



**Conference Committee Agenda  
November 13, 2020, at 10:00 a.m. Zoom Meeting**

1. Welcome
  - a. Introductions
  - b. Committee Assignments (see attached list)
  - c. Committee Job Assignments Descriptions (see attachment)
2. Host Recorder Selection
  - a. Peggy Hawker- Newport
3. 2020-21 Conference Theme Selection
  - a. Conference Theme Suggestions (See attachment)
  - b. Conference Logo
4. 2020 Virtual Conference Evaluations
  - a. Recommendations for improvements and lessons learned (See attachment)
5. Education Updates
  - a. Mid-Year Academy- Dr. Hicks “Built for the Storm”
  - b. Athenian Dialogues
    1. Mid-Year #1: TBA
    2. Mid-Year #2: TBA
    3. Annual Conference: TBA
  - c. Annual Academy: TBA
  - d. Annual Conference: TBA
6. Special Events
  - a. Presidents Corner
  - b. Banquet
  - c. Honored Guest Dinner
7. Other
8. Next Meeting
  - a. February 21, 2021 - if needed
  - b. April 1, 2021 - Mid-Year Virtual Academy

# 2020-2021 OAMR Conference Committee

## Conference Committee Assignments

**Chair** – 1<sup>st</sup> Vice President: Cathy Nelson, CMC – Harrisburg

Subcommittees:

Conference Materials:

Mary Dibble, MMC – Albany

Karin Johnson, MMC – Independence

Allison Liesse, CMC – Albany

Kathy Payne, MMC – St. Helens

Lisa Scholl, CMC – St. Helens

Facility

Michele Eldridge, CMC – Harrisburg

Susan Reeves, MMC – Scappoose

Jackie Sims, CMC – Oakridge

Linda Galeazzi, CMC – Salem Mass Transit

Ruth Ann Stellmacher, CMC – Salem

Melissa Thompson-Kiefer, CMC – Nehalem

Angela Watson – Jacksonville

Hospitality/Transportation/Publicity

Ruth Post, MMC – Philomath

Anna Ruggles, CMC – Forest Grove

Registration/Information

Deanna Casey, MMC – Central Point

Laurel Casey – Oak Lodge Water Service District

Michelle Fox, CMC – Athena

Salli Hysell – Halfway

Sheila Jasperson – Weston

### Registration/Information

Dawn Russ – Glendale  
Jackie Sims, CMC – Oakridge  
Angela Watson – Jacksonville  
Susan Reeves, MMC – Scappoose  
Ronnie Smith – King City  
Carol Weir, MMC – Rogue River

### Special Events

Michele Eldridge, CMC – Harrisburg  
Stephanie Borst, CMC – Vernonia  
Kayla Duddy, CMC – Bend  
Melanie Masterfield – Sutherlin  
Heather Pierson, CMC – Woodburn  
Susan Reeves, MMC – Scappoose  
Jackie Sims, CMC – Oakridge  
Carol Weir, MMC – Rogue River

### Sponsors/Vendor

Ronnie Smith – King City  
Carol Weir, MMC – Rogue River

### Unassigned

Karen Howton, CMC – Island City  
Katie Scott – Sublimity  
Roberta Tharp, CMC – Creswell  
Gloria Tucker - Newport

## **CONFERENCE COMMITTEE ASSIGNMENTS**

- A. Conference Committee. The OAMR Conference Committee, chaired by the First Vice-President, is responsible for developing all aspects of the annual conference. The Second Vice President chairs the Special Projects/Fundraising Committee and works very closely with the Conference Committee.

Following the first Conference Committee meeting, usually held in conjunction with the winter board meeting, the Chair will schedule a site visit to tour the facility. All Conference Committee members should be invited to attend the tour; however, it is not required. The Chairs of the Facility, Vendors, Speakers, and Registration/Information subcommittees should be encouraged to attend the facility tour.

The Conference Committee Chair is responsible for providing updates to the OAMR Board regarding the conference status. A report will be filed or given at each Board meeting throughout the year. At the Spring Board meeting, the Chair will submit the conference agenda and all costs (including meals, give away items, conference bags, special event costs, etc.) associated with conference registration. The Board must approve the registration costs based on this information. A recommended Registration Form will also be provided. Upon approval, the Conference Committee Chair will provide the conference registration information and form to the OAMR Newsletter Committee and to the OAMR Internet Committee.

- B. Host Recorder- The Host Recorder will be the City Recorder from the conference site City or if that City Recorder is not an active member, the First Vice-President will appoint a Host Recorder from a neighboring City or the Region. The Host Recorder will assist the First Vice-President and Conference Subcommittees with various events such as the Opening Ceremony, Honored Guest Dinner, Special Events, and other local resources for the conference. The Host Recorder will also provide local area information for the conference bags. This information could include a map of the city, restaurant information, places of interest, or nearby retail outlets. The Host Recorder will be seated at the head table during opening ceremony to introduce the Mayor, or other dignitary giving the welcome address. The Host Recorder will also be invited to attend the Honored Guest Dinner for a brief welcome and provide general highlights of the host city.

- C. Subcommittees. Subcommittees of the Conference Committee and their related duties are outlined in this section. The Committee Chair (First Vice-President) is responsible for assigning subcommittee chairs and members to each subcommittee.

The subcommittees of the Conference Committee are: Registration and Information; Facility; Sponsors & Exhibitors; Speakers; Conference Materials; Hospitality, Transportation & Publicity; Special Events; and Finance.

#### 1. Registration/Information Subcommittee

This subcommittee is responsible for setting up, organizing, and covering the registration table prior to and during the conference. The registration table will track conference attendees, distribute conference materials, and serve as the centralized information desk during the conference. Coverage of the registration table should include the OAMR Treasurer, or a designated member of the Finance Committee to help Registration collect monies for various items, such as late registration fees, purchasing additional meal or event tickets, and collection of raffle ticket monies, auction items, and store sale receipts.

The Registration area should, at a minimum, include two (2) skirted tables, four (4) chairs, a trashcan, and access (when possible) to a power outlet.

#### Specific Responsibilities and Duties Include:

- Prior to the conference, the Registration Chair, or designee, shall work with the OAMR Treasurer and Conference Committee Chair to:
  - prepare the Registration Form for the Annual Conference. (Sample in Ex. 17). The form, both hard-copy and online versions, must include the following:
    - Name, Title, CMC./MMC, Municipality, Address, Email, Phone;
    - Attending:
      - Academy
      - Full Conference or one-day registration
      - Athenian
      - Cancer Walk
    - Guest Registration: name, meals/events attending
    - Other donations
    - Banquet meal choice and any dietary restrictions
    - If this is first Conference
    - If a new member
  - prepare a modified Registration Form for Sponsors/Exhibitors:
    - Name, address of business
    - If Sponsor, Exhibitor or both
    - Full name and title of conference attendee(s), with contact phone & email
    - Meals attending, including banquet
  - obtain a listing of attendees, and prepare the conference name badges, including the purchase of lanyards and/or ribbons if the supply is low, and meal tickets.

During set up for the Annual Conference, the Registration Subcommittee shall set up tables in a centralized location, designated by the Conference Committee and determined at the mid-year facility walk-through. Set up will include the assembly of the name badges, including attaching ribbons on the badges (i.e. board member, special guest, speaker, etc.) inserting the specified meal ticket, attaching or including the “First Timers” designation as provided by the Membership Committee, and assembly of Conference bags.

The registration table will include collection boxes for vendor door prize sheets, Plan Your Next Conference forms, and Conference Evaluation forms. Extra copies of the Business Meeting Packet, the Lost & Found bin, and forms for signing up for next year’s Committees, shall be located in the Registration area.

Once the conference bags are assembled, they shall be placed behind the registration table, along with any special bags/gifts (if given) for the first time conference attendees.

Registration shall be responsible for distributing the conference bags and for tracking attendees.

All Registration supplies must be inventoried at the conclusion of the conference, and copies of the inventory provided to the President and Secretary. The President shall select the Chair of Registration for the next conference, and assign the task of reordering necessary items, transportation and storage of Registration supplies.

The Registration area should also be the location for the collection of items donated to whichever community project is selected. This area should be separate from the Registration tables, but should include two (2) additional skirted tables, with information regarding the project placed on display, and some type of collection bins/boxes/tubs for receipt of items. The community project should be coordinated with and/or through the President, to include set-up, supplies, pick-up, and the invitation to lunch for the specific project recipient manager or their designee.

## 2. Facility Subcommittee

This subcommittee is chaired by the First Vice-President, who works with the Host Recorder, and is responsible for coordination of the facility during the annual conference. They will serve as the official contact between OAMR and the Facility Manager during the conference. The subcommittee will meet with the conference Facility Manager well in advance of the annual conference for a tour of the facility, overview of the contract arrangements, parking situation, room block dates and rates, meal selections, and discussion of the room assignments and configuration for sessions, meals, banquets, and other space necessary for the conference. Audio/video needs shall be addressed in conjunction with the Speaker subcommittee (Section 8).

### Specific Responsibilities and Duties Include:

The subcommittee will determine and disperse information to the conference subcommittees regarding the location and room configuration for educational sessions, meals, registration,

vendors, store merchandise, photographs, and any other displays needed for the annual conference.

The subcommittee selects the menu for each meal during the conference as well as refreshment breaks, based on conference budget allocations. As set forth in the Conference Facility Agreement, the subcommittee will provide meal counts to the Facility Manager, by a date determined by the Manager. Whenever a room configuration includes the use of a head table, request that it be placed upon risers, and those seated at the head table be served their meal first. When room permits, the Banquet shall include the head table on risers, with tables below, facing out, for the Region Directors (and guest, when applicable.) They shall be served their meals subsequent to the head table.

With information obtained from the Speaker subcommittee, arrangements will be made with the Facility Manager for all audio-visual needs, which shall include microphones for all sessions. Water will also be placed on tables for each of the session speakers and attendees.

The subcommittee shall have all display, vendor, and registration tables skirted for the conference.

### 3. Sponsors and Exhibitors Subcommittee

This subcommittee is responsible for securing exhibitors and soliciting businesses to help sponsor portions of the OAMR conference. Sponsor money is important to help defray costs associated with such events as the Meet and Greet, President's Reception, and Pre-Banquet Social Hour. The projected revenue from exhibitors and sponsors is included in the annual budget and sets out the goal level of exhibitors and sponsorship needed.

#### Specific Responsibilities and Duties Include:

The subcommittee will create/update a list of past, current and potential businesses and individuals who have sponsored/supported OAMR in the past. Contact should be made with the Host Recorder for business names and addresses in the local community that currently or previously worked with their municipality for potential exhibitors and sponsorships. An article should be placed in the OAMR newsletter and on the OAMR listserv asking the membership for suggestions for new exhibitors and/or sponsor contacts. Initial contact should be made with all potential exhibitors and sponsors no later than February. An example letter is included in Exhibit #22. Personal contact and follow up is encouraged. A letter of thanks should be sent to confirmed sponsors and a confirmation letter should be sent to registered exhibitors which outlines any additional conference information including: exhibitor meal policy, hotel information and conference schedule.

The subcommittee should tour the conference facility as early as possible to determine the amount of space available for exhibitors. Discuss with the conference facility manager the electrical, internet, table sizes, and other potential needs for the exhibitors.

The subcommittee will provide a list of secured sponsors and exhibitors to the Conference Materials subcommittee for inclusion in the conference handbook, as well as to the President for verbal recognition during the conference. In addition, the list of the sponsors and exhibitors is to be provided to the Internet Committee for posting on the OAMR website.

## **CONFERENCE:**

Exhibitors: During pre-conference set up, the subcommittee will assign tables to each of the exhibitors. The table should be set up in a location that accommodates their electrical or internet needs. A conference handbook along with the exhibitor name badges will be placed on each table. An exhibitor door prize sheet will be created and included in the conference information/bags. The exhibitor door prize should be secured from an exhibitor.

The subcommittee will produce a table tent sign for each of the conference vendors for the vendor lunch. Each vendor will be introduced at the lunch and given a brief opportunity for an overview of their product or services.

Sponsors: A sign denoting sponsorship shall be posted at each event/break which has been funded by assistance of a sponsor. The sign shall state who the sponsor is and the level of sponsorship provided.

Following the conference, the subcommittee will provide a list of sponsors and exhibitors to the President, who will send thank you letters to each of the sponsors and exhibitors, along with information on the location and dates for the next annual conference.

## 5. Speakers Subcommittee

This subcommittee consists of the OAMR Education Committee and any additional members to provide speakers for the opening session and educational sessions during the conference. (The annual Academy Session will be coordinated by the OAMR Education Committee.) The OAMR Education Chair or his/her designee, shall be the Chair of the Speaker Subcommittee.

### Specific Responsibilities and Duties Include:

#### Opening Session

The subcommittee will work with the Host Recorder and appropriate Region Director to secure opening session speakers. The opening session will include an invocation, presentation of the flags, singing of the national anthem, the pledge of allegiance, a welcome by the host city, and an optional keynote speaker or entertainment. If the keynote speaker will also be teaching an educational session, then the Speakers Subcommittee will coordinate this speaker. Each of these presentations should be made by local groups or dignitaries and of no cost to OAMR. It is optional to provide a small token gift to each and/or a complimentary breakfast, if served, to each. The Hospitality Subcommittee shall be advised of the number of gifts needed so purchases can be made.

The head table for the opening ceremony should accommodate the opening ceremony participants including the Host Recorder as well the OAMR President, First Vice President, and Second Vice President. Seats at the front of the room should be reserved for the remaining OAMR Board members and the Honored Guests. The Conference Materials Subcommittee shall be advised of all speakers including: name, title and when speaking so that name placards can be made.

If a keynote speaker is desired, it should be coordinated with the Conference Chair to ensure there is enough time scheduled. If a fee is paid for a keynote speaker, it should be included and approved in the overall conference costs.

### Educational Sessions

The subcommittee will review the prior year "Help Plan Your Conference" evaluation form to determine the interests and topics for the educational sessions. Based upon the space available at the conference facility, general and concurrent session topics should be selected and speakers of expertise sought. The subcommittee should monitor the conference budget for speaker expense allocation and is encouraged to seek instructors who will not charge a speaking fee or use panels of experienced City Recorders when appropriate. Speaker expense guidelines are outlined in OAMR Finance Policy 2.5.

The subcommittee is responsible for securing names and requirements of all speakers. When speakers have been secured, the subcommittee will send an email confirming the date, time, and topic of the session, obtain biographies of each speaker, secure session materials, and audio visual needs. Audio visual needs will be relayed to the facility subcommittee.

The subcommittee will prepare and display conference session signs near the entrance to each room. If the speaker will not provide copies of their materials for the session, the subcommittee should arrange for copies to be made. The subcommittee shall prepare a certificate of appreciation for each of the speakers, which will be signed by the Education Committee Chair and the OAMR President. A small gift will be provided for each speaker. Coordinate gift purchase with hospitality subcommittee.

The subcommittee shall prepare folders for each speaker which includes; speaker certificates of appreciation, bios for introduction, hand out materials (if not provided by the speaker) and any miscellaneous items pertinent to the specific speaker. The Hospitality Subcommittee will provide a gift for each speaker.

The subcommittee shall arrange for a convener for each session. Conveners will be given the speaker folder outlined above. The convener shall greet the speaker upon arrival, direct the speaker to the location of the session, and assure all audio visual needs are in place and working. At the designated time, the convener will begin the introduction and provide any additional assistance needed by the speaker.

Upon conclusion of the conference, the subcommittee:

- will provide a list of non-education session speakers to the President who will send a thank you letter to the speaker. A sample letter is included in Exhibit #20.
- shall produce OAMR Conference Attendance certificates; the OAMR Treasurer will forward a list of the conference attendees after conclusion of the conference to the subcommittee chair.

### 6. Conference Materials Subcommittee

This subcommittee shall be responsible for the production of the conference handbook, conference forms, name tents, and certificates.

## Conference Handbook

The conference handbook will include:

- a welcome message from the OAMR President;
- a detailed conference agenda;
- conference information;
- OAMR Executive Board;
- Honored Guests;
- Past OAMR Presidents;
- OAMR Conference Committee list;
- Sponsor list;
- Exhibitor list;
- New IIMC Certifications (CMC-MMC);
- OAMR Special Recognition (past year Recorder of the Year and President Award winners);
- OAMR Mission and Goals;
- OAMR scholarship program awardees;
- Information about the local non-profit outreach project; and
- a map of the facility.

A separate agenda program may be prepared for the conference opening session.

## Conference Forms

The subcommittee shall produce the Conference Evaluation form, Plan Your Next Conference form, and the OAMR Committee signup sheets.

## Certificates

The subcommittee shall produce certificates for all OAMR committee members and any other certificates requested by the OAMR President.

## Name Tents

The subcommittee shall produce all name tents for the opening ceremony, lunch head table, business meeting, and banquet.

For the opening ceremony, name tents shall be prepared for all participants, including local officials; the Keynote Speaker; the Host Recorder, the OAMR President, 1<sup>st</sup> Vice-President, and the 2nd Vice President.

For the lunch head table, name tents shall be made for the OAMR President, 1<sup>st</sup> Vice-President, and 2nd Vice President and any other participants in that lunch agenda.

For the business meeting, table tents will be displayed on each table for each of the seven regions (some regions may require 2-3 tables & signs depending on the size of the region), the OAMR Executive Board members, and Special Guests.

For the banquet, name tents shall be produced for the incoming OAMR Executive Board members (a separate table tent if Region Directors are not sitting at the head table), Honored Guests, OAMR Past Presidents, and Reserved signs for the award recipient tables.

#### 7. Hospitality/Transportation/Publicity Subcommittee

This subcommittee is responsible for coordinating any requests for sharing of hotel rooms for conference attendees, publicity for the annual conference, purchase of gifts for conference participants, and assisting the OAMR President with hospitality and transportation needs for the out of state/honored guests.

##### Specific Responsibilities and Duties Include:

The subcommittee will provide an article for the OAMR newsletter offering assistance in coordinating room share. When assistance is requested, the subcommittee will match potential roommates.

The subcommittee will provide conference information for the IIMC newsletter/website, the League of Oregon Cities newsletter/website, and the OAMR website.

If the OAMR President determines a gift will be provided to the honored guests, this subcommittee will provide assistance. The gifts will be assembled, wrapped and delivered to the hotel desk to be placed in each of the guest rooms prior to their arrival. A welcome note from the President, including an itinerary of conference events, should be included with the gift. In addition, the subcommittee will purchase gifts for the honored guest dinner, opening session participants, Host Recorder, speakers, business meeting parliamentarian, banquet installing officer, and any other gifts requested by the OAMR President. Refer to the OAMR Expense Policy for gift guidelines.

The subcommittee will coordinate transportation to and from the conference site for the honored guests. Transportation may be provided by a hotel shuttle or OAMR members. Information regarding travel itineraries can be obtained from the OAMR President.

#### 8. Special Events Subcommittee

This subcommittee is responsible for planning and decorating for all special events, including the President's Reception (coordinated by the First Vice President), pre-banquet social hour, Honored Guest dinner, and the OAMR Banquet.

##### Specific Responsibilities and Duties Include:

###### Honored Guest Dinner

With assistance from the President and Host Recorder, the subcommittee will select a local restaurant or venue to host the dinner. This event will include the honored guests, OAMR Board, and the Host Recorder (approximately 20-25 people). After the facility is selected, choose a menu item with two or three selections. If decorations are needed and allowed by the facility, they should be oriented toward the conference theme. If a small gift or token from the conference city is given, it shall be wrapped, and placed at each place setting.

Provide the OAMR President with location and menu information at least 6 weeks prior to the conference. Coordinate transportation with the conference facility or arrange for carpooling.

### President's Reception

This event should be coordinated with the First-Vice President, who serves as the host for this event. Determine the location for this event - at the conference facility or another local venue. Work with the facility manager on catering options for dinner. The cost of this event can be charged separately on the registration form or funds may be allocated in the OAMR budget for this event. Arrange for transportation if the event is held away from the conference site. After checking with the facility on decoration guidelines, decorate the facility for the event. Purchase a guest book and corsage for the OAMR President. Provide information on the event to the Conference Materials Subcommittee. Arrange with the OAMR Newsletter committee to take pictures at the event. At the conclusion of the event, clean up the facility.

### Conference Banquet

Coordinate the set up of the room with the First Vice-President and facility manager. This will include the placement of the head table for the OAMR Board, a no-host bar area, silent auction tables, raffle basket tables, and photo area. The OAMR First Vice-President will select the banquet meal when other conference meals are chosen. Decorations should be oriented towards the conference theme or a theme chosen by the President. Decorations such as center pieces can be used as door prizes or used as a silent auction item.

Provide corsages for the incoming and outgoing board, current president, Host Recorder, Installing Officer and honored guests in attendance at the conference. Invite a local pastor or OAMR member to open the banquet with an invocation or few words of inspiration. Banquet seating at the head table is outlined in exhibit 11. If a two-tiered head table is not available a table near the front of the room should be reserved for Region Directors. Provide names of incoming board members and their guests to the Conference Materials subcommittee for preparation of name tents. Reserved signs should be placed on tables for the guests of the award winners, past presidents, and honored guests. A banquet program is prepared and placed at each place setting.

The information for the program is coordinated with the President. A sample program can be seen in exhibit #01. The incoming President shall select the installing officer. The installing officer should be seated near the head table. A small gift for the installing officer may be given by the Incoming President. The oath of office forms are prepared by the Nominating Committee. A pre-banquet social hour is traditional, along with a no-host bar. During this time, the Special Projects/Fundraising Committee will hold a silent auction.

## 9. Finance Subcommittee

This subcommittee will be chaired by the OAMR Treasurer and will be responsible for all incoming and outgoing monies associated with the conference. The subcommittee will coordinate with other conference subcommittees regarding the distribution of registration information, track revenue for the Fundraising/Special Projects Committee, and payment of invoices for conference-related expenses.

Specific Responsibilities and Duties:

When conference registrations are submitted, the subcommittee will provide a copy to the Conference Chair, Registration/Information Chair, Education Chair, and Fundraising/Special Projects Committee Chair. If a registration includes an order for a permanent name badge, the information is to be sent to the Membership Committee Chair for placing of the order.

During conference set up, arrange for an area at the registration table to collect late registration fees, purchase of additional meal or event tickets, and collect monies from the sale of raffle tickets, silent auction, and store items.

Review and pay all conference invoices.

Prepare a list of conference attendees for placement in the digital conference packet and the conference information board.

Forward list of confirmed conference attendees to Conference Materials subcommittee chair.

## Theme Ideas

A World of Opportunities  
A Whole New World  
A Celebration of Success  
Anything is Possible  
Back to the Future  
Back On Top  
Becoming Agents of Change  
Better and Consistent  
Beyond All Limits  
Breakthrough To Excellence  
Breaking Barriers  
Breaking Down Barriers  
Breakthrough Performance  
Building on the Best  
Building for the Future  
Commitment to Excellence  
Creating Customer Connections  
Creating Connections-Building Bridges...Together  
Charting the Course  
Discovering Natural Treasures  
Dedicated To Your Success  
Develop the Possibilities  
Discover the Difference  
Don't Stop Believing  
Evolving With Our Business  
Everything Counts  
Expect the Best  
Exceeding the Vision  
Explore the Possibilities  
Exploring the Possibilities  
Facing the Future - Together  
Facing Forward  
Facing the Challenges  
Focus on Success  
Focus on the Future  
Getting It Done  
Getting You Prepared for 200\_  
Got Momentum  
Growing Your Business  
Great Expectations  
Higher, Faster, Stronger  
It Starts with Us  
Igniting Team Spirit  
Ingenuity @ Work  
Innovate, Integrate, Motivate  
Innovation Integration  
Journey To the Top  
Leadership Next: Defying Gravity  
Leadership: Share the Vision  
Leadership: Precision & Performance  
Leadership Challenge  
Leading the Way  
Leadership: Sharing the Vision  
Meeting the Challenge  
Making a Difference  
Make Every Connection Matter!  
Millennium: Honoring the Past, Treasuring the Present, Shaping the Future  
Navigating the Future  
Next Generation Leadership  
People, Process & Performance  
Peak Performance  
Partners in Excellence  
People, Purpose & Passion: The Pathway to Success  
Partners in Progress  
Pride and Performance  
Portraits of Success  
Power of the Past – Force of the Future  
Peak Performance  
Power Up!  
Quality Connections Ready, Set, Grow  
Right time - Right now  
Sharing Solutions  
Share the Vision  
Shaping the Future  
Success Oriented  
Shoot for the Stars  
Strategies for Success  
Service You Can Trust  
Together Towards Tomorrow  
The Challenge of Change  
The Power of You  
The \_\_\_\_\_ Experience  
The Pride and the Promise  
The Power of Performance  
The Future is Today  
The Measure of Tomorrow  
Taking Charge of Change  
Today's Vision: Tomorrow's Reality  
Think Big  
Take Action  
Understanding What's Important  
We Create Opportunity  
We've Got the Power  
Winning Together  
Working Together Wins  
Yes We Can  
Your Most Important Asset – People

# Report for 2020 OAMR Conference Evaluation

## Response Counts

Completion Rate:

100%



Complete



37

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Totals: 37

1. Athenian Leadership Dialogue 1: Creating Magic – 10 Common Sense Leadership Strategies from a Life at Disney by Lee Cockerell Speaker: Dr. Jane Long Monday, Sept. 21, 2020 - Tuesday, Sept. 22, 2020, 8:30 A.M. to Noon

	Poor	Fair	Good	Very Good	Excellent	Not applicable	Responses
Style of Presentation Count Row %	0 0.0%	2 7.7%	5 19.2%	3 11.5%	7 26.9%	9 34.6%	26
Command of Subject Count Row %	0 0.0%	1 3.8%	2 7.7%	4 15.4%	10 38.5%	9 34.6%	26
Overall Rating Count Row %	0 0.0%	1 3.8%	5 19.2%	3 11.5%	8 30.8%	9 34.6%	26
Responsive to Questions Count Row %	0 0.0%	1 3.8%	2 7.7%	1 3.8%	13 50.0%	9 34.6%	26
Clarity of Concepts Count Row %	0 0.0%	1 3.8%	2 7.7%	3 11.5%	11 42.3%	9 34.6%	26
Usefulness of Information Count Row %	0 0.0%	1 3.8%	2 7.7%	5 19.2%	9 34.6%	9 34.6%	26
Audio Visuals Count Row %	0 0.0%	2 8.0%	4 16.0%	2 8.0%	7 28.0%	10 40.0%	25
Handouts Count Row %	0 0.0%	2 8.0%	3 12.0%	2 8.0%	5 20.0%	13 52.0%	25
Totals Total Responses							26

## 2. Other Comments on Athenian Leadership Dialogue 1?

ResponseID	Response
3	Really enjoyed the ability to attend virtually.
5	I learned a lot and thoroughly enjoyed it
9	I was surprised how quickly the sessions seemed to go by.
11	I thoroughly enjoyed this book. I really liked Dr. Long's style of delivery, and I felt the zoom platform worked really well.
13	Difficult session
16	I wish the session would have been more interactive. It felt more like a lecture in many ways. There were times I lost interest and did a lot of clock watching. However, I did enjoy the leadership lessons in the book and learned quite a bit.
18	Dr. Jane Long was very kind and I appreciated her presentation. My condolences to her for the lose of a parent, I am sure this made it all the more difficult to present as normal but she did a nice job. It could have been more interactive but I still learned a lot and appreciate it.
25	N/a
26	We did not do a lot of dialog. We went over the book, subject by subject. I was not a fan of the way it was presented.
36	Was not as discussion oriented as other ALD's I have attended. Still waiting on a Certificate of Attendance. No response from emails requesting it.

3. Athenian Leadership Dialogue 2: Mandela's Way: Lessons on Life, Love, and Courage, an autobiography by Richard Stengel about Nelson Mandela Speaker: Mary Lynne Stratta Wednesday, Sept. 23, 2020 - Thursday, Sept. 24, 2020, 8:30 A.M. to Noon

	Poor	Fair	Good	Very Good	Excellent	Not applicable	Responses
Style of Presentation Count Row %	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14 56.0%	11 44.0%	25
Command of Subject Count Row %	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14 56.0%	11 44.0%	25
Overall Rating Count Row %	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14 56.0%	11 44.0%	25
Responsive to Questions Count Row %	0 0.0%	0 0.0%	0 0.0%	0 0.0%	13 54.2%	11 45.8%	24
Clarity of Concepts Count Row %	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14 56.0%	11 44.0%	25
Usefulness of Information Count Row %	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14 56.0%	11 44.0%	25
Audio Visuals Count Row %	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14 56.0%	11 44.0%	25
Handouts Count Row %	0 0.0%	0 0.0%	0 0.0%	1 4.0%	13 52.0%	11 44.0%	25
Totals Total Responses							25

#### 4. Other Comments on Athenian Leadership Dialogue 2?

ResponseID	Response
3	Really enjoyed the ability to attend virtually.
5	Very fun and engaging
9	I was attending as the technical assistant, as I have already completed this by another facilitator. I'm glad I did - the refresher was great and I got additional pieces to apply in my job.
11	I really liked the breakout rooms. It was a surprise to find out who was in the room with you, and a great way to meet new members, and participants from out of state.
16	Mary Lynne has the ability to engage everyone into the conversation. The breakout groups were excellent and provided us the ability to work in small groups and then take our thoughts to the larger group. Her command of the subject, the extra tidbits of knowledge gained from her trip to South Africa, and always her sense of humor make the ALD's most enjoyable.
18	Mary Lynne keeps me on my toes! I appreciate her style, it worked well over Zoom and I look forward to many more dialogues with her.
20	Mary Lynne is great!
26	Another great dialogue.
30	I did not attend Athenian Leadership Dialogue 2
36	Great ALD.

5. Academy 1: "Dealing with People You Can't Stand and How to Bring Out the Best in People at Their Worst" Speaker: Dr. Rick Brinkman Monday, Sept. 21, 2020 - Tuesday, Sept. 22, 2020, 1:00 P.M. to 4:30 P.M.

	Poor	Fair	Good	Very Good	Excellent	Not applicable	Responses
Style of Presentation Count Row %	2 6.1%	1 3.0%	8 24.2%	11 33.3%	9 27.3%	2 6.1%	33
Command of Subject Count Row %	1 3.2%	0 0.0%	2 6.5%	10 32.3%	17 54.8%	1 3.2%	31
Overall Rating Count Row %	1 3.1%	2 6.3%	4 12.5%	10 31.3%	14 43.8%	1 3.1%	32
Responsive to Questions Count Row %	1 3.1%	1 3.1%	3 9.4%	8 25.0%	18 56.3%	1 3.1%	32
Clarity of Concepts Count Row %	1 3.1%	1 3.1%	5 15.6%	11 34.4%	13 40.6%	1 3.1%	32
Usefulness of Information Count Row %	1 3.1%	1 3.1%	4 12.5%	10 31.3%	15 46.9%	1 3.1%	32
Audio Visuals Count Row %	1 3.1%	3 9.4%	2 6.3%	17 53.1%	7 21.9%	2 6.3%	32
Handouts Count Row %	1 3.3%	3 10.0%	2 6.7%	12 40.0%	10 33.3%	2 6.7%	30
Totals Total Responses							33

## 6. Other Comments on Academy 1?

### ResponseID Response

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3 Really enjoyed the ability to attend virtually.

6 Would like to have had more specific examples

7 Very engaging and interesting. Will put to use both in professional and personal life.

18 The topic is super useful but the presentation was not at all interactive so I don't think the tools are very helpful. Most people will not practice them, and will forget it quickly. I think he could have shrunk the material down and allowed us to practice and discuss. Many people seemed checked out, I struggled to stay focused.

19 Sometimes it was hard to follow him.

22 REALLY enjoyed! Would love to hear it again - a lot of great concepts to ponder. Very helpful in professional and personal life. I wasn't expecting this to be so good. The information was practical and timely. Thank you!

24 He was a terrible speaker, yelling and making weird noises.

27 I was rather bored by Dr. Brinkman, maybe it was just the Zoom Format. I like the breakout rooms.

30 Enjoyed class.

31 Very useful information!

32 Very helpful for knowing how to communicate with different personalities.

33 virtual has pros and cons but he pulled it off just fine

36 Didn't attend.

37 I wish he would have used examples that more directly were in relation to a City Records/Clerk job. The whole prison example made it a bit hard to follow.. It's always good when presenters can connect what they are talking about to the group they are talking to 'directly' using relevant examples.

7. Academy 2: "Policy and Procedure Writing" Speaker: Jordan Peabody  
 Wednesday, Sept. 23, 2020 - Thursday, Sept. 24, 2020, 1:00 P.M. to 4:30 P.M.

	Poor	Fair	Good	Very Good	Excellent	Not applicable	Responses
Style of Presentation Count Row %	1 3.4%	2 6.9%	8 27.6%	10 34.5%	6 20.7%	2 6.9%	29
Command of Subject Count Row %	0 0.0%	0 0.0%	1 3.6%	10 35.7%	16 57.1%	1 3.6%	28
Overall Rating Count Row %	0 0.0%	2 7.1%	5 17.9%	11 39.3%	9 32.1%	1 3.6%	28
Responsive to Questions Count Row %	0 0.0%	1 3.6%	1 3.6%	10 35.7%	15 53.6%	1 3.6%	28
Clarity of Concepts Count Row %	0 0.0%	0 0.0%	7 25.0%	9 32.1%	11 39.3%	1 3.6%	28
Usefulness of Information Count Row %	0 0.0%	0 0.0%	5 17.9%	13 46.4%	9 32.1%	1 3.6%	28
Audio Visuals Count Row %	0 0.0%	2 7.1%	9 32.1%	10 35.7%	6 21.4%	1 3.6%	28
Handouts Count Row %	0 0.0%	2 7.4%	7 25.9%	10 37.0%	7 25.9%	1 3.7%	27
Totals Total Responses							29

## 8. Other Comments on Academy 2?

### ResponseID Response

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3 Really enjoyed the ability to attend virtually.

18 This was a great topic but the presentation style was not great. He really went into more depth than was necessary to get the gist across. Time to interact probably would have been more helpful for myself and the rest of the audience.

22 I couldn't attend the second day, due to health reasons, but I do enjoy hearing from Mr. Peabody on his area of expertise. I wish he would have focused less on the introduction and gotten quicker into the practical aspects. He wanders a bit and over-explains his examples but the concepts and ideas are useful.

25 Good

26 Too much information for the amount of time in class.

27 I would like to receive all information, or purchase the book.

30 Good class and I learned a few items that are useful in my everyday work.

32 Very helpful to consider how you're writing for people to understand.

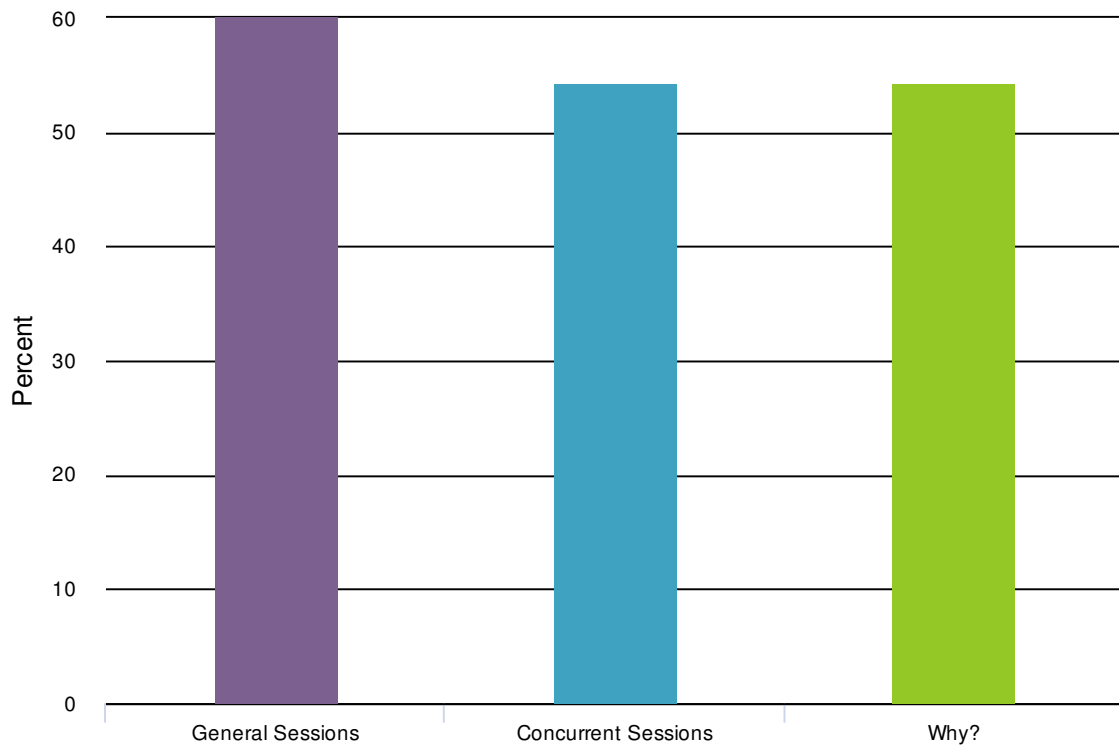
33 helpful, thanks




36 Didn't attend.

37 I've attended two other presentations by Jordon - he definitely knows the subject material! Hard to do these kinds of things virtually, but it worked.

38 Was unable to download the handouts.

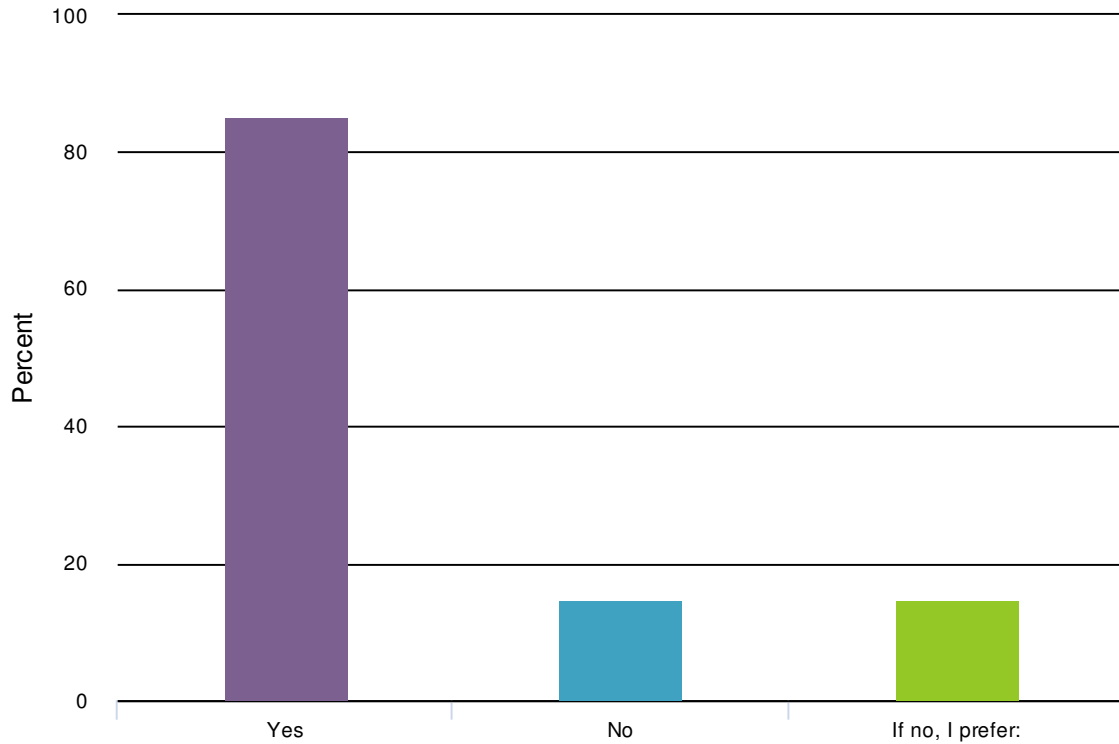
### 9. Do you prefer general sessions or concurrent sessions?



Value		Percent	Responses
General Sessions		60.0%	21
Concurrent Sessions		54.3%	19
Why?		54.3%	19

Why?	Count
no preference	2
Able to focus on different experience levels.	1
Allows me to attend any/all sessions I'm interested in.	1
I am okay with either!	1
I checked both because it depends on whether it is virtual or face to face, due to number of people in sessions.	1
I don't mind either.	1
I like General Sessions if it means pooling money to hire excellent speakers. ELGL or OCMA have great keynotes and I would love for OAMR members to have access to those quality speakers, too.	1
I like either/both :)	1
I like having the ability to choose from several different sessions	1
I like when everyone learns together.	1
I normally prefer concurrent sessions so you can choose the topics that are most valuable to you. However, in the virtual realm, I do think General is the most efficient and cost effective.	1
I'm okay with either no preference.	1
Shorter sessions	1
Sometimes there are more than one I want to take at the same time so if I can only take one, I'm missing out	1
There were no general sessions this year...correct? Smaller sessions work better oftentimes, since they're more intimate.	1
Variety of Questions being asked is helpful	1
both have value	1
opportunity to work in smaller groups	1
Totals	19

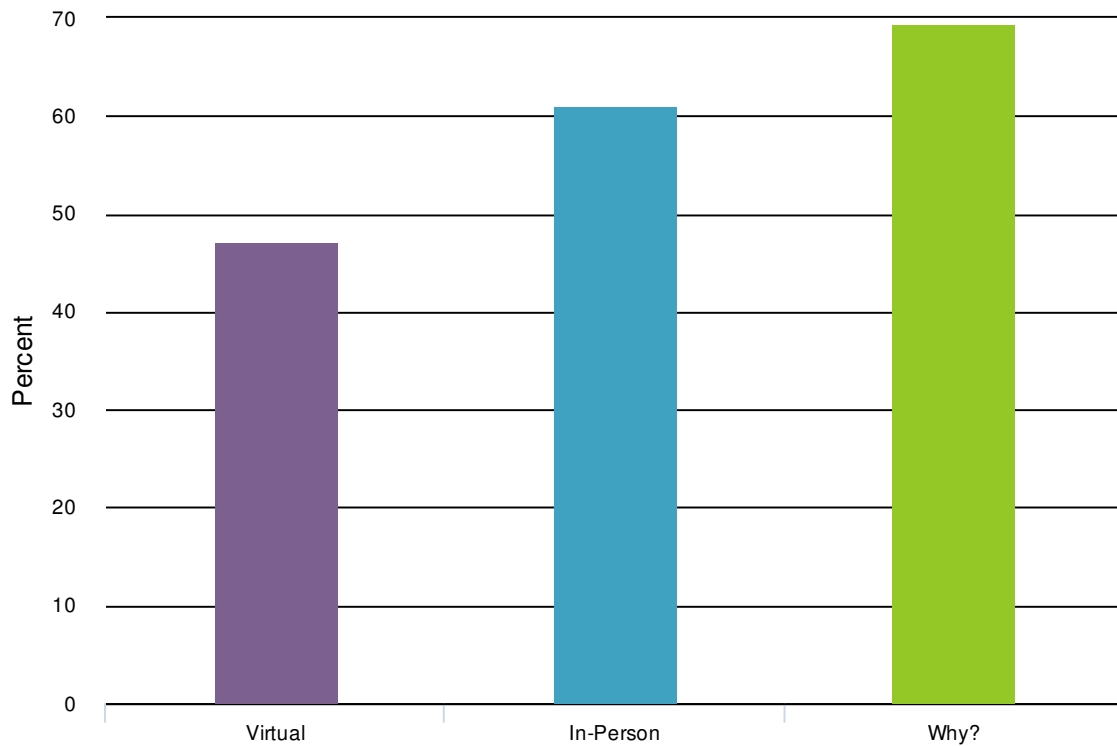
10. Did you like the length of classes offered during this conference? If not, what would you prefer?



Value	Percent	Responses
Yes	85.3%	29
No	14.7%	5
If no, I prefer:	14.7%	5

If no, I prefer:	Count
1 to 1-1/2 hours total	1
2 hour session is more feasible in a virtual setting. I got tired of looking at myself all week. lol	1
I thought the classes worked okay for being a virtual conference, though I wish there were more scattered mini breaks to get up and stretch/go to the bathroom.	1
I would have preferred whole days rather than half days	1
for virtual, needs to be shorter	1
Totals	5

## 11. Do you prefer virtual or in-person sessions?



Value	Percent	Responses
Virtual	47.2%	17
In-Person	61.1%	22
Why?	69.4%	25

Why?	Count
Although we used all the technology available, there is an advantage to being able to communicate on a direct person-to-person level.	1
Both have pros. Virtual because is less money and time away from family/home town. In-Person because you get a better presentation of the material being covered.	1
Easier for me to attend. I live alone and travel isn't convenient because of my pets. It's also cheaper so I have been able to attend more trainings for less money.	1
I don't mind a one day event, like the Mid Year. We need to meet in person, we all miss the hugs.	1
I feel we learn more by being in the same room together. There was some chatter at break time but nothing like being together in the same room. I hope we can go back to in person training next year.	1
Totals	25

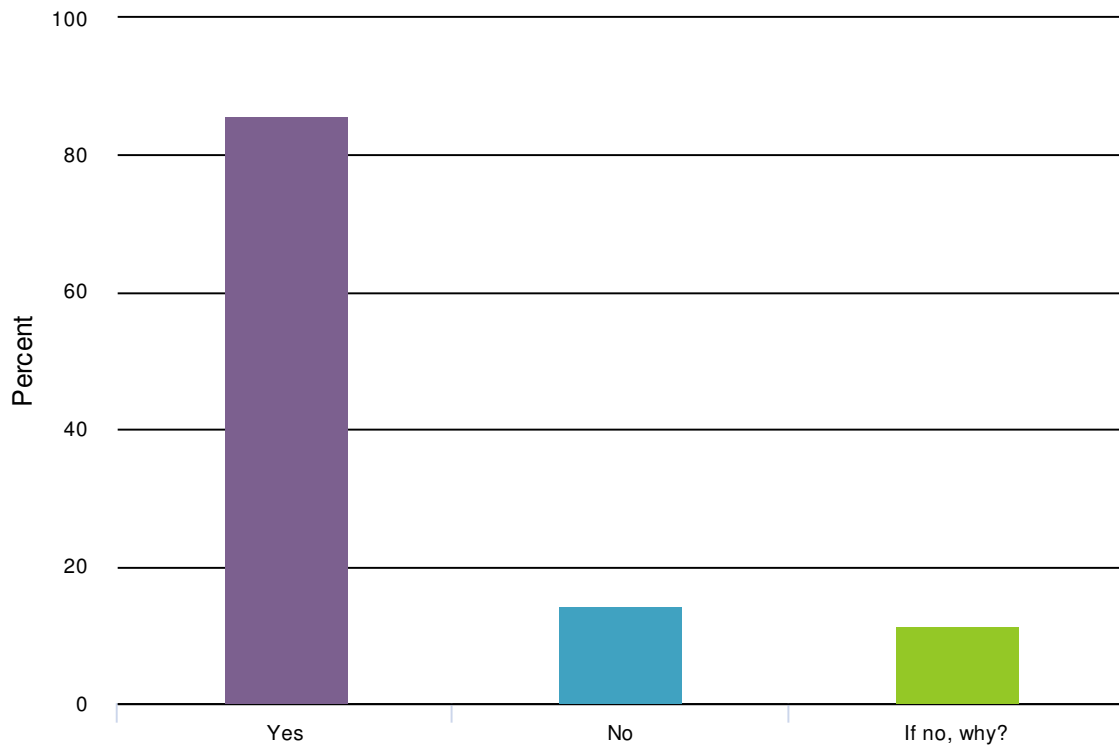
Why?	Count
I greatly enjoyed being able to do my regular job as well as attend the training sessions.	1
I kind of like it both ways. It was very nice being in my own surroundings, but I missed everyone.	1
I like both	1
I like virtual for now or virtual options. Getting together in-person is ideal when the pandemic is over. It is much easier to connect socially and you're more immersed in the experience. Virtual is a great option for city's with limited budgets or poor weather conditions.	1
I missed the back and forth, and being able to get up and move.	1
I really value the networking of in-person sessions. Plus I lost connection a couple times and had to come back in. However, I do think virtual was the best thing to do in this instance.	1
Il missed seeing everyone in person, and mingling, catching up and networking.	1
In person is provides a better connection with the presenter and participatns, but given COVID I'm glad we have virtual as an alternative.	1
It is less expensive and does not take away time from my family.	1
It's easier to interact and stay engaged.	1
Just not the same - too easy to get distracted	1
Like both. Miss being with people though.	1
There should be an option for "Either" as a response. I think a lot of people prefer in-person, but are happy with virtual. Virtual opens up opportunities for members in small communities, and people from out of state (which helps the bottom line).	1
Vitrual costs are much easier on our budget. Also allows me to attend conferences I wouldn't normally get to go to because of travel expenses.	1
We all miss in-person! Hopefully the world allows us to return soon! Breakout sessions or other interactive elements may help more with virtual sessions.	1
both	1
both. Sorry, not helpful.	1
it depends on the subject	1
more able to focus on what is being presented	1
Totals	25

<b>Why?</b>	<b>Count</b>
no travel involved, didn't have to miss as much work	1
Totals	25

12. Please give us your overall rating of the following:

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	Responses
Overall Conference	0	0	4	13	17	34
Count	0.0%	0.0%	11.8%	38.2%	50.0%	
Row %						
Schedule						
Count	0	0	4	13	14	31
Row %	0.0%	0.0%	12.9%	41.9%	45.2%	
Totals						
Total Responses						34

### 13. Did you attend the Business Meeting?



Value	Percent	Responses
Yes	85.7%	30
No	14.3%	5
If no, why?	11.4%	4

If no, why?	Count
I don't work Fridays.	1
It was my day off. If I was onsite, I would have attended before going home.	1
dental appointment	1
only able to attend the first 45 minutes	1
Totals	4

14. Any suggestions for upcoming conferences, educational topics, or otherwise?

**ResponseID    Response**

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3                    Keep up the great work!!

5                    I enjoyed this format. The breaks and length of sessions worked really well. I was able to do this from home, which I really enjoyed

6                    Now that we know how well this worked, I would love to see more concurrent sessions to choose from! Great job on successfully putting this together!

9                    Once COVID restrictions are lifted, try to find a way to have some sort of hybrid (live/zoom) classes for those that might not be able to attend in person, due to distance, etc.

12                   I missed seeing everyone in person, but enjoyed the ability to do my job as well as attend the sessions. I enjoyed virtual learning

14                   I think I might like the ALD and general sessions all in one day, instead of split into two days. Since I have not experienced that virtually, I might not like it!

17                   Comment - This was a GREAT first virtual conference. Very well done. Many thanks to all involved!!

18                   The role of clerk is so varied and expansive, I think the topics directly related to our work like writing policies or ordinances are great. But we could also branch out to other issues that recorders can lead on or may be involved with in some way. Examples include Diversity, Equity and Inclusion issues, Steve Eberlein Earthquake Preparedness or cyber security for records.

20                   Thank you education and conference committees for a great offering under the circumstances!!!

## ResponseID Response

22 I understand this year was different, and I appreciate the effort put in to still hold a conference. But I did notice that the records element was lacking. It didn't feel much like a recorder's conference without a session on records. Having two ALDs was unique, but I would like to see more records covered next time -- especially as technology continues to advance and change, not having records discussions seems a bit like a lost opportunity for a city recorder's annual conference. We all wear different hats, but keeping records unites our organization - I don't want us to lose sight of that. Also - if we are going to be virtual again, it'd be neat if there was a way that we can do our own breakout sessions on conference time. If there was a way we could connect with colleagues around the state on a more informal basis to chat about similar problems and brainstorm ideas. Maybe that's individual breakout rooms or a reddit-style blog that people can comment on (without having to have a ton of back and forth emails on a listserv). I have always believed that the MOST valuable time spent at these conferences is networking and informally working through ideas together. Having a way to do this virtually - at least to a small degree - would greatly improve the online conference experience. Again, great job on pulling this together in an unpredictable and unprecedented time. We are all doing our best. And I hope the person reading this is doing okay and remembers to take time to themselves. Take care!

28 Best practices for electronic meetings. Public Records Requests

31 I would like for us to consider Eugene for the 2022 conference since we didn't get to go there this year. I always appreciate sessions about advances in technology to help us better manage records (e.g. texts, social media, video, etc).. Sessions about effectively interacting with people are good, too. When we get in-person conferences, I hope we will continue to have a social gathering opportunity in the evening so new people can get to know fellow OAMR members in a non-class setting. Fun for long-time members to socialize, too!

32 Thank you to everyone who put in extra time and effort into making this conference successful! Nothing is the same right now but I appreciated being able to have that connection and education.

33 Keep up the good work. This was a tough year.

37 I really hope we are able to hold our conference in person in 2021 - seeing everyone and networking is a huge part of the event and what I get out of it.

39 This year was hard because of the pandemic so I think the conference was just "different" and nothing could have changed that. As for topics, it is tough to choose something that speaks to everyone. Workplace environment and personalities are topics that I look forward to. Anything to promote positivity and growth will help strengthen office culture. Different ages, personalities and opinions are always going to exist. Having the skills to navigate through this professionally is invaluable.