



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
 Thursday, November 13, 2015
 Albany City Hall

Minutes were approved by the Board at its meeting of March 31, 2016.

1. Board Meeting Called to Order:

President Eldridge called the Board Meeting to order at 1:40 p.m.

2. Roll Call by Sign-In Sheet:

Members:	Title:	Attended:
Michele Eldridge, CMC, Harrisburg	President	✓
Dale Shafer, Nehalem	1st Vice-President/Conference Chair	✓
Debbie Hamilton, CMC, Sutherlin	2nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Amy Sowa, MMC, Springfield	Immediate Past President	✓ (Non-Voting)
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Margaret Reh, North Plains	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	Absent
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	Absent
Deanna Casey, MMC, Central Point	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓ (via phone)
Nancy Parker, Athena	Region VII Director/Mentoring	✓ (via phone)
Tracy Davis, MMC, Keizer	Region IX Director	✓
Denise Carey, MMC, Estacada	Audit Chair	Absent
Abigail Donowho, Tillamook	Bylaws Chair	Absent
Angie Lanter, Banks	City Recorder's Procedures Chair	Absent
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	Absent
Melissa Kiefer, Nehalem	Internet Chair	✓
Peggy Hawker, MMC, Newport	Education Chair	Absent
Karin Johnson, MMC, Independence	Professional Growth & Development Chair	Absent
Mary Dibble, MMC, Albany	Membership Chair	✓
Amber Ames, MMC, Hillsboro	Nominating Chair	Absent
Ruth Post, MMC, Philomath	NCI Education	Absent
Scott Stauffer, Milwaukie	Records Management Chair	✓
Carol Weir, MMC, Rogue River	Retired Clerks Chair	Absent
Debi Russell, Weston	Scholarship Chair	Absent
Sadie Cramer, MMC, Molalla		✓
Debby Roth, MMC, Cornelius		✓
Diane Harris, Sutherlin		✓
Nicole Morris, Tualatin		✓ (via phone)

3. Officer Reports:

President, Michele Eldridge, CMC, Harrisburg, reminded everyone to turn off their cellphones during the meeting. She talked about the LOC Board meeting she attended

in September and highlighted the topics that were discussed that would be focused on during the 2016 Legislative Short Session. She referenced Attachment A, 2015 OAMR Conference Summary which was held in Seaside at the Convention Center, September 15-17, 2015.

Michele talked about an email that Karen Spoon sent out to the list serve regarding the Attorney General's Public Records Reform Task Force. She said she researched the website and was able to locate minutes, agendas, etc. She spoke about the task force and the need to have someone from OAMR on the task force or at least attending the meetings. She said they were having a meeting on November 18, 2015 from 1:00 to 3:00 pm and asked if anyone would be able to attend the meeting. No one present at the meeting could attend and Michele said she would try to find someone to attend.

Scott Stauffer said the Records Management Committee was meeting on November 20, 2015 in Wilsonville and the State Archivist would be in attendance and he would ask her what she knew about the task force.

First Vice-President: Dale Shafer, Nehalem, said she didn't have anything to add to her report.

Second Vice-President: Debbie Hamilton, CMC, Sutherlin, said several in her committee had met this morning and they were looking at some new items for the store. She said they were bringing back the quilt raffle which was popular in the past and had decided not to do the Visa raffle because it didn't go over very well this last year. She said they were doing the region baskets against this year and at Mid-Year they would have Regions IV and V bring their baskets.

Secretary: Trudy Borrevik, CMC, Cottage Grove, requested the Board approve the following minutes:

1. April 2, 2015, Board Meeting Minutes
2. May 6, 2015, E-Board Meeting Minutes (Website/Membership Software)
3. June 8, 2015, E-Board Meeting Minutes(By-Laws Amendment)
4. August 6, 2015, E-Board Meeting Minutes (Conference Funds/Region IX Director/On-line Membership Renewals Fee)
5. August 27, 2016, E-Board Meeting Minutes (Conference Registration Emergency Fee)

MOTION: Second Vice-President Debbie Hamilton moved, seconded by Director Deanna Casey, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Treasurer: Nancy Batchelder, MMC, Yachats, said she hadn't done anything with the signature cards since the conference. She said the Bank of the West closed and the City had purchased the building and were hoping to get another financial institution but

hadn't had any luck yet. She said she would send around the signature cards to those who sign on the account.

Debbie Hamilton asked about using the square for cell phones and Nancy said we already used one and paid a transaction fee on each transaction.

President Michele Eldridge talked about Nancy's report showing that OAMR made \$20,390.55 on Mid-Year Academy, Annual Academy and the Annual Conference.

She talked about the motion being proposed to move \$1,822.34 from contingency to future conference site deposits. She said due to the larger than normal deposit requested by Ashland Hills where the 2016 conference will be held, it exceeded the budget by \$3,500.00. She said the budget shows the conference being over budget which was due to the deposit for the 2016 conference. She said there was more than enough money in contingency to cover the transfer.

MOTION: First Vice-President Dale Shafer moved, seconded by Second Vice-President Debbie Hamilton, to move \$1,823.00 from contingency to future conference site deposits. MOTION CARRIED UNANIMOUSLY by voice vote.

MOTION: Director Deanna Casey moved, seconded by First Vice-President Dale Shafer, to accept the treasurer's report. MOTION CARRIED UNANIMOUSLY by voice vote.

5. Committee Reports:

Region I: Kathy Payne, CMC, St. Helens, said they were scheduled to meet on December 11, 2015 in Tillamook for their holiday lunch and ornament exchange. No Board action required.

Region II: Margaret Reh, North Plains, said they were scheduled to meet on December 4, 2015 for their holiday lunch and ornament exchange. No Board action required.

Region III: Phyllis Bolman, MMC, Monmouth, was not in attendance. No Board action required and no additional oral report given.

Region IV: Carolyn Shields, CMC, Myrtle Creek, was not in attendance. No Board action required and no additional oral report given.

Region V: Deanna Casey, MMC, Central Point, said they were scheduled to meet on December 4, 2015 for their holiday lunch. She said they were also having a separate one on the coast the following week. No Board action required.

Region VII: Nancy Parker, Athena, said she had nothing additional to report. No Board action required and no additional oral report given.

Second Vice-President Debbie Hamilton said she neglected to mention when the minutes were being approved, that the April 2, 2015 meeting minutes showed she was absent, however she was at the meeting.

It was determined that it was a housekeeping issue and there didn't need to be another motion made to make that change.

4. Region Director Oath of Office

Tracy Davis swore in Lisa Morgan, Region VI Director, over the phone.

5. Region Director Reports

Region VI: Lisa Morgan, Prineville, said she didn't have anything to add to her report. No Board action required and no additional oral report given.

6. Committee Reports

Audit: Denise Carey, MMC, Estacada, was not in attendance. Michele said they were having an audit meeting on November 23, 2015 at Keizer City Hall.

Bylaws: Abigail Donowho, Tillamook, was not in attendance. Michele said the membership just adopted changes to the Bylaws which was based on a legal review.

City Recorder's Procedures: Angie Lanter, Banks, was not in attendance. Michele said the manual was brought to the Board meeting in September but it was held back to allow everyone an opportunity to review it. She said being on the committee was a lot of work, trying to keep it updated and online so it was available to everyone as a resource.

Debby Roth said there was the addition of looking into an online resource such as Manula for a small annual fee of just under \$100, however she didn't know exactly how it work differently than putting it on the website. She said she was new on the committee but there were only a few minor changes.

MOTION: Director Kathy Payne moved, seconded by Second Vice-President Debbie Hamilton, to approve the revisions to the City Recorder's Procedure Manual as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Deanna Casey asked if the manual was provided to new members in a paper copy.

Discussion was held on providing the manual to new members and the suggestion to include it in information provided to them at the new member's breakfast.

Conference Committee: Dale Shafer, Nehalem, said the committee had come up with a theme for the conference in Ashland, "Unmask the Future" and they were going to use the tragedy/comedy mask as the logo. She said sub-committees had been appointed

but they were still looking for a chair of the vendors committee. She said they were moving right along.

Education Committee: Peggy Hawker, Newport, was not in attendance. Michele said Peggy was concerned about information in the report because they were trying to get another Athenian Dialogue. She said they had tried to look at doing one in Ashland just after mid-year but there wasn't enough interest. She said there were costs involved in having an ALD and it had been estimated that there would need to be at least 30 people attending to break even. They were considering scheduling one in the Portland area on either March 12th or 19th with a cost of \$75/per person which included lunch. She said both dates were only a couple of weeks before mid-year which might be a problem. She said the ALD also provided more education points.

Deanna asked if there were any specific topics for on the road workshops.

Michele said records management and elections were two that members had expressed interest in. She said the committee was always looking for suggestions.

Historical Preservation: Lisa Stoll, CMC, St. Helens, was not in attendance. There was nothing to add.

Internet: Melissa Kiefer, Nehalem, provided a PowerPoint presentation on the new online membership program. She went over the whole process of renewing membership and said the first renewal email would go out on November 17, 2015. Members would have two options to pay, one by check with no additional fee or by credit card with a fee of \$1.75.

Nicole Morris asked about the fees and why it was \$15 to register online for the conferences and only \$1.75 for membership renewal.

Melissa said the fee was based on what OAMR was being charged from Pay Pal. She said the standard Pay Pal processing charge was 2.9% of the transaction amount plus an additional \$.30 per transaction. She said the \$15 fee worked out to be a little more than the typical conference charge.

Nicole was in favor of online membership renewal but wondered if there had been any research done for other payment options that didn't cost so much.

Discussion was held on online payment fees. It was discussed that the fee could be included in the conference registration, membership fee, etc. and would be absorbed by all the membership. Some present thought this would be unfair to the people who paid by check as they would be paying more for their registration fee just to allow those who paid by credit card to have no additional fees. It was brought up several times that people weren't required to pay online, they had to renew online but could send a check to pay the fee without any additional charges.

It was brought up by Mary Dibble that renewing online for membership was more accurate as the information was entered by the member and not the Chair who had to enter everything from the membership form.

There was discussion and suggestions about the information that could be found in the program such as the date someone joined OAMR and a list of non-members.

Melissa went over the conference online registration and showed how someone who was awarded a scholarship would register online and use the coupon code for the scholarship. She said the advantage to the program was that multiple administrators could be on at the same time reviewing information in one place on the membership.

MOTION: Director Deanna Casey moved, seconded by Second Vice-President Debbie Hamilton, to move all conference registrations online. MOTION CARRIED UNANIMOUSLY by voice vote.

Legislative: Lisa Morgan, Prineville, left the meeting via phone but Michele said the committee was looking for more members.

She mentioned there were several other committees that were in need of members.

Membership: Mary Dibble, MMC, Albany, talked about using contacts in the Apricot program to track non-member cities. She said it had been suggested to use a different color application form at LOC conferences and then give those recorders who signed up using that form, a discount on their first year membership fee.

Melissa suggested giving them a code as memberships would all be done online.

Mary said if anyone had any suggestions for getting new members to contact her.

Mentoring: Nancy Parker, Athena, said she had nothing else to report. She said they did have one new member who was looking for a mentor. She said they needed mentors from smaller cities and asked anyone interested to contact her.

Newsletter: Kathy Payne, CMC, St. Helens, said she had nothing else to report. Everyone said she was doing a great job.

Nominating: Amber Ames, MMC, Hillsboro, was not present. Michele said there were offices open for Second Vice-President, Treasurer, Region Directors for I, III, V and VII.

NCI Education: Ruth Post, MMC, Philomath, was not present. Tracy Davis said Ruth had prepared the report and an addendum. She provided some history on NCI and said in 2005, Washington, Alaska and Oregon joined into one institute, when they signed a letter of agreement. She provided background on the agreement with Washington State University and reasons why it needed to be updated. She said at the end of the three year agreement there was a surplus of a little over \$17,000 which was being rolled over

into the next three year agreement. She recommended the Board approve the new agreement.

MOTION: Second Vice-President Debbie Hamilton moved, seconded by Secretary Trudy Borrevik, to approve the WSU Conference Management Agreement.

MOTION CARRIED UNANIMOUSLY by voice vote.

Tracy talked about the travel expenses for the NCI Director and said OAMR paid for the travel for the Director to come to the annual conference, which wasn't in the expense policy.

She said deficits and surplus for the program were included in the compensation and budget. She said the NCI committee decided to make it proportionate and if there were a surplus at the end of the three year agreement, the money would be distributed back to the associations on a per attendee scale. She said if there were a deficit it would be split equally as it was every state's responsibility to make sure there are enough members attending the institutes.

Tracy said it used to be that the academy outline had to be sent to IIMC to get the actual points for the academies. She said IIMC gave the responsibility to the institute directors to approve which happened in 2011.

MOTION: Director Deanna Casey moved, seconded by Director Kathy Payne, to approve the three year state contract between OAMR, WMCA, AAMC and Institute Director Joan Tilton for the Northwest Clerks Institute. MOTION CARRIED UNANIMOUSLY by voice vote.

Professional Growth & Leadership Development, Karin Johnson, MMC, Independence, was not present. Michele said the material for the LOC Conference display was in need of updating and Karin would be working on getting it replaced.

Records Management: Scott Stauffer, Milwaukie, said he had nothing to add to his report. He said they had almost thirty members on the committee and were having their first meeting next week in Wilsonville. He said the item presented for action was a housekeeping item. He said the committee wanted to make sure the retention schedule that governed OAMR's records complied with the State law, which it did. He said there was one column that had some abbreviations that no one knew what they stood for, so they removed the column.

MOTION: Director Kathy Payne moved, seconded by First Vice-President Dale Shafer, to adopt the OAMR Records Retention Schedule as revised by the Records Management Committee. MOTION CARRIED UNANIMOUSLY by voice vote.

Retired Clerks: Carol Weir, MMC, Rogue River, was not present. Michele said the committee didn't need to be made up of people who were getting ready to retire. She talked about the page that was going on the League of Oregon Cities website under Members Services that would provide information for cities looking for interim records or cities who needed temporary coverage.

Scholarship: Nanci Moyo, Beaverton, was not present. Dale Shafer said the committee had talked about the KTAP language and adding it to the scholarship guidelines. She said scholarship recipients would be required to submit a KTAP to the NCI Director within thirty days of attendance. She said if the recipient failed to submit a report, they would be ineligible to apply for another scholarship for one calendar year.

Nicole Morris asked if the requirement for the scholarship report was being replaced by the KTAP.

Michele said at the April Board meeting, there was a motion and action that removed the scholarship report requirement. She said one reason it was removed because everyone already had to submit a KTAP. She said when it was taken out, there wasn't any process to make sure the KTAP's were being submitted. She said conference scholarships would still have a scholarship report requirement.

MOTION: First Vice-President Dale Shafer moved, seconded by Director Deanna Casey, to approve the insertion of KTAP language to the scholarship guidelines for 2016 for PDI, II, III and IV, Annual Academy and Mid-Year Academy and to reinstate the scholarship report language in the Annual Conference guidelines. MOTION CARRIED UNANIMOUSLY by voice vote.

Special Projects/Fundraising: Debbie Hamilton, CMC, Sutherlin, said the committee hadn't set a fundraising goal but she had set it at \$15,000.

Nicole Morris asked how much had been raised for scholarships last year.

Michele said net cash proceeds for scholarships were \$14,388.00 before deducting donations for the Harris-Davis Scholarship which lowered that to \$10,376.58.

Treasurer Nancy Batchelder said \$14,388.00 was raised and if you took away the amount donated the members brought for raffle items, etc. \$10,376.58 was raised.

Melissa Kiefer said there was a donation form on the Fundraising Opportunity page on the OAMR website which was set up to accept donations but could only be done with a credit card.

7. Other Business

A. Succession Planning for Committee Chairs

Michele reminded everyone that Region Directors and Committee Chairs need to be looking at those on their committee or in their region for future Chairs and Directors.

8. Information Sharing

A. Conference Planning Manual Ad-hoc Committee, Karin Johnson, MMC, Independence

Michele said Karin Johnson, Stacey Cook and Tori Barnett were working on a manual that broke down the entire conference into the different segments and who was responsible for what.

9. Future Meetings

A. February 19, 2016 at 12:30 pm; Keizer City Hall, Keizer, Oregon

B. March 31, 2016 at 2:30 pm; Ashland Hills & Suites, Ashland, Oregon

10. Adjournment:

President Eldridge adjourned the meeting at 3:45 pm.



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