



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING**

Friday, November 15, 2019

1:00 P.M.

Tualatin Public Library Community Room

18878 SW Martinazzi Ave., Tualatin

Conference Call

Phone: 605-313-6007

Access Code: 254519#

AGENDA

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

VI. Other Business

- A. Review of Finance Policy (attached)
- B. Formation of Conference Planning Manual Ad-hoc Committee
- C. Review Sponsorship Packages and Exhibitor Fees (attached)

VII. Future Meetings

- A. February 21, 2020 @ 1:00 P.M., Keizer City Hall
- B. April 2, 2020 @ 2:30 P.M., Valley River Inn, Eugene
- C. September 18, 2020 @ 8:00 A.M, Valley River Inn, Eugene

VIII. Adjourn

Meetings prior to Board meeting:

- 10:00 am Special Projects/Fundraising Committee
- 11:00 am Conference Committee
- 12:00 pm Lunch on your own



OAMR BOARD REPORT

PRESIDENT'S BOARD REPORT

Meeting Date: November 15, 2019
Source of Item: President's Report

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

ISSUE STATEMENT

None

BACKGROUND

We had a wonderful Annual Conference in Bend! The facility was fabulous as was the staff! The educational sessions were excellent, as they always are! We had a great attendance from our members! This year, **Robyn Christie of Bend** won the **Recorder of the Year Award** and **Nancy Parker of Athena** took home the **President's Award of Distinction!** Congratulations to both of you! Well-deserved!

The membership voted on the conference site for the 2021 Conference and the Best Western Agate Beach Inn in Newport won the bid. They are excited to have us back. We were there in 2017.

Items on the 11/15/19 Board Agenda for discussion:

- **Review of Finance Policy** – This is our annual review of the Finance Policy. One of the things proposed is to have a credit card account for the President and Treasurer to carry. There are a lot of expenses that the President has. Rather than expecting the President to front all the expenses and then ask for reimbursement, it would be better to place expenses on the charge card and submit receipts. This way no member has to bear the burden of spending their own money and then getting reimbursed. (Finance Policy attached to end of this Board Packet)
- **Conference Manual Update** – It is time to review the Conference Manual and get it updated. It hasn't been updated since 2015. I am looking for volunteers to form an Ad Hoc Committee to update the manual. I also would like to see a Conference Siting Subcommittee formed under the Conference Committee that stays static from year to year so that experience and knowledge can carry over.
- **Review Sponsorship Packages and Exhibitor Fees** – It's been awhile since the packages and fees have been reviewed and updated. Expenses have increased for our conferences and it is important that we raise exhibitor fees, but at the same time, we want to make sure that our sponsors and exhibitors know how much we appreciate them. (Forms attached to end of this Board Packet)

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

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

SUGGESTED MOTION

None

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: November 15, 2019
Source of Item: OAMR Treasurer

Contact: Melissa Thompson-Kiefer, CMC
Contact Telephone Number: 503-368-5627
Contact E-Mail: recorder@ci.nehalem.or.us

ISSUE STATEMENT

Financial Reporting for the Fiscal Year 2018-2019 ending October 31, 2019.

BACKGROUND

OAMR ended the 2018-2019 fiscal year with income exceeding expenses.

Income from Membership dues, Academy sessions and Annual Conference registration exceeded budgeted amounts, and reflect a \$10 increase in membership dues and \$50 increase in Annual Conference registration fees. Expenses for Academies and the Annual Conference exceeded budgeted amounts, but were offset by much higher than budgeted revenue from Sponsors.

OAMR raised over \$10,599 for education scholarships.

End of year financial reports attached.

ATTACHMENTS

Budget vs Actual Report – October 31, 2019
Profit and Loss Report – October 31, 2019
Balance Sheet – October 31, 2019

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

	Nov '18 - Oct 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	10,825.00	9,000.00	1,825.00	120.3%
Annual Athenian Dialogue	1,170.00	1,000.00	170.00	117.0%
Mid-Year	11,895.00	10,000.00	1,895.00	119.0%
Mid-Year Athenian Dialogue	2,175.00	2,000.00	175.00	108.8%
Total Academy/Education Session	26,065.00	22,000.00	4,065.00	118.5%
Annual Conference Revenue				
Exhibitors	3,575.00	3,500.00	75.00	102.1%
Registration	37,508.00	27,000.00	10,508.00	138.9%
Sponsors	9,450.00	5,000.00	4,450.00	189.0%
Total Annual Conference Revenue	50,533.00	35,500.00	15,033.00	142.3%
Cash Carried Forward	59,096.63	42,065.00	17,031.63	140.5%
Education/Scholarships				
Auction	3,933.00	3,000.00	933.00	131.1%
Donations General	697.66	1,000.00	-302.34	69.8%
Kathy Ishiara Education Fund	1,200.00	1,000.00	200.00	120.0%
Other Fundraising	2,255.55	1,700.00	555.55	132.7%
Raffle	2,483.00	3,000.00	-517.00	82.8%
Special Scholarship	0.00	1,000.00	-1,000.00	0.0%
Store Sales	0.00	0.00	0.00	0.0%
Education/Scholarships - Other	30.00	0.00	30.00	100.0%
Total Education/Scholarships	10,599.21	10,700.00	-100.79	99.1%
Interest Income	1,192.52	350.00	842.52	340.7%
Membership Dues	13,595.00	12,400.00	1,195.00	109.6%
Miscellaneous				
Returned Check Charges	14.00			
Miscellaneous - Other	5,314.17	500.00	4,814.17	1,062.8%
Total Miscellaneous	5,328.17	500.00	4,828.17	1,065.6%
Newsletter Advertising	800.00	800.00	0.00	100.0%
Total Income	167,209.53	124,315.00	42,894.53	134.5%
Gross Profit	167,209.53	124,315.00	42,894.53	134.5%
Expense				
Academy/Education Sessions				
Annual Athenian Dialogue	266.26	1,500.00	-1,233.74	17.8%
Conference Academy	8,623.14	7,000.00	1,623.14	123.2%
Mid-Year Academy	6,410.11	6,000.00	410.11	106.8%
Mid-Year Athenian Dialogue	1,916.45	2,500.00	-583.55	76.7%
Total Academy/Education Sessions	17,215.96	17,000.00	215.96	101.3%
Annual Conference Expenses				
Awards	311.44	250.00	61.44	124.6%
Banquet Expenses	586.42	850.00	-263.58	69.0%
Conference Chair Expense	247.44	500.00	-252.56	49.5%
Food & Beverage/Site fees	21,996.78	18,000.00	3,996.78	122.2%
Freebies/Conference Bags	0.00	1,000.00	-1,000.00	0.0%
Future Conference Site Deposits	0.00	2,500.00	-2,500.00	0.0%
Hospitality	3,792.45	4,000.00	-207.55	94.8%
Miscellaneous Conference Exp	300.00	500.00	-200.00	60.0%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	2,479.32	1,000.00	1,479.32	247.9%
Print-Conference	843.00	700.00	143.00	120.4%
Speaker Expenses	2,719.02	2,500.00	219.02	108.8%
Total Annual Conference Expenses	33,275.87	31,900.00	1,375.87	104.3%
Contingency	0.00	28,600.00	-28,600.00	0.0%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	53.91	100.00	-46.09	53.9%
Printing	0.00	0.00	0.00	0.0%
Raffle Expenses - Other	0.00	0.00	0.00	0.0%
Total Raffle Expenses	53.91	100.00	-46.09	53.9%
Total Fundraising Expenses	53.91	100.00	-46.09	53.9%
IIMC FNDN Unrestricted Donation	600.00	600.00	0.00	100.0%
Internet/Website	2,007.90	2,030.00	-22.10	98.9%
Membership Expenses				
Postage-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	153.00	150.00	3.00	102.0%
Total Membership Expenses	153.00	200.00	-47.00	76.5%

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

	Nov '18 - Oct 19	Budget	\$ Over Budget	% of Budget
Miscellaneous Expenses				
Tax Accountant	800.00	800.00	0.00	100.0%
Square and PayPal Fees	1,079.93	2,000.00	-920.07	54.0%
Miscellaneous Expenses - Other	495.99	500.00	-4.01	99.2%
Total Miscellaneous Expenses	2,375.92	3,300.00	-924.08	72.0%
Newsletter				
Postage-Newsletter	0.00	25.00	-25.00	0.0%
Printing-Newsletters	25.58	25.00	0.58	102.3%
Supplies-Newsletters	0.00	50.00	-50.00	0.0%
Total Newsletter	25.58	100.00	-74.42	25.6%
NW Clerks Institute Director	2,071.50	2,200.00	-128.50	94.2%
Officer Supplies				
Misc/Equipment-Officers	49.00	100.00	-51.00	49.0%
Postage-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	29.26	50.00	-20.74	58.5%
Total Officer Supplies	78.26	200.00	-121.74	39.1%
Officers Expenses				
1st Vice Pres-IIMC Confrence	0.00	2,000.00	-2,000.00	0.0%
2nd Vice Pres Conf. Site Tours	238.96	500.00	-261.04	47.8%
Director Region IX	1,250.00	1,135.00	115.00	110.1%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	2,532.21	2,500.00	32.21	101.3%
OAMR Representation-President	0.00	1,550.00	-1,550.00	0.0%
Region IX Conferences-President	2,768.88	3,500.00	-731.12	79.1%
President's Expenses - Other	191.40			
Total President's Expenses	5,492.49	7,550.00	-2,057.51	72.7%
Total Officers Expenses	6,981.45	11,335.00	-4,353.55	61.6%
Photography/Historian	0.00	100.00	-100.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Scholarships				
Cont. Davis/Harris Scholarship	2,450.00	2,600.00	-150.00	94.2%
Davis/Harris Scholarship	1,150.00	1,200.00	-50.00	95.8%
IIMC Certification Programs	9,175.00	10,000.00	-825.00	91.8%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,200.00	1,200.00	0.00	100.0%
OAMR Conference/Academy Session	7,100.00	7,050.00	50.00	100.7%
OAMR Edu. Endowment Fund	2,000.00	2,000.00	0.00	100.0%
President Awards Scholarship	700.00	600.00	100.00	116.7%
Total Scholarships	24,775.00	26,650.00	-1,875.00	93.0%
Total Expense	89,614.35	124,315.00	-34,700.65	72.1%
Net Ordinary Income	77,595.18	0.00	77,595.18	100.0%
Other Income/Expense				
Other Income				
Donations for Fundraising	6,879.98	0.00	6,879.98	100.0%
Total Other Income	6,879.98	0.00	6,879.98	100.0%
Other Expense				
Donations-Conference Expenses	735.00	0.00	735.00	100.0%
Donations used in Fundraising	6,144.98	0.00	6,144.98	100.0%
Total Other Expense	6,879.98	0.00	6,879.98	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	77,595.18	0.00	77,595.18	100.0%

9:39 AM

11/10/19

Accrual Basis

Oregon Association of Municipal Recordors

Profit & Loss

November 2018 through October 2019

	<u>Nov '18 - Oct 19</u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	10,825.00
Annual Athenian Dialogue	1,170.00
Mid-Year	11,895.00
Mid-Year Athenian Dialogue	2,175.00
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Total Academy/Education Session	26,065.00
Annual Conference Revenue	
Exhibitors	3,575.00
Registration	37,508.00
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Sponsors	9,450.00
	<hr/>
Total Annual Conference Revenue	50,533.00
Cash Carried Forward	59,096.63
Education/Scholarships	
Auction	3,933.00
Donations General	697.66
Kathy Ishiara Education Fund	1,200.00
Other Fundraising	2,255.55
Raffle	2,483.00
Education/Scholarships - Other	30.00
	<hr/>
Total Education/Scholarships	10,599.21
Interest Income	1,192.52
Membership Dues	13,595.00
Miscellaneous	
Returned Check Charges	14.00
Miscellaneous - Other	5,314.17
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Total Miscellaneous	5,328.17
Newsletter Advertising	800.00
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Total Income	167,209.53
Gross Profit	167,209.53

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

	Nov '18 - Oct 19
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	266.26
Conference Academy	8,623.14
Mid-Year Academy	6,410.11
Mid-Year Athenian Dialogue	1,916.45
	17,215.96
Total Academy/Education Sessions	17,215.96
Annual Conference Expenses	
Awards	311.44
Banquet Expenses	586.42
Conference Chair Expense	247.44
Food & Beverage/Site fees	21,996.78
Hospitality	3,792.45
Miscellaneous Conference Exp	300.00
Pres. Reception/Special Event	2,479.32
Print-Conference	843.00
Speaker Expenses	2,719.02
	33,275.87
Total Annual Conference Expenses	33,275.87
Fundraising Expenses	
Raffle Expenses	
Postage & Supplies	53.91
	53.91
Total Raffle Expenses	53.91
Total Fundraising Expenses	53.91
IIMC FNDN Unrestricted Donation	600.00
Internet/Website	2,007.90
Membership Expenses	
Supplies-Memberships	153.00
	153.00
Total Membership Expenses	153.00
Miscellaneous Expenses	
Tax Accountant	800.00
Square and PayPal Fees	1,079.93
Miscellaneous Expenses - Other	495.99
	2,375.92
Total Miscellaneous Expenses	2,375.92
Newsletter	
Printing-Newsletters	25.58
	25.58
Total Newsletter	25.58
NW Clerks Institute Director	2,071.50

9:39 AM

11/10/19

Accrual Basis

Oregon Association of Municipal Recordors

Profit & Loss

November 2018 through October 2019

	<u>Nov '18 - Oct 19</u>
Officer Supplies	
Misc/Equipment-Officers	49.00
Supplies-Officers	29.26
Total Officer Supplies	<u>78.26</u>
Officers Expenses	
2nd Vice Pres Conf. Site Tours	238.96
Director Region IX	1,250.00
President's Expenses	
IIMC Conference-President	2,532.21
Region IX Conferences-President	2,768.88
President's Expenses - Other	191.40
Total President's Expenses	<u>5,492.49</u>
Total Officers Expenses	<u>6,981.45</u>
Scholarships	
Cont. Davis/Harris Scholarship	2,450.00
Davis/Harris Scholarship	1,150.00
IIMC Certification Programs	9,175.00
Kathy Ishiara Scholarship	1,000.00
Mid-Year Academy Scholarship	1,200.00
OAMR Conference/Academy Session	7,100.00
OAMR Edu. Endowment Fund	2,000.00
President Awards Scholarship	700.00
Total Scholarships	<u>24,775.00</u>
Total Expense	<u>89,614.35</u>
Net Ordinary Income	77,595.18
Other Income/Expense	
Other Income	
Donations for Fundraising	6,879.98
Total Other Income	<u>6,879.98</u>
Other Expense	
Donations-Conference Expenses	735.00
Donations used in Fundraising	6,144.98
Total Other Expense	<u>6,879.98</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>77,595.18</u></u>

Oregon Association of Municipal Recorders

Balance Sheet

11/10/19

As of October 31, 2019

Accrual Basis

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



OAMR BOARD REPORT

Meeting Date: November 15, 2019
Source of Item: Secretary

Contact: Debbie Bernard
Contact Telephone Number: 503-876-2004
Contact E-Mail: bernardd@ci.willamina.or.us

ISSUE STATEMENT

Shall the Board approve the following Board Meeting Minutes:

1. Board Meeting November 9, 2018
2. Board E-Meeting December 10, 2018
3. Board Meeting February 8, 2019
4. Board E-Meeting March 6, 2019
5. Board E-Meeting March 20, 2019
6. Board Conference Call Meeting May 9, 2019

BACKGROUND

Approval of the following Board Meeting Minutes:

1. Board Meeting November 9, 2018
2. Board E-Meeting December 10, 2018
3. Board Meeting February 8, 2019
4. Board E-Meeting March 6, 2019
5. Board E-Meeting March 20, 2019
6. Board Conference Call Meeting May 9, 2019

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS

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

CHAIR OR DIRECTOR'S RECOMMENDATION

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

SUGGESTED MOTION

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

ATTACHMENTS

1. Board Meeting November 9, 2018
2. Board E-Meeting December 10, 2018
3. Board Meeting February 8, 2019
4. Board E-Meeting March 6, 2019
5. Board E-Meeting March 20, 2019
6. Board Conference Call Meeting May 9, 2019



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
 BOARD MEETING
 Friday, November 9, 2018
 Tualatin Library Community Room, Tualatin, OR

Minutes are unofficial until approved by the Board

I. Board meeting Called to Order:

President Nicole Morris, MMC, Tualatin, called the Board Meeting to order at 1:03 p.m.

II. Roll Call by Sign-In Sheet:

<u>Members:</u>	<u>Title:</u>	<u>Attended:</u>
Nicole Morris, MMC, Tualatin	President	√
Melissa Thompson-Kiefer, CMC Nehalem	1 st Vice-President/Conference Chair	√
Trudy Borrevik, CMC, Cottage Grove	Secretary	√
Linda Galeazzi, CMC, Cherriots	Treasurer	√
Debbie Hamilton, CMC, Sutherlin	Immediate Past President	Non-Voting
Kathy Payne, MMC, St. Helens	Region I Director	√
Angie Lanter, MMC, Banks	Region II Director/Audit Chair/ City Recordors' Manual Chair	√
Karin Johnson, MMC, Independence	Region III Director	Phone
Sammy Egbert, Coburg	Region IV Director	√
Melissa Huhtala, Ashland	Region V Director	Phone
Izetta Grossman, The Dalles	Region VI Director	Phone
Nancy Parker, CMC, Athena	Region VII Director/Mentoring Chair	Absent
Tracy Davis, MMC, Keizer	Region IX Director	Absent
Karin Johnson, MMC, Independence	Professional Growth & Development Chair	Phone
Aubrey Minear, Hillsboro	Bylaws Chair	Phone
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	√
Melissa Kiefer, CMC, Nehalem	Internet Chair	√
Peggy Hawker, MMC, Newport	Education Chair	√
Lisa Morgan, Prineville	Legislative Chair	Absent
Donna Biggerstaff, Pendleton	Membership Chair	Absent
Susan Reeves, MMC, Scappoose	Nominating Chair	Absent
Lisa Figueroa, Silverton	Newsletter Chair	Absent
Ruth Post, MMC, Philomath	NCI Chair	Absent
Scott Stauffer, Milwaukie	Records Management Chair	Absent
Diane Harris, CMC, Sutherlin	Retired Clerks Chair	Absent
Nanci Moyo, CMC, Beaverton	Scholarship Chair	√
Debbie Bernard, Willamina		√
Michele Eldridge, CMC, Harrisburg		Phone
Ruthie Stellmacher, Salem		√
Cathy Steere, MMC, Lincoln City		√
Marina Baker, Multnomah Co.		Phone

III. Officer Reports:

President, Nicole Morris, MMC, Tualatin, said she attached the 2018 conference summary and it was good for the conference committee to review.

She said she received a letter of resignation from Teri Davis, 2nd Vice-President, who accepted a position out of state which was effective November 2, 2018. She notified the membership on October 23, 2018 requesting letters of interest and she received two, one from Kathy Payne from St. Helens and one from Marina Baker from Multnomah County. She said both were present at the meeting and she asked each of them to say a few words.

Karin Johnson, MMC, Independence, asked if both candidates met the qualifications and Nicole said yes.

MOTION: Secretary, Trudy Borrevik, CMC, Cottage Grove, moved, seconded by Region IV Director Sammy Egbert, Coburg that Kathy Payne be appointed 2nd Vice-President. MOTION CARRIED UNANIMOUSLY.

Nicole talked about updating the conference schedule and provided a proposed schedule to those present at the meeting. She said there had been conversations in the past about changing the conference schedule to offer more CMC and MMC points. She reviewed conference evaluations from the last three years and the Region IX State's conference schedules and came up with the proposal. She went over the proposed changes and provided samples from Alaska, Washington and California for comparison. She said there was a brief discussion at the fundraising committee meeting about new fundraising efforts. She said at the conference committee meeting Peggy Hawker spoke to the potential for additional CMC and MMC points, as well as experience points. She said the Riverhouse in Bend could accommodate the new schedule.

Nicole asked the Board for consensus to move forward with the proposed schedule.

Aubrey Minear, Hillsboro, said she liked the new schedule with the opportunity to earn more points for CMC and MMC.

Nicole said the goal was not to increase the cost of the conference while providing more CMC and MMC points.

Consensus from the Board was to move forward with the new schedule. Nicole said she, Melissa and Peggy would work on finalizing the schedule.

1st Vice-President, Melissa Thompson-Kiefer, CMC, Nehalem, had nothing to add to her report.

2nd Vice-President, Kathy Payne, MMC, St. Helens said she was excited to get moving in the position.

Treasurer, Linda Galeazzi, CMC, Cherriots and Past Interim Treasurer Melissa Thompson-Kiefer, CMC, Nehalem provided the financial reports for the past year and said they had nothing further.

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

April 5, 2018; May 1, 2018; June 7, 2018; June 25, 2018; July 9, 2018; July 11, 2018; July 18, 2018; July 31, 2018; September 6, 2018; October 2, 2018 and October 9, 2018.

MOTION: Region I Director, Kathy Payne, MMC, St. Helens, moved, seconded by Region II Director, Angie Lanter, MMC, Banks, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY.

IV. Region Director Reports:

Region I: Kathy Payne, MMC, St. Helens had nothing to add to her report. Nicole said the Board would work on filing the position due to Kathy being appointed 2nd Vice-President.

Region II: Angie Lanter, MMC, Banks had nothing to add to her report.

Region III: Karin Johnson, MMC, Independence had nothing to add to her report.

Region IV: Sammy Egbert, Coburg, had nothing to add to her report.

Region V: Melissa Huhtaqla, Ashland, had nothing to add to her report.

Region VI: Izetta Grossman, The Dalles had nothing to add to her report.

Region VII: Nancy Parker, CMC, Athena was not in attendance.

V. Committee Reports:

Audit: Angie Lanter, MMC, Banks, said the committee was meeting after the Board Meeting.

By-Laws: Aubrey Minear, Hillsboro, had nothing to add to her report.

By-Laws: Aubrey Minear, Hillsboro, had nothing to add to her report.
City Recorder's Procedures: Angie Lanter, MMC, Banks, had nothing to add to her report.

Conference Committee: Melissa Thompson-Kiefer, CMC, Nehalem said the Committee met before the Board meeting and they discussed the new schedule. She said they selected the theme for the 2019 Conference, "Shoot for the Stars."

Education: Peggy Hawker, MMC, Newport, had nothing to add to her report.

Historical Preservation: Lisa Stoll, CMC, St. Helens, had nothing to add to her report.

Internet: Melissa Kiefer, CMC, Nehalem, had nothing to add to her report.

Legislative: Lisa Morgan, Prineville was not in attendance.

Membership: Donna Biggerstaff, Pendleton, was not in attendance.

Mentoring: Nancy Parker, CMC, Athena, was not in attendance. Sammy Egbert, Coburg, spoke as a member on the committee and said there was an item for the Board to consider. She said the committee was proposing that first time attendees meet prior to the conference on Wednesday night. She said there also some proposed language changes to the checklist.

MOTION: Region IV Director, Sammy Egbert, Coburg, moved, seconded by 2nd Vice-President and Region I Director, Kathy Payne, MMC, St. Helens, to approve the recommended changes in red to the Mentor Follow-Up Checklist. MOTION CARRIED UNANIMOUSLY.

Newsletter Committee: Lisa Figueroa, Silverton, was not in attendance.

Nominating Committee: Susan Reeves, MMC, Scappose was not in attendance.

NCI Education, Ruth Post, MMC, Philomath was not in attendance. Karin Johnson asked if the Board had reviewed the NCI 3 State Agreement. Nicole said it was provided to the Board and was also updated in the agenda packet.

MOTION: Region III Director, Karin Johnson, MMC, Independence, moved, seconded by Region IV Director Sammy Egbert, Coburg, to approve the NCI Three State Agreement.

1st Vice-President, Melissa Thompson-Kiefer, CMC, Nehalem, said in the report it indicated that OAMR would not need to pay the approximately \$800 for the NCI

Director's lodging any longer and asked if the amount was negotiated into the contract.

Karin Johnson, said it was part of the contract with the college and we were not allowed to use the money to have the NCI Director stay off site. She said in order for her to stay off site, OAMR had to put in extra money but that was not an issue with the new contract.

MOTION CARRIED UNANIMOUSLY.

Professional Growth & Leadership Development: Karin Johnson, MMC, Independence, said she had nothing to add to her report.

Records Management Committee, Scott Stauffer, Milwaukie, was not in attendance. Nicole said the committee had updated the Disaster Preparedness and Recovery Planning Manual.

MOTION: Region IV Director, Sammy Egbert, Coburg, moved, seconded by Treasurer, Linda Galeazzi, CMC, Cherriots, to adopt the revised Disaster Preparedness and Recovery Planning Manual as proposed by the Records Management Committee. MOTION CARRIED UNANIMOUSLY.

Retired Clerks Committee: Diane Harris, Sutherlin was not in attendance.

Scholarship Committee: Nanci Moyo, CMC, Beaverton, had nothing to add to her report.

Special Projects and Fundraising Committee: Nothing to add to the report.

VI. Other Business:

Nicole said she thought some of the items in the Conference Planning Manual and Task List needed to be updated. She thought it would be helpful for some of the past presidents to help form a Planning Manual Ad Hoc Committee to review and update the manual. She said she received a good response from past presidents and they would be meeting via email shortly.

VII. Future Meetings

Kathy Payne suggested the Board and Conference and Fundraising Committees meet in February due to her just being appointed as 2nd Vice-President and for the person who will be replacing her as Region I Director. It was decided to have the meeting on February 8, 2019.

Linda Galeazzi asked if legislative issues were discussed by OAMR.

Nicole said there was a Legislative Committee who kept up on all the issues and provided reports to the association.

Nicole said the LOC Board Meeting was Tuesday, November 13th and she wouldn't be available to call in. She said they were looking at changing their conference date in 2020 due to the ICMA Conference being held in Oregon that year. She asked if anyone wanted to call into the meeting.

VIII. Adjourn

President Nicole Morris adjourned the meeting at 1:35 p.m.

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



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(Region I Director)
Monday – December 10, 2018

Minutes are unofficial until approved by the Board

Board Members:	Title:	via E-mail:
Nicole Morris, MMC, Tualatin	President	✓
Melissa Thompson-Kiefer, CMC, Nehalem	1 st Vice-President/Conference Chair	✓
Kathy Payne, MMC, St. Helens	2 nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Linda Galeazzi, CMC, Cherriots	Treasurer	✓
Debbie Hamilton, CMC, Sutherlin	Immediate Past President	Non-Voting
Vacant	Region I Director	
Angie Lanter, MMC, Banks	Region II Director	✓
Karin Johnson, MMC, Independence	Region III Director	✓
Sammy Egbert, Coburg	Region IV Director	✓
Melissa Huhtala, Ashland	Region V Director	✓
Izetta Grossman, The Dalles	Region VI Director/Legislative Chair	✓
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓

1. E-MEETING CALLED TO ORDER:

President Nicole Morris, MMC, Tualatin, called to order an e-meeting to approve the appointment of the Region I Director. On November 9, 2018, Region I Director Kathy Payne, MMC, St. Helens, was appointed by the Board as 2nd Vice-President and therefore resigned as Region I Director. President Morris advertised the Region I Director position and received an email from Dawne Shaw expressing her interest in the position.

MOTION: Region III Director Karin Johnson, MMC, Independence, moved, seconded by 2nd Vice-President Kathy Payne, MMC, St. Helens, to appoint Dawne Shaw to the Region I Director position to complete the term of Kathy Payne.

MOTION PASSED WITH 11 YES VOTES.

2. Adjournment:

President Nicole Morris adjourned the e-meeting on December 11, 2018 at 12:53 p.m.

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



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING

Friday, February 8, 2019

Salem Area Mass Transit District, Senator Hearing Room, Salem, OR

Minutes are unofficial until approved by the Board.

I. Board meeting Called to Order:

President Morris called the Board Meeting to order at 1:32 p.m.

II. Roll Call by Sign-In Sheet:

<u>Members:</u>	<u>Title:</u>	<u>Attended:</u>
Nicole Morris, MMC, Tualatin	President	√
Melissa Thompson-Kiefer, CMC, Nehalem	1 st Vice-President/Conference Chair	√
Kathy Payne, MMC, St. Helens	2 nd Vice-President/Fundraising Chair	√
Trudy Borrevik, CMC, Cottage Grove	Secretary	√
Linda Galeazzi, Cherriots	Treasurer	√
Debbie Hamilton, CMC, Sutherlin	Immediate Past President	Non-Voting
Dawne Shaw, Warrenton	Region I Director	Absent
Angie Lanter, CMC, Banks	Region II Director	Absent
Karin Johnson, MMC, Independence	Region III Director	Absent
Sammy Egbert, Coburg	Region IV Director	Phone
Melissa Huhtala, Ashland	Region V Director	Phone
Izetta Grossman, CMC, The Dalles	Region VI Director	Phone
Nancy Parker, CMC, Athena	Region VII Director/Mentoring Chair	Phone
<hr/>		
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	√
Nanci Moyo, CMC, Beaverton	Scholarship Chair	√
Michele Eldridge, CMC, Harrisburg		Phone
Marina Baker, Multnomah County		Phone

III. Committee Reports:

President Morris said there were several things for the Board to consider regarding scholarships which were listed on the Board Report under Board Discussion for Scholarship Committee. She said there was some confusion by recipients as to the scholarship reporting guidelines and there was a lack of participation on committees.

Nicole said there was funding for eight mid-year academy scholarships and those recipients were: Stephanie Borst, AJ Ripka, Katie Scott, Melanie Masterfield, Nancy Parker, Lisa Scholl, Cathy Nelson and Kailin Honea. She said the Board needed to approve the scholarships for the 2019 Mid-Year Academy.

MOTION: Region VII Director Nancy Parker, CMC, Athena, moved, seconded by 2nd Vice-President Kathy Payne, MMC, St. Helens, to approve the 2019 Mid-Year Academy scholarships. MOTION CARRIED UNANIMOUSLY.

Scholarship Chair, Nanci Moyo, CMC, Beaverton, talked about the objective of scholarships and what the priority and guidelines should be for receiving them. She expressed that she thought the younger crowd, those working towards obtaining their CMC designation should be given first priority over those working towards their MMC designation.

Nicole said her thoughts were that the objective was to provide education to City Recorders who were seeking certification for either their CMC or MMC, whose cities were unable to assist them. She said the current criteria was weighted more heavily towards those obtaining their MMC designation. She said she would like to see those new to OAMR and who had never received a scholarship be given first priority. She said it was important to have new members attend the conferences to see the value of what OAMR provides and then can request funding from their cities for future conferences. She said one of the criteria for five points was how many conferences had been attended which helped seasoned members but not newer members. She felt it was the scoring criteria that was the problem. She felt the objective for scholarships was to help City Recorders receive education to assist them in pursuing their certification.

Nicole said the criteria for scoring a scholarship was: Full OAMR Membership 1 point; Full IIMC Membership 1 point; Pursing CMC 5 points; Pursing MMC 3 points; 1st time scholarship applicant or applied but never received 3 points; not applied or any other scholarship received during OAMR budget year; has attended OAMR conferences 1 point per year, 5 points maximum. She said the 1 point per conference attended with a maximum of 5 points gave those pursuing their MMC more points than first time scholarship applicants.

Discussion was held on the criteria for receiving scholarships.

It was suggested to increase the first time applicant points from 3 to 5.

Nicole proposed the following criteria for scholarships: Full OAMR Membership 1 point; Full IIMC Membership 1 point; Pursing CMC 5 points; Pursing MMC 3 points; 1st time scholarship applicant 5 points; Has applied for scholarship but never received during OAMR budget year 3 points; Has not applied for any other scholarship during OAMR budget year 1 point; Has attended OAMR Conferences 1 point per year for a maximum of 5 points.

Region IV Director, Sammy Egbert, Coburg, suggested a letter be sent to City Managers and/or Mayors of scholarship recipients that acknowledged their

scholarship and covered the requirements of accepting a scholarship. She said it could stress the importance of education and support from their staff and OAMR.

Nicole suggested having the City Manager and/or Mayor sign the scholarship application. She asked if everyone was in agreement with the scoring criteria changes.

Nicole said the next item on the list for Board discussion was if the final scholarship recipients needed to come before the Board for final approval. She said the committee felt that the task of awarding scholarships was their responsibility and they should be entrusted with the scoring and final decision. She said she felt differently and thought the Board was the one in charge of the Budget and they should have the final approval.

Region VII Director, Nancy Parker, CMC, Athena, said she had a different perspective. She said the Conference Committee, Education Committee, etc. had approved budgets for their respective committees and didn't have to come before the Board for approval. She asked why would the Scholarship Committee not be provided the same, especially if they are following a set criteria.

Treasurer, Melissa Thompson-Kiefer, CMC, Nehalem, said she agreed with Nancy however the one criteria that OAMR's Finance Policy specifies is that the number of scholarships to be awarded each year was left to the discretion of the President. She said once that number was established, it made sense for the Scholarship Committee to determine the recipients.

Discussion was held on whether the Board should have the final approval of scholarship recipients or if it should be left up to the Scholarship Committee. Consensus was that the Scholarship Committee would update the guidelines to show that the Scholarship Committee would award the scholarships and provide notice to the Board of the names of the recipients before they are notified.

Nanci Moyo was directed to make the necessary changes to the guidelines and bring back to the Board for approval.

Nanci went over the other proposed changes listed in her Board Report. She talked about the requirement for the recipient to do an annual report versus a KTAP and it was decided to require a KTAP instead of an annual report.

Nicole said in the Scholarship Guidelines it stated the purpose was to promote broader participation and she wanted to be clear if OAMR's goal was to help members pursue education or was it about participation. Consensus was that both should be included, pursuing education and participating.

Nicole went over the scholarship application and the request to modify it so it encompassed all scholarships. She thought it made sense to combine into one

application, but thought it might be difficult to have the same application for PD as Mid-Year and the Annual Conference.

Discussion was held on having a separate application for PD and one for Mid-Year and Annual Conference. Also discussed was having one guideline for all scholarships. Consensus was to have two applications, one for Professional Development and one for Mid-Year and Annual Conference. And that the scholarship guidelines be the one document for all scholarships.

The next discussion was modifying the application to include a signature from the applicant's supervisor acknowledging they are aware of the requirements for receiving a scholarship. Also discussed was whether to include a monetary penalty for failing to submit the KTAP by the deadline.

Melissa said she was hesitant to support a monetary penalty if someone didn't complete the requirements for their scholarship. However, she did support charging for meals if someone failed to attend as the organization had to pay for those charges.

Discussion was held about whether a scholarship recipient should be receive a monetary penalty for failing to submit their KTAP by deadline. Also discussed was whether recipients should be reminded of the deadline.

Nicole suggested that Nanci Moyo and the Scholarship Committee merge the guidelines and application into one, evaluate the application and clean it up, add a spot for the supervisor to sign and update the purpose and the scoring guidelines and bring back to the Board.

Nanci Moyo said one issue the committee wanted the Board to consider was charging those members who signed up for the academy or conference and didn't show, a fee equal to the cost of the meals.

Nicole said it was already included in the academy or conference cancellation policy. She suggested the committee take the language from the cancellation policy and translate to the scholarship applications.

Melissa said the cancellation policy had percentages rather than meal costs.

Nancy Parker said certain reasons for cancelling should be taken into consideration when accessing costs such as a death in the family, emergency surgery, etc.

Nicole said currently the suspension period for applying for a scholarship was the calendar year, however it made sense to have it run OAMR's fiscal year, November 1st through October 31st.

Nanci Moyo said the committee wanted to review whether scholarships should be paid up front or reimbursed. She said OAMR currently paid scholarships up front.

Nicole said the discussion has been held in the past and it was decided that it would continue to be paid up front. She said another issue was consensus to not continue to pay for lodging for first time attendees at annual conference and Professional Development I when funds were low. She said there currently were no funds available and that language should be removed.

Nicole provided direction for the Scholarship Committee to bring back the proposed changes, etc. to the Board by March 15, 2019.

Nanci Moyo asked if anyone knew about the scholarship that Code Publishing used to sponsor. It was suggested that Code Publishing be contacted to see if they still sponsored that.

Treasurer, Melissa Thompson-Kiefer, CMC, Nehalem, said the website membership software and host, Wild Apricot, has their own payment system. OAMR currently uses PayPal as the credit card processor and any payments processed through the website, OAMR pays for each transaction, 2.9% + 30¢. She said Wild Apricot, beginning January 1, 2020, will charge a 20% fee for anyone using a third party payment processor. She said their system would be the same fee as PayPal and may make it easier for the Treasurer as payments would go directly into OAMR's bank account. She asked the Board to approve the change now, to allow plenty of time for the change.

MOTION: Region VII Director Nancy Parker, CMC, Athena, moved, seconded by 2nd Vice-President Kathy Payne, MMC, St. Helens, to approve moving from PayPal to Wild Apricot for online payments. MOTION CARRIED UNANIMOUSLY.

President Nicole Morris adjourned the meeting at 2:33 pm.

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



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(Appointment of Interim Treasurer)
Wednesday, March 6, 2019

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Nicole Morris, MMC, Tualatin	President	✓
Melissa Thompson-Kiefer, CMC, Nehalem	1 st Vice-President/Conference Chair	✓
Kathy Payne, MMC, St. Helens	2 nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Linda Galeazzi, CMC, Cherriots	Interim Treasurer	✓
Debbie Hamilton, CMC, Sutherlin	Immediate Past President	Non-Voting
Dawne Shaw, Warrenton	Region I Director	✓
Angie Lanter, CMC, Banks	Region II Director	✓
Karin Johnson, MMC, Independence	Region III Director	✓
Sammy Egbert, Coburg	Region IV Director	✓
Melissa Huhtala, Ashland	Region V Director	✓
Izetta Grossman, CMC, The Dalles	Region VI Director/Legislative Chair	✓
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓

1. E-MEETING CALLED TO ORDER:

On March 6, 2019 at 8:36 a.m., President Nicole Morris, MMC, Tualatin, called to order an e-meeting advising the Board that Linda Galeazzi had resigned as Treasurer and asked for a Motion from the Board to appoint Melissa Thompson-Kiefer, CMC, Nehalem, as Interim Treasurer.

MOTION: Region III Director, Karin Johnson, MMC, Independence, moved, seconded by Region I Director Dawne Shaw, Warrenton, to appoint Melissa Thompson-Kiefer, CMC, Nehalem, as Interim Treasurer.

MOTION PASSED WITH 12 YES VOTES.

2. Adjournment:

President Nicole Morris adjourned the e-meeting on March 6, 2019 at 1:32 p.m.

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



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(Scholarship Committee New Application)
Wednesday, March 20, 2019

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Nicole Morris, MMC, Tualatin	President	✓
Melissa Thompson-Kiefer, CMC, Nehalem	1 st Vice-President/Conference Chair	✓
Kathy Payne, MMC, St. Helens	2 nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Melissa Thompson-Kiefer, CMC, Nehalem	Interim Treasurer	✓
Debbie Hamilton, CMC, Sutherlin	Immediate Past President	Non-Voting
Dawne Shaw, Warrenton	Region I Director	✓
Angie Lanter, CMC, Banks	Region II Director	✓
Karin Johnson, MMC, Independence	Region III Director	✓
Sammy Egbert, Coburg	Region IV Director	✓
Melissa Huhtala, Ashland	Region V Director	✓
Izetta Grossman, CMC, The Dalles	Region VI Director/Legislative Chair	✓
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓

1. E-MEETING CALLED TO ORDER:

On March 20, 2019 at 4:58 p.m., President Nicole Morris, MMC, Tualatin, called to order an e-meeting asking the Board to consider the approval of a new application and guidelines for scholarships.

MOTION: Secretary Trudy Borrevik, CMC, Cottage Grove, moved, seconded by Region III Director Karin Johnson, MMC, Independence, to approve the request from the Scholarship Committee to implement a new application and guidelines for scholarships.

MOTION PASSED WITH 11 YES VOTES.

2. Adjournment:

President Nicole Morris adjourned the e-meeting on March 21, 2019 at 8:52 a.m.

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



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD CONFERENCE CALL MEETING
 (Committee Reports/1st VP Vacancy/Treasurer)
 Thursday – May 9, 2019

Minutes are unofficial until approved by the Board

Board Members:	Title:	Attendance:
Nicole Morris, MMC, Tualatin	President	✓
Melissa Thompson-Kiefer, CMC, Nehalem	1 st Vice-President/Conference Chair	✓
Kathy Payne, MMC, St. Helens	2 nd Vice-President	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	Absent
Melissa Thompson-Kiefer, CMC, Nehalem	Interim Treasurer	
Debbie Hamilton, CMC, Sutherlin	Immediate Past President	Non-Voting
Dawne Shaw, Warrenton	Region I Director	✓
Angie Lanter, MMC, Banks	Region II Director	✓
Karin Johnson, MMC, Independence	Region III Director	✓
Sammy Egbert, Coburg	Region IV Director	✓
Melissa Huhtala, Ashland	Region V Director	✓
Izetta Grossman, CMC, The Dalles	Region VI Director	✓
Nancy Parker, CMC, Athena	Region VII Director	✓

1. Conference Call Meeting called to order:

President Morris called the Conference Call Meeting to order at 9:00 a.m.

2. Consideration of the Annual Audit

Region II Director, Angie Lanter, CMC, Banks, asked the Board to consider approving the Audit Report for FYE October 31, 2018.

MOTION: Region VII Director Nancy Parker, CMC, Athena, moved, seconded by 2nd Vice-President Kathy Payne, MMC, St. Helens, to approve the Audit Report for FYE October 31, 2018 and adopt the Committee recommendations as submitted.

Motion passed with 8 votes. (Sammy Egbert and Izetta Grossman, were not on the conference call for this vote.)

3. Consideration of Conference Fees

2nd Vice-President, Melissa Thompson-Kiefer, CMC, Nehalem, said the Conference Committee was recommending approval of raising the Annual Conference registration fee by \$50. She said the Academy and Athenian Leadership Dialogue registration fees would remain the same.

Region III Director, Karin Johnson, MMC, Independence, expressed concerns about raising the conference fees just because they hadn't been raised in several years.

Peggy Hawker, MMC, Newport, commented on the rising costs of providing quality education, including rising speaker fees and that we needed to keep that in mind when considering the price of the conference.

Members thanked Karin for her concern of OAMR's fiscal responsibility and noted that during the conference committee meeting they discussed that issue.

MOTION: Region III Director Karin Johnson, MMC, Independence, moved, seconded by Region VI Director Izetta Grossman, CMC, The Dalles, to approve raising the Annual Conference fees as recommended: OAMR/Region IX Member Conference Registration \$350; additional member from the same City: \$300; Non-Member Conference Registration: \$375; one Day OAMR/Region IX Member: \$225; one day non-member: \$250.

Motion passed with 9 yes votes. (Sammy Egbert was not on the conference call for this vote.)

4. 1st Vice-President Vacancy

President Nicole Morris, MMC, Tualatin, said she received a letter of resignation from 1st Vice-President Melissa Thompson-Kiefer, CMC, Nehalem. She said Melissa has decided to step back from the 1st Vice-President role and fill the Treasurer position. She said according to the OAMR Bylaws, Kathy Payne, MMC would move to 1st Vice-President and the Board would appoint a 2nd Vice-President. She said since Marina Baker had filed her candidacy for 2nd-Vice President, that the Board appoint her to that position.

MOTION: Region I Director Dawne Shaw, Warrenton, moved, seconded by Region III Director Karin Johnson, MMC, Independence, to appoint Kathy Payne, MMC, St. Helens as First Vice-President.

Motion passed with 10 votes.

MOTION: Region VI Director Izetta Grossman, CMC, The Dalles, moved, seconded by Region IV Director Sammy Egbert, Coburg, to appoint Marina Baker as Second Vice-President.

Motion passed with 10 votes.

MOTION: Region VII Director Nancy Parker, CMC, Athena, moved, seconded by 1st Vice President Kathy Payne, MMC, St. Helens, to appoint Melissa Thompson-Kiefer, CMC, Nehalem as Treasurer.

Motion passed with 10 votes.

5. **Adjournment**

President Nicole Morris adjourned the conference call meeting on May 9, 2019 at 9:31 a.m.

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



OAMR BOARD REPORT

REGION I REPORT

Meeting Date: November 15, 2019
Source of Item: Region I Director

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

ISSUE STATEMENT

This item is informational only.

BACKGROUND

Region I members will be getting together in December for a holiday get-together, date and location to be determined. At our get-together we will have our annual ornament exchange, which is always fun!

Our very own Region I member, Kathy Payne of St. Helens, was appointed as OAMR President at the Annual Conference in Bend! Congratulations Kathy!



Kathy Payne, MMC being sworn in by Susan Reeves, MMC

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: November 15, 2019
Source of Item: Region II

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

INFORMATION ONLY

I am so excited to serve another term as the Region II Director.

Region II will be gathering in early December (date to be determined) for our Annual Holiday Luncheon.



OAMR BOARD REPORT

REGION III REPORT

Meeting Date: November 15, 2019
Source of Item: Region III Director

Contact: Karin Johnson, MMC, Independence
Contact Telephone Number: 503-837-1172
Contact email: kjohnson@ci.independence.or.us

INFORMATION REPORT:

I have begun to reach out to the State Elections Division to see about doing an elections training after the first of the year. Most likely, I will host it in Independence and will also ask seasoned recorders to help provide tips, etc., learned over the years – stay tuned!

I still hope to set up an On-the-Road workshop or two in the coming months and am seeking suggestions from the members. If you have finished a project that may be of common interest (moving from paper to digital files, for example), please consider sharing your knowledge and lessons learned with your fellow recorders in an On-the-Road Workshop setting.

Congratulations to Ruth Ann Stellmacher, CMC, City of Salem on achieving her CMC designation!



OAMR BOARD REPORT

REGION IV REPORT

Meeting Date: November 15, 2019
Source of Item: Region IV Director

Contact: Sammy Egbert, *City of Coburg*
Contact Telephone Number: 541-682-7852
Contact E-Mail: sammy.egbert@ci.coburg.or.us

ISSUE STATEMENT

This item is informational only

BACKGROUND

Region IV will be getting together in Coburg on December 13, 2019 for our annual meeting, lunch and ornament exchange. We will discuss some regional training ideas and decide on a theme for the 2020 Raffle Basket.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None

OAMR BOARD REPORT



Region V

Source of Item: Region Director

Contact: Melissa Huhtala
Contact Telephone Number: 541-488-5307
Contact E-Mail: Melissa.huhtala@ashland.or.us

INFORMATION ONLY

Members of Region V

Melissa Huhtala, Ashland	Denise Russell, Bandon	Rita Ritz, Brookings
Lori Paxton, Butte Falls	Becky Patton, Cave Junction	Deanna Casey, MMC, Central Point
Jennifer Stolz, Coquille	Cindy Hughes, CMC, Eagle Point	Jodi Fritts, Gold Beach
Jessica Simpson, Gold Hill	Carry Randall, Gold Hill	Karen Frerk, Grants Pass
Ryan Nolan, Grants Pass	Angie Watson, Jacksonville	Nickole Barrington, Klamath Falls
Dawn Roberts, Lakeview	Kay Neumeyer, Malin	Karen Spoons, MMC, Medford
Winnie Shepard, CMC, Medford	Oma Rowley, Merrill	Rene Collins, CMC, North Bend
Bonnie Pickett, Phoenix	Nicole Rutherford, Coos Bay	Terrie Richards, Port Orford
Stephanie Patterson, Powers	Carol Weir, MMC, Rogue River	Gabriella Ciprazo, Talent

NEWS

Member Updates:

Kimberlyn Collins submitted her resignation at the City of Phoenix and Kalin Honea submitted her resignation at the City of Rogue River; we wish them the best in their future endeavors.

Bonnie Pickett submitted her resignation at the City of Shady Cove and has accepted the position as The City of Phoenix City Recorder.

Activities:

A region luncheon was held Friday, September 6 at the Common Block in Medford.



OAMR BOARD REPORT

Region VI Report

Meeting Date: November 15, 2019
Source of Item: Region VI

Contact: Izetta Grossman, CMC
Contact Telephone Number: 541.296-5481
Contact E-Mail: igrossman@ci.the-dalles.or.us

ISSUE STATEMENT

This report is for informational purposes only.

BACKGROUND

I am pleased to serve as the Region VI Director for another term. It is our hope to develop a younger Clerk to take on this position next term. I am actively seeking someone to mentor.

Region VI had a blast at Conference in September. Chicken Lips was entertaining and a great change of pace to the more serious learning styles.

Personally, I want to take a moment to thank Outgoing President Nicole Morris for the Ripple Award. She had no way of knowing how meaningful ripples are to me. I have long felt we are all ripples and we need embrace it. Thank you all for contributing to my ripple.

The Dalles

Izetta Grossman, CMC reports that the Codification process started in 2018 has been a great success. Our citizens are thrilled with the online, searchable code. Recently staff has been introducing many code changes and found that our new Code made their jobs much easier. That's a big win – win.

Our Records Management Process with ORMS has been slow going. It is hard for staff to change their processes. Our Public Works Department has done the best job setting up their digital filing systems. These things take time, baby steps.



OAMR BOARD REPORT

REGION VII

Meeting Date: November 15, 2019
Source of Item: Region VII

Contact: Nancy Parker
Contact Telephone Number: 541-566-3862
Contact E-Mail: nancy@cityofathena.com

ISSUE STATEMENT

This is the Region VII report for November 15, 2019 and is for informational purposes only.

BACKGROUND

MEMBERS OF REGION VII:

Donna Grimes, Adams; Pam Rosenbalm, Arlington; Michelle Fox & Nancy Parker, Athena; Katie LaFavor, Baker City; Dawn Crafts, Burns; Donna Lewis, Cove; Hilary Wilhelm & Terri Moore, Elgin; Lacey McQuead, Enterprise; Valerie Russell, Haines; Salli Hysell, Halfway; Lilly Alarcon-Strong, Hermiston; Jennifer Peterson, City of Huntington; Jessica-Jo Hoffman, Irrigon; Karen Howton, Island City; Belinda Buswell, Joseph; Kayla Nichols, La Grande; Toni Clary, Lostine; Leanne Steadman, Milton-Freewater; Dorothy Jordan, Monument; Tami Kowing, Mt. Vernon; Marla Roberts, Nyssa; Tori Barnett, Ontario; Donna Biggerstaff, Pendleton; Teri Bacus, Pilot Rock; Nanci Sandoval, Umatilla; Donna Neumann, Ukiah; and Sheila Jasperson, Weston.

Ten members from our region had a great time at the annual OAMR Conference. Members participated in the Annual Academy, Athenian Dialogue and Annual Conference. We enjoyed the welcome reception and had a blast during Trivia Night at the Deschutes Brewers Mountain Room. Kudos to all who worked so hard to put together another great conference!!

I would personally like to thank President Nicole and all those responsible for me receiving the President's Award of Distinction. I was truly blown away, and am so grateful to everyone who made it happen. OAMR is such a great organization and I am proud to be a member.

Congratulations to Karen Howton, who has recently earned her CMC certification. You rock Karen!!

We will be working to put together a region meeting and or training in the near future – weather permitting. If not this fall, we will hold one in the spring. With our large geographic location this is always a challenge.

It is always a privilege to share ideas and work with the members in Region VII, who are an awesome bunch!

DIRECTOR'S RECOMMENDATION: None at this time



OAMR BUSINESS MEETING REPORT

Audit Committee

Meeting Date: November 15, 2019
Source of Item: Audit Committee

Contact: Angie Lanter, MMC, City of Banks
Contact Telephone Number: 503.324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The Audit Committee will be meeting immediately following the November 15, 2019 Board Meeting to conduct the Audit for the Fiscal Year ending 10-31-2019.

BACKGROUND

The Audit Committee will be meeting immediately following the November 15, 2019 Board Meeting, with OAMR Treasurer, Melissa Thompson-Kiefer, to conduct the Audit for the Fiscal Year ending 10-31-2019. Per the OAMR Bylaws, the audit report will be submitted to the OAMR Board at its Mid-Year meeting, and a copy of the report will be included in Summer Newsletter.

The audit committee is comprised of members:

- Angie Lanter, MMC, City of Banks
- Nancy Parker, CMC, City of Athena
- Sue Ryan, CMC, City of Newberg
- Devree Leymaster, CMC, City of Fairview

RELATED POLICIES/BUDGET CONSIDERATIONS

No action required.

MEMBERSHIP OPTIONS

No action required.

CHAIR OR DIRECTOR'S RECOMMENDATION

No action required.

SUGGESTED MOTION

None needed.

ATTACHMENTS

No attachments.



OAMR BOARD REPORT

Bylaws Committee

Meeting Date: November 15, 2019
Source of Item: Bylaws Committee Report

Contact: Aubrey Minear, Bylaws Committee Chair
Contact Telephone Number: 503-681-6269
Contact E-Mail: Aubrey.minear@hillsboro-oregon.gov

ISSUE STATEMENT

The 2019-20 Bylaws Committee members are: Chair Aubrey Minear, CMC; Carol Weir, MMC; Anna Ruggles, CMC; and DawnKaren Bevill. An email meeting was initiated in October.

BACKGROUND

The Committee members were given the Bylaws for review in order to perform the duties outlined in the responsibilities section of the Bylaws Committee Work Description. No changes were proposed.

RELATED POLICIES/BUDGET CONSIDERATIONS

No policy or budget considerations are requested at this time.

BOARD OPTIONS

No action from the board is requested at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations are being made at this time.

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

REGION I REPORT

Meeting Date: November 15, 2019
Source of Item:

Contact: *Lori Lesmeister, North Plains*
Contact Telephone Number: 503-647-5555
Contact E-Mail: *Lori.lesmeister@northplains.org*

ISSUE STATEMENT

The purpose of this report is to update membership on items being worked on by the City Recorder's Procedure Manual Committee

BACKGROUND

Members of the 2019-20 City Recorder's Procedure Manual include:

Lori Lesmeister, North Plains (Chair)
Joanna Bilbrey, Myrtle Creek
Angie Lanter, MMC, Banks
Devree Leymaster, CMC, Fairview
Kelly Morse, MMC, Redmond
Marla Roberts, CMC, Nyssa
Winnie Shepard, CMC, Medford
Carol Weir, MMC, Rogue River

This Committee is responsible for ensuring that the manual is kept up to date with current information, guidelines and resources. We monitor the OAMR list serve to ensure pertinent issues and concerns are answered in the Manual.

The City Recorder's Procedure Manual is available on the OAMR website:
www.OAMR.org, in the Members Only section, under Documents, and then Manuals.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

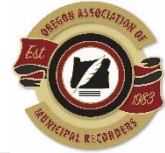
The CRPM will be dividing up the manual into sections for members to review over the next couple of months.

If anyone has any item(s) in the manual that they would like us to specifically look into please email Committee Chair Lesmeister direct at Lori.lesmeister@northplains.org
Also, if any member of OAMR has a specific area of expertise and would like to be listed as a resource in the manual please contact me.

SUGGESTED MOTION

N/A

OAMR BOARD REPORT



Education Committee

Meeting Date: October 16, 2019
Source of Item: Education Committee

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

ISSUE STATEMENT

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

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

BACKGROUND

Last year, the 2018/2019 OAMR Education Committee secured Academy Session presenters for 2020 Academy Sessions. These include:

- The Mid-Year Academy presenter will be Dr. Rick Brinkman. His session title has not been determined, but this is guaranteed to be an educational, fun, and interesting session. The last time Dr. Brinkman presented was at the conference held in The Dalles.
- > The Annual Academy presenter will be Dr. De Hicks. Again, his session title has not been determined, but this will be a valuable session. Dr. Hicks recently presented at the OCCMA Conference, and several OAMR members were in attendance. He was well received by our mutual members.

The Committee will soon be working on the 2020 Athenian Leadership Dialogues. Mary Lynne Stratta verbally confirmed that she would facilitate the annual ALD to be held at the 2020 OAMR Conference. Dr. Jane Long has agreed to facilitate the mid-year ALD, and will only charge OAMR for actual travel costs. This is consistent with Mary Lynne Stratta who also is only reimbursed for actual travel costs.

After the first of the year, the Committee will begin its OAMR Conference session planning. For your information, the session evaluation compilations for the last OAMR Conference are attached.

This past year, the annual Conference was structured so that members could obtain a total of nine educational points toward certification if they attended both academy sessions, and the ALD, and submitted assessments for all three. This is the first year that OAMR has offered any CMC or MMC educational points for sessions other than the Wednesday Academy Session and the Athenian Leadership Dialogue. This format was utilized at the request of the OAMR Board and members, and brings OAMR into alignment with many other states where participants earn educational points at the annual conference, or have ample other opportunities for earning educational points outside the Institute. My recommendation is that we utilize this format, subject to funding, at next year's Conference.

The Committee is always looking for new educational opportunities for the Oregon Association of Municipal Records. It regularly receives recommendations from folks interested in presenting for OAMR. Selection of speakers is based on available finances, and often the great speakers heard at other conferences are out of OAMR's affordability range.

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

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019 Annual Academy Session Evaluation Compilation
Leadership 2019: What Municipal Recorders Need to Know
Presented by: David Rabiner
Wednesday, September 18, 2019
8:30 A.M. - 4:00 P.M.

	Poor	Fair	Good	Very Good	Excellent
Delivery Style			1	11	54
Command Of Subject			1	12	55
Responsive To Questions			5	13	49
Clarity of Concepts			2	15	50
Usefulness of Information			1	12	54
Audio Visual					
Handouts			3	10	53

Additional Comments:

Enjoyed your session immensely. Great insight, tools, and humor. Thank you!

I would love to attend another training by him. He was fantastic!

Appreciated you taking the time to meet with every table. Relatable stories. Good sense of humor.

Entertaining and informative.

Amazing presenter. Definitely not a 5! Very fun class. Haven't laughed this much at a seminar in a very long time. Loved it!!

Interesting, engaging - would attend another seminar.

Oh my goodness, he is great! Please have him do a general session, or ALD, or something.

Great and appreciate his sense of humor.

Humor and great storyteller! Rearranged material on the fly - based on time. Perfect handouts. Clearly an experienced professional speaker and all around nice/fun guy. Thank you for giving permission to use assessment sin office/at home. David moved around in his material/content based on the flow of the room - in full command of all (room, content, and materials).

David is hilarious! Time flew by.

Not a lot of questions, but everyone was very engaged and eating up the content. Excellent style.

Entertaining.

Thank you.

Thanks, David! Very enjoyable, thoughtful, and applicable.

Thank you for a great session. I am working on a "want to environment" in our office, so this was very timely!

Sound system too muffled. Not speaker issue.

Very well done. Mix of education and humor keeps me engaged. Very useful information and handouts. Information that we can take back and apply. Thank you!

Use of humor/analogies/stories was great.

The AV materials weren't needed because he speaks in such a visual storytelling way. Best leadership speaker we've had at OAMR in my opinion. Very empowering.

Very engaging. When I attend training and never look at my watch - it's a good training. Thank you.

Wow!!

One of the best speakers ever - loved him! Great topic.

Excellent Academy Session! One of the best ever!

Very engaging and informative. Would love to have this speaker again.

Very engaging and energetic. Loved all the examples/stories to help us relate.

I liked hearing David's stories and humor.

Personable, funny, direct, and real!

Sometimes hard to hear/understand.

Excellent!

Has some of same concepts as Law of Attraction which is outstanding! Having good feeling thoughts - vital. Great sense of humor - kept my attention. Dynamic speaker. Best leadership class I have ever had, and I have had a tremendous amount of training in this area. Thank you, David.

David was great! Informative and fun!!

Hope he can email everything to someone at OAMR and they can forward it on to everyone.

This was a fun class!

Excellent, useful class. Great instructor.

Awesome session! Thank you!

Enjoyed David's humor and how he conveyed the message on leadership.

Great topic and fantastic presenter.

Excellent speaker. I put audio as excellent because I'm on my computer all day, and it's so nice to see a face and talk v. focusing on slides or a presentation. I laughed and enjoyed the day. It went so quickly.

The human condition is one of my high interest of learning. I very much enjoyed the class. I enjoyed the speaker introducing the topic of his message in relatable terms. The handout of 21 pages v presentation for review and reference will be an asset to me as I access the message and try to incorporate the tools.

Best balance I've ever seen between being fun/amusing, engaging, and information packed. Practical/real world stories help link theoretical to life. Thanks!

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019 Annual OAMR Conference Evaluation Form
Welcome to the Profession**

**Presented by: Sheri Pierce, Scott Passey, Dawn Abrahamson, Joann Tilton,
And Peggy Hawker
Thursday, September 19, 2019
10:00 A.M. - Noon**

	Poor	Fair	Good	Very Good	Excellent
Delivery Style			1	1	11
Command Of Subject			1		12
Responsive To Questions				2	11
Clarity of Concepts				2	11
Usefulness of Information				2	11
Audio Visual					
Handouts					

Additional Comments:

Extremely educational!

Thank you all for sharing your knowledge and passion of this profession!

Would love to see examples of the IIMC website (maybe a guided tour).

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019 Annual OAMR Conference Evaluation Form
How to Reach Your Community in the Digital Age
Presented by: Jenna Jones, League of Oregon Cities
Thursday, September 19, 2019
10:00 A.M. - Noon

	Poor	Fair	Good	Very Good	Excellent
Delivery Style			1	17	19
Command Of Subject			1	11	25
Responsive To Questions			1	11	25
Clarity of Concepts			3	14	20
Usefulness of Information			2	15	19
Audio Visual		1	4	15	16
Handouts					

Additional Comments:

Very informative, and gave examples when requested. She is a magnetic and engaging speaker, and I enjoyed it!

Informational - didn't apply to me, but that's okay.

Did a great job speaking.

Thank you!

Fabulous!

She knows her stuff!

Very helpful and relevant!

Would like to be able to share the slides with my city manager and staff.

Please make presentation available.

Really appreciated this session. Much needed information for my city at this time.

Good info - very useful!

Would like to get a copy of the PowerPoint

Very useful information. Thank you!

Thank you!

Please don't mention sexual orientation (Gay Pride logo).

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019 Annual OAMR Conference Evaluation Form
Records Disaster Recovery
Presented by: Matt Brown, Oregon State Archivist's Office
Thursday, September 19, 2019
1:15 - 2:45 P.M.

	Poor	Fair	Good	Very Good	Excellent
Delivery Style		11	11	14	3
Command Of Subject		1	7	16	15
Responsive To Questions			10	12	7
Clarity of Concepts		2	10	15	12
Usefulness of Information		1	11	13	14
Audio Visual		4	17	13	4
Handouts		1	12	12	6

Additional Comments:

Small font on some of the PowerPoint slides. Good info. Thanks for having it on the website. He clearly knows his stuff. Nice demo, Sue and DawnKaren!

Just needs to bring it back home with more examples, etc.

Font too small.

I love when real life examples are provided - would welcome those peppered throughout the presentation.

Many slides were too hard to read. Print too small on several slides/handouts. Should just leave those out. Dry subject after lunch, so it's not an easy presentation to give. Given that, would help to have a more energetic and enthusiastic approach. Appreciated Sue's real life example.

Would help if he got the audience to engage in the discussion. It got a bit dry just listening to him read through the slides.

Good subject. Thank you.

For something interactive, have each table identify some essential records and assign priority to them.

Class felt slow.

Not a good class to take after lunch. Hard to focus.

Very dry topic. Not sure how you could make it more engaging, but he should try. All cities/recorders need to know this/live this. Sue helped liven things up.

Tiring session after lunch. Visual was far away and hard to read. Needed more examples.

Good information, but a little dry/low energy. Had trouble staying engaged. I had a similar presentation at NCI and really enjoyed that presenter's style and energy.

Dry topic, but did well with it. Information on slides extremely hard to read - will need to download presentation on my own time.

Presenter was a little dry, so, at times, it was difficult to continue to be engaged/listen. However, it was still a good session. Thank you.

After David Rabiner and how engaged we were, I felt that this was very dry. It was great information, and he knows his stuff, but very dull.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019 Annual OAMR Conference Evaluation Form
Just the Basics Please!**

**Presented by: Peggy Hawker, Karin Johnson, and Sandy King
Thursday, September 19, 2019
3:00 - 4:30 P.M.**

	Poor	Fair	Good	Very Good	Excellent
Delivery Style				2	14
Command Of Subject				2	14
Responsive To Questions				2	14
Clarity of Concepts				2	14
Usefulness of Information				1	15
Audio Visual		1		1	14
Handouts		1			9

Additional Comments:

More time!

Ladies did great!

Excellent presentation! Wish we had more time!

No handouts.

Wish there was more time to discuss.

Please give this class more time in the future. We have too many questions and topics to talk about The info was very helpful and would have been even better to finish the material. Thank you!

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019 Annual OAMR Conference Evaluation Form
Legislative Update
Presented by: Jim McCauley, League of Oregon Cities
Thursday, September 19, 2019
3:00 - 4:30 P.M.

	Poor	Fair	Good	Very Good	Excellent
Delivery Style			4	8	12
Command Of Subject			1	2	21
Responsive To Questions			1	7	15
Clarity of Concepts			3	8	13
Usefulness of Information		2	1	7	14
Audio Visual			3	7	14
Handouts					

Additional Comments:

Info did not pertain to the CRO.

Needed handouts! Too many complex issues that bullets on the PowerPoint presentation could not cover. Would love to have taken away the bill summary publication.

Very informative.

Very interesting and useful information!! Thank you!

This session was supposed to go from 3 - 4:30 P.M., but ended at 4 P.M. after all questions asked and answered. Maybe our sessions are too long and we should have more quick sessions.

Great information. They did a great job presenting all the info.

Great information.

Thank you.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019 Annual OAMR Conference Evaluation Form
Shoot for the Stars
Presented by: Bob Wells and Dave Johnson - Chicken Lips
Friday, September 20, 2019
9:00 A.M. - 5:00 P.M.

	Poor	Fair	Good	Very Good	Excellent
Delivery Style	1	1	4	4	45
Command Of Subject	1	1	4	4	45
Responsive To Questions	2		4	4	44
Clarity of Concepts	2		5	4	42
Usefulness of Information	2	4	7	5	37
Audio Visual	1	1	5	7	41
Handouts	1	1	5	3	39

Additional Comments:

Bob and Dave were good at what they do, but I felt it didn't really relate to my job. I wished the entire Saturday wasn't like a skit that I couldn't relate to. I would have preferred something more educational, especially when I took time away from work.

This is nothing I'm interested in. I don't enjoy group exercises, not the way I learn. I think the subject matter has a place, just not an entire day, plus the portion of a morning. I think we all got the concepts after the morning session was over.

Not enjoyable; too cheesy; often time inappropriate topics and innuendos.

Fun, but not super informational.

Thank you, Bob and Dave!

Fun, but a little long.

Excellent, Excellent, Excellent!!!

Great law of attraction principles. Be in the now; you get what you think about; great feeling thoughts promote more great feeling thoughts which in turn attracts more good to you; focus is important; humor stops the momentum of negativity.

Was way too much input for Friday, But, it is a wonderful program.

Always good to have some FUN mixed in with the deeper stuff! Our positions don't allow for a lot of fun and laughing.

So great!

Good fun, very encouraging

So funny!

Very entertaining.

You two are awesome. Thank you so much for being here, sharing your humor, and spending the last couple of days with us, and teaching us to expand our thought process, and how we can use more humor in our lives.

Awesome!

Dave and Bob never disappoint. They keep you engaged and always find exercises that get everyone involved and talking with each other, and meeting new people. Very much appreciate their style.

Excellent!

I just love these guys!

Hilariously funny and educational - best training I've had in a long time!

Thank you for all the laughs.



OAMR BOARD REPORT

Meeting Date: November 15, 2019
Source of Item: Historical Preservation Committee

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

BACKGROUND

The Historical Preservation Committee has another great group of members this year. Thank you to the following for serving:

Amy Aschenbrenner, CMC, Milwaukie
Carla Holzworth, Corvallis
DawnKaren Bevill, Newberg
Lisa Scholl, CMC, St. Helens
Heather Pierson, Woodburn

Katie Scott, Sublimity
Marina Baker, Multnomah County
Teri Bacus, Pilot Rock
Kimberly Veliz, Wilsonville
Marla Roberts, CMC, Nyssa

This year, we will be:

- Working on the scrapbook from the 2019 Annual Conference.
- Reviewing the committee guidelines and updating them to reflect changes; such as scrapbook pages being done primarily on computer programs now and not with printed photos and scrapbook pages.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

No action requested.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations.

SUGGESTED MOTION

No motion requested.



OAMR BOARD REPORT

INTERNET COMMITTEE REPORT

Meeting Date: November 15, 2019
Source of Item: Internet Committee Co-Chairs

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

Melissa Thompson-Kiefer, CMC, Co-Chair
Contact Telephone Number: (503) 368-5627
Contact E-Mail: recorder@ci.nehalem.or.us

ISSUE STATEMENT

This is an informational report.

BACKGROUND

- **Kayla Duddy and Melissa Thompson-Kiefer are Co-Chairs of the Internet Committee**
Please send any Internet Committee requests to both Kayla and Melissa.
- **2019-2020 Internet Committee Members:**
Christie DeSantis, Molalla
Debby Roth, MMC, Cornelius
Hannah Wells, Milwaukie
Kathy Payne, MMC, St. Helens
Lisa Figueroa, CMC, Toledo
Marina Baker, Multnomah County
Susan Reeves, MMC, Scappoose
- **Website Makeover**
The Internet Committee is continuing to work on a “makeover” of the website. We are currently reviewing a new template theme on a cloned staging site. The makeover will be completed in 2020.
- **Online Payment Processor**
In November 2019, we will change from PayPal to Wild Apricot Payments for credit card processing. The Board has already approved this change.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

We encourage the Board and all OAMR members to provide their comments and suggestions for improving the OAMR website



OAMR BOARD REPORT

LEGISLATIVE COMMITTEE REPORT

Meeting Date: November 15, 2019
Source of Item: Legislative Committee

Contact: *Lisa Morgan*
Contact Telephone Number: 541-447-5627
Contact E-Mail: *lmorgan@cityofprineville.com*

ISSUE STATEMENT

Upcoming 2020 Legislative Session

BACKGROUND

Thank you to the committee members below:

Legislative Committee

Two Year Term			
Name	City	Signed Up	Term Expires
Linda Galeazzi, CMC	Salem-Keizer Transit	09/00/2018	09/00/2020
Karin Johnson, MMC	Independence	09/00/2018	09/00/2020
Scott Stauffer, CMC	Milwaukie	09/00/2018	09/00/2020
Cathy Steere, MMC	Lincoln City	09/00/2018	09/00/2020
Carla Holzworth	Corvallis	09/00/2019	09/00/2021
Angela Speier	Silverton	09/00/2019	09/00/2021

As Chair, I am hopeful that our committee will be able to review the Legislative Committee Manual for possible changes or updates. This document has not been revised since April, 2007 so there is a good chance that something will need attention.

As everyone knows many bills pressed right through in the 2019 session and it certainly had its moments of political drama to say the least. There were many bills of concern with some failing and some passing. One bill of contention was the “Cap and Invest” climate bill that caused a walk out of Senate Republicans causing the legislation to come to a standstill. In the end, budget adjustments and priority bills moved through in the last 48 hours.

Well the short session in 2020 is coming up. The deadline to submit legislative notes passed at the end of September. There are already discussions regarding topics that will likely be appearing in the short session. It is anticipated that the Cap and Invest bill will reemerge in some form or another. It might be a good idea to take a look at HB 2020 again to see how it is written and the potential impact to your city and the state as a whole. Other items anticipated to come around in the 2020 session is mental health; emergency preparedness which Representative Paul Evans (D-Monmouth HD 20) is pursuing – so if this is important to your community as well, reach out to him and let him know; vaping products which came up before for taxing and now recent public health concerns; and workforce training outreach for growth in the trades that are specific to regional needs. So keep an eye out, it promises to be another great session ahead.

As always, if there are any items that come up that are a concern to your city or state please let your committee know.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

None.



OAMR BOARD REPORT

MEMBERSHIP COMMITTEE REPORT

Meeting Date: November 15, 2019
Source of Item: Membership Committee Chair

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

BACKGROUND

I am a new member to this committee and grateful for the committee members are ongoing members and can assist me if needed – Mary Dibble, Albany; Cathy Nelson, Waterloo; Susan Reeves, Scappoose; and Debby Roth, Cornelius. And, welcome new members Angie Lanter, Banks; Sadie Main, Estacada; Marla Roberts, Nyssa and Kitty Vodrup, Junction City!

We have welcomed two new members, Jessica Simpson of Gold Hill and Joanna Bilbrey of Myrtle Creek. Joanna attended the conference and has signed up for a committee.

BOARD OPTIONS

No action required.



OAMR BOARD REPORT

Mentoring Committee – Board Report

Meeting Date: November 15, 2019
Source of Item: Committee Report

Contact: Stephanie Borst
Contact Telephone Number: 503-429-5291 x105
Contact E-Mail: sborst@vernonia-or.gov

COMMITTEE MEMBERS

The members of the 2019/2020 OAMR Mentoring Committee : Susan Reeves, MMC, Scappoose; Cathy Nelson, CMC, Waterloo; Peggy Hawker, MMC, Newport; Carol Weir, MMC, Rogue River; Lilly Alarcon-Strong, Hermiston, CMC; Nicole Morris, MMC, Tualatin; Karen Howton, CMC, Island City; Sammy Egbert, Coburg; Phyllis Bolman, MMC, Monmouth; Deanna Casey, MMC, Central Point; Melissa Huhtala, Ashland; Angie Lanter, MMC, Banks; Kay Neumeyer, Malin; Nancy Parker, CMC, Athena; Kim Schaefer, MMC, Lebanon; Cathy Steere, MMC, Lincoln City; and Kitty Vodrup, MMC, Junction City.

ISSUE STATEMENT - The Mentoring committee is always looking for mentors who are interested in sharing their knowledge and expertise to those who are new to our profession. If you, or someone you know would be willing to serve on this committee please contact me.

COMMITTEE ACTIVITY

Updates – As a new committee chair, I am working to get my feet on the ground and get organized. I will be reaching out to the committee members next week.

Outreach –New members will be contacted and encouraged to participate in being assigned a mentor.

Future Activities- The committee is looking forward to assisting new members become better acquainted with OAMR, and their job requirements.

CHAIR OR DIRECTOR’S RECOMMENDATION – None at this time.



OAMR BOARD REPORT

NEWSLETTER COMMITTEE

Meeting Date: November 15, 2019
Source of Item: Newsletter Committee Chair

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

ISSUE STATEMENT

This is information only.

BACKGROUND

The Newsletter Committee published our fall Newsletter at the end of October. This was my first newsletter serving as Chair and compiling all the information into one document. I couldn't have done it without timely submittals from OAMR members and Newsletter Committee members with top-notch writing skills and a keen eye for proofreading. Thank you to all of our 2019-20 members:

- Tori Barnett, MMC, Ontario
- Phyllis Bolman, MMC, Monmouth
- Lisa Figueroa, CMC, Toledo
- Kathy Payne, MMC, St. Helens
- Susan Reeves, MMC, Scappoose
- Debby Roth, MMC, Cornelius
- Sue Ryan, CMC, Newberg

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Nominating Committee

Meeting Date: November 15, 2019
Source of Item: Nominating Committee

Contact: Dawn Russ, Chair
Contact Telephone Number: 541-832-2106
Contact E-Mail: recorder@cityofglendaleor.com

ISSUE STATEMENT

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

Nominating Committee members include Terri Long, Oakland; Nancy Parker, MMC, Athena; Susan Reeves, MMC, Scappoose; Debbie Roth, MMC, Cornelius; Anna Ruggles, MMC, Forest Grove.

BACKGROUND

Following the September conference, updated forms for Declaration of Candidacy and Candidate's Statement for Board Position were submitted to the committee for review and comment.

Announcements and qualifications for the above listed board positions will be published in the Winter [published December, 2019] and Spring [published March 2020] Newsletters, as well as the OAMR listserv. Cut off for submitting applications to the Committee is scheduled for February 20, 2020. This will allow candidates time to submit their documents, allow ample time for Committee review, and provide a slate of candidates for inclusion in the Summer, 2020 Newsletter.

Positions open for the 2020-2021 year are:

Second Vice-President:
Treasurer:
Region I:
Region III:
Region V:
Region VII:

The Committee will be actively seeking applicants to fill the various positions, along with providing information and answering questions to potential candidates. Each position has a unique set of qualification requirements, as well as specific duties.

No Board action is requested at this time.

Thank you for the opportunity to serve as chair of the Nominating Committee.

ATTACHMENTS

Instructions for Running for Office
Declaration of Candidacy Form



DECLARATION OF CANDIDACY

(Nomination Deadline: February 20, 2020, 5pm)

STEP 1: In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

Eligibility: In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2020-2021 OAMR BOARD OF DIRECTORS:

NAME (as it appears on ballot): _____

TITLE (CMC/MMC): _____

MUNICIPALITY: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

CANDIDATE FOR POSITION OF:

SECOND VICE PRESIDENT: Three-year term of office commitment.

TREASURER: Two-year term of office

REGION I DIRECTOR: Two-year term of office
Clatsop, Columbia, and Tillamook Counties

REGION III DIRECTOR: Two-year term of office
Benton, Lincoln, Linn, Marion, and Polk Counties

REGION V DIRECTOR: Two-year term of office
Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties

REGION VII DIRECTOR: Two-year term of office
Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties

Submit Candidacy Packet by February 20, 2020, 5:00 p.m., to:

Dawn Russ, City Recorder, OAMR Nominating Committee Chair
City of Glendale
PO Box 361
Glendale, Oregon 97442
541-832-2106 or by E-mail: recorder@cityofglendaleor.com



CANDIDATE'S STATEMENT FOR BOARD POSITION

(Nomination Deadline: February 20, 2020, 5pm)

STEP 2: In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

- Declaration of Candidacy form.
- Candidate Statement form and minimum requirements, include:
 - Number of years as an active member of OAMR;
 - Whether you are currently participating or have completed professional development certification program.
 - List other professional organizations and/or activities in which you participate;
 - List current and past OAMR committees and/or board activities (include dates);
 - Describe leadership abilities and other expertise that you would bring to the position; and
 - State what you believe the objectives of OAMR should include.
- Letter of Support from Mayor or municipality you represent.
- Recent photograph (high quality digital color photograph).
- Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

NAME (as it appears on ballot): _____

CANDIDATE FOR POSITION OF: _____

CANDIDATE'S STATEMENT:

Additional pages may be attached.



OAMR BOARD REPORT

NCI EDUCATION COMMITTEE REPORT

Meeting Date: November 15, 2019
Source of Item: NCI Committee Members

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

BACKGROUND

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

REPORT

The full Committee met by teleconference call on September 10, 2019. Following is summary of discussion and action from that meeting:

2019 Institute Review: This was the first year in a new 3-year contract with Washington State University for program oversight. \$20,000 of the prior contract's surplus was rolled into this new contract to provide a cushion for the program, and the 2019 ending surplus is now at \$21,943. Ironically, this increase in the surplus is actually despite the fact that the overall budget ended with a deficit. This had to do with Director Joann Tilton's transition at WSU from a part-time employee to an independent contractor. The result, however, is that Joann and WSU staff will be analyzing the current fees to make sure our costs are being covered. The current fees have been in place for three years now; so there may well be an increase in the 2020 fees.

This was another record-setting year for attendance numbers, with a total registration of 191 participants. While PD1 (65 registered) and PD2 (62 registered) were huge, PD3 (30 registered) and PD4 (34 registered) came in lower than anticipated.

2020 PD4: Although low numbers for PD4 contributed to the overall budget deficit, the Committee made a commitment to hold a PD4 session in 2020. Joann is currently working on the program and will be presenting that to the Committee at our next meeting. The Committee had a significant discussion about the importance of providing this program to our members who are both working towards their MMC and those who are keeping their commitment to life-long learning. The Committee will get the word out to our membership as soon as that program information is available.

RELATED POLICIES/BUDGET CONSIDERATIONS

There may be some budget considerations in the scholarships line item if the registration fees are increased. It may impact the overall number of scholarships available for award. The Scholarship Committee should be aware of this before making awards.

BOARD OPTIONS

No action is requested of or required by the Board.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Scholarship Committee should verify the 2020 NCI fees prior to awarding scholarships to ensure adequate funding is available.

REGISTER FOR PD EARLY! There was a significant waiting list for PD1 this year. In addition, large classes are anticipated for PD2 and PD3. Don't wait! Get registered!

And don't forget to apply for scholarships through the IIMC Foundation in addition to OAMR scholarships.

SUGGESTED MOTION

None required.

ATTACHMENTS

A. None.



OAMR BOARD REPORT

Meeting Date: November 15, 2019
Source of Item: Professional Growth &
Leadership Development Committee

Contact: Karin Johnson, MMC
Contact Telephone Number: 503-837-1172
Contact email: kjohnson@ci.independence.or.us

INFORMATION REPORT:

Activities to date:

1. Leadership mentors were provided to new Board members at the September conference.
2. We were unable to obtain enough volunteers to help staff an OAMR booth at the recent LOC conference in Bend. The next conference will be in Salem, and I anticipate being able to fully staff our booth.
3. An email blast was sent to OAMR members that listed not only the OAMR scholarships available, but also grants/scholarships from IIMC.

In the works for the upcoming year:

1. We will be working on updating the committee's job description.
2. Update/refresh OAMR booth materials.
3. Reach out to the other professional organizations (OMFOA, OMA, etc.) to offer providing sessions to their members on records management, public records, etc.

Additionally, as Chair of this Committee, I am a member of the NCI committee, and have already begun working with our colleagues in Region IX on the work ahead for the next year. Professional Development in 2020 at the Northwest Clerks Institute will be:

PD I – May 31st – June 5th

PD II – June 7th – June 12th

PD III – June 14th – 19th

PD IV (MMC Master Academy) – June 8th – 11th

The members of the PG&LD committee are Tori Barnett, Stacie Cook, Peggy Hawker, Angie Lanter, Ruth Post and Taylor Smoker. We look forward to a productive year!

OAMR BOARD REPORT



RETIRED CLERKS COMMITTEE

Date: October 22, 2019
Source of Item: Retired Clerks Chair

Contact: Diane Harris, City Recorder
Contact Telephone Number: 541.459.2856
Contact E-Mail: d.harris@ci.sutherlin.or.us

ISSUE STATEMENT

Informational updates, Retired Clerks Committee members are as follows: Retired City Recorder, Debbie Hamilton, CMC, Sutherlin; Carol Weir, MMC, Rogue River; Melanie Masterfield, Sutherlin; Vicki Nogle, MMC, Hubbard; Karen Spoons, MMC, Medford; Deanna Casey, MMC, Central Point.

BACKGROUND

The purpose of this committee is to encourage and develop opportunities for retired clerks/recorders to remain active in OAMR and the profession. To work closely with OAMR'S Membership Committee to maintain a current mailing list. Encourage retirees to maintain membership, to stay active, and serve on committees and serve as mentors. As committee members receive information pertaining to a new retiree, attempts are made to contact the retiree in hopes they will respond to a questionnaire to be shared in an upcoming newsletter.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

- A. Updated Roster is available upon request.



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: November 15, 2019
Source of Item: Scholarship Committee

Contact: Debby Roth, Chair
Contact Telephone Number: 503-992-5305
Contact E-Mail: droth@ci.cornelius.or.us

BACKGROUND

The purpose of the Scholarship Committee is to administer financial aid, in the form of scholarships, to OAMR members who otherwise would not be able to take advantage of educational opportunities.

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

COMMITTEE ACTIVITY

The Scholarship Committee got started immediately, setting dates for scholarship application submittals and deadlines. An article was written for the Fall Newsletter outlining dates. An update will be provided prior to the Board Meeting acknowledging scholarship recipients and completion of KTAP's and reports.

This year, the Scholarship Committee has been asked to review the application guidelines with an emphasis on providing as many scholarships as possible, to allow member attendance at NW Institute (PD) and OAMR Conferences. This work will be done through email with committee members and board input.

The committee has been asked to bring forward a request for the Board to consider eliminating the Marge Price IIMC Scholarship and use the funds for PD or OAMR Conference scholarships. This will provide additional educational opportunities for our members. The Board will also be asked to consider implementing a waiting period, in which a member can receive the Kathy Ishiara IIMC Scholarship.

DISCUSSION

Motion: I make a motion to eliminate the Marge Price IIMC Scholarship and use the funds for PD or OAMR Conference Scholarships.

Motion: I make a motion to implement a waiting period, in which a member can receive the Kathy Ishiara IIMC Scholarship and the waiting period shall be 5 years.



OAMR BOARD REPORT

Special Projects and Fundraising Committee

Meeting Date: November 15, 2019
Source of Item: Kathy Payne, MMC, Former SPFC Chair

Contact: Kathy Payne, MMC, President
Contact Telephone Number: 503.366.8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT

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

MEMBERS

The 2019-20 Special Projects/Fundraising Committee has 23 dedicated members signed up to work on various activities, which include: Raffle Baskets, Auctions, Paddle Raise, 50/50 Card Cut, Pink Walk Scholarship Event, and donations for Conference Bag/Portfolios.

<i>Lilly Alarcon-Strong, Hermiston</i>	<i>Peggy Hawker, Newport</i>	<i>Cathy Nelson, Waterloo</i>
<i>Tori Barnett, Ontario</i>	<i>Kimmie Jackson, Yachats</i>	<i>Nancy Parker, Athena</i>
<i>DawnKaren Bevill, Newberg</i>	<i>Natasha Johnson, Amity</i>	<i>Susan Reeves, Scappoose</i>
<i>Stephanie Borst, Vernonia</i>	<i>Katie LaFavor, Baker City</i>	<i>Jennifer Rose-Stolz, Coquille</i>
<i>Stacie Cook, Mill City</i>	<i>Angie Lanter, Banks</i>	<i>Dawne Shaw, Warrenton</i>
<i>Tracy Davis, Keizer</i>	<i>Lori Lesmeister, North Plains</i>	<i>Amy Sowa, Roseburg</i>
<i>Michele Eldridge, Harrisburg</i>	<i>Sadie Main, Estacada</i>	<i>Carol Weird, Rogue River</i>
	<i>Melanie Masterfield, Sutherlin</i>	

BACKGROUND

In 2018-19, the Special Projects and Fundraising Committee worked hard to raise \$10,474. The 2019-20 goal is \$13,000. Our stretch goal is \$15,000.

The Committee will be sticking with many of its most successful fundraisers:

- Raffle Baskets - This year we are seeking two region basket donations for the mid-year conference and five basket donations for the annual conference.
- Auctions - The committee will be presenting silent and live auctions throughout the conference.
- 50/50 Card Cut - Buy half a playing card and if the other half is drawn, you win half the pot!
- Pink Walk Event - Recognizing survivors and those who have been lost to cancer.

These four subcommittees, as well as the Conference Bags & Freebies sub-committee, are forming now. If you haven't already indicated your choice for subcommittee participation, please contact the new SPFC Chair and Second Vice President Cathy Steere, MMC, Lincoln City at csteere@lincolncity.org.

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

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

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

SUGGESTED MOTION

None.

ATTACHMENTS

None.

PURPOSE

To provide standards regarding reimbursement of OAMR related expenses and to provide the OAMR Treasurer guidelines for payment of said expenses.

APPLICABILITY

- 1.1 This policy applies to all OAMR members and authorized individuals conducting OAMR business.
- 1.2 This policy repeals the following policies:
 - 1.2.1 Policy No. 2000-01 known as the Expense Policy.
 - 1.2.2 Policy No. 2012-10 known as the Conference Refund Policy.
 - 1.2.3 Policy No. 2012-11 known as the IIMC Region IX President Academy Session Audit.
- 1.3 Approved this 3rd day of April, 2013.

POLICY

1 TRAVEL

1.1. IIMC Annual Conference

OAMR will pay the costs for the President and 1st Vice President or other designee (“delegate”) to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 1.1.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate, provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.1.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.1.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.1.4. **For the President only**, full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies or any other additional classes/events not included in registration.
- 1.1.5. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.1.6. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.1.7. MCEF auction item(s), approximately \$25 in value, if unable to obtain through donations.

1.2. Annual Conferences of Other Associations

OAMR will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerks Association of California Annual Conference
- Washington Municipal Clerks Association Annual Conference

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference. Paid expenses shall include the following:

- 1.2.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.2.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.2.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.2.4. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.2.5. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.2.6. Gifts, approximately \$25.00 in value each, for the incoming and outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.
- 1.2.7. Auction item(s), approximately \$25.00 in total value, for auctions held at other associations' conferences.

1.3. Affiliate Meetings/Presentations

OAMR will pay for the President or designee to attend the following:

- OAMR Regional meetings
- League of Oregon Cities Board meetings

Paid expenses shall include the following:

- 1.3.1. If the meeting/presentation is more than 50 miles from the President's or designee's office, one (1) night lodging not to exceed single room rates. Lodging in advance of or after the meeting or conference for personal events is to be paid by the delegate.
- 1.3.2. All regular meals, which are not part of the scheduled activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

1.4. OAMR Board Meetings

- 1.4.1. OAMR will not pay travel, lodging, or meal expenses for members of the Board to attend regularly scheduled OAMR Board meetings.

1.5. Region IX Director Travel Expenses

- 1.5.1. Per the IIMC Region IX Director Agreement, OAMR shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors to attend Region IX state conferences. Registration and conference events are normally paid by the hosting Conference State.

1.5.2. If an IIMC Region Director is from Oregon, OAMR will pay for travel and lodging to the IIMC Conference if they have no other funding available.

1.6. Committee Travel Expenses

Travel for the performance of duties associated with service on a committee is usually not paid for by OAMR.

2 OAMR ANNUAL CONFERENCE EXPENSES

2.1. Conference Registration

2.1.1. Complimentary Conference and Annual Academy Registration

Complimentary registration and annual academy registration (including meals offered at the conference) will be offered to the:

- OAMR President
- Margery Price
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Mid-Year will also be provided to the NCI Director)
- IIMC President or designee

2.1.2. Complimentary Conference Registrations

Complimentary registration for the annual conference (including meals offered at the conference) will be offered to the:

- OAMR 1st Vice President
- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerks Association of California
- President or designee of the Washington Municipal Clerks Association
- President's Award of Distinction recipient from the previous year's conference
- Recorder of the Year recipient from the previous year's conference

2.1.3. Partial Complimentary Conference Registration

The conference registration fee minus the cost of meals may be complimentary for the following:

- OAMR Treasurer

2.2. Lodging Accommodations

OAMR will provide the following:

- 2.2.1. Lodging accommodations at the conference, including the period of the annual academy session, for the OAMR President.
- 2.2.2. Up to four (4) nights lodging for an OAMR member serving as a Region IX Director of IIMC.
- 2.2.3. Up to four (4) nights lodging for the NCI Director.
- 2.2.4. Up to four (4) nights lodging for the IIMC President or designee.
- 2.2.5. Up to four (4) nights lodging for the Host Recorder (as designated by host region)

2.3. Travel

- 2.3.1. OAMR will provide travel to and from the nearest airport to the conference site for the IIMC President or designee.
- 2.3.2. OAMR will provide travel expenses to the OAMR President to the annual conference.

2.4. Gifts

- 2.4.1. The President-Elect is responsible for purchasing a gift, approximately \$40.00 in value, for the following individuals:
 - President or designee of the Alaska Association of Municipal Clerks
 - President or designee of the City Clerks Association of California
 - President or designee of the Washington Municipal Clerks Association

- Margery Price
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director
- IIMC President or designee

2.4.2. The 1st Vice President is responsible for purchasing the following gifts:

- For the Immediate Past President, in an amount not to exceed \$100.00 to present at the annual banquet, along with the President's Plaque.
- For the Host Recorder and the person giving the Oaths of Office, in an amount not to exceed \$30 each, to be presented at the annual banquet.

2.5. Speakers

2.5.1. The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).

2.5.2. OAMR will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.

2.5.3. OAMR will provide a gift or honorarium to unpaid speakers not to exceed \$15.00. The Conference Committee is responsible for purchasing and distributing the gifts.

2.5.4. Travel is not normally reimbursed; however vehicle mileage may be reimbursed at the Federal mileage rate, at the discretion of the Conference Committee and if budgeted funds are available.

2.6. VIP Dinner

OAMR shall pay for a dinner for the OAMR Board, Region IX Directors, State Presidents or their designee, NW Clerks Institute Director, and Margery Price during the annual conference. No charges for alcoholic beverages will be allowed.

2.7. Vendors

2.7.1. OAMR will provide one (1) complimentary vendor booth for IIMC.

2.7.2. Each vendor will receive two (2) tickets to attend the Vendor event.

3. MISCELLANEOUS EXPENSES

3.1 Condolences:

3.1.1. At the discretion of the OAMR President, flowers/plants, not to exceed \$50.00, will be sent on behalf of OAMR upon the death of:

- A past president, or
- Any member or their immediate family member.

3.1.2. Flowers/plant not to exceed \$50 along with a certificate of appreciation will be sent for the retirement of an active OAMR member.

3.2. Committee Chair Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR Committee Chairs in the performance of their duties.

3.3. OAMR Region Director Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR region directors to facilitate a region meeting. Each region is allotted \$50.00 annually.

3.4. 2nd Vice President Expenses – Future Conference Site Tours:

The annual budget shall provide an allocation for expenses incurred by the 2nd Vice President, or their designee, for future conference site tours. Paid expenses shall include the following:

3.4.1. Transportation to and from the conference sites. Mileage shall be reimbursed at the Federal mileage rate.

3.4.2. Lodging if not provided by facility.

3.4.3. Meals. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

4. REFUNDS

- 4.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.
- 4.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by OAMR as a result of this transfer shall be paid by the registrant.
- 4.3. To receive a refund, less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the OAMR Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.
- 4.4. No refunds will be given after the deadline stated on the registration form with the exception of the death of a spouse, child or parent. The refund for these exceptions is 50% of the registration fee.
- 4.5. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

5. BUDGET POLICIES

When the 1st Vice President is preparing the budget for the upcoming year, the following policies adopted by the OAMR Board shall be included:

5.1. Future Conference Site Deposits

An amount shall be included for a deposit for a future conference site if needed. The 1st Vice President will work with the 2nd Vice President to determine the amount needed.

5.2. Scholarships

Appropriate \$2,000 annually to fund the Marge Price and Kathy Ishiara Scholarships.

5.3 Contingency Safety Net

Appropriate \$15,000 annually in Contingency as a safety net.

5.4. Municipal Clerks Education Fund (MCEF) Donation

Appropriate \$500 annually for a cash donation to the MCEF.

5.5. IIMC Region IX Director Agreement

Appropriate funds for the Region IX Director pool as per the agreement (the amount agreed upon per member).

5.6. IIMC Region IX Director from Oregon

In addition to the funds appropriated for the Region IX Director Agreement, appropriate funds to send the Region IX Director from Oregon to the IIMC Conference and cover expenses not covered by the Region IX Director Assessment pool.

5.7. Outgoing Region IX Director Gift

Appropriate \$100 toward a gift for an outgoing Region IX Director.

5.8. NCI Director Agreement

Appropriate funds necessary to cover the costs as outlined in the NCI Director Agreement.

5.9. Washington State University Agreement

Appropriate funds necessary to cover the cost of a possible deficit for the PD classes.

5.10. Dues

A member joining OAMR and paying the annual dues between November 1 and December 31 will be considered paid through the following calendar year.

6. OAMR SCHOLARSHIP FUNDING POLICIES

- 6.1. The number of scholarships to be offered in any given year is left to the discretion of the President. During the

preparation of the next year's budget, scholarships for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference, Marge Price Scholarship and the Kathy Ishiara Scholarship shall be included. The proposed budget is reviewed by the OAMR Board and subsequently presented to the general membership at the Annual Business Meeting for adoption.

- 6.2. Should the Board decide to offer more scholarships than budgeted, the Board shall make the difference up from Contingency.
- 6.3. Scholarships are for registration costs only, unless the applicant is a first-time attendee for the OAMR Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging (up to \$300 for annual conference) at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 6.4. Scholarships are non-transferable by the recipient.
- 6.5. Specific criteria, as approved by the Board, shall be used to consider scholarship applications.
- 6.6. IIMC Scholarships are reimbursable after the conference with the submittal of itemized receipts attached to the OAMR Expense Reimbursement Form, proof of attendance and the required Scholarship Report.

7. GENERAL PROVISIONS

- 7.1. All reimbursed expenses are incurred for official OAMR business only. The delegate must attach all itemized receipts for reimbursement on the OAMR Expense Reimbursement Form and submit to the Treasurer within sixty (60) working days of purchase or travel. Scanned copies emailed to the Treasurer are acceptable.
- 7.2. All excess payments or travel advances must be returned in a reasonable timeframe.
- 7.3. Vehicle travel reimbursement shall be at the Federal mileage rate.
- 7.4. Detailed receipts must be provided for all meal reimbursements. Gratuities will be included in the reimbursement.
- 7.5. The Treasurer may request review by the President, Board or Audit Committee for reimbursement requests prior to issuing the reimbursement.
- 7.6. Financial policy exceptions or approval for expenses in excess of the adopted budget may be made by the Board on a case-by-case basis to meet OAMR business needs.



OAMR Sponsor Opportunity

The Oregon Association of Municipal Recordors (OAMR) is currently seeking Sponsors for the 37th Annual Conference and would be honored to have you as a conference sponsor.

This year's conference will be on September 18-20, 2010 in Bend, Oregon. This year's conference theme is "Shooting for the Stars."

We offer different levels of event sponsorships that are available from \$500-\$1,500. Smaller donations and promotional items are welcome as well. This is a great way to highlight your services in front of attendees from around the state!

Promotional items are especially being sought for all levels of sponsorship. Items would include conference bags, lanyards, pens, letter openers, water bottles/cups or any company logo items. If you would like to Sponsor these items please indicate so on the pledge form (pg.4) and a committee member will be in touch with more information.

The conference is well attended by city recorders, finance directors and other positions from around the state. They attend to learn, gather information about best practices and network with their colleagues and exhibitors.

While we recognize that these economic times have caused everyone to tighten their belts, never has your support been more critical and appreciated. With cities statewide reducing training and travel budgets, OAMR has committed to keeping our conference affordable. It's sponsorships from organizations like yours, though, that help pay for the valuable networking opportunities attendees get during special events, lunches, and breaks.

Your support is publicized to our membership in our education handbook, with signs posted at your Sponsored event, and by announcements throughout the conference.

I'm available to contact at cweir@cityofrogueriver.org or 541-582-4401 for more details.

Checks should be made payable to the **Oregon Association of Municipal Recordors or OAMR** and mailed to the attention of Carol J. Weir, MMC, City Recorder, City of Rogue River, Box 1137, Rogue River, Oregon 97537.

We appreciate your consideration of this request.

Respectfully,

Carol J. Weir, MMC

OAMR Conference Vendor/Sponsor Chair
City Recorder
City of Rogue River



The 37th Annual Oregon Association of Municipal Recordors Conference - September 18-20, 2019

2019 SPONSORSHIP OPPORTUNITIES

The Oregon Association of Municipal Recordors (OAMR) is currently seeking sponsors for the 37th Annual Oregon Association of Municipal Recordors conference on September 18-20, 2019.

There are different levels of event sponsorship available (\$500-\$1,500), and smaller donations and promotional items are welcome as well. This is a great way to highlight your services in front of City Recordors from around the state!

For more information about sponsorship opportunities, contact:

Carol Weir at cweir@cityofrogueriver.org or 541-582-4401

Conference Sponsorship Deadline is August 1, 2018

Attendance

The conference is well attended by city recordors, clerks, finance directors, administrators and other positions from around the state. They attend to learn, gather information about best practices and network with their colleagues and exhibitors

Host

This year's conference will be held in Bend at the Riverhouse on the Deschutes

2018 Conference Sponsors

Diamond Level (\$1500):

MCCI

Gold Sponsor (\$1,000):

Quality Code Publishing
Code Publishing

Silver Sponsor (\$750):

Municipal Code Corporation

Bronze Sponsor (\$500):

League of Oregon Cities
Dunn Carney
Beery Elsner & Hammond

2019 OAMR Sponsorship Levels

DIAMOND SPONSOR	GOLD SPONSOR	SILVER SPONSOR	BRONZE SPONSOR
\$1,500	\$1,000	\$750	\$500
BENEFITS			
<ul style="list-style-type: none"> <input type="checkbox"/> Complimentary 2-day exhibitor booth for 1 person with all exhibitor privileges <input type="checkbox"/> Meet & Greet our Midyear headline sponsor with prominent sign recognition and opportunity to address attendees <input type="checkbox"/> Your brochure enclosed in conference delegate bags <input type="checkbox"/> Acknowledgement on the OAMR sponsor webpage <input type="checkbox"/> 1 complimentary ticket to the President's Welcome Reception with new and active OAMR members held on the evening of September 18th <input type="checkbox"/> 1 complimentary full page advertisement in the OAMR newsletter distributed to over 200 members <input type="checkbox"/> Verbal recognition at educational sessions <input type="checkbox"/> Full page complimentary ad in the conference program <input type="checkbox"/> Your company logo and link on OAMR's home webpage for one year 	<ul style="list-style-type: none"> <input type="checkbox"/> Complimentary 2-day exhibitor booth for 1 person with all exhibitor privileges <input type="checkbox"/> Sponsor 1 refreshment break with prominent signage recognition <input type="checkbox"/> Your brochure enclosed in conference delegate bags <input type="checkbox"/> Acknowledgement on the OAMR sponsor webpage <input type="checkbox"/> 1 complimentary ticket to the President's Welcome Reception with new and active OAMR members held on the evening of September 18th <input type="checkbox"/> 1 complimentary half page advertisement in the OAMR newsletter distributed to over 200 members <input type="checkbox"/> Verbal recognition at educational sessions <input type="checkbox"/> Full page complimentary ad in the conference program 	<ul style="list-style-type: none"> <input type="checkbox"/> 2-day exhibitor booth discounted 50% for 1 persons with all exhibitor privileges <input type="checkbox"/> Sponsor 1 refreshment break with prominent signage recognition <input type="checkbox"/> Your brochure enclosed in conference delegate bags <input type="checkbox"/> Acknowledgement on the OAMR sponsor webpage <input type="checkbox"/> 1 complimentary ticket to the President's Welcome Reception with new and active OAMR members held on the evening of September 18th <input type="checkbox"/> 1 complimentary quarter page advertisement in the OAMR newsletter distributed to over 200 members 	<ul style="list-style-type: none"> <input type="checkbox"/> Sponsor 1 refreshment break with prominent signage recognition <input type="checkbox"/> Your brochure enclosed in conference delegate bags <input type="checkbox"/> Acknowledgement on the OAMR sponsor webpage <input type="checkbox"/> 1 complimentary ticket to the President's Welcome Reception with new and active OAMR members held on the evening of September 18th
		<p>IMPORTANT: For name/logo placement to be included in applicable conference materials, sponsorship decisions need to be completed before the marketing deadline.</p> <p>MARKETING DEADLINE: Friday, August 15, 2019</p>	

OAMR 2019 Sponsor Pledge Form

I want to be an OAMR Conference sponsor!

I. Conference Sponsorship (event deadline: August 1, 2019)

Bronze Level - \$500

Silver Level - \$750

Gold Level - \$1,000

Diamond Level - \$1,500

Or a donation to be used as OAMR finds appropriate and/or co-sponsor at a lesser amount of money in the amount of: \$ _____

Promotional items are especially being sought for all levels of sponsorship: Conference bags, lanyards, pens, note pads, letter openers, water bottles, cups, glasses, flash drives or any company logo items. If you would like to sponsor these items please indicate so here and a committee member will be in touch with more information. Please indicate what you would like to donate (we would be stuffing at least 135 items of each business promotional items or giveaways).

II. Company Contact Information:

Sponsorship Type:	
Company Name:	
Contact Person:	
Contact Phone:	Email:
Complete Mailing address:	

III. My check is enclosed in the amount of \$ _____

Checks should be made payable to: Oregon Association of Municipal Recordors or OAMR

IV. I will email you a full color high resolution (300 dpi) copy of our logo as jpg or pdf no later:

Deadline is August 1, 2019 to: cweir@cityofrogueriver.org

Please complete and return this page along with payment to:

Carol Weir, MMC

City Recorder

Box 1137

Rogue River, Oregon 97537

Signature _____

Date _____



**Oregon Association of Municipal Recorders
37th Annual Conference – Runway to Success
Exhibitor Application
September 18 – 20, 2019
Thursday, September 19, 2019: Exhibitor Lunch Event
Riverhouse on the Deschutes**



Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____ Website: _____

Name: _____ Title: _____
(As it should appear on nametag)

Name: _____ Title: _____
(As it should appear on nametag)

Name: _____ Title: _____
(As it should appear on nametag)

Please describe you exhibit and/or materials to be displayed. Seating, electrical service, a table, and wireless service are provided.

SECURITY: OAMR shall assume no liability for loss or damage to the property of exhibitors. Exhibitors or their agents shall not injure or deface walls or floors of the building or the equipment of other exhibitors. If such damage is done, the exhibitor is liable for the property so damaged. Combustible or explosive materials shall not be permitted in the exhibit area.

EXHIBITOR FEE: Exhibitor fee is per table requested and includes display space. Please see Meal Packages information below. Sponsors at the Silver level will receive a 50% discount on the exhibitor booth fee for one person. Sponsors at the Gold and Diamond levels will receive a complimentary exhibitor booth for on person.

- Exhibitor Fee:** \$375.00 for 1 person
- Additional Exhibitor:** \$100.00 per person. Number of additional exhibitors: _____
- Silver Level Sponsor Exhibitor Fee:** \$187.50 per person
- Gold or Diamond Level Sponsor Exhibitor Fee:** *Complementary for 1 person*

EXHIBITOR HOURS: Exhibitor setup hours on Wednesday night are TBD. Tables will be marked clearly with exhibitor names, and event lanyards will be at your tables. The final conference break will end at approximately 3:00 p.m. on Friday afternoon.

SPECIAL EVENTS: Exhibitors will receive meal tickets to the Thursday Exhibitor Lunch with their name tags. For more networking opportunities, exhibitors are welcome to purchase tickets to additional lunches and special events as listed below.

Friday Lunch	\$25.00 _____
Thursday day Banquet (Semi-Formal Attire: entrée option TBD)	\$45.00 _____

EXHIBITOR CONTACT INFORMATION: More information and details will be sent in your confirmation packet, or you may contact Carol Weir to get more details about being an exhibitor at the OAMR Conference. We will be asking you to provide us with a **pdf** or **jpg** of your Logo and brochure material along with your Website link.

SPONSORSHIP OPPORTUNITES are available! Please see our sponsorship brochure for more information.

SPACE IS RESERVED FOR YOUR BUSINESS BASED ON A FIRST COME/FIRST SERVED BASIS!

Signature

Date

Priority Application Deadline: Friday, August 1, 2019

Thank You for doing business with OAMR!

Please return your exhibitor packets to the following address:

Carol J. Weir, MMC
OAMR Sponsor/Exhibitor Chair
City of Rogue River
City Recorder
Box 1137
Rogue River, Oregon 97537
Business phone: 541-582-4401 ext. 102
Cell phone: 541-218-8977
Fax: 541-582-0937
Email: cweir@cityofrogueriver.org