



OAMR Full Board Meeting Agenda

November 21, 2025 | 9:00 a.m.

<https://us02web.zoom.us/j/83667461630?pwd=90JbWRujqTbUGfOLvixtgxOiOhhAQ.1>

Meeting ID: 836 6746 1630

Passcode: 797552

1. CALL TO ORDER / ROLL CALL

2. ACTION ITEMS

- a. Approval of Minutes *None.*
- b. Appointment of Keli Pollock, Madras, as Region VI Director – Motion

3. OFFICE REPORTS

- a. President – Scott Stauffer *None.*
- b. Vice President – Claudia Cisneros *None.*
- c. Treasurer – Kim Herring
- d. Secretary – Melissa Bisset *None.*
- e. Immediate Past President – Kayla Duddy *None.*

4. REGION DIRECTORS

- a. Region I – Lisa Scholl *None.*
- b. Region II – Krystal Stevens *None.*
- c. Region III – Gloria Tucker
- d. Region IV – Allyson Pulido *None.*
- e. Region V – Winne Shepard *None.*
- f. Region VI – Keli Pollock *None.*
- g. Region VII – Karen Howton *None.*

5. COMMITTEE REPORTS

- a. Audit – Yuriy Ukhach *None.*
- b. Budget – Claudia Cisneros, Kim Herring *None.*
- c. Bylaws – Aimee Amerson *None.*
- d. Digital Assets – Lisa Figueroa *None.*
- e. Education – Ronnie King
 1. NW Clerks Institute – Ronnie King *None.*
- f. Events & Fundraising – Susan Reeves, Krystal Stevens *None.*
- g. Membership – June Hinojosa, Stacey Stockhoff *None.*
- h. Mentoring & Retired Clerks – Sylvia Murphy *None.*
- i. Nominating – Christie Teets *None.*
- j. Publications – Gloria Tucker
- k. Records & Regulations – Alex Downing, Wendy Lynn
- l. Scholarships – Cathy Nelson *None.*
- m. Strategic Planning Group – Cathy Nelson *None.*

6. DISCUSSION ITEMS

- a. Mid-Year 2026: planning a hybrid meeting (Krystal, Susan, Ronnie)
 1. Set the date!
 2. Regional Gatherings!
- b. Annual Conference: Renew Whova App Contract for 2026 (Lisa, Rachael)
- c. IIMC Region IX Conference Proposal – Feedback Request (Scott)

7. OTHER BUSINESS

- a. Past Due Membership Balances
- b. Bookkeeper Services – Next Steps (Scott, Kim)
- c. Role of the IPP (Scott, Kayla)

8. FUTURE BOARD MEETINGS

- a. November
- b. February
- c. April
- d. July
- e. *As Needed*

9. ADJOURN



THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

OAMR BOARD REPORT

Treasurer's Report

Meeting Date: November 21, 2025

Contact: Kim Herring

Source of Item:

Contact Telephone Number: 503-831-3502

Contact E-Mail: kim.herring@dallasor.gov

BACKGROUND

I was elected to the Treasurer's role at the September membership meeting and I have spent the last several weeks learning everything I can about the role itself as well as the bookkeeping aspect of the role. It is definitely a work in progress and I'm still trying to get added to the bank account. I am hoping that by the time everyone is reading this report that I will have access to the bank.

Over the summer, the former Treasurer was notified that OAMR had been listed as a beneficiary of their IRA when they passed away. This week we received just over \$9,000 which will be deposited and we will need to discuss what to do with those funds. At this time, they will be segregated outside of the general fund until I receive further instructions.

For future meetings I will be able to provide a financial report.

I appreciate everyone's patience as I get my feet wet and dig into this role.

MEMBERSHIP OPTIONS

n/a

RECOMMENDATION

n/a – for review only

SUGGESTED MOTION

n/a

ATTACHMENTS

n/a



OAMR BOARD REPORT

Region III Director

Meeting Date: Nov. 21, 2025
Source of Item: Region III

Contact: Gloria Tucker, Region III Director
Contact Telephone Number: [Phone]
Contact E-Mail: gtucker@portofnewport.com

BACKGROUND

Region III continues to be a large, diverse, and great group of people. Thank you to everyone who donated to the Region Basket and brought auction items. This year, Kim Herring and I were able to meet for lunch in Salem. It will be interesting to see how virtual mid-year works out this year. Region III welcomed many new members, including:

Renea Oravetz, Mid-Willamette Valley Council of Governments
Allie Anderson, City of Newport
Shannon Macias, Lincoln City
Makenna Kuenzi, City of Albany
Hilary Dumitrescu, City Silverton
Kirsti Pizzuto, City of Aumsville
Julie Hedden, City of Hubbard
Myra Russell, City of Independence
Paul Johnson, City of Toledo
Sherri Marineau, City of Newport

BOARD OPTIONS

No action.

Education Committee

Meeting Date: November 21, 2025
Source of Item:
Education Committee

Contact: Ronnie Smith
Contact Telephone Number: 503-836-2178
Contact E-Mail: rsmith@ci.king-city.or.us

BACKGROUND

The Education Committee is committed to encouraging and supporting OAMR membership by providing high-quality educational opportunities. Through careful planning and coordination, the committee ensures that members have access to valuable training, professional development, and networking experiences.

CONFERENCE COMMITTEE MEMBERS

The 2025-2026 Education Committee consists of eight (14) dedicated members who are actively involved in planning and organizing OAMR educational opportunities:

Krystal Stevens	Sheena Dickerman	Scott Stauffer
Gloria Tucker	Meghan McGee	Cathy Nelson
Laural Casey	Alex Downing	Ronnie Smith
Martinne Ingram	Chelsea Hollis	Amber Mathiesen
Renea Oravetz	Crystal Robles	

The Education Committee met on November 5 for its first meeting of the cycle. The committee approved a contract with Stephanie Staples to present a 6-hour virtual Mid-Year Academy session. The session will focus on “Revitalizing Your Work and Life” and will include interactive components, breakout sessions, and required KTAPs. The Mid-Year Academy will be held virtually in March, but the exact date still needs to be confirmed with the Board and the speaker. Regions may optionally host in-person gatherings for members attending the virtual event, pending interest and logistical confirmation from region directors.

The committee also reviewed the OAMR 43rd Annual Academy & Conference (Sept. 23–26, 2025) and began planning for the next in-person Annual Conference scheduled for Lincoln City, September 21–25, 2026. Early planning themes include concurrent sessions, expanded professional development offerings, and content relevant to emergency management, HR, new city recorders, change management, and wellness.

To support speaker recruitment and diversify session offerings, the committee will implement a Call for Presentations process similar to the IIMC model, with distribution planned across professional networks and social platforms.

RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

Publications Committee

Meeting Date: Nov. 21, 2025
Source of Item: Publications Committee

Contact: Gloria Tucker
Contact Telephone Number:
Contact E-Mail: gtucker@portofnewport.com

BACKGROUND

Hiring photographers for the Annual Banquet continues to be a success. I am considering purchasing lighting equipment to further improve our staged photos. Thank you to the board for continuing to fund the photographer and printing the scrapbook. Thank you to the City of Corvallis for storing our three latest scrapbooks. This year, Publications Committee welcomes the following members:

Lisa Scholl, St. Helens
Allyson Pulido, Springfield
Melissa Bisset, City of Keizer
Renea Oravetz, Mid-Willamette COG
Brooklyn Osterhage, Brookings
Crystal Robles, Molalla

BOARD OPTIONS

No action.



OAMR BOARD REPORT

Records and Regulations Committee

Meeting Date: 11/21/2025

Contact: Alex Downing/Wendy Lynn

Source of Item: Records & Regulations Committee

Contact E-Mail: alex.downing@corvallisoregon.gov
wendy.lynn@portlandoregon.gov

BACKGROUND

The Records and Regulations Committee (RRC) is planning its 2025-2026 programmatic year. A draft schedule is attached to this report. We have plans to engage with external partners (Secretary of State Records Management Division, Public Records Advocate), monitor the upcoming short legislative session, and address internal OAMR needs (records management policy, retention schedule).

The Co-Chairs are also looking for opportunities to connect members of the committee, such as asking members to lead discussions and using Zoom break-out rooms based on population size for small-group discussions.

We will continue to fill the RRC calendar with trainings, partnerships, and discussions and will update the Board with new information as it is available.

MEMBERSHIP OPTIONS

None.

RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

1. 2025-2026 Draft RRC Meeting Calendar



Oregon Association of Municipal Records (OAMR) Records and Regulations Committee (RRC)

2025-2026 Meeting Calendar *(tentative and subject to change)*

Co-Chair Contact Information		RRC Meeting Information
Alex Downing (she/her) Corvallis City Recorder 541-766-6901, ext. 3 alex.downing@corvallisoregon.gov	Wendy Lynn (she/they) Portland Council Committee Clerk 503-823-4082 wendy.lynn@portlandoregon.gov	RRC meetings are generally held virtually the third Thursday of each month at 10 am. The stable link to join regular monthly meetings is: https://us06web.zoom.us/j/89676157060?pwd=Gf6rFEhBwgzh7YZAuW1zatYxU1aont.1

Meeting	Date	Time	Topics
November Meeting (use stable link)	11/20/25	11:00 am * – 12:30 pm <i>*Note start time differs from standard.</i>	I. Welcome and plans for 2025-2026 programmatic year <i>(10 minutes)</i> II. Break-out room discussions based on population size <i>(30 minutes)</i> III. Discussion of proposed rulemaking for OAR 166-017 electronic records management systems <i>(30 minutes)</i> a. Feedback or questions for the 11/25/2026 public hearing b. How do these changes impact local governments IV. RRC internal projects for 2025-2026 <i>(10 minutes)</i> a. OAMR records management policy - OAMR Policy No. 2015 b. OAMR records retention schedule

December Meeting (use stable link)	12/18/25	10:00 am – 11:30 am	I. Complex records request management discussion (<i>tentative, 60 minutes</i>) a. Coordinating among multiple departments b. Using tools to search for electronic records (e.g., Microsoft Purview) II. Report-back on OAMR records management policy and records retention schedule progress (<i>10 minutes</i>)
January Meeting (use stable link)	1/15/26	10:00 am – 11:30 am	I. Short session preview (<i>30 minutes</i>) a. Serial meetings legislative fixes b. Other bills to note II. New federal web accessibility law presentation from Rebecca Woodbury, Department of Civic Things Founder (<i>60 minutes</i>)
February Meeting (use stable link)	2/19/26	10:00 am – 11:30 am	I. Short session updates (<i>30 minutes</i>) II. Secretary of State Records Management presentation from Kris Stenson, State Records Manager (<i>tentative, 60 minutes</i>)
March Meeting (use stable link)	3/19/26	10:00 am – 11:30 am	I. Public Records Advocate presentation from Todd Albert, Oregon Public Records Advocate (<i>60 minutes</i>) II. Parliamentary procedure scenarios (<i>tentative, 60 minutes</i>)
April Meeting (use stable link)	4/16/26	10:00 am – 11:30 am	I. TBD
May Meeting (use stable link)	5/21/26	10:00 am – 11:30 am	I. TBD
June Meeting (use stable link)	6/18/26	10:00 am – 11:30 am	I. TBD



THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

OAMR BOARD REPORT

IIMC Region IX Conference Proposal

Meeting Date: November 21, 2025
Source of Item: IIMC Region IX Directors

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

BACKGROUND

The Oregon Association of Municipal Clerks (OAMR) is a member of the International Institute of Municipal Clerks (IIMC) Region IX, which also includes the city recorder/clerk associations of Alaska, California, Hawaii, and Washington. In recent years, there has been a discussion about holding an annual regional conference and recently the region's directors conducted an online survey to gauge member interest. The results of the survey (attached) show broad support for holding a regional conference.

At a Region IX Leadership meeting in September 2025, Region IX Directors Marc Donohue and Shawn Campbell presented the survey results, and the group discussed a recommendation to add a Region IX conference to one of the state conferences each year. As proposed, the first regional conference would be held during the Washington Municipal Clerks Association (WMCA) conference in March 2027; Oregon would be in line to host the region conference in September 2028.

To determine next steps in proceeding with a Region IX annual conference, state association presidents have been asked to present the proposal to their boards to collect feedback. The Region IX Leadership Team will discuss state input at their next meeting in Alaska in December 2025.

MEMBERSHIP OPTIONS

Members are asked to consider the proposal and provide feedback.

RECOMMENDATION

The president recommends that members provide feedback on the proposal.

SUGGESTED MOTION

None.

ATTACHMENTS

1. September 2025 IIMC Region IX Conference Proposal Presentation

Region IX Conference Discussion

Region IX Directors:

Marc A. Donohue, MMC | Shawn Campell, MMC



Region IX Conference Survey Update

- ▶ 289 responses from Region IX members
- ▶ **82% of respondents** are open to attending an out-of-state Region IX conference
- ▶ Timing Preferences: Summer (57%), Spring (50%), Fall (41%), and Winter (38%)
- ▶ Barriers to Attendance: Cost of Travel Lodging (78%) and registration fees (60%)
- ▶ Length of Conference: 3 days (63%), 2 days (56%)
- ▶ Common Comments/Suggestions
 - ▶ Rotate hosting among states for fairness and variety
 - ▶ Align with existing State or IIMC Conferences to ease travel and costs
 - ▶ Include workshops, panels, and peer-led sessions
- ▶ Region IX Leadership Team will examine the results and determine next steps moving forward

Benefits of a Region IX Conference

- ▶ Creates in-person networking opportunities amongst the Region
- ▶ Creates a new opportunity for points amongst the Region, particularly for Clerks in California who aren't able to attend the municipal clerks institute
- ▶ Increases number of attendees at conference and potential increased revenue from more attendees
- ▶ Region Conference can be targeted for Clerks are part of the Beyond the MMC Program
- ▶ Region Directors are not looking to make these conferences about us - no awards, banquet night, etc. The President hosting their respective conference will be the main focus, we are here to provide support

Recommendation on how to move forward..

- ▶ Combine the Region IX Conference with existing annual conferences in each State
- ▶ Start at the 2027 WMCA Annual Conference
 - ▶ Highest number of respondents who said they are willing to travel to an out of state conference were from California
 - ▶ Washington is centrally located between the four states
 - ▶ Conference is in the springtime, which was a popular time amongst potential attendees
 - ▶ Look at conference schedule to try and maximize the number of points at the conference by potentially separating the days of the Athenian Dialogue and Advanced Academy
- ▶ Rotation thereafter would be Oregon, California, and Alaska (if feasible)
- ▶ Move forward with a Region Conference on an annual basis

Continued...

- ▶ Region Directors will work with IIMC and the Foundation for any available grants to assist the host state and potential scholarships for those who want to attend a Region IX conference
- ▶ Region Conference can include educational sessions that focus more on leadership-based sessions as concurrent sessions to the state specific trainings
- ▶ To get the ball rolling, each President should bring this as a discussion item to their next board meeting to receive feedback from each state. Region Directors can be on those board meeting calls to answer questions
- ▶ Once feedback is received and direction for future is clear, bring an amendment to the Region IX Agreement to outline the process for the Region IX Conference going forward