



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
 BOARD MEETING
 Friday, November 15, 2019 1:00 PM
 Tualatin Public Library Community Room
 18878 SW Martinazzi Ave., Tualatin

Minutes approved by the Board.

I. Board meeting Called to Order:

President Kathy Payne called the Board Meeting to order at 1:00 p.m.

II. Roll Call by Sign-In Sheet:

<u>Members:</u>	<u>Title:</u>	<u>Attended:</u>
Kathy Payne, MMC, St. Helens	President	√
Marina Baker, Multnomah County	1 st Vice-President/Conference Chair	√
Cathy Steere, MMC, Lincoln City	2 nd Vice-President/Fundraising Chair	√
Debbie Bernard, Willamina	Secretary	√
Melissa Thompson-Kiefer, CMC, Nehalem	Treasurer	√
Nicole Morris, MMC, Tualatin	Immediate Past President	Non-Voting
Dawne Shaw, Warrenton	Region I Director	√
Angie Lanter, CMC, Banks	Region II Director	√
Karin Johnson, MMC, Independence	Region III Director	√
Sammy Egbert, Coburg	Region IV Director	√
Melissa Huhtala, Ashland	Region V Director Phone	
Izetta Grossman, CMC, The Dalles	Region VI Director	Phone
Nancy Parker, CMC, Athena	Region VII Director/Mentoring Chair	Phone
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Lisa Scholl, CMC, St. Helens	Newsletter Committee	√
Debby Roth, MMC, Cornelius	Scholarship Committee	√
Dawn Harris, CMC, Sutherlin	Retired Clerks Committee	√
Gloria Tucker, Newport	Historical Preservation	Phone
Dawn Harris, CMC, Sutherlin	Retired Clerks Committee	√
Stephanie Borst, CMC, Vernonia	Mentoring Committee	√
Melissa Bisset, CMC, Canby		√
Lori Lesmeister, North Plains	City Recorder's Procedure Manual	√
Ruth Post, MMC, Philomath	NCI Education Committee	√
Debby Roth, MMC, Cornelius	Scholarship Committee	√
Catherine Nelson, CMC Waterloo		√

III. Committee Reports:

Before the start of the meeting, Catherine Nelson commented that she made it a personal goal that after she graduated from college, she would officially put her name in to run for 2nd Vice-President. She graduated in April and made an official announcement she is going to run for the position.

President Payne presented several items for the Board to consider on the agenda regarding scholarships and wanted to save any discussion regarding updating the finance policy for the end.

President Payne commented that she received a message from Denise Carey, who had concerns regarding appropriation for the Marge Price Scholarship as well as concerns for the Kathy Ishiara Scholarship. Denise would like to see the Marge Price Scholarship continue vs. the Kathy Ishiara Scholarship because Marge Price was a part of starting OAMR. President Payne described Marge Price as "The Mother of OAMR." The discussion continued regarding changing the criteria.

Treasurer Thompson-Kiefer clarified we did budget for the Marge Price Scholarship and the Kathy Ishiara Scholarship at \$1,000 each.

1st Vice-President Marina Baker reported that the Conference Committee came up with a theme, which was "Saddle Up for Success." Marina added that the same person from last year would produce the Conference logo this year. Peggy Hawker has all the speakers lined up.

2nd Vice-President Cathy Steere reported on the Fundraising Committee; She introduced the idea of adding a new committee to solicit donations by sending out letters. Cathy said that the Visa raffle and 50/50 card would come back. The Committee discussed an online option for a 5-item raffle for folks that cannot attend the conference.

Secretary Bernard reported there were several minutes for review in the packet and would entertain a motion to approve the minutes as presented. Meeting minutes included Board Meeting November 9, 2018, Board E-Meeting December 10, 2018, Board Meeting February 8, 2019, Board E-Meeting March 6, 2019, Board E-Meeting March 20, 2019, and Board Conference Call Meeting May 9, 2019.

MOTION: Region VIII Director Karen Johnson, MMC, Independence, moved, seconded by 1st Vice-President, Marina Baker, Multnomah County, to approve the minutes as presented. MOTION CARRIED UNANIMOUSLY.

President Payne called for the Region Director Reports.

Region I Director Dawn Shaw – nothing further.

Region II Director Ange Lanter - nothing further.

Region III Director Karen Johnson - nothing further.

Region IV Director Sammy Egbert - nothing further.

Region V Director-Treasurer Thompson-Kiefer Huhtala- nothing further.

Region VI Director Izetta Grossman- nothing further.

Region VII Director Nancy Parker - nothing further.

Next, President Payne called for Committee Reports. Many of the following committees provided no report and were not present:

- A. Audit Committee Chair Ange Lanter – nothing further.
- B. Bylaws Committee Chair Aubrey Minear – nothing further.
- C. City Recorder's Procedure Manual – Lori Lesmeister – nothing further.
- D. Conference Committee – Marina Baker – nothing further.

- E. Education Committee – Peggy Hawker - nothing further.
- F. Historic Preservation Committee – Gloria Tucker – nothing further.
- G. Internet Committee – Treasurer Thompson-Kiefer reported OAMR would be changing our online payment processor. We are no longer using pay pal. The provider is Affinitive Pay. It will look different when you renew online. It will also be easier for the Treasure to process payments.
- H. Legislative Committee – Lisa Morgan – nothing further.
- I. Membership Committee – Phyllis Bolman – no report.
- J. Mentoring Committee – Stephanie Borst – nothing further.
- K. Newsletter Committee – Lisa Scholl reported that November 15, 2019 is the deadline to submit information for the newsletter.
- L. Nominating Committee – Dawn Russ reported that she received an email from Dawn Abrahamson, IIMC Region IX Director, who wanted to bring attention to the upcoming IIMC Region IX Director position. She sent along the criteria for anyone interested.
- M. NCI Education – Ruth Post handed out a supplemental cost report as an addition to the agenda. The Education Committee met by teleconference November 5, 2019, which was after the deadline to add items for the board packet. Ruth reported they firmed up the 2020 PDIV education class package.

Ruth added, the committee discussed the registration cost. Ruth said that the fees did not cover the cost. She said they knew that going in, but other factors came into play. They went into the Contract with Washington State with a cushion or surplus. Ruth explained that we lost money in 2019 in one area but ended with a surplus because the payment for Joan Tilton services was unpaid. We are ending the year with a surplus because they paid Joan Tilton out of the prior year.

Ruth recommended to the Board to raise fees for PD by \$25.00. She said that Puget Sound had increased their prices. She also commented that no action was needed here; the report was just an update. The committee did decide to hold fees until the next contract renewal.

Ruth said the fees have an impact on the Scholarship Committee as they will have to pre-determine the number of scholarships.

The last year had healthy classes for PD. Twelve people were on a waiting list topping out PD1 at 65 people. Ruth advised registering earlier.

Nicole commented that the scholarship committee should look at keeping the scholarship whole with the funds budgeted.

- N. Professional Growth & Leadership Development – Karin Johnson – no new report.
- O. Records Management Committee – Scott Stauffer – no report.

- P. Retired Clerks Committee – Diane Harris presented the Board with a list of retired clerks. There was a discussion on whether the list was current or accurate. Members present asked if the retired clerks paid dues and what were the benefits of being on the list.

Nicole questioned the intent of the Retired Clerks Committee. Dawn responded that they are an available resource if you need a clerk.

Treasurer Thompson-Kiefer commented that the list is higher than the membership, and many are not paying members. She added that the list is useful to check who are honorary members.

Nicole asked why we are trying to engage retire clerks if they are not paying members.

Treasurer Thompson-Kiefer responded that we invite them into our system; if we want them to become members, we could solicit them by email.

Ruth commented that she thought there was an outreach to ask them to help with the Conference.

President Payne referred to Diane Harris's report as to the purpose of reaching out to the retired clerks. President Payne said the fee is \$35.00 for retired members.

Nicole mentioned that the newsletter is a benefit of membership.

President Payne added that we could reach out and let them know what the Board has discussed and asked if they are interested in remaining on the list.

Nicole commented that she feels the retired list should be separate because of the benefits of membership for those that want to be active. She said you need to have a "dog in the fight" for being a member, not just being retired.

Treasurer Thompson-Kiefer concluded that an updated list would be prepared for reaching out to retired members with a letter. Diane will send the letter.

- Q. Scholarships Committee – Debby Roth reported that she hopes to meet with Nancy Mayo and go over the process. She added that she received a request to eliminate the IIMC Scholarship and use the money for other scholarships. In addition, for consideration, there is an impact of a waiting period between awards allowing other members to be awarded. Lastly, the committee has a goal to update the grant application.

Nicole commented that in the past few years, there had not been many applicants for the IIMC Scholarship. There is a lack of interest with only two applications in the last year.

Nicole clarified that it does not matter what we call it; the conversation was to cut it back. Put the \$1000 funding into PD, where it is more needed.

Melisa clarified that the issue is the funds and better use of those funds.

Nicole said the point was to "Roll Back."

Karin commented the only funds coming out of OAMR are the \$1000 to go to IIMC, and you do not have to be a CMC or MMC. She attended a class at IIMC and learned a lot. She wants the opportunity to continue.

Nicole shared that she budgeted \$2,500 to \$3,000 to attend conferences as an example. She asked how a person meets the additional costs.

Ruth commented that you could go to the conference at \$1500.00. Karin suggested room sharing.

Ruth recommended reevaluating the criteria, so there is a balance for a person with lots of background vs. a new clerk.

Next, Ruth poised the question who is Marge Price? Ruth said she had the honor of hearing her speak at the Conference. Marge left many indelible impressions. Ruth said she remembered Marge recommending that clerks push their cities to budget attending conferences.

Ruth wanted the members to know Marge Price and read aloud a sensitive letter from her son. The letter described Marge today in life care and recently celebrating her 90th Birthday. The letter concluded with, "She is no longer the feisty woman we remember."

Ruth supports keeping the Marge Price Scholarship. She believes there is much value in the relationship.

Ruth said we should be getting applications by doing better campaigning.

Nicole said if we get applications for this year, great. However, if not, we need to consider taking action.

Karin asked if our website had a link to the IIMC scholarship.

President Payne asked Debbie Roth if she could work on adjusting the criteria then bringing that back to the February meeting.

Ruth's last "Plug" – for those who serve on the IIMC Committee it is all done by email and phone conference.

R. Special Project Committee – Cathy Steere – no additional items to report.

President Payne moved to other Business and the review of the Finance policy. She would like to see a credit card for added convenience which would allow the President and the Treasurer the ability to make purchases without using their credit card. She explained that others might not run for office if they had to use their credit card.

Treasure Thompson-Kiefer agreed and has no objections to the request for a credit card. She is looking at other organizations to take away from their policy. Melissa gave the WMCA policy as an example, as it is thorough.

Nicole commented that there had been issues with hotel reservations who request a credit card to hold a hotel room. Nicole gave the example that she spent around \$6500 in the year she was President and then had the task of reimbursement.

Treasurer Thompson-Kiefer did speak with US Bank, who has a Community Card to offer non-profits; they asked for two years of financials. The WMCA Policy was passed around to the members to review during the meeting. President Payne concluded that the only item for finance was updating a finance policy to include a credit card policy.

Treasurer Thompson-Kiefer further discussed the current Finance policy under item No. 4 Refunds, page 5. Melissa said in practice; we have not been charging after the deadline. She was referring to deadlines for canceling at the annual conference. President Payne suggested that the Treasurer give this attention.

In addition, in other business, President Payne asked for a volunteer to update the Conference Manual. Nicole said the task is overwhelming. It would be helpful for the Committee to update sections. She will update the President sections, for example.

There is a conference manual on the OAMR website under the resource page, per Treasurer Thompson-Kiefer.

President Payne concluded that each of the Committee Chairs would receive an email of sections to update.

Next, President Payne reviewed Sponsorship Packages and Exhibitor Fees, which were attached for the members to examine. President Payne said she sent an email to Carol Wier and is waiting to hear back.

Nicole commented that Carol is working on the Exhibitors this year. Also, there was no clear information on who or where. These are the events we are having this year. Nicole asked if the sponsor pays? No one knows.

Ruth and Nicole were nominated to work on the Sponsorship Committee.

President Payne adjourned the meeting at 2:50 p.m.

Respectfully submitted,
Debbie Bernard, Willamina
OAMR Secretary