



# OAMR Full Board Meeting Agenda

February 9, 2026 | 2:00 p.m.

<https://us02web.zoom.us/j/82006497709?pwd=FEaoEE20Oc92HltzPmsaaULahA6dYc.1>

Meeting ID: 820 0649 7709

Passcode: 821351

## 1. CALL TO ORDER / ROLL CALL

## 2. ACTION ITEMS

- a. Approval of November 21, 2025, Minutes

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## 3. OFFICE REPORTS

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

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## 4. REGION DIRECTORS

- a. Region I – Lisa Scholl *None.*
- b. Region II – Krystal Stevens *None.*
- c. Region III – Gloria Tucker *None.*
- 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
  - 1. Dudiak Bequest – Discussion and MOTION
- c. Bylaws – Aimee Amerson *None.*
- d. Digital Assets – Lisa Figueroa
- e. Education – Ronnie King *None.*
  - 1. NW Clerks Institute – Ronnie King *None.*
- f. Events & Fundraising – Susan Reeves, Krystal Stevens *None.*
  - 1. Sponsorship Fees Increase Proposal – MOTION
- g. Membership – June Hinojosa, Stacey Stockhoff
- h. Mentoring & Retired Clerks – Sylvia Murphy *None.*
- i. Nominating – Christie Teets *None.*
- j. Publications – Gloria Tucker *None.*
- k. Records & Regulations – Alex Downing, Wendy Lynn *None.*
- l. Scholarships – Cathy Nelson *None.*
- m. Strategic Planning Group – Cathy Nelson *None.*

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# OAMR Full Board Meeting Agenda

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## 6. DISCUSSION ITEMS

- a. IIMC Annual Conference VP/Designee Designation – MOTION (Scott)
- b. Financial Policy:
  - 1. Treasurer conference registration comped (Scott)
    - 1. Change policy language?
  - 2. Comp Secretary and IPP registration fee too?
- c. Mid-Year 2026: planning update (Krystal, Susan, Ronnie)
  - 1. Regional Gatherings!
  - 2. Lunch (Kayla)

## 7. OTHER BUSINESS

- a. Position Roles – Discussion
  - 1. IPP – Draft to Review and Approve – MOTION
  - 2. Region Directors – Discussion

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## 8. FUTURE BOARD MEETINGS

- ~~a. November 21~~
- b. February 9
- c. April
- d. July
- e. *As Needed*

## 9. ADJOURN



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BOARD MEETING - ZOOM  
November 21, 2025**

| BOARD MEMBERS                       | TITLE                    | ATTENDING |
|-------------------------------------|--------------------------|-----------|
| Scott Stauffer, CMC, Milwaukie      | President                | Present   |
| Claudia Cisneros, CMC, McMinnville  | Vice President           | Present   |
| Kim Herring, Dallas                 | Treasurer                | Present   |
| Melissa Bisset, MMC, Keizer         | Secretary                | Present   |
| Kayla Duddy, CMC, Redmond           | Immediate Past President | Absent    |
| Lisa Scholl, MMC, St. Helens        | Region I Director        | Present   |
| Krystal Stevens, Willamina          | Region II Director       | Present   |
| Gloria Tucker, CMC, Port of Newport | Region III Director      | Present   |
| Allyson Pulido, Springfield         | Region IV Director       | Present   |
| Winnie Shepard, CMC, Eagle Point    | Region V Director        | Present   |
| Keli Pollock, Madras                | Region VI Director       | Present   |
| Karen Howton, CMC, Island City      | Region VII Director      | Present   |

**1. CALLED TO ORDER/ ROLL CALL**

President Scott Stauffer, Milwaukie, called the OAMR Board Meeting of November 21, 2025, to order at 9:05 a.m. Virtual Roll was taken for OAMR Board Members.

**2. ACTION ITEMS**

- a. Approval of Minutes – There were no minutes to approve.
- b. Appointment of Keli Pollock, Madras, as Region VI Director

**MOTION: Allyson Pulido, Springfield, moved to appoint Keli Pollock to serve as Region VI Director; seconded by Claudia Cisneros, McMinnville. Motion passed unanimously.**

**3. OFFICER REPORTS**

- a. President – Scott Stauffer, Milwaukie, Reported on scheduling meetings, attending committee meetings, and purchasing buttons and stickers for distribution at conferences.
- b. Vice President – Claudia Cisneros, McMinnville, had nothing to report.
- c. Treasurer – Kim Herring, Dallas, had nothing further to report.
- b. Secretary – Melissa Bisset, Keizer, had nothing to report.
- d. Immediate Past President – Kayla Duddy, was not present. President Stauffer reported that they had plans to update the Immediate Past President Job Description.

#### **4. REGION DIRECTORS**

- a. Region I – Lisa Scholl, St. Helens, shared that Region I will host a Holiday Luncheon in Astoria, and they were expecting a good turnout.
- b. Region II – Krystal Stevens, Willamina, shared that she had sent out a group survey to Region II, and they were getting to know each other. She was planning on scheduling a meeting.
- c. Region III – Gloria Tucker, Port of Newport, had nothing further to report.
- d. Region IV – Allyson Pulido, Springfield, shared that Region IV will host a Holiday Luncheon in Cottage Grove. There was discussion regarding the Region lists.
- e. Region V – Winnie Shepard, reported that Region V had met by Zoom and will be meeting every other month.
- f. Region VI – Keli Pollock, Madras, shared that Region VI had not yet met. As a new director, she inquired about tips for getting started. President Stauffer would share the Director Position Description. There was discussion about the challenges of geographically large regions.
- g. Region VII - Karen Howton, Island City, was working to schedule a date for Region VII to meet and was looking forward to the year.

#### **5. COMMITTEE REPORTS**

- a. Audit – Yuriy Ukhach, Nehalem, was not present.
- b. Budget – Claudia Cisneros, Kim Herring, had not met yet.
- c. Bylaws – Aimee Amerson, was not present.
- d. Digital Assets – Lisa Figueroa, had nothing to report.
- e. Education – Ronnie Smith, had nothing further to report.
  - 1. NW Clerks Institute (NCI), President Stauffer shared that he had signed a new agreement with NCI. PD IV had been put on hold.
- f. Events & Fundraising – Susan Reeves, Krystal Stevens, reported that subcommittees were being formed. The hosts for the annual conference would be Jamie Young, Lincoln City City Recorder and Shannon Macias, Lincoln City Deputy City Recorder.
- g. Membership – June Hinojosa, Stacey Stockhoff, were not present. President Stauffer reported that the Membership Committee had a healthy roster and that they would be meeting soon.
- h. Mentoring & Retired Clerks – Sylvia Murphy, reported the committee had been working on the mentoring checklist, mentoring committee guide, and updated language on the website related to mentoring. It was noted that it was the first year of the merged Mentoring & Retired Clerks Committees. There would be future discussions about the Membership Dues structure.
- i. Nominating – Christie Teets, reported that there was a lot of interest in serving on the Nominating Committee. She suggested that the Committee be capped at five to reflect the amount of work there was for the Committee. The Committee had not yet met. The election timing for the IIMC Region IX Director position was discussed.
- j. Publications – Gloria Tucker, had nothing further to report.
- k. Records & Regulations (RRC) – Alex Downing reported that there was great participation from the members. The Committee had made a request to the Secretary of the State for

them to host an Elections Training in early 2026. The RRC was tracking legislative updates and would update the Board if there was advocacy needed by OAMR.

- l. Scholarships – Cathy Nelson, was not present.
- m. Strategic Planning Group – It was noted that the Strategic Planning Group included the Board and any folks who had been interested in the process.

## **6. DISCUSSION ITEMS**

- a. Mid-Year 2026: planning a hybrid meeting (Krystal, Susan, Ronnie)
  - 1. Set the date!
  - 2. Regional Gatherings!

Ronnie Smith shared that Stephanie Staples had been selected as the speaker for Mid-Year. The Committee would be meeting with Ms. Staples in January. They were looking at how to make things run smoothly in the new virtual format.

Discussion ensued regarding gatherings for Mid-Year, including locations and whether or not to include a lunch option.

**MOTION: Gloria Tucker, Port of Newport, moved to set the Mid-Year Virtual Academy date as March 12; seconded by Lisa Scholl, St. Helens. Motion passed unanimously.**

There was a suggestion to publish a list of in-person gathering options once they were determined.

- b. Annual conference: Renew Whova App Contract for 2026 (Lisa, Rachel)

Lisa Scholl shared that the App was very successful and she had a lot of good feedback about it. If the Board wished to use the App again and lock in the price, Whova would need to be noticed by December 5<sup>th</sup>. The cost would be \$2,599 to have the App in the same format as the last year. She explained that there would be some items that would be nice to add on. She felt the best way to add on items would be to increase the costs for sponsors and exhibitors. She explained the additional options, including allowing all the sponsors and exhibitors to be included in the App and a self-check-in feature.

Discussion ensued regarding various check-in options.

There were no objections from the Board to move forward with the baseline plan of \$2,599.

- c. IIMC Region IX Conference Proposal – Feedback Request (Scott)

Scott Stauffer shared that there was some interest in a Region IX Conference. Feedback from a survey about a potential Region IX Conference was shared. The Proposal included rotating amongst the four states. The idea was to add a region IX Conference to one state conference every year and it would rotate through each state. The first-year would-be Washington.

Concern was expressed about out-of-state travel, limited travel budgets, the increased amount of time out of the office because of attending another conference, and challenges with conference space.

There was a suggestion to have Washington and California wanted to try it first and Oregon could see how it goes and reevaluate later.

## **7. OTHER BUSINESS**

### **a. Past Due Membership Balances**

There were plans being put in place to send out renewals out and follow up in January, February and March. There was some record keeping that would be done to clean up the Past Due Memberships.

### **b. Bookkeeper Services – Next Steps (Scott, Kim)**

There was a reminder that the Board would be considering Bookkeeper Services.

### **c. Role of the IPP (Scott, Kayla)**

Scott Stauffer and Kayla Duddy would be working on the Role of the IPP.

## **8. FUTURE BOARD MEETINGS**

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

Scott Staffer would send out a doodle poll to schedule the next meeting.

## **9. ADJOURNMENT**

President Scott Stauffer, Milwaukie, adjourned the meeting at 10:19 a.m.

Submitted By: Melissa Bisset, MMC, Keizer  
OAMR Secretary



THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

# OAMR BOARD REPORT

## Treasurer's Report

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**Meeting Date:** February 9, 2026

**Contact:** Kim Herring, Treasurer  
**Contact Telephone Number:** 503-831-3502  
**Contact E-Mail:** [kim.herring@dallasor.gov](mailto:kim.herring@dallasor.gov)

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### BACKGROUND

Attached is the association's fiscal year (FY) first quarter (Q1) activity report for the 2025-2026 FY. Please review it and let me know if you have any questions.

OAMR has discussed hiring a bookkeeper to support the treasurer's work for several years; the current adopted budget includes an allocation of \$10,000 to hire such services. However, since being elected treasurer at the annual conference in September 2025, I have spent the last four months familiarizing myself with the position's processes and documentation. I am confident in my ability to manage the required workload and do not believe a bookkeeper is necessary for daily accounting needs. Consequently, I intend to propose removing the designated bookkeeper funds for this line item from next year's budget.

### RECOMMENDATION

Not applicable.

### SUGGESTED MOTION

None – informational only.

### ATTACHMENTS

1. Q1 Activity Report

# Oregon Association of Municipal Recordors (OAMR)

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

November 2025 - January 2026

|                                     | TOTAL       |             |             |             |
|-------------------------------------|-------------|-------------|-------------|-------------|
|                                     | ACTUAL      | BUDGET      | OVER BUDGET | % OF BUDGET |
| Revenue                             |             |             |             |             |
| Academy/Education Session           |             |             |             |             |
| Annual Academy                      | -195.00     | 2,925.00    | -3,120.00   | -6.67 %     |
| Annual Athenian Dialogue            |             | 474.99      | -474.99     |             |
| Mid-Year                            | 3,315.00    | 2,535.00    | 780.00      | 130.77 %    |
| Total Academy/Education Session     | 3,120.00    | 5,934.99    | -2,814.99   | 52.57 %     |
| Annual Conference Revenue           |             |             |             |             |
| Exhibitors                          |             | 624.99      | -624.99     |             |
| Registration                        | -335.00     | 9,143.76    | -9,478.76   | -3.66 %     |
| refund of conference expense pd     | -1,160.00   |             | -1,160.00   |             |
| Total Registration                  | -1,495.00   | 9,143.76    | -10,638.76  | -16.35 %    |
| Sponsors                            |             | 1,875.00    | -1,875.00   |             |
| Total Annual Conference Revenue     | -1,495.00   | 11,643.75   | -13,138.75  | -12.84 %    |
| Education/Scholarships              |             |             |             |             |
| Auction                             |             | 650.01      | -650.01     |             |
| Donations General                   | 27.19       | 350.01      | -322.82     | 7.77 %      |
| Other Fundraising                   | 235.00      | 699.99      | -464.99     | 33.57 %     |
| Raffle                              | 590.00      | 300.00      | 290.00      | 196.67 %    |
| Total Education/Scholarships        | 852.19      | 2,000.01    | -1,147.82   | 42.61 %     |
| Interest Income                     | 889.37      | 750.00      | 139.37      | 118.58 %    |
| Membership Dues                     | 13,480.00   | 4,500.00    | 8,980.00    | 299.56 %    |
| Miscellaneous                       |             | 12.51       | -12.51      |             |
| Sales                               | 9,166.84    |             | 9,166.84    |             |
| Total Revenue                       | \$26,013.40 | \$24,841.26 | \$1,172.14  | 104.72 %    |
| GROSS PROFIT                        | \$26,013.40 | \$24,841.26 | \$1,172.14  | 104.72 %    |
| Expenditures                        |             |             |             |             |
| Annual ALD & Academy Expenses       |             |             |             |             |
| Annual Academy AV Expenses          |             | 12.51       | -12.51      |             |
| Annual Academy Food & Bev           |             | 937.50      | -937.50     |             |
| Annual Academy Speaker Expnses      |             | 2,499.99    | -2,499.99   |             |
| Annual ALD AV Expense               |             | 12.51       | -12.51      |             |
| Annual ALD Speaker Expense          |             | 300.00      | -300.00     |             |
| On-the Road Workshops               |             | 495.00      | -495.00     |             |
| Total Annual ALD & Academy Expenses |             | 4,257.51    | -4,257.51   |             |
| Annual Conference Expenses          |             |             |             |             |
| Audio-Visual for Annual Conf        |             | 112.50      | -112.50     |             |
| Awards                              |             | 62.49       | -62.49      |             |
| Banquet Expenses                    | 340.69      | 218.76      | 121.93      | 155.74 %    |
| Conference Chair Expense            |             | 90.00       | -90.00      |             |
| Conference Swag                     |             | 375.00      | -375.00     |             |
| Food & Beverage                     |             | 6,587.49    | -6,587.49   |             |
| Future Conference Site Deposits     | 200.00      | 125.01      | 74.99       | 159.99 %    |



# Oregon Association of Municipal Recordors (OAMR)

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

November 2025 - January 2026

|                                       | TOTAL    |           |             |             |
|---------------------------------------|----------|-----------|-------------|-------------|
|                                       | ACTUAL   | BUDGET    | OVER BUDGET | % OF BUDGET |
| Hospitality                           |          | 1,449.99  | -1,449.99   |             |
| Meeting Setup                         |          | 281.25    | -281.25     |             |
| Miscellaneous Conference Exp          |          | 150.00    | -150.00     |             |
| Print-Handbook                        |          | 975.00    | -975.00     |             |
| Speaker Expenses - Annual Conf        | 453.60   | 3,399.99  | -2,946.39   | 13.34 %     |
| Welcome Reception/Special Event       |          | 650.01    | -650.01     |             |
| Total Annual Conference Expenses      | 994.29   | 14,477.49 | -13,483.20  | 6.87 %      |
| Contingency                           |          | 9,999.99  | -9,999.99   |             |
| Fundraising Expenses                  |          |           |             |             |
| Miscellaneous Fundraising Exp         |          | 56.25     | -56.25      |             |
| Printing-Auction Sheets               |          | 12.51     | -12.51      |             |
| Total Fundraising Expenses            |          | 68.76     | -68.76      |             |
| Internet/Website                      | 4,473.77 | 662.49    | 3,811.28    | 675.30 %    |
| Mid-Year ALD & Academy Expenses       |          |           |             |             |
| Mid-Year Academy Speaker Expns        |          | 2,499.99  | -2,499.99   |             |
| Mid-Year ALD Speaker Expenses         | 9,000.00 |           | 9,000.00    |             |
| Mid-Year AV                           |          | 24.99     | -24.99      |             |
| Total Mid-Year ALD & Academy Expenses | 9,000.00 | 2,524.98  | 6,475.02    | 356.44 %    |
| Miscellaneous Expenses                |          |           |             |             |
| Annual Filing Fees & Insurance        |          | 125.01    | -125.01     |             |
| Credit Card Processing Fees           | 631.70   | 750.00    | -118.30     | 84.23 %     |
| Other - Miscellaneous                 | 190.42   | 75.00     | 115.42      | 253.89 %    |
| Strategic Planning                    |          | 2,499.99  | -2,499.99   |             |
| Tax Accountant & QB Consultant        |          | 300.00    | -300.00     |             |
| Total Miscellaneous Expenses          | 822.12   | 3,750.00  | -2,927.88   | 21.92 %     |
| Newsletter                            |          |           |             |             |
| Printing-Postage-Newsletters          | 111.95   |           | 111.95      |             |
| Total Newsletter                      | 111.95   |           | 111.95      |             |
| NW Clerks Institute Director          | 691.74   | 337.50    | 354.24      | 204.96 %    |
| Officer Supplies                      |          |           |             |             |
| Postage-Officers                      |          | 37.50     | -37.50      |             |
| Supplies-Stationary-Officers          | 40.38    | 24.99     | 15.39       | 161.58 %    |
| Total Officer Supplies                | 40.38    | 62.49     | -22.11      | 64.62 %     |
| Officers Expenses                     |          |           |             |             |
| 1st Vice Pres-IIMC Confrence          |          | 750.00    | -750.00     |             |
| 2nd Vice Pres Conf. Site Tours        |          | 125.01    | -125.01     |             |
| Director Region IX                    |          | 462.51    | -462.51     |             |
| OAMR Region Directors                 |          | 87.51     | -87.51      |             |
| OAMR Representation (LOC/other)       |          | 174.99    | -174.99     |             |
| President's Expenses                  |          |           |             |             |
| IIMC Conference-President             | 1,214.00 | 800.01    | 413.99      | 151.75 %    |
| OAMR Representation-President         | 792.99   | 174.99    | 618.00      | 453.16 %    |

# Oregon Association of Municipal Recordors (OAMR)

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

November 2025 - January 2026

|                                       | TOTAL       |               |               |             |
|---------------------------------------|-------------|---------------|---------------|-------------|
|                                       | ACTUAL      | BUDGET        | OVER BUDGET   | % OF BUDGET |
| Region IX Conferences-President       | 1,443.78    | 825.00        | 618.78        | 175.00 %    |
| Total President's Expenses            | 3,450.77    | 1,800.00      | 1,650.77      | 191.71 %    |
| Total Officers Expenses               | 3,450.77    | 3,400.02      | 50.75         | 101.49 %    |
| Photography/Historian                 | 400.00      | 150.00        | 250.00        | 266.67 %    |
| Scholarships                          |             |               |               |             |
| IIMC 2012 Scholarship                 |             | 96.24         | -96.24        |             |
| IIMC Certification Programs           |             | 1,425.00      | -1,425.00     |             |
| Mid-Year Academy Scholarship          |             | 97.50         | -97.50        |             |
| OAMR Conference/Academy Session       | 2,510.00    | 1,599.99      | 910.01        | 156.88 %    |
| OAMR Edu. Endowment Fund (IIMC Foun.) |             | 249.99        | -249.99       |             |
| OAMR IIMC Scholarships                |             | 1,250.01      | -1,250.01     |             |
| President Awards Scholarship          |             | 192.51        | -192.51       |             |
| Total Scholarships                    | 2,510.00    | 4,911.24      | -2,401.24     | 51.11 %     |
| Uncategorized Expense                 |             | 9,212.34      | -9,212.34     |             |
| Total Expenditures                    | \$22,495.02 | \$53,814.81   | \$ -31,319.79 | 41.80 %     |
| NET OPERATING REVENUE                 | \$3,518.38  | \$ -28,973.55 | \$32,491.93   | -12.14 %    |
| NET REVENUE                           | \$3,518.38  | \$ -28,973.55 | \$32,491.93   | -12.14 %    |



# OAMR BOARD REPORT

## Budget Committee

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**Meeting Date:** February 9, 2026

**Contact:** Kim Herring, Treasurer  
**Contact Telephone Number:** 503-831-3502  
**Contact E-Mail:** [kim.herring@dallasor.gov](mailto:kim.herring@dallasor.gov)

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### BACKGROUND

In November 2025, OAMR received a significant bequest from the estate of Gregory Dudiak. These funds are currently in our regular checking account, and I would propose transferring them to our LGIP account to begin earning interest.

The board needs to determine whether these funds should be held in reserve or earmarked for a special project. I recommend holding the money in reserve to accrue interest. Once we have earned a significant amount, we could potentially use those interest funds for scholarships or another use as designated by the board.

### MEMBERSHIP OPTIONS

1. Keep the money in our regular checking that doesn't earn interest or transfer the funds to LGIP and begin earning interest.
2. If the funds are transferred to LGIP, keep the principal amount \$9,166.84 and use the interest earned for scholarships or other designated use.

### SUGGESTED MOTION

I move to transfer the bequest to the Local Government Investment Pool (LGIP) to begin earning interest. The principal amount will be reserved so that the accrued interest can be utilized for scholarships or other designated uses as determined by the board.

### ATTACHMENTS

n/a



THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

# OAMR BOARD REPORT

## Digital Assets Committee

**Meeting Date:** February 9, 2026  
**Source of Item:**

**Contact:** Lisa Figueroa  
**Contact Telephone Number:** N/A  
**Contact E-Mail:** lfigueroa831@gmail.com

### BACKGROUND

The Digital Assets Committee (DAC) oversees the organization's online presence, is responsible for developing policies and procedures to guide the management of OAMR's digital assets.

The DAC held a StarChapter training in December and will continue offering trainings periodically. These sessions are open to OAMR Board members, Region Directors, and Committee Chairs, and recordings will be available afterward. The DAC met in February to review this year's goals, including conducting a website audit to ensure information is current and links are working properly. The committee will also develop procedures and policies for managing and accessing OAMR's digital assets.

The DAC is not submitting any requests to the Board at this time.

### MEMBERSHIP OPTIONS

N/A

### RECOMMENDATION

No recommendations.

### SUGGESTED MOTION

No recommendations

### ATTACHMENTS

N/A



# OAMR BOARD REPORT

## Sponsor/ Exhibitor Subcommittee

Meeting Date: February 9, 2026

Source of Item: Events & Fundraising, Sponsor/ Exhibitor Subcommittee

Contact: Melissa Bisset, Board Secretary

Contact Telephone Number: 503-856-3412

Contact E-Mail: [bissem@keizeror.gov](mailto:bissem@keizeror.gov)

### BACKGROUND

During the Annual Business Meeting, there was a suggestion to review the current Sponsor/Exhibitor Fees, which have remained unchanged for many years. Sponsorship and Exhibitor fees play an important role in the success of our conferences. With rising costs associated with hosting the Annual Conference and limited revenue sources, it is prudent to consider adjusting these fees to help keep conference registration costs reasonable for our members.

As we approach the time to begin soliciting sponsorships for the Annual OAMR Conference, the Sponsor/Exhibitor Subcommittee would like to begin preparing updated solicitation materials. To move forward, sponsorship fees and package offerings need to be finalized.

The current Sponsorship/ Exhibitor fees are:

- Diamond – \$2,000
- Gold – \$1,500
- Silver – \$1,000
- Exhibitor – \$500

Last year, we secured two Diamond Sponsors, two Gold Sponsors, six Silver Sponsors, and four Exhibitors, generating a total of \$17,700 in sponsor and exhibitor revenue. No Advertising Packages were purchased. For this year, the budget includes a conservative estimate of \$10,000 in sponsor and exhibitor fees.

As part of this review, we also checked with a comparable organization to the north. The Washington Municipal Clerks Association's 2026 Sponsorship and Exhibitor fees are as follows:

- Diamond - \$5,000
- Platinum - \$3,500
- Gold - \$2,500
- Silver - \$1,000
- Bronze - \$500

### RELATED POLICIES/BUDGET CONSIDERATIONS

One of the goals of OAMR is to develop the incentive for professionalism through the education of all members. In doing so, OAMR remains mindful of increasing budgetary constraints faced by our membership and is actively seeking alternative revenue sources to ensure educational opportunities remain accessible and affordable.

### BOARD OPTIONS

The Board is being asked to consider an increase in the Sponsor/Exhibitor Fees.

The options include:

- Maintain the current Sponsor/Exhibitor fee structure
- Approve the recommended Sponsor/Exhibitor fee structure
- Suggest a different Sponsor/Exhibitor fee structure than is recommended.
- Discuss the Sponsor/Exhibitor fee structure and ask for additional information for consideration at a future Board Meeting.

## **CHAIR OR DIRECTOR'S RECOMMENDATION**

The Co-Chairs of the Sponsor/Exhibitor Subcommittee, in partnership with the Event and Fundraising Co-Chairs, recommend increasing the fees for the sponsorship packages, with the exception of the Advertising Package, for which a fee decrease is being recommended.

## **SUGGESTED MOTION**

I move to approve the Sponsor/Exhibitor fee recommendations as follows:

- Add a new Platinum sponsorship category;
- Rename the Exhibitor package to Bronze;
- Change the Advertising Package fee from \$750 to \$500; and
- Adopt the following sponsorship fee structure:
  - Platinum – \$3,000
  - Diamond – \$2,250
  - Gold – \$1,750
  - Silver – \$1,250
  - Bronze – \$500

I further direct the Board President and Co-Chairs of the Events and Fundraising Committee to work with the Sponsor/Exhibitor Subcommittee to develop the detailed sponsorship packages.

## **ATTACHMENTS**

- A. WMCA 2026 Conference Sponsorship Opportunities



# WMCA 2026 CONFERENCE SPONSORSHIP OPPORTUNITIES

Washington Municipal Clerks Association offers opportunities for your company to tap into new and exciting markets, expand your client base, and strengthen relations with current clients. Over 125 city, county and transit agency clerks are expected at our annual conference in March.

|                                                                                                                                                                              | Diamond<br>\$5,000 | Platinum<br>\$3,500 | Gold<br>\$2,500 | Silver<br>\$1,000 | Bronze<br>\$500 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------|-------------------|-----------------|
| Pre-Conference Attendee Roster- one week before conference                                                                                                                   | X                  |                     |                 |                   |                 |
| Full Page advertisement in the conference program and logo with link in the WMCA newsletter for one year                                                                     | X                  |                     |                 |                   |                 |
| Conference Registration (includes all meals) – one person ***                                                                                                                | X                  |                     |                 |                   |                 |
| Priority Choice Booth location and Early set-up option on Tuesday Night following the Presidents Reception (based upon the order in which the paid registration is received) | X                  |                     |                 |                   |                 |
| Link on the WMCA website homepage for one year                                                                                                                               | X                  |                     |                 |                   |                 |
| Link on the WMCA website sponsor page for one year                                                                                                                           | X                  | X                   |                 |                   |                 |
| Half Page advertisement in the conference program and logo with link in the WMCA newsletter for bi-monthly for one year                                                      |                    | X                   |                 |                   |                 |
| Lunch and Dinner tickets (Wednesday and Thursday) – one person ***                                                                                                           |                    | X                   |                 |                   |                 |
| Second Choice booth location and Early set-up option on Tuesday night following the President's Reception                                                                    |                    | X                   |                 |                   |                 |
| Lunch tickets (Wednesday and Thursday) – one person***                                                                                                                       |                    |                     | X               |                   |                 |
| Logo with link in the WMCA newsletter quarterly for one year                                                                                                                 |                    |                     | X               |                   |                 |
| Complimentary vendor booth in the exhibit area (\$600 value)                                                                                                                 | X                  | X                   | X               |                   |                 |
| Verbal recognition at the opening session                                                                                                                                    | X                  | X                   | X               |                   |                 |
| Poster signage at the Vendor/Exhibitor Reception event                                                                                                                       | X                  | X                   | X               |                   |                 |
| Welcome notification to conference goes through the WMCA Facebook page prior conference including a link to your company website                                             | X                  | X                   | X               | X                 |                 |
| Your brochure enclosed in attendee welcome bags**                                                                                                                            | X                  | X                   | X               | X                 |                 |
| Post-Conference Attendee Roster                                                                                                                                              |                    | X                   | X               | X                 | X               |
| Recognition as a Sponsor in the Conference Program*                                                                                                                          | X                  | X                   | X               | X                 | X               |



***Additional Information:***

In addition to a financial contribution, sponsors are given the opportunity to donate item(s) for the silent or live auctions. Proceeds from our auctions are used for scholarships for WMCA members. In addition to a financial contribution, sponsorship can include an in-kind donation towards conference supplies.

For more information, check out our website at [www.wmcaclerks.org](http://www.wmcaclerks.org) or call/text Meagan Olds at 509-834-3187.

Please see the sponsor/exhibitor registration form to complete the sponsorship process.

All contributions received prior to **February 6, 2026**, will be acknowledged in the conference program. If contributions not received prior to the deadline, online presence will be suspended until payment received.

\*All electronic materials for inclusion in the conference program must be submitted by **February 6, 2026**, to Meagan Olds.

\*\*All brochures must be received by **February 28, 2026**, in order to be included in the delegate bags. Ship brochures to:

**Jodi Wycoff, City of Monroe,  
14841 179<sup>th</sup> Ave SE, Suite 320  
Monroe, WA 98272**

\*\*\*If we run out of room at meals for WMCA members, vendors/sponsors will be asked to forfeit their meal tickets.





# OAMR BOARD REPORT

## Membership Committee

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**Meeting Date:** February 9, 2026

**Source of Item:**

**Contact:** Stacey Stockhoff/June Hinojosa

**Contact Telephone Number:** 541-962-1351

**Contact E-Mail:** [sstockhoff@cityoflagrande.org](mailto:sstockhoff@cityoflagrande.org)  
[june@bandon-or.gov](mailto:june@bandon-or.gov)

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### UPDATE FROM THE COMMITTEE:

The Membership Committee met on Monday, December 1, 2025, to review the current membership fees and structure. Alex Downing presented her research along with a proposal for tiered membership dues. The Membership Committee meeting focused on reviewing and discussing proposed changes to the organization's membership fee structure, including tiered rates based on population size and potential special rates for different member categories. The group explored administrative processes for handling membership renewals, tracking changes, and managing non-paying members, with specific attention to updating systems and coordinating between committees. The conversation ended with support to implement a zero-fee model for retired members. Alex Downing will continue discussions with other OAMR groups.

The Membership Committee met again on Wednesday, February 4, 2026. We discussed working on an updated New Member Handbook which Kayla Duddy had started compiling last year, we discussed membership growth and recruitment ideas and member retention, renewals, and how we are working to line up the listserv list with current members. Moving forward, we assigned mini teams to take on different tasks.

June has continued making strong progress on adding Region numbers to each member in the website backend, which will streamline the process of generating Region reports for Region Directors. Both June and Kim Herring, have been working hard to clean up the Gaggles listserv to ensure it aligns with our current active membership list. Stacey has been sending email reminders to members who have not yet renewed their membership for 2026. The first reminder, sent on January 8th, resulted in more than 19 renewals within four hours. A second reminder went out on February 3rd. We will continue to monitor renewal activity.

### Welcome our Newest OAMR Members!

#### **REGION III**

**Desyree Ambriz**, City Clerk/Assistant City Recorder, City of Gervais.

#### **REGION V**

**Courteney Halstead**, City Recorder, City of Lakeside.

**Anthony Pagano**, Community Development Director/Recorder, City of Gold Beach.

#### **REGION VII**

**Jessica Isley**, Interim City Recorder, City of Condon.



# OAMR BOARD REPORT

## Immediate Past President (IPP) Job Description Update

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**Meeting Date:** February 9, 2026

**Source of Item:** Kayla Duddy, IPP, and  
Scott Stauffer, President

**Contact:** Scott Stauffer

**Contact Telephone Number:** 503-786-7502

**Contact E-Mail:** [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)

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### BACKGROUND

In recent years OAMR has undertaken several changes in its leadership structure, including the elimination of the second vice president position and the promotion of the IPP to being a full voting member of the OAMR Board. In response to these changes, IPP Duddy and President Stauffer reviewed and drafted an updated job description for the IPP position.

The IPP job description reflects what are believed to be the roles' primary tasks: supporting the association president and Board in an advisory capacity. The IPP as presented in the attached job description, is a fully functioning and voting member of the Board with similar financial tasks as the president, committee membership liaisons work, and meeting and event attendance duties. Chief among the IPP's duties is a focus on external relations, supporting assigned OAMR committees, serving in a ceremonial capacity, and retaining an OAMR credit card to support the transitioning roles of other executive board positions.

### MEMBERSHIP OPTIONS

The Board is asked to provide feedback on the updated job description and if in support of the changes, adopt the new job description by motion.

### RECOMMENDATION

President Stauffer and IPP Duddy recommend that the Board approve the new IPP job description.

### SUGGESTED MOTION

*"I move to adopt the updated Immediate Past President job description as presented."*

### ATTACHMENTS

1. IPP Job Description (updated 2026)

## Oregon Association of Municipal Recordors (OAMR) Immediate Past President Job Description

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The Immediate Past President (IPP) is an executive officer of OAMR and is a voting member of the board. The IPP acts as an advisor to the president and board and represents the association to external groups.

The IPP serves for a one-year term which commences in September each year upon the administration of the oath of office (typically at the annual Conference banquet). The outgoing president automatically assumes the office of IPP – the position is not subject to election.

The OAMR Bylaws determines how the association handles situations when the office of IPP is vacant or when it becomes necessary to remove an individual from the position of IPP.

### **The duties of the IPP include:**

#### **1. Meetings, Events, and External Relations**

- a. Attend all meetings of the executive board and full board as called by the president.
- b. Attend OAMR's mid-year and annual conference events, business meetings, and educational sessions.
- c. Attend the League of Oregon Cities (LOC) conference as a vendor, coordinating and arranging vendor registration, transportation, lodging, meals, and vendor table materials, which are paid for by OAMR.
- d. Work with other professional associations (such as the Oregon City/County Managers Association (OCCMA)) to advance OAMR's mission.

#### **2. Committee Support**

- a. Serve as a member of the Budget Committee.
- b. Serve as a board liaison on OAMR Committee(s). Liaison responsibilities include:
  - i. Awareness of the responsibilities of your assigned committee (see specific committee descriptions).
  - ii. Provide the communication link between the committee and the executive board and report on the committee's progress at board meetings.
  - iii. Support the committee chair(s) submit reports to the president for board meetings within the established deadlines.
  - iv. Contact the committee chair(s) periodically for reports on committee task assignments.
  - v. Assume the responsibilities of the chair in the chair's absence.
  - vi. If the chair resigns, serve as chair until the president appoints a new chair.

#### **3. Administrative**

- a. Administer the oath of office to incoming OAMR officers at the annual conference and as necessary throughout the activity year.
- b. Serve as an advisor to the president.
- c. Acquire and maintain knowledge of OAMR Bylaws, policies, and procedures.
- d. Perform other duties and responsibilities as the president or executive board assigns.

#### **4. Fiscal.** The IPP may choose to:

- a. Remain a holder of an OAMR credit card (as called for in the OAMR Financial Policy).
- b. Adhere to the OAMR Financial and Expense Policies.