



OAMR Full Board Meeting Revised Agenda

April 16, 2026 | 1:00 p.m.

<https://us02web.zoom.us/j/83627153571?pwd=Ela2csAfRmbDZi6B0RKcb3as9C0TBf.1>

Meeting ID: 836 2715 3571

Passcode: 984921

1. CALL TO ORDER / ROLL CALL

2. ACTION ITEMS

- a. Approval of February 9, 2026, Minutes Page 3

3. OFFICE REPORTS

- a. President – Scott Stauffer Page 8
b. Vice President – Claudia Cisneros *None.*
c. Treasurer – Kim Herring Page 10
 1. Adoption of Revised Financial Policy – MOTION
 2. Budget Adjustment (Conference Speakers) – MOTION
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 *None.*
d. Region IV – Allyson Pulido Page 21
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, Claudia Cisneros, Kim Herring *None.*
c. Bylaws – Aimee Amerson *None.*
d. Digital Assets – Lisa Figueroa *None.*
e. Education – Ronnie King *None.*
 1. NW Clerks Institute – Ronnie King *None.*
f. Events & Fundraising – Susan Reeves, Krystal Stevens *None.*
g. Membership – June Hinojosa, Stacey Stockhoff Page 22
h. Mentoring & Retired Clerks – Sylvia Murphy Page 23
i. Nominating – Christie Teets Page 29
j. Publications – Gloria Tucker *None.*
k. Records & Regulations – Alex Downing, Wendy Lynn Page 32
 1. Adoption of Revised Records Management Policy – MOTION
 2. Adoption of Revised Records Retention Schedule – MOTION
 3. Adoption of Revised Records Destruction Form – MOTION
 4. Direction to form a Records Management Policy Implementation Workgroup – MOTION
 5. **OAMR Support of House Bill (HB) 4177 – MOTION** (added to the agenda)
 No proposed motion language.



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I. Scholarships – Cathy Nelson *None.*

1. Budget Adjustment for Scholarships – MOTION (added to the agenda)

Proposed Motion: I move to allocate \$855.00 from the Uncategorized Expense line to the IIMC Certification Programs Scholarship line item of the budget.

m. Strategic Planning Group – Cathy Nelson

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6. DISCUSSION ITEMS

- a. Mid-Year 2026: debrief (Krystal, Susan, Ronnie)

7. OTHER BUSINESS

8. FUTURE BOARD MEETINGS

- ~~a. November 21~~
- ~~b. February 9~~
- c. April 16
- d. July
- e. As Needed

9. ADJOURN



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING - ZOOM
February 9, 2026

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	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Absent
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	Absent
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 February 9, 2026, to order at 2:02 p.m. Virtual Roll was taken for OAMR Board Members.

2. ACTION ITEMS

- a. Approval of November 21, 2025 Minutes

MOTION: Claudia Cisneros, McMinnville, moved to approve the minutes of the November 21, 2025 meeting; seconded by Kayla Duddy, Redmond. Motion passed unanimously.

3. OFFICER REPORTS

- a. President – Scott Stauffer, Milwaukie, reported that he had attend the Alaska Association of Municipal Clerks Annual Conference Clerks Annual Conference and it went well. The Washington Municipal Clerks Association will try out adding a Region IX Conference at their Annual Conference in 2027 and then OAMR can decide the following year about including a Region IX Conference at the OAMR Annual Conference. Pins and stickers for the IIMC Annual Conference had been purchased.
- b. Vice President – Claudia Cisneros, McMinnville, had nothing to report.
- c. Treasurer – Kim Herring, Dallas, had nothing further to report. Scott Staffer expressed his gratitude for Kim Herring’s work.

- b. Secretary – Melissa Bisset, Keizer, had nothing to report.
- d. Immediate Past President – Kayla Duddy, Redmond, had nothing to report.

4. REGION DIRECTORS

- a. Region I – Lisa Scholl, St. Helens, was not present. Scott Stauffer reported that Lisa Scholl was working on rescheduling their meeting and that she had attended Dawn Shaw’s retirement party. Lisa’s home had experienced fire damage, and there were support opportunities for her family if anyone felt so inclined.
- b. Region II – Krystal Stevens, Willamina, was having a Region lunch in Tigard, and there were two locations in Region II, Newberg and Beaverton, that were hosting the virtual OAMR Mid-Year Conference.
- c. Region III – Gloria Tucker, Port of Newport, Region III planned on hosting a site for the virtual OAMR Mid-Year Conference.
- d. Region IV – Allyson Pulido, Springfield, shared she was invited to hear Oregon Secretary of State Tobias Read speak about elections. At the Shedd Institute in Eugene, Oregon Attorney General Dan Rayfield would be speaking about Elections. Scott Stauffer added that Secretary Read verbally agreed to attend the OAMR Annual Conference in the Fall. He would follow up with the Secretary to confirm his attendance.
- e. Region V – Winnie Shepard, reported that they would be holding a small Elections Training following the scheduled April 1 Elections Training.
- f. Region VI – Keli Pollock, Madras, was not present.
- g. Region VII - Karen Howton, Island City, shared that she had completed breast cancer treatment and she encouraged others who were fighting breast cancer. She would be touching base with her members soon.

5. COMMITTEE REPORTS

- a. Audit – Yuriy Ukhach, Nehalem, was not present.
- b. Budget – Kim Herring, explained that in November 2025, OAMR received a bequest from the estate of Gregory Dudiak. There needed to be guidance from the Board on what to do with the money. She suggested moving the funds to the Local Government Investment Pool (LGIP) account to begin earning interest. Appreciation was expressed for Gregory Dudiak’s generosity.

MOTION: Kayla Duddy, Redmond, moved 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; seconded by Gloria Tucker, Newport. Motion passed unanimously.

Sylvia Murphy shared that Gregory Dudiak was with LexisNexis and provided Code services for the City of Sherwood in the past. She recalled that he was amazing to work with as a vendor and hands-on with OAMR. A thank you card would be prepared.

- c. Bylaws – Aimee Amerson, nothing to report.

- d. Digital Assets – Lisa Figueroa, was not present.
- e. Education – Ronnie Smith, was not present.
- f. Events & Fundraising – Susan Reeves, Krystal Stevens, had nothing to report. Exhibitor and Sponsors Subcommittee Co-Chair Melissa Bisset explained that at the annual business meeting there was a suggestion to review the sponsor and exhibitor fees. The packages were reviewed by the Subcommittee and they compared packages to the Washington Municipal Clerks Association (WMCA). She reviewed the suggested packages as outlined in the Board Packet. All of the packages would be increasing in price with the exception of the Advertising package.

MOTION: Kayla Duddy, Redmond, moved to approve the Sponsor/Exhibitor fee recommendations as mentioned in the report, and 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; seconded by Kim Herring, Dallas. Motion passed unanimously.

- g. Membership – June Hinojosa, was not present. Stacey Stockhoff had nothing further to report. Scott Stauffer thanked the Membership Committee for their work.
- h. Mentoring & Retired Clerks – Sylvia Murphy, had nothing to report.
- i. Nominating – Christie Teets, had nothing to report.
- j. Publications – Gloria Tucker, had nothing to report.
- k. Records & Regulations (RRC) – Alex Downing, was collaborating with the Education Committee for an Elections Training. Directors were encouraged to promote the training.
- l. Scholarships – Cathy Nelson, reported applications were currently being accepted for Professional Development. Four scholarship applications to attend the IIMC Annual Conference and two scholarships were awarded.
- m. Strategic Planning Group – Cathy Nelson, shared there would be additional conversation about Regional Directors.

6. DISCUSSION ITEMS

- a. IIMC Annual Conference VP/ Designee Designation

Scott Stauffer explained the current Financial Policy regarding some financial support for the Vice President to attend the IIMC Annual Conference. Vice President Claudia Cisneros was unable to attend the IIMC Annual Conference this year. Per the Financial Policy the board can designate a member to be a designee and receive the same financial support. There was interest by Cathy Nelson to attend. He asked if there were others interested in being the designee. No other interest was expressed.

MOTION: Kim Herring, Dallas, moved to designate Cathy Nelson, Harrisburg, as the delegate to travel to the IIMC Annual Conference in Reno in May and to receive the financial support as outlined in the Financial Policy; seconded by Kayla Duddy, Redmond. Motion passed unanimously.

- b. Financial Policy:
 - 1. Treasurer conference registration comped.
 - a. Change Policy Language?
 - b. Comp Secretary and IPP registration fee too?

Scott Stauffer explained that in the Financial Policy, Annual Conference registration fees were comped for some positions. He noted that the word may was included in the language related to comping the Treasurer. There was a suggestion to change the word from may to will. There were no objections by the Board. Scott Stauffer would work with Kim Herring on the language related to the OAMR Treasurer.

There was discussion about including the Immediate Past President and Secretary in the list of positions for comped registration fee at the annual conference.

Cathy Nelson and Christie Teets expressed their support for comping the Secretary and Immediate Past President registration fees. There was no objection from the Board to work on changing the policy language and bringing it back to the Board.

- c. Mid-Year 2026: planning update
 - 1. Regional Gatherings!

There were approximately 26 registrants for the Virtual Mid-Year Conference. Reminders would be sent out and the registration lists would be provided to Region Directors. Appreciation for the Education Committee, Region Directors was expressed.

2. Lunch

If there were enough registrations, it might be possible to include lunch in the registration fee.

7. OTHER BUSINESS

- a. Position Roles – Discussion
 - 1. IPP – Draft to Review and Approve

Kayla Duddy, Redmond, explained that there had been discussion about how to add more responsibilities to the Immediate Past President. She was happy to provide support where needed. It was recommended that the Board share any suggestions with Scott Stauffer or Claudia Cisneros and noted that it was a working Job Description.

There was a question about which Committees they would serve as a board liaison. The idea was that the IPP would have the opportunity to continue to share, and it could be left open to give flexibility. There was support for keeping it open.

MOTION: Claudia Cisneros, McMinnville moved to adopt the updated Immediate Past President job description as presented; seconded by Kim Herring, Dallas. Motion passed unanimously.

2. Regional Directors – Discussion

The Strategic Planning Group (SPG) would have discussion about the Regional Directors at the next SPG meeting.

8. FUTURE BOARD MEETINGS

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

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

The next SPG would be held on March 4 at 3:00 p.m.

9. ADJOURNMENT

President Scott Stauffer, Milwaukie, adjourned the meeting at 3:01 p.m.

Submitted By: Melissa Bisset, MMC, Keizer
OAMR Secretary



OAMR BOARD REPORT

President's Report

Meeting Date: April 16, 2026
Source of Item: President Stauffer

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

BACKGROUND

As I write this report, I am fresh off my trip to the Washington Municipal Clerks Association (WMCA) conference in Kennewick, Washington, and am already into planning the next trip to Anaheim, California, for the California Municipal Clerks Association (CMCA) conference and then to Reno, Nevada, for the International Institute of Municipal Clerks (IIMC) conference. I was well warned that March to May is the president's busy travel season and folks, it's no joke – it's a little chaotic in my world right now. But, because of you and our association, we are moving along and doing what we do best – meet, plan, and lift each other up.

As you will see throughout the April 16 agenda, I have come home from Kennewick with ideas and thoughts about our conference which will be woven into our planning process where appropriate. I enjoyed visiting with our Washington friends and I have learned a lot from them.

On the home front, I am pleased to share with the Board and all OAMR members the logo for our 2026 Annual Conference in Lincoln City! Thanks to Google's artificial intelligence (AI) application I created this logo that blends the beach (and subtle bowtie) theme of our conference location with the overall message of lifting each other up. This image has helped me focus my thoughts and energy as we prepare for our annual gathering. I hope it provides you a little Oregon beach inspiration as well.



At the WMCA conference the IIMC Region IX Leadership team met and discussed plans for the region dinner and booth at the IIMC conference. CMCA is organizing the region dinner at IIMC this year and it promises to be a grand time – for the booth our region will have in the exhibitor's hall, I will be asking OAMR members attending IIMC to help staff it. The goal of our booth is to promote the region to Region IX members, cross-promote the 2028 IIMC Conference which will be in Region IX in Bellevue, Washington, and to be a landing place for showing support for IIMC President Dawn Abramahson, who is from California. As reported in my last Board report, OAMR is providing IIMC-themed pins for the booth – all four states are providing pins. Pins are big deal at IIMC.

Our Region IX directors, Shawn Campbell and Marc Donohue, also provided a financial report and I am pleased to share that the region's finances are in good shape. Both Marc and Shawn have worked hard to secure sponsor support for region activities and it's literally paying off (ha!). Plans also continue for a Region IX conference as part of the WMCA conference in Spokane in 2027. More information, from WMCA, will be shared in the coming year – but in the meantime, Region IX states will be asked to consider an amendment to our region agreement related to the region activities at the IIMC conference and the region conference in 2027. Stay tuned!

And I plan to review and update OAMR's three annual awards. Each year the president names a Recorder of the Year, a President's Award of Distinction recipient, and as of 2025 a Breaking



THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

OAMR BOARD REPORT

Barriers Award recipient. My aim in reviewing (and revising if necessary) these awards is to make sure they remain relevant and provide opportunities for both new, current, and long-time members to be recognized. Stay tuned on this front as well – if you have any thoughts on OAMR’s awards, please let me know.

MEMBERSHIP OPTIONS

Members are asked to receive this report.

RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Treasurer's Report

Meeting Date: April 16, 2026

Contact: Kim Herring, Treasurer

Contact Telephone Number: 503-831-3502

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

BACKGROUND

The Education Committee Chair has secured a speaker for the Annual Academy at no cost to OAMR. Consequently, he has requested that the \$10,000 originally budgeted for the Academy be reallocated to the general speaker expense line.

The current budget for general speaker expenses is \$13,600. With the addition of these funds, the total available for this year's conference speakers would be \$23,600. Currently, three speakers have been booked for a total of \$13,800, with several slots still remaining to be filled.

RECOMMENDATION

The Treasurer recommends this amendment but cautions that the Budget Committee must remain mindful of ensuring appropriate funds are budgeted for conference speakers going forward.

SUGGESTED MOTION

Motion not needed for Budget Committee Meeting.

Suggest motion for board meeting: I move to approve the budget amendment for Fiscal Year 2025-26.

ATTACHMENTS

A - Email from Ronnie Smith

Budget Adjustment and Speaker Expense Review

1 message

Ronnie Smith <rsmith@ci.king-city.or.us>

Thu, Feb 26, 2026 at 5:06 PM

To: Scott Stauffer <stauffers@milwaukieoregon.gov>, Kim Herring <kim.herring@dallasor.gov>

Hi Kim and Scott,

I want to confirm a few budget items before we move forward.

Since we're moving ahead with HR Answers for the Academy at no cost, we'll need to shift the \$10,000 allocated for the Annual Academy Speaker Expenses into the general Speaker Expenses line. Based on the notes from our earlier budget meeting, we currently have:

- Annual Academy Speaker Expenses: \$10,000
- Speaker Expenses: \$13,600

That would bring the total available for Speaker Expenses to \$23,600.

Here's what we're currently projecting as of 2/26/2026:

Chris Astrella

- Keynote: \$5,000
- Hackathon: \$2,000
- Travel (flight, car, food, hotel, etc.): \$600
- Total: \$7,600

Desi Payne

- Closing Session: \$5,000
- Hotel: \$350
- Total: \$5,350

George Crollly

- Session: \$500
- Travel and Hotel: \$350
- Total: \$850

This puts total projected **speaker expenses at \$13,800.**

I currently have four open session slots. I've reached out to all OAMR Committee Chairs to see if they're interested in hosting a session. I expect Alex Downing may want to participate, but I haven't confirmed that yet.

If those spots aren't filled by volunteers in the next few weeks, I do have a few backup options in mind, including Gordon McIntosh (estimated \$800–\$1,000 for travel only) and Tyler Enslin International (approximately \$3,000).

Let me know if you see anything I'm missing or if you'd like this adjusted before I finalize.



Ronnie Smith

City Recorder

City of King City

hone: 503-639-4082

Mobile: 503-482-8702

rsmith@ci.king-city.or.us



THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

OAMR BOARD REPORT

Treasurer's Report

Meeting Date: April 16, 2026

Contact: Kim Herring, Treasurer
Contact Telephone Number: 503-831-3502
Contact E-Mail: kim.herring@dallasor.gov

BACKGROUND

The Finance Policy currently covers conference registration fees for the President and Vice-President. To resolve ambiguity in Section 2.1.3 regarding the Treasurer's registration, the Executive Board recommends formally offering complimentary conference registration to the Treasurer, Secretary, and Immediate Past President. With the current registration cost at \$385.00 per person, this change would reduce registration revenue by \$1,155.00.

Additionally, the Breaking Barriers Award has been added to Section 2.1.2. While this award was included in the current budget, the Finance Policy language needs to be updated to reflect this.

RECOMMENDATION

The Executive Board recommends amending the Finance Policy to include conference expenses for the Treasurer, Secretary, and Immediate Past President. Additionally, this updated policy memorializes the Breaking Barriers Award.

SUGGESTED MOTION

I move to approve the Finance Policy as presented (amended).

ATTACHMENTS

1. 2026-01 Finance Policy

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 and replaces Policy No. ~~2020-02~~2025-01 known as the Finance Policy.
- 1.3 Approved this ~~14th~~ ____ day of ~~July 2025~~April 2026.

POLICY

TRAVEL

1.1. IIMC Annual Conference

OAMR will pay the costs for the President and 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. IIMC auction item(s), not to exceed \$50 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, not to exceed \$100 in value, for the outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.
- 1.2.7. Auction item(s), not to exceed \$50 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
- 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 Vice President
- ☐ [OAMR Treasurer](#)
- ☐ [OAMR Secretary](#)
- ☐ [OAMR Immediate Past 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
- [Breaking Barriers Award 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, not to exceed \$100 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
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director
- IIMC President or designee

2.4.2. The 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 \$50 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 \$50.00. 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 IIMC President, or their designee, 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 \$85.00, 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 \$85 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. Conference Committee Chair Expenses – Future Conference Site Tours:

The annual budget shall provide an allocation for expenses incurred by the Conference Committee Chair 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, 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 the registration fee, less the cost of meals.
- 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.

BUDGET POLICIES

When the 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 Vice President will determine the amount needed.
- 5.2. **Scholarships**
Appropriate funds for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II, or III, Northwest Clerks Institute Master Academy, and IIMC Annual Conference
- 5.3. **Contingency Safety Net**
Appropriate \$15,000 annually in Contingency as a safety net.
- 5.4. **IIMC Foundation Unrestricted Donation**
Appropriate \$600 annually for a cash donation to the IIMC Education Foundation.
- 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.
- 5.11. **Anti-Fraud Statement**
Misuse or abuse of OAMR funds, including falsification of receipts, personal charges, or non-compliance with this policy, may result in disciplinary action, up to and including termination of membership or referral to law enforcement.

6. OAMR SCHOLARSHIP FUNDING POLICIES

- 6.1.** The number of scholarships to be offered in any given year is left to the discretion of the President. During the preparation of the next year's budget, scholarships for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference shall be included. The proposed budget is reviewed by the OAMR Board and subsequently presented to the general membership at the Annual Business Meeting for adoption.
- 6.2.** Should the Board decide to offer more scholarships than budgeted, the Board shall make the difference up from Contingency.
- 6.3.** Scholarships are for registration costs only, unless the applicant is a first-time attendee for the OAMR Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging (up to \$400 for annual conference) at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 6.4.** Scholarships are non-transferable by the recipient.
- 6.5.** Specific criteria, as approved by the Board, shall be used to consider scholarship applications.
- 6.6.** IIMC Scholarships are reimbursable after the conference with the submittal of itemized receipts attached to the OAMR Expense Reimbursement Form, proof of attendance and the required Scholarship Report.

7. GENERAL PROVISIONS

- 7.1.** All reimbursed expenses are incurred for official OAMR business only. The delegate must attach all itemized receipts for reimbursement on the OAMR Expense Reimbursement Form and submit to the Treasurer within sixty (60) working days of purchase or travel. Scanned copies emailed to the Treasurer are acceptable.
- 7.2.** All excess payments or travel advances must be returned in a reasonable timeframe.
- 7.3.** Vehicle travel reimbursement shall be at the Federal mileage rate.
- 7.4.** Detailed receipts must be provided for all meal reimbursements. Gratuities will be included in the reimbursement.
- 7.5.** The Treasurer may request review by the President, Board or Audit Committee for reimbursement requests prior to issuing the reimbursement.
- 7.6.** Financial policy exceptions or approval for expenses in excess of the adopted budget may be made by the

8. CREDIT CARDS

Board on a case-by-case basis to meet OAMR business needs.

8.1 Distribution

OAMR credit cards shall be issued in the names of the current President, Vice President, Treasurer, and Immediate Past President and shall remain in their possession during their tenure as an officer. Each cardholder shall sign a statement that they have read, understand and will adhere to the expense policies of OAMR.

8.2 Authorized Purchases

OAMR credit cards are to be used for:

- Travel expenses as outlined in this policy. For vehicle travel reimbursement, see section 7.3.
- Conference-related expenditures approved by the Vice President and Treasurer. When in doubt, the cardholder should not use the OAMR Credit card and instead request reimbursement from OAMR.

8.3 Submittal of Receipts

Both credit card and itemized receipts for each charge to the credit card, with the purpose of the expense clearly indicated, must be submitted to the Treasurer within ten (10) working days of the purchase or return from travel (scanned copies, emailed to the Treasurer, are acceptable). Further backup documentation must be submitted for travel charges; the agenda or registration form for the conference the cardholder attended showing conference dates, meals provided and events. The Treasurer should have the receipts before the credit card billing is due and payable.

8.4 Payment of Credit Card Bills

The Treasurer shall pay the credit card bills on time, but only with all necessary receipts and backup documentation. If the cardholder has not submitted all necessary receipts and backup documentation and the bill cannot be paid on time, the cardholder will be responsible for reimbursing OAMR for all late fees and finance charges incurred. If the cardholder is unable to produce a receipt for any charge to the credit card, the cardholder will be responsible for reimbursing OAMR the full amount of that charge within 30 days of being notified by the Treasurer.

8.5 Statements

The Treasurer will distribute copies of each statement to all OAMR credit cardholders within 5 days of receipt of the statement.

8.6 Unauthorized or Accidental Charges

Any unauthorized or accidental purchase or charge shall be billed to the cardholder incurring said purchase or charge.

8.7 Lost Receipts

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

8.8 Cash Advances

Cash advances are prohibited.

8.9 Chain of Command

The Treasurer shall notify the President and Audit Committee Chair to determine a course of action for recovering the funds if a cardholder has not:

- submitted receipts or backup documentation;
- reimbursed OAMR for late fees and finance charges; or
- reimbursed OAMR for any unauthorized or accidental charges.

In the event that the President or Treasurer is the cardholder who hasn't followed the above policies, the Vice-President shall be notified instead. The Board shall be notified of the course of action, once it has been determined.



OAMR BOARD REPORT

Board Position Region IV

Meeting Date: April 16, 2026
Source of Item: Region IV Director

Contact: Allyson Pulido
Contact Telephone Number: 541-726-3701
Contact E-Mail: apulido@springfield-or.gov

BACKGROUND

Region IV held an in-person gathering for the mid-year academy. While no other City Recorders from Region IV were able to attend in-person, I was joined by Sherri Marineau, Deputy City Recorder from Newport. It was a great academy, and we enjoyed the opportunity to connect both online and in-person.

Region IV does not currently have any gatherings planned. I am hoping to plan something in late spring.

I want to brainstorm with my region and others about how we can increase involvement and membership. How do others support and recruit members?

MEMBERSHIP OPTIONS

None.

RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Membership Committee

Meeting Date: April 16, 2026

Source of Item:

Contact: Stacey Stockhoff/June Hinojosa

Contact Telephone Number: 541-962-1351 (S)

Contact E-Mail: sstockhoff@cityoflagrande.org
june@bandon-or.gov

UPDATE FROM THE COMMITTEE:

The Membership Committee has been hard at work behind the scenes. Following our February 4th meeting, each committee member received a list of cities within their assigned Region that are not currently represented in OAMR. Since then, the team has been actively reaching out through email and other correspondence to encourage new memberships. Their efforts are already paying off—several new members have joined OAMR in just the past 30 days!

The committee is also continuing its work on revisions to the new OAMR Handbook. We anticipate bringing a draft to the Board for review and approval in the near future.

We expect to reconnect for another committee meeting in May to review recruitment progress, discuss handbook updates, and address any new items that arise. More updates will be shared soon!

Welcome our Newest OAMR Members!

REGION I

Kim Karber, City Admin/Recorder, City of Columbia City.

REGION III

Pamela Dornbusch, City Recorder, City of Monmouth.

Jennifer Hummel, City Recorder, City of Aurora.

REGION V

Lorna Jessee, City Clerk/Deputy Recorder, City of Gold Hill.

REGION VI

Monica Burmeister, City Recorder, City of Sisters.

Susan Roberts, City Recorder, City of Culver.

REGION VII

Sheila Kowing, City Recorder, City of Mt. Vernon.

Crystal Rey, City Recorder, City of Spray.

OAMR BOARD REPORT

5. H.



Mentoring Committee Report

Meeting Date: April 1, 2026

Contact: Sylvia Murphy, Chair

Source of Item: Mentoring Committee Chair

Contact Telephone Number: 503-625-4246

Contact E-Mail: Murphys@Sherwoodoregon.gov

BACKGROUND:

In October 2025 shortly after the annual OAMR conference, the 13-member Mentoring Committee reviewed and provided feedback on updating forms and resources utilized by the committee. The committee worked on updating the 1) OAMR Mentor Follow-Up Checklist and 2) OAMR Mentoring Guide. In addition to reviewing and updating these documents, the committee reviewed and approved new language for the introductory paragraph of the Mentoring Committee's OAMR website page.

Attached to this report are the updated OAMR Mentor Follow-Up Checklist and OAMR Mentoring Guide both dated February 2026. It is unknown if these documents require OAMR Board approval, and it is my recommendation as the committee chair to solidify these documents into OAMR records with the Boards approval and adoption.

The text below reflects the language previously posted on the OAMR's website Mentoring Committee page and the new updated language. *Note: The website updated language is not coming before the Board for approval.*

Previous: As an individual who benefited from the program at my first conference in 1993, I cannot tell you how relieved I was to be able to tag along with my mentor during the conference. It provided me with the basis of what the Association can offer both professionally and personally. If she did not know the answer, she knew someone who would. It is these kinds of networking opportunities which provide the basis for our organization. I hope each of the new members will reap the positive rewards this program has to offer." ~Denise Carey, MMC, Estacada

New: The Oregon Association of Municipal Records (OAMR) mentoring program is a valuable resource designed to support new members as they begin their careers. By connecting them with experienced professionals, the program helps build confidence, expand knowledge, and create lasting professional relationships. Mentors offer guidance, answer questions, and introduce mentees to others in the field, making it easier to navigate the responsibilities of the role. These connections not only strengthen individual growth but also help build a stronger, more connected Association. ~ The Mentoring Committee

The new website language was developed by taking the previous language and running it through ChatGPT.

RECOMMENDATION: The Mentoring Committee respectfully requests the OAMR Boards review, approval and adoption of the attached OAMR Mentor Follow-Up Checklist and OAMR Mentoring Guide.

If the Board decides it is not necessary to adopt these two documents, the Mentoring Committee requests authorization to amend as needed without Board approval.

SUGGESTED MOTION: *I move to approve the updated OAMR Mentor Follow-Up Checklist and OAMR Mentoring Guide with revision dates of February 2026.*

ATTACHMENTS: OAMR Mentor Follow-Up Checklist (2 pages) and OAMR Mentoring Guide (1 page).



OAMR Mentor Follow-up Checklist

Date	Contact	Completed
Within 5 days of assignment	Schedule time to contact the new member, by phone, email or in person, if possible. Schedule follow up phone call for approximately 2 weeks later. See the OAMR Mentoring Guide, available on the OAMR website.	
Anytime	Schedule key dates on your calendar, and if your mentee uses Microsoft Outlook, add those dates on the mentee's schedule through an 'invite'. If your mentee is close enough to your location, invite them to your city hall to see your filing practices, archives facility, etc. Make sure to contact your mentee on a consistent basis, via email or phone, even if it's just to check in with them and see how they're doing.	
January 1	Email or call your mentee related to upcoming scholarship deadlines and answer any questions about the training/certification process. Encourage mentee to attend professional development classes. If it's an election year, answer any questions on process and provide examples on that process or any other process (agenda or parliamentary procedures) the mentee requests assistance with.	
February 1	If a mid-year academy is scheduled, contact your mentee to check in on their plans. Encourage attendance.	
May 1	If your mentee is attending professional development classes in June, share personal experiences and offer any advice.	
August 15	Give your mentee conference information on appropriate dress, activities and schedule time to meet after your mentee has arrived and settled at the conference. Don't forget to provide your contact information. Answer any questions about the organization. Plan to introduce your mentee to OAMR board members and other members at the conference.	
During Conference	Invite them to the Meet and Greet function (if one is scheduled) and plan on introducing them to other members. Verify their understanding of the conference sessions that are available, and answer questions. Offer to go through the contents of their conference bag with them to ensure they are comfortable with the schedule and materials provided, including understanding of conference technology applications. Try to make your mentee feel comfortable and welcome during all conference events and be sure to include them as much as possible. Spend 30 minutes with your mentee each day outside of conference activities, if possible. Invite them to sit with you at events and meals; our goal is to extend our hospitality, and to get them involved in OAMR from the beginning! (See the Mentoring Guide for more tips.) Encourage your mentee to join a committee and be active in OAMR.	

*** This schedule is based on the calendar year but can be tailored to your scheduled term of mentorship. Mentorship could extend beyond one year, communicate with the mentee on their expectations and needs, and your availability. Encourage use of OAMR listserv.



OAMR Mentoring Guide

WHAT IS MENTORING?

Mentoring is a professional relationship in which an experienced individual provides guidance, support, and knowledge to someone who is newer to the role or seeking to grow in their career. Effective mentoring includes not only the sharing of technical expertise, but also offering encouragement, constructive feedback, and practical insights that help the mentee achieve both personal and professional goals.

Modern communication tools now make mentoring accessible regardless of location. Mentoring relationships can be cultivated through video conferencing, email, shared digital workspaces, phone calls, and messaging platforms. When possible, in-person meetings, such as coffee meetups or lunch discussions, are encouraged to build rapport and strengthen the relationship.

City Records are particularly well-suited to mentorship, as the role involves specialized knowledge and a strong tradition of collaboration and support within the profession.

WHAT DOES A MENTOR DO?

A mentor is a knowledgeable, experienced professional who is willing to share insights, skills, and best practices to support a colleague's development. A successful mentor commits time, communication, and ongoing engagement with the mentee. Key responsibilities include:

- Responding to technical and procedural questions
- Explaining processes and workflow
- Sharing professional experiences and lessons learned
- Offering guidance about educational programs, certifications, and scholarship opportunities
- Providing encouragement, motivation, and moral support
- Introducing the mentee to other association members to help build a reliable professional network
- Supplying sample documents or templates when useful

Mentors may assist with topics such as preparation of ordinances, minutes, agendas, budgets, parliamentary procedures, election processes, and strategies for effective meetings. They may also share tips for improving communication among elected officials, administrators, and staff. At OAMR

events, including Regional Meetings, the Annual Conference, and Academy Sessions, mentors play a key role in orienting new Recorders/members. This includes:

- Getting to know the mentee on a personal level
- Providing information about event expectations (e.g., dress guidelines, session formats, special activities such as auctions or scholarship fundraisers)
- Making early contact during the event to ensure the mentee feels welcome
- Introducing the mentee to board members and other participants
- Encouraging their participation in discussions, sessions, and networking opportunities

Overall, mentoring at OAMR events means helping the mentee feel connected, confident, and engaged.

WHAT DOES A MENTEE DO?

A mentee is a professional, often new to the field, who is eager to learn, improve their technical skills, and develop a deeper understanding of the Recorder profession. Mentees are active participants in the mentoring relationship and should:

- Take initiative in asking questions, seeking advice, and communicating needs
- Be open to feedback, new ideas, and constructive guidance
- Engage in regular communication and follow through on commitments
- Reflect on their career goals and discuss them with their mentor

Benefits of participation may include:

- Enhanced networking opportunities
- Greater clarity on career goals and development strategies
- Increased confidence, satisfaction, and professional growth
- Higher productivity and a shorter learning curve
- Access to knowledge not readily available through formal resources

Individuals who have questions about the mentoring program, or who are interested in becoming a mentor or mentee, are encouraged to contact a member of the OAMR Mentoring Committee.

“Mentoring offers a pathway to new experiences, deeper understanding, and expanded possibilities.”

OAMR is proud to provide this program as part of its commitment to supporting and strengthening our community of Recorders and members. Whether you are seeking guidance or hoping to share your expertise, your involvement helps elevate the profession and contributes to the success of municipalities, special districts, and government agencies across Oregon.

CALL TO LEADERSHIP

By: Christie Teets, Nominating Committee Chair

At the September 2026 OAMR Business Meeting, the membership will be asked to elect officers for the 2026-2028 term. Offices of Vice President and Directors for Regions I, III, V, and VII will be up for election.

Please consider applying for OAMR leadership roles. Our organization gives so much to its members and serving on the Board is a very rewarding way to give back to a fabulous organization. OAMR provides a leadership mentoring program, so if you feel like you need a mentor to assist with Board or Director development, a mentor can be assigned to you.

Below is a summary of the job description for positions available. (You can find complete descriptions on our website at www.oamr.org. Click on "ABOUT OAMR", then scroll down to "Board Applications".

The term of office for **Vice President** is a three-year term. The Vice President succeeds to President, then Immediate Past President.

The term of office for **Region Directors** is two years. Duties shall include, but are not limited to:

- Attendance at all Board meetings and conferences
- Encouraging membership in both OAMR and IIMC
- Encouraging attendance at OAMR mid-year and annual conferences
- Contributing articles and/or information for inclusion in the OAMR quarterly newsletter
- Coordinating region basket for fundraising at conference
- Writing letters of support for members applying for their CMC designation

Region Director Positions up for election include (covering cities located within the listed counties):

REGION I DIRECTOR: *(Clatsop, Columbia, and Tillamook Counties)*

REGION III DIRECTOR: *(Benton, Lincoln, Linn, Marion, and Polk Counties)*

REGION V DIRECTOR: *(Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties)*

REGION VII DIRECTOR: *(Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallow, and Wheeler Counties)*

General eligibility criteria are that you must be an active member in good standing and have actively participated in an OAMR committee for two years.

If you are interested in submitting your name as a candidate for any of the above positions, please complete the following steps, and submit a completed application to the Nominating Committee Chair by Friday, June 5, 2026, at 5:00pm.

- Declaration of Candidacy Form
- Candidate Statement
- Letter of Support from the Mayor or municipality you represent
- Recent Photograph (high quality digital)
- Copies of OAMR certificates issued for participation on OAMR Committees for two years, within the past four years.

Information will be provided for publication in the OAMR Newsletter, as well as the Annual Conference program. Elections will be conducted in accordance with Article VI of the OAMR Bylaws at the Annual Conference.

Christie Teets, City Recorder
OAMR Nominating Committee Chair
City of Molalla
PO Box 248 | Molalla, OR 97038
503-759-0285
cteets@cityofmolalla.com

Members of the Nominating Committee:

Cathy Nelson, CMC, Harrisburg
Susan Reeves, MMC, Scappoose
Crystal Weber, Philomath
Krystal Stevens, Willamina
Renea Oravetz, MWVCOG



BOARD MEMBERS NEEDED

TAKE THE NEXT STEP

DECLARE YOUR
CANDIDACY TODAY!

VICE PRESIDENT
REGION DIRECTORS:
I, III, V, & VII



Don't miss out on this chance to make a difference, grow as a leader, and be part of a dynamic team dedicated to impactful change and success. Step up and become a Region Director today!

ELIGIBILITY CRITERIA:

Active member in good standing
Member of any OAMR committee for 2 years

Deadline: June 05, 2026

www.oamr.org/board_applications

- 
- **Shape the Future**
 - **Expand Your Network**
 - **Professional Development**
 - **New Opportunities**



OAMR BOARD REPORT

Records and Regulations Committee

Meeting Date: 4/16/2026

Contact: Alex Downing/Wendy Lynn

Source of Item: Records & Regulations Committee

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

PURPOSE

The purpose of this report is to refer the revised Records Management Policy, Records Destruction Form, and Records Retention Schedule to the OAMR Board for review and adoption and to provide additional recommendations on organizational records management.

BACKGROUND

OAMR maintains records related to governance, membership, education and training, conferences, financial activities, and routine communications. These documents are intended to clarify roles and responsibilities, promote consistency in records practices, and formalize guidance for the retention and disposition of OAMR records. While records have historically been managed informally, a recent review identified opportunities to improve clarity, consistency, and documentation through updated policy language, a standardized destruction form, and a clearly defined retention schedule.

Members of the Records and Regulations Committee (Sheena Dickerman, Millersburg; Laural Hawkins, Lake Oswego; Meghan McGee, Happy Valley; Sylvia Murphy, Sherwood; Christina Still, Gresham; Crystal Weber, Philomath) served on a workgroup tasked with updating OAMR's current Records Management Policy, Records Destruction Form, and Records Retention Schedule, which had last been updated in 2015.

The workgroup adapted materials used by a comparable municipal recorders organization in Washington State and revised the documents to reflect recognized best practices and legal requirements for professional associations. Each document has been reviewed and tailored to align with OAMR's organizational structure, board roles, and operational needs.

DISCUSSION

Revisions to the documents can be summarized as follows:

- The updated Records Management Policy provides clearer guidance on the creation, maintenance, retention, storage, and disposition of both physical and electronic records. The OAMR Secretary is the designated Records Officer for OAMR. While the policy directs records to be stored electronically, the specifics are not identified in the policy (ex: use of box.com, who has access, etc.).
- The updated Records Retention Schedule complements the policy by identifying recommended retention periods for key categories of OAMR records. The schedule is designed to support consistent decision-making, reduce uncertainty, and ensure records are retained only as long as necessary to meet administrative, legal, fiscal, and historical needs. Items marked with an asterisk (*) are federally required by the IRS. The code number section was removed because it served no functional purpose. Most retention periods were shortened to align with Nonprofit Association of Oregon guidance. Local risk management



OAMR BOARD REPORT

experts recommended long retention for insurance policies due to potential claims.

- The Records Destruction Form supports accountability and transparency by documenting authorization and methods of destruction once records have met retention requirements. The workgroup considered removing the destruction form due to limited relevance but chose to retain it based on the National Council of Nonprofits' recommendation.

Collectively, these documents are intended to:

- Promote consistency in records management across board members and committees
- Support continuity during leadership transitions
- Reduce uncertainty regarding retention and destruction practices
- Reflect the records management principles OAMR promotes within the profession

When the Records and Regulations Committee reviewed the documents prior to referral to the Board, there was discussion about the need to flesh out how the organization stores its electronic records. The Committee ultimately agreed that another workgroup should be formed to implement the revised Records Management Policy and formalize OAMR's usage of an electronic records repository. Examples of questions that could be addressed by another workgroup are:

- What is the best way for OAMR to store electronic documents for broad, reliable access?
- How do we maintain consistent access over time as roles and policies change?

IMPACT

No fiscal impact is anticipated. The revised policy, destruction form, and retention schedule rely on existing resources and practices and are intended to streamline, rather than expand, administrative processes.

PROPOSED MOTIONS

1. Adopt the revised Records Management Policy;
2. Adopt the revised Records Retention Schedule;
3. Adopt the revised Records Destruction Form; and
4. Form a workgroup in Fall 2026 to implement the revised Records Management Policy, specifically addressing the migration and ongoing management of electronic files.

ATTACHMENTS

1. Current OAMR Records Retention Policy
2. Current OAMR Records Retention Schedule
3. Current OAMR Records Destruction Request
4. Proposed revised OAMR Records Management Policy
5. Proposed revised OAMR Records Retention Schedule
6. Proposed revised OAMR Records Destruction Form

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 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 - Summary reports - Individual responses	CY + 2 CY + 1		5 years 5 years or until summarized
	Trademarks/logos	CY + 1		Permanent
	<u>Finance and Accounting</u>			
	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

RECORDS DESTRUCTION AUTHORIZATION

Code:	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 MANAGEMENT POLICY

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I Purpose

The purpose of the Oregon Association of Municipal Recordors (OAMR) Records Management policy is to establish a standardized system for naming files, folders, and documents across the organization, ensuring consistency, easy identification, and efficient retrieval of information.

II Definitions

- A. Archival.** Archival are records that are considered historically important to OAMR.
- B. Disposition.** Disposition is the action taken with records when they are no longer required to be retained by OAMR, including retention, and transfer to the Oregon State Archives or destruction.
- C. Essential Records.** Essential Records are records that OAMR must have in order to maintain or resume business continuity following a disaster.
- D. Metadata.** Metadata summarizes basic information about data, making finding and working with particular instances of data easier; similar to a folder label.
- E. Public Record.** Public Record includes any writing containing information relating to the conduct of business or the performance of any business or proprietary function prepared, owned, used, or retained by OAMR regardless of physical form or characteristics.

III General

- A.** As a nonprofit organization, OAMR must abide by Internal Revenue Service (IRS) standards for records retention. However, OAMR will follow the Oregon Secretary of State's records standards and retention for records not outlined by the IRS, as permitted.
- B.** OAMR will follow the retention as set forth in the most current adopted Oregon Association of Municipal Recordors' Retention Schedule.
- C.** It should be the intent of the OAMR Officers and Committee Members that all records be maintained exclusively in electronic form, stored on the website, organization-approved software, or on a designated external hard drive purchased for this purpose. Records stored in paper format get lost and/or destroyed in members' garages. Generally, responsible officers and committee members have little if any space to store paper records in their offices.
- D.** Records defined by the OAMR Board as historically valuable will be preserved.

- E. Records are destroyed at the end of the retention period specified on the retention schedule.
- F. Records essential to OAMR and continuity of operations are adequately protected from damage or loss.
- G. All information systems, including hard copy and electronic, shall preserve the integrity and accessibility of the public records they hold for the duration of the most currently adopted Oregon Association of Municipal Records' Retention Schedule.
- H. Although not required, records will be made accessible for public inspection and their security will be maintained according to the provisions of Oregon Public Records Law.

IV Naming Conventions for Records

Naming records consistently, logically, and in a predictable way will distinguish similar records from one another at a glance, and by doing so will facilitate the storage and retrieval of records, which will enable users to browse file names more effectively and efficiently. Naming records according to agreed conventions should also make file naming easier for OAMR Officers and Committee Members because they will not have to 're-think' the process each time.

A. Naming Rules

1. A good file name enables not just its creator but also anyone else to identify its content and context and to decide about its relevance without having to open the file itself.
2. Keep file names short, but meaningful.
3. Use only alpha-numeric characters.
 - a. Do not use: ~ ! @ # \$ % ^ & * () ' ; , < > ? "
 - b. Do not use periods. Periods separate the file name from the format extension (.docx or .tif, for example). The format extension is the main way a computer understands which program to use to open a file, so it's best to avoid any ambiguity and remove extra periods from a file name.
4. Put dates first and format them consistently, except for templates.
 - a. YYYY-MM-DD
5. Capitalize the first letter of each word in the file name.

6. Add some keywords to describe the contents of the file after the date.

a. Document title or type.

b. Image subject or type.

7. Don't Overwrite File Extensions.

B. Correspondence

1. The file names of correspondence should include the date of the correspondence, the type of correspondence, last name of the sender, last name of receiver, and the subject.

a. Example: 2025-02-25 Email from Smith to Jones on 2025 Conference

C. Templates

1. All templates should have the words "TEMPLATE" all in caps at the end of the file name.

a. Example: OAMR EC Minutes TEMPLATE.docx.

V Maintaining Records

A. Records Retention and Inventory

1. The OAMR Secretary or designee will maintain a system for records inventory and control of active and inactive records. An Electronic Records Management System (ERMS) or other index database may be used to track records. An inventory spreadsheet will be completed for records that are saved and disposed of.

2. The OAMR Secretary or designee will verify this information against the most current adopted Oregon Association of Municipal Records' Retention Schedule to ensure authority for future disposition actions (destruction or archives transfer).

B. Disposition of Electronic Records Past Retention Period

1. Once a record has passed the required minimum retention period (based on the most current adopted Oregon Association of Municipal Records' Retention Schedule), it is eligible for disposition. Disposition actions include destruction, retention, or transfer to the Oregon State Archives.

a. **Destruction.** The OAMR Secretary will provide a list of records eligible for destruction to the OAMR Officers, as needed (typically at least annually).

The form notifies the membership that OAMR is authorized to destroy the records based on the most current adopted Oregon Association of Municipal Records' Retention Schedule and is no longer required to retain the records, and provides an opportunity for review of records prior to their destruction. After the records have been destroyed, a Certificate of Records Destruction will be completed by the OAMR Secretary and retained permanently.

- b. **Permanent or Long-Range Records.** Records with a retention of 'permanent' must not be destroyed. The OAMR Secretary will arrange for permanent retention of these records.

C. Essential Records

Record series with this designation are those OAMR would need in order to maintain or resume its core functions following a disaster. Any essential records need to be in electronic PDF and TIFF format.

- 1. The OAMR Secretary will ensure there is a PDF and a TIFF copy of all essential records saved onto an external hard drive.

D. Scanning Paper Records to Electronic Format

- 1. Records **MUST** be scanned and verified in a systematic and consistent fashion that ensures a complete and accurate copy of the source record. Records that are not completely and accurately captured must not be destroyed.
- 2. For shorter-term retention (fewer than 6 years total), either a lossless or lossy image format may be used. Acceptable file formats include: TIFF, PNG, PDF, PDF/A, JPEG, and JPEG 2000.
- 3. Long-term records (more than 6 years total retention) require lossless image formats in order to ensure preservation. The current recommended formats are: TIFF and PNG.

VI Attachments

- A. Current adopted Oregon Association of Municipal Records' Retention Schedule.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
RECORDS RETENTION SCHEDULE**

Record Type	Minimum Retention
Academy and Conference Records • Significant Program Records • Other	Permanently – Scan and Save Electronically 3 years
Accounts Payable*	3 years
Accounts Receivable*	3 years
Annual Activity Reports	Permanently – Scan and Save Electronically
Articles of Incorporation	Permanently – Scan and Save Electronically
Audit Reports	Permanently – Scan and Save Electronically
Awards	Permanently – Scan and Save Electronically
Balance Sheets*	3 years
Bank Transaction Records*	3 years
Budget, Adopted	Permanently – Scan and Save Electronically
Budget Preparation Records	3 years
Bylaws, Policy and Procedure Records	Permanently – Destroy When Superseded
Cash Disbursement/Receipt Journals*	3 years
Certificates of Insurance	6 years
Checks*	3 years
Contracts	6 years
Correspondence	2 years
Election and Nomination Records	2 years
Expense Reports*	3 years
Financial Statements, Year-End	Permanently – Scan and Save electronically
General Ledgers	Permanently – Scan and Save Electronically
Gift, Contribution, and Funding Records*	3 years
Insurance Policies	75 years
Legal Opinions/Records	Permanently – Scan and Save Electronically
Meeting Records for Annual, Special, Executive, Region, and Committee Meetings	Permanently – Scan and Save Electronically
Membership Records • Applications • Lists	2 years Permanently – Destroy When Superseded
Photographs and Scrapbooks	Permanently – Scan and Save Electronically
Press Releases	2 years
Scholarship Applications and Records	6 years
Signature Authorizations	6 years
Surveys and Questionnaires	5 years
Tax Records*	6 years
Tax Returns	Permanently – Scan and Save Electronically



**Oregon Association of Municipal Records (OAMR)
Records Destruction Authorization Form**

Section 1: Record Identification

Record Series Title:

Inclusive Dates:

Minimum Retention Period:

Format of Records (Digital/Paper/Both):

Section 2: Authorization

Committee Chair (person completing form) (Print Name):

Signature:

Date:

Section 3: Approval

OAMR President or Vice President (Print Name):

Signature:

Date:

Section 4: Destruction Details

Method of Destruction (recycle/shred/other):

Destroyed by (Print Name):

Signature:

Date of Destruction:

Updated 04-16-2026



OAMR BOARD REPORT

Strategic Planning Group

Meeting Date: April 16, 2026
Source of Item: Strategic Planning Group

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

BACKGROUND

The Strategic Planning Group has been discussing possible changes to Region Directors for the past couple of years. At its last two meetings, the group agreed to the following changes to how Region Directors are elected.

- A name change from Region Director to Representative
- A change from two-year to three-year terms
- Reduce total officers from 7 to 6
- Elect an officer for a population of 4,999 or less listing western counties
- Elect an officer for a population of 4,999 or less listing southern counties
- Elect an officer for a population of 4,999 or less in any county
- Elect an officer for 5,000-19,999 in any county
- Elect an officer for 20,000-49,999 in any county
- Elect an officer for 50,000 or more in any county
- Nominating Committee determines eligibility using census data
- Instruct Representatives to create teams to assist them in their duties

There was a lot of debate about where the population cutoff should be. When creating categories of population, the group took several factors into account. First, most of OAMR membership is smaller cities. Second, most of Oregon is made of smaller cities. Third, keeping insight and engagement from eastern Oregon and southern Oregon is valuable to OAMR. Fourth, cities benefit from relationships with other cities of similar size, no matter the location. Fifth, members in close proximity to each other create relationships on their own. Sixth, the distribution of members should be as even as possible. Seventh, membership expansion should be expected for the future.

All of these changes would mean changes to the Bylaws. The group would like the Board to present bylaws changes to the Bylaws Committee for consideration. Anything brought forward by the Bylaws Committee would need to be approved by membership and would not go into effect until 2027 or 2028.

BOARD OPTIONS

Consensus to present changes to Bylaws Committee.

Make further edits.

No action.

ARTICLE V - OFFICES AND TERMS OF OFFICE

Section 2. ~~Directors~~Representatives:

~~Seven~~ ~~Six~~ ~~Directors~~Representatives, one for each designated ~~region~~population category in the State, shall be elected for a term of ~~two~~three years.

Designated ~~regions~~population categories are: ~~Region Representative I (Clatsop, Columbia and Tillamook counties~~4,999 or Less within the counties of Gilliam, Wheeler, Morrow, Umatilla, Union, Wallowa, Baker, Grant, or Malheur), ~~Region Representative II (Multnomah, Clackamas, Yamhill and Washington counties~~4,999 or Less within the counties of Coos, Curry, Douglass, Josephine, Jackson, Klamath, Lake, Harney, or Malheur), ~~Region Representative III (Benton, Linn, Lincoln, Marion and Polk counties~~4,999 or Less within any Oregon county), ~~Region Representative IV (Lane and Douglas counties~~5,000-19,999 within any Oregon county), ~~Region Representative V (Coos, Curry, Jackson, Josephine, Klamath and Lake counties~~20,000-49,999 within any Oregon county), ~~Region Representative VI (Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes counties~~50,000 or More within any Oregon county), ~~Region VII (Gilliam, Grant, Morrow, Harney, Matheur, Baker, Union, Wallowa, Wheeler and Umatilla counties)~~. Members in any ~~region~~area may attend ~~regional~~meetings in any ~~region~~area they choose but may only hold the office of representative ~~directorship~~ within their designated ~~region~~population category. ~~The Nominating Committee will ensure eligibility via census data at the time of nomination.~~

Section 6. Powers and Duties

~~The Region Directors~~ ~~Representatives~~ shall represent the members in their ~~regions~~population category and carry out the responsibilities and duties as determined by the Board. ~~Region Directors~~ ~~Representatives~~ are encouraged to hold a minimum of one ~~virtual~~meeting per year ~~and create teams to assist in their duties.~~