



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, February 8, 2019
1:30pm
Senator Hearing Room
Salem Area Mass Transit District
555 Court Street NE
Salem, OR 97306**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Committee Reports**
 - A. Scholarship: Nanci Moyo, CMC, Beaverton
- IV. Future Meetings**
 - A. TBD- April 4, 2018 at 4:00 p.m., The Riverhouse - Bend, OR
- V. Adjourn**

Meetings Prior to Board Meeting:

- 9:30am – Special Projects & Fundraising Committee Meeting – 2nd VP – Kathy Payne, MMC**
- 11:00am – Conference Committee Meeting – 1st VP – Melissa Thompson-Kiefer, CMC**
- 12:30pm – Lunch on your own**



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: February 2019
Source of Item: Scholarship Committee

Contact: Nanci Moyo, Chair
Contact Telephone Number: 503-526-2650
Contact E-Mail: nmoyo@beavertonoregon.gov

COMMITTEE MEMBERS

The members of the 2018/2019 OAMR Scholarship Committee: Nanci Moyo, Beaverton; Susan Reeves, Scappoose; Debby Roth, Cornelius; Nancy Parker, Athena; Sadie Main, Estacada; Cathy Nelson, Waterloo; Carol Krager, Tigard; Tori Barnett, Ontario; Dawne Shaw, Warrenton; Jodi Coggins, Depoe Bay; Kailin Honea, Rogue River; Peggy Hawker, Newport; Kari Linder, Lake Oswego; Debbie Hamilton, Sutherlin; Jennifer Stolz, Coquille, and Anna Ruggles, Forest Grove.

COMMITTEE ACTIVITY

Thank you to the OAMR Fundraising Committee for providing funds for the scholarships. The Board and all of OAMR should know that when people receive their scholarships they email back with such gratitude to the Scholarship Committee, Fundraising Committee and OAMR for the scholarship, and the opportunity for continuing the education as Records.

The Scholarship Committee scored the scholarship applicants for the Mid-Year Academy. The scholarship is for \$150 per recipient, with a total of \$1200 available for Mid-Year scholarships. There were 15 applicants and only 8 will receive scholarships. The top 8 scores were Stephanie Borst, AJ Ripka, Katie Scott, Melanie Masterfield, Nancy Parker, Lisa Scholl, Anna Ruggles and Cathy Nelson. The others who applied were: Kailin Honea, Kerry Prosser, Karen Spooontz, Melissa (Grace) Bisset, Tere Andrews, Amy Aschenbrenner, and Kitty Vodrup. The 8 applicants will be provided to the OAMR Board for final approval at this meeting.

Professional Development Scholarships are open until March 1, 2019.

Davis/Harris Scholarship opens on February 4 and closes on March 1, 2019.

BOARD DISCUSSION FOR SCHOLARSHIP COMMITTEE

- Criteria Scoring for Scholarships - skewed toward those who attend many OAMR Conferences.
- Do the final scholarship recipients need to come before the OAMR Board for final approval. Rationale: the task has been given to the Scholarship Committee and should be entrusted with the scoring and final decision.
- Modify the Guidelines to one that encompasses all information for PDs, Conference and Academies. Rationale: Keep it simple in one document.
- Modify the applications for scholarships to include the applicant's supervisor acknowledging the 30 day requirements for KTAP and Report, and Committee participation. Include the penalty for failing to comply with supervisor acknowledgement.
- Include in guidelines: If recipient misses deadline for KTAP or Report – a letter will be sent to recipient and supervisor from the OAMR President regarding the penalty (No scholarships for 1 year missing KTAP or Report deadline and No scholarship for 3 years for not participating on a committee)
- Discussion topic at Board meeting: Scholarship recipient must reimburse OAMR for not meeting the requirements (attending the full PD, Academy or Conference, or missing KTAP or Report deadline, or not participating on a committee)
- Discussion on scholarships paid upfront or be reimbursed. Rationale: Upfront because the city's policies of refunds not returned to the budget it came from.
- Consensus NOT to pay for first-time lodging for PD and Annual Conference when scholarship funds are low.

- Consensus to have a cancellation policy with a date if scholarship recipient is unable to attend an Academy or Conference (due to meal count cost to OAMR)
- Consensus there should be a penalty to scholarship recipients who do not attend the whole academy or conference
- Consensus the suspension time period should be fiscal year and not calendar year
- Send an email to scholarship recipients that has a check list they need to return to scholarship chair showing they agree to the commitment (new idea). Include in email the actual 30 day deadline for each scholarship.
- Discussion about having only KTAPs and no Reports. Rationale: The KTAPs requires the same info as the report and people are not understanding the extent of the report.
- Discussion for the Board: Have only KTAPs and no reports for all scholarship recipients (people don't understand what is required in the report and the KTAP covers what needs to be in the report)
- Discussion for the Board: Come up with one guideline for all scholarships
- Code Publishing – Scholarship?
- Changes to the Scholarship Chair/Committee job descriptions.
- Discussion – make final decision on how to handle reporting for participation on committees and scholarship suspension.

ATTACHED

- ✓ Total scores for the Mid-Year Academy scholarship recipients
- ✓ Tracking Sheet

Future Activities - The committee will meet via email to review the applications that are received for the future Mid-Year Academy, Conferences and PDs. The committee will be spending more time this year reviewing the Scholarship Committee job descriptions, guidelines and criteria for scholarships.

Total Scores	
Name	Total Score (Average)/Ranking
Kailin Honea (Pursuing CMC)	9.62
Anna Ruggle	10.62/7
Cathy Nelson	10.62/8
Kerry Prosser (Pursuing CMC)	9.62
Karen Spoontz (Has MMC)	7.87
Melanie Masterfield	11.0/4
Katie Scott	12.0/3
Nancy Parker	10.87/5
Melissa Bisset (Pursuing MMC)	9.0
Tere Andrews – (Not an IIMC Member)	3.0
AJ Ripka	12.0/2
Amy Aschenbrenner (Pursuing CMC)	9.12
Lisa Scholl	10.62/6
Kitty Vodrup (Has MMC)	8.37
Stephanie Borst	13.2/1

Stephanie Borst – 1 (Pursuing CMC)

AJ Ripka – 2 (Pursuing CMC)

Katie Scott – 3 (Pursuing CMC)

Melanie Masterfield – 4 (Pursuing CMC)

Nancy Parker – 5 (Pursuing MMC)

Lisa Scholl – 6 (Pursuing MMC)

Anna Ruggle – 7 (Pursuing MMC)

Cathy Nelson – 8 (Pursuing MMC)

Scholarship recipients for Mid-Year Academy

2010

Mid Year Academy Applicants	\$ amount	report received
Jean Hadley	\$ 150.00	N/A
Tanmy Erb	\$ 150.00	N/A
Laurie Boyce	\$ 150.00	N/A
Rebecca Petersen	\$ 150.00	N/A
Patricia Morgan	\$ 150.00	N/A
Debbie Hamilton	\$ 150.00	N/A
Amanda Rice	\$ 150.00	N/A

2011

Deadline March 2

Mid Year Academy Applicants	\$ amount	report received	waiting list
Alissa Angelo	\$ 150.00	Yes	
Debbie Hamilton	\$ 150.00	Yes	
Lisa Gibson	\$ 150.00	Yes	

2012

No Mid-Year Academy for 2012 due to IIMC conference in Portland

2013

Deadline March 1

Mid Year Academy Applicants	\$ amount	date received	report received	waiting list
Anna Ruggles	\$ 150.00	12/1/2012	Yes	
Sadie Main	\$ 150.00	12/4/2012	Yes	
Nicole Morris	\$ 150.00	1/8/2013	Yes	
Debra Manning	\$ 150.00	1/12/2013	Yes	
Denise Carey	\$ 150.00	2/28/2013	Yes	
Deanna Schafer	\$ 150.00	2/28/2013	Yes	
Susan LaDuke	\$ 150.00	2/28/2013	Yes	
Megan Webb	\$ 150.00	2/28/2013	Yes	

2014

Acceptance Period: November 3 - January 31

Recipient Notification February 21

Mid Year Academy Applicants	\$ amount	date received	report received	waiting list
Kimmie Jackson	\$ 150.00	11/6/2013	Yes	
Linda Wangsness	\$ 150.00	11/6/2013	Yes	
Sadie Main	\$ 150.00	11/8/2013	Yes	
Robyn Christie	\$ 150.00	12/5/2013	Yes	
Anna Ruggles	\$ 150.00	12/11/2013	Yes	
Darci Henneman	\$ 150.00	12/13/2013	No - Ineligible for 1 year	
Lisa Gibson	\$ 150.00	12/19/2013	Yes	

Available Amount: \$ 3,000.00

Amount Awarded: \$ 1,800.00

Remaining Amount: \$ 1,200.00

Debra Manning	\$ 150.00	1/13/2014	Yes
Nancy Parker	\$ 150.00	1/15/2014	Yes
Cathy Nelson	\$ 150.00	1/27/2014	Yes
Margaret Reh	\$ 150.00	1/27/2014	Yes
Patricia Morgan	\$ 150.00	1/28/2014	Yes

2015 Acceptance Period: November 3 - January 30			Recipient Notification February 20		Available Amount:	\$ 3,000.00
Mid Year Academy Applicants	\$ amount	date received	report received	waiting list	Amount Awarded:	\$ 1,650.00
Nancy Parker	\$ 150.00	11/6/2014	yes		Remaining Amount:	\$ 1,350.00
Kimmie Jackson	\$ 150.00	11/17/2014	yes			
Lisa J Gibson	\$ 150.00	11/18/2014	yes			
Linda Wangsness	\$ 150.00	11/18/2014	yes			
Anna Ruggles	\$ 150.00	12/10/2014	yes			
Susan Reeves-yes report	\$ 150.00	11/17/15	First time			
Debby Roth	\$ 150.00	1/16/15	First time			
Sadie Main	\$ 150.00	1/27/15	yes			
Jennifer L Nelson	\$ 150.00	1/28/15	First time			
Diane Harris	\$ 150.00	1/27/15	First time			
Margaret L Reh	\$ 150.00	1/6/15				
	\$ 1,650.00					

2016 Acceptance Period: November 2, 2015 - January 29, 2016			Recipients Notification February 2, 2016		Available Amount:	\$3,000.00
Mid Year Academy Applicants	\$ amount	date received	KTAP	waiting list	Amount Awarded:	\$ 1,200.00
Kimberlyn Collins	\$ 150.00		Yes		Remaining Amount:	\$ 1,800.00
Diane Harris	\$ 150.00		Yes		Transferred to PDs	\$1,675.00
Karen Hewitt	\$ 150.00		Yes			\$ 125.00
Nancy Parker	\$ 150.00		Yes			
Margaret L Reh	\$ 150.00		Yes			
Scott Stauffer	\$ 150.00		Yes			
Jennifer Nelson	\$ 150.00		Yes			
Winnie Shepard	\$ 150.00		Yes			
	\$ 1,200.00					

2017 Acceptance Period: November 7, 2016 - January 20, 2017			Recipient Notification February 3, 2017		Available Amount:	\$3,000.00
Mid Year Academy Applicants	\$ amount	date received	KTAP	waiting list	Amount Awarded:	\$ 2,550.00
Debi Russell	\$150.00	11/8/2016	Yes		Remaining Amount:	\$1,050.00
Sadie Main	\$150.00	11/14/2016	Yes		MOVED TO PDs	\$150.00
Anna Ruggles	\$150.00	12/1/2016	Yes		Remaining Amount:	\$900.00
Nancy Parker	\$150.00	12/1/2016	Yes			
Amy Aschenbrenner	\$150.00	12/20/2016	Yes			

Scott Stauffer	\$150.00	12/21/2016	Yes	Moved at the April 6, 2017, Board Meeting to move \$150.00 from Mid-Year unused funds to the PDs to cover the additional \$25 increase.
Cathy Nelson	\$150.00	12/28/2016	Yes	
Jaime Reed	\$150.00	1/4/2017	Yes	
Jennifer Nelson	\$150.00	1/10/2017	Yes	
Kaelin Honea	\$150.00	1/13/2017	Yes	
Diane Harris	\$150.00	1/17/2017	Yes	
Aubrey Minear	\$150.00	1/18/2017	Yes	
Kimberlyn Collins	\$150.00	1/18/2017	Yes	
Linda Galeazzi	\$150.00	1/18/2017	Yes	
Donna Trippett	\$150.00	1/19/2017	Yes	
Winnie Shepard	\$150.00	1/19/2017	Yes	
Lisa Scholl	\$150.00	1/20/2017	Yes	
	\$2,550.00			

2018 Acceptance Period: November 6, 2017 - January 19, 2018

Recipient Notification February 2, 2018

Mid Year Academy Applicants	\$ Amount	Date Received	KTAP	Waiting List	Available Amount:	\$3,000.00
Angie Lanter	\$150.00	11/27/2017	Yes		Amount Awarded:	\$1,950.00
Cathy Nelson	\$150.00	1/10/2018	Yes		Remaining Amount:	\$1,050.00
Gloria Tucker	\$150.00	1/5/2018	Yes			
Jennifer Nelson	\$150.00	1/19/2018	Yes			
Kailin Honea	\$150.00	12/5/2017	Yes			
Kimberlyn Collins	\$150.00	1/18/2018	Yes			
Kimmie Jackson	\$150.00	1/19/2018	Yes			
Kitty Vodrup	\$150.00	1/2/2018	Yes			
Lisa Scholl	\$150.00	1/17/2018	Yes			
Nancy Parker	\$150.00	12/13/2017	Yes			
Ronnie Smith	\$150.00	12/21/2017	No			
Sadie Main	\$150.00	1/18/2018	Yes			
Tere Andrews	\$150.00	1/19/2018	Yes			
	\$1,950.00					

SUSPENDED GLORIA TUCKER FROM NOV. 1, 2018 - OCT. 31, 2019

2019 Acceptance Period: November 5, 2018 - January 18, 2019

Recipient Notification February 1, 2019

Mid Year Academy Applicants	\$ Amount	Date Received	KTAP	Waiting List	Available Amount:	\$1,200.00
Kailin Honea	\$150.00	11/9/2018			Amount Awarded:	\$1,200.00
Anna Ruggle	\$150.00	11/29/2018			Remaining Amount:	\$1,200.00
Cathy Nelson	\$150.00	12/3/2018				
Kerry Prosser	\$150.00	12/5/2018				
Karen Spoontz	\$150.00	12/17/2018				
Melanie Masterfield	\$150.00	12/17/2018				
Katie Scott	\$150.00	12/20/2018				
Nancy Parker	\$150.00	12/21/2018				

Melissa Bisset (Grace)	\$150.00	12/21/2018
Tere Andrews	\$150.00	1/11/2019
AJ Ripka	\$150.00	1/14/2019
Amy Aschenbrenner	\$150.00	1/14/2019
Lisa Scholl	\$150.00	1/15/2019
Kitty Vodrup	\$150.00	1/17/2019
Stephanie Borst	\$150.00	1/17/2019
	\$2,250.00	