidelines.
- h. In the event that the Institute Director's travel expenses for the IIMC conference exceed a total of \$2,250 (\$750 per state), the NCI Education Committee will make a recommendation to the state associations about allocating additional funding.
- i. Assist the Institute Director and each state Association in promotion and fundraising efforts to support the Institute and Academy (PD IV) program.
- j. Keep state president and state board informed of the Committee's actions and recommendations.

3. NCI Committee Chair Duties:

- a. Coordinate with the Institute Director to schedule meetings and prepare the agenda and reports for Committee meetings.
- b. Designate a member to take the minutes for Committee meetings.

C. STATE ASSOCIATION MASTER ACADEMIES

To receive the maximum points required by IIMC or attendance at a state association's Master Academy session, the program must be sponsored by the Northwest Clerks Institute. The state association's Education Coordinator and the Institute Director may work together to collaborate on a session topic or presenter.

- 1. Approval.** The state Education Coordinator or designated person responsible for the Academy must submit the following in a timely manner for pre-approval by the Institute Director:
 - a. Submit Academy program topic and instructor information to the Institute Director. Include instructor's address, contact phone numbers, web-link and email address.
 - b. Submit course description and proposed instruction strategy used by speaker.
 - c. Include course objective(s).
 - d. Include course outcomes.
 - e. The modified KTAP will be used to assure compliance with the assessment requirements from IIMC.

2. Administration.

- a. **Attendance.** The state Education Coordinator will compile an excel spreadsheet of those who have registered for the Academy session. A sign-in sheet will be passed around to those present to make certain everyone who registered has signed in. The Institute Director and/or state Education Coordinator will assure that all in attendance are aware of the requirements to be in the session.
- b. **Certificates.** Certificates of Completion will be prepared by the state Education Coordinator and provided to the Institute Director for distribution. The Certificate of Completion must state the number of points/hours completed, specify the title and speaker of the program, location, date and signature of the Institute Director. A certificate template has been developed for use by the three states.
- c. **Evaluations.** Course evaluations will be completed by attendees. The state Education Coordinator will gather and compile the evaluations and send them to the Institute Director. The Institute Director will be responsible for compiling the session report in compliance with the IIMC Education Guidelines and submit the report to IIMC in a timely manner.

3. **KTAP (Knowledge Transfer Action Plan) or Other Learning Assessment.** The KTAP or other learning assessment (required by IIMC) will be sent electronically to all participants by the Institute Director or the state Education Coordinator after the Academy session. Participants will be given two weeks after completion of the course to submit their KTAP/learning assessment electronically to the Institute Director. Upon successful completion of the KTAP, a Certificate of Completion will be sent electronically to the participant. Clerks who have their MMC may request a certificate of attendance from the Institute Director after the session as they are not required to complete the KTAP.

D. COMPENSATION AND BUDGET

1. By this agreement, the Institute Director will be a contractor of NCI. Compensation is \$2,700 per month, not to exceed \$32,400, unless agreed upon in writing by NCI Education Committee and the WSU-PE Director. The Institute Director will submit monthly invoices for services rendered in the amount listed above. Invoices must be made out to Washington State University, and will be paid from the NCI budget-project held at WSU. Invoices must be submitted at the completion of the month in which services were rendered (i.e., September's invoice would be submitted at the end of September, etc.).
2. Under the agreement between WSU-PE and WMCA for the Institute:
 - a. WSU-PE will be compensated \$23,000.00 per year to manage the institute and will charge \$16.00 per registered attendee per year per program.
 - b. WSU-PE will also charge an 8% administrative service charge for revenue received by the Northwest Clerks Institute.
 - c. WSU-PE assumes 0% financial responsibility for any surplus or deficits resulting from the program after costs have been met.
 - d. There may be penalties for cancelling the program before the annual start date (June 1).
 - e. Any surplus or deficits resulting from the program after costs have been met will be returned and assumed by WMCA. A surplus may roll over to the next contracted year.
3. Surplus: If, at the end of the fiscal year (January – December), there is a surplus of funds (i.e. the fee collection exceeds expenditures), the excess funds shall be held by WSU-PE for use by the Institute in the following year. If there is a surplus at the end of the three-year agreement, WSU-PE will return the surplus to WMCA (as lead agency). WMCA will distribute the surplus

funds proportionally based upon attendance from each state over the three-year agreement period. Alternatively, the surplus funds could be rolled into the next three-year agreement with WSU-PE.

4. Deficit: If, at the end of the fiscal year (January – December), there is a deficit of funds (i.e. the expenditures exceeds the fee collection), the deficit will be included in the Institute budget for the next year. If there is a deficit at the end of the three-year agreement, the three Associations (WMCA, AAMC & OAMR) shall pay WSU-PE equally to cover the deficit.
5. Travel Costs:
 - a. State Conferences: Each state association shall pay (comp) the lodging costs and registration fee for the Institute Director to attend their conference. Travel expenses (mileage, airfare, parking, meals outside of conference) shall be reimbursed upon receipt of adequate documentation and proof of payment (receipts), to the Treasurer of each state association within 30 days of the event.
 - b. IIMC Conference: Each state association shall pay one-third (1/3) of the total expenses (lodging, mileage, airfare, parking, meals outside of conference), up to \$750.00 per Association, for the Institute Director to attend the IIMC Conference. In the event that expenses exceed a total of \$2,250 (\$750 per state), the NCI Education Committee will make a recommendation to the state associations about allocating of additional funding. IIMC covers the cost of the conference registration for the Institute Director.
 - c. Costs associated with attendance at state or IIMC conferences shall not be paid from the NCI Budget or the account at WSU-PE.
 - d. The cost of incidental travel for the NCI Director related to administration of the Institute shall be reimbursed in accordance with WSU-PE policies and shall be part of the annual budget.

D. TERM

This Agreement shall be effective as of the date first written above and shall terminate upon written agreement of all four parties.

E. CHANGES

No change, alteration, or addition to this Agreement will be effective unless it is in writing and properly signed by all four parties hereto.

IN WITNESS THEREOF, the parties hereto have signed this Agreement on the day and year first above written.

**WASHINGTON MUNICIPAL CLERKS
ASSOCIATION (WMCA)**

**OREGON ASSOCIATION OF MUNICIPAL
RECORDERS (OAMR)**

WMCA President

OAMR President

**ALASKA ASSOCIATION OF MUNICIPAL
CLERKS (AAMC)**

AAMC President

NORTHWEST CLERKS INSTITUTE DIRECTOR

Joann Tilton