



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Thursday, April 2, 2015
3:30 PM
Seaside Convention Center, Seaside, Oregon**

AGENDA

- I. Call to Order**
- II. Roll Call – By sign-in sheet**
- III. Officer Reports**
 - A. President: Amy Sowa, MMC, Springfield (05 Minutes)
 - B. First Vice-President: Michele Eldridge, CMC, Harrisburg (10 Minutes)
 - 1. *Merge of Sponsor and Exhibitor Subcommittees - ACTION*
 - 2. *First Vice-President Job Description - ACTION*
 - C. Second Vice-President: Dale Shafer, Nehalem
 - D. Treasurer: Nancy Batchelder, MMC, Yachats (05 Minutes)
 - 1. *Treasurer Job Description - ACTION*
 - E. Secretary: Anna Ruggles, CMC, Forest Grove (05 Minutes)
 - 1. *Approval of Minutes – ACTION*
 - a. November 14, 2014 Board Meeting
 - b. December 2, 2014 E-Board Meeting
 - c. December 18, 2014 E-Board Meeting
 - d. February 13, 2015 E-Board Meeting
 - e. February 18, 2015 E-Board Meeting
 - 2. *Secretary Job Description – ACTION*
- IV. Region Director Reports**
 - A. Region I: Kathy Payne, MMC, St. Helens
 - B. Region II: Debbie Manning, MMC, Dundee
 - C. Region III: Phyllis Bolman, MMC, Monmouth
 - D. Region IV: Trudy Borrevik, CMC, Cottage Grove
 - E. Region V: Deanna Casey, MMC, Central Point
 - F. Region VI: Lisa Morgan, Prineville
 - G. Region VII: Nancy Parker, Athena

V. Committee Reports

- A. Audit: Karin Johnson, MMC, Independence (10 Minutes)
 - 1. *Audit Report and Recommendations* - ACTION
 - 2. *Finance Policy Amendments* - ACTION
- B. Bylaws: Julie Krueger, MMC, The Dalles (05 Minutes)
 - 1. *Bylaws Amendments* - DIRECTION
- C. City Recorder's Procedure Manual: Kelly Morse, MMC, Redmond (05 Minutes)
 - 1. *Online Procedure Manual* - DIRECTION
- D. Conference: Michele Eldridge, CMC, Harrisburg (05 Minutes)
 - 1. *Exhibitor/Sponsor Description Update* - ACTION
- E. Education: Peggy Hawker, MMC, Newport (10 Minutes)
 - 1. *Athenian Dialogue Cost* - DIRECTION
- F. Historical Preservation: Deanna Casey, MMC, Central Point
- G. Internet: Melissa Kiefer, Nehalem
- H. Legislative: Lisa Morgan, Prineville
- I. Membership: Mary Dibble, MMC, Albany (05 Minutes)
 - 1. *Membership Brochures* - DIRECTION
- J. Mentoring: Nancy Parker, Athena
- K. Newsletter: Kathy Payne, MMC, St. Helens (05 Minutes)
 - 1. *Newsletter Committee Job Description Amendments* - ACTION
 - 2. *Newsletter Manual Amendments* - ACTION
 - 3. *Newsletter Guidelines Amendments* - ACTION
- L. Nominating: Joann Thompson, North Bend
- M. NCI Education: Tracy Davis, MMC, Keizer
- N. Professional Growth & Leadership Development: Ruth Post, MMC, Philomath (10 Minutes)
 - 1. *Pre-Approval Requests to LOC for LGMC Credit* - DIRECTION
- O. Records Management: Pat Duval, CMC, Milwaukie
- P. Retired Clerks: Debbie Hamilton, MMC, Sutherlin
- Q. Scholarship: Debi Russell, Weston (10 Minutes)
- R. Special Projects/Fundraising: Dale Shafer, Nehalem (05 Minutes)
 - 1. *Online Store Purchasing Capability* - ACTION

VI. Other Business

VII. Information Sharing

- A. Gifts for Dema Harris' Official Retirement

VIII. Future Meetings

- A. September 17, 2015 at 8:00 a.m.: The Seaside Convention Center (Annual Meeting)



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: President's Update

Contact: Amy Sowa, MMC, President
Contact Telephone Number: 541-726-4666
Contact E-Mail: asowa@springfield-or.gov

BACKGROUND

As President of OAMR I am reporting on the 2014 AAMC Conference, 2015 WMCA Conference, LOC Board meeting, and other activities.

November 16-19, 2014: I travelled to the Alaska Association of Municipal Clerks (AAMC) Conference in Anchorage. They held some great educational sessions and the clerks were friendly, smart and fun. A couple of my favorite sessions were "You Are the KEY to Success" and "Public Information During Emergencies". One of the best parts of the conference was having a chance to see clerks from Alaska that attended PDI, PDII and PDIII with me years ago!

December 5, 2014: The LOC Board meeting held in Salem included a financial audit report; review of the strategic plan and adoption of goals for 2015; city dues for 2015/2016; adoption of revised state of legislative priority on marijuana; discontinuation of city manager recruitment services; update on LOC-TV training; and preview of the legislative session.

December, 2014: I was fortunate to be able to visit four of our regions for their holiday luncheons – Region I, Region II, Region IV and Region V Coastal. It was such fun to spend time with those that were able to attend and learn more about their cities and personal lives. It just reinforced my belief that OAMR members are the best and most caring people I have met!

February 27, 2015: The LOC Board meeting in Salem included an update on topics scheduled for the 2015 Legislative session and the Elected Essentials training. Action was taken to approve amendments to the IGA between AOC and LOC regarding the Local Government Personnel Institute (LGPI); appoint Deborah Bond to the LOC Budget Committee; approve the 2015-2016 dues calculation; and approve the LOC Personnel Manual amendments and insurance contribution adjustment.

March 17-20, 2015: I attended the Washington Municipal Clerks Association (WMCA) Conference in beautiful Vancouver, WA. President Diana Quinn and all of the WMCA members were incredible hosts. There was lots of laughter, networking, and excellent educational sessions. One of my favorite sessions was "The Art of Delegation" with Patrick Ibarra. He is an excellent presenter and I found the information he presented to be very valuable for my current work situation. The bonus is that our Education Committee has already signed him to be one of our presenters for the Annual Conference in Seaside!

2015 scheduled events are:

- April 2-3, 2015: OAMR Board Meeting and Mid-Year Academy in Seaside
- April 17, 2015: Region IV Meeting/Records Retention and Management Training in Cottage Grove
- April 21-24, 2015: City Clerks Association of California (CCAC) Conference in Rhonert Park, CA
- May 17-21, 2015: IIMC Conference in Hartford, CT
- June 19, 2015: LOC Board Meeting, location TBD



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: 1st Vice President

Contact: Michele Eldridge, CMC, 1st VP
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

BACKGROUND

After researching past board reports, it was discovered that the job description for the 1st Vice President was not updated to remove the wording of 'Executive' from Executive Board, nor did it reflect the change in wording from 'vendor' to 'exhibitor' under sub-committees. The 1st VP Job Description needs to be updated to reflect these changes.

In addition, during the Conference Committee Report, the Board will be discussing the merging of the Exhibitor and Sponsor Sub-Committee's into one sub-committee. If that proposed change is approved, the job description should be updated to reflect that as well.

RELATED POLICIES/BUDGET CONSIDERATIONS

There is no budgetary impact from these changes.

BOARD OPTIONS

1. Update the 1st VP Job Description to reflect the changes in wording, by removing the word 'Executive' as well as replacing 'vendor' with exhibitor.
2. Update the job description to reflect the merging of the Exhibitor and Sponsor Sub-Committees, contingent upon the approval of those changes.
3. Reject the suggested changes.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Job Description should be updated to match language reflected throughout OAMR. If the board agrees to the merge of the two sub-committees, then the job description can be updated to match without having to wait until the next Board meeting.

SUGGESTED MOTION

Motion to adopt the proposed changes to the 1st VP Job Description to update language reflected throughout OAMR, and to approve the changes to the subcommittee's contingent upon board approval of the merge.

ATTACHMENTS

- A. 1st VP Job Description



JOB DESCRIPTION

OAMR

FIRST VICE PRESIDENT

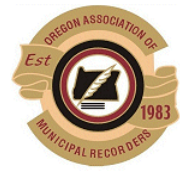
RESPONSIBILITIES:

- A. The First Vice President serves as Chair of the Conference Committee to plan, coordinate, and manage the Annual Conference and Academies (Mid-Year and Annual). The First Vice President also serves as Chair of the Budget Committee.
- B. Works closely with the Conference Subcommittees to ensure that all duties, as outlined in the Conference Planning Manual, are accomplished in a timely manner. Subcommittees of the Conference Committee include:
 - * Education/Speakers/Entertainment
 - * Facility
 - * Finance
 - * Handbook
 - * Hospitality/Transportation/Publicity
 - * Registration
 - * Special Events
 - * Sponsors/Exhibitors
 - * Vendors
- C. Serves as the primary contact with the Host conference facility personnel on logistics, meal planning, and lodging information.
- D. Schedules Conference Committee meetings and prepares agenda and meeting attachments.
- E. Selects the installing officer for the installation of all officers during the Annual Conference banquet.
- F. Works closely with Treasurer to ensure adequate conference and academy registrations.

- G. Monitors all conference-related budget expenditures and recommends adjustments to the ~~Executive~~ Board.
- H. Surveys annual conference members regarding session topics for next year's conference and provide findings to the incoming First Vice President for review and evaluation.
- I. Works with the Treasurer to prepare the budget for the following year, and present to membership for approval at Annual Conference.
- J. Prepares quarterly newsletter articles to update membership on Mid-Year Academy and Annual Conference, including program overviews, lodging and registration costs and details, and conference registration forms.
- K. Provides updated OAMR conference information for the Web page.
- L. Briefs incoming 1st Vice President on responsibilities and expectations soon after the Annual Conference.
- M. Acts as President of the Association in the absence of the President and be prepared to represent the Association in the absence of the President.
- N. Attends all ~~Executive~~ Board meetings and OAMR Annual Conference unless previously excused by the President.
- O. Attends and represents OAMR at IIMC Annual Conference.
- P. Represents OAMR at the Annual Conference as a member of the ~~Executive~~ Board.
- Q. Encourages OAMR members to participate in one or more of the Association's committees.
- R. Adheres to the OAMR Code of Ethics.

QUALIFICATIONS:

- A. Must be an active member of OAMR in good standing.
- B. Must have served as OAMR Second Vice President prior to taking office.



OAMR BOARD REPORT OR REQUEST FOR ACTION

2nd VICE-PRESIDENT

Meeting Date: April 2, 2015
Source of Item: 2nd Vice-President

Contact: Dale Shafer
Contact Telephone Number: 503-368-5627
Contact E-Mail: manager@ci.nehalem.or.us

ISSUE STATEMENT

There is only information being shared with the Board at this time

BACKGROUND

I have sent out seven Bid Requests for 2017, to facilities in Region III. I have asked that the bids be returned to me no later than Friday June 9, 2015. The requests went out to the following: Oregon Garden Resort in Silverton, Salem Convention Center, Inn At Spanish Head in Lincoln City, Salishan in Gleneden Beach, Hallmark Resort in Newport, Best Western Agate Beach Inn in Newport and Quality Inn in Keizer.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

OAMR Treasurer's Report

Meeting Date: April 2, 2015
Source of Item: Financial Records

Contact: Nancy Batchelder
Contact Telephone Number: 541-547-3565
Contact E-Mail: nancy@ci.yachats.or.us

ISSUE STATEMENT

Report on the activities of the Treasurer

- I completed the annual tax reports – The Federal 990 and the State Department of Justice CT-12 and submitted them. Those returns are due by March 15 each year.
- The Annual State Corporation Report will be due in April. I have not yet received the form from the State to complete.

ATTACHMENTS

Attachment A: The Budget to Actual, Balance Sheet and Profit and Loss Reports from the beginning of the Fiscal Year through February 28, 2015.

5:24 PM

**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2014 through February 2015**

03/12/15

Accrual Basis

	Nov '14 - Feb 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Academy/Education Session			
Annual Academy	0.00	9,000.00	-9,000.00
Mid-Year	4,800.00	8,250.00	-3,450.00
On-the Road Workshops	0.00	1,000.00	-1,000.00
Total Academy/Education Session	4,800.00	18,250.00	-13,450.00
Annual Conference Revenue			
Exhibitors	375.00	3,000.00	-2,625.00
Registration	0.00	27,000.00	-27,000.00
Sponsors	0.00	5,000.00	-5,000.00
Total Annual Conference Revenue	375.00	35,000.00	-34,625.00
Cash Carried Forward	53,680.48	50,000.00	3,680.48
Education/Scholarships			
Auction	0.00	3,500.00	-3,500.00
Donations General	640.00	1,300.00	-660.00
Kathy Ishiara Education Fund	25.00	1,000.00	-975.00
Other Fundraising	25.00	1,000.00	-975.00
Raffle	25.00	5,000.00	-4,975.00
Store Sales	0.00	1,250.00	-1,250.00
Total Education/Scholarships	715.00	13,050.00	-12,335.00
Interest Income	46.98	150.00	-103.02
Membership Dues	8,370.00	10,000.00	-1,630.00
Miscellaneous	87.00	350.00	-263.00
Newsletter Advertising	0.00	1,000.00	-1,000.00
Total Income	68,074.46	127,800.00	-59,725.54
Expense			
Academy/Education Sessions			
Conference Academy	0.00	6,000.00	-6,000.00
Mid-Year Academy	0.00	6,000.00	-6,000.00
On-the Road Workshops	0.00	1,000.00	-1,000.00
Total Academy/Education Sessions	0.00	13,000.00	-13,000.00
Annual Conference Expenses			
Awards	0.00	250.00	-250.00
Banquet Expenses	0.00	1,200.00	-1,200.00
Conference Chair Expense	0.00	500.00	-500.00
Food & Beverage/Site fees	0.00	12,000.00	-12,000.00
Freebies/Conference Bags	0.00	1,000.00	-1,000.00
Future Conference Site Deposits	6,000.00	1,500.00	4,500.00
Hospitality	0.00	3,900.00	-3,900.00
Miscellaneous Conference Exp	0.00	200.00	-200.00
Postage-Conference	0.00	100.00	-100.00
Pres. Reception/Special Event	0.00	1,000.00	-1,000.00

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**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2014 through February 2015**

03/12/15

Accrual Basis

	Nov '14 - Feb 15	Budget	\$ Over Budget
Print-Conference	0.00	700.00	-700.00
Speaker Expenses	0.00	2,000.00	-2,000.00
Total Annual Conference Expenses	6,000.00	24,350.00	-18,350.00
Contingency	0.00	37,200.00	-37,200.00
Fundraising Expenses			
Raffle Expenses			
Postage & Supplies	0.00	150.00	-150.00
Printing	0.00	250.00	-250.00
Prize Expenses-Trip or Gift Car	0.00	1,750.00	-1,750.00
Total Raffle Expenses	0.00	2,150.00	-2,150.00
Store Merchandise	0.00	2,000.00	-2,000.00
Total Fundraising Expenses	0.00	4,150.00	-4,150.00
Internet/Web Page	612.00	650.00	-38.00
MCEF Annual Donation	500.00	600.00	-100.00
Membership Expenses			
Printing-Memberships	14.48		
Supplies-Memberships	62.50	150.00	-87.50
Total Membership Expenses	76.98	150.00	-73.02
Micellaneous			
Square and PayPal Fees	29.17		
Miscellaneous - Other	580.89	2,000.00	-1,419.11
Total Miscellaneous	610.06	2,000.00	-1,389.94
Newsletter			
Postage-Newsletter	18.20	100.00	-81.80
Printing-Newsletters	6.68	100.00	-93.32
Supplies-Newsletters	3.29	50.00	-46.71
Total Newsletter	28.17	250.00	-221.83
NW Clerks Institute Director	0.00	4,000.00	-4,000.00
OAMR Ambassadors	0.00	500.00	-500.00
Officer Supplies			
Misc/Equipment-Officers	30.05	500.00	-469.95
Postage-Officers	0.00	50.00	-50.00
Supplies-Officers	0.00	100.00	-100.00
Total Officer Supplies	30.05	650.00	-619.95
Officers Expenses			
1st Vice Pres-IIMC Confrence	0.00	1,600.00	-1,600.00
2nd Vice Pres Conf. Site Tours	0.00	300.00	-300.00
Director Region IX	0.00	1,100.00	-1,100.00
OAMR Region Directors	25.00	150.00	-125.00

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03/12/15

Accrual Basis

**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2014 through February 2015**

	Nov '14 - Feb 15	Budget	\$ Over Budget
President's Expenses			
IIMC Conference-President	0.00	2,200.00	-2,200.00
OAMR Representation-President	0.00	1,000.00	-1,000.00
Region IX Conference-President	1,061.74	4,000.00	-2,938.26
Total President's Expenses	<u>1,061.74</u>	<u>7,200.00</u>	<u>-6,138.26</u>
Total Officers Expenses	1,086.74	10,350.00	-9,263.26
Photography/Historian Scholarships	0.00	850.00	-850.00
IIMC Certification Programs	0.00	13,000.00	-13,000.00
Kathy Ishiara Scholarship	0.00	1,000.00	-1,000.00
Marge Price Scholarship	0.00	1,000.00	-1,000.00
Mid-Year Academy Scholarship	900.00	3,000.00	-2,100.00
OAMR Conference/Academy Session	0.00	10,500.00	-10,500.00
President Awards Scholarship	0.00	600.00	-600.00
Total Scholarships	<u>900.00</u>	<u>29,100.00</u>	<u>-28,200.00</u>
Total Expense	<u>9,844.00</u>	<u>127,800.00</u>	<u>-117,956.00</u>
Net Ordinary Income	58,230.46	0.00	58,230.46
Net Income	<u><u>58,230.46</u></u>	<u><u>0.00</u></u>	<u><u>58,230.46</u></u>

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03/12/15

Accrual Basis

**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2014 through February 2015**

	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	0.0%
Mid-Year	58.2%
On-the Road Workshops	0.0%
Total Academy/Education Session	26.3%
Annual Conference Revenue	
Exhibitors	12.5%
Registration	0.0%
Sponsors	0.0%
Total Annual Conference Revenue	1.1%
Cash Carried Forward	107.4%
Education/Scholarships	
Auction	0.0%
Donations General	49.2%
Kathy Ishiara Education Fund	2.5%
Other Fundraising	2.5%
Raffle	0.5%
Store Sales	0.0%
Total Education/Scholarships	5.5%
Interest Income	31.3%
Membership Dues	83.7%
Miscellaneous	24.9%
Newsletter Advertising	0.0%
Total Income	53.3%
Expense	
Academy/Education Sessions	
Conference Academy	0.0%
Mid-Year Academy	0.0%
On-the Road Workshops	0.0%
Total Academy/Education Sessions	0.0%
Annual Conference Expenses	
Awards	0.0%
Banquet Expenses	0.0%
Conference Chair Expense	0.0%
Food & Beverage/Site fees	0.0%
Freebies/Conference Bags	0.0%
Future Conference Site Deposits	400.0%
Hospitality	0.0%
Miscellaneous Conference Exp	0.0%
Postage-Conference	0.0%
Pres. Reception/Special Event	0.0%

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**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2014 through February 2015**

03/12/15

Accrual Basis

	<u>% of Budget</u>	
Print-Conference	0.0%	
Speaker Expenses	0.0%	
Total Annual Conference Expenses		24.6%
Contingency		0.0%
Fundraising Expenses		
Raffle Expenses		
Postage & Supplies	0.0%	
Printing	0.0%	
Prize Expenses-Trip or Gift Car	0.0%	
Total Raffle Expenses	0.0%	
Store Merchandise	0.0%	
Total Fundraising Expenses		0.0%
Internet/Web Page		94.2%
MCEF Annual Donation		83.3%
Membership Expenses		
Printing-Memberships		
Supplies-Memberships	41.7%	
Total Membership Expenses		51.3%
Micellaneous		
Square and PayPal Fees		
Miscellaneous - Other	29.0%	
Total Miscellaneous		30.5%
Newsletter		
Postage-Newsletter	18.2%	
Printing-Newsletters	6.7%	
Supplies-Newsletters	6.6%	
Total Newsletter		11.3%
NW Clerks Institute Director		0.0%
OAMR Ambassadors		0.0%
Officer Supplies		
Misc/Equipment-Officers	6.0%	
Postage-Officers	0.0%	
Supplies-Officers	0.0%	
Total Officer Supplies		4.6%
Officers Expenses		
1st Vice Pres-IIMC Confrence	0.0%	
2nd Vice Pres Conf. Site Tours	0.0%	
Director Region IX	0.0%	
OAMR Region Directors	16.7%	

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03/12/15

Accrual Basis

**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2014 through February 2015**

	<u>% of Budget</u>
President's Expenses	
IIMC Conference-President	0.0%
OAMR Representation-President	0.0%
Region IX Conference-President	26.5%
Total President's Expenses	<u>14.7%</u>
Total Officers Expenses	10.5%
Photography/Historian	0.0%
Scholarships	
IIMC Certification Programs	0.0%
Kathy Ishiara Scholarship	0.0%
Marge Price Scholarship	0.0%
Mid-Year Academy Scholarship	30.0%
OAMR Conference/Academy Session	0.0%
President Awards Scholarship	0.0%
Total Scholarships	<u>3.1%</u>
Total Expense	<u>7.7%</u>
Net Ordinary Income	<u>100.0%</u>
Net Income	<u><u>100.0%</u></u>

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03/12/15

Accrual Basis

Oregon Association of Municipal Recorders
Balance Sheet
As of February 28, 2015

	<u>Feb 28, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of the West	14,363.25
LGIP	<u>43,574.21</u>
Total Checking/Savings	57,937.46
Accounts Receivable	
Accounts Receivable	<u>293.00</u>
Total Accounts Receivable	<u>293.00</u>
Total Current Assets	<u>58,230.46</u>
TOTAL ASSETS	<u>58,230.46</u>
LIABILITIES & EQUITY	
Equity	
Net Income	<u>58,230.46</u>
Total Equity	<u>58,230.46</u>
TOTAL LIABILITIES & EQUITY	<u>58,230.46</u>

5:22 PM
03/12/15
Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss
November 2014 through February 2015

	Nov '14 - Feb 15
Ordinary Income/Expense	
Income	
Academy/Education Session	
Mid-Year	4,800.00
Total Academy/Education Session	4,800.00
Annual Conference Revenue	
Exhibitors	375.00
Total Annual Conference Revenue	375.00
Cash Carried Forward	53,680.48
Education/Scholarships	
Donations General	640.00
Kathy Ishiara Education Fund	25.00
Other Fundraising	25.00
Raffle	25.00
Total Education/Scholarships	715.00
Interest Income	46.98
Membership Dues	8,370.00
Miscellaneous	87.00
Total Income	68,074.46
Expense	
Annual Conference Expenses	
Future Conference Site Deposits	6,000.00
Total Annual Conference Expenses	6,000.00
Internet/Web Page	612.00
MCEF Annual Donation	500.00
Membership Expenses	
Printing-Memberships	14.48
Supplies-Memberships	62.50
Total Membership Expenses	76.98
Micellaneous	
Square and PayPal Fees	29.17
Miscellaneous - Other	580.89
Total Micellaneous	610.06
Newsletter	
Postage-Newsletter	18.20
Printing-Newsletters	6.68
Supplies-Newsletters	3.29
Total Newsletter	28.17
Officer Supplies	
Misc/Equipment-Officers	30.05
Total Officer Supplies	30.05
Officers Expenses	
OAMR Region Directors	25.00
President's Expenses	
Region IX Conference-President	1,061.74
Total President's Expenses	1,061.74
Total Officers Expenses	1,086.74

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03/12/15

Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss
November 2014 through February 2015

	<u>Nov '14 - Feb 15</u>
Scholarships	
Mid-Year Academy Scholarship	900.00
Total Scholarships	<u>900.00</u>
Total Expense	<u>9,844.00</u>
Net Ordinary Income	<u>58,230.46</u>
Net Income	<u><u>58,230.46</u></u>



OAMR BOARD REPORT OR REQUEST FOR ACTION

Meeting Date: April 2, 2015
Source of Item: OAMR Treasurer

Contact: Nancy Batchelder, Treasurer
Contact Telephone Number: 541-547-3565
Contact E-Mail: nancy@ci.yachats.or.us

BACKGROUND

The last time the Job Description for the Treasurer was reviewed was 2013. However, that Description stated that the Treasurer would provide financial reports to the Executive Board. The proposed amended Job Description removes the term “Executive”

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS

The Board may approve the Job Description as proposed.
The Board may make further changes and approve the Job Description as amended.
The Board may take no action.

SUGGESTED MOTION

Motion to approve the Treasurer’s Job Description as proposed/amended.

ATTACHMENTS

Attachment A: Proposed Job Description



JOB DESCRIPTION

OAMR TREASURER

Responsibilities:

- A. Receipt all monies received by OAMR. (Original receipt is emailed or mailed to payer, as necessary).
- B. All funds received are to be promptly deposited in an OAMR account (savings, checking, CD, or other appropriate OAMR fund).
- C. Post, in an appropriate register, receipts to the proper account, i.e. Income: Interest; Expense: Newsletter, etc.
- D. Pay all claims deemed to be due and payable from OAMR funds in a timely manner and charge them against the appropriate general ledger account.
 - D.1. Pay bills no later than due date on invoice.
 - D.2. Make reimbursements within two weeks from submission, generally.
- E. Maintain a record of all claims invoices paid, cross referenced to check number.
- F. Maintain accounts and reconcile statements on a monthly basis.
- G. Receive all membership dues from the Membership Committee Chair for recording and deposit.
- H. Work closely with the Education Committee, forwarding all Education registrations, including Mid-Year Academy, Annual Academy and On-the-Road Workshops.
- I. Work closely with the Conference Committee and its subcommittees, keeping them advised of annual conference registrations, including but not limited to:
 - Special Conference Fundraising Event Registrations
 - Registration
 - Vendors
 - Sponsors
- J. Work closely with Special Projects/Fundraising Committee:
 - Track raffle tickets issued/moneys turned in
 - Provide expenditure reports
- K. Prepare an annual financial report for the annual conference business meeting, and as part of the Audit Committee, have all appropriate records available at the time of the audit.
- L. Provide **Executive** Board with a quarterly financial statement.
- M. Shall be the appointed registered agent of the Association for purposes of corporation business, receive Association legal documents and shall submit proper renewal form and any amendments to the annual report, including changes in mailing address to the State Corporation Commissioner.
- N. Shall serve on the Budget Committee and work closely with the 1st Vice President to provide a draft budget document for the Budget Committee. The Treasurer shall maintain the drafts, providing copies to the committee as requested; provide the 1st Vice President with **the final 'Approved' version; and shall provide the President the final 'Adopted' version.**
- O. Update checking and savings account authorized signatures, as required by the financial institution and approved by Resolution.
- P. Shall perform an annual review of the OAMR Expense Policy, and make any recommended changes to the Board.

- Q. Relinquish all records to the newly elected Treasurer upon completion of the previous year's business audit.
- R. Adhere to the OAMR Code of Ethics.
- S. Prepare the Federal Tax Form – 990 and submit it before the March 15 deadline.
- T. Prepare the annual Oregon Charities to the Department of Justice CT-12 Report, filing with a copy of the IRS Form 990.
- U. Maintain a log of all scholarships, raffles and donations received during the fiscal year to include on the 990 and/or other reports required.
- V. If the Board has voted to acquire and maintain a State Raffle License – Prepare the annual State Raffle License application and renewals and all necessary raffle reports in a timely manner.
- W. Prepare receipts for all tax deductible eligible donations received from members or others for items used for fundraising and email or mail to donors before the end of the tax year.

Calendar:

- A. January: Begin forwarding Mid-Year registrations to Education Chair, 1st Vice President and any other Committee Chair needing the information.
- B. February: Provide Board with quarterly financial statement for November, December and January.
- C. March: Prepare and submit Federal Tax Form 990. Prepare and submit Oregon Department of Justice Charitable Activities Annual Report (CT-12).
- D. April: Prepare and submit Oregon Corporation Division Annual Report.
- E. May: Provide Board with quarterly financial statement for February, March and April.
- F. July - August: Work with Budget Committee on draft budget.
- G. August: Provide Board with quarterly financial statement for May, June and July. Prepare a report for the Annual Business Meeting Packet.
- H. Pre-Conference:
 - Forward Conference & Academy registrations to various committee chairs as needed, i.e. Conference, Education, Conference Fundraising Event.
 - Receive vendor and sponsor payments from Conference Committee Sub-Committee Chairs.
- I. Annual Conference:
 - Work with Registration, the store and Special Fundraising Committee members, tracking moneys received and due.
 - Receipt all money received and deposit all funds at the close of the conference.
 - Provide Conference Chair with estimates of fundraising money received, and provide final estimate at Annual Banquet.
 - Pay all charges for hotel, conference expenses and member reimbursement requests for conference related expenses.
- J. Following conference:
 - Acquire signatures of President and 1st Vice President on financial institution form; add Treasurer's signature & forward to bank.
 - Work with the Chair of the Audit Committee to set the date for the Audit.
 - Meet with newly elected Treasurer after audit; turn over all books, software, laptop & printer.
 - Forward Adopted Budget & Budget Narrative to the Chair of the Internet Committee for posting on the OAMR web site.
- K. November:

- Close out prior fiscal year, prepare year-end reports for Board, and open new fiscal year, including entering the new budget into the accounting software.
 - Send annual donation to MCEF.
- L. December: Receive Membership Dues from the Membership Committee Chair.

Qualifications:

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.
- C. Must have a municipal finance background.

NOTES:

- 1. The OAMR fiscal year is November 1st through October 31st.***
- 2. The Treasurer should reference OAMR Bylaws and the OAMR Expense Policy for guidance in performance of duties.***



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Secretary

Contact: Anna D. Ruggles, CMC, City Recorder
Contact Telephone Number: 503.992.3235
Contact E-Mail: aruggles@forestgrove-or.gov

BACKGROUND

Approval of the following Board Meeting Minutes:

1. November 14, 2014, Board Meeting
2. December 2, 2014, E-Board Meeting (IIMC President's Reception Contribution and OAMR Logo Changes)
3. December 18, 2014, E-Board Meeting (Scholarship Guidelines)
4. February 13, 2015, E-Board Meeting (NCI Director Selection)
5. February 18, 2015, E-Board Meeting (IIMC Region IX Director Agreement)
6. Secretary Job Description as amended/presented (~~Executive Board~~ was deleted).

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. The Board may approve the Secretary Job Description as amended; the Board may make additional amendments and approve as amended; or the Board may take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Approve the above-noted Board Meeting Minutes as presented/amended and approve the Secretary Job Description as amended.

SUGGESTED MOTION

1. Motion to approve the above-noted Board Meeting Minutes as presented/amended.
2. Motion to approve the Secretary Job Description as amended.

ATTACHMENTS

- A. November 14, 2014, Board Meeting
- B. December 2, 2014, E-Board Meeting (IIMC President's Reception Contribution and OAMR Logo Changes)
- C. December 18, 2014, E-Board Meeting (Scholarship Guidelines)
- D. February 13, 2015, E-Board Meeting (NCI Director Selection)
- E. February 18, 2015, E-Board Meeting (IIMC Region IX Director Agreement)
- F. Secretary Job Description as amended



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, November 14, 2014
Keizer City Hall

Minutes are unofficial until approved by the Board.

1. Board Meeting Called to Order:

President Sowa called the Board Meeting to order at 12:30 p.m.

2. Roll Call by Sign-In Sheet:

Members:	Title:	Attended:
Amy Sowa, MMC, Springfield	President	✓
Michele Eldridge, CMC, Harrisburg	1st Vice-President/Conference Chair	✓
Dale Shafer, Nehalem	2nd Vice-President/Fundraising Chair	✓
Anna Ruggles, CMC, Forest Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Norma Alley, MMC, Tigard	Immediate Past President	✓ (Non-Voting)
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Debbie Manning, CMC, Dundee	Region II Director	✓
Phyllis Bolman, CMC, Monmouth	Region III Director	✓
Trudy Borrevik, CMC, Cottage Grove	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director/Historic Chair	✓ (via phone)
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	
Nancy Parker, Athena	Region VII Director/Mentoring	
Karin Johnson, MMC, Independence	Audit Chair	✓
Julie Krueger, MMC, The Dalles	Bylaws Chair	
Kelly Morse, MMC, Redmond	City Recorder's Procedures Chair	
Melissa Kiefer, Nehalem	Internet Chair	✓
Peggy Hawker, MMC, Newport	NCI Education/Education Chair	
Tracy Davis, MMC, Keizer	NCI Education	✓
Ruth Post, MMC, Philomath	NCI Education/Professional Growth	✓
Mary Dibble, MMC, Albany	Membership Chair	✓
Joann Thompson, North Bend	Nominating Chair	
Pat DuVal, CMC, Milwaukee	Records Management Chair	✓
Debbie Hamilton, MMC, Sutherlin	Retired Clerks Chair	
Debi Russell, Weston	Scholarship Chair	
Susan Reeves, MMC, Scappoose		✓
Lisa Scholl, CMC, St. Helens		✓
Denise Carey, MMC, Estacada		✓

3. Officer Reports:

President: Amy Sowa, MMC, Springfield, highlighted various meetings and events she attended and reported on upcoming meetings and events she was planning to attend. In addition, Sowa referenced Attachment A, 2014 OAMR Conference Summary, which was held at the Riverhouse Hotel and Convention Center in Bend, September 17-19, 2014.

First Vice-President: Michele Eldridge, CMC, Harrisburg, gave a summary report and requested the Board award the bid for the 2016 Annual Conference and Mid-Year Academy. First Vice-President Eldridge reported the membership approved at the business meeting, held in September 2014, to reject bids and instead rebid the 2016 conference by expanding the original area from Region 4 to include Region 5. First Vice-President Eldridge referenced Exhibit A, 2016 Conference Bid Notice, and Exhibit B, 2016 Conference Proposal Rebid Matrix, noting bids were received from Valley River Inn, Eugene; Eugene Hilton, Eugene; Florence Event Center, Florence; Driftwood Shores, Florence; Seven Feathers Casino & Hotel, Canyonville; Ashland Hills Hotel & Suites, Ashland; Ramada Inn, Medford; and Running Y Ranch Resort, Klamath Falls. In addition, First Vice-President Eldridge referenced Exhibit C, additional information pertaining to the site visits.

President Sowa opened the floor and roundtable discussion ensued pertaining to the 2016 conference bid proposals, including site visits, guest room costs, meal costs and other rates and conference needs. Upon conclusion of the roundtable discussion, the following motion was made.

MOTION: Debbie Manning moved, seconded by Trudy Borrevik, to award the 2016 OAMR Annual Conference Bid and Mid-Year Academy to Ashland Hills Hotel and Suites, Ashland. MOTION CARRIED UNANIMOUSLY by voice vote.

Second Vice-President: Dale Shafer, Nehalem, gave a summary report. No Board action required and no additional oral report given.

Treasurer: Nancy Batchelder, MMC, Yachats, gave a summary report and requested the Board accept the Treasurer's Report. Treasurer Batchelder referenced Attachment A, Budget vs. Actual End, dated November 2013 through October 2014, and Attachment B, Profit and Loss Report, dated November 2013 through October 2014, showing a net fund balance of \$53,680.48 for Fiscal Year 2013-14.

MOTION: Michele Eldridge moved, seconded by Debbie Manning, to accept the Treasury's Report as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Secretary: Anna Ruggles, CMC, Forest Grove, requested the Board approve the following Board minutes:

1. April 3, 2014, Board Meeting Minutes.
2. May 30, 2014, E-Board Meeting Minutes (Letter of Support Alaska Bid 2019 IIMC Conference).
3. July 23, 2014, E-Board Meeting Minutes (Scholarship Committee Reports and Honorary Member).

4. August 20, 2014, E-Board Meeting Minutes (IIMC President Lodging).

Immediate Past President Alley pointed out a minor amendment to the minutes of August 20, 2014, to which Ruggles corrected.

MOTION: Anna Ruggles moved, seconded by Trudy Borrevik, to approve the above-noted minutes as amended. MOTION CARRIED UNANIMOUSLY by voice vote.

4. Region Director Reports:

Region I: Kathy Payne, CMC, St. Helens, gave a summary report. No Board action required and no additional oral report given.

Region II: Debbie Manning, CMC, Dundee, gave a summary report. No Board action required and no additional oral report given.

Region III: Phyllis Bolman, MMC, Monmouth, gave a summary report. No Board action required and no additional oral report given.

Region IV: Trudy Borrevik, CMC, Cottage Grove, gave a summary report. No Board action required and no additional oral report given.

Region V: Deanna Casey, MMC, Central Point, gave a summary report. No Board action required and no additional oral report given.

Region VI: Lisa Morgan, Prineville
President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Region VII: Nancy Parker, Athena
President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

5. Committee Reports:

Audit: Karin Johnson, MMC, Independence, gave a summary report. No Board action required and no additional oral report given.

Bylaws: Julie Krueger, MMC, The Dalles
President Sowa referred to the report in the packet, noting the Bylaws Committee is requesting whether to pursue a legal review of the existing OAMR Bylaws. Though no motion was made, the Board consensus was for the Bylaws to undergo a legal review, noting it is best practices.

City Recorder's Procedure Manual: Kelly Morse, MMC, Redmond

President Sowa referred to the report in the packet and requested the Board approve the revisions to the City Recorder's Procedure Manual.

MOTION: Kathy Payne moved, seconded by Dale Shafer, to approve the revisions to the City Recorder's Procedure Manual as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Conference: Michele Eldridge, First Vice-President, CMC, Harrisburg, gave a summary report and requested the Board accept the proposed changes to 2015 OAMR Sponsorship Program. First Vice-President Eldridge referenced Attachment A, Conference Committee Members, and Attachment B, 2015 OAMR Sponsorship Levels Brochure, and gave an overview of the proposed changes. In addition, First Vice-President Eldridge gave an overview of the Conference Committee meeting held earlier, noting the 2015 Conference theme is "*Navigating The Future*". Dibble voiced concern the graphic designer, who has been creating OAMR's conference logo for free, may be unable to continue doing this type of work during his normal work hours because of supervisory changes, noting OAMR may need to consider paying him to do this work on his own time. Dibble noted she would report back after she has confirmation from the graphic designer. Upon conclusion of roundtable discussion, the following motion was made.

MOTION: Kathy Payne moved, seconded by Phyllis Bolman, to accept proposed changes to 2015 OAMR Sponsorship Program (in the Diamond Sponsorship Level and deleting Platinum Sponsorship Level). MOTION CARRIED UNANIMOUSLY by voice vote.

Education: Peggy Hawker, MMC, Newport

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Historical Preservation: Deanna Casey, MMC, Central Point, gave a summary report. No Board action required and no additional oral report given.

Internet: Melissa Kiefer, Nehalem, gave a summary report and requested the Board approve the Internet Committee Chair's request to expend up to \$200 to cover cost of hiring a graphic designer to recreate OAMR's official logo in a high-resolution scalable vector file format. Keifer referenced Attachment A, Estimate, noting the graphic designer has submitted a quote of \$50 per hour with an estimation of three hours to create the new logo as specified. Upon conclusion of roundtable discussion, the following motion was made.

MOTION: Dale Shafer moved, seconded by Debbie Manning, to approve expending up to \$200 to cover costs of hiring a graphic designer to recreate OAMR's logo in a vector file format. MOTION CARRIED UNANIMOUSLY by voice vote.

Legislative: Lisa Morgan, Prineville

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Membership: Mary Dibble, MMC, Albany, gave a summary report. No Board action required and no additional oral report given.

Mentoring: Nancy Parker, Athena

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Newsletter: Kathy Payne, CMC, St. Helens, gave a summary report and requested that city-related calendar events be submitted to her for the newsletter, noting the committee is currently working on the Fall Newsletter.

Nominating: Joann Thompson, North Bend

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

NCI Education: Tracy Davis, MMC, Keizer, gave a summary report and requested the Board approve the requested \$132 for OAMR's portion of the total advertisement costs to place the Northwest Clerks Institute Director Request for Qualifications (RFQ) on social media site LinkedIn and \$20 for placement of the RFQ on the League of Oregon Cities website for a total requested amount of \$152. Davis referenced Attachment A, draft minutes of October 2, 2014, NCI Education Committee meeting, and Attachment B, Memo Funding Request from State Presidents. Upon conclusion of roundtable discussion, the following motion was made.

MOTION: Dale Shafer moved, seconded by Debbie Manning, to approve OAMR's total costs of \$152 as noted above. MOTION CARRIED UNANIMOUSLY by voice vote.

Professional Growth & Leadership Development: Ruth Post, MMC, Philomath, gave a summary report. No Board action required and no additional oral report given.

Records Management: Pat DuVal, CMC, Milwaukie, gave a summary report. No Board action required and no additional oral report given.

Retired Clerks: Debbie Hamilton, MMC, Sutherlin

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Scholarship: Debi Russell, Weston

President Sowa referred to the report in the packet and requested the Board approve the Mid-Year Academy (Attachment A), Professional Development (Attachment B), Annual Academy (Attachment C) and Annual Conference (Attachment D) Scholarship Guidelines and Scholarship Committee Job Description (Attachment E) and removal of the requirement for scholarship reports (in lieu of KTAP) as noted in the report. In addition, President Sowa referenced Attachment F, Annual Academy and Conference Scholarship Reports. President Sowa opened the floor and roundtable discussion ensued pertaining to the scholarship guidelines for lodging for PD (Attachment B) and Annual Conference (Attachment D). Carey pointed out pursuant to the adopted Financial Policy (Section 6.3.), scholarships for PD for first time attendees cover costs for lodging to be paid in full (not up to \$300) and scholarships for first time attendees for Annual Conference up to \$300. President Sowa advised she would inform the Scholarship Committee Chair and request they update the PD and Annual Conference scholarship guidelines and applications or create a new application form for lodging request. Upon conclusion of roundtable discussion, the following motion was made.

MOTION: Kathy Payne moved, seconded by Debbie Manning, to approve the Scholarship Guidelines for Mid-Year Academy (Attachment A) and Annual Academy (Attachment C) as presented; removal of the requirement for scholarship reports; and the Scholarship Committee Job Description (Attachment E) as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Special Projects/Fundraising: Dale Shafer, 2nd Vice President, Nehalem, gave a summary report. No Board action required and no additional oral report given.

6. Other Business:

Conference Rotation: Denise Carey, MMC, Estacada, gave a summary report and requested the Board amend the OAMR Annual Conference Rotation Schedule, starting with Annual Conference in 2016, Regions 4 and 5; 2017, Region 3; 2018, Regions 1 and 2; and 2019, Regions 6 and 7 and repeat rotations. Carey referenced Attachment A, Conference Schedule from 1993 to present, and gave an overview of the rotation schedule, noting the membership approved at the business meeting, held in September 2014, to make the above-noted region rotations. Upon conclusion of roundtable discussion, the following motion was made.

MOTION: Debbie Manning moved, seconded by Phyllis Bolman, to amend the OAMR Annual Conference Rotation Schedule, starting with Annual Conference in 2016, Regions 4 and 5; 2017, Region 3; 2018, Regions 1 and 2; and 2019, Regions 6 and 7 and repeat rotations. MOTION CARRIED UNANIMOUSLY by voice vote.

Succession Planning for Committee Chairs:

President Sowa gave an overview of the succession planning for committee chairs, noting she is asking the Board to consider amending the President's job description to include appointing a vice-chair to each committee for the purpose of supporting and assisting the chair when needed and succeeding to chair position after the second year. President Sowa referenced Attachment A, IIMC Committee Guide, noting many organizations appoint a chair and vice-chair with the purpose of moving the vice-chair into the chair position at the end of the term. President Sowa noted she is open to hearing other succession planning methods for committee chairs or leave as it and not make changes. President Sowa opened the floor and roundtable discussion ensued pertaining to ways to encourage and mentor new members to serve as committee chairs. Roundtable discussion was heard that it often takes at least two years to feel comfortable being a committee chair. Though no motion was made by the Board, there was a lack of support of the appointment occurring automatically every two years and instead it was suggested to consider having committee chairs let their members know when they are getting ready to step down as chair so members who have interest can begin mentoring in preparation to take that step of encouragement. It was also suggested to consider adding a checkbox on the committee sign-up form so members who sign-up for a committee can have the option to express their interest in becoming a committee chair.

Legal Review of Bylaws:

This item was discussed under the Bylaws Committee.

List of Potential Conference Sites Per Region:

President Sowa reported she submitted an e-mail to region directors asking them to suggest places/areas for future conference sites within their regions.

Gifts for Dema Harris' Official Retirement:

President Sowa noted she would set a reminder to discuss this item at the next Board meeting. Suggestions heard were perhaps purchasing a gift certificate at Seaside Golf Course or anything dolphin-related.

7. Information Sharing:

Conference Planning Manual Ad-Hoc Committee:

President Sowa reported she is forming an Ad-Hoc Committee to assist in drafting a Conference Planning Manual. Upon conclusion of roundtable discussion, President Sowa appointed Karin Johnson, MMC, Independence, Stacie Cook, MMC, Mill City, and Tori Barnett, MMC, Ontario, to serve as the Ad-Hoc Committee to assist in drafting a Conference Planning Manual.

Alaska Association of Municipal Recordors (AAMC) Letter of Endorsement for Tracy Davis as IIMC Region IX Director:

President Sowa referenced Attachment A, Letter of Endorsement from the

AAMC, endorsing Tracy Davis, MMC, Keizer, as IIMC Region IX Director, noting Davis has met all requirements for candidacy and installation of office will take place at the 2015 IIMC Conference in Hartford, Connecticut.

8. Future Meetings:

February 20, 2015, 12:30 pm, Keizer City Hall, Keizer, Oregon

April 2, 2015, 2:30 pm, Seaside Convention Center, Seamist Room, Seaside, Oregon.

9. Adjournment:

President Sowa adjourned the meeting at 2:25 p.m.

Respectfully submitted,
Anna D. Ruggles, CMC, City of Forest Grove
OAMR Secretary



Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Amy Sowa, MMC, Springfield	President	✓
Michele Eldridge, CMC, Harrisburg	1st Vice-President/Conference Chair	✓
Dale Shafer, Nehalem	2 nd Vice-President/Fundraising Chair	✓
Anna Ruggles, CMC, Forest Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Norma Alley, MMC, Tigard	Immediate Past President	✓ Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Debbie Manning, CMC, Dundee	Region II Director	✓
Phyllis Bolman, CMC, Monmouth	Region III Director	✓
Trudy Borrevik, CMC, Cottage Grove	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director/Historic Chair	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	✓

- E-MEETING CALLED TO ORDER:** On December 2, 2014, 1:50 p.m., President Sowa requested via e-mail for motions from the Board to approve that OAMR contribute \$250 towards the IIMC President’s Reception for Monica Simmons to be paid from Miscellaneous Line Item or Contingency Fund and a motion to approve the updated official OAMR logo with changes, a high-resolution scalable vector file format, which was created by Matt Harrington, graphic designer. Upon the conclusion of e-discussion, a first motion was made; however, it was immediately amended as noted below.

MOTION: Trudy Borrevik moved, seconded by Kathy Payne, amended motion that OAMR contribute \$250 towards the IIMC President’s Reception for Monica Simmons to be paid from Miscellaneous Line Item. **MOTION CARRIED UNANIMOUSLY** by e-vote.

MOTION: Trudy Borrevik moved, seconded by Kathy Payne, to approve the updated official OAMR Logo with changes. **MOTION CARRIED UNANIMOUSLY** by e-vote.

In addition, President Sowa asked the Board for feedback on the Bylaws Committee’s inquiry about conducting a legal review of the OAMR Bylaws. Though no motion was made, it was suggested having the Bylaws Committee Chair check with her city’s attorney about estimated costs for conducting a thorough review of the Bylaws, and depending on costs, determine whether to solicit a minimum of three bids (i.e., LOC, IIMC and Code Publishing).

2. **Adjournment:**

President Sowa adjourned the e-meeting on December 3, 2014.

Respectfully submitted,
Anna D. Ruggles, CMC, City of Forest Grove
OAMR Secretary

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
Thursday, December 18, 2014

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Amy Sowa, MMC, Springfield	President	✓
Michele Eldridge, CMC, Harrisburg	1st Vice-President/Conference Chair	
Dale Shafer, Nehalem	2nd Vice-President/Fundraising Chair	✓
Anna Ruggles, CMC, Forest Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Norma Alley, MMC, Tigard	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Debbie Manning, CMC, Dundee	Region II Director	✓
Phyllis Bolman, CMC, Monmouth	Region III Director	✓
Trudy Borrevik, CMC, Cottage Grove	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director/Historic Chair	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	✓

- E-MEETING CALLED TO ORDER:** On December 18, 2014, 10:51 a.m., President Sowa requested via e-mail for a motion from the Board to approve revisions to the scholarship applications and scholarship guidelines for Professional Development (PD) and Annual Conference, noting the revisions are addressing the allowable lodging scholarship amounts for first time attendees for PD (paid in full) and Annual Conference (up to \$300). President Sowa reported at the November Board meeting, she tasked the Scholarship Committee to update the PD and Annual Conference scholarship guidelines and applications or create a new application form for lodging request, to which the Scholarship Committee determined that updating the existing scholarship applications would be best.

MOTION: Trudy Borrevik moved, seconded by Nancy Batchelder, to approve the scholarship guidelines and applications for Professional Development and Annual Conference as presented. **MOTION CARRIED UNANIMOUSLY** by e-vote (1 no response).

- Adjournment:**

President Sowa adjourned the e-meeting on December 22, 2014.

Respectfully submitted,
Anna D. Ruggles, CMC, City of Forest Grove
OAMR Secretary



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
Friday, February 13, 2015

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Amy Sowa, MMC, Springfield	President	✓
Michele Eldridge, CMC, Harrisburg	1st Vice-President/Conference Chair	✓
Dale Shafer, Nehalem	2 nd Vice-President/Fundraising Chair	No Response
Anna Ruggles, CMC, Forest Grove	Secretary	No Response
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Norma Alley, MMC, Tigard	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Debbie Manning, CMC, Dundee	Region II Director	✓
Phyllis Bolman, CMC, Monmouth	Region III Director	✓
Trudy Borrevik, CMC, Cottage Grove	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director/Historic Chair	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	✓

1. **E-MEETING CALLED TO ORDER:** On February 13, 2015, 8:11 a.m., President Sowa requested via e-mail for a motion from the Board to approve the NCI Director Selection. President Sowa reported the NCI Committee announced that Joann Tilton, MMC, has accepted the position as NCI Director (contingent on states' ratification) starting March 2016. Tilton is currently the City Clerk for the City of Manteca, CA.

MOTION: Lisa Morgan moved, seconded by Michele Eldridge, to approve the NCI Director Selection. **MOTION CARRIED: 10-0 by e-vote** (2 no response).

2. **Adjournment:**

President Sowa adjourned the e-meeting on February 17, 2015.

Respectfully submitted,
Anna D. Ruggles, CMC, City of Forest Grove
OAMR Secretary



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
 BOARD E-MEETING
 Wednesday, February 18, 2015

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Amy Sowa, MMC, Springfield	President	✓
Michele Eldridge, CMC, Harrisburg	1st Vice-President/Conference Chair	✓
Dale Shafer, Nehalem	2nd Vice-President/Fundraising Chair	✓
Anna Ruggles, CMC, Forest Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	No Response
Norma Alley, MMC, Tigard	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Debbie Manning, CMC, Dundee	Region II Director	✓
Phyllis Bolman, CMC, Monmouth	Region III Director	✓
Trudy Borrevik, CMC, Cottage Grove	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director/Historic Chair	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	No Response
Nancy Parker, Athena	Region VII Director/Mentoring	✓

1. **E-MEETING CALLED TO ORDER:** On February 18, 2015, 8:58 a.m., President Sowa requested via e-mail for a motion from the Board to approve the new Region IX Director Agreement. President Sowa highlighted the changes, noting Section 7 was added upon agreement by all four state presidents and is meant to provide a more efficient way to handle the Region IX Director's budget and reimbursement process.

MOTION: Trudy Borrevik moved, seconded by Michele Eldridge, to approve the new IIMC Region IX Director Agreement. **MOTION CARRIED: 10-0 by e-vote** (2 no response).

2. **Adjournment:**
 President Sowa adjourned the e-meeting on February 19, 2015.

Respectfully submitted,
 Anna D. Ruggles, CMC, City of Forest Grove
 OAMR Secretary



JOB DESCRIPTION

OAMR SECRETARY

RESPONSIBILITIES

- A. Attend all Executive Board meetings and OAMR Annual Conference unless previously excused by the President.
- B. Represent OAMR at the Annual Conference as a member of the Executive Board.
- C. Keep the minutes of all meetings of the OAMR Executive Board and distribute draft copies to the Executive Board and Newsletter Chair as soon after the meeting as possible.
- D. Keep the minutes of the Annual Business Meeting.
- E. Keep the official copy of the current OAMR Bylaws.
- F. Serve as the official OAMR Records Officer.
- G. Maintain a current list of the names and addresses of all officers and committee members.
- H. Work with the Membership Committee Chair to keep a record copy list of all active members of the Association as of the end of each fiscal year.
- I. Work with the Historical Preservation Chair to ensure that the history of the Association is kept current.
- J. Produce correspondence of OAMR, as necessary and as required by the President, including letters of invitation, confirmation, notification, and appreciation.
- K. Adhere to the OAMR Code of Ethics.

CALENDAR

Annual Conference:

- Keep the Annual Business Meeting minutes.
- Provide President with resolutions for
 - Banking Services (copy to Treasurer)
 - Appreciation to Conference Hotel
- Collect Oaths of Office after installation ceremony

Immediately after Annual Conference:

- Send updated roster of OAMR Executive Board to
 - IIMC Headquarters
 - Region IX Directors
 - Region IX State Association Presidents
 - Northwest Clerks Institute Director
 - League of Oregon Cities
- Distribute draft of Annual Business Meeting minutes to Executive Board for review. After review, send to Newsletter Chair for fall newsletter
- Send copy of Banking Resolution to Treasurer

First Executive Board Meeting of the year:

- Distribute to Board members via email a page describing the location on the OAMR website of the following:
 - Current Bylaws
 - Code of Ethics
 - Meeting Minutes Archives
 - Current Expense Policy
 - Retention Policy

Annually:

- Maintain and archive official copies of:
 - Policies
 - Oaths of Office
 - Resolutions
 - Minutes – Approved and Signed
 - Other documents as received from Committee Chairs as required in the Retention Policy

QUALIFICATIONS

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Region 1 Director

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

BACKGROUND

This report is for information only.

There hasn't been much going on in Region 1 lately. However, we did have a get together in February to celebrate the retirement of Joann Glass, Vernonia City Recorder. In attendance were Susan Reeves of Scappoose, Colleen Riggs from Cannon Beach (and her husband), Margaret Reh of North Plains, and Lisa Scholl and myself from St. Helens. Joann was very appreciative! We are going to miss her but hear that she plans on continuing as a retired member. Yay! ☺





OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Region II Report

Contact: Debbie Manning, MMC
Contact Telephone Number: 503.538.3922
Contact E-Mail: Debra.Manning@DundeeCity.org

BACKGROUND

Welcome to new members: Amy Johnson, Staff Assistant, City of Salem and Renee Castilla, District Recorder, Tualatin Valley Water District. Renee was previously an OAMR member while she was employed by the Portland Development Commission/City of Portland.

Hannah Wells, City of Milwaukie welcomed baby boy Harrison on January 13th. Harrison was 6 pounds 10 ounces, 20 inches long. He is the couple's first child.

Nicole Morris, City of Tualatin, is expecting with an April due date.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Region III

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

BACKGROUND

This is an information only report.

Region III had our “holiday” luncheon on February 20, 2015. There were 9 recorders in attendance, including our President Amy Sowa. We had boxed lunches from a local restaurant.

Amber Mathiesen, CMC, a member of Records Committee, gave a presentation on the new Records Retention Schedule.

We continued the meeting with lively discussions on some of the issues affecting our cities.

Our next adventure is having a joint meeting with Region II at a winery in our regions!



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Region IV

Contact: Trudy Borrevik, CMC
Contact Telephone Number: 541-942-5501
Contact E-Mail: cityrecorder@cottagegrove.org

BACKGROUND

We have a training scheduled for April 17th on the new retention schedule and records management. The training will be at the City of Cottage Grove, City Hall.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

No action recommended.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Region V

Contact: Deanna Casey, MMC
Contact Telephone Number: 541-423-1026
Contact E-Mail: Deanna.casey@centralpointoregon.gov

BACKGROUND

I would like to welcome Amy Havel from Lakeview. We hope to see her at some events soon so that we can welcome her in true OAMR style.

I am working with the Central Point Police Department to provide some training on Identity Theft Protection for those who handle personal identifying information. Our Police Chief said that we could also add some other front counter training on confrontational citizens at the same training. We haven't set a date yet, but I am shooting for early May. I am also working with our County Clerk on an invitation to all the City Recorders to come watch the next trial run of the election system.

The City of Ashland and Gold Hill have approved a few Medical Marijuana Dispensaries in the Rogue Valley. The other cities have stuck with the moratorium at this point, and are paying close attention to the state emails about the recreational marijuana rules they are discussion. Central Point and Medford have started discussions with their City Councils regarding regulations of home grown plants. We are concerned that the state will not provide enough time to get regulation in place before the deadline. It is an ever evolving discussion for all of us I am sure.

Medford City Council approved an ordinance pertaining to a ban on polystyrene foam disposable food service ware so they did not need to have a special election. A high school student worked on this as a Senior School project. It will be interesting to see how this all falls into place in the future. Medford will have the first In N Out Burger Restaurant in Oregon! They are planning a grand opening in the fall. I have never eaten at an In N Out Burger before, I am interested to see what all the hype is about. Just recently there has been interest from 5 Guys Burgers and Fries also.

Central Point has been working on an Urban Growth Boundary expansion. This is such a time consuming process. We have entered into an Agreement of Mutual Concern regarding the Jackson County Fair Grounds which is surrounded by incorporated lands of Central Point. The agreement basically states that any improvements to the Fairgrounds will be discussed with the city Community Development Department. We don't have a yes or no say in it, but we can voice our opinion and will at least be aware of any changes that happen on the property. They purchase their water from the City and we need to be aware of any changes that will involve water.

BOARD OPTIONS

None required

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

No motion requested.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Region VI

Contact: Lisa Morgan
Contact Telephone Number: 541.447.5627
Contact E-Mail: lmorgan@cityofprineville.com

BACKGROUND

Well spring is here and it is time to start thinking about having an annual Region VI luncheon. If you would like to be included in the doodle to find the best day, send me an email and we will be sure to add you.

Other than that, it appears to be business as usual within the region. You can find more “newsworthy” information in our newsletter.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Region VII

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

ISSUE STATEMENT

This is an informational only item

BACKGROUND

Spring has arrived in Eastern Oregon!! The grass is growing, flowers are blooming and our region is preparing for a lively round-table discussion in Baker City. The date has yet to be finalized, but members are looking forward to sharing ideas and the challenges each of us face. Budgets, elections, new councilor orientation, public input at meetings and ethics – no topic is too large or small. Come join us and share your knowledge!!



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Audit Committee

Contact: Karin Johnson
Contact Telephone Number: 503.838.1212
Contact E-Mail: kjohnson@ci.independence.or.us

ISSUE STATEMENT

The audit for FYE 10-31-14 is submitted for Board review and approval.

BACKGROUND

An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. The financial statements should present fairly the financial position of the Association's activities and the respective changes in financial position and cash flows.

The audit committee is comprised of members Karin Johnson, MMC, City of Independence; Denise Carey, MMC, City of Estacada; Dale Shafer, City of Nehalem; Lisa Gibson, City of Damascus and OAMR Treasurer Nancy Batchelder, MMC.

RELATED POLICIES/BUDGET CONSIDERATIONS

OAMR Bylaws. The audit is to be performed as soon as practical after the fiscal year end, with a report to be made to the Board at its Mid-Year meeting. After Board review, the report will be forwarded to the Newsletter Committee for inclusion in the next edition.

OAMR Finance Policy: Referred to during course of audit (Attachment D.)

Budget Narratives, 2013-14.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31, 2014, on November 17, 2014. Not all members of the committee were able to attend; copies of the financial statements and supporting reports were provided via email prior to the audit. Those unable to attend reviewed the documents and had opportunity to email any questions or concerns. (There were none.) The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, the balance sheet, profit and loss statement and the trial balance. The Budget versus Actual Report was also reviewed. (See attachments A, B and C.)

In our opinion, the financial statements present fairly the financial position of the Association's activities, and the respective changes in financial position and cash flows. See accompanying notes and recommendations:

1. Financial notes:

- A. Total actual revenues exceeded budget totals.
- B. While a few expense categories exceeded the budgeted amounts, total expenditures were significantly under the total budget.
- C. Net cash carryover for the fiscal year is \$58,982.25, ensuring that this year's contingency line item is fully funded.

2. Finance Policy-related discussion:

A. Per Policy #2.6, VIP Dinner, no charges for alcoholic beverages will be allowed. \$100 was expended on a wine corkage fee; if sponsorship funds were received to offset this cost, it should be clearly noted.

RECOMMENDATION: The Finance Policy should clearly state that 'no purchase/reimbursement' of alcoholic-related expenses is to include corkage fees.

To avoid confusion regarding cancellation of attendance at the Annual Conference or any Academies, the cancellation deadline should be stated clearly on all registration forms. (The most recent registration form for the annual conference does have the cancellation deadline noted.)

OTHER

The Audit Committee wishes to commend Treasurer Nancy Batchelder for the outstanding performance of her duties. The books were well-managed and all documentation was provided.

BOARD OPTIONS

1. Approval of Audit Report for FYE 10-31-14 as presented, and the Committee recommendations as presented;
or
2. Approval of Audit Report for FYE 10-31-13, and denying one or both of the Committee recommendation; or
3. Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Committee recommends Option 1.

SUGGESTED MOTION

"I move to approve the Audit Report for FYE 10-31-14 and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Budget V. Actual Report, 2013-14
- B. Profit & Loss Report, 2013-14
- C. Trial Balance, 10-31-14
- D. OAMR Finance Policy

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2013 through October 2014

	<u>Nov '13 - Oct 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Academy/Education Session			
Annual Academy	6,817.81	9,000.00	-2,182.19
Mid-Year	8,430.00	9,000.00	-570.00
On-the Road Workshops	1,500.00	1,000.00	500.00
Total Academy/Education Session	<u>16,747.81</u>	<u>19,000.00</u>	<u>-2,252.19</u>
Annual Conference Revenue			
Exhibitors	3,585.50	3,000.00	585.50
Registration	29,581.85	27,000.00	2,581.85
Sponsors	6,156.07	5,000.00	1,156.07
Total Annual Conference Revenue	<u>39,323.42</u>	<u>35,000.00</u>	<u>4,323.42</u>
Cash Carried Forward	41,674.34	32,000.00	9,674.34
Education/Scholarships			
Auction	2,734.00	3,000.00	-266.00
Donations General	1,288.00	1,700.00	-412.00
Kathy Ishiara Education Fund	765.00	1,000.00	-235.00
Other Fundraising	2,581.00	1,000.00	1,581.00
Raffle	3,658.00	5,000.00	-1,342.00
Store Sales	1,876.50	1,250.00	626.50
Education/Scholarships - Other	434.36		
Total Education/Scholarships	<u>13,336.86</u>	<u>12,950.00</u>	<u>386.86</u>
Interest Income	164.54	100.00	64.54
Membership Dues	10,750.00	10,000.00	750.00
Miscellaneous	441.00	150.00	291.00
Newsletter Advertising	900.00	800.00	100.00
Total Income	<u>123,337.97</u>	<u>110,000.00</u>	<u>13,337.97</u>
Expense			
Academy/Education Sessions			
Conference Academy	1,554.97	6,000.00	-4,445.03
Mid-Year Academy	5,318.29	6,000.00	-681.71
On-the Road Workshops	106.79	1,000.00	-893.21
Total Academy/Education Sessions	<u>6,980.05</u>	<u>13,000.00</u>	<u>-6,019.95</u>
Annual Conference Expenses			
Awards	246.49	250.00	-3.51
Banquet Expenses	829.39	1,300.00	-470.61
Conference Chair Expense	225.18	600.00	-374.82
Food & Beverage/Site fees	14,082.29	10,000.00	4,082.29
Freebies/Conference Bags	533.85	1,000.00	-466.15

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2013 through October 2014

	<u>Nov '13 - Oct 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Future Conference Site Deposits	1,225.00	2,000.00	-775.00
Hospitality	2,394.60	3,800.00	-1,405.40
Miscellaneous Conference Exp	531.84	200.00	331.84
Postage-Conference	57.89	100.00	-42.11
Pres. Reception/Special Event	665.58	2,000.00	-1,334.42
Print-Conference	323.10	700.00	-376.90
Speaker Expenses	3,012.19	2,000.00	1,012.19
Total Annual Conference Expenses	<u>24,127.40</u>	<u>23,950.00</u>	<u>177.40</u>
Contingency	0.00	24,188.00	-24,188.00
Fundraising Expenses			
Raffle Expenses			
Postage & Supplies	17.00	250.00	-233.00
Printing	162.12	350.00	-187.88
Prize Expenses-Trip or Gift Car	1,541.65	2,000.00	-458.35
Total Raffle Expenses	<u>1,720.77</u>	<u>2,600.00</u>	<u>-879.23</u>
Store Merchandise	1,352.85	2,000.00	-647.15
Total Fundraising Expenses	<u>3,073.62</u>	<u>4,600.00</u>	<u>-1,526.38</u>
Internet/Web Page	560.22	612.00	-51.78
MCEF Annual Donation	530.00	600.00	-70.00
Membership Expenses			
Postage-Membership	0.00	50.00	-50.00
Printing-Memberships	0.00	150.00	-150.00
Supplies-Memberships	152.00	150.00	2.00
Total Membership Expenses	<u>152.00</u>	<u>350.00</u>	<u>-198.00</u>
Micellaneous			
Square and PayPal Fees	228.39		
Micellaneous - Other	459.19	1,400.00	-940.81
Total Micellaneous	<u>687.58</u>	<u>1,400.00</u>	<u>-712.42</u>
Newsletter			
Postage-Newsletter	35.42	100.00	-64.58
Printing-Newsletters	47.38	100.00	-52.62
Supplies-Newsletters	7.23	50.00	-42.77
Total Newsletter	<u>90.03</u>	<u>250.00</u>	<u>-159.97</u>
NW Clerks Institute Director	1,506.56	3,000.00	-1,493.44
OAMR Ambassadors	163.61	500.00	-336.39
Officer Supplies			
Misc/Equipment-Officers	406.33	200.00	206.33
Postage-Officers	31.42	50.00	-18.58

**Oregon Association of Municipal Recordors
 Profit & Loss Budget vs. Actual
 November 2013 through October 2014**

	<u>Nov '13 - Oct 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Supplies-Officers	67.97	100.00	-32.03
Total Officer Supplies	505.72	350.00	155.72
Officers Expenses			
1st Vice Pres-IIMC Confrence	1,619.08	1,500.00	119.08
2nd Vice Pres Conf. Site Tours	588.56	300.00	288.56
Director Region IX	1,040.00	1,200.00	-160.00
OAMR Region Directors	20.00	150.00	-130.00
President's Expenses			
IIMC Conference-President	2,463.13	2,100.00	363.13
OAMR Representation-President	535.59	1,000.00	-464.41
Region IX Conference-President	2,671.20	3,500.00	-828.80
Total President's Expenses	5,669.92	6,600.00	-930.08
Total Officers Expenses	8,937.56	9,750.00	-812.44
Photography/Historian	683.94	850.00	-166.06
Scholarships			
IIMC Certification Programs	9,975.00	12,000.00	-2,025.00
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00
Marge Price Scholarship	1,000.00	1,000.00	0.00
Mid-Year Academy Scholarship	1,800.00	3,000.00	-1,200.00
OAMR Conference/Academy Session	7,350.00	9,000.00	-1,650.00
President Awards Scholarship	600.00	600.00	0.00
Total Scholarships	21,725.00	26,600.00	-4,875.00
Total Expense	69,723.29	110,000.00	-40,276.71
Net Ordinary Income	53,614.68	0.00	53,614.68
Other Income/Expense			
Other Income			
Donations for Fundraising	5,367.57		
Total Other Income	5,367.57		
Net Other Income	5,367.57		
Net Income	58,982.25	0.00	58,982.25

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2013 through October 2014

	<u><u>% of Budget</u></u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	75.75%
Mid-Year	93.67%
On-the Road Workshops	<u>150.0%</u>
Total Academy/Education Session	<u>88.15%</u>
Annual Conference Revenue	
Exhibitors	119.52%
Registration	109.56%
Sponsors	<u>123.12%</u>
Total Annual Conference Revenue	<u>112.35%</u>
Cash Carried Forward	130.23%
Education/Scholarships	
Auction	91.13%
Donations General	75.77%
Kathy Ishiara Education Fund	76.5%
Other Fundraising	258.1%
Raffle	73.16%
Store Sales	150.12%
Education/Scholarships - Other	
Total Education/Scholarships	<u>102.99%</u>
Interest Income	164.54%
Membership Dues	107.5%
Miscellaneous	294.0%
Newsletter Advertising	<u>112.5%</u>
Total Income	<u>112.13%</u>
Expense	
Academy/Education Sessions	
Conference Academy	25.92%
Mid-Year Academy	88.64%
On-the Road Workshops	<u>10.68%</u>
Total Academy/Education Sessions	<u>53.69%</u>
Annual Conference Expenses	
Awards	98.6%
Banquet Expenses	63.8%
Conference Chair Expense	37.53%
Food & Beverage/Site fees	140.82%
Freebies/Conference Bags	53.39%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2013 through October 2014

	<u> </u> <u> </u> % of Budget
Future Conference Site Deposits	61.25%
Hospitality	63.02%
Miscellaneous Conference Exp	265.92%
Postage-Conference	57.89%
Pres. Reception/Special Event	33.28%
Print-Conference	46.16%
Speaker Expenses	<u>150.61%</u>
Total Annual Conference Expenses	100.74%
Contingency	0.0%
Fundraising Expenses	
Raffle Expenses	
Postage & Supplies	6.8%
Printing	46.32%
Prize Expenses-Trip or Gift Car	<u>77.08%</u>
Total Raffle Expenses	66.18%
Store Merchandise	<u>67.64%</u>
Total Fundraising Expenses	66.82%
Internet/Web Page	91.54%
MCEF Annual Donation	88.33%
Membership Expenses	
Postage-Membership	0.0%
Printing-Memberships	0.0%
Supplies-Memberships	<u>101.33%</u>
Total Membership Expenses	43.43%
Micellaneous	
Square and PayPal Fees	
Miscellaneous - Other	<u>32.8%</u>
Total Miscellaneous	49.11%
Newsletter	
Postage-Newsletter	35.42%
Printing-Newsletters	47.38%
Supplies-Newsletters	<u>14.46%</u>
Total Newsletter	36.01%
NW Clerks Institute Director	50.22%
OAMR Ambassadors	32.72%
Officer Supplies	
Misc/Equipment-Officers	203.17%
Postage-Officers	62.84%

**Oregon Association of Municipal Recorders
 Profit & Loss Budget vs. Actual
 November 2013 through October 2014**

	<u>% of Budget</u>
Supplies-Officers	67.97%
Total Officer Supplies	144.49%
Officers Expenses	
1st Vice Pres-IIMC Confrence	107.94%
2nd Vice Pres Conf. Site Tours	196.19%
Director Region IX	86.67%
OAMR Region Directors	13.33%
President's Expenses	
IIMC Conference-President	117.29%
OAMR Representation-President	53.56%
Region IX Conference-President	76.32%
Total President's Expenses	85.91%
Total Officers Expenses	91.67%
Photography/Historian	80.46%
Scholarships	
IIMC Certification Programs	83.13%
Kathy Ishiara Scholarship	100.0%
Marge Price Scholarship	100.0%
Mid-Year Academy Scholarship	60.0%
OAMR Conference/Academy Session	81.67%
President Awards Scholarship	100.0%
Total Scholarships	81.67%
Total Expense	63.39%
Net Ordinary Income	100.0%
Other Income/Expense	
Other Income	
Donations for Fundraising	
Total Other Income	
Net Other Income	
Net Income	100.0%

Oregon Association of Municipal Recordors
Profit & Loss

November 2013 through October 2014

Nov '13 - Oct 14

Ordinary Income/Expense

Income

Academy/Education Session

Annual Academy	6,817.81
Mid-Year	8,430.00
On-the Road Workshops	1,500.00
Total Academy/Education Session	16,747.81

Annual Conference Revenue

Exhibitors	3,585.50
Registration	29,581.85
Sponsors	6,156.07
Total Annual Conference Revenue	39,323.42

Cash Carried Forward 41,674.34

Education/Scholarships

Auction	2,734.00
Donations General	1,288.00
Kathy Ishiara Education Fund	765.00
Other Fundraising	2,581.00
Raffle	3,658.00
Store Sales	1,876.50
Education/Scholarships - Other	434.36
Total Education/Scholarships	13,336.86

Interest Income 164.54

Membership Dues 10,750.00

Miscellaneous 441.00

Newsletter Advertising 900.00

Total Income 123,337.97

Expense

Academy/Education Sessions

Conference Academy	1,554.97
Mid-Year Academy	5,318.29
On-the Road Workshops	106.79
Total Academy/Education Sessions	6,980.05

Annual Conference Expenses

Awards	246.49
Banquet Expenses	829.39
Conference Chair Expense	225.18
Food & Beverage/Site fees	14,082.29
Freebies/Conference Bags	533.85
Future Conference Site Deposits	1,225.00

Oregon Association of Municipal Recorders
Profit & Loss

November 2013 through October 2014

Nov '13 - Oct 14

Hospitality	2,394.60
Miscellaneous Conference Exp	531.84
Postage-Conference	57.89
Pres. Reception/Special Event	665.58
Print-Conference	323.10
Speaker Expenses	3,012.19
Total Annual Conference Expenses	24,127.40

Fundraising Expenses

Raffle Expenses

Postage & Supplies	17.00
Printing	162.12
Prize Expenses-Trip or Gift Car	1,541.65
Total Raffle Expenses	1,720.77

Store Merchandise	1,352.85
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Total Fundraising Expenses	3,073.62
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Internet/Web Page	560.22
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MCEF Annual Donation	530.00
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Membership Expenses

Supplies-Memberships	152.00
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Total Membership Expenses	152.00
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Micellaneous

Square and PayPal Fees	228.39
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Micellaneous - Other	459.19
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Total Miscellaneous	687.58
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Newsletter

Postage-Newsletter	35.42
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Printing-Newsletters	47.38
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Supplies-Newsletters	7.23
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Total Newsletter	90.03
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NW Clerks Institute Director	1,506.56
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OAMR Ambassadors	163.61
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Officer Supplies

Misc/Equipment-Officers	406.33
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Postage-Officers	31.42
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Supplies-Officers	67.97
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Total Officer Supplies	505.72
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Officers Expenses

1st Vice Pres-IIMC Confrence	1,619.08
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Oregon Association of Municipal Recorders
Profit & Loss

November 2013 through October 2014

Nov '13 - Oct 14

2nd Vice Pres Conf. Site Tours	588.56
Director Region IX	1,040.00
OAMR Region Directors	20.00
President's Expenses	
IIMC Conference-President	2,463.13
OAMR Representation-President	535.59
Region IX Conference-President	2,671.20
Total President's Expenses	<u>5,669.92</u>
Total Officers Expenses	8,937.56
Photography/Historian	683.94
Scholarships	
IIMC Certification Programs	9,975.00
Kathy Ishiara Scholarship	1,000.00
Marge Price Scholarship	1,000.00
Mid-Year Academy Scholarship	1,800.00
OAMR Conference/Academy Session	7,350.00
President Awards Scholarship	600.00
Total Scholarships	<u>21,725.00</u>
Total Expense	<u>69,723.29</u>
Net Ordinary Income	53,614.68
Other Income/Expense	
Other Income	
Donations for Fundraising	<u>5,367.57</u>
Total Other Income	<u>5,367.57</u>
Net Other Income	<u>5,367.57</u>
Net Income	<u><u>58,982.25</u></u>

Oregon Association of Municipal Recorders
Trial Balance
 As of October 31, 2014

	Oct 31, 14	
	Debit	Credit
Bank of America	0.00	
Bank of the West	22,396.42	
Donations Auctioned or Raffled	5,367.57	
LGIP	30,553.26	
Accounts Receivable	665.00	
Undeposited Funds	0.00	
Accounts Payable	0.00	
Opening Balance Equity	0.00	
Retained Earnings	0.00	
Academy/Education Session:Annual Academy		6,817.81
Academy/Education Session:Mid-Year		8,430.00
Academy/Education Session:On-the Road Workshops		1,500.00
Annual Conference Revenue:Exhibitors		3,585.50
Annual Conference Revenue:Registration		29,581.85
Annual Conference Revenue:Sponsors		6,156.07
Cash Carried Forward		41,674.34
Education/Scholarships		434.36
Education/Scholarships:Auction		2,734.00
Education/Scholarships:Donations General		1,288.00
Education/Scholarships:Kathy Ishiara Education Fund		765.00
Education/Scholarships:Other Fundraising		2,581.00
Education/Scholarships:Raffle		3,658.00
Education/Scholarships:Store Sales		1,876.50
Interest Income		164.54
Membership Dues		10,750.00
Miscellaneous		441.00
Newsletter Advertising		900.00
Academy/Education Sessions:Conference Academy	1,554.97	
Academy/Education Sessions:Mid-Year Academy	5,318.29	
Academy/Education Sessions:On-the Road Workshops	106.79	
Annual Conference Expenses:Awards	246.49	
Annual Conference Expenses:Banquet Expenses	829.39	
Annual Conference Expenses:Conference Chair Expense	225.18	
Annual Conference Expenses:Food & Beverage/Site fees	14,082.29	
Annual Conference Expenses:Freebies/Conference Bags	533.85	
Annual Conference Expenses:Future Conference Site Deposits	1,225.00	
Annual Conference Expenses:Hospitality	2,394.60	
Annual Conference Expenses:Miscellaneous Conference Exp	531.84	
Annual Conference Expenses:Postage-Conference	57.89	
Annual Conference Expenses:Pres. Reception/Special Event	665.58	
Annual Conference Expenses:Print-Conference	323.10	
Annual Conference Expenses:Speaker Expenses	3,012.19	
Fundraising Expenses:Raffle Expenses:Postage & Supplies	17.00	
Fundraising Expenses:Raffle Expenses:Printing	162.12	

Oregon Association of Municipal Recorders
Trial Balance
 As of October 31, 2014

	<u>Oct 31, 14</u>	
	<u>Debit</u>	<u>Credit</u>
Fundraising Expenses:Raffle Expenses:Prize Expenses-Trip or Gift Car	1,541.65	
Fundraising Expenses:Store Merchandise	1,352.85	
Internet/Web Page	560.22	
MCEF Annual Donation	530.00	
Membership Expenses:Supplies-Memberships	152.00	
Micellaneous	459.19	
Micellaneous:Square and PayPal Fees	228.39	
Newsletter:Postage-Newsletter	35.42	
Newsletter:Printing-Newsletters	47.38	
Newsletter:Supplies-Newsletters	7.23	
NW Clerks Institute Director	1,506.56	
OAMR Ambassadors	163.61	
Officer Supplies:Misc/Equipment-Officers	406.33	
Officer Supplies:Postage-Officers	31.42	
Officer Supplies:Supplies-Officers	67.97	
Officers Expenses:1st Vice Pres-IIMC Confrence	1,619.08	
Officers Expenses:2nd Vice Pres Conf. Site Tours	588.56	
Officers Expenses:Director Region IX	1,040.00	
Officers Expenses:OAMR Region Directors	20.00	
Officers Expenses:President's Expenses:IIMC Conference-President	2,463.13	
Officers Expenses:President's Expenses:OAMR Representation-President	535.59	
Officers Expenses:President's Expenses:Region IX Conference-President	2,671.20	
Photography/Historian	683.94	
Scholarships:IIMC Certification Programs	9,975.00	
Scholarships:Kathy Ishiara Scholarship	1,000.00	
Scholarships:Marge Price Scholarship	1,000.00	
Scholarships:Mid-Year Academy Scholarship	1,800.00	
Scholarships:OAMR Conference/Academy Session	7,350.00	
Scholarships:President Awards Scholarship	600.00	
Donations for Fundraising		5,367.57
TOTAL	<u>128,705.54</u>	<u>128,705.54</u>

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, 2014.

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 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, cost 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 or after 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.

Attachment D

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 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, cost 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 or after 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.
- 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 Region 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
- 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 (A complimentary registration for the Mid-Year and Annual IIMC Certification Academies will 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'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 three (3) 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 three (3) 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 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 a gift, not to exceed \$100.00 to present at the annual banquet to the immediate past president along with the President's plaque.

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 designee, NW Clerks Institute Director, and Margery Price during the annual conference. No charges for alcoholic beverages will be allowed.

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 \$50.00 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 non-travel 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 the 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 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 \$300.00 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 application.
- 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. Attachment D

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 BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Audit Committee

Contact: Karin Johnson
Contact Telephone Number: 503.838.1212
Contact E-Mail: kjohnson@ci.independence.or.us

BACKGROUND

Per the job description, the Audit Committee is to provide the Board with a review of the Finance Policy.

RELATED POLICIES/BUDGET CONSIDERATIONS

The current Finance Policy, adopted on April 3, 2014.

BOARD OPTIONS

The Audit Committee reviewed the policy via email. Suggested revisions include:

1. Policy 1.2.6. Gifts for State Association Presidents at their conferences. Language added: "OAMR will not pay for or reimburse for alcohol-related gifts." This is not to say that gifts of wine/beer or other Oregon spirits cannot be given as gifts; rather, that these types of gifts should be donated or otherwise sponsored.
2. Policy 2. OAMR Annual Conference Expenses. The committee proposes to remove complimentary Academy registration for the visiting Region IX presidents, offering complimentary conference registrations only.
3. Policy 2.2 Lodging. The committee recommends increasing the number of lodging to 'up to' 4 nights for the OAMR member serving as Region IX Director and the IIMC President/designee.
4. Policy 2.4.2. The committee recommends adding gifts in an amount not to exceed \$30 for the Host Recorder and person giving the Oaths of Office at the Annual Banquet.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Committee recommends approving the changes as presented.

SUGGESTED MOTION

"I move to adopt the proposed amendments to the Finance Policy"

ATTACHMENTS

- A. Finance Policy #2014-12, with proposed amendments (redline version).

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
- ~~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 (A complimentary registration for the Mid-Year ~~and Annual IIMC Certification Academies~~ 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 (~~34~~) 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 (~~34~~) 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 ~~a~~ the following gifts;

- For the Immediate Past President, in an amount not to exceed \$100.00, to present at the annual banquet, ~~to the immediate past president~~ 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 BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Bylaws Committee Report

Contact: Julie Krueger, Bylaws Committee Chair
Contact Telephone Number: 541-296-5481 ext. 1120
Contact E-Mail: jkrueger@ci.the-dalles.or.us

BACKGROUND

The OAMR Board requested the Bylaws Committee pursue a legal review of the Bylaws. We were fortunate to receive a legal review at no cost to OAMR. Stephen E. Lawrence provided a legal review of the Bylaws and provided language to bring the Bylaws into compliance with State law.

BOARD OPTIONS

The Bylaws are attached, using strike out and yellow highlighting to reflect the proposed language changes.

CHAIR OR DIRECTOR'S RECOMMENDATION

Following review, the Board may decide either to accept the proposed language or decline to include it in the Bylaws. If the Board accepts the proposed changes, they will be forwarded to the membership for adoption at the annual meeting in September.

SUGGESTED MOTION

Move to accept the proposed changes to the Bylaws as presented and to forward to the membership for adoption at the annual business meeting.

ATTACHMENTS

- A. Bylaws, with proposed changes.

2014-15

BYLAWS

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
INCORPORATED**

ARTICLE I – NAME

This Association shall be known as the Oregon Association of Municipal Recordors, Incorporated. [Amended September 18, 1987]

ARTICLE II - PURPOSE

Section 1. The primary purpose of this Association shall be to promote professional and educational standards for Municipal Recordors. [Added September 17, 2010]

Section 2. The Association is a non-profit public benefit Corporation that provides development training and conducts public discussion groups, forums and panels benefitting the public at large. [Added September 17, 2010]

ARTICLE III - MEMBERSHIP

There are six classes of members: Full Member, Additional Full Member, Associate Member, Honorary Member, Corporate Member and Retired Member. [Amended September 21, 2007; September 18, 2009]

Section 1. Full Member: Full Members are Municipal Clerks, City/Jurisdiction Secretaries, Recordors, Legislative Administrators and Directors of Corporate Services and/or individuals who serve a State of Oregon Legislative Government Body in an administrative capacity with management responsibilities and whose duties include four of the following: • General management • Records management • Elections • Meeting administration • Management of bylaws, Articles of Incorporation, ordinances or other legal instruments • Human Resources management • Financial management • Custody of the official seal and execution of official documents. [Amended September 24, 1999; September 21, 2007; September 19, 2008]

Section 2. Additional Full Member: Additional Full Members are qualified members from the same organization. They would essentially be Deputy Clerks/Assistants within the same City/Jurisdiction but could be other individuals provided they would qualify under the definition of Full Member. A City/Jurisdiction must have one Full Member before being eligible to have Additional Full Members. [Added September 24, 1999; September 21, 2007]

Section 3. Associate Member: Associate Members are individuals who are in transition (between jobs) or are serving a State of Oregon Legislative Government Body in a capacity not previously defined. In other words, if someone serving a State of Oregon Legislative Government Body does not qualify for Full Membership they may join as an Associate Member. Associate members do not have the right to vote or hold office but they may take advantage of education programs and should they eventually assume the job of

Clerk or Deputy Clerk/Assistant, they may then apply for certification. A Full Member who is in transition shall automatically become an Associate Member until they reassume the position consistent with the duties listed in Section 1. If the transition status continues beyond one year, the Associate Member will no longer be qualified for membership. Associate members shall also pay a lower fee. [Added September 20, 1996; Amended September 21, 2007, September 19, 2008, September 21, 2012]

Section 4. Honorary Member: Any retired past President or individual designated by the Board shall be an Honorary Member. Honorary Members shall not have the right to vote on fiscal matters or in the election of officers, but may serve, as appointed, on any Association committee. Honorary Members' dues shall be waived. [Added September 20, 1996]

Section 5. Corporate Member: Corporate Members are those companies that find it advantageous to be affiliated with the Association. They shall not have any voting rights nor can they hold office or be certified. [Added September 21, 2007]

Section 6. Retired Member: Any former member who, upon retirement, wishes to continue affiliation in the Association is automatically eligible for retired membership provided such continued membership be requested within six months after the date of retirement. Retired members shall have the right to attend meetings and participate in discussions; however, they are not eligible to make motions, vote or hold office. [Added September 18, 2009]

Section 7. Transferability of Membership: Whenever an active Member becomes disassociated from the City/Jurisdiction that funded the position that qualified him/her for active membership in the Association, the active membership shall remain with the City/Jurisdiction and be transferred to a successor. In the event Active Membership was paid by the individual member and not by the City/Jurisdiction, or the position is eliminated by the City/Jurisdiction, the transferability of membership shall be determined by the Board. However, the disassociated member may request another membership classification as provided herein. [Added September 24, 1999; Amended September 21, 2012; Amended September 19, 2014]

ARTICLE IV - DUES

Annual dues of this Association may be reviewed at the annual meeting, as deemed necessary. Dues shall be based on a calendar year, payable on or before January 1 of each year. Dues that are paid by a City/Jurisdiction for their representative need not be repaid for each change in personnel. [Amended October 12, 1984; October 11, 1985; September 15, 1989; September 13, 1991; September 24, 1999; September 24, 2004]

ARTICLE V - OFFICES AND TERMS OF OFFICE

The Board of the Association shall consist of the Officers and Directors, who shall be elected as provided in Article V and shall serve as follows:

Section 1. Officers: President, First Vice President and Second Vice President, shall be elected for a one-year term, except that the First Vice President shall succeed the President upon the completion of the term and shall serve in that position for a one-year term and the Second Vice President shall succeed the First Vice President upon completion of the term, and shall serve in that position for a one-year term. The term for Secretary

and Treasurer shall be two years. [Amended October 12, 1984; October 11, 1985; September 19, 1986; September 13, 1991; September 24, 1999]

Section 2. Directors: Seven Directors, one for each designated region in the State, shall be elected for a term of two years.

Designated regions are: Region I (Clatsop, Columbia and Tillamook counties), Region II (Multnomah, Clackamas, Yamhill and Washington counties), Region III (Benton, Linn, Lincoln, Marion and Polk counties), Region IV (Lane and Douglas counties), Region V (Coos, Curry, Jackson, Josephine, Klamath and Lake counties), Region VI (Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes counties), Region VII (Gilliam, Grant, Morrow, Harney, Malheur, Baker, Union, Wallowa, Wheeler and Umatilla counties). Members in any region may attend regional meetings in any region they choose, but may only hold directorship within their designated region. [Amended October 12, 1984; October 11, 1985; September 18, 1987; September 24, 1999]

Section 3. Eligibility for Office: Only active members of the Association, in good standing, shall be eligible to hold office. Anyone running for a Board position must have actively participated on an Association committee for two years, within the past four years, prior to taking office. The Treasurer shall have a finance background to be eligible for this office. [Amended September 19, 1986; September 24, 2004]

Associate Members appointed to committees must be members in good standing at the time of appointment to any committee. [Amended October 11, 1985]

Section 4. Compensation. The officers shall serve without compensation except that reasonable expense reimbursement, relating to operation of the corporation, may be authorized by the Board of Directors [Added September 18, 2015]

Section 5. Vacancy: Unexpired portions of Board terms shall be filled by Presidential appointment with the approval of the Board. The position of any Officer or Director may be declared vacant by the Board if that person is absent for two consecutive meetings without consent of the Board or for non payment of annual dues. [Amended October 12, 1984; October 11, 1985; September 20, 1996; September 24, 1999; Section re-numbered September 18, 2015]

If a vacancy is created by the election of an officer or director to a different position, during an annual business meeting, the position will be declared vacant during the business meeting. Nominations will be accepted from the floor and each candidate accepting a nomination must meet the requirements of Article V, Section 3, Eligibility for Office. The election for the vacant position will be completed during the business meeting. The newly elected Board member will be sworn into office at the banquet, along with the other newly elected members. [Added September 19, 2014]

If, while serving as an Officer of the Association or a member of the Board, an active member leaves the position which qualified the person for Association membership, the member may, upon approval of the Board, continue to hold the office or Board position with full voting privileges for a period of three months or until the next annual election, whichever occurs first. If the Officer or Director is not affiliated with an active membership at the conclusion of the extended period of time, the office will be declared vacant and will be filled as prescribed above in this section. [Added September 24, 2004; September 19, 2008]

The offices of President and First Vice President are excluded from the above provision, as vacancies in these positions shall be filled by the order of succession outlined below in this section. [Added September 24, 2004]

In the event of a vacancy in the office of the President prior to the completion of the term, the First Vice President shall advance to the office of President and the Second Vice President shall advance to the office of the First Vice President. If the First Vice President or the Second Vice President serves any unexpired portion of the term of the office of President or First Vice President, it shall not disqualify them from continuing in said office for the term as elected. [Amended October 11, 1985; September 13, 1991]

A vacancy in the office of First Vice President shall be filled by the Second Vice President.

A vacancy in the office of the Second Vice President shall be filled by appointment by the Board until the next annual meeting at which time he/she shall become First Vice President and an election for Second Vice President shall be held. [Amended October 11, 1985; September 13, 1991; September 24, 1999]

Section 6. Powers and Duties: Except as is otherwise provided in these Bylaws, the powers and duties of the Officers of this organization shall be such as by general usage are indicated by the title of their offices. The Board will carry out the approved policies and will establish new policies, as needed. [Added October 12, 1984; Amended September 22, 2000; Section re-numbered September 18, 2015]

The President shall appoint such committees as may be deemed necessary and designate their chairpersons, chair the Board and have other powers and duties as may be delegated by the Board, consistent with the provision of the Bylaws. [Added October 12, 1984]

The First Vice President shall assist the President to succeed to the duties and privileges of the President when the President is unable or unavailable to perform the duties of such.

The Second Vice President shall assist the President and the First Vice President and succeed to the duties and privileges of the First Vice President when the First Vice President is unable or unavailable to perform the duties of such. [Added October 12, 1984; September 13, 1991]

The Secretary shall keep the written records of the Association and shall act as secretary to the Association. [Added October 12, 1984; September 18, 1987; September 21, 2007]

The Treasurer shall be responsible for handling the finances of the Association, preparation of the Annual Financial Reports, and shall be a member of the Audit Committee. The Treasurer shall be the appointed registered agent of the Association for purposes of corporation business and to receive Association legal documents, and will submit the proper form to the State Corporation Commissioner. [Added October 12, 1984; Amended September 21, 2007; September 19, 2008]

The Region Directors shall represent the members in their regions and carry out the responsibilities and duties as determined by the Board. Region Directors are encouraged to hold a minimum of one meeting per year. [Added October 12, 1984; October 11, 1985; September 24, 1999]

Section 7. Board: Officer/Director Removal from Office: Officers or Directors of the Board may be removed from office by a two-thirds majority vote of the Board at a regular or special meeting for one or more of the following reasons:

- 7.1-a Neglect of the duties of office;
 - 7.1-b Any violation of the Association Code of Ethics, Oath of Office, or Bylaws;
 - 7.1-c Failure to disclose information on matters of Association business;
 - 7.1-d Misrepresentation to outside parties of the Association and its officers;
 - 7.1-e Unauthorized expenditure or misuse of Association funds;
 - 7.1-f Two consecutive unexcused absences from Board meetings.
- 7.2 The Board will make available a form on which a formal complaint may be registered to request that an Officer or Director be removed from office. The form will be made available to any Association member in good standing, as defined by Article III of the OAMR Bylaws, upon request. Formal complaints will be submitted to the President or First Vice President, and that Officer will present the complaint to the Board for consideration at the next regularly scheduled meeting, or a special meeting. [Amended September 19, 2014]
- 7.3 Process.
- 7.3-a Board notification by President or First Vice President. The President or First Vice President shall notify Board members that an allegation has been made and shall forward background information provided. The Board will then determine by conference call or e-mail vote if a special meeting should be scheduled.
 - 7.3-b If the Board determines a vote is required, the Board shall schedule the matter for discussion at a regularly scheduled or special meeting.
 - 7.3-c The President or First Vice President shall notify the Association Officer or Director whose conduct is at issue of the fact and name the allegations, as well as the Officer's/Director's opportunity to provide the Board additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The Officer/Director may provide the Board information orally at the meeting, or in writing four days prior to the meeting, or both.
 - 7.3-d After considering all of the information received, the Board may by majority vote do the following:
 - a. Find that no violation occurred and continue the membership in good standing
 - b. Depending on the severity of the violation(s) found by the Board:
 - 1. Suspend the membership for a specified period, or
 - 2. Remove the Board Officer or Director from office, effective immediately.

- 7.4 Should an Officer or Director of the Board be removed from office, that vacancy shall be filled according to Article V, Section ~~5~~ 4. Vacancy. [Added September 22, 2006; September 19, 2008; Amended September 19, 2014; Section re-numbered September 18, 2015]

ARTICLE VI - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1. Nominations:

(a) Following the annual meeting, the President shall appoint a Nominating Committee and, at least three months prior to the annual meeting said committee will begin to solicit interested persons to run for office. The Nominating Committee shall, at each annual meeting, present a slate of candidates for the ensuing year. An application for Board position shall be included in a newsletter prior to the date of the annual meeting. Nothing contained herein shall prevent additional nominations from being made from the floor at the annual meeting. [Amended October 11, 1985; September 22, 1995; September 20, 1996; September 24, 1999; September 21, 2012]

(b) The Officers and Directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. In the event there are no contested races, the Chair of the Nominating Committee shall submit recommendations for Officer and Director positions to the members at the annual meeting. If no further nominations are submitted, the nominations will be declared closed and the recommended Officers and Directors will be elected to office. In the event of a contested race, the nominees receiving the highest number of votes cast for the respective office or directorship shall be declared duly elected thereto. If there is a tie vote during the election of Officers, the decision will be made by the toss of a coin. Terms of offices for Officers and Directors shall commence upon being sworn in at the annual conference. [Amended October 12, 1984; October 11, 1985; September 18, 1987; September 23, 2005]

(c) Each candidate accepting a nomination shall present the Nominating Committee with a Declaration of Candidacy, a candidate statement and a photo, and a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor by the date specified by the Nominating Committee. Copies of Certificates of Appreciation for active participation on Association committees for two years, within the past four years, must also be provided. [Added September 24, 1999; September 21, 2007]

(d) A candidate may be nominated by the membership-at-large as a nomination from the floor during the annual meeting. If he/she is elected, they must present to the Nominating Committee a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor within five business days following the certification of the election results, with proof of active committee participation as required above. [Added September 24, 1999; September 21, 2007; September 19, 2008]

(e) Absentee voting shall be allowed by Full and Additional Full Members in good standing from each City/Jurisdiction. Voting by proxy shall not be allowed. Any Full and Additional Full Member in good standing from a City/Jurisdiction who is unable to attend the annual conference and wishes to vote by absentee ballot must submit an application for an absentee ballot to the Nominating Committee Chair no later than 20 days prior to the date of the annual conference. The Nominating Committee Chair will mail an absentee ballot to the Full or Additional Full Member within two days of receiving the request. Absentee

ballots must be received back to the Nominating Committee Chair by the Friday prior to the annual conference. Ballots received after that date will not be counted. [Amended September 21, 2007]

Applications for absentee ballots will be available at the Mid-Year Academy Session for those members who will be unable to attend the annual conference and would like to cast their votes. The Nominating Committee Chair shall be responsible for the security of the absentee ballots. The absentee ballots shall be opened and tallied by the Nominating Committee Chair and two members of the Nominating Committee at the annual meeting and shall be included in the final tally of votes for that election. [Added September 22, 2006]

ARTICLE VII - MEETINGS

~~Robert's Rules of Order shall apply at any meeting of the Association where parliamentary rules of procedure are involved.~~

Meetings shall be governed by Roberts Rules of Oregon insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law. [Added September 18, 2015]

Section 1. Annual Meeting: The annual meeting of the Association shall be held each September at a time and place to be designated by the Board. Written notice of such meeting shall be given to each member by mail in the Newsletter, or electronically on the Association website, prior to the date of the meeting. At least 20 members, in good standing, will constitute a quorum at the annual meeting. [Amended October 11, 1985; September 23, 1994; September 24, 1999; September 20, 2002]

Section 2. Board Meeting:

2.1 The Board shall meet at least twice during the Association year, and meetings may be held from time to time by order of the President, or upon written request directed to the President by any four members of the Board. Notice of time, place and purpose of the meeting shall be given by the President to each Board member at least 14 days prior to the meeting. A majority of the incumbent members of the Board shall constitute a quorum for its business. Members may send a designee to all Board meetings in case of member's unavoidable absence. The designee shall be a member in good standing and be eligible to vote. [Amended October 11, 1985]

2.2 Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board. Proxy voting is not permitted. [Added September 18, 2015]

2.3 Meetings of the Board of Directors shall be presided over by the President of the Corporation or, in his or her absence, by the First Vice President, or in the absence of each of these persons, by the Second Vice President, or in the absence of each of these persons, by a Chairperson chosen by a majority of the Directors present at the meeting. The Secretary of the Corporation shall act as a secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting. [Added September 18, 2015]

2.4 The immediate past President of the Association shall be an ex-officio member of the Board. [Added October 11, 1985]

2.5 Committee chairpersons shall be ex-officio members of the Executive Committee. [Added October 11, 1985]

Section 3. Committee Meetings: [Amended October 12, 1984; deleted September 22, 1995]

Section 4. Special Meetings: Special meetings may be called by the President at any time or by 20 members, provided those members make a written request to the President, stating the specific purpose for the meeting. The President shall set the date for the meeting within 10 days of receipt of the request. Written notice for special meetings shall be delivered to all members no less than 20 days prior to the date of the meeting. The notice shall state the date, time, place and purpose of the special meeting. Twenty members shall constitute a quorum at a special meeting. [Amended October 12, 1984; Amended September 19, 2014]

ARTICLE VIII - COMMITTEES

Section 1. Appointments: The President shall have the power to appoint, from time to time, such "standing" or "special" committees as may be deemed necessary for the proper transaction of business. The President shall appoint members to the committee, and appoint all committee chairpersons. The term of office on all committees shall be at least one year, but any committee member may succeed to that office if reappointed. Each committee shall follow guidelines approved by the Board. The committee chair shall be responsible for arranging for a meeting no less than one time per year, which may include electronic meetings. A quorum shall consist of a majority of the committee members. [Amended September 22, 1995; September 24, 1999; September 22, 2000; September 19, 2008; Amended September 19, 2014]

Section 2. Reports: Chairpersons of standing and special committees shall present written reports or oral reports at the discretion of the President at the annual meeting. A copy of the written report shall be filed with the Secretary of the Association and retained for reference. [Added September 24, 1990]

Section 3. Vacancy: Vacancies of the committee shall be filled in the same manner as the original appointments, and such appointments shall be made for the unexpired term.

ARTICLE IX - BUDGET AND AUDIT

Section 1. Budget Preparation: The First Vice President shall appoint a Budget Committee consisting of the Second Vice President, Treasurer and two members at large to prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year. Additional membership approval will be required only in the event of an over expenditure or increased expense which is not set forth in the adopted budget. [Amended September 23, 1994; September 24, 1999; September 21, 2007; September 19, 2008]

Section 2. Audit: The Board shall require an annual audit of the financial records and accounts of the Association. The President shall appoint an Audit Committee consisting of at least three members, which shall audit the financial records as soon as possible after the close of the year. The Treasurer shall be present during the audit and present the financial records for the audit. In the absence of the Treasurer, the President shall be present and sign the audit. The audit report shall be reviewed and approved by the Board at its mid-year board meeting and reported in the subsequent issue of the Association newsletter. [Amended October 12, 1984; September 13, 1991; September 22, 2000; September 20, 2002; Amended September 19, 2014]

Section 3. Signatures on checks: The Treasurer shall have authority to sign all checks of the organization except those made for self reimbursement. In the absence or inability of the Treasurer to sign checks, the President and First Vice President shall be given the authority to sign. [Amended September 19, 2008]

Section 4. Expenses paid by Association: Expenses of the organization shall be paid as outlined in the approved expense policy. [Added September 13, 1991; September 20, 1996; September 24, 1999; September 22, 2000; September 21, 2007; September 19, 2008]

ARTICLE X - FISCAL YEAR

The fiscal year for the Association shall be November 1 through October 31 of each year. [Amended October 12, 1984; October 11, 1985; September 15, 1989]

ARTICLE XI – TAX EXEMPTION PROVISIONS

Section 1. Limitations on Activities. No substantial part of the activities of this Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), of any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Corporation shall not carry on any activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement. No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its members, Directors or trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

[Article IX added September 18, 2015]

ARTICLE XII – LIABILITY AND INDEMNIFICATION

Section 1. Non-Liability of Directors. The Directors shall not be personally liable for debts, liabilities, or other obligations of the corporation.

Section 2. Indemnification by Corporation of Directors and Officers. Subject to the limitations contained in ORS 63.391 through 63.414, this Corporation shall defend, indemnify, and hold harmless every registered agent, Director or Officer and his or her heirs, executors and administrators, against liability and against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which her or she may be made a party by reason of being or having been a Director or Officer of this Corporation, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct. The foregoing rights shall be exclusive of other rights to which he or she may be entitled.

Section 3. Insurance for Corporate Agents. Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, by the Bylaws or provisions of law.

[Article XII Added September 18, 2015]

ARTICLE XIII - AMENDMENT

Section 1. Vote Required: These bylaws may be amended by a two-thirds majority of the voting members present at any annual meeting of the Association, provided that notice of any proposed amendment shall have been given by regular mail or e-mail to the members at least 20 days prior to the meeting at which the vote on such amendment is to be taken. [Amended September 24, 2004; September 19, 2008]

Section 2. Proposed Amendments: Bylaws amendments may be proposed by the Board, Bylaws Committee, or by a petition signed by not less than 10 percent of the voting members in good standing, and submitted to the Bylaws Committee Chair in writing. The petition process will be defined in a policy approved by the Board. [Added September 24, 2004]

[Article re-numbered September 18, 2015]

ARTICLE XIV - CONSTRUCTION AND TERMS

If there is any conflict between the provision of these Bylaws and the Articles of Incorporation of this Corporation, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation filed with an officer of this state and used to establish the legal existence of this Corporation.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

[Article XIV Added September 18, 2015]

ARTICLE XV – DISSOLUTION

Section 1. In event of the dissolution of the Association any remaining assets shall be used exclusively for exempt purposes such as charitable, religious or educational purposes. [Added September 17, 2010]

Section 2. The Board of the Association at the time of dissolution shall determine which charitable, religious or educational entity shall receive the remaining assets of the organization. [Added September 17, 2010]

[Article re-numbered September 18, 2015]

HISTORY: Amended October 12, 1984; October 11, 1985; September 19, 1986; September 18, 1987; September 15, 1989; September 24, 1990; September 15, 1991; September 23, 1994; September 22, 1995; September 20, 1996; September 24, 1999; September 22, 2000; September 20, 2002; September 24, 2004; September 23, 2005; September 22, 2006; September 21, 2007; September 19, 2008; September 18, 2009; September 17, 2010; September 21, 2012; September 19, 2014; September 18, 2015

Legal review of Bylaws conducted by Stephen E. Lawrence, February, 2015.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: City Recorder's Procedure Manual Committee

Contact: Kelly Morse, MMC
Contact Telephone Number: 541-923-7751
Contact E-Mail: kelly.morse@ci.redmond.or.us

BACKGROUND

The 2014/2015 City Recorder's Procedure Manual Committee (Committee) members are: Angie Lanter, Banks; Carol Weir, MMC, Rogue River; Jane McGarvin, MMC, Retired (Lake Oswego), and Lisa Gibson, Damascus.

The Committee is responsible for ensuring that the manual is kept up-to-date with current information, guidelines and resources. We monitor the listserv to make sure pertinent issues and concerns are answered in the Manual.

The Committee was tasked this year with brainstorming ways to improve upon the procedure manual and take it to a new level. One suggestion was to move the manual's information to a dynamic online procedure reference. Sort of a "What do you want to do" and/or alphabetized procedures on the OAMR website. We feel this would be a very useful tool and easier to keep updated.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

1. Direct the Committee to research options for an online procedure manual.
2. Direct the Committee to research other options.
3. Do nothing and continue as is.

CHAIR OR DIRECTOR'S RECOMMENDATION

Direct the Committee to research options for an online procedure manual.

SUGGESTED MOTION

N/A

ATTACHMENTS

N/A



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Conference Chair

Contact: Michele Eldridge, CMC, Conference Chair
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

BACKGROUND

1. During preparation of the 2014 Annual Conference, several Conference Committee members discussed the possibility of combining the Exhibitor and Sponsor Subcommittees. Both committees tend to overlap as many of the Sponsors also choose to be Exhibitors.

Combining the two committees could help with the flow of information going out and coming in when doing outreach to Exhibitors and Sponsors, and could possibly be more efficient. Feedback from those that have been in the position indicate, however, that a strong Sponsor sub-chair be appointed to take on the extra outreach to the Sponsors.

2. Registration Costs for the Annual Conference - Because the meal and other costs at Seaside are not much different than the last conference the registration cost will likely remain at \$300. At the time of this board meeting, the cost of the Athenian Dialogue will still be included in the registration cost. It's important to note that in the future, we should try to have our conferences at hotels/conference centers that provide a free breakfast. Otherwise, we will likely need to combine the Meet & Greet and President's Welcome Reception again, or choose to increase the budget slightly to compensate.

The Conference Committee will meet again on Thursday, April 2, 2015 prior to the Board meeting. Items scheduled for this meeting are a site tour, the schedule and layout of the annual conference (based on the site tour), the Annual Conference registration form, QR Codes for conference materials, the Mentee/Mentor/1st Timer Breakfast and reports from the subcommittees. I will provide an oral update to the Board on what was discussed at this meeting and will bring the draft registration form to the Board for consideration and approval.

RELATED POLICIES/BUDGET CONSIDERATIONS

1. Combining the Exhibitor and Sponsor Subcommittees would mean amendments to both the 1st Vice President's job description and the Conference Planning Manual. There would be no budgetary impact. The 1st Vice President job description update is located in the 1st Vice President's Board Report.
2. With the recommended motion, this sets the registration fee for the 2015 Annual Conference at an amount estimated to cover conference expenses keeping OAMR in the positive for conference revenue.

BOARD OPTIONS

1. Ask the Conference Chair to direct members of the Exhibitor and Sponsor Subcommittees to draft a description for a combined Exhibitor/Sponsor Subcommittee to be included in the Conference Planning Manual.
2. Leave the two subcommittees separate.
3. Approve the 2015 Annual Conference Registration Fees as determined at the Conference Committee meeting.

CHAIR OR DIRECTOR'S RECOMMENDATION

It makes sense to combine these two subcommittees because of the similarities between job tasks, and to reflect the teamwork that has been present for many years between these two subcommittees. The Conference Planning Manual is in the process of being updated, making this an ideal time to submit the changes to the sub-committees.

The registration form will need to be placed in the summer newsletter, as well as placing it on line. We will need to determine the registration fee for that purpose.

SUGGESTED MOTION

1. Motion to ask the Conference Committee Chairperson to direct members of the Exhibitor and Sponsor Subcommittees to draft a description for a combined Exhibitor/Sponsor Subcommittee to be included in the Conference Planning Manual.
2. Approve the 2015 Annual Conference Registration Fees set as (numbers to be determined at the Conference Committee Meeting prior to the Board Meeting).

ATTACHMENTS

- A. Draft Registration Form

REGISTRATION FORM-----DRAFT-----

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
Annual Academy and Conference - September 15-17, 2015
Seaside Convention Center & Riverside Suites - Seaside, OR

“NAVIGATING THE FUTURE”

NAME _____ CITY OR DISTRICT _____

TITLE _____ CMC/MMC DESIGNATION _____

ADDRESS OF MUNICIPALITY _____

CITY/ZIP _____ E-MAIL ADDRESS _____

TELEPHONE _____ FAX _____

Event	Amount	Qty	Total
ANNUAL ACADEMY REGISTRATION: Tuesday, September 15 Includes lunch OAMR/REGION IX MEMBERS NON-MEMBERS	\$150.00 \$175.00		
CONFERENCE REGISTRATION: Wednesday, September 16 – Thursday, September 17 Includes sessions, all meals, and special events. Includes Athenian Dialogue with required pre-registration as class size is limited. Does not include Tuesday Academy. Please make Banquet meal selection below. OAMR/REGION IX MEMBERS ADDITIONAL MEMBER FROM SAME CITY NON-MEMBERS	\$300.00 \$250.00 \$325.00		
ONE-DAY CONCURRENT SESSION REGISTRATION FOR _____ WED (Athenian Dialogue) _____ WED _____ THURS Includes lunch and sessions only; OAMR/REGION IX MEMBERS NON-MEMBERS*	\$175.00 \$200.00		
RETIRED CLERK/GUEST MEAL REGISTRATION Retired Clerk/Guest/Spouse Name(s) _____ Wednesday Lunch – Exhibitor Presentations Thursday Breakfast – OAMR Annual Business Meeting Thursday Lunch – Region IX Business Meeting Thursday President’s Reception/Banquet (Semi-Formal Attire; please make meal selection below)	\$18.00 \$18.00 \$18.00 \$35.00		
OAMR NAME TAG WITH LOGO (specify name if different from above) _____	\$12.00		
KATHY ISHIARA MEMORIAL SCHOLARSHIP: Kathy Walk – Wednesday Evening	\$25.00		
DONATION FOR SCHOLARSHIP/EDUCATION FUND	Voluntary Amount		
LATE REGISTRATION FEE Any registration not received or postmarked by August 24, 2014	\$50.00		
TOTAL PAYMENT ENCLOSED (NO REFUNDS AFTER August 24, 2015)			\$

Please indicate Banquet meal choice (quantity): Prime Rib _____ Chicken _____ Prawn _____
Cordon Bleu _____ Fettucine _____ Not Attending _____

Please indicate dietary restrictions: _____

Is this your first OAMR Conference? Yes _____ No _____

Business meeting packets will be distributed electronically. If you need a paper copy of the packet, please check this box:

**PLEASE MAKE CHECKS PAYABLE TO OAMR
AND RETURN WITH REGISTRATION FORM TO:**

Nancy Batchelder, MMC
OAMR Treasurer/City of Yachats
PO Box 345
Yachats, OR 97498

HOTEL RESERVATIONS MAY BE MADE DIRECTLY TO:
(Main Hotel) Rivertide Suites or Comfort Inn & Suites by Seaside

1.877.871.8433 or 1.503.738.3011

Group Code: OAMR

102 N. Holladay, Seaside, OR 97138

www.rivertidesuites.com



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Education Committee

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

BACKGROUND

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

The 2014/2015 Education Committee members are: Abby Donowho, Tillamook; Cathy Steere, MMC, Lincoln City; Debi Russell, Weston; Debby Roth, MMC, Cornelius; Heather Pierson, Woodburn; Karin Johnson, MMC, Independence; Lisa Gibson, Damascus; Nancy Parker, Athena; Nicole Morris, CMC, Tualatin; Ruth Post, MMC, Philomath; Stacie Cook, MMC, Mill City; Tami Kowing, Mount Vernon; Tori Barnett, MMC, Ontario. Each of these members contributed significantly to the education of Oregon City Recorders.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Board may wish to discuss the possibility of instituting a fee for Athenian Leadership Dialogues in the future.

BOARD OPTIONS

If the Board concludes that an additional fee should be charged for participation in Athenian Leadership Dialogues, how much should it be, and when should it be enacted – at this year's annual conference, beginning in 2016, or another time.

CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time. The issue of charging an additional fee for participating in ALD's is entirely a Board decision. Although, I do recommend reading the survey results; discussing them; and formulating a plan for educational costs in the future.

SUGGESTED MOTION

None.

ATTACHMENTS

For the Board's information, the following items are attached to this report:

- A. Draft annual conference schedule showing educational sessions;
- B. Handout to be utilized at the Mid-Year Academy session;
- C. Information regarding the Annual Academy session;
- D. Compilation of results of the educational costs survey.

DRAFT - 2015 OAMR CONFERENCE SCHEDULE

Updated 03.10.15

Date	Time	Session	Speaker	Convener	Room
Mon. 9/14	2 – 5 pm	Set-up Registration/Store/Silent Auction, and prepare conference/first timer bags			Foyer Necanicum Room (?)
Tues 9/15	8 am	Registration Opens			Foyer
	8 am	Store Opens		Dale Shafer	Necanicum Room ?
	9 am – 12 pm	Title: Write to be Understood and Speak to be Heard	Patrick Ibarra	Peggy Hawker	Riverview ABC
	10:30-10:45 am	Break			Seaside Rooms?
	12 – 1 pm	Lunch			Pacific Room
	1 – 4 pm	Title: Write to be Understood and Speak to be Heard	Patrick Ibarra	Peggy Hawker	Riverview ABC
	3:00-3:15 pm	Break			Seaside Rooms?
	5:00 – 6:30 pm	Presidents Welcome Reception All members invitation		Amy Sowa	Pacific Room or Foyer
	5 pm	Exhibitor Set-up		Ruth Post	Pacific Room
	6:00 pm	Honored Guests Dinner (Other attendees: dinner on your own)		Amy Sowa	Meet in Foyer???

DRAFT - 2015 OAMR CONFERENCE SCHEDULE

Updated 03.10.15

Date	Time	Session	Speaker	Convener	Room
Wed 9/16		Breakfast on own (Guests receive free hot breakfast with room rate in both hotels)			
	7:00 – 8:00 AM	Mentor/Mentee/1st Time Attendee Breakfast *Registration bags & lanyards at breakfast??? Includes New attendees, mentors and mentee's, plus executive board?	Amy Sowa/Nancy Parker Include Dema and honored guests too?	Michele Eldridge	Pacific Room
	7:00 AM	Registration Opens		Tori Barnett/Stacie Cook	Seaside Convention Ctr Business Center Foyer
	7:00 AM	Store Opens		Dale Shafer	Necanicum ?
	8:00 – 9:30 AM (1.5 hrs.)	Opening Ceremonies: Presentation of Flag Invocation National Anthem Pledge of Allegiance Mayor's Welcome Keynote Speaker Introductions Announcement of Board Candidates	Pres. of Flag: Invocation: NA: Welcome: Seaside Mayor ? Keynote: Do we have time for one? Introductions: Pres. Amy Sowa Bd. Candidates: New Chair	President Amy Sowa	Pacific Room
	9:30 – 9:45 AM (15 min)	Break Visit Exhibitors Silent Auction Opens for viewing??			Pacific Room Necanicum Room
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: LOC Update	Susan Muir		Riverview A/B/C
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Human Resources Related Topic	Kyle Abraham from Barran Liebman		Haystack 1/2/3
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Athenian Leadership Dialogue – Book to be announced	Kathie Novak		Seaside Room A/B/C
	11:30 AM - 12:45 PM (1.25 hrs.)	Lunch: Exhibitor Presentations – possible 15+ Invite to 2016 Ashland Conference	Ruth Post/Exhibitors Dale Shafer/2016 Conf		Pacific Room

DRAFT - 2015 OAMR CONFERENCE SCHEDULE
Updated 03.10.15

Date	Time	Session	Speaker	Convener	Room
	1:00 PM	Silent Auction Opens	Debby Roth/Susan Reeves		Necanicum Room
	1:00 – 2:45 PM (1.75 hrs.)	Concurrent Session: Title: LOC Update	Susan Muir		Haystack 1/2/3
	1:00 – 2:45 PM (1.75 hrs.)	Concurrent Session: Title: Human Resources Related Topic	Kyle Abraham from Barran Liebman		Riverview A/B/C
	1:00 – 3:00 PM (2 hrs.)	Concurrent Session: Athenian Leadership Dialogue – Book to be announced	Kathie Novak		Seaside Room A/B/C
	2:45 – 3:15 pm (30 min.)	Break Visit Exhibitors Bid on the Silent Auction			Break – Pacific Room Auction – Necanicum
Wed Cont.	3:15 – 5:00 PM (1.75 hrs.)	Concurrent Session: Title: Minutes and Other Tricks of the Trade	One of Us		Riverview A/B/C
	3:15 – 5:00 PM (1.75 hrs.)	Concurrent Session: Title: Local Government Budgeting	???		Haystack 1/2/3
	3:15 – 5:30 PM (2.25 hrs.)	Concurrent Session: Athenian Leadership Dialogue – Book to be announced	Kathie Novak		Seaside Room A/B/C/
	5:30 – 9 PM	Activity? Attendees on own – provide options			

DRAFT - 2015 OAMR CONFERENCE SCHEDULE
Updated 03.10.15

Date	Time	Session	Speaker	Convener	Room
Thu 9/17	7:45 AM	Registration Open		Tori Barnett/Stacy Cook	Foyer – Business Center
	8 – 9:30 AM (1.5 hrs.)	Plated Breakfast: OAMR Business Meeting	Amy Sowa	Parliamentarian: Julie Krueger	Pacific Room
	9:30 – 9:45 AM (15 min.)	Break Visit Exhibitors Region Pictures - ALL Store Opens Bid on the Silent Auction			Break – Pacific Room Pictures – Staircase Store – Necanicum Room
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Surviving Acts of Violence	Gene Moss, Police Chief, City of Cornelius		Seaside A/B/C
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Social Media for Small Cities	Crystal Farnsworth, City of St. Helens		Riverview A/B/C
	11:30 – 1:00 PM (1.5 hrs.)	Lunch: IIMC Region IX Meeting Message from IIMC President State President's Reports NW Clerks Institute Update		President Amy Sowa	Pacific Room
	1:00 – 3:00 PM (2 hrs.)	General Session Title: Oregon Government Ethics Commission – E-Filing and ORS244 Refresher	Tammy Hedrick		Pacific Room
Thu Cont.	3:00 – 3:15 PM (15 min.)	Break Visit Exhibitors – Announce Exhibitor Winner Pictures – Any Not Captured at morning break Kathy Ishiara Scholarship Event Ends at 3:00 Silent Auction closes at 3:15PM			Pacific Room Pictures - Staircase
	3:15 – 5:00 PM (1.75 hrs.)	Concurrent Session: Title: Surviving Acts of Violence	Gene Moss, Police Chief, City of Cornelius		Seaside A/B/C
	3:15 – 5:00 PM (1.75 hrs.)	Concurrent Session: Title: Social Media for Small Cities	Crystal Farnsworth, City of St. Helens		Riverview A/B/C

DRAFT - 2015 OAMR CONFERENCE SCHEDULE
Updated 03.10.15

Date	Time	Session	Speaker	Convener	Room
	6:00 pm	Silent Auction and No-Host Bar President's Corner Pictures: Board & Honored Guests		President Amy Sowa Kathy Payne/Susan Reeves	
	7:00-10:00 pm	Banquet Welcome Invocation President's Introduction of Honored Guests Presentation of Awards Installation of 2015/16 Officers Outgoing President's Remarks Passing of the Gavel New President's Remarks Auction Results & Raffle Drawings		President Amy Sowa Invocation: Installation Officer: Incoming President Michele Eldridge	Pacific Room
Sat.	8:00 am	Pack-up		Dale Shafer	Necancum Room
	9-10:30 am	Transition Meeting for Executive Board & Committee Chairs (New & Old)		Michele Eldridge	Seamist



The Center For life Cycle Sciences
Sheila Sheinberg, Ed.D.

The Oregon Association of Municipal Recordors
OAMR President - Amy L. Sowa

"It's All About YOU: Emotional
Intelligence & Your Authentic Self"

Agenda & Workbook 2015



The Center For Life Cycle Sciences
3515 Baker Road SE, Port Orchard, WA 98367
Phone 360.876.2399; Cell 360.509.2603
Email: Sheinberg-cflcs@wavecable.com

The Oregon Association of Municipal Recordors
Mid-Year Academy ~ 2015

"It's All About YOU: Emotional Intelligence & Your Authentic Self"

Agenda

Your Authentic Self... Emotions

EMOTIONS:

- The Power of Emotions
- Emotions vs. Intellect
- Emotional Awareness: Feeling & Sensations

Your Authentic Self: What the Person in the Mirror Needs To Know...

1. ... The Environment
2. ... Purpose, Vision, & Values
3. ... Time
4. ... Learning
5. ... Leadership
6. ... Emotional Intelligence
7. ... Self/Others

Your Authentic Self: Emotions at Work

- Happiness
- Anger
- Liking
- Fear...

Your Authentic Self: "Your STORY"

- Who Am I?
 - Where Have I Come From?
 - Where Am I Now?
 - Where Am I Going?
 - Who Am I "Traveling" My Life With?
 - Describing Three (3) "Significant Emotional Events" That Created "Turning Points" In Your Life...
 - ... Provocations

- Describing Your Next Decade

Your Authentic Self: "For The Love Of It"

- What Do You Love?
- What Fills Your Cup?
- Do You Have "Life Guides"? Do You Want "Life Guides"?
- Even When You Are Afraid, (And We All Are), Do You "Act As If..."?
- Do You Express "Gratitude"? - Describing Gratitude...
- How Are You "Making A Contribution"?
 - What Will Your Contribution Be Over The Next 10 Years?
- How Are You "Passing It On"?
- Are You "Chasing the Light"?

Your Authentic Self - Learning...

After Action Review

- What Happened Here Today?
- Why Did It Happen?
- What Have You Learned?
- How Will You Use What You Have Learned?

Your Authentic Self... Emotions

EMOTIONS:

- The Power of Emotions

- Emotions vs. Intellect

- Emotional Awareness: Feeling & Sensations

Feelings and Sensations

Annoyed	Disturbed	Tense	Helpless	Inspired
Bitter	Perturbed	Terrified	Insecure	Incorporated
Edgy	Rattled	Worried	Leery	Joyful
Exasperated	Restless		Reserved	Motivated
Frustrate	Shocked	Pain	Sensitive	Optimistic
Impatient	Startled	Agony	Shaky	Pleased
Irritable	Surprised	Bereaved		Thrilled
Irked	Troubled	Devastated	Yearning	Wonder
	Turbulent	Grief	Envious	
Angry	Uncomfortable	Heartbroken	Jealous	Grateful
Agitated	Uneasy	Hurt	Loving	Appreciative
Enraged	Unsettled	Lonely	Pining	Moved
Exasperate		Miserable	Wishful	Thankful
Furious	Disconnected	Regretful		Touched
Irate	Ambivalent	Remorseful	Affectionate	Hopeful
Outraged	Apathetic	Sad	Compassionate	Encouraged
Resentful	Bored	Depressed	Friendly	Expectant
Upset	Distant	Despondent	Loving	Optimistic
	Distracted	Discouraged	Sympathetic	
Aversion	Indifferent	Disheartened	Tender	Hopeful
Appalled	Numb	Dismayed	Warm	Encouraged
Contempt	Uninterested	Gloomy		Expectant
Disgusted	Withdraw	Heavy hearted	Interested	Optimistic
Dislike		Hopeless	Absorbed	
Horrified	Embarrassed	Troubled	Alert	Peaceful
Repulsed	Ashamed	Unhappy	Curious	Calm
	Flustered	Wretched	Enchanted	Comfortable
Confused	Guilty		Engaged	Centered
Baffled	Self-conscious	Stressed/Tired	Fascinated	Composed
Bewildered		Burned out	Intrigued	Content
Dazed	Fearful	Depleted	Spellbound	Fulfilled
Hesitant	Afraid	Exhausted	Stimulated	Relaxed
Lost	Apprehensive	Listless		Relieved
Mystified	Anxious	Overwhelmed	Glad	Satisfied
Perplexed	Distress	Restless	Alive	
Puzzled	Frightened	Weary	Amazed	Rested
Torn	Hesitant	Worn out	Amused	Alert
	Nervous		Awed	Alive
Discomfort	Panicked	Vulnerable	Encouraged	Energized
Agitated	Paralyzed	Fragile	Energetic	Incorporated
Alarmed	Petrified	Guarded	Enthusiastic	Refreshed
Discombobulated	Scared		Excited	Rejuvenated
			Happy	Relaxed
			Hopeful	Renewed
				Strong

The following are samples of sensation works, i.e. a felt sense within the body, not emotion. Pay attention to temperature, texture, movement, or image to determine the description of sensations.

Vibrating	smooth	sparkly	clammy
Expanded	loose	rhythmic	rigid
Relaxed	slow	snappy	stiff
Bubbly	settled	soft	cold
Flowing	heavy	pulsing	icy
Streaming	quiet	still	hard
Tingling	contained	jumpy	stuck
Warm	uplifted	hot	
Gentle	buzzy	twitchy	

Dr. Sheila Sheinberg
The Center For Life Cycle Sciences
Phone 360.876.2399
Fax 360.876.2499
Sheinberg-cflcs@wavecable.com
www.Sheilasheinberg.com

IT'S ALL ABOUT YOU !
What the Person in the Mirror Needs to Know...

"Authentic Leaders demonstrate a passion for their purpose, practice their values consistently, lead with their hearts as well as their heads. They establish long-term meaningful relationships and have the self-discipline to get results. They know who they are."

Bill George, Peter Sims, Andrew N. McLean, and Diana Mayer
"Discovering Your Authentic Leadership"
Harvard Business Review; Feb. 2007

THE SEVEN QUESTIONS - DO I KNOW... ?

1. The Environment...

2. Purpose, Vision Values

3. Time

4. Learning

5. Leadership

6. Emotional Intelligence

7. Self/Others

Your Authentic Self: Emotions at Work

- Happiness

- Anger

- Liking

- Fear...

Your Authentic Self: "Your STORY"

- Who Am I?
 - Where Have I Come From?

- Where Am I Now?

- Where Am I Going?

- Who Am I "Traveling" My Life With?



Your Authentic Self: "For The Love Of It"

- What Do You Love?

- What Fills Your Cup?

- Do You Have "Life Guides"? Do You Want "Life Guides"?

- Even When You Are Afraid, (And We All Are), Do You "Act As If...?"

- Do You Express "Gratitude"? - Describing Gratitude...

- How Are You "Making A Contribution"?

- What Will Your Contribution Be Over The Next 10 Years?

- How Are You "Passing It On"?

- Are You "Chasing the Light"?



AFTER ACTION REVIEW

What happened here?

Why did it happen?

What did I learn?

How will I use what I have learned?

APPENDIX: Are You Making the Most of Yourself at Work?

There are many ways of regarding work.

For some, it is a necessary evil, for some, a *raison d'être*, for others, a social duty, for an unhappy few, an escape from the emotional burdens of home life and self. Whether you are dealing with family or colleagues, suppliers or traders, government departments, bosses or domestic staff, you are bound to encounter frustrations.

The workplace is in some regards a place of surrender. You may try to lay down clear ground-rules for conduct, but they are seldom going to be heeded with any great consistency at work.

Everyone at the workplace has a different "agenda," different terms of reference, different aims and ambitions, and is afflicted by different moods which you have little time to assess on a day-to-day basis.

You may have to speak, in essence, a hundred different languages to a hundred different people in any one day. One way out of this - the coward's way - is to maintain a consistent persona which in time becomes taken for granted. The consistently grumpy, autocratic manager, say, the consistently proper, precise bureaucrat, the consistently driven, demanding, impatient wheeler-dealer or the consistently disapproving, inhumanly correct parent - all are unassailable within their armor, but such armor also renders the wearer insensitive to others, sometimes with devastating effect on morale and seldom, in the long run, to the benefit of the wearer.

At the same time, the workplace cannot become a touchy-feely group-counseling center nor can every hard luck story be heeded.

How, then, can you make the most of yourself at work, be that work in the office or at home; how can you win success, and how can you enjoy your work?

It seems strange to some that these are the same questions, but emotional intelligence can put a spring into the step as you set off for work, can make the workplace productive and pleasurable and can win rapid success.

*Circle the answers that come closest to your own emotional response;
then turn to the last page to interpret your score.*

1. How many hours' leisure do you have in every twenty-four hours?
 - a. 4-6
 - b. 7-9
 - c. 10-16

2. A colleague is in a filthy mood which is affecting others at the workplace. Do You:
 - a. Demand that he/she pulls him/herself together?
 - b. Give him/her a cup of coffee and tell him/her about some problem of your own?
 - c. Ask him or her directly what the trouble is?

3. A good salesman:
 - a. Sticks rigorously to techniques as trained?
 - b. Uses every trick in the book to make a sale?
 - c. Is sincere and principled?

4. You feel that your immediate superior is working against your interests and those of the company. He/she will not listen to your ideas. Do you:
 - a. Go over his/her head to his/her superior?
 - b. Quietly canvass the views of your colleagues?
 - c. Work on resentfully and keep the tenuous peace?

5. Someone yawns whilst you are addressing a meeting. Do you:
 - a. Assume that he/she is not interested or committed?
 - b. Assume that you are being boring?
 - c. Not link the two things at all?

6. A colleague, equal in status to yourself, although outwardly a hard worker is not pulling his/her weight or is undermining the team spirit. Do you:
 - a. Express your feelings to him/her?
 - b. Express your feelings to his/her colleagues' superior?
 - c. Lead by example and insist on his/her participation in your projects?

7. You are in what seems to you a dead-end job, unnoticed, your work taken for granted. Do you?
 - a. Enroll in a training course, motivate your colleagues, then, if you see no further prospects, look for a new job?
 - b. Look for a new job?
 - c. Complain to your supervisors, then, if you see no improvement, threaten to look for a new job?

8. A client/colleague is angry and impatient and wants results now, regardless of procedure or rules. Do you:
 - a. Retire behind a screen of regulations and formality?
 - b. Snap back that you are doing the best you can?
 - c. Agree that procedures are infuriating and try to find out why he/she is so agitated?

9. Teamwork is:
 - a. A good way of bringing on and instructing the less able?
 - b. A darned nuisance. You know how to attain your aims and prefer to work alone?
 - c. The key to good management?

10. A bright young prodigy rockets up the promotion ladder. Do you:
 - a. Resent him/her and suspect nepotism/unseen favors?
 - b. Seek to make friends with and to learn from him/her?
 - c. Sink into depression and sense of inadequacy?

11. You are negotiating a deal. You approach the negotiations:
 - a. Ready to listen?
 - b. Having identified an upside and a downside and determined to demand the maximum and concede the minimum?
 - c. Knowing what you want and determined to get it?

12. The person with whom you are negotiating a deal refuses to budge from an untenable position but simply bombards you with the same demands. You:
 - a. Thank him/her for the time, but say that you can see no point in continuing this dialogue and leave the meeting?
 - b. Take up your position and bombard right back?
 - c. Continue to attempt to make him/her listen?

NOTES:

Self-Scoring Emotional Intelligence Tests
Daniel, Mark - 2000 New York: Sterling

Are You Making the Most of Yourself at Work?

Question #	If Response Was A	Circle A Points	If Response Was B	Circle B Points	If Response Was C	Circle C Points	Enter Points for Each Question
1	A	1	B	2	C	3	
2	A	1	B	3	C	2	
3	A	2	B	1	C	3	
4	A	1	B	3	C	3	
5	A	1	B	2	C	3	
6	A	2	B	1	C	3	
7	A	3	B	1	C	2	
8	A	2	B	1	C	3	
9	A	2	B	1	C	3	
10	A	1	B	3	C	2	
11	A	3	B	2	C	1	
12	A	3	b	1	C	2	
Total of Response Points							

12-19:

Whatever else you may be, you are not a team-worker, and your aggression seems to argue a degree of self-absorption, incompatible with good management either of your own emotions or, in consequence, of anyone else's.

Take time out to talk to others in the workplace, to consider their insecurities in relation to your own, and above all, to listen and to tell stories.

We are all of us translating all the time. Each of us has different fears, associations, histories, home environments etc. Even a simple word such as "dog," for example, will evoke different responses and will conjure different pictures in different people. How much more, then, will we fail to relate when we use vague or abstract terms?

If you feel lousy for any reason, find an amusing and vivid way in which to describe the feeling. If envy, resentment or frustration possesses you, find a parable to which others can relate.

If someone else is distressed, try to recall an occasion on which you were similarly afflicted, and how you pulled yourself out of the condition. Keep it light, make fun of yourself. You will, astonishingly, grow in power by doing so and find it infinitely easier to motivate your subordinates and peers.

20-27:

Words like "stubborn," "officious," and "interfering" spring to mind.

You would seem to be the sort of person who thinks of him or herself as industrious, efficient management caliber, but has not yet succeeded in persuading anyone else of your leadership qualities.

This is a trap into which so many people seem to fall, both in industry and in the home. You are not embattled. You have as good a chance as the next man or woman to introduce creative thinking and teamwork into the workplace and to get things done.

Remember, it is not the highly qualified, humorless whiz-kid who gets to the top, but the person who knows how to motivate others, to make light of troubles and to empathize.

You cannot begin to do this if you cling to your dignity and your position as if your life depended on it. Ease up a bit. Ask advice. Share your experience with others. Encourage group decisions. Woo your peers and subordinates rather than your bosses.

28-36:

You plainly enjoy your work and are ready to consult with others working with you.

When, once people trust you, they will follow your lead, but they can only trust you if your principles and your position are confidently held.

NOTES:

Suggested Readings

1. Bill George, Peter Sims, Andrew N. McLean, and Diana Mayer. "Discovering Your Authentic Leadership." Harvard Business Review, Feb 2007.

"The journey to authentic leadership begins with understanding the story of your life. Most authentic leaders reported their stories involved overcoming difficult experiences and using these events to give meaning to their lives."

This is a powerful article... focusing on you as the source of your leadership, and your personal development, as the opportunity to enhance your leadership.

This article is further explored in a book entitled, "Finding Your True North," by Bill George. So, if you would like to expand your preparation, pick up the book and I think you will be amply rewarded.

2. Goleman, Daniel. "What Makes a Leader?" Harvard Business Review, Jan 2004

Daniel Goleman burst upon the scene in 1995 with the term "emotional intelligence."

Since that point in time, emotional intelligence has been recognized as an increasingly significant component of successful individuals at every level of the organization. To quote Daniel Goleman:

"I have found that the most effective leaders are alike in one crucial way: they all have a high degree of what has come to be known as emotional intelligence. It is not that IQ and technical skills are irrelevant, they do matter, but mainly as 'threshold capabilities'; that is they are the entry level requirements for executive positions. But my research, along with other recent studies, clearly shows that emotional intelligence is the sine qua non of leadership. Without it, a person can have the best training in the world, an inclusive, analytical mind, and an endless supply of smart ideas, but he still won't make a great leader."
HBR, Jan 2004

3. Merten, Greg - article "Leadership is Sourced By a Commitment to Personal Development."

I was personally impressed by this piece, precisely because it is not a model, method, program, or recipe for leadership and change, but a personal account, a personal story of leadership development, growth, and organizational change.

Greg Merten is "telling his story" in a speech given at the National Security Agency (NSA), June 2001. In the telling of his story, he hopes to impact your story.

The Creator gathered all of Creation and said,

"I want to hide something from humans until they are ready for it.

It is the realization that they create their own reality."

The Eagle said, "Give it to me, I will take it to the moon."

The Creator said, "No, one day they will go there and find it."

The Salmon said, "I will hide it in the bottom of the ocean."

"No, they will go there too."

The Buffalo said, "I will bury it on the Great Plains."

The Creator said, "They will cut into the skin of the

Earth and find it even there."

The Grandmother Mole, who lives in the breast of Mother Earth

and who has no physical eyes but sees with spiritual eyes, said,

"Put it inside them."

And the Creator said, "It Is Done."

Gary Zukav ~ The Seat of the Soul

Sheila Sheinberg, Ed.D.
The Center For Life Cycle Sciences

People relate to the energy, vitality, and knowledge that Sheila brings to the twin processes of personal and organizational learning and change. Her career as a scientist, researcher, teacher, entrepreneur, and international management consultant provide Sheila with the proven skills for effectively creating paradigm shifts to confront and master the challenge of change.



Dr. Sheila Sheinberg's "passion" is change. Sheila is trained as a developmental psychologist, focusing on individual and organizational development and transformation. As a teaching and research scientist with a background in sociology, psychology, business and education, Dr. Sheinberg served as a university professor and researcher for 25 years specializing in the areas of personal, organizational, demographic and social change. For the last 21 years, Sheila has spent her energies as a professional speaker, trainer, consultant and counselor, facilitating and sometimes even provoking change in organizations - small and large. As a "keynote speaker," Dr. Sheinberg has spoken to hundreds of organizations throughout the world.

Sheila provides executive coaching, leadership team learning and development, and leadership coherence to "lead" organizational change and personal transformation. She works with every level of the organization to develop human capital, informational capital, and organizational capital. Her focus is to ensure a flexible and adaptable organization and workforce with the agility and flexibility to innovate and co-create the future. Leaders, managers, and individual contributors actively participate in profound learning and personal discovery via coaching, learning, mentoring, and customized programs for strategic transformation.

Sheila has worked with every department in the U.S. Government, many state and local governments, governments in Europe and Australia, and for many organizations and associations across the private sector. Sheila has worked extensively with the Office of Personnel Management, the Oregon State Department of Human Resources and the National League of Cities. Sheila has also had ongoing opportunities to work with the State government of Alaska, the Washington League of Cities, The City of Redmond Washington, the Association of Oregon Counties, and the League of Oregon Cities.

Sheila is also the lead consultant for "Sage Advantage: Second Act Coaching & Consulting," focused on "writing the new rules for the second half of life." "We, pre-baby boomers, baby boomers, and the next generation," says Dr. Sheila, "will re-write the rule book for optimizing the opportunities and choices for the second half of life."

Dr. Sheinberg is a visionary, storyteller, teacher and scholar, doer and implementor, but first, and foremost, a provocateur. She challenges you to overcome the fear of change and to embrace the challenge, creativity and energy of being a "change-master."

Patrick Ibarra, from the Mejorando Group

OAMR - ANNUAL ACADEMY SESSION - Write to be Understood and Speak to be Heard

Do you worry when you need to ask your supervisor for approval to attend training? Do you need a budget allocation for new software but the thought of writing a staff report and presenting to your council or board terrifies you? Then this is the session for you.

You will learn how to develop your thoughts on paper in a clear and concise manner and determine how to present the information to the targeted audience most effectively.

MORNING SESSION:

Write to be Understood

The need for clear and effective writing skills is paramount. This session is designed for employees across all departments and professions who engage in every kind of writing from memos and proposals to letters, reports, and technical writing. You will learn how to organize and express your thoughts clearly, select the appropriate style and format for the intended reader, and edit your writing to create professional documents.

Learning objectives:

- Learn methods to organize effectively
- Review and integrate the principles of readability
- Evaluate and improve writing skills through practice
- Learn to match the appropriate format and style with the intended reader
- Gain editorial skills to create professional documents

AFTERNOON SESSION:

Speak to be Heard

Speaking in front of others can be a confusing and even terrifying experience for many people. This session will help take the mystery out of designing and delivering high-impact presentations. It will increase your confidence and effectiveness in making presentations to a wide variety of audiences.

Learning objectives:

- Understanding the two key roles of effective presenters
- Overcome presentation fear
- Develop your voice
- Use eye contact, gestures, posture, and movement for maximum impact
- Prepare concise and memorable presentations

**OAMR EDUCATION COMMITTEE
EDUCATIONAL COSTS SURVEY - 2015**

In an effort to gauge how OAMR members regard educational costs and sessions, the OAMR Education Committee developed a brief survey that was recently distributed to the membership. Thirty-eight members responded to the survey, and the results follow:

1. Should OAMR charge members for the Athenian Leadership Dialogues?

78.4%	Yes
21.6%	No

Survey Comments:

I don't really want to pay more but it seems with the extra points earned and more work, there should be an extra cost.

I like that it is included in the cost of the conference. Those that are willing to do the extra work deserve the extra points. If it becomes a financial burden to OAMR, then charge.

The \$125 that IIMC costs is very cost prohibitive. My city wouldn't pay for it, and even though I love the AD, I couldn't afford it out of my pocket. Having a lower fee would be acceptable in my book.

It is worth it! On the other hand, part of the conference is missed when you attend a Dialogue.

Yes, a fee should be charged if the facilitator is not an OAMR member. Otherwise, I think it should be free.

I really appreciated that we don't - some of the cities can't afford any extra costs.

To cover costs for the leader to travel, if Oregon doesn't have a leader available to direct the Dialogue.

I have not participated in one, so I hesitate to say much on the subject.

No, if you offer it on the days of the concurrent sessions. Yes, if it is offered as a stand-alone day from conference sessions.

I think there should be a charge for this type of session unless the facilitator is free of charge.

Perhaps start at \$50. That would help defray most, if not all, of the expenses.

2. Should OAMR's 2-day conference costs be for a set number of credits toward certification, with additional credits offered for an additional prices?

73%	Yes
27%	No

Survey Comments:

On average, what would you say a credit or point is for certification. Whatever the average price is for a point that is what the Athenian should be per point.

I like it the way it is now.

We already charge extra for the Academy. So, if we were to charge extra for the Athenian session, I believe that should be the only extra charge for the conference.

This is a maybe.

Not unless it is offered on a different day than the two day conference.

Most of the OAMR educational sessions do not carry any IIMC educational credits.

3. What price would you, as an OAMR member, be willing to pay for an Athenian Leadership Dialogue opportunity in conjunction with a conference?

58.8%	\$40 - \$55
14.7%	\$55 - \$70
0.00%	\$70 - \$85
26.5%	Any price between \$40 - \$100

4. What price would you, as an OAMR member, be willing to pay for an Athenian Leadership Dialogue opportunity as a stand-alone class separate from conference?

36.4%	\$40 - \$55
12.1%	\$55 - \$70
3.0%	\$70 - \$85
48.5%	Any price between \$40 - \$100

5. OAMR charges for Academy sessions held the day prior to the Annual Conference, and at Mid-Year. The most recent price was \$150 for six hours of class time which can be high for members to attend accredited classes in only one central location. Would you be interested in more regional training opportunities (OAMR On-the-Road Workshops, Athenian Dialogues, other accredited classes)?

86.1% Yes
13.9% No

Survey Comments:

Would love to see more regional training.

It might be worth a try, but I prefer having the Academies in conjunction with the conference. Moving the conference to different regions helps bring it closer to people.

These OTR workshops and Athenian Dialogues should be in addition to the annual and mid-year conferences.

Maybe it would help the people who cannot attend twice a year.

Would this be in addition to the Academy sessions or in place of the Academy sessions?

I think this question is worded poorly. I say no because as I read it, this is implying we get rid of the Academy and replace them with regional meetings. This does not seem economical with paying for facilitators and teachers thousands of dollars seven times a year. We also get discounts on food with the large number of participants attending.

All of the above. Lately, the OTR Workshops haven't been so successful. The guiding tenet is "recorders teaching recorders," and it's been a bit difficult to find willing trainers with TIME.

6. What price would you, as an OAMR member, be willing to pay for regional training opportunities?

48.6% \$55 - \$70
11.4% \$70 - \$85
11.4% \$85 - \$100
2.9% \$100 - \$150
25.7% Any price between \$40 - \$150

7. How far would you be willing to travel for stand-alone classes/regional training?

50.0%	Up to 50 miles
23.7%	Up to 75 miles
15.8%	Up to 100 miles
5.3%	Up to 150 miles
5.3%	No thanks, I don't want to go anywhere

8. Would your city be willing to host a class?

53.1%	Yes
46.9%	No

Yes from: Athena
Springfield
Yachats
Wilsonville
Monmouth
Tualatin Valley Water District
Scappoose
Nyssa
Dundee - we have new facilities
The Dalles
Myrtle Creek
Keizer
Milwaukie
Corvallis
Newport
Independence

A special note of thanks to Abby Donowho, from Tillamook, for developing questions and researching costs of other organizations; and to Nicole Morris, from Tualatin, for creating the SurveyMonkey tool.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Historical Preservation Committee

Contact: Deanna Casey, MMC
Contact Telephone Number: 541-423-1026
Contact E-Mail: Deanna.casey@centralpointoregon.gov

BACKGROUND

I want to thank my Committee Members:

Trudy Borrevik, CMC, Cottage Grove
Roberta Tharp, CMC, Creswell

Debbie Manning, MMC, Dundee
Lisa Scholl, St. Helens

Unfortunately Terri Long from Oakland stepped off the committee for this year. She has become too busy and did not think she would be able to do the committee justice. Maybe next year.

I am so thankful to Lisa Scholl for stepping in the co-chair position. She is a great candidate for eventually stepping into the chair position.

- **2014 Conference Scrapbook** - I have been very impressed with some of the work these ladies have done so far. They are very creative with the pages they have shown me from last year's conference. I am really looking forward to putting together a great scrapbook from 2014/2015.

I have put the call out to all scrap bookers among the OAMR Members. If you enjoy being creative we can always use another member or two, there are still plenty of pages that need to be completed. I will share my pages with anyone that would like to join us.

- **Update Committee Participation Files** – It is a slow process updating the participation file but I am making process on this goal. I have completed two past years at this point. There are so many members that participate in committees it blows my mind at times.
- **Scrapbook of award winners** – I have not started this project yet.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Internet Committee

Contact: Melissa Kiefer, Chair
Contact Telephone Number: (503) 368-5627
Contact E-Mail: nehalemadm@nehalemtnet.net

BACKGROUND

This is an informational report.

The members of the 2014-2015 Internet Committee are: Norma Alley, MMC, Tigard; Alissa Angelo, CMC, Stayton; Dawn Bennett, Canyonville; Tami Kowing, Mt. Vernon; Debbie Lockhart, MMC, Keizer; Kathy Payne, CMC, St. Helens; Teri Porter, CMC, Pilot Rock; Debby Roth, MMC, Cornelius; and Melissa Kiefer, Nehalem.

Welcome back to Dawn Bennett of Canyonville, who rejoined the Internet Committee in January. Thanks to Kathy Payne, who lent her talents to the Membership Committee and updated the Membership brochure.

OAMR Logo Update Completed

After Board approval in November, we contracted with Matt Harrington to create the OAMR logo in scalable vector file format. His improved OAMR logo is now in use.

Website Makeover Launched

The new OAMR website theme launched in early January with a fresh new look, new search feature and members' only area. The transition went smoothly. I would like to thank my committee and President Sowa for their great ideas, thoughtful input and hard work on this project! The committee continues to update information on the website as needed. We welcome comments and suggestions for ensuring the site is easy to use and up to date.

Online Membership Management

The Internet Committee will be working with the Membership Committee to consider moving to online membership management using the Wild Apricot system. This would allow new members to join and existing members to renew their membership on the website.

Google Analytics

I added Google Analytics tracking code to the website in early November. It will allow us to track site usage and user behavior. Attached reports show the top pages viewed.

ATTACHMENTS

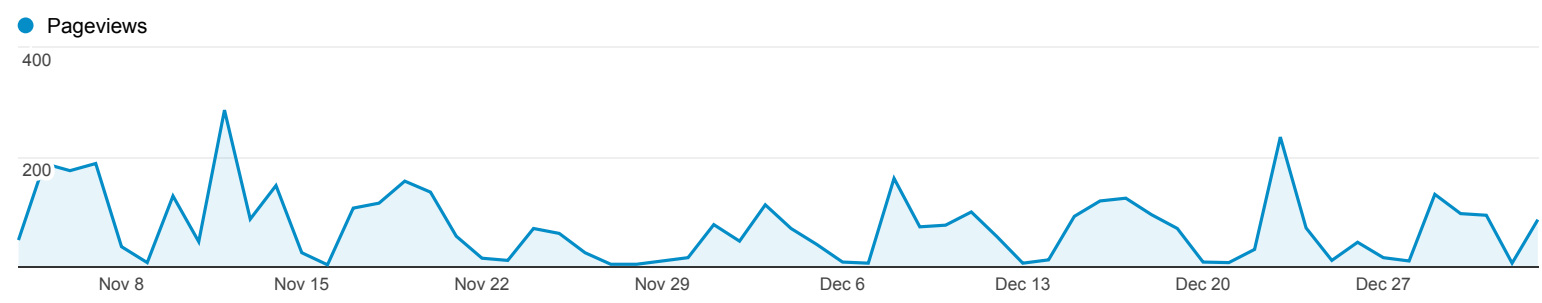
- A. Google Analytics Top Pageviews November 4, 2014 – January 2, 2015
- B. Google Analytics Top Pageviews January 12, 2015 – March 10, 2015

Nov 4, 2014 - Jan 2, 2015

Pages

All Sessions
100.00%

Explorer



Page	Pageviews	Pageviews
	4,372 % of Total: 100.00% (4,372)	4,372 % of Total: 100.00% (4,372)
1. /	1,623	37.12%
2. /member-roster	248	5.67%
3. /city-records-retention	147	3.36%
4. /scholarships	129	2.95%
5. /jobs	128	2.93%
6. /membership	121	2.77%
7. /resource-info	101	2.31%
8. /events	93	2.13%
9. /board-agendas-and-minutes	92	2.10%
10. /newsletters	82	1.88%

Rows 1 - 10 of 261

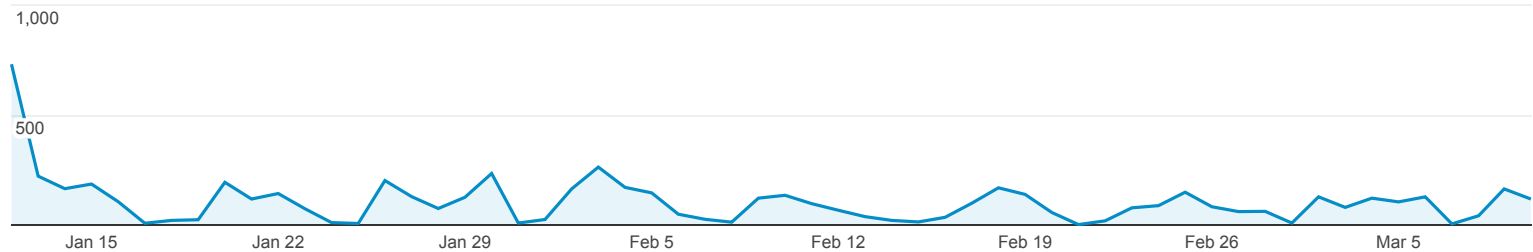
Jan 12, 2015 - Mar 10, 2015

Pages

All Sessions
100.00%

Explorer

Pageviews



Page	Pageviews	Pageviews
	6,077 % of Total: 100.00% (6,077)	6,077 % of Total: 100.00% (6,077)
1. /	1,836	30.21%
2. /members-only	257	4.23%
3. /conference	248	4.08%
4. /mid-year-academy	222	3.65%
5. /committees	217	3.57%
6. /member-roster	184	3.03%
7. /membership	167	2.75%
8. /Sys/Login	167	2.75%
9. /jobs	163	2.68%
10. /scholarships	135	2.22%

Rows 1 - 10 of 377



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Legislative Committee

Contact: Lisa Morgan, Chair
Contact Telephone Number: 541.447.5627
Contact E-Mail: lmorgan@cityofprineville.com

BACKGROUND

The 2014-2015 Legislative Committee members are: Lisa Gibson - Damascus, Nanci Moyo – Beaverton, and Karin Johnson, MMC – Independence.

This year when the session first originally kicked off, a spreadsheet was created that had listed 135 House and Senate bills that could be of interest to cities. Now there have been over 3,000 bills introduced (obviously, not all of interest to cities). It became apparent early on, that maintaining a spreadsheet with everyone's already busy schedules was next to impossible. With that said, earlier in the year Chairs and Directors were asked to look at job descriptions and policies for possible updates. In looking at the Legislative Committee responsibilities it was clear that some minor edits need attention such as term of committee appointments, because now the legislation meets every year. However, I would like the rest of the committee to have an opportunity to review them as well and thoughtfully consider any more revisions that could be made to increase efficiencies and reporting to the rest of the organization. I hope to be able to bring this to the board for consideration at our September or November meeting for consideration.

For more legislative news, please check the newsletter.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Membership Committee

Contact: Mary Dibble
Contact Telephone Number: 541-917-7532
Contact E-Mail: mary.dibble@cityofalbany.net

BACKGROUND

The 2015 membership renewal process started out a little bumpy due to the Chair's learning curve, but quickly smoothed out. Renewals ended January 31. Committee members will be contacting non-renewing cities, and will also try to recruit from cities that have not been members before.

The OAMR brochure got a fresh new look, thanks to Kathy Payne! The new brochure is on the website already and we have discussed making it available in paper form at Midyear and Conference, and our booth at the League of Oregon Cities (LOC) conferences. I don't have access to a high-quality printer and paper so I asked for an informal quote from my local printer. Of course, we could always have a member of OAMR with a decent printer produce the brochures instead.

Now that the renewal process is over, the Membership Committee will work with the Internet Committee to consider moving to an on-line membership management process for next year. Options include members applying online, managing their own accounts, and possibly using PayPal for transactions. More detailed information will come as we have time to talk through the possibilities.

RELATED POLICIES/BUDGET CONSIDERATIONS

The informal price quote from MoreInk for 100 color, folded brochures on nice paper, is \$85.00.

BOARD OPTIONS

1. Requesting direction from the Board for OAMR Brochures:
 - Do we want to use them? In what venue? (i.e. Mid-year, Conference, tables at LOC, etc)
 - Should we use MoreInk (Albany) for printing, or have an OAMR member print?
 - How many should be printed?

ATTACHMENTS

- A. Brochure

About OAMR

In 1983, the Oregon Association of Municipal Recorders (OAMR) was organized. Each September, the Association holds its annual conference to carry out the mission and goals by providing educational seminars to improve the professionalism of the municipal recorder.

At the conference, OAMR active members elect five officers and seven region directors for a total board of twelve members. The officers and region directors serve varying terms.

Under direction of a region director, recorders meet within their region of the state to exchange information on a local level and to provide educational opportunities.

OAMR is a dedicated professional organization, providing educational opportunities, a new recorders mentoring program, legislative updates, networking opportunities, lifelong friendships, and many other benefits.

GOALS

- Promote OAMR membership throughout Oregon.
- Develop an incentive for professionalism through education of all members.
- Provide programs and activities that will assist in the welfare and positive progression of municipal government.
- Foster closer relationships between recorders in Oregon and promote the exchange of information between them.
- Promote OAMR among other professional organizations.

History of the Profession

City Clerk, Municipal Clerk, Town Clerk, City Secretary or City Recorder is the title borne by the oldest of public servants. The office can be traced to 1271 A.D. in the History of the Corporation of Old London. When the early colonists came to America, they set up forms of local government and the office of clerk was one of the first positions established. The colony at Plymouth appointed a person to act as a "recorder".

With this prominent history in mind, the Oregon Association of Municipal Recorders' primary mission is to preserve the honor and dignity established by our predecessors. No other office in municipal government serves so many; namely, the Mayor and Council, Commission/County, City Manager or Administrator, administrative departments and citizens. The recorders' work demands versatility, alertness, accuracy and dedication.

Oregon Association of Municipal Recorders



Mission

To enhance the quality of our office and to encourage dedication to our profession, by providing educational experiences of the highest quality as well as promote the professionalism of the office of municipal recorder.

Membership Benefits

Mentor Program

The OAMR Mentoring Program provides professional resources and support on day-to-day recorder functions by pairing experienced municipal recorders with new OAMR members.

Newsletter and Website Access

Members receive the OAMR newsletter, published quarterly, which contains valuable articles and information relating to the recorder. In addition, members can access information and contact members on the OAMR website by going to www.oamr.org.

Workshops and Region Meetings

Periodic traveling workshops and region meetings are held on issues relative to municipal recorders such as elections and records management.

Legislative Updates

The Legislative Committee seeks input on issues affecting cities to take to the Legislature and relays information to recorders.

Networking Opportunities

Region meetings, academy sessions and annual conferences are held which bring recorders throughout the state together in an informal setting to discuss issues and receive up-to-date information.

Annual Fall Conference

The annual conference in September brings together municipal recorders from Oregon and other IIMC Region IX (Oregon, Washington, Alaska, California, Hawaii) members to inform them about current issues. The conference provides educational seminars to improve the professionalism of the municipal recorder and allows members the opportunity to meet and informally exchange ideas.

Professional Development

Certified Municipal Clerk (CMC) Program

OAMR and the International Institute of Municipal Clerks (IIMC) are proud of the CMC program which recognizes those individuals who have made the commitment to continuing education. The University of Puget Sound in Tacoma, Washington, offers Professional Development (PD) courses approved by IIMC. These cover the curriculum areas, which, upon completion, fulfill the educational requirements to attain the CMC designation. The CMC certification is recognized worldwide and signifies excellence in continuing professional education, assuring that members are in the forefront of their profession.

Master Municipal Clerk (MMC) Program

The MMC program targets those recorders who have received their CMC certification and wish to continue learning new, innovative skills designed for professional education.

Standing Committees

Audit: Conducts the bi-annual audit of the financial records of OAMR.

Bylaw: Reviews the OAMR bylaws and prepares proposed changes for approval by the membership.

City Recorder's Procedure Manual: Reviews and updates the procedure manual created by OAMR and used as a guide by OAMR members.

Conference: Coordinates the annual conference through the efforts of sub-committees and committee chairs.

Education: Encourages and supports the OAMR membership by providing educational opportunities.

Historical: Preserves the history of OAMR.

IIMC Conference: Works toward obtaining and/or organizing an IIMC conference to be held in Oregon.

Internet: Maintains and updates the OAMR website.

Legislative: Studies legislation and reports to OAMR Board and membership.

Membership: Encourages membership in OAMR.

Mentoring: Encourages professional growth and development of new members.

Newsletter: Produces and distributes four issues per year of the OAMR newsletter.

Northwest Clerks Institute Education: Members are the Chairs of the Education and Professional Growth and Development committees and one additional member appointed by the President.

Nominating: Provides the membership with a slate of candidates at the annual meeting.

Professional Growth and Development: Promotes the professional image of the city recorder; coordinates certification programs with the Northwest Clerks Institute to develop Professional Development I, II and III goals.

Records Management: Provides training on records management and retention schedules. Works with Oregon State Archives to maintain an up-to-date retention schedule.

Retired Clerks: Develops opportunities for retired recorders who wish to continue with some level of activity in the organization and the profession.

Scholarship: Administers financial aid via scholarships to OAMR members who otherwise would not be able to take advantage of educational opportunities.

Special Projects and Fundraising: Coordinates special projects to raise money for various purposes including education and scholarships.





OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Mentoring Committee

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

COMMITTEE MEMBERS

The members of the 2014/2015 OAMR Mentoring Committee : Carol Weir, MMC, Rogue River; Lisa Gibson, Damascus; Peggy Hawker, MMC, Newport; Phyllis Bolman, MMC, Monmouth; Susan Reeves, MMC, Scappoose; Kelly Morse, MMC, Redmond; Norma Alley, MMC, Tigard; Debby Roth, MMC, Cornelius; Cathy Nelson, Waterloo; Kim Scheafer, MMC, Canby; Teri Porter, Pilot Rock; Debi Russell, Weston; Amber Mathiesen, CMC, Salem.

ISSUE STATEMENT

COMMITTEE ACTIVITY

Updates – The committee, courtesy of Amber Mathiesen, has developed a handout to welcome new members at Mid-Year and Conference, or other times as appropriate. There is a place for the Chairman’s business card, and an explanation of who a City Recorder is and what they do – with a little humor included. Cards are ready for distribution at Mid-Year Academy.

Outreach – Continued outreach to new members, providing professional resources and support. Renee Castilla, Kimberly Kerneen, Justin Hogue and Lisa Young have been assigned mentors, and I have contacted an additional member who is deciding if she would like a mentor or not.

Future Activities -The committee is reviewing the Mentoring Resource Guide, Mentoring Checklist, Job Description and the How to Manual. Any recommendations will be presented when the review is finalized.

CHAIR OR DIRECTOR’S RECOMMENDATION – None at this time



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Newsletter Committee

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

BACKGROUND

With the advances we've had in technology and use of the listserv and OAMR website for communicating with members and interested persons, I found that the Newsletter Committee Job Description, Manual and Submission Guide needed to be updated.

RELATED POLICIES/BUDGET CONSIDERATIONS

There are no policies/budget implications.

BOARD OPTIONS

The Board can do any of the following:

- Accept the proposed changes as presented
- Amend the proposed changes
- Do nothing

CHAIR'S RECOMMENDATION

I am recommending that the Board accept the proposed changes to the Newsletter Committee Job Description, Manual and Submission Guide as attached.

SUGGESTED MOTION

I move that the proposed changes to the Newsletter Committee Job Description, Newsletter Manual and Newsletter Submission Guide be amended as per the recommendation from Kathy Payne, Newsletter Committee Chair.

ATTACHMENTS

- A. Proposed Newsletter Committee Job Description
- B. Proposed Newsletter Manual
- C. Proposed Newsletter Submission Guide



NEWSLETTER COMMITTEE JOB DESCRIPTION

The Newsletter Committee is charged with producing and distributing four issues per year of the OAMR Newsletter on the following schedule:

ISSUE	MAIL BY	FOCUS (but not restricted to...)	SENT TO
Fall	Late October	<ul style="list-style-type: none"> • Conference recap with photos 	OAMR membership and honorary and retired members via mail and notice by e-mail that newsletter is available on OAMR website.
Winter	First week of January	<ul style="list-style-type: none"> • Mid-Year Academy information • Mid-Year and Northwest Clerks Institute scholarship applications • Board position nomination forms 	<p>All counties, eligible nonmember organizations via e-mail and OAMR membership via mail and e-mail.</p> <p>OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those that have requested it.</p>
Spring	First week of April	<ul style="list-style-type: none"> • Conference scholarship and Annual Academy scholarship applications • Northwest Clerks Institute information • Absentee ballot application (if needed) for voting on Board nominees 	<p>All counties, eligible nonmember organizations via e-mail and OAMR Membership via mail and e-mail.</p> <p>Same as winter.</p>

Summer	First week of July	<ul style="list-style-type: none"> • Annual Conference information • Announcement of annual Board meeting • Board position candidate profiles • <i>President's Award of Distinction and Recorder of the Year</i> nomination forms 	<p>All counties and eligible nonmember organizations via e-mail and OAMR Membership via mail and e-mail.</p> <p>Mail conference registration materials separately to all OAMR members and eligible nonmembers.</p> <p>Same as winter.</p>
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All issues contain a message from the President, any available region or committee reports, IIMC Region **IX** reports, IIMC CMC or MMC designation awards, and new member profiles.

Distribution

E-mail notice that the first issue each year (fall) is distributed **available online will be sent to active members and honorary and retired members only.** For the other three issues, ~~are distributed to all cities, counties, and port and transit districts~~ **e-mail notices will be sent to active members, honorary and retired members, advertisers and sponsors, and non-members.** Letting all the ~~cities, counties and port and transit districts~~ **non-members** know what OAMR is doing has resulted in several new OAMR members **hips**.

Deadlines

Submission deadlines should be determined for each edition, allowing sufficient printing time to meet delivery deadlines. The submission deadline should be conveyed to the membership by e-mail not less than two months prior to the deadline. Deadline information for the next newsletter should be provided in each edition, ~~if possible,~~ to allow outside sources (IIMC) to submit timely articles.

Layout

Layout of the newsletter should be completed by a single designated member of the Committee to ensure consistency of formatting. A formatting guide is posted on the OAMR website. Newsletters should be formatted in 8½ x 11 pages in four-page increments for printing purposes. Committee members can proofread and help write articles for the newsletter.

Printing

~~The Newsletter Chair contracts for printing services.~~ If the Chair or a member of the Committee has a high quality photocopier, the newsletter may be printed in-house **since there are only a few hard copies printed.** If using in-house printing, the providing City should be reimbursed appropriately for copying **and mailing** services.

Distribution

~~Manage membership database with the Membership Chair. Request database from Membership Chair prior to distribution. Correct any problem e-mails and return database to Membership Chair after distribution.~~

Coordinating with Internet Committee

The Internet Committee Chair should be e-mailed a PDF file (with bookmarks that automatically open) of the final newsletter with instructions to post as soon as possible.

Mailing

~~Newsletters should be prepared according to postal service requirements and sent to lifetime members, members who request a hard copy, advertisers and new members. If more than 140 copies of the newsletter will be mailed, the mailing should be increased to 200 and the City's bulk mailing permit used. Use the extra copies to mail complimentary copies to potential members such as ports, transit districts and non-member cities. A centralized location may be designated for committee members to meet and prepare newsletters for mailing, including labeling and taping shut.~~

E-mailing Notices

~~E-mail notices should be sent to the membership, counties and non-members groups notifying them as soon as the newsletter is posted to the OAMR website. The e-mail to non-members should be used as a marketing tool to encourage membership.~~

Fiscal Responsibility

After each edition of the newsletter is completed, printing, postage and other expenses should be immediately forwarded directly **invoiced** to the OAMR Treasurer for payment.

Advertising

Advertising space is offered for sale in the OAMR newsletter, ~~per guidelines developed by the Board in 1995 (listed in the Newsletter Manual).~~ The Newsletter Committee is charged with soliciting advertising to help offset the cost of the newsletter. An advertising order is posted on the OAMR website. The Committee will maintain tracking and billing for all **newsletter** advertising (~~see sample invoice, Attachment A~~). Payments should be forwarded to the OAMR Treasurer.

Photography

The Newsletter Committee Chair shall appoint photographer(s) for the Annual **Academy and Conference, the Mid-Year Academy and other events**. The photographer(s) should be provided with the OAMR digital camera **which is kept by the Newsletter Committee Chair**. At the annual banquet, the photographer shall be seated close to the dais in order to take appropriate photographs of presentations, installation of officers, awards, etc. The photographer shall avoid interfering with the conduct, decorum, protocol, etc. of the proceedings.

After the fall issue of the newsletter has been prepared, all conference photographs shall be forwarded to the Chair of the Historical Preservation Committee. Board mug shots and group photos should be maintained for use throughout the year as needed. Photos of members receiving certifications or other honors shall be used when possible.

Public Relations

IIMC must be notified of any changes in **the Newsletter** Committee Chair in order to issue their press releases to the correct person. The ~~Newsletter~~ Chair designates a member of the Committee to act as Public Relations Coordinator for OAMR. The PR Coordinator will issue press releases to local newspapers when members of OAMR receive honors. These should include: Election to Board positions, Recorder of the Year, President's Award of Distinction, or any other honors that promote the professional image of city recorders. ~~In April, the PR Coordinator will distribute to the membership a link to the IIMC website to use in promoting Municipal Clerks Week through their local Council and media.~~

Reporting to Board

The Chair should provide the Board with a quarterly report including expenditures, number of issues mailed and any other relevant information. The Chair should provide the Board with an annual summary report in a timely manner to ensure inclusion in the Annual Report presented at conference.

The Chair should review the Newsletter Manual and the Job Description on an annual basis, and make any revisions, with Board approval, as is necessary.



OAMR Newsletter Manual

Approved 2/25/05

Revised 6/4/07
Revised 4/3/08
Revised 2/6/09
Revised 9/20/13
Draft revision 3/11/15

Introduction

These instructions are broken into two parts. The general process covers those routines used for every newsletter while the quarterly process covers information unique to certain editions. All articles should be prepared and edited using the OAMR Newsletter Submission Guide and Newsletter Editing Guide Stylebook as a reference.

General Process

Each edition of the newsletter should include the following process:

1. Set deadline.
2. Assign committee articles and photographer for OAMR events.
3. Gather articles and photographs.
4. Create outline and position advertisements.
5. Format and position articles and photographs.
6. Proofread.
7. Create electronic file and send to Newsletter Committee to review.
8. Review and update draft newsletter with Committee recommendations.
- ~~9. Request database from Membership Chair.~~
- ~~10.~~ E-mail final file to OAMR Internet Chair to put on OAMR website.
- ~~11. Prepare for mailing.~~ ~~10.~~ Mail to those who request a hard copy.
- ~~12. Mail.~~
- ~~13~~ ~~11.~~ Announce posting to website via e-mails.
- ~~14. Update e-mail addresses in database.~~
- ~~15. E-mail updated database to Membership Chair.~~
- ~~16~~ ~~12.~~ Submit bills to OAMR Treasurer.

1. **Set deadline.** ~~Determine how many days the printing process will take. Working backwards from your deadline, allow 3-4 days to prepare for mailing, about one week for printing, and the time you need.~~ Give yourself at least three weeks to put together the actual layout of the newsletter ~~to determine.~~ Determine your article submission deadline. ~~Depending based on your printer, it usually works out to no more than two weeks before your mailing date.~~ that. No less than two months before your deadline, send an e-mail to oamr@oamr.org announcing the deadline date. Remind the membership to also submit digital photos from regional meetings and other special events such as IIMC Conference. If possible, plan each newsletter deadline immediately after you become Chair and put your deadline for the next newsletter in each edition and post it on the website.
2. **Assign committee articles and photographer for OAMR events.** IIMC automatically sends press releases to the Newsletter Committee Chair announcing recognition for new Certified Municipal Clerk and Master Municipal Clerk status designations. Members achieving special status such as MMC should have special recognition such as an in-depth article with photos. Whenever possible, use Newsletter Committee members to write special articles such as these. One or more photographer(s) should be designated for the following OAMR events: Annual Conference, Mid-Year Academy, and ~~Executive~~ Board meetings. Also try to obtain a photographer for the IIMC Conference.

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3. **Gather articles and photographs.** Refer to special [quarterly](#) process instructions [below](#) for specific articles that should be submitted for each edition. Approximately two weeks prior to deadline, send an e-mail reminder of the deadline to those who still need to submit items.
4. **Create outline and position advertisements.** Create a rough outline for the entire edition. Position forms such as conference registrations and scholarship applications so they do not conflict. Position advertisements in different locations from the prior edition.

The following articles should appear in **every edition**:

- President's Message – ~~From~~from President
- Board Meeting Updates* - ~~From~~from President
- Region Reports* - ~~From~~from Region Directors
- Committee Updates* - ~~From~~from Committee Chairs
- IIMC Region IX Report – ~~From~~from IIMC Region Directors
- New IIMC Certifications
- New Member Profiles
- ~~Executive~~ Board and Committee Chairs contact ~~sheet~~sheets

*If there is information to pass on to the membership (not required from every region/committee).

The following should be included **if space allows**:

- Calendar of ~~Upcoming Events~~upcoming events
- Next ~~Newsletter Deadline~~newsletter deadline
- Recorder's World

5. **Format and position articles and photographs.** (Newsletter Submission Guide is posted to the OAMR website). Use ~~Verdana~~Gill Sans MT type font. Use larger type for headlines. Bold-face and ~~Italics~~italics should be used to create variety. Articles can be condensed or lengthened by using more or less space between paragraphs.

Photographs should be edited in a photo software program (i.e. Microsoft Office Picture Manager) to crop and adjust contrast. Photos with strong contrast will reproduce best. Photo subjects should be correctly identified and captions written that include professional designations (CMC, MMC) if space allows.

Following the outline, position articles, photographs, forms, and advertisements.

If using Publisher as template, pasting in Adobe files makes them fuzzy. Either request the files in Word (preferable) or combine the files in Adobe. Or, you can create a PDF document then save as a JPG image, if you have the Adobe Professional version.

6. **Proofread.** When everything is positioned, print a draft copy. Proofread carefully. Pay special attention to correctly spelled names and professional designations (CMC, MMC). Review articles to make sure deadlines in articles match deadlines on corresponding forms. Look at both layout (is it visually pleasing?) and article content.
7. **Create electronic file and send to Committee for review.** E-mail a PDF copy of the newsletter to Committee members with instructions to proofread and return corrections as soon as possible. ~~If needed, check with printing company to ensure electronic file containing newsletter is in the format needed. Commercial printers may require a PDF file (Adobe) and may require embedded formats. Deliver electronic file to printer.~~
8. **Review and update newsletter with Committee recommendations.** Review and make any changes needed and approve final version for ~~printing~~publishing.

~~9. Request database from Membership Committee Chair. The Membership Committee Chair maintains the master Excel database file of all member and nonmember information. This database should be requested just prior to preparing the newsletter for mailing.~~

~~If needed, using Word mail merge, print mailing labels in zip code order. If more than 200 copies are to be mailed, add bulk mailing permit information for host city to upper right corner of last newsletter page (see sample below). If less than 200 copies are to be mailed, make sure bulk permit information is deleted from last newsletter page.~~

<p>Presort Standard U.S. Postage PAID Hillsboro, OR 97123 Permit #105</p>

~~10. E-mail final newsletter file to OAMR Internet Chair. Add bookmarks to document and set them to automatically open (File/Properties/Initial View tab/Navigation tab/"Bookmarks Panel and Page"). E-mail final electronic (PDF) version of newsletter to OAMR Internet Chair and request it be posted on OAMR website as soon as possible.~~

~~11. Prepare for mailing 10. Mail to those who request a hard copy. After newsletters are printed, tape each copy closed with mailing seals. Use two seals (or pieces of tape) on each copy, taping the right hand side closed on the top and bottom. This ensures compliance with postal requirements. Apply mailing labels.~~

~~Bulk If you are mailing more than 200 copies, consult local post office to ensure the following instructions are current and meet their requirements for bulk mailing:~~

~~Pick up from local post office two small white mail bags, bag labels for 97300 Salem OR Std Flts and 970 Mxd Portland OR Std Flts Wkg, stickers for "3" "S" and "M". Keeping newsletters in zip code order, put in white bag with 97300 Salem label all newsletters mailed to recipients whose zip code begins with 973. Put "3" sticker on top copy in bag. Put all remaining Oregon zip code copies (in zip code order) in second white bag with 970 Mxd Portland label. Put "S" sticker on top copy. Rubber band all newsletters with out of state zip codes and put "M" sticker on top copy. Put this bundle in second white bag on top of stack 9x12 envelopes.~~

~~From US Postal Service website (<http://pe.usps.gov>), print mailing form 3602 EZ Postage Statement Standard Mail Easy and Nonautomation Letters or Flats Permit Imprint. Complete form with host city's bulk permit information. Newsletters are Presorted Letters and Flats under 3.3 oz, Entry Discount: None, Presort Discount: Basic Flat. Enter total number of copies mailed and multiply by rate for total postage cost. Request check in this amount payable to Postmaster from host city's accounts payable or use your city purchasing card.~~

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~~Prepare mailing report to submit with Form 3602-EZ. Mailing report should include: Permit No., Mailing Date, Zip Code Breakdown with totals for 973, Oregon Other, and Multi-State.~~

~~**Non-Bulk**—If fewer than 200 copies are being mailed, take one copy of newsletter to post office and request cost for individual mailing, unless your city has a machine that can calculate postage. Order via host city's accounts payable department, sufficient postage to complete the mailing. Put required amount of postage on each copy in upper right corner of last page.~~

~~**12. Mail.** For those requesting a hard copy deliver newsletters to post office for mailing.~~

~~HMC recipients should be reviewed and updated before each edition for changes. The current HMC President and Region IX Presidents from Alaska, California, and Washington should each receive mailed newsletters. Lifetime members, new members, advertisers and members requesting a hard copy will also get mailed newsletters.~~

~~**13**~~

~~**11. Announce posting to website via e-mails.** After Internet Chair provides notice that the newsletter is posted to the website, using the Excel database list, create e-mail lists using the following process. E-mail lists should be divided into three Groups: Non-member Cities, Counties, All Others (Members, HMC, Advertisers, etc.); send e-mail to oamr@oamr.org and to honorary and retired members and to non-member distribution lists.~~

~~Copy each Group into a separate Excel document. Create a Word mail merge document using "catalog list" criteria. Merge field should be "E-mail" followed by ";". Merge to a new document. This will create a Word document of e-mails for that group. Eliminate any "None" or "No e-mail" entries. Copy the e-mail list to a new E-mail. In the e-mail text, include a link directly to the newsletter posting and information about the articles in that edition. The e-mail to Non-member cities should include a message to consider membership in OAMR. The e-mail to counties should include a message that this is a courtesy notice to keep County Clerks up to date on OAMR happenings. Review any undeliverable e-mail messages and correct the Excel file database before sending back to the Membership Chair.~~

~~**14. Update e-mail addresses in database.** Open database and update with any new information.~~

~~**15. E-mail updated database to Membership Chair.** Once you have made all the updates, e-mail the updated database to the Membership Chair.~~

~~**16**Send any e-mail updates to the Membership Chair.~~

~~**12. Submit bills to OAMR Treasurer.** Submit bills for printing and postage to OAMR Treasurer as soon as possible after each edition is produced. Also submit for reimbursement as needed for supplies (mailing labels and ~~mailing seals~~envelopes).~~

Special Quarterly Processes

Referring to the matrix in the Newsletter Committee Job Description, there are certain tasks only associated with particular editions.

Fall Newsletter

The fall newsletter is prepared as soon as possible after the Annual September Conference.

One of the first tasks for the fall newsletter is updating the ~~Executive~~ Board and Committee Chair lists. Update these as much as possible prior to the September Conference. Once updated, this list is published in every edition for the year. It is typically positioned on the inside back cover. It should be proofread very carefully for accuracy of e-mails and phone numbers.

The fall newsletter is especially challenging because it includes a large number of photos from the Conference, including group photos. The Newsletter Chair should assign a member or members of the Committee to take all of the digital photos at Conference (including region photos, honored guests, past presidents, new board and miscellaneous shots of events/seminars). Each photographer is then responsible for transmitting the photos with captions to the chair. The task of accurately identifying everyone in the photos is a substantial and time consuming job. Region Directors may be of assistance in identifying photos. In addition to group photos and random photos, the photographer should take several photos each of the Recorder of the Year and President's Award of Distinction recipients.

The following officers and committee chairs should provide articles for the fall edition (in addition to the standard articles):

- President – Committee Chairs and Members list
- President – Board Meeting Agenda and/or an Update
- ~~President – President's Award of Distinction Recipient~~
- Immediate Past President – Background/nomination information on Recorder of the Year and President's Award of Distinction recipients
- First Vice President – Summary of fundraising efforts at last conference; information on next year's conference and conference award for the conference to be held in two years.

After completion of the fall edition, a CD should be burned of all photos and provided to the Historical Preservation Committee Chair.

~~The fall newsletter is mailed and e-mailed to members, advertisers and HMC partners.~~

Press Releases: The Public Relations Coordinator should issue press releases to local newspapers when members of OAMR receive honors at the Annual Conference. These should include acknowledging members elected to Board positions, Recorder of the Year and President's Award of Distinction recipients.

Notice that the fall newsletter is available to view on the OAMR website is e-mailed to the OAMR membership and honorary and retired members.

Winter Newsletter

The winter newsletter should be mailed and posted the first week of January. ~~The article deadline should take into account potential delays in printing due to the holidays.~~

The following officers and committee chairs should provide articles for the winter edition (in addition to the standard articles):

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- [First Vice President – Roommate matching information for Mid-Year Academy](#)
- Education [Committee](#) Chair – Mid-Year Academy information including article, criteria, and scholarship application
- Scholarship [Committee](#) Chair – Mid-year Academy scholarship article, criteria and application form; Professional Development (Northwest Clerks Institute) scholarship article, criteria and application form
- Nominating Committee Chair – Board position article and nominating forms

~~The winter newsletter is mailed and e mailed to everyone on the Excel list in their requested format. Non member cities/ports/transit districts should receive a reminder in their e mail message that they recently received membership application materials in the mail (confirm this statement with the Membership Chair first).~~

- [Professional Growth and Development Committee Chair – Municipal Clerks Week article and sample proclamation and information on Northwest Clerks Institute](#)

[Notice that the winter newsletter is available to view on the OAMR website is e-mailed to the OAMR membership, honorary and retired members, advertisers/sponsors, and non-members.](#)

Spring Newsletter

The spring newsletter should be mailed and posted the first week of April.

The following officers and committee chairs should provide articles for the spring edition (in addition to the standard articles):

- Scholarship [Committee](#) Chair – Annual Academy and Annual Conference scholarship criteria article and forms
- Nominating Committee Chair – Board Candidate Profiles and Absentee ballot form in the event of a contested race
- Second Vice President/Fundraising Chair – Raffle trip article and fundraising news
- First Vice President/Annual Conference Chair – Conference update article
- Professional Growth and Development [Committee](#) Chair – Municipal Clerks Week article and sample proclamation and information on the Northwest Clerks Institute

~~The spring edition is e mailed and mailed to everyone on the Excel list in their requested format.~~

[Notice that the spring newsletter is available to view on the OAMR website is e-mailed to the OAMR membership, honorary and retired members, advertisers/sponsors, and non-members.](#)

Summer Newsletter

The summer newsletter should be mailed and posted by the first week of July. The summer edition should include photos from Mid-Year Academy. If possible, photos from IIMC Conference should also be included.

The following officers and committee chairs should provide articles for the summer newsletter (in addition to the standard articles):

- President – Announcement for September Annual meeting; President's Award [of Distinction](#) and Recorder of the Year criteria and application forms

- First Vice President/Annual Conference Chair – Annual Conference article and registration form; [committee sign-up information](#)
- Second Vice President/Fundraising Chair – Fundraising update article [and community support project article](#)
- Scholarship [Committee](#) Chair – IIMC Scholarship criteria and application form
- Professional [Growth and Development Committee](#) Chair – Wrap up article from NCI Director
- ~~By-Laws~~ [Bylaws Committee](#) Chair – Any proposed ~~by-laws~~ [bylaws](#) changes
- ~~The summer edition is e-mailed and posted to everyone on the Excel list in their requested format.~~ [Audit Committee](#) Chair – Audit report that was approved by the Board at Mid-Year Board meeting

[Notice that the summer newsletter is available to view on the OAMR website is e-mailed to the OAMR membership, honorary and retired members, advertisers/sponsors, and non-members.](#)

Other Newsletter Committee Responsibilities

Public Relations. The Newsletter Chair should designate a member of the Committee to act as Public Relations Coordinator for OAMR. The PR Coordinator should issue press releases to local newspapers when members of OAMR receive honors at the Annual Conference. These should include acknowledging members elected to Board positions, Recorder of the Year and President’s Award of Distinction. Any other special honors received by members throughout the year that promote the professional image of City Recorders should be announced with press releases.

Advertising. A member of the Committee should be designated to solicit, invoice and track newsletter advertisements. An advertising order has been posted to the OAMR website. In January, bills should be mailed out requesting payment for the year. As payments are received, the Newsletter [Committee](#) Chair should be notified and checks forwarded to the Treasurer.

Rates:	✓ Full Page \$200	✓ Quarter Page \$100
	✓ Half Page \$150	✓ Eighth Page \$50

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NEWSLETTER SUBMISSION GUIDE

~~In order to make the newsletter as consistent in format as possible,~~ Please follow the below guidelines when submitting articles, flyers, **ad copy**, etc. to the Newsletter Committee Chair. Thanks for your help!

Document type: Microsoft Word (some cities do not use Word, so converting the document to PDF is fine)

Formatting: ¶¶ Justified paragraphs

Article font*: ~~Verdana~~ **Gill Sans MT, 12 pt.**

Article titles: Bold type

Article writers: Name, certification, position, city

Photos: Include caption with names and cities of those in the photo

*Flyer fonts can be in whatever size, color or shape that you want since they are designed to be eye-catching.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Nominating Committee

Contact: Joann Thompson, Chair
Contact Telephone Number: 541-756-8529
Contact E-Mail: jthompson@northbendcity.org

BACKGROUND

The 2015 slate of candidates has been submitted and will be printed in the OAMR spring newsletter as follows:

OAMR Positions:

Second VP – Debbie Hamilton, CMC, Sutherlin
Secretary – Trudy Borrevik, CMC, Cottage Grove
Region II Director – Margaret L. Reh, North Plains
Region IV Director – Carolyn Shields, CMC, Myrtle Creek
Region VI Director – Lisa Morgan, Prineville

RELATED POLICIES/BUDGET CONSIDERATIONS

There are no budget implications at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

Chair and Committee are supportive of the nominations.

SUGGESTED MOTION

There is no motion needed at this time.

ATTACHMENTS

None



OAMR BOARD REPORT

Meeting Date: April 2, 2015

Source of Item: Northwest Clerks Institute (NCI) Education Committee

Contact: Tracy L. Davis, MMC

Contact Telephone Number: 503.856.3412

Contact E-Mail: davist@keizer.org

BACKGROUND

In 2005 an agreement was entered into between the states of Oregon, Washington, and Alaska to be equal partners in the Northwest Clerks Institute. Per this agreement, each state selects three representatives to serve on the Northwest Clerks Institute Education Committee. OAMR has designated the Oregon representatives to be the Chair of the Professional Growth and Leadership Development Committee, the Chair of the Education Committee, and the OAMR President or an appointee. This year, the Committee is apprised of Peggy Hawker, MMC – City of Newport, Ruth Post, MMC – City of Philomath, and Tracy Davis, MMC – City of Keizer. The Committee meets at least once annually to review the Northwest Clerk Institute program, course content, schedule, budget, and fees. The Northwest Clerks Institute is administered by Washington State University under the direction of Institute Director Dema Harris.

The Northwest Clerks Institute Education Committee has met 3 times since the last OAMR Board Meeting. Below is a summary of the items discussed and actions taken at the January 16th, February 5th, and February 12th 2015 meetings.

Institute Director Recruitment

With the resignation last August of Peggy Flynn – Northwest Clerk Institute Director, Dema Harris agreed to serve as Interim Director until another recruitment could be completed. A Request for Qualifications (RFQ) was distributed in November 2014 with a closing date mid-January. At the completion of the recruitment period, seven responses were received. The Northwest Clerks Institute Education Committee met on January 16th to review the responses and agreed to interview four of the applicants. The interviews were held on January 30th at Normandy Park, Washington.

On February 5th, the Northwest Clerks Institute Education Committee met to receive the interview panel recommendation and finalize the recruitment process. The Committee agreed by consensus to hire Joann Tilton as the Northwest Clerks Institute Director. Following our meeting, a request was sent to each state Association President asking for ratification of the selection of Ms. Tilton as the next Northwest Clerks Institute Director. The ratification was received and the position was officially offered and accepted. Since Ms. Tilton is not available to begin her duties as our Institute Director until March 2016, a transition plan was created and agreed upon. Dema Harris will continue to serve as the Institute Director until the transition occurs in March 2016.

I'd like to extend my appreciation to Peggy Hawker for representing OAMR on the interview panel and to Ali Spietz, City Clerk for the City of Mercer Island, Washington for her coordination of the RFQ, interview, and hiring process.

2015 Professional Development Sessions

All of the sessions and instructors for the 2015 Professional Development Sessions have been confirmed.

The dates of the session are as follows:

- Professional Development 1 – May 31st thru June 5th
- Professional Development 2 – June 7th thru June 12th

- Professional Development 3 – June 14th thru June 19th
- Professional Development 4/Master Academy – June 8th thru June 11th

Registration for the Professional Development 1-3 session is \$600 with the housing/meal plan at \$500. The registration for the Professional Development 4/Master Academy is \$525 with the housing/meal plan at \$350.

The Committee, in conjunction with the Professional Growth and Leadership Development Committee has continued to promote and market the Institute program. Newsletter articles and personal emails have been distributed to encourage members to participate in the Institute.

RELATED POLICIES/BUDGET CONSIDERATIONS

Currently there are no related policies or budget considerations for the Board. However, I would like to point out the current contract with Washington State University will expire in December 2015. As part of this contract, each state association consented to partial responsibility for financial stability of the program. We agreed that if the fee collections exceed expenditures, excess funds will be held by Washington State University for use by the Institute the following year. If the fee collection ends with a deficit, the three state associations would be responsible for the deficit and equally reimburse Washington State University. At the end of the three-year contract period, any excess funds will be returned equally to the state associations. Going into the third and final year of the contract, approximately \$7,000 of excess funds are being held by Washington State University.

BOARD OPTIONS

There are no Board options to consider at this time. This report is to keep the Board apprised of the activities related to the Northwest Clerks Institute program.

CHAIR OR DIRECTOR'S RECOMMENDATION

This report is for informational purposes only. No action is necessary at this time.

SUGGESTED MOTION

N/A

ATTACHMENTS

There are no attachments to this report, however if any member wishes to review any documents mentioned in this report, they are available upon request.



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Professional Growth & Leadership Development
Committee

Contact: Ruth Post, MMC
Contact Telephone Number: 541-929-6148
Contact E-Mail: ruth.post@ci.philomath.or.us

BACKGROUND

The Professional Growth & Leadership Development Committee (PG&LD) has been busy this year on behalf of OAMR. We may be small in numbers but we're big on promoting the role of the City Recorder. I'd like to thank our Committee members for their assistance this year: Lisa Gibson, Damascus; Carol Weir, MMC, Rogue River; Tracy Davis, MMC, Keizer; and Peggy Hawker, MMC, Newport.

LOC Local Government Management Certificate credits: In the past two years, the philosophy at LOC for the credit approval of outside education sessions submitted to LOC for pre-approval has changed. The PG&LD Committee is charged with submitting our sessions and academies for LGMC credit to make it easier for our members to submit for points. Several recent submissions to LOC have been rejected. Most recently, the NCI PDIV session on Crucial Conversations was rejected for LGMC points. The following justification was provided by LOC Staff:

It's really the 'management' level that is the missing piece for this one. **Outside credit requests really need to clearly demonstrate that they are management level, i.e., designed with a primary target audience of managers in mind, to receive LGMC approval.** Since we are issuing a Local Government Management Certificate for completion of the credits, it is important that we make sure that approved classes meet this mark in order to maintain the integrity of the certificate.

Some of the specific pieces that we looked out with our evaluation include the Workshop Proposal page and the lists of concepts and values. The listed elements make reference to employee-boss, employee-team, employee-employee relationships, but noticeably missing are the manager-employee, manager-team, etc. relationships. **While I am confident that the concepts provided will be applicable to many, if not all, relationship types the training is not inherently specific to managers.**

Emphasis has been placed on the two statements that seem to mostly clearly identify why this course was rejected for LGMC points. Education sessions provided by OAMR are inherently intended to appeal to a wide audience that includes City Recorders, Deputy Recorders, Recorders who act as City Administrators, Recorders who act as Interim City Managers, and others. Based on the feedback from LOC staff, our educational offerings are not specific enough to the role of the "manager." In the past, significant time has been spent preparing and justifying our sessions for LOC pre-approval only to be rejected. The PG&LD Committee is at a loss as to the next steps. A recent listserv poll indicates that as many as 15 members are working towards this certification; however several indicated that the points they need fall into the public works, planning, or other categories that OAMR sessions do not address.

BOARD OPTIONS

The Committee would appreciate any direction that the Board would like to provide in the continuing effort with regard to pre-approval of LOC LGMC credits:

- Continue to prepare and submit pre-approval requests to LOC
- Discontinue submitting requests for pre-approval and allow members to submit their own requests
- Other?

ADDITIONAL COMMITTEE ACTIVITIES

Northwest Clerks Institute: As of March 6th, OAMR has the following numbers planning to attend the Professional Development classes:

Professional Development I – 8 members
Professional Development II – 6 members
Professional Development III – 7 members
Professional Development IV – 2 members

These numbers are down a little from 2014's total of 26, and there may yet be additional registrations. It's disappointing to see a lack of Oregon registrations for the PDIV Crucial Conversations session so far.

As OAMR's representatives on the Northwest Clerks Institute Education Committee, Peggy Hawker, Tracy Davis and myself participated in several conference calls regarding the hiring of new NCI Director Joann Tilton. Thank you to Peggy Hawker for serving as OAMR's representative on the interview panel. It was a difficult decision with great applicants and we're excited to have Joann stepping in as Dema rides into the sunset (again).

Municipal Clerks Week: Carol Weir is working on our submission to the Newsletter Committee to help promote Municipal Clerks Week May 3 – 9, 2015. Thanks Carol!

Northwest Speakers' Bureau: Lisa Gibson is compiling a list of past speakers from both Academies and Conferences to add to the lists assembled by WMCA and AAMC. This database will help our three states in identifying potential future Conference speakers and Academy presenters. Thanks Lisa!

MCEF Grant: The PG&LD Committee teamed with the Education Committee to write a grant application to help pay for the cost of an Athenian Leadership Dialogue facilitator at the 2015 Annual Conference. We received notification earlier this year that we have been awarded a \$500 grant. Yeah!!



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Records Management Committee

Contact: Pat DuVal, CRM/CMC, Chair
Contact Telephone Number: 503-786-7502
Contact E-Mail: duvalp@milwaukieoregon.gov

BACKGROUND

This is an informational report and does not require OAMR Board action.

Purpose Statement: The Records Management Committee (RMC) provides training on Records Management and Retention Schedules.

2014-15 RMC Members		
Committee Member	City	Email Address
Amber Mathiesen	Salem	amathiesen@cityofsalem.net
Cathy Steere	Lincoln City	cathys@lincolncity.org
Debbie Lockhart	Keizer	lockhartd@keizer.org
Hannah Wells	Milwaukie	wellsh@milwaukieoregon.gov
Karin Johnson	Independence	kjohnson@ci.independence.or.us
Kathy Woosley	Cascade Locks	kwoosley@cascade-locks.or.us
Katti Riggs	Oregon City	kriggs@orcitey.org
Kelli Weese	Florence	kelli.weese@ci.florence.or.us
Kim Scheafer	Canby	scheaferk@ci.canby.or.us
Linda Kaser	Lebanon	lkaser@ci.lebanon.or.us
Lisa Gibson	Damascus	lgibson@damascusoregon.gov
Lisa Olson	Klamath Falls	eolson@ci.klamath-falls.or.us
Margaret Reh	North Plains	margaret@northplains.org
Mary Beth Herkert	State Archivist	Mary.e.herkert@state.or.us
Mary Dibble	Albany	Mary.dibble@comcast.net
Pat DuVal	Milwaukie	duvalp@milwaukieoregon.gov
Robyn Christie	Bend	rchristie@ci.bend.or.us
Sandy King	Wilsonville	king@ci.wilsonville.or.us
Scott Stauffer	Milwaukie	stauffers@milwaukieoregon.gov
Sheila Cox	Roseburg	scox@cityofroseburg.org
Sue Ryan	Newberg	Sue.Ryan@newbergoregon.gov
Teresa Zak	West Linn	tzak@westlinnoregon.gov

I'm pleased to report to the Board on the activities of the OAMR RMC. With the update of the City General Records Retention Schedule wrapped up for now, members were polled, and we came up with two spring/summer projects. The first is a review of the OAMR Records Retention Schedule suggested by Debbie Lockhart (Keizer) who is the designated "keeper of the archival records" for the organization. Debbie will draft a policy for Board consideration that clarifies the procedures and offers a refresher for Board members on their responsibilities.

The second project suggested by Sandy King was a revision of the Records Management Manual (2009) for future Board consideration with perhaps a name change. At the February 6, 2015, meeting, RMC members volunteered to take various chapters for review to circulate prior to the next Committee meeting on April 24. There will be an updated glossary and a review of the resources section to make sure everything is current. We look forward to a couple of new chapters that address technology in more depth. Sue Ryan (Newberg) is writing a chapter on what to do with departing employee records instead of leaving them on a shared drive for years. Mary Beth Herkert (SoS) is writing new chapters on email management, social media, mobile devices including iPads and tablets, and cloud storage – I think we'll all be looking forward to this information. Having been a Committee member for more years that I care to count, I've always learned a lot interacting with this group of people in the quest for records management knowledge. It is with pleasure I submit this report on behalf of the OAMR RMC.

ATTACHMENTS: None



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Retired Clerk's Committee

Contact: Debbie Hamilton, CMC, Chair
Contact Telephone Number: 541-459-2856
Contact E-Mail: d.hamilton@ci.sutherlin.or.us

BACKGROUND

We've added two Recorders to our list of retired Clerks this quarter and both are on our list for filling in at cities if available. My thanks to Karen Spoons, for noting those who are retiring in case I missed them! Great backup!

A few of the things we are doing or have planned:

- Nancy Ide asked to be on the Retired Clerk's Committee; a great addition for us!
- Listing retired Clerks with LOC who are interested in being called to fill in at cities for short term help, updating list and notifying LOC with additions or changes.
- Keeping Retired Clerks apprised of what's happening in OAMR.
- Committee Members will be interviewing newly or new found retiree's for the OAMR Newsletter this next quarter.
- Continue to look for Retired Clerks on Facebook and invite them to join the OAMR page.

A note to those who are close to retiring, we want to invite you to send me your contact information if you'd like to stay apprised of OAMR or maybe you'd like to participate on the Committee. We look forward to hearing from you! Our thanks!

Have a great spring! ☺



OAMR BOARD REPORT

SCHOLARSHIP COMMITTEE

Meeting Date: April 2, 2015
Source of Item: Scholarship Committee

Contact: Debi Russell, Chair
Contact Telephone Number: 541-566-3313
Contact E-Mail: russ01@qwestoffice.net

COMMITTEE MEMBERS

Members of the 2014/2015 OAMR Scholarship Committee are: Lisa Gibson, Damascus; , Nanci Moyo, Beaverton; Nancy Parker, Athena; Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; Anna Ruggles, CMC, Forest Grove; Terrie Simons, Halfway; Debbie Werner, CMC, Hillsboro, Kelly Morse, MMC, Redmond; Sadie Main, Estacada; Teri Porter, Pilot Rock; Terri Long, Oakland; Patti Crews, Richland; Denise Carey, MMC, Estacada; Sandra King, MMC, Wilsonville; Donna Biggerstaff, Pendleton

ISSUE STATEMENT

N/A

BACKGROUND

Committee Update: Mid-Year and Professional Development Scholarships

The Scholarship Committee awarded a Mid-Year Academy scholarship to the following members:

- Nancy Parker, Athena
- Lisa Gibson, Damascus
- Linda Wangsness, Yachats
- Kimmie Jackson, Yachats
- Sadie Main, Estacada
- Anna Ruggles, CMC, Forest Grove
- Margaret Reh, North Plains
- Susan Reeves, Scappoose
- Debby Roth, Cornelius
- Jennifer L Nelson Carlton
- Diane Harris Sutterlin

Total Awarded: \$1,650.00	Amount Remaining: 1,350.00
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The Scholarship Committee awarded a Professional Development scholarship to the following members:

Professional Development I

- Donna Biggerstaff, Pendleton
- Scott Stauffer, Milwaukie
- JoAnn Thompson, North Bend
- Diane Harris, Sutherlin
- Kimberlyn Kerneen, Jacksonville

Lodging for Professional Development I

- Donna Biggerstaff, Pendleton
- Scott Stauffer; Milwaukie
- JoAnn Thompson; North Bend
- Diane Harris; Sutherlin
- Kimberlyn Kerneen, Jacksonville

Professional Development II

- Kimmie Jackson, Yachats
- Nancy Parker, Athena
- Margaret L Reh, North Plain
- Angie Lanter, Banks
- Melissa Kiefer, Nehalem
- Kimberlyn Kerneen, Jacksonville

Professional Development III

- Linda Wangsness, Yachats
- Sadie Main, Estacada
- Darci Henneman, Veneta

Professional Development IV

- Mary Dibble, Albany

Total Awarded: \$11,425.00	Amount Remaining: \$1,575.00
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During the November 2014 Board meeting, it was noted that one of the Scholarship Committee members made a recommendation that scholarship should be paid by the recipient and then reimbursed following attendance to the respective training. This is done with IIMC scholarships. That topic was tabled for further discussion during the April 2, 2015 Board Meeting.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

I recommend that the Board leaves the scholarship reimbursement as is. I think it would just make more work for City Recorders and OAMR treasurer.

SUGGESTED MOTION

N/A

ATTACHMENTS

N/A



OAMR BOARD REPORT

Meeting Date: April 2, 2015
Source of Item: Special Projects/Fundraising Committee

Contact: Dale Shafer
Contact Telephone Number: 503-368-5627
Contact E-Mail: manager@ci.nehalem.or.us

BACKGROUND

The Special Projects/Fundraising Committee will meet at 2:30 on Thursday April 2, to discuss fundraising efforts and projects planned for the rest of the year through the Annual Conference in Seaside.

Baskets: The members of Regions 1 & 2 have created baskets that will be raffled off during the Academy Session on Friday April 3. Tickets were sent out to members in early March. We hope to have lots of tickets sold, with the proceeds going to the OAMR Scholarship Fund.

The other five regions will have their baskets ready for the Annual Conference this September in Seaside. Tickets will again be sent out to all members. Donations for the baskets will be received up to the date of the Conference. Karin Johnson is the team leader for this fund raiser

Kathy Ishiara Scholarship Event: The Kathy Ishiara walk will be held on Wednesday evening of our Annual Conference. It will be a fun walk along the beach. I am encouraging all cancer survivors and those whose lives have been touched by cancer, to take part in this walk. Dale Shafer and Lisa Scholl are heading this fundraiser.

Online Store: I would like the Board to approve setting up the online store so that purchases may be made on the internet. This could be done via PayPal and items could be either mailed or delivered at Conference. Debbie Lockhart is the team leader.

VISA Raffle: The Visa Raffle will take place at the Annual Conference in Seaside. There will be a \$1,000 prize and 5-\$100 prizes. Kimmie Jackson & Linda Wangness are the co-chairs.

Board Challenge: Angie Lanter & Pattie Crews are the members who are cooking up this year's Board Challenge.

Local Needs Project: Host Recorder Kim Jordan has selected the Seaside Food Bank as the local project. I will have a list of their needs available prior to the Annual Conference.

Auction: Susan Reeves, Debbie Roth, Donna Biggerstaff, Carol Weir & Terrie Simons are the wonderful team who will be working to get items for the silent and live auctions to be held at the Annual Conference. **We do need someone to step up and Chair this Committee for 2016.**

Other Promotions: Booster T-Shirt – Norma Alley & Angie Lanter, Pampered Chef – Ruth Post & Mary Dibble

Thanks to the Special Projects/Fundraising Committee: A big thank you to all the wonderful members who have volunteered to help on this committee.

Angie Lanter, Banks
Carol Weir, Rogue River
Linda Wangness, Yachats
Nancy Batchelder, Yachats
Debbie Lockhart, Keizer
Norma Alley, Tigard

Susan Reeves, Scappoose
Ruth Post, Philomath
Patti Morgan, La Pine
Patti Crews, Richland
Donna Biggerstaff, Pendleton
Sadie Main - Estacada

Cathy Nelson, Waterloo
Kimmie Jackson, Yachats
Terrie Simons, Halfway
Lisa Scholl, St. Helens
Debbie Roth, Cornelius

RELATED POLICIES/BUDGET CONSIDERATIONS

I will be ordering products for the Mid-year Conference and the Annual Conference this week. I will be bringing some store items to the Mid-year Conference

Funds raised by the Special Projects/Fundraising Committee will fund scholarships for FY15/16.

BOARD OPTIONS

The Board is asked to consider setting up the online store in such a way that purchases may be made on the internet. The Board may choose to approve or not approve that request.

CHAIR OR DIRECTOR'S RECOMMENDATION

I would like the Board to approve setting up the online store so that purchases may be made on the internet.

SUGGESTED MOTION

Motion to approve setting up the online store so that purchases may be made on the internet.

ATTACHMENTS

None.