



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, February 8, 2019
Salem Area Mass Transit District, Senator Hearing Room, Salem, OR**

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	1st Vice-President/Conference Chair	√
Kathy Payne, MMC, St. Helens	2nd 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
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