



Oregon Association of Municipal Recordors

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Thursday, April 6, 2017
4:45 PM
Best Western Agate Beach, Newport, Oregon**

AGENDA

- I. Call to Order**
- II. Roll Call – by sign in sheet**
- III. Officer Reports**
 - A. President, Dale Shafer, Nehalem
 - B. First Vice-President, Debbie Hamilton, CMC, Sutherlin
 - C. Second Vice-President, Nicole Morris, CMC, Tualatin
 - D. Treasurer, Kimberlyn Collins, Jacksonville – **ACTION**
 - E. Secretary, Trudy Borrevik, CMC, Cottage Grove – **ACTION**
 - 1. Board Minutes for November 18, 2016
 - 2. Board E-Minutes for December 6, 2016
 - 3. Board E-Minutes for February 21, 2017
 - F. Immediate Past President, Michele Eldridge, CMC, Harrisburg– **ACTION**
- IV. Region Director Reports**
 - A. Region I. Kathy Payne, CMC, St. Helens
 - B. Region II. Angie Lanter, CMC, Banks
 - C. Region III. Phyllis Bolman, MMC, Monmouth
 - D. Region IV. Kelli Weese, Florence
 - E. Region V. Karen M. Spoons, MMC, Medford
 - F. Region VI. Lisa Morgan, Prineville
 - G. Region VII. Nancy Parker, CMC, Athena
- V. Committee Reports**
 - A. Audit: Karin Johnson, MMC, Independence - **ACTION**
 - B. Bylaws: Abigail Donowho, Tillamook
 - C. City Recordors Procedures Manual: Angie Lanter, CMC, Banks - **ACTION**
 - D. Conference: Debbie Hamilton, CMC, Sutherlin
 - E. Education: Peggy Hawker, MMC, Newport

- F. Historical Preservation: Lisa Scholl, CMC, St. Helens
- G. Internet: Melissa Thompson-Kiefer, CMC, Nehalem – **ACTION**
- H. Legislative: Lisa Morgan, Prineville
- I. Membership: Mary Dibble, MMC, Albany
- J. Mentoring: Nancy Parker, CMC, Athena
- K. Newsletter: Kathy Payne, CMC, St. Helens
- L. Nominating: Anna Ruggles, CMC, Forest Grove
- M. NCI Education: Ruth Post, MMC, Philomath (no report)
- N. Professional Growth & Leadership Development: Karin Johnson, MMC, Independence (verbal report)
- O. Records Management: Scott Stauffer, Milwaukie - **ACTION**
- P. Retired Clerks: Carol Weir, MMC, Rogue River (no report)
- Q. Scholarship: Nanci Moyo, CMC, Beaverton – **ACTION**
- R. Special Projects/Fundraising: Nicole Morris, CMC, Tualatin

VI. OTHER BUSINESS

- A. Conference Bidding & Locations Ad-hoc Committee: Immediate Past President Michele Eldridge, CMC, Harrisburg - **ACTION**
- B. Ad-hoc Committee Treasurer's Position: Immediate Past President Michele Eldridge, CMC, Harrisburg



OAMR BOARD REPORT OR REQUEST FOR ACTION

President's Board Report

Meeting Date: April 6, 2017
Source of Item: President's Report

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

BACKGROUND

As President I am reporting on the 2017 Washington Municipal Clerks Association Conference, the upcoming California City Clerks Association Conference, the IIMC Conference, LOC Board meetings and other activities.

WASHINGTON MUNICIPAL CLERKS ASSOCIATION (WMCA) CONFERENCE March 21, - 24, 2017

I traveled to the Alderbrook Resort on the Hood Canal in Union, Washington. The Honored Guests dinner was held at a great Mexican restaurant with good food and a lot of fun. I attended excellent sessions on Dealing With Gossip in the Workplace and Small Cities Many Hats. The men from "Chicken Lips" presented the academy session on The History of Gratitude and also provided the entertainment for a dinner and live auction. They hold their banquet night separately and the theme, requested by outgoing President Shannon Corin was "Steampunk". For those of you who want to see pictures, they are online at the WMCA website. I have to say there were some amazing outfits. It was nice to see outgoing President Shannon Corin again and to meet the incoming President Dee Roberts.

LOC BOARD MEETINGS:

For some reason OAMR has not been invited to the regular LOC Board Meetings this year. I have spoken with Mike McCauley about this and he has apologized for the oversight and assured me that he will speak with Jennifer Lewis who replaced his previous assistant Kim when she retired in December. I will be able to attend the regularly scheduled Board Meeting on April 28th in Salem but will be in Alaska on June 30th so First Vice-President Debbie Hamilton will cover that meeting.

FUTURE EVENTS:

- OAMR Mid-year Conference and Board meeting: We will hold out the board meeting in Newport on the 6th of April and the Mid-Year Academy session will be held on April 7, 2017.
- California City Clerks Association Conference will be held April 11th – 14th in Palm Springs
- LOC Board Meeting in Salem, April 28, 2017
- The IIMC Conference in Montreal will be from May 20th thru May 25th.
- LOC Board Meeting in Salem June 30, 2017
- The annual OAMR Conference in Newport will be September 20th thru the 22nd.

BLUE BOOKS 2017-2018: Once again OAMR is assisting the State with distributing Blue Books. If you are attending the Mid-year Conference please make sure that you pick up your Blue Book and if you have volunteered to help distribute any other books in your Region please pick those up too. Thank You!

BOARD OPTIONS: None

CHAIR OR DIRECTOR'S RECOMMENDATION: None

SUGGESTED MOTION: None

ATTACHMENTS: None



OAMR BOARD REPORT

Meeting Date: **April 6, 2017 @ 3:15pm**
Source of Item: **1st Vice President - Conference Committee**

Contact: **Debbie Hamilton, CMC**
Contact Telephone Number: **541-459-2856 x207**
Contact E-Mail: **d.hamilton@ci.sutherlandlin.or.us**

STATEMENT

- The Conference Committee met via email regarding the menu choices for both Mid-Year and Conference. We also worked on the dinner choices for the Board dinner on April 6th.
- The Conference logo was approved by the Committee after a minor change. This is the first year we paid Matt, from the City of Albany, for his outstanding work. The Committee all agreed to pay Matt for his time and efforts. The logo turned out great!
- The Vendor/Sponsors Co-Chairs Kim Collins and Carol Weir have been busy getting letters out, and also have lined up the two speakers during lunch at Mid-year.
- Held discussions with Facilities Chair Susan Reeves, and Special Events Chair Tracy Davis.
- The 2018 Conference - Second round re-bid and site visits for the 2018 Conference were wrapped up. The Board voted on the Holiday Inn at the Airport in Portland. The hotel decreased their rate quite a bit from the original bid and demonstrated their strong desire for OAMR to choose their hotel. The layout is good, there's an on premise restaurant, free Wi-Fi and free parking. I look forward to working with them. Bri, the Sales Manager, was the third one for us to work with through this process and was definitely the most accommodating and easiest to work with.
- Work for the Conference Committee has been fairly slow and quiet to this point, but after Mid-Year they can look forward to many more tasks and emails! My thanks to each member of our committee!

BACKGROUND

None.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT OR REQUEST FOR ACTION

2nd Vice President Board Report

Meeting Date: April 6, 2016
Source of Item: 2nd Vice President

Contact: Nicole Morris, CMC, 2nd Vice President
Contact Telephone Number: 503.691.3011
Contact E-Mail: nmorris@ci.tualatin.or.us

ISSUE STATEMENT

The 2nd Vice President is responsible for the 2019 Annual Conference Bids, which will be held in Region VI or VII.

BACKGROUND

I asked Region members to provide me potential site locations in which to send requests for proposals (RFP). RFP's were sent on February 8, 2016 with a deadline of May 1, 2016. The site selection committee consisting of Michele Eldridge, Immediate Past President, Tori Barnett, Past President, and myself will review the proposals and make decisions on which locations to visit this summer.

Requests for Proposals were sent to the following sites:

- Eagle Crest Resort- responded unable to accommodate
- Hood River Inn- Best Western
- Kah-Nee-Tah
- Mount Bachelor Village- responded unable to accommodate
- The Riverhouse
- Seventh Mountain Resort
- Sunriver Resort
- Clarion Inn
- Red Lion- Pendleton
- Oxford Hotel- responded unable to accommodate
- Inn at Cross Keys Station
- Shilo Inns-The Dalles
- Wildhorse Resort & Casino
- Pendleton Convention Center
- Hermiston Conference Center- responded unable to accommodate

If there is a prospective site that you believe will meet OAMR's requirements that is not on the list above please contact me with that information.

The Special Projects and Fundraising committee has several fundraising opportunities planned for the mid-year academy. Opportunities include the Region III Raffle Basket, purse auction at lunch, OAMR logo apparel sales, and the store close out.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

OAMR BOARD REPORT



Date: April 6, 2017
Source of Item: OAMR Treasurer

Contact: Kimberlyn Collins
Contact Telephone Number: 541-480-0054
Contact E-Mail: recorder@jacksonvilleor.us

ISSUE STATEMENT

Financial and Activity Reports

BACKGROUND

- I have 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.
- The General Liability Insurance through Liberty Mutual has been paid.
- Last year, it was decided to extend Athenian Leadership Dialogue to mid-year. After discussing this budget line item with President Shafer, it was determined to separate Mid-Year Athenian Leadership Dialogue from the Annual Athenian Leadership Dialogue to create a more accurate record of accounting.
- OAMR makes an annual donation to MCEF. This year there was no contact from MCEF to make that donation. Once I contacted MCEF, I learned the previous treasurer is no longer with the organization. Unfortunately, I have not been able to reach anyone who is able to assist me. I will continue to reach out to MCEF and make their annual donation.
- Annual Conference Expense: Food and Beverage - Ashland Hills sent a refund to OAMR in the amount of \$285.86 for an overpayment in food and beverage. You will see this reflected in the reports.
- Academy/Education Sessions: Annual Athenian Dialogue - A reimbursement for Kathleen Novak, 2016 Athenian Dialogue training, was submitted to OAMR in the FY 2016-17 budget for \$1,524.59. President Shafer approved the reimbursement, suggesting we take it out of contingency later, if needed.
- Annual Conference Expense: Speaker Expense - a reimbursement for Catherine Rickbone, 2016 conference expense, was submitted to OAMR in the FY 2016-17 budget for \$292.65. President Shafer approved the reimbursement, suggesting we watch this budget line item.
- Scholarships: OAMR Conference/Academy Session - has a \$285.86 negative balance due to a first time attendee submitting their receipt for 2016 conference lodging in the FY 2016-17 budget. The attendee did not know this was available to them. President Shafer approved the reimbursement, suggesting we take it out of contingency later, if needed.

I would like to take this opportunity to respond to Michele's draft report on March 9, 2017. I have spent the last few months teaching myself the responsibilities of the treasurer position. This has added extra time to my normal duties, which makes evaluating my time difficult. Also, I have not had the opportunity to experience all the duties of the treasurer, which will make it difficult to give an accurate evaluation of my time. I anticipate I will need a full year of duties behind me before I can speak on this matter.

Nancy did such a wonderful job organizing all the files. Nancy made the transition very easy, requiring very few emails and phone calls for direction. While Nancy organized this position in such a way anyone could be successful, I do see a need to streamline some processes for my role as treasurer.

Some examples would include:

- For those who do not pay for their purchases at conference I will be preparing one invoice instead of several invoices.
- I will only be making deposits and issuing reimbursement checks once a week.
- In regards to the PayPal and Square account, I will process these payments once a month. Both of these transactions do require a lot more time to deposit.
- You will see some changes at receiving mid-year and annual conference transactions. At mid-year I plan to evaluate all that transpires and put a system in place that allows for less invoicing. It would seem appropriate to put a system in place where future treasurers have an opportunity to enjoy more of the OAMR events, if they desire.

At this time, I would like to bring to light the situations that I consider “Time Users.” The following are items that many individuals don’t consider when issuing payment.

- Individuals not paying their invoice in a timely manner, having to send out two or three emails as reminders. At times, I have included a phone call to get their attention. Some individuals still have not paid. I am currently working on invoices from early 2016 to be paid. I also have one from 2014 that still has not been paid so I continue to try and collect on that one as well.
- Individuals send a check in the mail without attaching an invoice or referencing an invoice number or name. When this happens I have to go into several screens to try and figure out who this person is and what the payment is for before I can even begin to process the payment. Remember, the majority of these checks come from their City and unless I am familiar with the individuals I have to research.
- Individuals pay for three or four people in one check, with no notation of what the check is for or who the individuals are. I have to assume it is for the one individual who submitted the check only to learn days later it is for several individuals.
- Individuals do not submit a reimbursement form along with their receipts. I have to reach out to that particular individual to get the form first before submitting the reimbursement.
- Individuals click pay by check and really pay through PayPal, which causes me to create an invoice. Since the invoice is a typically a small amount many people feel it is unnecessary to pay. These are the majority of the invoices that required two or three emails and at times a phone call. This is a big “Time User.”

As OAMR reviews the duties of the treasurer and tries to figure out a way to assist with some of their duties please keep in mind the above five “Time Users.” If OAMR could come up with a solution to eliminate some of these “Time User” situations, it could potentially reduce the treasurer duties 15% - 25%.

I hope this information has been helpful to the board. Please let me know if I can answer any questions.

ATTACHMENTS

Budget vs Actual Report – March 23, 2017

Profit and Loss Report – March 23, 2017

Balance Sheet – March 23, 2017

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

	Nov '16 - Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	0.00	9,000.00	-9,000.00	0.0%
Annual Athenian Dialogue	0.00	750.00	-750.00	0.0%
Mid-Year	10,740.00	8,250.00	2,490.00	130.2%
Mid-Year Athenian Dialogue	1,875.00			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Session	12,615.00	18,500.00	-5,885.00	68.2%
Annual Conference Revenue				
Exhibitors	662.50	3,500.00	-2,837.50	18.9%
Registration	213.00	27,000.00	-26,787.00	0.8%
Sponsors	3,750.00	5,000.00	-1,250.00	75.0%
Total Annual Conference Revenue	4,625.50	35,500.00	-30,874.50	13.0%
Education/ Scholarships				
Auction	100.00	350.00	-250.00	28.6%
Donations General	35.00	1,500.00	-1,465.00	2.3%
Kathy Ishiara Education Fund	0.00	1,000.00	-1,000.00	0.0%
Other Fundraising	0.00	4,000.00	-4,000.00	0.0%
Raffle	0.00	3,000.00	-3,000.00	0.0%
Special Scholarship	0.00	1,000.00	-1,000.00	0.0%
Store Sales	0.00	1,250.00	-1,250.00	0.0%
Education/ Scholarships - Other	0.00	0.00	0.00	0.0%
Total Education/Scholarships	135.00	12,100.00	-11,965.00	1.1%
Interest Income	103.46	150.00	-46.54	69.0%
Membership Dues	9,595.00	10,250.00	-655.00	93.6%
Miscellaneous	306.25	500.00	-193.75	61.3%
Newsletter Advertising	0.00	1,000.00	-1,000.00	0.0%
Total Income	27,380.21	78,000.00	-50,619.79	35.1%
Gross Profit	27,380.21	78,000.00	-50,619.79	35.1%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

Expense	Nov '16 - Oct 17	Budget	\$ Over Budget	% of Budget
Academy/Education Sessions				
Annual Athenian Dialogue	1,524.59	2,500.00	-975.41	61.0%
Conference Academy	0.00	7,000.00	-7,000.00	0.0%
Mid-Year Academy	150.00	7,000.00	-6,850.00	2.1%
Mid-Year Athenian Dialogue	117.68			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Sessions	1,792.27	17,000.00	-15,207.73	10.5%
Annual Conference Expenses				
Awards	0.00	250.00	-250.00	0.0%
Banquet Expenses	0.00	850.00	-850.00	0.0%
Conference Chair Expense	0.00	500.00	-500.00	0.0%
Food & Beverage/Site fees	-285.86	14,000.00	-14,285.86	-2.0%
Freebies/Conference Bags	0.00	1,000.00	-1,000.00	0.0%
Future Conference Site Deposits	0.00	2,500.00	-2,500.00	0.0%
Hospitality	0.00	4,000.00	-4,000.00	0.0%
Miscellaneous Conference Exp	0.00	500.00	-500.00	0.0%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	0.00	1,000.00	-1,000.00	0.0%
Print-Conference	0.00	700.00	-700.00	0.0%
Speaker Expenses	292.65	2,500.00	-2,207.35	11.7%
Total Annual Conference Expenses	6.79	27,900.00	-27,893.21	0.0%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	0.00	250.00	-250.00	0.0%
Total Raffle Expenses	0.00	400.00	-400.00	0.0%
Store Merchandise	0.00	2,000.00	-2,000.00	0.0%
Total Fundraising Expenses	0.00	2,400.00	-2,400.00	0.0%
Internet/Web Page	72.00	100.00	-28.00	72.0%
MCEF Annual Donation	0.00	600.00	-600.00	0.0%
Membership Expenses				
Postage-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	59.50	150.00	-90.50	39.7%
Total Membership Expenses	59.50	200.00	-140.50	29.8%

Oregon Association of Municipal Record ers
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

	Nov '16 - Oct 17	Budget	\$ Over Budget	% of Budget
Micellaneous				
Square and PayPal Fees	174.93	0.00	174.93	100.0%
Miscellaneous - Other	1,134.91	2,000.00	-865.09	56.7%
Total Miscellaneous	1,309.84	2,000.00	-690.16	65.5%
Newsletter				
Postage-Newsletter	27.80	50.00	-22.20	55.6%
Printing-Newsletters	14.92	50.00	-35.08	29.8%
Supplies-Newsletters	4.13	50.00	-45.87	8.3%
Total Newsletter	46.85	150.00	-103.15	31.2%
NW Clerks Institute Director	1,335.26	3,000.00	-1,664.74	44.5%
OAMR Ambassadors	0.00	0.00	0.00	0.0%
Officer Supplies				
Misc/Equipment-Officers	40.00	300.00	-260.00	13.3%
Postage-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	2.00	100.00	-98.00	2.0%
Total Officer Supplies	42.00	450.00	-408.00	9.3%
Officers Expenses				
1st Vice Pres-IIMC Conference	1,667.08	2,000.00	-332.92	83.4%
2nd Vice Pres Conf. Site Tours	0.00	800.00	-800.00	0.0%
Director Region IX	0.00	3,200.00	-3,200.00	0.0%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	625.90	2,500.00	-1,874.10	25.0%
OAMR Representation-President	0.00	1,550.00	-1,550.00	0.0%
Region IX Conference-President	1,169.29	3,500.00	-2,330.71	33.4%
President's Expenses - Other	0.00	0.00	0.00	0.0%
Total President's Expenses	1,795.19	7,550.00	-5,754.81	23.8%
Total Officers Expenses	3,462.27	13,700.00	-10,237.73	25.3%
Photography/Historian	0.00	1,000.00	-1,000.00	0.0%
Scholarships				
IIMC Certification Programs	0.00	15,000.00	-15,000.00	0.0%
Kathy Ishiara Scholarship	0.00	1,000.00	-1,000.00	0.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	2,550.00	3,000.00	-450.00	85.0%
OAMR Conference/Academy Session	228.68	10,500.00	-10,271.32	2.2%
President Awards Scholarship	0.00	600.00	-600.00	0.0%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

	Nov '16 - Oct 17	Budget	\$ Over Budget	% of Budget
Special Scholarship	0.00	2,500.00	-2,500.00	0.0%
Special Scholarship Reserve	0.00	4,578.00	-4,578.00	0.0%
Total Scholarships	2,778.68	38,178.00	-35,399.32	7.3%
Total Expense	10,905.46	106,678.00	-95,772.54	10.2%
Net Ordinary Income	16,474.75	-28,678.00	45,152.75	-57.4%
Other Income/Expense				
Other Income				
Donations for Fundraising	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Donations used in Fundraising	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	16,474.75	-28,678.00	45,152.75	-57.4%

Oregon Association of Municipal Recorders
Profit & Loss
 November 2016 through October 2017

	Nov '16 - Oct 17
Ordinary Income/Expense	
Income	
Academy/Education Session	
Mid-Year	10,740.00
Mid-Year Athenian Dialogue	1,875.00
	12,615.00
Total Academy/Education Session	12,615.00
Annual Conference Revenue	
Exhibitors	662.50
Registration	213.00
	3,750.00
Sponsors	3,750.00
	4,625.50
Total Annual Conference Revenue	4,625.50
Education/ Scholarships	
Auction	100.00
Donations General	35.00
	135.00
Total Education/Scholarships	135.00
Interest Income	103.46
Membership Dues	9,595.00
Miscellaneous	306.25
	27,380.21
Total Income	27,380.21
Gross Profit	27,380.21
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	1,524.59
Mid-Year Academy	150.00
Mid-Year Athenian Dialogue	117.68
	1,792.27
Total Academy/Education Sessions	1,792.27
Annual Conference Expenses	
Food & Beverage/Site fees	-285.86
Speaker Expenses	292.65
	6.79
Total Annual Conference Expenses	6.79
Internet/Web Page	72.00
Membership Expenses	
Supplies-Memberships	59.50
	59.50
Total Membership Expenses	59.50

5:11 AM

03/23/17

Accrual Basis

Oregon Association of Municipal Recorders

Profit & Loss

November 2016 through October 2017

	<u>Nov '16 - Oct 17</u>
Miscellaneous	
Square and PayPal Fees	174.93
Miscellaneous - Other	1,134.91
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Total Miscellaneous	1,309.84
Newsletter	
Postage-Newsletter	27.80
Printing-Newsletters	14.92
Supplies-Newsletters	4.13
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Total Newsletter	46.85
NW Clerks Institute Director	1,335.26
Officer Supplies	
Misc/Equipment-Officers	40.00
Supplies-Officers	2.00
	<hr/>
Total Officer Supplies	42.00
Officers Expenses	
1st Vice Pres-IIMC Conference	1,667.08
President's Expenses	
IIMC Conference-President	625.90
Region IX Conference-President	1,169.29
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Total President's Expenses	1,795.19
Total Officers Expenses	3,462.27
Scholarships	
Mid-Year Academy Scholarship	2,550.00
OAMR Conference/Academy Session	228.68
	<hr/>
Total Scholarships	2,778.68
Total Expense	<hr/> 10,905.46 <hr/>
Net Ordinary Income	16,474.75
Net Income	<hr/> <hr/> 16,474.75 <hr/> <hr/>

5:13 AM

03/23/17

Accrual Basis

Oregon Association of Municipal Recorders

Balance Sheet

As of October 31, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP	52,017.39
U S Bank	25,308.79
Total Checking/Savings	<u>77,326.18</u>
Accounts Receivable	
Accounts Receivable	225.50
Total Accounts Receivable	<u>225.50</u>
Total Current Assets	<u>77,551.68</u>
TOTAL ASSETS	<u><u>77,551.68</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	61,076.93
Net Income	16,474.75
Total Equity	<u>77,551.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>77,551.68</u></u>



OAMR BOARD REPORT

Meeting Date: April 6, 2017
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City Recorder
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

BACKGROUND

Approval of the following Board Meeting Minutes:

1. November 18, 2016 Board Meeting
2. December 6, 2016 E-Meeting
3. February 21, 2017 E-Meeting

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS

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

CHAIR OR DIRECTOR'S RECOMMENDATION

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

SUGGESTED MOTION

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

ATTACHMENTS

- A. November 18, 2016 Board Meeting
- B. December 6, 2016 E-Meeting
- C. February 21, 2017 E-Meeting



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
 Thursday, November 18, 2016
 Independence City Hall

Minutes are unofficial until approved by the Board.

1. Board Meeting Called to Order:

President Shafer called the Board Meeting to order at 12:33 p.m.

2. Roll Call by Sign-In Sheet:

Members:	Title:	Attended:
Dale Shafer, Nehalem	President	✓
Debbie Hamilton, CMC, Sutherlin	1st Vice-President/Conference Chair	✓
Nicole Morris, CMC, Tualatin	2nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Kimberlyn Collins, Jacksonville	Treasurer	Absent
Michele Eldridge, CMC, Harrisburg	Immediate Past President	✓ (Non-Voting)
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	Absent
Angie Lanter, CMC, Banks	Region II Director/City Recorder	✓
	Procedure Manual	
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Kelli Weese, Florence	Region IV Director	✓
Karen Spoons, MMC, Medford	Region V Director	✓ (via phone)
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	Absent
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓ (via phone)
Tracy Davis, MMC, Keizer	Region IX Director	✓
Karin Johnson, MMC, Independence	Audit Chair/Professional Growth & Development/NCI Education	✓
Abigail Donowho, Tillamook	Bylaws Chair	Absent
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	Absent
Melissa Kiefer, Nehalem	Internet Chair	✓
Peggy Hawker, MMC, Newport	Education Chair/NCI Education	✓
Mary Dibble, MMC, Albany	Membership Chair	Absent
Anna Ruggles, CMC, Forest Grove	Nominating Chair	Absent
Ruth Post, MMC, Philomath	NCI Education	✓
Scott Stauffer, Milwaukie	Records Management Chair	Absent
Carol Weir, MMC, Rogue River	Retired Clerks Chair	Absent
Nanci Moyo, CMC, Beaverton	Scholarship Chair	Absent
Diane Harris, Sutherlin		✓

3. Region Directors VII and II Oaths of Office:

Past President, Michele Eldridge, CMC, Harrisburg, swore in Nancy Parker as Region VII Region Director via over the phone. Michele then swore in Angie Lanter as Region II Region Director in person.

4. Officer Reports:

President Dale Shafer, Nehalem, went over the 2016 Conference Report. She said the association saved about \$3,000 on the conference from what was budgeted. She said for next year's conference, the cost of each speaker's expenses needed to be broken out to determine how much was spent on each individual speaker. She said the number of attendees was down and didn't know if it had to do with the location of the conference.

1st Vice-President, Debbie Hamilton, CMC, Sutherlin said the conference committee meeting had met this morning. She said they discussed the 2016 conference evaluations and went over the 2017 conference. They came up with the theme of the 2017 conference, "Lighting the Future". She said the committee had 32 members who would be assigned to various sub-committees. She said they also discussed vendors and sponsor fees and the site tour and dinner at the April board meeting and decided to only have a tour.

Debbie said she had only received 2 re-bids for the 2018 conference site, Holiday Inn Portland Airport and Monarch Hotel & Conference Center, which are attached hereto and marked Exhibit "A". She said she had also sent requests to Mt. Hood Resort in Welches, Sheridan at the Airport, Heathman Hotel, Shilo Inn at the Airport, University Place and Seaside Convention Center and Rivertides. She said the Holiday Inn Portland Airport had lowered their bid for food and beverage to \$14,000 from their previous bid.

Discussion was held on the 2018 conference site. Dale suggested having an e-meeting before Mid-Year to vote on the site. Ruth Post suggested having a teleconference instead of an e-meeting to allow members who weren't on the board to comment. Nicole suggested having an e-meeting or teleconference the week of December 5, 2016 to vote on the 2018 conference site.

2nd Vice-President, Nicole Morris, CMC, Tualatin, said the special projects and fundraising committee had met this morning and they had set \$13,000 as their goal and \$15,000 as their stretch goal. She said she had been working with Debbie on the 2018 conference site and on the ad-hoc conference committee. She encouraged everyone to shop for raffle basket items.

Treasurer, Kimberlyn Collins, wasn't present at the meeting, but had written a request for the Board to consider the purchase of a new computer. She provided the Board with 3 quotes which she had discussed with Melissa Thompson-Kiefer. It was the suggestion of both Kimberlyn and Melissa to purchase option #1, an HP Pavilion 15-au123cl Touchscreen Laptop – Intel Core i5 at the cost of \$549.00.

MOTION: Second Vice-President Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to approve the purchase of a HP Pavilion 15-au123cl

Touchscreen Laptop – Intel Core i5 in the amount of \$549.00. MOTION CARRIED UNANIMOUSLY by voice vote.

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

1. March 22, 2016, Board E-Meeting Minutes
2. August 30, 2016 Board E-Meeting Minutes
3. August 31, 2016 Board E-Meeting Minutes
4. October 13, 2016 Board E-Meeting Minutes

MOTION: Region III Director, Phyllis Bolman, MMC, Monmouth, moved, seconded by Region VII Director, Nancy Parker, CMC, Athena, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

5. Region Director Reports:

Region I: Kathy Payne, CMC, St. Helens, was not in attendance. President Shafer said Warrenton City Recorder Linda Engbretson had been hired as the new City Manager.

Region II: Angie Lanter, CMC, Banks said she had nothing to add to her report. No Board action required.

Region III: Phyllis Bolman, MMC, Monmouth, said she had nothing to add to her report. No Board action required.

Region IV: Kelli Weese, Florence, said the region was having their Christmas ornament exchange and meeting on December 2nd and would discuss training ideas for 2017. No Board action required.

Region V: Karen Spoons, MMC, Medford, said they had a meeting on November 9, 2016 with records management with the Secretary of State's office and had a large turnout. She said they were having a Christmas luncheon on December 9, 2016. No Board action required.

Region VI: Lisa Morgan, Prineville, was not in attendance. No Board action required.

Region VII: Nancy Parker, Athena, said she had nothing additional to report. No Board action required.

6. Committee Reports

Audit: Karin Johnson, MMC, Independence, said the Audit Committee met this morning and would have a report to the Board at a later date. She said the profit and loss statement from the Treasurer's report was changed and she provided new updated figures to the Board which is attached hereto and marked Exhibit "B". She said there

were some expenses that had been put in the annual conference that should have been included in the conference academy.

Karin said there were invoices from Kathy Novak and Joan Tilton for expenses for last fiscal year that would be paid from the current fiscal year. She said there would have to be adjustments to the budget for those expenses.

Karin said the committee had recommendations for conference registrations. She said there had been an issue with people signing up for the conference to pay by invoice and then they didn't come to the conference and the association was responsible for their meal expense. She said Nancy had billed the meal costs to those people who did pay the invoice. She said it was also an issue with members who had been awarded scholarships and then didn't attend and the association had to pay for their meals as well. She said the committee was recommending:

1) That if a member was awarded a scholarship, they didn't receive the funds until after they had attended the conference. She said that if there were more members requesting scholarships then there were funds and someone who had been awarded a scholarship ended up not attending, the next person on the list could be awarded the scholarship and reimbursed for attending.

2) If someone signed up to pay by check, they needed to pay by a deadline. She said if their check wasn't received by the deadline, their registration would be cancelled. This would avoid the association having to pay for their meals for members who signed up to attend but didn't pay their registration fee in time.

Nicole asked if Karin thought that more people would pay with a credit card if there were no fees and Karin said she did.

Melissa said the fee to use a credit card for conference registration was \$15.00 and it was the cheapest that had been found.

Discussion was held on the fees for using credit cards for payment of registration and membership renewal fees and changing the deadline for registering by check.

Nancy expressed her concerns over receiving a scholarship and not getting the funds until after she had attended the conference and having to pay with funds from her budget.

Nicole asked about having a policy that if someone were awarded a scholarship and then didn't attend the conference, they wouldn't be eligible to apply for another scholarship for a certain amount of time.

Discussion was held on setting a deadline for members to pay by check for the mid-year academy and annual conference.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to set the deadline to pay by check thirty (30) days before the deadline to register for the Annual Conference. Nicole amended her motion to include registration for Mid-Year Academy which was seconded by Debbie. MOTION CARRIED UNANIMOUSLY by voice vote.

Melissa asked if we wanted to continue to charge a late fee after a certain date or have the credit card fees serve as the late fee.

Consensus was to leave the \$50 late fee in place.

Bylaws: Abigail Donowho, Tillamook, was not in attendance. No Board action required.

City Recorder's Procedures: Angie Lanter, Banks, said she didn't have anything to add. No Board action required.

Conference Committee: Debbie Hamilton, CMC, Sutherlin, said the committee had met this morning and all members had been updated and contacted.

Education Committee: Peggy Hawker, Newport, said there had been discussion among the committee to have an Athenian Leadership Dialogue associated with or adjacent to either before or after the Mid-Year Academy. She said they found a facilitator who would charge only for his travel costs which would be about \$650. She said there was \$500 budgeted for On the Road Workshops which we didn't do anymore. Her proposal was to reallocate that money to a Mid-Year Athenian Leadership Dialogue and charge \$75 per person to attend.

Discussion was held on Athenian Leadership Dialogues and whether we should schedule one before or after Mid-Year Academy and what to charge participants.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by Region IV Director Kelli Weese, to move \$500 from On the Road Workshops to Athenian Leadership Dialogue.

Discussion was held on when to have the Athenian Leadership Dialogue in conjunction with the Mid-Year Academy.

MOTION CARRIED UNANIMOUSLY by voice vote.

Historical Preservation: Lisa Stoll, CMC, St. Helens, was not in attendance. No Board action required.

Internet: Melissa Kiefer, Nehalem, said the Board had historically used USB flash drives to store and transfer documents and data during transitions of positions. She said the committee had discussed changing to cloud-based data storage and she provided three options, Box, Google Gsuite (Drive), and DropBox and the costs for each option. She

showed the Board how cloud storage would work and the difference between each of the options.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to approve the use of Box for cloud-based document storage. MOTION CARRIED UNANIMOUSLY by voice vote.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to transfer \$84 from Contingency to the Internet Committee Budget for cloud-based data storage costs. MOTION CARRIED UNANIMOUSLY by voice vote.

Melissa talked about the membership online renewal and said the email went out yesterday and 53 members had already completed the online application. She talked about issues with members paying by check versus paying by credit card.

Melissa said Kathy Novak had contacted her after the conference in Ashland regarding Apricot and said Colorado had initiated a trial and if they signed up OAMR would get a 10% commission monthly for 2 years.

Legislative: Lisa Morgan, Prineville, was not in attendance. In her report the committee was recommending that members sign up for email alerts from Oregon Legislative Information System (OLIS) @ <https://olis.leg.state.or.us/liz/201511> No Board action required.

Membership: Mary Dibble, MMC, Albany, was not in attendance. No Board action required.

Mentoring: Nancy Parker, Athena, said she had received several names and would be contacting them. No Board action required.

Ruth Post asked Nancy for a list of first time attendees for the NCI.

Newsletter: Kathy Payne, CMC, St. Helens, was not in attendance. No Board action required.

Nominating: Anna Ruggles, CMC, Forest Grove, was not in attendance. No Board action required.

NCI Education: Ruth Post, MMC, Philomath, said the committee had a teleconference with Washington and Alaska counterparts and Joann Tilton, NCI Director. She said they reviewed the 2016 course evaluations. She said they were scheduled to meet next week to make final recommendations for the 2017 Institute. She said PD IV was a disappointment and didn't have the attendees they thought they would get. No Board action required.

Professional Growth & Leadership Development, Karin Johnson, MMC, Independence, gave a recap of the LOC Conference. She said the association had misplaced the digital picture frame and a box of brochures. It was suggested that maybe the picture frame had been discarded as it wasn't working. She said she would like to create for next year's conference some kind of slide show of recorders for city managers and councils to view. She thanked those who worked in the booth and talked about issues with the location of the booth. She read her evaluation of the conference to the Board.

Records Management: Scott Stauffer, Milwaukie, was not in attendance. No Board action required.

Retired Clerks: Carol Weir, MMC, Rogue River, was not in attendance. No Board action required.

Scholarship: Nanci Moyo, Beaverton, was not in attendance. No Board action required.

Michele Eldridge said to make sure that scholarship recipients had signed up for either the conference committee or the fundraising committee.

Discussion was held on the procedure to follow when a scholarship recipient didn't sign up or participate on the conference or fundraising committees. Consensus was to have the Chair of the Scholarship Committee follow up to make sure scholarship recipients signed up for one of the committees. It was also suggested to have added to the committee sign-up sheets, a place for email addresses.

Special Projects/Fundraising: Nicole Morris, CMC, Tualatin, said her committee met this morning and the goal was \$13,000 with a stretch goal of \$15,000. She went over the different fund raising projects they had scheduled for this year:

- 1) Kathy Walk
- 2) Raffle baskets – Region III at mid-year and the rest at annual conference. All tickets go into the same drawing and the first ticket drawn would get first choice, second ticket second choice and so on until all baskets chosen
- 3) Mid-Year - Mystery box live auction at lunch
- 4) Mid-Year - Premium parking pass live auction during the break
- 5) Annual Conference - oral and silent auctions – OMAR is joining the Amazon Associate program where people shop through a link that would be sent out to everyone and a percentage would go to OAMR
- 6) Setting up non-profit donation affiliates through Fred Meyer and Safeway
- 7) Annual Conference - live auction paddle raise and purse centerpiece auction
- 8) Annual Conference – Mystery box live auction
- 9) No store at annual conference but at mid-year an OAMR going out of business garage sale
- 10) Order OAMR logo gear through a website
- 11) No charm
- 12) Discontinuing the online store

- 13) Pampered Chef – looking for consultant
- 14) No Board challenge
- 15) Annual Conference - 50/50 Bead Necklaces

7. Other Business:

A. Conference Bidding & Locations Ad-hoc Committee, Ruth Post, MMC went over her report. She said the ad-hoc committee was made up past-presidents and Nicole Morris. She said the Board had the responsibility of making sure OAMR could find conference locations where we didn't go over the budget and didn't put the association in a position where we could lose money. She said the ad-hoc committee went over five sections to address: room nights; food and beverage expense; conference siting rotation; conference bidding and selection process; and conference RFP document. The attached RFP marked Exhibit C showed the proposed changes. She said the conference siting rotation had already been fixed at the November 2014 Board meeting but there were still questions if the schedule would work. She said we should go through the entire rotation and evaluate it after the 2020 conference.

Ruth said currently the conference siting process was assigned to the 2nd Vice-President who didn't have any experience in planning a conference.

Nicole asked about the Treasurer position and the discussion in the past about bidding that position to an outside firm. She said if that position was moved to an outside firm, what would the possibility be of having them also do the conference bidding process.

Michele Eldridge said the Treasurer Ad-Hoc Committee was still in existence and they were letting the Treasurer, Kimberlyn Collins, assimilate into the position and see how much time it actually took. She said she had copies of contracts for the AAMC and CCAC who both contract out the Treasurer position and conference siting. She said it would be brought before the Board at Mid-Year.

Nicole recommended forming a committee to bid the 2019 conference and to continue to explore a contractor.

Karin recommended that the Immediate Past President didn't have many duties and should be the Chair of the 2019 Site Selection Committee. If that person is no longer a member of OAMR, that it would be a presidential appointment.

Discussion was held on how to proceed with the bidding of the 2019 conference.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to update the RFP as proposed. MOTION CARRIED UNANIMOUSLY by voice vote.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by Region VII Director Nancy Parker, to form a 2019 conference bidding ad-hoc committee with members to be appointed by the President. MOTION CARRIED UNANIMOUSLY by voice vote.

B. Conference Registration Cancellation Policy

President Dale Shafer said this had already been discussed.

8. **Future Meetings:**

- A. February 17, 2017 at 12:30 pm; Keizer City Hall, Keizer, Oregon if needed
- B. April 7, 2017 at 2:30 pm at Agate Beach Best Western, Newport, Oregon

1st Vice-President, Debbie Hamilton, asked why the Past President had no voting privileges.

Michele Eldridge said it was written in the By-Laws that way.

9. **Adjournment:**

President Shafer adjourned the meeting at 2:25 pm.

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



Holiday Inn

Portland Airport Hotel

September 28, 2016

PROPOSAL

NAME: Oregon Association of Municipal Recorders
NAME OF EVENT: Oregon Association of Municipal Recorders
DATE: 09/18/2018 - 09/23/2018
CONTACT: Debbie Hamilton
ADDRESS: 126 E. Central Avenue
 Sutherlin, OR 97479
TELEPHONE: 541-459-2856

Thank you for the opportunity to submit a proposal for Oregon Association of Municipal Recorders. We currently have your guestrooms and meeting space available, and believe our Hotel is the best choice to host this event. The following information reflects our enthusiasm in making your event successful.

DAY	DATE	TOTAL RMS	Run of House
Tuesday	09/18/2018	50	50
Wednesday	09/19/2018	80	80
Thursday	09/20/2018	100	100
Friday	09/21/2018	80	80

RATES:

The Holiday Inn Portland Airport Hotel will honor the following:

\$129.00	Run of House
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- All rates are per night and subject to the prevailing city occupancy tax currently 15.3%
- The room rates offered above are net, non-commissionable
- Complimentary parking will be provided for all registered guests
- Complimentary internet access in all guest rooms and public spaces



RESERVATION METHOD AND CUT OFF DATE:

Reservations must be received by: 08/28/2018
 Reservation method: Individual Call In.
 Check -in Time: 3:00PM
 Check-out Time: 12:00PM

The Holiday Inn Portland Airport is fully ADA compliant. As a full service Hotel, we offer an on-site sundries shop, restaurant, lounge, and room service. Every guest room includes dual data ports, Internet access, Web TV, in room coffee makers, hairdryer, iron and ironing board and full-length mirrors. The Hotel also maintains an indoor salt water filtrated swimming pool, a 24-Hour Fitness Center and on site coin-operated laundry facility.

HOTEL LOCATION & PARKING AVAILABILITY

The Hotel is conveniently located 15 minutes east of downtown Portland, and 10 minutes South of Vancouver, WA. Located near Interstate I-205 and I-84 the Hotel provides easy access from all directions without the hassle of downtown traffic. The MAX Light Rail is connected to the Portland International Airport. This allows our guests easy access to downtown Portland and Washington Park. The Holiday Inn Portland Airport has over (700) free parking spaces. The Hotel also provides complimentary 24-hour transportation to and from the Portland International Airport.

SHOPPING AND ENTERTAINMENT

Cascade Station is poised to emerge as one of Portland's premier destinations for shopping, entertainment, restaurants and culture. Imagine over 120 acres of high quality, vibrant mixed-used project space at the 'gateway' of Portland International Airport planned specifically for your needs and wants. Nearby Cascade Station offers specialty fashion shops, bookstores, consumer electronics, sporting goods, walking trails and delicious eateries. Shuttle from our door to the Station, then connect with Portland's MAX Light Rail System and go anywhere you like in the Greater Portland area.

MEETING FACILITIES AND AGENDA

A selection of meeting rooms ensures your organization of just the right atmosphere whether you need a function space for (3) or (1200) guests.

FUNCTIONS SPACE:

The following outlines our understanding of your program and function space requirements:

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Tuesday	9/18/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	\$500.00
Tuesday	9/18/2018	11:00 AM	05:00 PM	Registration	Atrium	Registration	5	
Tuesday	9/18/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Wednesday	9/19/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	
Wednesday	9/19/2018	08:00 AM	05:00 PM	Meeting	Multnomah & Wahkeena	Classroom	100	\$500.00
Wednesday	9/19/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Wednesday	9/19/2018	12:00 PM	01:00 PM	Lunch	Atrium	Round 8	100	
Wednesday	9/19/2018	06:00 PM	09:00 PM	Reception	Latourell	Reception	50	
Thursday	9/20/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	
Thursday	9/20/2018	12:00 PM	01:00 PM	Lunch	Atrium	Round 8	100	
Thursday	9/20/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Thursday	9/20/2018	08:00 AM	05:00 PM	Meeting	Multnomah & Wahkeena	Classroom	100	\$500.00
Thursday	9/20/2018	08:00 AM	11:00 PM	Displays	Atrium	Displays	20	
Friday	9/21/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	
Friday	9/21/2018	08:00 AM	05:00 PM	Meeting	Multnomah & Wahkeena	Classroom	100	\$500.00
Friday	9/21/2018	08:00 AM	11:00 PM	Displays	Atrium	Displays	20	
Friday	9/21/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Friday	9/21/2018	06:00 PM	09:00 PM	Dinner	Bridal Veil & Latourell	Round 8	100	
Saturday	9/22/2018	08:00 AM	12:00 PM	Conference	Mt. Bachelor	Conference	30	\$250.00
Saturday	9/22/2018	08:00 AM	12:00 PM	Storage	Mt St. Helens	Displays	5	

ROOM RENTAL

Meeting room rental for the program outline above will be waived if the Food and Beverage minimum is met. If the Food and Beverage minimum is not met the room rental fees will be applicable.

SERVICE CHARGE

All catered food and beverage, meeting room rental and audiovisual charges are subject to a service charge, currently twenty-three percent (23%).

AUDIOVISUAL

The Holiday Inn Portland Airport will provide on-site service for your audio visual equipment needs. The hotel will also allow the group to provide their own audio visual equipment.

FOOD AND BEVERAGE

As a member of the Association of Catering and Event Professionals, our experienced staff is ready to assist you in making your event a great success. The hotel's varied banquet menus, professional staff and ability to fill specific needs have brought outstanding reviews and guests back to the Hotel time and time again.

FOOD AND BEVERAGE MINIMUM

Your food and beverage minimum is based upon average current menu pricing and anticipated catered meals. The Hotel anticipates a minimum of \$14,000 in total catered food and beverage revenue for this event. All hosted functions contribute towards this minimum. If the actualized food and beverage falls short of the required minimum the difference will be charged as room rental.

Debbie, we appreciate your loyalty to the Holiday Inn Portland-Airport Hotel and Conference Center! I hope this proposal shows our enthusiasm in making your upcoming event a success. We are offering this proposal to you on a first right of refusal until September 05, 2016.

If you have any questions or require additional information, please don't hesitate to call me at (503) 914-5250.

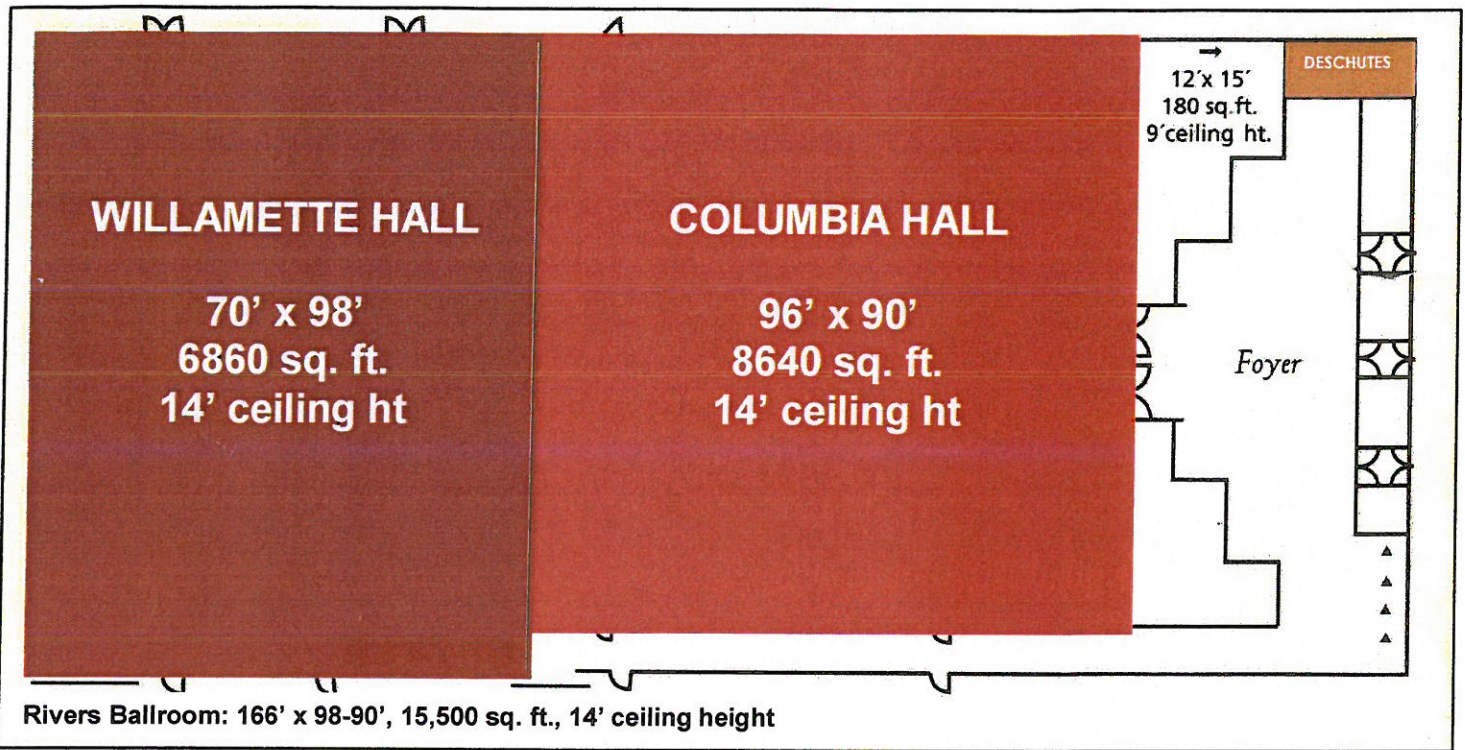
Sincerely,

Natasha

Natasha Grey
Task Force Area Sales Manager
Holiday Inn Portland Airport

COLUMBIA CONFERENCE CENTER

www.columbiaconferencecenterportland.com



Room	8 x 10 Booths	Rounds	Classroom	Theater	Reception
Rivers Ballroom	110	1060	760	1420	1100
Columbia Hall	65	580	400	780	650
Willamette Hall	45	480	360	640	450
Deschutes Room	X	X	6	12	X

HOTEL DETAILS

- 284 Guestrooms & Suites
- 30,000 sq. ft of Meeting and Banquet Space
- Latitude 45° Restaurant & Lounge
- Complimentary Airport Transportation
- Complimentary Wi-Fi
- Heated Indoor Saltwater Pool
- 24 Hour Business Center & Fitness Center
- Complimentary Parking





November 14, 2017

Ms. Debbie Hamilton, CMC
OAMR First Vice President
c/o City of Sutherlin
126 E. Central Avenue
Sutherlin, OR 97479

Via E-mail: d.hamilton@ci.sutherlin.or.us

Dear Debbie:

Please find enclosed our invitation to host the **Oregon Association of Municipal Recordors** at the **Monarch Hotel & Conference Center**. We currently have space available for your 37th Annual Conference on your preferred dates of September 19-21, 2018.

Overnight Accommodations

We are pleased to offer a net/non-commissionable group rate of \$139.00 single or double occupancy, plus tax (currently 7.8%), for this event. This rate will be available 2 days before and after your event. Cut-off date for guest room reservations will be 3 weeks prior to your event (client will publish four weeks). Reservations made after cut-off will be at prevailing rate provided guest rooms are available. For reference, the October 2016-October 2017 per diem for Clackamas County is \$116.00.

Based on your projected room block of 310 room nights (Tue-50/Wed-80/Thur-100/Fri-80), the Monarch will require a minimum guest room pick up of 200 accumulative room nights. In the event that 200 room nights are not achieved the difference to achieve 200 room nights will be billed, with tax, to your master bill.

The Monarch will provide one complimentary room night per every 40 paid cumulative room nights. In addition, one complimentary suite will be provided for 4 nights (Tuesday check-in, Saturday check-out) during your conference. One complimentary night will also be provided for the 2nd Vice President for a pre-qualification site visit.

The conference rate will be extended to attendees wishing to stay over during potential OAMR meetings held throughout the year (i.e., site visits, Board/Conference committee meetings).

Transportation and Parking

The Monarch Hotel is 12.8 miles South of PDX with an approximate commute time of 20-30 minutes. We do offer complimentary airport transportation (PDX) for our overnight guests. This service is offered 24 hours a day and is subject to availability.

The Monarch has ample, on-site complimentary parking. Parking is an open lot and self-park (no valet).

12566 SE 93rd Avenue • Clackamas, OR 97015 • 503-652-1515 • Fax 503-513-9556 • www.monarchhotel.cc

**Oregon Association of Municipal Recordors
September 2018 Proposal
Page 2**

Meeting Facilities

Proposed room usage would be as follows:

Tuesday-Saturday	Registration and OAMR Store	Columbia Room (2,000 sq.ft.)
Tuesday-Saturday	Conference Material Assembly & Storage	Troutdale 218 (330 sq.ft.)
Wednesday-Friday	Meetings/Lunch/Vendors	Either 2/3 Pac. Ballroom + Mon. Hall Double-set the Monarch Hall
Wednesday	Reception	Sandy/Willamette (2,000 sq.ft.)
Friday	Banquet	Sandy/Will./Clackamas (4,000 sq.ft) or Monarch Hall
Saturday Morning	Meeting	1/3 of Pacific Ballroom

Your meeting room rental will be waived if your catered food and beverage service (excluding alcohol and service charge) meets or exceeds \$10,000 over the course of your event. If \$10,000 in catered food and beverage is not purchased, the difference to achieve \$10,000 will be billed as meeting room rental.

Vendors

The Monarch will provide up to (25) 6' x 30" vendor tables with two chairs each and (15) 6' x 30" auction tables at no charge. Tables will be draped and skirted. Additional tables will be at a rental fee of approximately \$15.00 each. We do have various colors of table skirting and will provide what we have available at no charge. If one color is required throughout your event and/or you exhaust our inventory, you will be responsible for rental fees of additional skirting. We do not have 8' tables.

Audio-Visual

The Monarch provides one podium with corded, handheld microphone in each room at no charge. Up to (12) pieces of 6' x 8' staging and a 15' x 15' dance floor are also available on a complimentary basis. Additional audio visual equipment is available at a rental fee. OAMR is welcome to provide any of their own audio visual equipment and/or independently contract with their own audio visual provider at no additional charge or fee. Complimentary Wi-Fi is provided throughout the entire hotel.

Debbie, all of us here at the Monarch welcome the opportunity of working with you. Please do not hesitate to contact me with any questions.

Best regards,

Tammy Thompson

Tammy Thompson
Director of Sales & Catering

enc: Catering menus
Floor plan
Sample contract

CONFERENCE AND GUEST ROOM REQUIREMENT

1. **Reservations:** To receive the special discounted group rate, reservations may be made by calling the hotel direct at 503-652-1515 or 800-495-8700 or by using group code **XXXXX** on the Monarch Hotel website (www.monarchhotel.cc). Room rates are net non-commissionable.

24 hour advance cancellation required on all guest room reservations. Otherwise, one nights room and tax will be billed to the individual guest's credit card. All reservations are to be guaranteed for the first nights arrival by credit card or a one-night advance deposit. No shows will be billed. Guests will be required to present a valid credit card or debit card, bearing their name, upon arrival. Pre-paid visa cards/gift cards are not permitted.

Check-in time is after 3pm, subject to availability. Check-out time is 12Noon.

Reservations guaranteed by the group contact for speakers, VIPs, staff, etc which result in a no-show will be billed to the group master account for one night room and tax. Reinstatement will be made upon confirmation with the group contact.

Sixty (60) days in advance of your cut-off date we will review your room block with you, making any necessary adjustments based on the pick-up at that time. Rooming list or individual reservations not in by the cut-off date will be accepted as space is available. All rooms that remain unused in the room block after the cut-off date will be automatically released. Room night guarantees will still apply. **(XX)** room nights guaranteed by group. Any unused rooms will be billed to the master account with room and tax. Group rate is available three days pre and post event.

2. **Indemnity:** Each party agrees to indemnify and hold harmless the other party from any claims, liabilities, losses, damages and expenses (including, without limitation, reasonable attorneys' fees) asserted against the other party and arising out of the indemnifying party's negligent performance of, or failure to perform, any of it's duties or obligations under this agreement. The provisions of this indemnification are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.
3. **Force Majeure:** Neither party shall be responsible for any failure of performance due to acts of God, War, Government regulations, Disaster, or Civil disorder. This agreement may be terminated without a cancellation charge for any of the stated reasons by written notice from one party to the other.
4. **Cancellation Policy:** Under the terms of this agreement, The Monarch Hotel & Conference Center is reserving the room block and public space as described. In the event these reserved facilities are not used, the Monarch Hotel & Conference Center will experience significant monetary losses. Should **Oxford Houses of Oregon** find it necessary to cancel a definite booking, the following fees will be imposed, based on room minimums and food & beverage minimums as described in this agreement:

181-365 days prior	No Fee
91-180 days prior	25%
31-90 days prior	50%
0-30 days prior	100%

There shall be no right of cancellation of this agreement for the sole purpose of holding this event in another facility in the greater Portland/Vancouver metropolitan area. The amounts shall constitute full settlement of any and all obligations arising out of the non-performance of this agreement.

5. **Changes Notice:** Any changes to these terms must be made in writing and signed by both parties to be effective. Any modifications, additions, or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties.
6. **Billing:** Direct bill must be pre-arranged at least 60 days in advance. Direct bill privileges are extended only to those groups who have completed our credit application. Otherwise, payment is due as noted: **XXXXX**
7. **Transportation/Parking:** Airport transportation is provided on a complimentary basis. Upon arrival guests should collect baggage before calling (800) 492-8700. The Hotel Staff will direct guests to the designated pick up area and advise the approximate wait time. Due to Port of Portland restrictions, the Hotel cannot meet flights and is limited on time in the pick up area. As we do not guarantee wait times, guests may want to consider other transportation options as space is always limited on complimentary services. On-site parking provided at no charge for overnight guests and meeting attendees. Overnight RV parking is made available only to registered guests of the hotel on a limited basis.
8. **The Monarch Hotel & Conference Center is a 100% SMOKE FREE and PET FREE facility.** The Monarch Hotel reserves the right to charge the individuals guest room credit card a \$200.00 cleaning fee if anyone smokes (including cannabis/marijuana), burns incense/candles or brings a pet into the Hotel (excluding service animals as permitted by law).
9. **Event Space/Catering:** Your function room will be held for your use only during the time indicated on your sales contract and subsequent catering contract. You must make arrangements if you need access to the room before or after the time indicated, as the same space may be scheduled for other functions prior to and/or following your event.

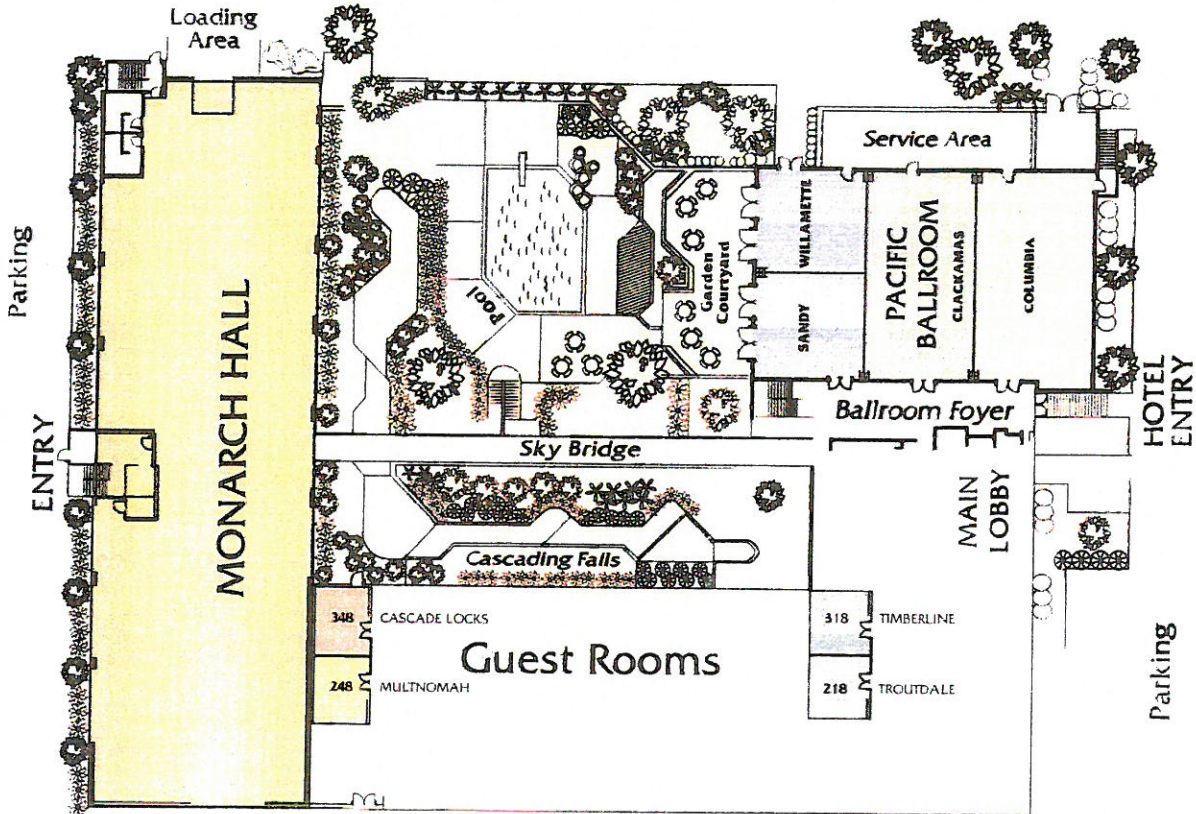
Revenue from bars and hotel service charge are not applied to the minimum expenditure set which is **XXXXXX** Any difference will be billed as room rental.

10. If you agree to the arrangements above and on the reverse side, please sign and return a copy of this agreement by: **XXXXXX**. Upon receipt of this signed agreement, we will consider this booking definite. UNTIL THEN WE ARE HOLDING THE SPACE ON A TENTATIVE BASIS.

SIGNATURE:	DATE:
CONTACT:	GROUP:

MONARCH HOTEL & CONFERENCE CENTER MEETING & BANQUET FACILITIES

Name of Room	Dimensions	Sq. Ft.	Ceiling	Theatre Style	Classroom Style	Round Tables	Dinner Dance	Conference Style	Hollow Square	U Shape	Meeting Rounds	Exhibits 8x10 / 10x10
Monarch Hall	62' x 221'	13,000	9'	800	350	700	600	—	72	60	258	55 / 54
Pacific Ballroom	100' x 60'	6,000	9'4" to 10'9"	650	300	400	360	—	102	84	246	34 / 26
Sandy	33' x 30'	1,000		100	48	50	100	28	30	24	54	18 / 18 Combined with Clackamas
Willamette	33' x 30'	1,000		100	48	50	100	28	30	24		
Clackamas	33' x 60'	2,000		200	100	140	100	48	54	45	54	17 / 17 Combined
Columbia	33' x 60'	2,000		200	100	140	120	48	54	45	54	
Troutdale	18' 6" x 18'	333	8'2"	25	12	10	—	16	—	12	—	—
Timberline	18' 6" x 18'	333	8'2"	25	12	10	—	16	—	12	—	—
Multnomah	19' x 16'	304	8'2"	25	12	10	—	16	—	—	—	—
Cascade Locks	19' x 16'	304	8'2"	25	12	10	—	16	—	—	—	—



1-800-492-8700 www.monarchhotel.cc

CATERING GUIDELINES



THE STAFF OF THE MONARCH HOTEL LOOKS FORWARD TO THE OPPORTUNITY OF SERVING YOU. IN ORDER FOR US TO PROVIDE THE HIGHEST QUALITY PRODUCTS AND SERVICE FOR YOUR GROUP, THE FOLLOWING POLICIES HAVE BEEN ESTABLISHED.

FOOD SERVICES AND GUARANTEES: THE MONARCH HOTEL IS THE EXCLUSIVE CATERER FOR ALL HOTEL GUEST EVENTS. NO FOOD OR BEVERAGE MAY BE BROUGHT INTO THE HOTEL'S PUBLIC AREAS OR BANQUET FACILITIES WITHOUT SPECIAL PERMISSION FROM THE CATERING OFFICE.

OUR CATERING DEPARTMENT SHOULD RECEIVE YOUR MENU SELECTION AT LEAST ONE MONTH IN ADVANCE OF YOUR FUNCTION, OR AS SOON AS POSSIBLE AFTER MAKING A RESERVATION. A FINAL GUARANTEED MEAL COUNT MUST BE GIVEN NO LATER THAN NOON, 72 HOURS (3 WORKING DAYS) PRIOR TO YOUR FUNCTION. ONCE THE CATERING DEPARTMENT HAS RECEIVED YOUR GUARANTEE, IT IS NOT SUBJECT TO REDUCTION. IF NO GUARANTEE IS RECEIVED, THE EXPECTED ATTENDANCE PROVIDED THE HOTEL WHEN PLANNING THE EVENT WILL BECOME THE GUARANTEE. WE WILL PREPARE SERVICE AND SEATING FOR 5% ABOVE YOUR GUARANTEE NUMBER, TO A MAXIMUM OF TEN PEOPLE, TO ALLOW FOR LAST MINUTE ADDITIONS. YOU WILL BE CHARGED FOR THE GUARANTEED NUMBER OF GUESTS, OR THE NUMBER OF GUESTS SERVED, WHICHEVER IS GREATER.

PRINTED MENUS ARE OFFERED AS A GUIDELINE. WE WILL BE HAPPY TO PREPARE A MENU TO MEET YOUR NEEDS. DUE TO MARKET FLUCTUATIONS, PRICES CANNOT BE CONFIRMED UNTIL SIX (6) MONTHS PRIOR TO YOUR FUNCTION, AT WHICH TIME CURRENT PRICES CAN BE PROVIDED. MENU ITEMS ARE SUBJECT TO CHANGE AND BASED UPON AVAILABILITY. A 21% SERVICE CHARGE WILL BE APPLIED TO YOUR FINAL BILL. CHILDREN'S MEALS (CHILDREN 12 AND UNDER), VEGETARIAN MEALS AND SPECIAL DIETARY MEALS ARE AVAILABLE AND SHOULD BE REQUESTED PRIOR TO YOUR EVENT.

ALCOHOLIC BEVERAGES: OREGON LIQUOR CONTROL COMMISSION REGULATIONS REQUIRE THAT WE PROVIDE A BARTENDER TO DISPENSE ALL ALCOHOLIC BEVERAGES. OREGON LAW REQUIRES OUR STAFF TO REQUEST PROPER IDENTIFICATION (PHOTO I.D.) OF ANY PERSON OF QUESTIONABLE AGE AND REFUSE ALCOHOLIC BEVERAGE SERVICE IF THE PERSON IS EITHER UNDERAGE OR IF PROPER I.D. CANNOT BE PRODUCED. SERVICE WILL BE REFUSED TO ANY PERSON WHO, IN THE COMPANY'S JUDGMENT, APPEARS INTOXICATED.

BILLING PROCEDURES, DEPOSITS & CANCELLATIONS: DIRECT BILLING PRIVILEGES ARE EXTENDED TO GROUPS WHO HAVE COMPLETED OUR CREDIT APPLICATION PROCEDURES THIRTY (30) DAYS PRIOR TO THEIR FUNCTION. GROUPS WHO DO NOT HAVE BILLING PRIVILEGES ARE RESPONSIBLE FOR THE TOTAL BALANCE PRIOR TO THEIR EVENT.

THE MONARCH RESERVES THE RIGHT TO REQUIRE AN ADVANCE DEPOSIT ON ANY BOOKING. ALL BOOKING DEPOSITS ARE NON-REFUNDABLE/ NON-TRANSFERABLE AND WILL BE APPLIED TOWARD YOUR FINAL BALANCE. SECURITY OR CLEANING DEPOSITS MAY BE REFUNDABLE.

WHEN A CANCELLATION IS MADE THIRTY (30) DAYS OR MORE PRIOR TO THE FUNCTION, THERE WILL BE NO CANCELLATION FEE. FULL ROOM RENTAL WILL APPLY TO GROUPS CANCELLING WITHIN TWO WEEKS OF EVENT.

INDEMNIFICATION: TO THE EXTENT PERMITTED BY LAW, EACH PARTY HEREBY AGREES TO PROTECT, INDEMNIFY, DEFEND AND HOLD THE OTHER HARMLESS FROM ANY LOSS, LIABILITY, COSTS OR DAMAGES ARISING FROM ACTUAL OR THREATENED CLAIMS OR CAUSES OF ACTIONS RESULTING FROM THE NEGLIGENCE OR INTENTIONAL MISCONDUCT OF SUCH PARTY OR ITS RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, CONTRACTORS, MEMBERS OR PARTICIPANTS (AS APPLICABLE).

LIABILITY: THE HOTEL RESERVES THE RIGHT TO INSPECT AND CONTROL ALL PRIVATE FUNCTIONS. EACH GROUP ASSUMES RESPONSIBILITY FOR DAMAGES MADE TO THE PREMISES DURING THE TIME THEY ARE USING THE FACILITY. DAMAGES TO THE PREMISES WILL BE CHARGED ACCORDINGLY. THE MONARCH HOTEL CANNOT BE HELD RESPONSIBLE FOR DAMAGES OR LOSS OF PROPERTY LEFT IN THE HOTEL BEFORE, DURING OR FOLLOWING YOUR FUNCTION OR FOR LOSS OR DAMAGE TO AUTOMOBILES OR THEIR CONTENTS WHILE PARKED ON HOTEL PROPERTY.

FUNCTION SPACE: ROOM CAPACITIES ARE BASED ON SPECIFIC SEATING LAYOUTS. SPECIAL DESIGNS, PRESENTATION REQUIREMENTS AND AUDIO VISUAL ARRANGEMENTS WILL IMPACT THE NUMBER OF GUESTS THAT EACH ROOM CAN COMFORTABLY ACCOMMODATE. IF THE NUMBER OF GUESTS ANTICIPATED CHANGES FROM YOUR ESTIMATE, PLEASE CONTACT THE CATERING OFFICE. ARRANGEMENTS MAY NEED TO BE MADE FOR A LARGER OR SMALLER ROOM.

YOUR FUNCTION ROOM WILL BE HELD FOR YOUR USE ONLY DURING THE TIME INDICATED ON YOUR CATERING CONTRACT. YOU MUST MAKE ARRANGEMENTS IF YOU NEED ACCESS TO THE ROOM BEFORE OR AFTER THE TIME INDICATED AS THE SAME SPACE MAY BE SCHEDULED FOR OTHER PROGRAMS PRIOR TO AND/OR FOLLOWING YOUR EVENT. CATERING CONTRACTS WILL BE FORWARDED TO YOU UPON COMPLETION OF FINAL ARRANGEMENTS. IN ORDER TO CONFIRM YOUR FUNCTION, THE CATERING CONTRACT MUST BE SIGNED AND RETURNED TO THE MONARCH HOTEL'S CATERING DEPARTMENT.

PARCEL DELIVERIES: DUE TO LIMITED STORAGE SPACE, THE MONARCH HOTEL WILL NOT ACCEPT ANY PARCELS, CRATES, ETC., MORE THAN TWO (2) DAYS PRIOR TO THE FUNCTION DATE. ALL PACKAGES SHOULD BE ADDRESSED TO THE ATTENTION OF YOUR CONTACT IN THE CATERING DEPARTMENT. IN ADDITION, THESE PACKAGES SHOULD BE CLEARLY LABELED WITH GROUP NAME, DATE OF FUNCTION AND TOTAL NUMBER OF PACKAGES BEING SHIPPED. PLEASE NOTE THAT THE MONARCH HOTEL DOES NOT HAVE A LOADING DOCK. PLEASE MAKE ARRANGEMENTS WITH YOUR SHIPPING COMPANY FOR LIFT GATES AND/OR PALLET JACKS IF NEEDED. BOXES LEFT ON PREMISES FOR LONGER THAN ONE WEEK AFTER DEPARTURE WITHOUT SHIPPING INSTRUCTIONS WILL BE DISCARDED.

[MH & CC - 01/15]

CONTINENTAL & A LA CARTE SELECTIONS



BASIC CONTINENTAL CHEF'S BAKERY ASSORTMENT SERVED WITH BUTTER, PRESERVES AND CREAM CHEESE ASSORTED CHILLED FRUIT JUICES AND COFFEE SERVICE WITH AN ASSORTMENT OF TEAS <i>CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1½ HOURS.</i>	\$8.95 PER PERSON
MONARCH CONTINENTAL CHEF'S BAKERY ASSORTMENT SERVED WITH BUTTER, PRESERVES AND CREAM CHEESE FRESH SEASONAL FRUIT TRAY, ASSORTED CHILLED FRUIT JUICES AND COFFEE SERVICE WITH AN ASSORTMENT OF TEAS <i>CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1½ HOURS.</i>	\$11.95 PER PERSON
HEALTH NUT CONTINENTAL LOW-FAT VANILLA YOGURT WITH OUR HOUSEMADE GRANOLA FRESH SEASONAL FRUIT TRAY, ASSORTED BAGELS WITH CREAM CHEESE ASSORTED CHILLED FRUIT JUICES AND COFFEE SERVICE WITH AN ASSORTMENT OF TEAS <i>CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1½ HOURS.</i>	\$13.95 PER PERSON
ADD SCRAMBLED EGGS AND BREAKFAST POTATOES TO YOUR CONTINENTAL	\$ 3.00 PER PERSON
ADD BREAKFAST BURRITOS TO YOUR CONTINENTAL <i>SCRAMBLED EGGS WITH HAM, CHEESE & BELL PEPPER OR VEGETARIAN, SERVED WITH SALSA</i>	\$ 4.25 EACH
FRESHLY BREWED COFFEE, DECAFFEINATED COFFEE AND ASSORTED STASH TEAS <i>(ONE GALLON SERVES 18-20, ONE AIRPOT SERVES 8-10)</i>	\$36.00 PER GALLON \$18.00 PER AIRPOT
BREWED ICED TEA AND LEMONADE <i>(ONE GALLON SERVES 18-20, ONE PITCHER SERVES 8-10)</i>	\$36.00 PER GALLON \$18.00 PER PITCHER
ASSORTED CHILLED FRUIT JUICES <i>(ORANGE, APPLE, CRANBERRY, GRAPEFRUIT, TOMATO & V-8)</i> <i>(ONE GALLON SERVES 18-20, ONE PITCHER SERVES 8-10)</i>	\$38.00 PER GALLON \$19.00 PER PITCHER
INDIVIDUAL BOTTLES OF FRUIT JUICE	\$ 3.00 PER BOTTLE
ASSORTED PASTRY, MUFFINS, BREAKFAST BREADS & BAGELS WITH CREAM CHEESE	\$ 2.50 EA. / \$28.00 DOZ.
ASSORTED FRESH BAKED COOKIES	\$ 2.25 EA. / \$24.00 DOZ.
ASSORTED DESSERT BARS & BROWNIES	\$30.00 PER DOZEN
ASSORTED WHOLE FRUITS	\$ 2.00 PER PIECE
INDIVIDUAL ASSORTED FRUIT YOGURTS	\$ 2.00 EACH
INDIVIDUAL GREEK, SOY OR LACTOSE-FREE YOGURTS	\$ 3.00 EACH
ASSORTED SOFT DRINKS <i>(COCA COLA PRODUCTS)</i> OR BOTTLED WATER	\$ 2.50 EACH
INDIVIDUAL BAGS OF POTATO CHIPS, PRETZELS OR POPCORN	\$ 1.50 PER BAG
BOWL POTATO CHIPS OR PRETZELS <i>(SERVES APPROXIMATELY 20 PEOPLE)</i>	\$20.00 PER BOWL
CHILLED VEGETABLES WITH RANCH DIP	\$ 3.25 PER PERSON
FRESH SEASONAL FRUIT TRAY	\$ 3.75 PER PERSON
CHEESEBOARD WITH ASSORTED CRACKERS	\$ 4.25 PER PERSON

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MEETING PACKAGES



CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1½ HOURS

BEVERAGE PACKAGE	\$6.95
MORNING BREAK SERVICE OF COFFEE, TEA AND DECAFFEINATED COFFEE, A MID-MORNING REFRESH OF COFFEE SERVICE AND AN AFTERNOON BREAK OF COFFEE SERVICE AND CHILLED SODAS/BOTTLED WATERS.	
CONTINENTAL BREAK PACKAGE	\$17.95
CONTINENTAL BREAKFAST OF ASSORTED PASTRY, FRESH FRUIT TRAY, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, FRESH BAKED COOKIES AND CHILLED SODAS/BOTTLED WATERS.	
HEALTH NUT PACKAGE	\$20.95
CONTINENTAL OF LOW-FAT VANILLA YOGURT WITH HOUSEMADE GRANOLA, FRESH FRUIT TRAY, ASSORTED BAGELS WITH CREAM CHEESE, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, VEGETABLES WITH HUMMUS AND CHILLED SODAS/BOTTLED WATERS.	
AFTERNOON BREAK	\$11.95
WHOLE FRESH FRUITS, CHILLED VEGETABLES WITH HUMMUS, ASSORTED ENERGY BARS, COFFEE SERVICE AND CHILLED SODAS/BOTTLED WATERS.	
MEETING PLANNER'S PACKAGE	\$33.95
CONTINENTAL BREAKFAST OF ASSORTED PASTRY, FRESH FRUIT TRAY, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, DELI BUFFET LUNCH: TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS · POTATO SALAD · ROAST BEEF, HAM AND ROASTED TURKEY · SWISS, CHEDDAR, MONTEREY JACK AND PEPPER JACK CHEESES · VARIETY OF DELI BREADS · COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, FRESH BAKED COOKIES AND CHILLED SODAS/BOTTLED WATERS.	
EXECUTIVE MEETING PLANNER'S PACKAGE	\$36.95
CONTINENTAL BREAKFAST OF ASSORTED PASTRY, FRESH FRUIT TRAY, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, MT. HOOD LUNCH BUFFET: INCLUDING: MONARCH SIGNATURE SALAD · FRESH FRUIT TRAY · PETITE FILET OF SALMON · LONDON BROIL WITH PINOT NOIR DEMI-GLACE · SEASONAL VEGETABLES · BABY RED POTATOES · ROLLS WITH BUTTER · COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, FRESH BAKED COOKIES AND CHILLED SODAS/BOTTLED WATERS.	

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[MH & CC - 01/15]

BREAKFAST & BRUNCH SELECTIONS



IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE WHEN OFFERING A SERVED MEAL,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL SERVED SELECTIONS INCLUDE BEVERAGE SERVICE OF COFFEE, TEA AND CHILLED ORANGE JUICE

MONARCH BOUNTY BREAKFAST \$14.25
SCRAMBLED EGGS AND BREAKFAST POTATOES WITH A CHOICE OF COUNTRY HAM,
TWO SLICES OF THICK BACON OR TWO SAUSAGE LINKS. SERVED WITH A FRESH BAKED MUFFIN.

BISCUITS AND GRAVY \$12.95
SERVED WITH SCRAMBLED EGGS AND TWO SAUSAGE LINKS.

FRENCH TOAST \$12.95
SPRINKLED WITH POWDERED SUGAR. ACCOMPANIED BY MAPLE SYRUP.
SERVED WITH YOUR CHOICE OF TWO SLICES OF THICK BACON OR TWO SAUSAGE LINKS.

VEGETARIAN SCRAMBLE \$13.25
SCRAMBLED EGGS WITH RED AND GREEN BELL PEPPER, ONIONS, MUSHROOMS, TOMATOES
AND TILLAMOOK CHEDDAR. SERVED WITH BREAKFAST POTATOES AND A FRESH BAKED MUFFIN.

SUNNYSIDE BUFFET (MINIMUM 10 PEOPLE) \$16.95
SCRAMBLED EGGS WITH CHEESE · CRISP BACON AND LINK SAUSAGE · BREAKFAST POTATOES ·
FRESH SEASONAL FRUIT TRAY · BAKERY ASSORTMENT WITH BUTTER AND FRUIT PRESERVES ·
ASSORTED CHILLED FRUIT JUICES · COFFEE, TEA, DECAFFEINATED COFFEE.

CHEF'S BUFFET (MINIMUM 10 PEOPLE) \$18.95
EGGS BENEDICT WITH HOLLANDAISE SAUCE · SCRAMBLED EGGS · CRISP BACON AND LINK SAUSAGE ·
FRENCH TOAST WITH MAPLE SYRUP · BREAKFAST POTATOES · FRESH SEASONAL FRUIT TRAY ·
BAKERY ASSORTMENT WITH BUTTER AND FRUIT PRESERVES · ASSORTED CHILLED FRUIT JUICES ·
COFFEE, TEA, DECAFFEINATED COFFEE.

ADD A CHEF ATTENDED OMELETTE STATION TO THE SUNNYSIDE OR CHEF'S BUFFET - \$4.00/PERSON
INCLUDES: HAM, CHEESE, MUSHROOMS, GREEN ONIONS, GREEN BELL PEPPER AND SALSA.

MONARCH BRUNCH BUFFET (MINIMUM 35 PEOPLE) \$28.95
SCRAMBLED EGGS · FRENCH TOAST WITH MAPLE SYRUP, STRAWBERRIES & WHIPPED CREAM ·
BREAKFAST POTATOES · FRESH SEASONAL FRUIT TRAY · CRISP BACON AND LINK SAUSAGE ·
MONARCH SIGNATURE SALAD · CAESAR SALAD · CHILLED POACHED SALMON · CHICKEN MONARCH ·
RICE PILAF · ASSORTED DESSERTS · ASSORTED CHILLED FRUIT JUICES · COFFEE, TEA, DECAFFEINATED COFFEE.

**CHEF ATTENDED OMELETTE STATION INCLUDING: HAM, CHEESE, MUSHROOMS, GREEN ONIONS,
GREEN BELL PEPPER AND SALSA.**

CHEF ATTENDED CARVING STATION FEATURING: STEAMSHIP ROUND OF BEEF WITH ROLLS & CONDIMENTS.

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[MH & CC - 01/15]

BOXED LUNCH SELECTIONS



IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL BOXED LUNCHES INCLUDE A COOKIE FOR DESSERT AND SODA OR BOTTLED WATER

DELI SANDWICH \$12.95
CHOICE OF ROAST BEEF, HAM, TURKEY OR VEGETARIAN WITH MONTEREY JACK CHEESE, SERVED ON SOURDOUGH OR WHOLE WHEAT BREAD. ACCOMPANIED BY POTATO SALAD AND BAG OF CHIPS.

B.L.T.T. \$13.95
BACON, LETTUCE, TOMATO AND TURKEY WITH MONTEREY JACK CHEESE ON SOURDOUGH BREAD. ACCOMPANIED BY POTATO SALAD AND BAG OF CHIPS.

HOAGIE SANDWICH \$14.95
ROAST BEEF, HAM, TURKEY AND MONTEREY JACK CHEESE WITH LETTUCE AND TOMATO, SERVED ON A HOAGIE ROLL. ACCOMPANIED BY POTATO SALAD AND BAG OF CHIPS.

CHEF'S SALAD \$15.95
CRISP GREENS TOPPED WITH JULIENNE TURKEY, HAM, SALAMI, SWISS AND TILLAMOOK CHEDDAR, GARNISHED WITH HARD COOKED EGG AND TOMATO. SERVED WITH ROLL AND BUTTER.

CHICKEN SALAD WRAP \$13.95
OUR HOUSEMADE CHICKEN SALAD AND CRISP LETTUCE ROLLED IN A SOFT FLOUR TORTILLA. SERVED WITH RED GRAPES.

CHICKEN CAESAR WRAP \$13.95
CRISP ROMAINE, GRILLED CHICKEN BREAST AND SHREDDED PARMESAN TOSSED WITH CREAMY DRESSING AND ROLLED IN A SOFT FLOUR TORTILLA. SERVED WITH RED GRAPES.

ORIENTAL CHICKEN PASTA SALAD \$14.95
ANGEL HAIR PASTA AND ASIAN SLAW TOSSED WITH SESAME GINGER DRESSING, TOPPED WITH SLICED CHICKEN BREAST, MANDARIN ORANGES, SESAME SEEDS & CRISP WONTONS.

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[MH & CC - 01/15]

LUNCH ENTREES



IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL ENTREES INCLUDE COFFEE, TEA, DECAF OR ICED TEA
HOT SELECTIONS INCLUDE STARTER GARDEN SALAD AND ROLLS WITH BUTTER

DELI SANDWICH	\$12.95
ROAST BEEF, HAM, TURKEY OR VEGETARIAN WITH MONTEREY JACK CHEESE, SERVED ON SOURDOUGH OR WHOLE WHEAT BREAD. ACCOMPANIED BY CHEF'S CHOICE OF PASTA OR POTATO SALAD.	
COBB SALAD	\$16.95
TOPPED WITH GRILLED CHICKEN BREAST. SERVED WITH ROLL AND BUTTER.	
CHEF'S SALAD	\$15.95
A TRADITIONAL FAVORITE. SERVED WITH ROLL AND BUTTER.	
ROASTED PORK LOIN WITH APPLE DEMI-GLACE	\$16.95
ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	
CHICKEN MONARCH	\$17.95
BREADED AND BAKED BREAST OF CHICKEN FILLED WITH SPINACH, MOZZARELLA AND PARMESAN, TOPPED WITH MORNAY SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	
SLOW ROASTED POT ROAST	\$15.95
ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	
CHICKEN PICCATA	\$16.95
ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	
VEGETARIAN PASTA PRIMAVERA	\$15.95
PENNE PASTA, FRESH VEGETABLES AND SUN DRIED TOMATOES WITH ALFREDO SAUCE.	
CHICKEN CHAMPIGNON	\$16.95
SAUTÉED BREAST OF CHICKEN TOPPED WITH A WHITE WINE-MUSHROOM SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	
LONDON BROIL WITH PINOT NOIR DEMI-GLACE	\$17.95
ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	
GRILLED SALMON	\$19.95
FINISHED WITH LEMON BUTTER. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	

ADD DESSERT TO COMPLEMENT YOUR LUNCH - \$3.00

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[MH & CC - 01/15]

LUNCH BUFFET SELECTIONS



MINIMUM OF 25 PEOPLE REQUIRED FOR BUFFET SERVICE, EXCEPT FOR DELI BUFFET
BUFFETS ARE BASED ON A MAXIMUM OF 1½ HOURS SERVICE TIME

ALL LUNCH BUFFETS INCLUDE COFFEE, TEA, DECAFFEINATED COFFEE AND ICED TEA

DELI BUFFET (MINIMUM 10 PEOPLE) TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS · POTATO SALAD · ROAST BEEF, HAM AND ROASTED TURKEY · SWISS, CHEDDAR, MONTEREY JACK AND PEPPER JACK CHEESES · SLICED ONION, LETTUCE AND TOMATO · MAYONNAISE, YELLOW MUSTARD AND DIJON · VARIETY OF DELI BREADS.	\$16.95
LITTLE ITALY CAESAR SALAD WITH GARLIC CROUTONS · ANTIPASTO PLATTER · CHICKEN PARMESAN · PENNE PASTA PRIMAVERA · PESTO LINGUINE · GARLIC BREADSTICKS.	\$16.95
BAKED POTATO & CAESAR SALAD BAR CAESAR SALAD WITH GARLIC CROUTONS · FRESH FRUIT TRAY · BAKED POTATOES SERVED WITH: SOUR CREAM, RANCH DRESSING, WHIPPED BUTTER, CHIVES, GRATED CHEDDAR CHEESE, BACON CRUMBLES, DICED CHICKEN BREAST, STEAMED BROCCOLI & TACO SEASONED GROUND BEEF · ROLLS WITH BUTTER.	\$17.95
BARBECUE BUFFET TOMATO-CUCUMBER SALAD WITH VINAIGRETTE DRESSING · POTATO SALAD · WATERMELON WEDGES · HONEY BARBECUE GLAZED CHICKEN BREAST · PULLED PORK WITH TRADITIONAL BBQ SAUCE · SLIDER BUNS · COLE SLAW · BAKED BEANS.	\$17.95
TEX MEX BUFFET TOSSED GREENS WITH TOMATOES, CUCUMBER AND CHIPOTLE RANCH DRESSING · CHEESE ENCHILADAS · CHICKEN FAJITAS WITH BELL PEPPERS AND ONIONS · SOUR CREAM · CHIPS AND SALSA · WARM FLOUR TORTILLAS · FIESTA RICE · SEASONED BLACK BEANS.	\$17.95
NORTHWEST BUFFET CAESAR SALAD WITH GARLIC CROUTONS · FRESH FRUIT TRAY · CHICKEN CHAMPIGNON · ROASTED PORK LOIN WITH APPLE DEMI-GLACE · RICE PILAF · FRESH SEASONAL VEGETABLES · ROLLS WITH BUTTER.	\$18.95
MT. HOOD BUFFET MIXED GREENS WITH BALSAMIC VINAIGRETTE, BLEU CHEESE AND CANDIED WALNUTS · FRESH FRUIT TRAY · PETITE FILET OF SALMON <i>OR</i> CHICKEN MONARCH (CHOICE OF ONE FOR GROUP) · LONDON BROIL WITH PINOT NOIR DEMI-GLACE · BABY RED POTATOES · FRESH SEASONAL VEGETABLES ROLLS WITH BUTTER.	\$19.95

ADD DESSERT TO COMPLEMENT YOUR LUNCH - \$3.00

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DESSERT SELECTIONS



PLEASE MAKE ONE SELECTION PER GROUP WHEN SERVING A PLATED MEAL
CHEF'S SELECTION OF ASSORTED DESSERTS WILL BE OFFERED WITH BUFFET MEALS

SPECIFIC DESSERT SELECTIONS REQUIRE A MINIMUM OF THREE BUSINESS DAYS NOTICE

SLICED CAKES & TORTES

CHOCOLATE MOUSSE CAKE

DARK CHOCOLATE CAKE FILLED WITH CHOCOLATE MOUSSE

PEPPERMINT PATTY CAKE

WHITE AND CHOCOLATE CAKE FILLED WITH MINTY BUTTERCREAM, FINISHED WITH DARK CHOCOLATE GANACHE

GERMAN CHOCOLATE CAKE

DARK CHOCOLATE CAKE FILLED AND TOPPED WITH GERMAN PRALINE FILLING

CHOCOLATE GANACHE TORTE

DARK CHOCOLATE CAKE FILLED AND ICED WITH BITTERSWEET CHOCOLATE GANACHE

CHOCOLATE RASPBERRY STAR TORTE

DARK CHOCOLATE CAKE WITH RASPBERRY BUTTERCREAM, FINISHED WITH DARK CHOCOLATE GANACHE

HARVEST CARROT CAKE

RICH CARROT CAKE WITH WALNUTS, FILLED AND ICED WITH CREAM CHEESE ICING

BANANA CREAM CAKE

LEMON, RASPBERRY OR ORANGE POPPYSEED CAKE

CHEESECAKES

TRADITIONAL NEW YORK, OREGON MARIONBERRY SWIRL, CHOCOLATE, LEMON-RASPBERRY

CUPCAKES

WHITE, CHOCOLATE, STRAWBERRY OR LEMON

MOUSSES

CHOCOLATE OR LEMON SERVED IN A CHAMPAGNE SHELL GLASS

SLICED PIES

APPLE, MIXED BERRY, CHERRY, PECAN, PUMPKIN

[MH & CC - 01/15]

DINNER ENTREES

IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL SELECTIONS INCLUDE CHOICE OF GREEN SALAD OR CAESAR SALAD, ROLLS WITH BUTTER, CHEF'S DESSERT AND COFFEE SERVICE

CHICKEN PICCATA GRILLED BREAST OF CHICKEN, FINISHED WITH A LEMON-CAPER CREAM SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$21.95
GRILLED SALMON FINISHED WITH LEMON BUTTER. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$24.95
CHICKEN CHAMPIGNON SAUTÉED BREAST OF CHICKEN TOPPED WITH A WHITE WINE-MUSHROOM SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$21.95
CHICKEN MONARCH BREADED AND BAKED BREAST OF CHICKEN FILLED WITH SPINACH, MOZZARELLA AND PARMESAN, TOPPED WITH MORNAY SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$22.95
ROASTED PORK LOIN WITH APPLE DEMI-GLACE ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$21.95
VEGETARIAN PASTA PRIMAVERA PENNE PASTA, FRESH VEGETABLES AND SUN DRIED TOMATOES WITH ALFREDO SAUCE.	\$19.95
CITRUS GINGER CHICKEN GRILLED BREAST OF CHICKEN FINISHED WITH A CITRUS-GINGER GLAZE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$21.95
GRILLED HALIBUT FINISHED WITH CHARDONNAY BUTTER. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$31.95
SLOW ROASTED POT ROAST SERVED WITH ROASTED GARLIC MASHED POTATOES WITH GRAVY AND SEASONAL VEGETABLES.	\$20.95
LONDON BROIL WITH PINOT NOIR DEMI-GLACE ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$22.95
SLOW ROASTED 8OZ PRIME RIB SERVED WITH CREAMED HORSERADISH. ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$29.95
10OZ NEW YORK STRIP ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$29.95

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DINNER BUFFET SELECTIONS



MINIMUM OF 25 PEOPLE REQUIRED FOR BUFFET SERVICE
BUFFETS ARE BASED ON A MAXIMUM OF 1½ HOURS SERVICE TIME

ALL DINNER BUFFET SELECTIONS INCLUDE CHEF'S SELECTION OF DESSERTS AND COFFEE, TEA, DECAF OR ICED TEA

BARBECUE BUFFET \$23.95
TOMATO-CUCUMBER SALAD WITH VINAIGRETTE DRESSING · POTATO SALAD · WATERMELON WEDGES ·
HONEY BARBECUE GLAZED CHICKEN BREAST · PULLED PORK WITH TRADITIONAL BBQ SAUCE ·
HAMBURGER BUNS · COLE SLAW · BAKED BEANS · ROASTED RED POTATO WEDGES.

ITALIAN BUFFET \$25.95
TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND ITALIAN DRESSINGS ·
CAESAR SALAD · ANTIPASTO PLATTER · CHICKEN PARMESAN WITH MARINARA ·
CHEF ATTENDED PASTA STATION FEATURING: CHEESE TORTELLINI WITH ALFREDO SAUCE,
CREAMY PESTO LINGUINE AND PENNE PASTA WITH OUR HOUSEMADE MARINARA ·
FRESH SEASONAL VEGETABLES · GARLIC BREAD STICKS.

CASCADE BUFFET \$27.95
TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS ·
CAESAR SALAD · FRESH SEASONAL FRUIT TRAY · CHICKEN CHAMPIGNON ·
ROASTED PORK LOIN WITH APPLE DEMI-GLACE · FRESH SEASONAL VEGETABLES ·
BABY RED POTATOES · ROLLS WITH BUTTER.

MT. HOOD BUFFET \$30.95
MIXED GREENS WITH BALSAMIC VINAIGRETTE, BLEU CHEESE AND CANDIED WALNUTS ·
TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS ·
FRESH SEASONAL FRUIT TRAY · LONDON BROIL WITH PINOT NOIR DEMI-GLACE ·
FILET OF HALIBUT WITH CHARDONNAY BUTTER · FRESH SEASONAL VEGETABLES ·
BABY RED POTATOES · RICE PILAF · ROLLS AND BUTTER.

COLUMBIA BUFFET \$36.95
MIXED GREENS WITH BALSAMIC VINAIGRETTE, BLEU CHEESE AND CANDIED WALNUTS ·
CAESAR SALAD WITH GARLIC CROUTONS · FRESH SEASONAL FRUIT TRAY · CHICKEN MONARCH ·
FILET OF SALMON WITH LEMON BUTTER · SLOW ROASTED PRIME RIB, CARVED IN THE ROOM ·
FRESH SEASONAL VEGETABLES · RICE PILAF · YUKON GOLD SCALLOPED POTATOES · ROLLS WITH BUTTER.

ADD A CARVING STATION WITH STEAMSHIP ROUND OF BEEF TO ANY OF THE ABOVE - \$4.00 PER PERSON.
ADD A CARVING STATION WITH SLOW ROASTED PRIME RIB TO ANY OF THE ABOVE - \$6.00 PER PERSON.

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HORS D' OEUUVRES



RECOMMENDED QUANTITIES

PRE-DINNER/COCKTAIL HOUR HORS D' OEUUVRES 3-5 PIECES PER PERSON
LIGHT HORS D' OEUUVRES 6-9 PIECES PER PERSON, HEAVY HORS D' OEUUVRES 12-14 PIECES PER PERSON

COLD SELECTIONS (MINIMUM OF 25 PIECES PER ITEM ORDERED)

\$30.00/25 PIECES

SMOKED SALMON MOUSSE OR CHICKEN SALAD IN A PHYLLO CUP · DEVILLED EGGS ·
CHERRY TOMATOES STUFFED WITH PESTO CREAM CHEESE · ASSORTED FINGER SANDWICHES ·
BABY RED POTATOES STUFFED WITH SOUR CREAM, BACON & CHIVES · CAPRESE BITES ·
BRUSCHETTA WITH OLIVE TAPENADE · CLASSIC BRUSCHETTA WITH TOMATO & BASIL ·
CRISP WONTONS TOPPED WITH WASABI CREAM CHEESE & CITRUS-GINGER CHICKEN

HOT SELECTIONS (MINIMUM OF 25 PIECES PER ITEM ORDERED)

\$40.00/25 PIECES

YOUR CHOICE OF TERIYAKI, ITALIAN, BARBECUE, SWEET & SOUR OR SWEDISH MEATBALLS ·
PETTITE QUICHE · PARMESAN CHICKEN STRIPS WITH MARINARA · VEGETARIAN EGG ROLLS ·
COCONUT CHICKEN STRIPS WITH MANGO CHUTNEY · BEEF TERIYAKI SKEWERS ·
CHILE-LIME PRAWN SKEWERS · VEGETABLE SKEWERS · BUFFALO OR TERIYAKI WINGS ·
MINI CRAB & SHRIMP CAKES WITH DIJON SAUCE.

PREMIUM SELECTIONS

PRAWNS ON ICE, SERVED WITH COCKTAIL SAUCE AND LEMON WEDGES

\$100.00/50 PIECES

CARVED SELECTIONS (4OZ PORTIONS, SERVED WITH ROLLS AND CONDIMENTS)

PLEASE NOTE THAT A \$75.00 CHEF'S FEE WILL APPLY ON ALL CARVING STATIONS.

ROASTED BREAST OF TURKEY FOR 50 GUESTS	\$175.00
HERBED MUSTARD BAKED HAM FOR 50 GUESTS	\$175.00
STEAMSHIP ROUND OF BEEF FOR 50 GUESTS	\$200.00
PRIME RIB OF BEEF FOR 50 GUESTS	\$300.00

TRAYED SELECTIONS (PRICED PER 25 GUESTS)

HUMMUS WITH PITA BREAD	\$75.00
CHILLED VEGETABLES WITH RANCH DIP	\$75.00
ANTIPASTO PLATTER WITH SALAMI, PROVOLONE, PEPPERONCINI, GREEN & BLACK OLIVES	\$90.00
MARINATED MUSHROOM CAPS AND ARTICHOKE HEARTS	
FRESH SEASONAL FRUIT TRAY	\$90.00
CHEESEBOARD WITH ASSORTED CRACKERS	\$100.00
DELI TRAY – ROLLED TURKEY, HAM AND ROAST BEEF SERVED WITH PETTITE ROLLS & CONDIMENTS	\$125.00
CHILLED POACHED SALMON WITH RED ONIONS, LEMON AND CAPERS	\$125.00

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BAR / BEVERAGE



IN COMPLIANCE WITH OLCC REGULATIONS, ALL ALCOHOLIC BEVERAGES MUST BE DISPENSED BY LICENSED HOTEL STAFF.
BARS WILL BE CLOSED A MINIMUM OF 30 MINUTES PRIOR TO THE SCHEDULED CONCLUSION OF THE FUNCTION.

ALL BARS ARE SUBJECT TO A \$250.00 MINIMUM OR A \$75.00 BARTENDER FEE WILL APPLY.

HOUSE BRANDS	\$4.75
MONARCH BRAND RUM, VODKA, TEQUILA, GIN, BOURBON, BRANDY HOUSE OF STUART SCOTCH, PEACH SCHNAPPS	
CALL BRANDS	\$5.50-\$6.00
SEAGRAM'S 7, ABSOLUT VODKA, TANQUERAY GIN, CUERVO GOLD TEQUILA, BACARDI LIGHT RUM, JACK DANIELS, J & B SCOTCH	
LIQUEURS	\$6.00-\$6.50
KAHLUA, BAILEY'S IRISH CREAM	
BOTTLED DOMESTIC BEER (<i>Coors Light, O'Douls</i>)	\$4.00
IMPORTED BOTTLED BEER & MICROBREWS (<i>Drop Top Amber Ale, Mirror Pond Pale Ale, Corona</i>)	\$4.75
HOUSE WINE BY THE GLASS	\$5.50
<i>CHARDONNAY, CABERNET SAUVIGNON AND WHITE ZINFANDEL (MERLOT AVAILABLE UPON REQUEST)</i>	
DOMESTIC KEG OF BEER (<i>APPROXIMATELY 180 SERVINGS</i>)	\$295.00
MICROBREW OR IMPORTED KEG OF BEER (<i>APPROXIMATELY 180 SERVINGS</i>)	\$395.00

WINES BY THE BOTTLE

RED WINES

ERATH VINEYARDS PINOT NOIR - WILLAMETTE VALLEY, OREGON	\$ 36.00
RED DOOR PINOT NOIR - WILLAMETTE VALLEY, OREGON	\$ 32.00
COLUMBIA CREST CABERNET SAUVIGNON - WASHINGTON	\$ 28.00
14 HANDS MERLOT - COLUMBIA VALLEY, WASHINGTON	\$ 24.00
NOTEBOOK RED BLEND - COLUMBIA VALLEY, WASHINGTON	\$ 24.00

WHITE & BLUSH WINES

1805 CHARDONNAY - COLUMBIA VALLEY, WASHINGTON	\$ 26.00
KENDALL JACKSON CHARDONNAY - CALIFORNIA	\$ 31.00
CHATEAU STE. MICHELLE RIESLING - COLUMBIA VALLEY, WASHINGTON	\$ 21.00
OAK KNOLL PINOT GRIS - WILLAMETTE VALLEY, OREGON	\$ 27.00
BERINGER WHITE ZINFANDEL - CALIFORNIA	\$ 21.00

CHAMPAGNE AND SPARKLING WINES

WYCLIFF BRUT - CALIFORNIA	\$ 16.00
FREIXENET CORDON NEGRO BRUT - SPAIN	\$ 26.00
MOET ET CHANDON BRUT IMPERIAL - FRANCE	\$ 68.00

**A \$15.00 PER 750ML BOTTLE CORKAGE FEE WILL BE ASSESSED FOR ANY WINE NOT PROVIDED BY THE HOTEL.
PRIOR AUTHORIZATION MUST BE OBTAINED BEFORE ANY OUTSIDE WINE IS PERMITTED TO BE ON THE PREMISES.**

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**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2015 through October 2016**

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	8,250.00	9,000.00	-750.00	91.7%
Athenian Leadership Dialogue	525.00	1,000.00	-475.00	52.5%
Mid-Year	8,580.00	8,250.00	330.00	104.0%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Session	17,355.00	19,250.00	-1,895.00	90.2%
Annual Conference Revenue				
Exhibitors	4,250.00	3,000.00	1,250.00	141.7%
Registration	22,564.00	27,000.00	-4,436.00	83.6%
Sponsors	5,000.00	5,000.00	0.00	100.0%
Total Annual Conference Revenue	31,814.00	35,000.00	-3,186.00	90.9%
Cash Carried Forward	0.00	41,327.00	-41,327.00	0.0%
Education/Scholarships				
Auction	3,452.00	3,500.00	-48.00	98.6%
Donations General	1,373.38	1,300.00	73.38	105.6%
Kathy Ishiara Education Fund	820.00	1,000.00	-180.00	82.0%
Other Fundraising	566.00	3,000.00	-2,434.00	18.9%
Raffle	1,721.00	5,000.00	-3,279.00	34.4%
Special Scholarship	0.00	3,750.00	-3,750.00	0.0%
Store Sales	1,012.00	1,250.00	-238.00	81.0%
Education/Scholarships - Other	15.00			
Total Education/Scholarships	8,959.38	18,800.00	-9,840.62	47.7%
Interest Income	369.80	150.00	219.80	246.5%
Membership Dues	10,660.00	10,000.00	660.00	106.6%
Miscellaneous	682.00	350.00	332.00	194.9%
Newsletter Advertising	925.00	1,000.00	-75.00	92.5%
Total Income	70,765.18	125,877.00	-55,111.82	56.2%
Expense				
Academy/Education Sessions				
Athenian Leadership	0.00	1,000.00	-1,000.00	0.0%
Conference Academy	6,123.73	7,000.00	-876.27	87.5%
Mid-Year Academy	5,031.28	7,000.00	-1,968.72	71.9%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Sessions	11,155.01	16,000.00	-4,844.99	69.7%

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	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Annual Conference Expenses				
Awards	177.00	250.00	-73.00	70.8%
Banquet Expenses	707.79	600.00	107.79	118.0%
Conference Chair Expense	154.93	500.00	-345.07	31.0%
Food & Beverage/Site fees	14,287.50	16,000.00	-1,712.50	89.3%
Freebies/Conference Bags	570.25	1,000.00	-429.75	57.0%
Future Conference Site Deposits	1,500.00	1,500.00	0.00	100.0%
Hospitality	2,871.45	4,130.00	-1,258.55	69.5%
Miscellaneous Conference Exp	298.64	200.00	98.64	149.3%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	944.04	1,000.00	-55.96	94.4%
Print-Conference	513.95	700.00	-186.05	73.4%
Speaker Expenses	2,358.09	2,000.00	358.09	117.9%
Total Annual Conference Expenses	24,383.64	27,980.00	-3,596.36	87.1%
Contingency	0.00	23,392.00	-23,392.00	0.0%
Fundraising Expenses				
Raffle Expenses	0.00	150.00	-150.00	0.0%
Postage & Supplies	61.65	250.00	-188.35	24.7%
Printing	0.00	1,750.00	-1,750.00	0.0%
Prize Expenses-Trip or Gift Car	61.65	2,150.00	-2,088.35	2.9%
Total Raffle Expenses	1,683.76	2,000.00	-316.24	84.2%
Store Merchandise	1,745.41	4,150.00	-2,404.59	42.1%
Total Fundraising Expenses	1,745.41	4,150.00	-2,404.59	42.1%
Internet/Web Page	72.00	100.00	-28.00	72.0%
MCEF Annual Donation	500.00	600.00	-100.00	83.3%
Membership Expenses	214.00	150.00	64.00	142.7%
Supplies-Memberships	214.00	150.00	64.00	142.7%
Total Membership Expenses	214.00	150.00	64.00	142.7%
Miscellaneous	287.94	150.00	137.94	142.7%
Square and PayPal Fees	474.24	64.00	410.24	142.7%
Miscellaneous - Other	762.18	2,000.00	-1,237.82	38.1%
Total Miscellaneous	762.18	2,000.00	-1,237.82	38.1%
Newsletter	32.77	100.00	-67.23	32.8%
Postage-Newsletter	20.75	100.00	-79.25	20.8%
Printing-Newsletters	5.00	50.00	-45.00	10.0%
Supplies-Newsletters	5.00	50.00	-45.00	10.0%
Total Newsletter	58.52	250.00	-191.48	23.4%
NW Clerks Institute Director	1,416.79	4,000.00	-2,583.21	35.4%
OAMR Ambassadors	550.00	500.00	50.00	110.0%

**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2015 through October 2016**

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Officer Supplies				
Misc/Equipment-Officers	150.03	500.00	-349.97	30.0%
Postage-Officers	270.30	50.00	220.30	540.6%
Supplies-Officers	0.00	100.00	-100.00	0.0%
Total Officer Supplies	420.33	650.00	-229.67	64.7%
Officers Expenses				
1st Vice Pres-IIMC Confrence	1,633.60	1,700.00	-66.40	96.1%
2nd Vice Pres Conf. Site Tours	333.27	400.00	-66.73	83.3%
Director Region IX	1,105.00	3,230.00	-2,125.00	34.2%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	1,317.33	2,450.00	-1,132.67	53.8%
OAMR Representation-President	464.58	1,000.00	-535.42	46.5%
Region IX Conference-President	2,887.57	3,475.00	-587.43	83.1%
President's Expenses - Other	39.45			
Total President's Expenses	4,708.93	6,925.00	-2,216.07	68.0%
Total Officers Expenses	7,780.80	12,405.00	-4,624.20	62.7%
Photography/Historian	79.63	850.00	-770.37	9.4%
Scholarships				
IIMC Certification Programs	14,675.00	14,675.00	0.00	100.0%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,200.00	1,325.00	-125.00	90.6%
OAMR Conference/Academy Session	5,385.86	10,500.00	-5,114.14	51.3%
President Awards Scholarship	300.00	600.00	-300.00	50.0%
Special Scholarship	1,275.00	1,250.00	25.00	102.0%
Special Scholarship Reserve	0.00	2,500.00	-2,500.00	0.0%
Total Scholarships	23,835.86	32,850.00	-9,014.14	72.6%
Total Expense	72,974.17	125,877.00	-52,902.83	58.0%
Net Ordinary Income	-2,208.99	0.00	-2,208.99	100.0%
Other Income/Expense				
Other Income	5,439.22			
Donations for Fundraising	5,439.22			
Total Other Income	5,439.22	5,439.22	0.00	100.0%

10:43 AM
 11/18/16
 Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2015 through October 2016

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Other Expense				
Donations used in Fundraising	5,439.22			
Total Other Expense	5,439.22			
Net Other Income	0.00			
Net Income	-2,208.99	0.00	-2,208.99	100.0%



Oregon Association of Municipal Recordors 37th Annual Conference September 18-23, 2018

The Oregon Association of Municipal Recordors
Has the pleasure to announce it is soliciting bids
for its 37th Annual Conference to be held
September 18-21, 2018

PROCESS TO SUBMIT A BID:

- Your bid and supplemental material for the 2018 Annual OAMR Conference must be received by the OAMR 2nd Vice-President no later than **Monday, June 6, 2016**.
- You will be contacted no later than **Friday, June 20, 2016**, by the OAMR 2nd Vice-President to schedule a Pre-Qualification Site Visit.
- The decision on the 2018 conference site is made by the OAMR membership at the **2016 Annual Conference Business Meeting on Friday, September 23, 2016**.
- Further information may be obtained by contacting Debbie Hamilton, CMC, OAMR 2nd Vice-President: telephone – Work 541-459-2856 Ext 207; Cell – 541-580-5489; fax - 541-459-9363; or by e-mail: d.hamilton@ci.sutherlin.or.us
- Please return bid packet with supplemental material, **by Monday, June 6, 2016**, to:
Debbie Hamilton, CMC
OAMR 2nd Vice President
c/o City of Sutherlin
126 E. Central Avenue
Sutherlin, OR 97479
Phone: 541-459-2856
e-mail: d.hamilton@ci.sutherlin.or.us

MEETING REQUIREMENTS:

- Tuesday – Saturday: Secured room to include space for a minimum of **14 - 6'** tables for Registration and OAMR store. Other items **6 - 6'** tables needed - **total tables needed: 20**
- Tuesday Afternoon: space to put together conference materials and store/auction items.
- Wednesday Minimums:
 - Morning and Afternoon Session: 1 session room for 80, classroom style, with A/V
 - Lunch: ~~1 session room for 100~~ **Plated or buffet for 80**, rounds of **8-10**, A/V.
 - Reception: stand-up and casual seating for 50 (~~see F&B requirements below~~).
- Thursday Minimums:
 - **Breakfast: Buffet for 40**
 - Early Morning Session: 1 session room for 100, ~~classroom style~~ **theatre style**, head table for 7 on risers, A/V.
 - Late Morning Session: 1 session room for 100 or 2 session rooms for ~~80~~ **50**, classroom style, A/V.
 - Lunch: 1 session room for ~~100~~ **115**, rounds of **8-10**, head table for **6** on risers, A/V (~~see F&B requirements below~~).
 - Afternoon Session: 1 session room for 100 or 2 session rooms for ~~80~~ **50**, classroom style, A/V.
- Friday Minimums:
 - Early Morning Meeting/Lunch **Breakfast**: 1 session room for 100, rounds of **8-10**, head table for 10 on risers, A/V (~~see F&B requirements below~~).

- Late Morning Meeting: 1 session room for 100 or 2 session rooms for 8050, classroom style, A/V.
- Lunch: Plated or buffet for 100, rounds of 8-10
- Afternoon Sessions: 1 session room for 100 or 2 session rooms for 8050, classroom style, A/V.
- Evening Dinner Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, A/V.
- Saturday
 - Morning Meeting: casual seating space for 3020, OAMR move-out.

EXHIBIT SPACE REQUIREMENTS:

- Space must be accessible to internet and power outlets.
- Exhibitor Set-Up: Wednesday evening
- Exhibit Hall Open: Thursday and Friday
- Exhibitor Move-Out: Friday afternoon
- Minimum of fifteen 8' skirted tables with 2 chairs at each required
- Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks and 40-42 8-10 tables of auction items.

FOOD & BEVERAGE REQUIREMENTS (subject to change):

Minimum Food & Beverage not to exceed \$15,000

- Wednesday:
 - Lunch: ~~Buffet~~ Plated or buffet lunch for 40080
 - Reception: Hors d'oeuvres for 8050
- Thursday:
 - Breakfast: Plated or buffet for 40
 - Lunch: Plated or buffet for 120
 - ~~Reception: Hors d'oeuvres for 100~~
- Friday Banquet:
 - Breakfast: Plated or buffet for 100
 - Lunch: Plated or buffet for 100
 - Dinner: Plated for 120???? With cash bar and possibly a dance floor with DJ setup area
- Additional Meals:
 - Breaks: Beverage and small snack or hors d'oeuvres
- To give OAMR a perspective on menu/catering costs, please provide current catering charges including tax, service charge, and gratuity for the following:
 - One gallon coffee
 - ~~Continental breakfast~~ Plated breakfast
 - Luncheon club sandwich with beverage and dessert
 - Banquet of appetizer, salad, 10 oz. Prime Rib Dinner beef entrée (or chicken or fish) with dessert

ROOM BLOCK:

- 40090 rooms peak night(s).
- Group rate to be available one day prior to and one day following conference.
- OAMR prefers to house all attendees at same location.
- Estimated rooms by night:
 - Tuesday – 50 rooms
 - Wednesday – 80 rooms
 - Thursday – 40090 rooms

- Friday – 8070 rooms
- Quote current year group rate and government rate for single and double rooms.

HOTEL TO PROVIDE:

- One complimentary Presidential suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out)
- Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received).
- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 2).
- Complimentary valet and/or parking.
- Complimentary WIFI/Internet access in guest rooms and for vendors.
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- Quote projected group rate for the year 2018.
- Extend conference rates to attendees one day prior and one day after conference.
- Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1 and 2).
- Room blocks must be held until 21 days prior to opening of conference (a four week cut-off date will be published to the attendees).

SUPPLEMENTAL MATERIAL:

- Floor plan with location of all facilities.
- Sample contract.
- Distance from nearest airport in miles and drive time.
- Method of transportation to/from airport and applicable charges.

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recordors also holds a Mid-Year Educational Session the **first Friday in April** in the same year as the conference. The educational session is preceded by an OAMR Board meeting on Thursday afternoon.

If awarded the Annual Conference, the Mid-Year Academy Session will also be held at your facility; the proposed dates are:

- April 5, 2018 (Board Meeting)
- April 6, 2018 (Mid-Year Session)

REQUIREMENTS INCLUDE:

- Thursday, 1:00 pm – 6:00 pm: one meeting room for board meeting; horseshoe set up for (25 people)
- ~~Thursday, 5:30 pm: dinner for 20~~
- Friday, 7:00 am – 5:00 pm: one session room for 60-80, classroom style, with AV
- Friday, Noon – 1:00 pm: lunch for 60-80
- Room block: 50?? rooms Thursday night, 15?? rooms Friday night
- One Presidential Suite to be provided complimentary for Wednesday through Friday night

~~**Addendum 2.** Two or more OAMR Board/Conference Committee meetings are held prior to the Mid-Year Session. These meetings are generally held from 10:00 a.m. to 5:00 p.m. at the conference site, one in November, 2017, and one in February, 2018. Dates will be confirmed upon bid award.~~

REQUIREMENTS INCLUDE:

- Meeting space for 30 people: complimentary
- Lunch for 30 people



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(NCI Budget/Director Lodging Request)
Tuesday, December 6, 2016

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Dale Shafer, Nehalem	President	✓
Debbie Hamilton, CMC, Sutherlin	1st Vice-President/Conference Chair	✓
Nicole Morris, CMC, Tualatin	2 nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Kimberlyn Collins, Jacksonville	Treasurer	✓
Michele Eldridge, CMC, Harrisburg	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	Absent
Angie Lanter, CMC, Banks	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	Absent
Kelli Weese, Florence	Region IV Director	✓
Karen Spoons, MMC, Medford	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓

1. E-MEETING CALLED TO ORDER:

On December 6, 2016 at 12:40 p.m. President Dale Shafer called to order an e-meeting for the Board to consider a request from the NCI Education Committee to approve a request that Oregon, California and Washington each contribute \$800 for the NCI Director's lodging for the NCI 2017 Institute.

NCI Education Committee member Ruth Post said NCI Director, Joann Tilton's preference was to stay at an Airbnb to save money for the 3-week institute. Washington State University's policy didn't allow the use of an Airbnb. To remedy the issue, the NCI Committee was requesting each of the 3 states contribute \$800 towards the Director's lodging accommodations.

MOTION: Region V Director, Karen Spoons, moved, seconded by Region II Director Angie Lanter, to approve the \$800 contribution for the NCI Director's lodging for the NCI 2017 Institute. MOTION CARRIED UNANIMOUSLY.

2. Adjournment:

President Dale Shafer adjourned the e-meeting on December 7, 2016, at 10:09 a.m.

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



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(2018 Conference Site)
Tuesday, February 21, 2017

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Dale Shafer, Nehalem	President	✓
Debbie Hamilton, CMC, Sutherlin	1st Vice-President/Conference Chair	✓
Nicole Morris, CMC, Tualatin	2 nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Kimberlyn Collins, Jacksonville	Treasurer	Absent
Michele Eldridge, CMC, Harrisburg	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Angie Lanter, CMC, Banks	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Kelli Weese, Florence	Region IV Director	✓
Karen Spoons, MMC, Medford	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓

1. E-MEETING CALLED TO ORDER:

On February 21, 2017, at 3:14 p.m. President Dale Shafer called to order an e-meeting for the Board to choose a conference site for the 2018 Mid-Year and Annual Conference.

Background: At the Annual Business Meeting on September 23, 2016, the membership voted to re-bid the 2018 Conference location and bring it to the Board at the meeting in November. At the November 18, 2016 Board meeting, 1st Vice-President Debbie Hamilton advised that she had only received bids from 2 hotels. After discussion, the Board asked Debbie to re-bid the 2018 Conference location and provide information to the Board at a later date to vote on via an e-meeting.

On January 5, 2017, Debbie provided to the board, via email, proposals from the Shilo Inn & Suites Portland Airport, Holiday Inn at Airport and Monarch Hotel & Conference Center. A summary of the bids are attached as Exhibit "A". Detailed information on all 3 bids is available on request. The consensus of the Board was that the Monarch Hotel looked like the best proposal, however since Debbie hadn't visited the hotel, 2nd Vice-President, Nicole Morris, said she would go visit the hotel and report back to the Board. After the site visit, Nicole reported that the Monarch Hotel couldn't accommodate our needs. Discussion was held on how to proceed and it was suggested that Debbie contact The Grand Hotel in Salem, to get a proposal from them. Debbie reported to the Board, via email, on February 16, 2017 that The Grand Hotel in Salem was too expensive for our conference but that she had received a revised proposal from the Holiday Inn at Airport. The Board reviewed the new information and consensus was to hold the 2018 Mid-Year and Annual Conference at the Holiday Inn at Airport.

MOTION: 2nd Vice-President Nicole Morris, moved, seconded by 1st Vice-President Debbie Hamilton, to approve the Holiday Inn at the Airport as the 2018 Conference Site. MOTION CARRIED UNANIMOUSLY.

2. Adjournment:

President Dale Shafer adjourned the e-meeting on February 21, 2017, at 4:41 p.m.

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



OAMR BOARD REPORT

OAMR Immediate Past President

Meeting Date: April 6, 2017
Source of Item: OAMR IPP

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

ISSUE STATEMENT

The Harris-Davis Scholarship is being added as a regular scholarship opportunity for OAMR; and is directly related to the Northwest Clerks Institute. Because OAMR wishes to continue to fund this scholarship, we needed to include a reminder to budget for it in the OAMR finance policy, as well as to include information in the budget narrative. In addition, there are a few lines which need to be updated to reflect current expenses.

BACKGROUND

The Harris-Davis Scholarship is one that is rather unique, and special to OAMR. The scholarship was created by our Region IX Director and former President, Tracy Davis, to honor her late husband, Guy Davis and our former NCI Director, Dema Harris. It allows the scholarship winner to attend the Northwest Clerks Institute, for a period of 3 years. That effectively covers the registration for PDI, PDII, and PDIII sessions, plus room and board costs, and reasonable travel expenses. It is designed to help those cities that have limited travel budgets, which in this day and age, can apply both to small, and medium-small sized cities.

OAMR has worked hard to continue to have healthy contingency lines, and the hope is that we'll be able to continue to fund this scholarship in the future. It is somewhat of a challenge to keep track of the details on this particular scholarship. In addition to amending the Finance Policy, both the Scholarship Committee, and the OAMR Treasurer have also made changes to accommodate the Harris-Davis Scholarship. The Scholarship Committee has updated their procedures to include this scholarship, and the OAMR Treasurer is also up to speed on tracking the details. The finance policy has been amended in Section 5.2 Budget Policies, and in Section 6.3 OAMR Scholarship Funding Policies, to reflect these changes.

In addition, OAMR has provided funds within Section 3.1 of the finance policy for flowers for condolences. While the presidents have been extremely thrifty, and have chosen flower arrangements that are within their budget, the budget hasn't typically covered the cost of delivery charges. We propose to increase the cost from \$50 to \$60, in order to account for this. (The Presidents have been paying for overages out of their own pockets for the last three years.) Section 1.2, Annual Conferences for Other Associations, is also proposed to have a \$5.00 increase to a total of \$30.00. This is a minor expense of only \$15.00 on an annual basis.

While the finance policy is something that is approved by the board, the budget narrative is a fluid document that changes every year, depending upon what the 1st VP is submitting as the budget on an annual basis. The board will only be approving the amendment to the finance policy at this time. The narrative has been updated, and is being provided to the 1st VP for when the 2017-2018 OAMR Budget is being created.

BOARD OPTIONS

The Board can deny, amend further, or approve the suggested amendments to the OAMR finance policy.

BOARD MOTION:

Suggested Motion: *I motion to approve the amendments to the OAMR Finance Policy*

ATTACHMENTS

- A. OAMR Finance Policy

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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, and further amended April 6, 2017.

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~~ \$30.00 in value each, for the incoming and outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.
- 1.2.7. Auction item(s), approximately \$25.00 in total value, for auctions held at other associations' conferences.

1.3. Affiliate Meetings/Presentations

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

- OAMR Regional meetings
- League of Oregon Cities Board meetings

Paid expenses shall include the following:

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

1.4. OAMR Board Meetings

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

1.5. Region IX Director Travel Expenses

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

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

1.6. Committee Travel Expenses

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

2. OAMR ANNUAL CONFERENCE EXPENSES

2.1. Conference Registration

2.1.1. Complimentary Conference and Annual Academy Registration

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

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

2.1.2. Complimentary Conference Registrations

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

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

2.1.3. Partial Complimentary Conference Registration

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

- OAMR Treasurer

2.2. Lodging Accommodations

OAMR will provide the following:

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

2.3. Travel

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

2.4. Gifts

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

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

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

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

2.5. Speakers

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

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

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

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

2.6. VIP Dinner

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

2.7. Vendors

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

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

MISCELLANEOUS EXPENSES

3.1 Condolences:

3.1.1. At the discretion of the OAMR President, flowers/plants, not to exceed ~~\$50.00~~\$60.00, 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 \$60 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.

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.

[Appropriate \\$3,750 annually to fund the Harris/Davis Scholarship](#)

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. OAMRSCHOLARSHIP 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, with the following exceptions.
 - 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. The number of recipients of a first-time scholarship to the NCI is limited by annual budget constraints.
 - The winner of the Harris/Davis Scholarship is awarded three years of attendance at the Northwest Clerks Institute. The scholarship includes room and board, plus reasonable travel expenses.
- ~~6.3-6.4.~~ Scholarships are non-transferable by the recipient.
- ~~6.4-6.5.~~ Specific criteria, as approved by the Board, shall be used to consider scholarship applications.
- ~~6.5-6.6.~~ 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

REGION I REPORT

Meeting Date: April 6, 2017
Source of Item: Region I Director

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

ISSUE STATEMENT

This item is informational only.

BACKGROUND

Region I members met in Elsie on February 16 to enjoy lunch at Camp 18 and to exchange Christmas ornaments. We had a great time catching up and planning our Region I raffle basket for the annual conference... "Life's a Beach!"



RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date:
Source of Item: Region II

Contact: Angie Lanter, CMC
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

There are no issues to report in Region II.

BACKGROUND

Region II was scheduled to have our Holiday Luncheon on December 9th, 2016, but canceled due to the weather. The Holiday Luncheon was rescheduled, and held on January 20th, 2017 at Claim Jumper in Tualatin. We had 13 members present, and had a great time enjoying lunch, conversation, and a white elephant gift exchange.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

No Board action is required at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations at this time.

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

OAMR REGION III

Meeting Date: April 6, 2017
Source of Item: Region III

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

INFORMATIONAL ONLY

Region III has welcomed three new members – Tony Reed, City of Mt. Angel, Ruth Ann Stellmacher, City of Salem and Rick Hohnbaum, City of Monroe!

Our very own Karin Johnson spent three weeks traveling in mostly in India but spent a couple of days the United Arab Emirates. She travelled with retired Corvallis City Recorder Kathy Louie! Karin says that she is not ready to quit talking about her trip!



Kathy Louie and Karin on a smaller boat to cruise the smaller rivers and backwaters in Kerela.

Region III's basket raffle, to be held at Mid-year academy, is a portable fire pit with a myriad of things that would go with a fire pit!



OAMR BOARD REPORT

Region V

Meeting Date: March 10, 2017
Source of Item: Region Director

Contact: Karen M. Spoons, MMC
Contact Telephone Number: 541-774-2088
Contact E-Mail: Karen.spoons@cityofmedford.org

INFORMATION ONLY

Members of Region V

Barbara Christensen, CMC, Ashland
Cindy Hughes, CMC, Eagle Point
Kimberlynn Collins, Jacksonville
Janette Boothe, Phoenix
Stephanie Patterson, Powers
Rene Collins, CMC, North Bend
Nickole Barrington, Klamath Falls
Deanna Casey, MMC, Central Point
Bonnie Pickett, Shady Cove
Sarah Lind, Phoenix

Ryan Nolan, Cave Junction
Jodi Fritts, Gold Beach
Kay Neumeyer, Malin
Melissa Huhtala, Talent
Lori Paxton, Butte Falls
Oma Rowley, Merrill
Teri Davis, Brookings
Denise Russell, Bandon
Winnie Shepard, Medford

Susanne Baker, Coos Bay
Karen Frerk, Grants Pass
Carol Weir, MMC, Rogue River
Terrie Richards, Port Orford
Aaron Pruty, Shady Cove
Karen Spoons, MMC, Medford
Dana Smith, Ashland
Kailin Honea, Rogue River
Jennifer Stolz, Coquille

NEWS

We welcome Sarah Lind, Administrative Coordinator with the City of Phoenix, Oregon. At present she is taking on the duties of Deputy City Recorder. Sara was officially hired in October of 2016 though has been working with the city as a temp since May 2016.

Our members have been donating to our region “basket” as they find an item to ransom; almost half of our members have donated so far. I so appreciate this group as they have eagerly donated to a great cause.

At this time no further training workshops have been planned.



OAMR BOARD REPORT

Region VI Report

Meeting Date: April 4, 2017
Source of Item: Region VI

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

ISSUE STATEMENT

This report is for informational purposes only.

BACKGROUND

There are not any significant items to report on or items to address for Region VI. However, I would like to encourage anyone who is interested in filing for Region VI Director. It is a great experience and I have enjoyed serving as the Region VI Director.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

- A. None.
- B.
- C.



OAMR BOARD REPORT

REGION VII

Meeting Date: April 6, 2017
Source of Item: Region VII

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

ISSUE STATEMENT

This is the Region VII report for April 6, 2017 and is for informational purposes only.

BACKGROUND

The Region is in the process of scheduling a region meeting. More details to follow.

Many of our cities are directly in the path of the August Total Solar Eclipse, and are making preparations for celebrations and large influxes people arriving to experience this rare event.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

No action requested

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A



OAMR BOARD REPORT

Meeting Date: April 6, 2017
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 10-31-16 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; Dale Shafer, City of Nehalem; Angie Lanter, City of Banks, and (then) 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.

Budget Narratives, 2015-16. Referred to during course of audit.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31, 2016, on November 18, 2016. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget v. actual statement.

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 budgeted 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 \$61,000.18, ensuring that this year's contingency line item is fully funded.
- D. The total Annual Conference line item appeared overspent; however, the Treasurer was unable to determine the correct allocation for Conference and Academy expenses. RECOMMENDATION: The Conference Committee chair should ensure that all conference invoices are properly allocated at the end of the conference, utilizing the facility manager to assist in determining costs.

2. Policy Considerations:

A. Some expenses in FY 2015-16 were not paid until the current fiscal year. RECOMMENDATION: The current budget line items (FY 2016-17) should be increased to reflect carryover expenses, especially Athenian Leadership Dialogue and NCI Director expenses.

B. Conference Scholarships. Two issues, while not a major problem, continue to show up each year:

1. Some non-scholarship attendees cancel attendance after the deadline, and they have already been included in the meal count, creating an expense for OAMR.
2. Some scholarship attendees have been 'no-shows'. They, too, are included in the meal counts, and additionally a scholarship has gone unused that may have been otherwise awarded.

RECOMMENDATION: 1. Consider that a registration is voided if payment is not received by the meal deadline date.
2. Consider that Annual Conference scholarships are reimbursed after attendance at conference.

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. Her presence as the OAMR Treasurer was greatly appreciated by this committee and she will be missed. We wish her every happiness in the next phase of her life.

BOARD OPTIONS

1. Approval of Audit Report for FYE 10-31-16 as presented, and the Committee recommendations as presented;
or
2. Approval of Audit Report for FYE 10-31-16, 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 10-31-16 and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Profit & Loss/Budget V. Actual Report, 2015-16

10:43 AM
 11/18/16
 Accrual Basis

Oregon Association of Municipal Recorders Profit & Loss Budget vs. Actual November 2015 through October 2016

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	8,250.00	9,000.00	-750.00	91.7%
Athenian Leadership Dialogue	525.00	1,000.00	-475.00	52.5%
Mid-Year	8,580.00	8,250.00	330.00	104.0%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Session	<u>17,355.00</u>	<u>19,250.00</u>	<u>-1,895.00</u>	<u>90.2%</u>
Annual Conference Revenue				
Exhibitors	4,250.00	3,000.00	1,250.00	141.7%
Registration	22,564.00	27,000.00	-4,436.00	83.6%
Sponsors	5,000.00	5,000.00	0.00	100.0%
Total Annual Conference Revenue	<u>31,814.00</u>	<u>35,000.00</u>	<u>-3,186.00</u>	<u>90.9%</u>
Cash Carried Forward	<u>63,201.17</u>	<u>0.00</u>		
Education/Scholarships				
Auction	3,452.00	3,500.00	-48.00	98.6%
Donations General	1,373.38	1,300.00	73.38	105.6%
Kathy Ishiara Education Fund	820.00	1,000.00	-180.00	82.0%
Other Fundraising	566.00	3,000.00	-2,434.00	18.9%
Raffle	1,721.00	5,000.00	-3,279.00	34.4%
Special Scholarship	0.00	3,750.00	-3,750.00	0.0%
Store Sales	1,012.00	1,250.00	-238.00	81.0%
Education/Scholarships - Other	15.00			
Total Education/Scholarships	<u>8,959.38</u>	<u>18,800.00</u>	<u>-9,840.62</u>	<u>47.7%</u>
Interest Income	369.80	150.00	219.80	246.5%
Membership Dues	10,660.00	10,000.00	660.00	106.6%
Miscellaneous	682.00	350.00	332.00	194.9%
Newsletter Advertising	925.00	1,000.00	-75.00	92.5%
Total Income	<u>70,765.18</u>	<u>125,877.00</u>	<u>-55,111.82</u>	<u>56.2%</u>
Expense	<u>133,974.35</u>			
Academy/Education Sessions				
Athenian Leadership	0.00	1,000.00	-1,000.00	0.0%
Conference Academy	6,123.73	7,000.00	-876.27	87.5%
Mid-Year Academy	5,031.28	7,000.00	-1,968.72	71.9%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Sessions	<u>11,155.01</u>	<u>16,000.00</u>	<u>-4,844.99</u>	<u>69.7%</u>

+ exp in next FY

10:43 AM
 11/18/16
 Accrual Basis

Oregon Association of Municipal Recordors Profit & Loss Budget vs. Actual November 2015 through October 2016

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Annual Conference Expenses				
Awards	177.00	250.00	-73.00	70.8%
Banquet Expenses	707.79	600.00	107.79	118.0%
Conference Chair Expense	154.93	500.00	-345.07	31.0%
Food & Beverage/Site fees	14,287.50	16,000.00	-1,712.50	89.3%
Freebies/Conference Bags	570.25	1,000.00	-429.75	57.0%
Future Conference Site Deposits	1,500.00	1,500.00	0.00	100.0%
Hospitality	2,871.45	4,130.00	-1,258.55	69.5%
Miscellaneous Conference Exp	298.64	200.00	98.64	149.3%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	944.04	1,000.00	-55.96	94.4%
Print-Conference	513.95	700.00	-186.05	73.4%
Speaker Expenses	2,358.09	2,000.00	358.09	117.9%
Total Annual Conference Expenses	24,383.64	27,980.00	-3,596.36	87.1%
Contingency	0.00	23,392.00	-23,392.00	0.0%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	61.65	250.00	-188.35	24.7%
Prize Expenses-Trip or Gift Car	0.00	1,750.00	-1,750.00	0.0%
Total Raffle Expenses	61.65	2,150.00	-2,088.35	2.9%
Store Merchandise	1,683.76	2,000.00	-316.24	84.2%
Total Fundraising Expenses	1,745.41	4,150.00	-2,404.59	42.1%
Internet/Web Page	72.00	100.00	-28.00	72.0%
MCEF Annual Donation	500.00	600.00	-100.00	83.3%
Membership Expenses				
Supplies-Memberships	214.00	150.00	64.00	142.7%
Total Membership Expenses	214.00	150.00	64.00	142.7%
Micellaneous				
Square and PayPal Fees	287.94			
Miscellaneous - Other	474.24	2,000.00	-1,525.76	23.7%
Total Miscellaneous	762.18	2,000.00	-1,237.82	38.1%
Newsletter				
Postage-Newsletter	32.77	100.00	-67.23	32.8%
Printing-Newsletters	20.75	100.00	-79.25	20.8%
Supplies-Newsletters	5.00	50.00	-45.00	10.0%
Total Newsletter	58.52	250.00	-191.48	23.4%
NW Clerks Institute Director	1,416.79	4,000.00	-2,583.21	35.4%
OAMR Ambassadors	550.00	500.00	50.00	110.0%

+ exp in next FY

10:43 AM
 11/18/16
 Accrual Basis

**Oregon Association of Municipal Recorders
 Profit & Loss Budget vs. Actual
 November 2015 through October 2016**

	<u>Nov '15 - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Officer Supplies				
Misc/Equipment-Officers	150.03	500.00	-349.97	30.0%
Postage-Officers	270.30	50.00	220.30	540.6%
Supplies-Officers	0.00	100.00	-100.00	0.0%
Total Officer Supplies	<u>420.33</u>	<u>650.00</u>	<u>-229.67</u>	<u>64.7%</u>
Officers Expenses				
1st Vice Pres-IIMC Conference	1,633.60	1,700.00	-66.40	96.1%
2nd Vice Pres Conf. Site Tours	333.27	400.00	-66.73	83.3%
Director Region IX	1,105.00	3,230.00	-2,125.00	34.2%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	1,317.33	2,450.00	-1,132.67	53.8%
OAMR Representation-President	464.58	1,000.00	-535.42	46.5%
Region IX Conference-President	2,887.57	3,475.00	-587.43	83.1%
President's Expenses - Other	39.45			
Total President's Expenses	<u>4,708.93</u>	<u>6,925.00</u>	<u>-2,216.07</u>	<u>68.0%</u>
Total Officers Expenses	<u>7,780.80</u>	<u>12,405.00</u>	<u>-4,624.20</u>	<u>62.7%</u>
Photography/Historian	79.63	850.00	-770.37	9.4%
Scholarships				
IIMC Certification Programs	14,675.00	14,675.00	0.00	100.0%
Kathy Ishlara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,200.00	1,325.00	-125.00	90.6%
OAMR Conference/Academy Session	5,385.86	10,500.00	-5,114.14	51.3%
President Awards Scholarship	300.00	600.00	-300.00	50.0%
Special Scholarship	1,275.00	1,250.00	25.00	102.0%
Special Scholarship Reserve	0.00	2,500.00	-2,500.00	0.0%
Total Scholarships	<u>23,835.86</u>	<u>32,850.00</u>	<u>-9,014.14</u>	<u>72.6%</u>
Total Expense	<u>72,974.17</u>	<u>125,877.00</u>	<u>-52,902.83</u>	<u>58.0%</u>
Net Ordinary Income	-2,208.99	0.00	-2,208.99	100.0%
Other Income/Expense	-61,000.15			
Other Income				
Donations for Fundraising	5,439.22			
Total Other Income	<u>5,439.22</u>			

10:43 AM
11/18/16
Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2015 through October 2016

	<u>Nov '15 - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
Donations used In Fundraising	5,439.22			
Total Other Expense	5,439.22			
Net Other Income	0.00			
Net Income	<u>-2,208.99</u>	<u>0.00</u>	<u>-2,208.99</u>	<u>100.0%</u>



OAMR BOARD REPORT

City Recorder's Procedure Manual Committee

Meeting Date: April 6, 2017
Source of Item: City Recorder's Procedure Manual Committee

Contact: Angie Lanter
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

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

BACKGROUND

The 2016-2017 City Recorder's Procedure Manual Committee (Committee) members are: Kelly Morse MMC, City of Redmond; Jennifer Nelson CMC, City of Carlton; Carol Weir MMC, City of Rogue River; Devree Leymaster CMC, City of Fairview; Cathy Steere MMC, City of Lincoln City; and Winnie Shepard, City of Medford.

The Committee is responsible for ensuring that the manual is kept up-to-date with current information, guidelines and resources. We monitor the OAMR list serve to insure pertinent issues and concerns are answered in the Manual. This year's revisions occur in Chapter 1.10 (Records Management Requirements), Chapter 3.02 (Public Records Law), and Chapter 3.04 (Records Management Guidelines), Chapter 7.02 (Informational Resources, Organizations, etc.), and 7.04 (Recorder's Personal Resource Network)

Work has begun on creating a searchable pdf version of the manual, which will be placed on the OAMR Website for our members to use.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

1. Approve revisions to the manual as presented.
2. Suggest additional edits and approve as amended.
3. Decline to approve revisions.

CHAIR OR DIRECTOR'S RECOMMENDATION

The City Recorder's Procedure Manual Committee recommends approving the revisions to the manual as presented.

SUGGESTED MOTION

"I move to approve the revisions to the City Recorder's Procedure Manual as presented."

ATTACHMENTS

- A. City Recorder's Procedure Manual with proposed revisions.



OAMR BOARD REPORT

Meeting Date: April 6, 2017
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 2016/2017 Education Committee members are: Ruth Post, MMC, Philomath; Karin Johnson, MMC, Independence; Tori Barnett, MMC, Ontario; Debi Russell, Weston; Donna Biggerstaff, Pendleton; Nicole Morris, CMC, Tualatin; Debby Roth, MMC, Cornelius; Susan Reeves, MMC, Scappoose; Sandy King, MMC, Wilsonville; Nancy Parker, CMC, Athena; Teri Davis, Brookings; Tracy Davis, MMC, Keizer; Cathy Steere, MMC, Lincoln City; and Karen Hewitt, Port of Newport. Each of these members are active participants in the work of the Education Committee.

The OAMR Education Committee is working diligently on behalf of education of its members. Toward that end, the Committee has:

- Obtained Academy Session speakers for the Mid-Year and Annual Academy Sessions
Jordan Peabody – Mid-Year Academy Session
Marche Fleming-Randle – Annual Academy Session;
- Drafted an educational program for the upcoming OAMR Conference concurrent sessions;
- Added an Athenian Leadership Dialogue at Mid-Year based on the book, “The Art of Tough,” by Barbara Boxer, and facilitated by Anthony Mejia, MMC, Chief Deputy Clerk, City of South Pasadena, California;
- Selected “We Band of Angels,” for the annual Athenian Leadership Dialogue, which will be facilitated by Mary Lynne Stratta, MMC, City Clerk, Bryan, Texas;

ATTACHMENTS

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

- A. Draft annual conference schedule showing educational sessions.

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
Tuesday 9/19/17	2 - 5 PM	Set-up Registration/Silent Auction Prepare Conference/First- Timer Bags		Debbie Hamilton	Cove Gallery	
Wednesday 9/20/17	8 AM	Registration Opens Kathy Walk Registration		Tori Barnett/Stacie Cook	Hallway (north of the Jasper Room)	Four 8' tables; Waste Basket; Four chairs
	8 AM	Auction Drop-off		Ruth Post/Karin Johnson	Moss Room	Four 8' tables around room, Twelve 6' tables for auction/other
	9 AM - Noon	Academy Session: Diversity and Change in the Workplace	Dr. Marche Fleming-Randle	Peggy Hawker	Jasper Room	Classroom for 80, Screen, Projector, Mic
	10:30 - 10:45 AM	Break			Hallway (outside Onyx Room)	One/Two 8' tables for refreshments
	Noon - 1 PM	Lunch			Onyx Room	Rounds seating 8 for 80 people
	1 - 4 PM	Academy Session Continued			Jasper Room	Classroom for 80, Screen, Projector, Mic
	3 - 3:15 PM	Break			Hallway (outside Onyx Room)	One/Two 8' tables for refreshments
Wednesday, 9.20/17	5 - 6:30	President's Welcome Reception - All Members		Dale Shafer	Cove Gallery	Two 8' tables for food;

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
	PM	invited				cocktail tables seating 60
	5 PM	Exhibitor Set-Up		Kimberlyn Collins	Rainbow Room	Already set-up, may need additional electrical strips
	7 PM	Honored Guest Dinner (Other attendees - dinner on your own.)				Offsite: Tables of Content
Thursday, 9/21/17		Breakfast on own.				
	7 - 8 AM	Mentor/Mentee/1 st Timer Breakfast (Includes new attendees, mentors, and mentees, executive board, IIMC Region Directors, Institute Director, and honored guests.)	Dale Shafer/Nancy Parker	Dale Shafer	Onyx Room	Rounds of 8 for 50. Microphone.
	7 AM	Registration Opens Kathy Walk Registration		Tori Barnett/Stacie Cook	Hallway (north of the Jasper Room)	Four 8' tables; Waste Basket; Four chairs
	7 AM	Store (if there is one) Opens Auction Drop-off		Nicole Morris Karin Johnson/Ruth Post	Moss Room	Four 8' tables around room, Twelve 6' tables for auction/other
Thursday,	8 -	Opening Ceremonies:		Dale Shafer	Jasper	Theater style

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
9/21/17	9:30 AM	Presentation of Flag by USCG; Invocation by National Anthem by Pledge of Allegiance; Mayor's Welcome by Sandra Roumagoux; Introductions; Announcement of Board Candidates			Room	setup for 80 with stage containing head table for 8 with lectern, and lectern mic.
	9:30 - 9:45 AM	Break Visit Exhibitors Silent Auction Opens			Rainbow and Moss Rooms	Two 8' tables for refreshments; ten 8' tables for silent auction
	9:45 - 11:30 AM	Concurrent Session: Welcome to OAMR!	Dale Shafer, Tracy Davis, Sheri Pierce, Joann Tilton		Jasper Room	Theatre seating for 40
	9:45 - 11:30 AM	Concurrent Session: Emergency/Disaster Planning			Cove Gallery	Theatre seating for 40
	9:45 - 11:30 AM	Concurrent Session: Developing Council Orientation Sessions				
Thursday,	11:30	Lunch:	Kimberlyn		Onyx Room	Rounds of 8

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
9/21/17	AM - 12:45 PM	Exhibitor Presentations and Invitation to 2018 Conference	Collins/Exhibitors, Nicole Morris/2018 Conference			for 110 with head table, podium, and mic.
	1 PM	Silent Auction Opens		Karin Johnson/Ruth Post	Moss Room	Twelve 6' tables
	1 - 2:45 PM	General Session: Public Records	OAMR RMC		Jasper Room	Theatre for 80 with podium and mic.
	2:45 - 3 PM	Break Visit Exhibitors Bid on Silent Auction Items			Moss and Rainbow Rooms	Two 8' tables for refreshments
	3 - 4:45 PM	General Session: Public Meetings	Beery Elsner		Jasper Room	Theatre for 80 with podium and mic.
	5:30 PM	Kathy Walk			Meet in Hotel Lobby	Carpool to Bayfront for Kathy Walk followed by Mr. Bill's Trivia at the Rogue Public House
		Dinner on Own				Dinner at the Rogue Public House or????
Friday, 9/22/17	7:45 AM	Registration Opens		Tori Barnett/Stacie	Hallway (north of the	Two 8' tables.

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
				Cook	Jasper Room)	
	8 - 9:30 AM	Plated Breakfast OAMR Business Meeting		Dale Shafer	Onyx Room	Rounds of 8 for 80, head table for 8, lectern with mic, and mic on floor.
	9:30 - 9:45 AM	Break Visit Exhibitors Region Photographs - ALL Bid on Silent Auction Items			Moss and Rainbow Rooms	Break - Moss and Rainbow Rooms Photographs - TBD
	9:45 - 11:30 AM	Concurrent Session: Athenian Leadership Dialogue - Book: "We Band of Angels"	Mary Lynne Stratta		Cove Gallery	Tables set in an open-ended rectangle for 35, Screen, PowerPoint Projector, Flip Charts
	9:45 - 11:30 AM	Concurrent Session: Social Media for Local Governments			Jasper Room	
Friday, 9/22/17	9:45 - 11:30 AM	Concurrent Session: Tourism Promotion				
	11:30	Lunch:		Dale Shafer	Onyx Room	Rounds of 8

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
	AM - 1 PM	IIMC Region IX Meeting; State President's Reports NCI Update				for 80 with head table, podium, and mic.
	1 - 2:45 PM	Concurrent Session: Athenian Leadership Dialogue	Mary Lynne Stratta		Cove Gallery	Tables set in an open-ended rectangle for 35, Screen, PowerPoint Projector, Flip Charts
	1 - 2:45 PM	Concurrent Session: Tourism Promotion			Jasper Room	
	1 - 2:45 PM	Concurrent Session: Social Media for Local Governments				
	2:45 - 3 PM	Break Visit Exhibitors - Announce Exhibitor Drawing Winner Make-Up Photographs Silent Auction closes at 3 PM			Moss and Rainbow Rooms	Two 8' tables for refreshments
Friday, 9/22/17	3 - 5:30 PM	Concurrent Session: Athenian Leadership Dialogue	Mary Lynne Stratta		Cove Gallery	Tables set in an open-ended

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
						rectangle for 35, Screen, PowerPoint Projector, Flip Charts
	3 - 4:45 PM	Concurrent Session: Emergency/Disaster Planning			Jasper Room	
	3 - 4:45 PM	Concurrent Session: Developing Council Orientation Sessions				
	6 PM	Silent Auction and No-Host Bar President's Corner Photographs: Board and Honored Guests			Agate Ballroom	
Friday, 9/22/17	7 - 10 PM	Banquet: Welcome;	Dale Shafer	Dale Shafer		

2017 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Setup and AV Needs
		Invocation; President's Introduction of Honored Guests; Presentation of Awards; Installation of 2017/2018 Officers; Outgoing President's Remarks; Passing of the Gavel; New President's Remarks; Auction and Raffle Results	Dale Shafer Dale Shafer Dale Shafer Debbie Hamilton			
Saturday, 9/23/17	8 AM	Pack Up			Moss Room	
	9 - 10:30 AM	Transition Meeting for Executive Board and Committee Chairs		Debbie Hamilton	Cove Gallery	Rectangle tables for 30, and one six foot table for refreshments



OAMR BOARD REPORT

Meeting Date: April 6, 2017
Source of Item: Historical Preservation Committee

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

BACKGROUND

This is an informational report.

The members of the 2016-17 Historical Preservation Committee are: Deanna Casey, MMC, Central Point; Trudy Borrevik, CMC, Cottage Grove; Roberta Tharp, CMC, Creswell; Jenn Nelson, CMC, Carlton; Lisa Figueroa, Silverton; Carla Holzworth, Corvallis and Lisa Scholl, CMC, St. Helens.

Members have been working on the 2016 conference scrapbook. This talented group is putting together some fantastic pages.

Deanna Casey is continuing to update a committee participation spreadsheet. It will be a great historic resource.



OAMR BOARD REPORT

Meeting Date: April 6, 2017
Source of Item: Internet Committee

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

BACKGROUND

- **2016-2017 Internet Committee Members:**

The members of the 2016-2017 Internet Committee are: Debby Roth, MMC, Cornelius; Kathy Payne, CMC, St. Helens; Kelli Weese, Florence; Lisa Figueroa, Silverton; Linda Galeazzi, CMC, Salem-Keizer Transit; and Susan Reeves, MMC, Scappoose.

- **Website SSL Certificate – Request for Action**

Google and Firefox have made changes to how their browsers display website pages that begin with *http* rather than *https*, as does the OAMR website. When users log in to the OAMR website, they may now see a warning indicating that the site is not secure. Although the lack of encryption for OAMR passwords is not a major security issue, the Internet Committee is proposing that we purchase and install an SSL Certificate so members aren't confused or concerned by the message.

- **Membership Renewal Grace Period – Request for Action**

Membership Chair Mary Dibble and I request direction from the Board regarding the membership renewal grace period. Membership renewal emails generate 45 days prior to the January 1st due date, effectively creating a 45 day grace period for new members. Last year, a few new members joined just prior to the 45 day renewal period and were invoiced for renewal shortly thereafter. The Board may wish to formalize the 45 day renewal period in policy, modify the date for new members, or consider new member applications that we receive near the 45 day period on a case-by-case basis.

- **Online Document Storage on Box.com**

The OAMR Box.com cloud-based data storage account is set up and available to use. OAMR Board and Committee Chairs should move OAMR documents currently stored on USB flash drives to Box.com. Contact the Internet Committee Chair for assistance.

RELATED POLICIES/BUDGET CONSIDERATIONS

Website SSL Certificate

The Internet Committee's current fiscal year budget does not include funds for an SSL Certificate.

Costs:

SSL Certificate cost (3 quotes):

GoDaddy: \$179.98 for 2 year certificate (or \$99.00 annually)

GeoTrust: \$261.00 for 2 year certificate (or \$149.00 annually)

DigiCert: \$315.00 for 2 year certificate (or \$175.00 annually)

Installation Cost (Wild Apricot, website host): \$50.00 annually

Best price (GoDaddy) total cost: \$229.98

Membership Renewal Grace Period

Current policy does not appear to specify a grace period/cut-off date for new memberships during the renewal period.

BOARD OPTIONS

Website SSL Certificate

1. Approve purchasing an SSL Certificate and approve transferring \$230.00 from Contingency to the Internet Committee budget.
2. Take no action.

Membership Renewal Grace Period

1. Formalize the 45 day renewal period in policy.
2. Modify the grace period date for new members.
3. Consider new member applications that we receive near the 45 day period on a case-by-case basis.
4. Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Website SSL Certificate

The chair recommends that the Board approve purchasing and maintaining an SSL certificate for the OAMR website from GoDaddy, and transfer funds to the Internet Committee accordingly.

Membership Renewal Grace Period

The chair recommends that the Board either confirm the 45 day grace period date.

or

Agree to review new member applications that we receive near the 45 day period on a case-by-case basis.

SUGGESTED MOTIONS

Website SSL Certificate

I move to approve purchasing and maintaining an SSL certificate for the OAMR website from GoDaddy.

I move to transfer \$230.00 from Contingency to the Internet Committee Budget for an SSL certificate and installation.

Membership Renewal Grace Period

I move to approve a 45 day grace period for new memberships.

or

I move to review new member applications that we receive near the 45 day renewal period on a case-by-case basis.

ATTACHMENTS

- A. SSL Certificate Pricing

Internet Committee – Attachment A
SSL Certificate Pricing

United States - English USD 24/7 Support (480) 505-8877 Help Sign In Check

GoDaddy Domains Websites WordPress Hosting Web Security Online Marketing Email & Office Promos GoDaddy Blog

Product	Term	Unit Price	Subtotal
<p>Deluxe (OV) SSL Quantity: 1 certificate 10% OFF</p>	2 Years	\$89.99/yr	\$179.98
	1 Year	\$99.99/yr	
	2 Years	\$89.99/yr ON SALE	Save 10%
	3 Years	\$89.99/yr ON SALE	Save 10%

RECOMMENDED

Subtotal: \$179.98
Total (USD): \$179.98

GeoTrust Security Center

Options Sign In Contact Billing Summary CSR

QuickSSL Premium

Get your certificate quickly

- Domain validation for faster processing
- Secure multi-level subdomains
- Install consumer trust with the GeoTrust Secured Seal
- \$500,000 GeoSure® extended warranty
- Secure multiple servers at no additional cost
- Free certificate reissue

CONFIGURE YOUR SSL CERTIFICATE

How many years do you want your SSL certificate?

- 3 years Save over \$70 USD
- 2 years Save over \$35 USD
- 1 year

Do you want to protect more than one subdomain?

Protect all subdomains for one domain with wildcard
For example, *.example.com protects www.example.com, mail.example.com and payments.example.com

Protect individual subdomains and multi-level subdomains with subject alternative names (SANs)
For example, three SANs protect mail.example.com, payments.example.com and help.payments.example.com

Need to secure different domains? [Upgrade to True BusinessID](#)

GeoTrust can contact me by telephone or email to assist with enrollment and provide product news as well as security-related

Continue

CHAT WITH US
A representative is standing by

NEED ASSISTANCE?
CALL US
1-520-477-3110
or 1-866-511-4141

ORDER DETAILS

QuickSSL Premium

- Validity period: 2 years
- Subject alternative names: 0

Your purchase is guaranteed

Norton SHOPPING GUARANTEE

- ID Theft Protection
- Purchase Guarantee
- Lowest Price Guarantee

FREE with your purchase

Enter promo code

Subtotal: \$ 298
Discount: Multi-year -\$ 37
Total: \$ 261

DigiCert Order Form - Purchase Digital Certificates

1 Select Product 2 Organization Information 3 Payment

Already have a DigiCert account? [click here to log in](#)

Step 1: Select a Product

Product

Website Products

- SSL Plus**

Protect your web or email traffic with strong 2048-bit SSL encryption using a DigiCert SSL Plus Certificate.

- When you buy www.example.com, we give you example.com as a free SAN.
- Comes with an unlimited server license.
- Trusted by all major browsers and operating systems.
- Unlimited free reissues for the life of the certificate.

Validity Period

Save money and time by choosing a longer validity period

- 1 Year \$175.00 USD / year
- 2 Year \$157.50 USD / year **Saves you 35.00 USD**
- 3 Year \$139.67 USD / year **Saves you 106.00 USD**

Name(s) to Secure

LIVE CHAT

Order Summary

\$315.00 USD
\$157.50 USD/year

SSL PLUS
Term: 2 Year

Buy with Confidence

- 24/7 support
- Strongest 256-bit encryption
- Trusted by over 99.9% of browsers
- Highest rated Certificate Authority for customer service worldwide
- Free reissues and replacements for the lifetime of the certificate

Currency Calculator

Amount: 315.00 USD
Currency: USD
Calculate



OAMR BOARD REPORT

Legislative Committee

Meeting Date: April 4, 2017
Source of Item: Legislative Committee

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

ISSUE STATEMENT

This report is for informational purposes only.

BACKGROUND

First and foremost, I would like to thank the Records Management Committee this session for taking such an active role in attending hearings that relate to public records.

There are so many moving components (as usual) this session. The more eyes on our capital the better, especially with thousands of bills introduced and everyone having a particular area that one city might be more interested in than another.

Many bills have been moved to committees where they have not moved yet. It should be picking up momentum. The big ones that everyone seems to be following are Recreational Immunity, Transient Room Tax, and PERS, which as you know the League of Oregon Cities (LOC) is also following as a priority.

In the meantime, we recommend you sign up for email alerts from Oregon Legislative Information System (OLIS) if you have not done so already. This is a great way to get information of specific items of interest to you individually. The link is: <https://olis.leg.state.or.us/liz/201511> . There are also webinars twice a month hosted by the LOC and you can sign up for those here: <http://www.orcities.org/Legislative/tabid/4719/language/en-US/Default.aspx> . You can sign up for specific dates or view them online afterwards. The webinars are very informative.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

- A. None.
- B.
- C.



OAMR BOARD REPORT

Meeting Date: April 6, 2017
Source of Item: Membership Committee

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

BACKGROUND

The annual renewal process is complete. I would like to thank Melissa Thompson-Kiefer, Nehalem, and Kimberlyn Collins, Jackson City, for their tireless work in the renewal process! I handle welcoming the new members and updating the Board, but it's Melissa and Kimberlyn working out all the technical details in Wild Apricot that makes the renewal process smooth and seamless. Moving to Wild Apricot has proven to be a good decision and we are very pleased with it.

BOARD OPTIONS

- None.

ATTACHMENTS

- None.



OAMR BOARD REPORT

Meeting Date: April 6, 2017
Source of Item: Mentoring Committee

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

COMMITTEE MEMBERS

The members of the 2016/2017 OAMR Mentoring Committee : Carol Weir, MMC, Rogue River; Phyllis Bolman, MMC, Monmouth; Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; Cathy Nelson, Waterloo; Karen Howton, Island City; ; Debi Russell, Weston; Melissa Huhtala, Talent; Nicole Morris, CMC, Tualatin; Abby Donowho, Tillamook; Karen Hewitt, Port of Florence; Jodi Fritts, Gold Beach; Deveree Leymaster, Fairview; Angela Speier, Lafayette; Tori Barnett, Ontario; Deanna Casey, Central Point; Carrie Bennett, Adams & Helix; Corinne Strauser, Lake Oswego; Terri Long, Oakland; Emily Granger, Dallas; Anna Ruggles, Forest Grove; Lori Gilmore, Yamhill; and Kelly Richardson, Aurora.

ISSUE STATEMENT - The Mentoring committee is always looking for mentors to share their knowledge and expertise with those new to our profession. You don't need a lot of experience, just be willing to share what you know, be an available resource and willing to lend an ear. If you, or someone you know, would be interested in serving on this committee please contact me at 541-566-3862.

COMMITTEE ACTIVITY

Updates – We have added five new members; Terri Long, Emily Granger, Anna Ruggles, Lori Gilmore and Kelly Richardson. Welcome ladies, and thank you for answering the call to mentor new members!! Your expertise is invaluable. We have also paired 11 Mentors and Mentees. Isn't OAMR a great resource!!

Outreach/Future Activities – Continued outreach to new members, providing professional resources and support. New members are contacted and encouraged to participate in being assigned a mentor.

CHAIR OR DIRECTOR'S RECOMMENDATION – None



OAMR BOARD REPORT

NEWSLETTER COMMITTEE

Meeting Date: April 6, 2017
Source of Item: Newsletter Committee Chair

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

ISSUE STATEMENT

This is information only.

BACKGROUND

The Newsletter Committee just published our spring Newsletter.

Our current costs for publishing hard copies of the newsletter are significantly lower than they used to be when we had been sending hard copies out to a much larger mailing list. Last year, we collected \$925 from advertisers. I wonder if there are any suggestions from the Board as to how we might utilize those funds for advertising OAMR.

I'm happy to announce that we have recruited one new advertiser for the 2017 newsletters – Vision Municipal Solutions.

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 6, 2017
Source of Item: Nominating Committee

Contact: Anna Ruggles, Chair
Contact Telephone Number: 503-992-3235
Contact E-Mail: aruggles@forestgrove-or.gov

BACKGROUND

The Nominating Committee, Cathy Nelson, Waterloo; Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; and Anna Ruggles, CMC, Forest Grove, Chair, are pleased to announce the 2017 slate of Candidates who have submitted and will be printed in the OAMR Spring Newsletter as follows:

OAMR 2017 Positions:

SECOND VICE PRESIDENT: ***KELLI WEESE, FLORENCE***

SECRETARY: ***TRUDY BORREVIK, CMC, COTTAGE GROVE (incumbent)***

REGION II DIRECTOR: ***ANGIE LANTER, CMC, BANKS (incumbent)***
(Multnomah, Clackamas, Yamhill and Washington counties)

REGION IV DIRECTOR: *No nomination(s) received at this time.*
(Lane and Douglas counties)

REGION VI DIRECTOR: *No nomination(s) received at this time.*
(Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes counties)

The open nomination period closed February 17 and was extended to March 3, 2017. The Committee will continue outreach efforts to the membership. An email blast was sent out in February and another e-mail blast will be sent in March notifying the membership that the nomination period for the positions of Region IV and Region VI Directors will be extended to June 2nd. No absentee ballot will be provided in the Spring Newsletter, because we do not have a contested race at this time. The Chair of the Committee will submit the slate of candidates to the membership at the annual meeting and members present who are in good standing will vote. Additional nominations may be made from the floor at the annual meeting.

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



Records Management Committee

Meeting Date: April 6, 2017
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

ISSUE STATEMENT

This is an informational report on the review and update of the RMC description document and a **MOTION** to accept the revised RMC description document.

BACKGROUND

Over the course of the 2015-2016 and 2016-2017 activity years the RMC reviewed its committee description document (see attached). Several changes were considered, accepted by the group, and are now proposed to the OAMR Board for formal adoption. These changes address formatting and text changes aimed at streamlining and updating the document to reflect current OAMR records policy. The following changes are proposed:

- Under “Purpose and Responsibilities” several grammatical changes were made. Language referring to the records transmittal process, specifically as it relates to transferring records to the OAMR Archives at the City of Keizer, was removed or updated to reflect current OARM Policy (as outlined in Exhibits B and C);
- Exhibits A and C: OAMR Retention Schedule and Records Policy, updated or replaced to reflect the changes adopted by the Board in 2015;
- Exhibit B: revised to reflect real practices and to accommodate requests made by the City of Keizer who graciously house the OAMR Archives.
- Exhibits C and D: retyped and reformatted to update to current OAMR logo and cleaner form appearance.

RELATED POLICIES/BUDGET CONSIDERATIONS

There are no related policies or budget considerations associated with the **MOTION**.

BOARD OPTIONS

The Board may choose to:

- Accept the proposed changes,
- Reject the proposed changes, in which case the current version will remain in place, or
- Take no action, in which case the current version will remain in place.

MOTION: to adopt the proposed revisions to the RMC description documents as proposed by the RMC.

CHAIR’S RECOMMENDATION

It is the RMC Chair’s recommendation that the Board adopt the revisions to the RMC description documents as proposed by the RMC.

SUGGESTED MOTION

“I move to adopt the revisions to the Records Management Committee description documents as proposed by the Records Management Committee.”

ATTACHMENTS

A. RMC description documents with proposed changes



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

Records Management Committee

PURPOSE & RESPONSIBILITIES

PURPOSE:

The purpose of the Records Management Committee (“Committee”) is to provide education opportunities to the Oregon Association of Municipal Recordors (OAMR) membership and supply guidance in the care and maintenance of city records. The Committee is responsible for applying the OAMR Records Retention and Disposition Schedule to the organization’s records and insuring OAMR records are maintained for the length of the retention period. The Committee also works with the Oregon State Archivist to review and update the City’s Records Retention Schedule.

RESPONSIBILITIES:

1. The Committee is to conduct regular evaluations of OAMR records for destruction, and/or preparation for transfer of permanent records to the OAMR Archives, currently located at the City of Keizer. OAMR records are retained according to the Records Retention and Disposition Schedule attached as Exhibit A.
 - a. The incoming chair should meet with the outgoing chair during the transition meeting following the conference or as soon as practical after the Annual Conference, to receive OAMR records for storage according to the Record Transfer Procedure (Exhibit B), or discuss and agree on a storage location.
 - b. Destruction of records that have reached the end of their retention period shall be documented on the Records Destruction Authorization form (Exhibit D) and signed by the current OAMR President. The records may then be destroyed by either recycling or shredding depending on their confidentiality.
 - c. An administrative procedure modified by Administrative Policy 2015 regarding maintenance of OAMR records was adopted by the Executive Board on April 5, 2001, a copy of which is forwarded to the incoming Committee chair, and attached to this document as Exhibit B.
 - d. Pursuant to an administrative policy adopted by the OAMR Board in September 2015 (Exhibit C), it is the responsibility of OAMR Board members and Committee chairs to retain and store non-permanent OAMR documents for the amount of time prescribed by the Records Retention Schedule (Exhibit A).

2. The Committee is to work collaboratively with the Oregon State Archives Division to conduct periodic reviews of Oregon Administrative Rule (OAR) Division 166-200 (City General Records Retention Schedule) to recommend updates and changes. The goal of this review work is to ensure that the needs of Oregon cities are met and that records management polices conform to state laws and regulations.

- a. Review and recommend changes to the [City General Records Retention Schedule](#) every five (5) years as determined by the State.
 - b. The Committee Chair should work with the State Archivist:
Mary Beth Herkert, State Archivist
Secretary of State, Archives Division
mary.e.herkert@state.or.us
3. The Committee is to work collaboratively with the Oregon State Archives Division to conduct periodic reviews of State and OAMR records management documents and projects that serve as informational tools and educational guides for the OAMR membership.
- a. Create and update manuals and videos with the State Archives Division, including:
 - i. [Disaster Preparedness and Recovery Plan Manual](#) (2007)
 - ii. [E-Mail Policy Manual for Local Government](#) (2005)
 - iii. [Historical Records Preservation Manual](#) (2009)
 - iv. [Information Management Manual](#) (2016)
 - v. [Records Management System](#) (2006)
 - vi. VIDEO: [“The Call”](#) (2002)
 - vii. VIDEO: [“What’s in Your Inbox”](#) (2005)
 - b. Make presentations at the OAMR Annual Conference, at Region Meetings and other professional conferences and workshops as requested.
4. The Committee should meet regularly, at a date, time and place mutually agreeable, or as often as required to complete any current projects.
5. The Chair of the Committee shall send out an agenda or meeting notice prior to the meeting and provide meeting notes to Committee members after the meeting.

EXHIBITS:

- Exhibit A: Records Retention and Disposition Schedule (2015)
- Exhibit B: Record Transfer Procedures (2008)
- Exhibit C: Record Retention Policy (2015)
- Exhibit D: Records Destruction Authorization Form
- Exhibit E: Boxed Records Transmittal and Receipt Forms

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
RECORDS RETENTION AND DISPOSITION SCHEDULE
Updated November 2015

Code	Record Series	Active	Inactive	Total
01	Administrative			
	Academy & Conference Records			
	• Significant Program Records	CY + 2		Permanent
	• Registrations	CY + 2		3 years
	• Other	CY + 2		3 years
	• Contracts	CY + 2		3 years
	Articles of Incorporation			Permanent
	Bylaws, Policy and Procedure Records	CY + 2		Permanent
	Activity Reports, General	CY + 2		3 years
	Activity Reports, Annual	CY + 2		Permanent
	Awards			
	• Recorder of the Year & President's Award	CY + 2		Permanent
	• Other	CY + 2		5 years
	Contracts	Life of contract		Life of contract + 6
	Correspondence, Ephemeral			Retain until read
	Correspondence, General	CY + 1		2 years
	Correspondence, Policy/Historical	CY + 2		Permanent
	Correspondence, Program	CY + 2		Life of program
	Calendars and Notes	CY + 1		2 years
	Drafts and worksheets			Retain as needed
	Elections & nominations			
	• Board applications	CY + 1		2 years
	• Nomination material			
	• Ballots / Absentee			
	Insurance policy records	Life of policy		6 years after expiration
	Legal opinions / Documents	CY + 1		Permanent
	Mailing Lists			Until obsolete or superseded
	Membership applications	Current		CY + 2
	Membership lists	Current		Permanent
	Meeting agendas and minutes including Annual and Special Meetings; Executive Committee, Region, Standing or Special Committee Meetings.	CY + 2		Permanent
	Permissions to reprint	CY + 2		CY + 10
	Press Releases	CY + 1		2 years
	Reports	Active		Permanent
	• Special Committees	CY + 2		
	Records Management			
	• Retention schedules	Until superseded		Until superseded +10
	• Destruction certificates			Permanent
	Publications, Associations	CY + 1		Permanent
	Scholarship records			
	• Applications	CY + 1		CY + 2
	• Funding records	CY + 1		CY + 6
	Scrapbooks and photographs			Permanent

Code	Record Series	Active	Inactive	Total
	Surveys/Questionnaires <ul style="list-style-type: none"> • Summary reports • Individual responses 	CY + 2 CY + 1		5 years 5 years or until summarized
	Trademarks/logos	CY + 1		Permanent
	Finance and Accounting			
	Budget & Audit Records			
	Budget Committee meeting records			Permanent
	Budget Preparation Records	CY + 1	1 year	3 years
	Adopted Budget	CY + 1		Permanent
	Audit Committee meeting records			Permanent
	Audit Report	CY + 1		Permanent
	General Finance Records			
	Accounts payable	CY + 1		CY + 4
	Accounts receivable	CY + 1		CY + 4
	Balance sheets	CY + 1		2 years
	Bank transaction records	CY + 1		CY + 4
	Check stubs/copies	CY + 1		CY + 4
	Expense reports	CY + 1		CY + 4
	Financial reports	CY + 1		CY + 4
	General ledgers	CY + 1		CY + 10
	Gift & contribution records	CY + 1		CY + 4
	Purchase orders	CY + 1		CY + 4
	Signature authorizations	Until superseded		Until superseded + 6
	Tax reports and related records	CY + 1		CY + 6



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

Record Transfer Procedures

At the end of the business year, officers, directors and committee chairs will go through their respective OAMR records and prepare them for transfer to their successor at the annual conference.

1. Only non-permanent records will be retained and transferred to successors. Duplicates will be purged. Records will be arranged in a filing format that follows the OAMR Records Retention Series, placed in labeled files, documented on a "Records Transmittal and Receipt" form(s) (Exhibit E) and forwarded to the successor.
2. For those records that can be destroyed, a "Records Destruction Authorization" (Exhibit C) will be prepared by the person transferring the files for the RMC Chair and President to authorize and sign. Once the "Records Destruction Authorization" has been signed, the records can be destroyed. The completed Records Destruction Authorization should then be submitted to RMC for record keeping purposes. Electronic copies of the document are acceptable.
3. An ongoing list is maintained by the RMC of records in the archive. The list includes the record series, brief description of the records, record dates and the retention period/year to be destroyed. (Pursuant to Policy 2015 in the future the list will contain only permanent records).
4. Permanent records should be turned over to the archive to be stored.
5. For those records that have been archived, but have met their retention requirements, the RMC archive coordinator will prepare a "Records Destruction Authorization" (Exhibit C) form for the RMC Chair and President to authorize and sign. Once the "Records Destruction Authorization" (Exhibit C) has been signed, the archive coordinator will withdraw the records from that years' archive file and destroy them.

Revised April 2017

**OAMR Policy No. 2015-
OAMR Records Retention Policy**

PURPOSE

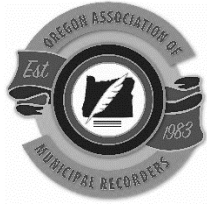
To provide standards regarding retention of OAMR records

APPLICABILITY

This policy applies to all OAMR Board members and Committee Chairs

POLICY

All OAMR Board members and Committee Chairs holding record copies of OAMR documents are expected to retain those records for the length of time required by the Oregon Archives Division City Records Retention Schedule. Records that are not permanent are to be retained by the OAMR member at their location. Only permanent records shall be transferred to the OAMR record storage site (currently located in Keizer Oregon).



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
Records Destruction Authorization

Code: (needs to be defined)		Minimum Retention:	
Series Title:			
Inclusive Dates:			
Records Management Committee Chair:		Date:	
President (designee) Approval:		Date:	
Destroyed by:		Date:	
Method Destroyed: Recycle___ Shred___ Other_____			



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
Records Transmittal and Receipt Form

FROM:

TO:

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

Office of Record:	Record Coe:	Record Dates: From: To:	Retention Period:
Records Description:			Date Transferred:
			Date Received:

When Transferring OAMR records from elected or appointed official to another, record the transfer on this form. Include a copy of the file being transferred, and provide a copy to the OAMR Records Management Committee Chair.



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: April 2017
Source of Item: Scholarship Committee

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

COMMITTEE MEMBERS

The members of the 2016/2017 OAMR Scholarship Committee : Debi Russell, Weston; Susan Reeves, Scappoose; Debby Roth, Cornelius; Nancy Parker, Athena; Anna Ruggles, Forest Grove; Sadie Main, Estacada; Donna Biggerstaff, Pendleton; Diane Harris, Sutherlin; Kelly Morse, Redmond; Karen Spoons, Medford.

COMMITTEE ACTIVITY

Updates – The committee has reviewed the scholarship applications for Mid-Year Academy, PD I,II,III and for the first time this year reviewed the application letter for the Harris/Davis Scholarship.

Mid Year Academy scholarship recipients are:

- Debi Russell
- Sadie Main
- Anna Ruggles
- Nancy Parker
- Amy Aschenbrenner
- Scott Stauffer
- Cathy Nelson
- Jaime Reed
- Jennifer Nelson
- Kaelin Honea
- Diane Harris
- Aubrey Minear
- Kimberlyn Collins
- Linda Galeazzi
- Donna Trippett
- Winnie Shepard
- Lisa Scholl

PD I Scholarship Recipients are:

- Amy Aschenbrenner
- Bonnie Pickett
- Lori Lesmeister

- Melissa Grace
- Sammy Egbert
- Winnie Shepard

PD II Scholarship Recipients are:

- April Ott
- Jaime Reed
- Michelle Fox
- Stephanie Borst
- Teri Davis

PD III Scholarship Recipients are:

- Diane Harris
- Donna Biggerstaff
- Kimberlyn Collins
- Lisa Figueroa
- Scott Stauffer

Harris/Davis Scholarship Recipient is:

- Dawne Shaw from Warrenton

Annual Academy and Conference is Sept. 20 – 22, 2017

- Applications Accepted from April 10, 2017 – June 9, 2017
- Recipient Notification on June 30, 2017

IIMC is May 2017

- Application Accepted from May 5, 2017 – August 4, 2017
- Recipient Notification on September 22, 2017 at Annual Conference

Future Activities - The committee will meet via email to review the applications that are received for the future Conferences and IIMC.

The budget for the Scholarships:

- Mid-Year budgeted for scholarships - \$3,000.00
 - Scholarships given totals - \$2,550.00
 - Remaining balance - \$450.00
- PD I, II, III budgeted for scholarships - \$13,000.00
 - PD I Scholarships given totals - \$3,600.00 and \$3,000.00 for Lodging = \$6,600.00
 - PD II Scholarships given totals - \$3,000.00
 - PD III Scholarships given totals - \$3,000.00
 - Remaining balance - \$400.00
- Harris/Davis budgeted for scholarship - \$3,500.00
 - Harris/Davis Scholarship given totals - \$3,500.00
 - Remaining balance - \$0
- Annual Academy and Conference budgeted scholarships - \$10,500.00
- Two IIMC budgeted scholarships - \$1,000.00 each



OAMR BOARD REPORT OR REQUEST FOR ACTION

Special Projects and Fundraising Committee

Meeting Date: April 6, 2016

Contact: Nicole Morris, CMC, 2nd Vice President

Source of Item: Special Projects and Fundraising Committee

Contact Telephone Number: 503.691.3011

Contact E-Mail: nmorris@ci.tualatin.or.us

ISSUE STATEMENT

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

The 2016-2017 SPFC members are: Amy Sowa, Springfield; Angie Lanter, Banks; Carol Weir, Rogue River; Cathy Nelson, Waterloo; Deanna Casey, Central Point; Debby Roth, Cornelius; Diana Harris, Sutherlin; Donna Biggerstaff, Pendleton; Jennifer Nelson, Carlton; Karin Johnson, Independence; Kimmie Jackson, Yachats; Lilly Alarcon-Strong, Hermiston; Lisa Figueroa, Silverton; Melissa Lemen, Dundee; Peggy Hawker, Newport; Ruth Post, Philomath; Sadie Main, Estacada; Salli Hysell, Halfway; Stacie Cook, Mill City; Susan Reeves, Scappoose; Tori Barnett, Ontario; Winnie Shepard, Medford. I am thankful for each member committing their time to such an important cause and look forward to working to meet the committee's goals.

BACKGROUND

The Committee met on November 11, 2016 and started discussing the fundraisers that we will hold in order to meet our goals. The following fundraising ideas are slated for this year:

Mid- Year Academy Activities:

- Raffle Basket- Region III will be providing the basket. Tickets sales have already begun.
- A preview of the Designer Purse Auction at lunch, including a live auction of a purse
- Store- We will be holding a "Going Out of Business" sale for all store items.
- OAMR logo apparel is available for pre-purchase

Annual Conference Activities:

- Kathy Walk- Route will be determined at mid-year.
- Raffle Baskets- Conference will have 6 baskets with themes being decided by each region. Contact your Region Director for more information about items being sought for donation.
- OAMR logo apparel- Available for pre-purchase.
- Auctions- The committee will be presenting silent and live auctions. The silent auctions will happen during the conference and at the banquet. The live auction at the banquet this year will consist of a Designer Purse Auction, Paddle Raise, and a Mystery Box item. The committee is seeking donations of auction items.
- Trivia Night with the Famous Mr. Bill- This event will be held at the Rogue Brewery on the Bayfront. More information as the event approaches.
- Mardi Gras Necklace 50/50 or 50/50 card cut at lunch hour.
- Pampered Chef Fundraiser will be held prior to conference.

Other miscellaneous activities of the SPFC include working with sponsors for conference bags and other attendee gifts. Melissa Kiefer set-up the Amazon Smile account for shopping, we are unable to report any revenues from that at this time as they are released quarterly.

If anyone has any additional fundraising opportunities or ideas they would like the committee to know about please let me know.

RELATED POLICIES/BUDGET CONSIDERATIONS

The SPFC goal is \$13,000, and our stretch goal is \$15,000!

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

OAMR BOARD REPORT



OAMR Immediate Past President

Meeting Date: April 6, 2017
Source of Item: OAMR IPP

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

ISSUE STATEMENT

The job description of Immediate Past President was last updated in 2008, and needs to be updated again, in order to correct language based on recent by-law changes, and to include changes as recommended by the Conference Bidding and Locations Adhoc Committee.

BACKGROUND

In November 2016, the Conference Bidding & Locations Adhoc Committee presented their findings, and after discussion by the OAMR Board, concluded that the Immediate Past President was an ideal person to assist the 2nd VP with the Conference Site Bidding process. The position of Immediate Past President has limited job duties to perform, and has the experience of three years as a leader in OAMR, including having gone through their own conference site bidding process.

Please further note, that when the Conference Manual is next updated, that the 2nd VP and IPP job duties should be updated to include these changes.

BOARD OPTIONS

The Board can deny, amend further, or approve the suggested amendments to the job description for the Immediate Past President.

BOARD MOTION:

Suggested Motion: *I motion to approve the suggested amendments to the job description for the Immediate Past President.*

ATTACHMENTS

- A. Amended Job Description



JOB DESCRIPTION

OAMR IMMEDIATE PAST PRESIDENT

GENERAL RESPONSIBILITIES

- A. The ~~i~~Immediate ~~p~~Past ~~p~~President shall be an ex-officio member of the ~~OAMR Executive~~ Board ~~for the Association~~.
- B. Attend all board meetings and ~~a~~Annual ~~e~~Conference unless excused by the ~~p~~President.
- C. Provide advice and leadership as requested.
- D. Assist the Second Vice President with future Conference Bid.
- D. Represent OAMR if requested by the ~~p~~President.
- E. Continue serving the term of prior appointments if appropriate.
- F. Be available to the ~~P~~resident to assist with other duties as needed.
- G. Adhere to the IIMC and OAMR Code of Ethics.

CALENDAR

During Annual Conference

- A. Assist ~~current the P~~resident with hosting responsibilities for honored guests before and during annual conference.

Immediately after Annual Conference

- A. Respond to or assign a designee to follow up on questions received during the conference.
- B. Send congratulatory letters to award recipients and their cities.
- C. Send thank you letters to outgoing ~~b~~Board members.

Throughout the Year

- A. See activities listed under General Responsibilities

QUALIFICATIONS

- A. Must be an active member of OAMR in good standing.
- B. Must have completed three-year succession from ~~2nd~~Second Vice President to ~~1st~~First Vice President and then President
- C. Knowledge of Bylaws and parliamentary procedures.
- D. Understanding that responsibility for administration of Association business is vested in ~~Executive the~~ Board.



OAMR BOARD REPORT

OAMR Treasurer Ad-Hoc Committee

Meeting Date: April 6, 2017
Source of Item: Committee

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

ISSUE STATEMENT

The main purpose of this committee is to analyze if OAMR should be considering a committee to assist the treasurer in her duties, or the possibilities of contracting out certain duties. It is likely that this process will take 2 years to complete, so that the new treasurer can compare the amount of time that it takes to complete the tasks as required by the position.

In addition, the Ad Hoc Conference RFP Committee has recommended the possibilities of continuing investigation into alternative proposals for responsibility for the conference siting process by following up with outside contractors for more information. The process of investigation for the OAMR Treasurer position required obtaining the contracts from both the AAMC and CCAC organizations. The contracts that have been obtained include conference, accounting, and membership responsibilities.

OAMR is committed to a high level of Education and provision of Scholarship funds so that our membership can be able to attend professional development classes at NCI and at our conferences. In fact, in recent years, one of the reasons that we've eliminated the President's Special Event, was because a large amount of funds was going to the event. The board and conference committee made it a priority to divert that funding to where it should be; in the education and professional development programs for OAMR. To that end, this process is being very careful to not add additional expenses to the OAMR budget by contracting out for any kind of services, without a thorough cost analysis and study by members of OAMR.

BACKGROUND

Board members, and in particular the President, 1st & 2nd Vice-Presidents, Treasurer and Secretary, all acknowledge that it can take up a tremendous amount of personal time to perform their job duties. Those job duties all intensify in the time periods centered on the Annual and Mid-Year Conferences.

The former OAMR Treasurer, Nancy Batchelder, reported many hours that she spent in completing the duties of treasurer. Most OAMR members can attest to the number of times that they saw Nancy at the registration desk during the conferences themselves. When I followed up with Nancy to find out how much time she spent in her job duties, I was surprised to find out how much time is spent on IRS Reporting, and especially with the amount of time spent in and around the conferences. In addition, OAMR has had a hard time finding members who want to be the treasurer for our organization. Nancy had wanted to bow out of the position at least two terms ago, but because nobody else was interested, was persuaded to stay in the position until she officially retired. OAMR is very lucky to have found Kimberlyn Collins to be treasurer, especially when she has been the Executive Director of another non-profit organization. It should be noted that our current treasurer may have a vastly different methodology in how she performs her job duties than what the last treasurer had. She will need to have experience in this role, in order to effectively analyze it.

The spreadsheet that I've put together analyzing the contracts that have been provided to us, shows that both the AAMC and CCAC use contracted services to complete their accounting, conference, and membership services. CCAC is the biggest organization in IIMC, so it stands to reason that they need to contract out these services. In addition, they have a foundation/trust that has more accounting requirements. They also have regional conferences, and various professional development classes outside of the conferences, due to their high membership numbers. AAMC is smaller than OAMR, but the constraints in Alaska with the weather, and distance between member

boroughs, means that the Alaska Municipal League (similar to the LOC) holds their conference in the same week, and with one day concurrently running with the AAMC Conference. There is only one conference center in Alaska that is large enough to accommodate both the memberships of AAMC, and the AML, so it is logical that the AML take on both the conference duties, as well as the accounting services needed by the organization. Immediate Past President for AAMC, Laurie Sica, had been the treasurer for AAMC for many years, and was one of the members who spearheaded the contract services that AML provides for them. She reported that one of the benefits was that their membership had one consistent address to which to send payments to. AAMC also uses the staff members who work for AML, to assist at the conference itself.

Both WMCA and OAMR conduct all their own conference duties, membership duties and accounting. Both organizations have a conference committee, and both have their accounting provided by their respective treasurers. It's important to note that in both the CCAC and AAMC, that a treasurer is still an important position to the organizations. The treasurer in these organizations acts more as an analyst, with the control over the accounting reports, and is still responsible for reporting to the organization, as well as full budgeting duties. While this is not something that OAMR is looking into at this point, the WMCA has recently made the decision to start holding their conferences in two to four locations, which allows them to create contracts with conference centers in those locations for a set number of years. Their conference in 2017 will be held at one of these locations. They have already seen the cost savings from having a contract with the conference centers for several years at a time.

The spreadsheet that is an exhibit with this report shows the number of hours that had been reported by Nancy, as well as the contract breakouts for services being done for both the AAMC and CCAC. Both of those contracts did not specify how the fees were broken out by types of services offered. Because OAMR is only looking at the treasurer position at this time, I tried to logically break out the fees by services. This is obviously open to interpretation for each person who looks at the report.

This committee will continue to monitor the treasurer position, and will look at the treasurer job description for OAMR, WMCA, AAMC, and CCAC this summer, to analyze the differences and similarities between the job duties, especially now that AAMC and CCAC have contracted out their services. The research work being done by members will likely be useful to OAMR in the years ahead, as we continue to look at our conference rotation cycle, and analyze ways in which to assist the treasurer in completing her job duties without it taking up so many hours.

BOARD OPTIONS

This report is given to the board to keep it informed of our actions in the committee. There are no options or recommendations to the board at this time.

ATTACHMENTS

- A. Contract Breakdown
- B. Treasurer Hours

Association	Contracted Services	List of Services	Annual/Monthly Costs	Contract Length	Membership Size
CCAC Smith, Moore & Associates	Finance/Budget & Bookkeeping	Annual Budget Developing General Bookkeeping Generate/Dessiminate Financial Reports Completion of Tax Filings Chart of Accounts	\$ 25,200.00 (\$2,100/month) + 3% increase per year	3 years	1,000+ (?)
	Membership	Oversee all membership functions Dues Invoicing Maintenance of Membership Database Respond to Email & Phone Inquiries about membership Assist with Recruitment	\$ 13,100.00		
AAMC Alaska Municipal League	Conference/Academy Duties	Facilities Reservations Catering, Hotel rooms Registration - All duties, plus assisting at check-in Exhibitor/Sponsors Assist with Education/Certificates/Etc.	\$ 6,500.00 Plus additional preapproved expenses \$ 2,250.00	2 years	157
	Membership	Membership Dues & Status Reports	\$ 1,500.00		
	Accounting Services	Banking, including Investments Create & Issue all Invoices, including dues, registration, exhibitors/sponsors Pay Invoices Assist Treasurer with Budget Assist Treasurer with Preparation of any grant documentation Prepare all tax documentation Maintain Financial Records Assist with Audits	\$ 2,250.00		
	Scholarships	Coordinate with Receipt/distribution of Scholarship Funds			
WMCA	All completed in-house				
OAMR	All completed in-house				212

OAMR Treasurer Tasks	Time	Annual Hours
Pre-Conference/Conference/Post-Conference	15-20 hours a week for 7 weeks	105-140
Mid-Year	10-15 hours/week for 5 weeks	50-75
IRS Reporting	10 hours/month	120
Budget	25 Hours	25
Total Hours for OAMR Treasurer	Annually	300-360