OREGON ASSOCIATION OF MUNICIPAL RECORDERS

MEETING MINUTES
March 12, 2025 Board Meeting
Mid-Year Conference and Zoom – 3:00PM

BOARD MEMBERS:	TITLE	ATTENDING
Kayla Duddy, MMC, Redmond	President	Present
Scott Stauffer, CMC, Milwaukie	Vice President	Present
Alex McHaddad, Sodaville	Treasurer	Present
Christie Teets, CMC, Molalla	Secretary	Present
Nanci Sandoval, CMC, Umatilla	Immediate Past President	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Present
Nicole Madigan, Milwaukie	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
VACANT	Region IV Director	Vacant
Winnie Shepard, CMC, Medford	Region V Director	Present
Jennifer Gray, Hood River	Region VI Director	Present
Karen Howton, CMC, Island City	Region VII Director	Present

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

President Duddy called the meeting to order at 3:03PM. Secretary Teets called roll, and the meeting continued.

2. WELCOME & INTRODUCTIONS

3. OFFICER REPORTS

a. President – Kayla Duddy had nothing to add.
b. Vice-President – Scott Stauffer had nothing to add.
c. Treasurer – Alex McHaddad shared that the last 30 days in Elgin has been difficult, therefore the audit is taking longer than he had hoped.
d. Secretary – Christie Teets had nothing to add.
e. Immediate Past President – Nanci Sandoval is working with Oregon Government Ethic Commission staff in regard to Senate Bill 938.

4. REGION DIRECTORS

a. Region I Director – Lisa Scholl had nothing to add.
b. Region II Director – Nicole Madigan shared that Region II enjoyed lunch together recently and a good time was had by all that could attend.
c. Region III Director – Gloria Tucker had nothing to add.
d. Region IV – VACANT
e. Region V – Winnie Shepard had nothing to add.
f. Region VI – Jen Gray had nothing to add.
g. Region VII – Karen Howton shared that their region has two new city recorders and extended a warm welcome.

5. COMMITTEE REPORTS

a. Events & Fundraising Committee – Susan Reeves & Krystal Stevens

Ms. Reeves and Ms. Stevens provided the Staff Report to the Membership, providing background regarding the rotation of OAMR Conferences and the proposed locations. Areas have been defined as Central Oregon, Willamette Valley, Oregon Coast, and Other.

MOTION: Nicole Madigan, Milwaukie, moved to refer the OAMR conference location rotate schedule, as recommended by the EFC, to a vote of the full membership to be called by the President as soon as possible. Scott Stauffer, Milwaukie, seconded. Motion passed unanimously.

b. Audit Committee – Yuriy Ukhach (nothing to add)

c. Budget Committee – Scott Stauffer & Alex McHaddad

Treasurer McHaddad, Elgin, announced that he would not be available to run a second term as Treasurer and asked the Board to consider recruiting for his replacement in September.

1. Fundraising Revenue – Adjust from $19,000 to $7,000

MOTION: Nicole Madigan, Milwaukie, made a motion to adjust the Fundraising Revenue from $19,000 to $7,000; seconded by Gloria Tucker, Port of Newport. Motion passed unanimously.

2. President's Award of Destination / Recorder of the Year Recipient's – Conference fee adjust from $500 to cover the 2025 Conference fee

The membership discussed capturing this in the next Budget cycle.

3. IIMC Endowment Foundation Donation – Adjust from $8,000 to $4,000

Discussion took place regarding the requested line-item adjustment and use of funds. Scholarships are a priority for OAMR membership, as the practice has benefited many over time.

MOTION: Scott Stauffer, Milwaukie, made a motion to adjust the IIMC Endowment Donation from $8,000 to $4,000; seconded by Nanci Sandoval, Umatilla. Motion passed unanimously.

d. Bylaws & City Recorder Procedures Manual Committee

Vice President Stauffer presented the Staff Report for the BPMC, explaining proposed amendments to Article IX, Sections 1 and 2. It is recommended by the BPMC that the proposed changes be presented to the full membership.

MOTION: Gloria Tucker, Port of Newport, made a motion to refer the proposed changes of the OAMR Bylaws to the full membership to vote on at the Annual Conference in September 2025; seconded by Nicole Madigan, Milwaukie. Motion passed unanimously.

e. Education Committee – Ronnie Smith (nothing to add)

f. Publications Committee – Gloria Tucker (nothing to add)

g. Internet Committee – Lisa Figueroa (continued on next page)

Ms. Figueroa provided the Board Report that outlined the Internet Committee's updated description of duties, along with a suggested name change. The committee feels that "Digital Assets" better represents their role in managing OAMR's website, social media presence, and other digital content.

MOTION: Scott Stauffer, Milwaukie, made a motion to accept and approve the requested name change and adopt the proposed committee description; seconded by Nanci Sandoval, Umatilla. Motion passed unanimously.

h. Records & Regulations Committee – Alex Downing & Wendy Lynn (nothing to add)

i. Membership Committee – Phyllis Bolman & Lisa Figueroa

Ms. Bowman shared that City of Powder has a new City Recorder. The Membership Committee is hoping a new fee structure will be updated to accommodate more Retired Clerks.

j. Mentoring Committee – Sylvia Murphy

Ms. Murphy provided comments from the Board Report, explaining the background of combining the Mentoring Committee and Retired Clerks Committee. It is the recommendation of the current membership of both committees to adopt a new Mentoring Committee job description to include duties incorporated from the Retired Clerks Committee job description and eliminate the Retired Clerks Committee. It is also recommended that the Retired Clerks Recognition Policy be reviewed.

MOTION: Scott Stauffer, Milwaukie, made a motion to adopt the new OAMR Mentoring Committee job description and eliminate the Retired Clerks Committee; seconded by Alex McHaddad, Elgin. Motion passed unanimously.

k. Nominating Committee – Christie Teets (nothing to add)

l. Northwest Clerks Institute Education Committee – Ronnie Smith (nothing to add)

m. Retire Clerks Committee – Sylvia Murphy (nothing to add)

n. Scholarship Committee – Cathy Nelson (nothing to add)

o. Strategic Planning Group – Cathy Nelson (nothing to add)

6. ACTION ITEMS

a. February 5, 2025, Board Meeting Minutes

MOTION: Scott Stauffer, Milwaukie, made a motion to approve the February 5, 2025 Meeting Minutes; seconded by Alex McHaddad, Elgin. Motion passed unanimously.

b. Board / Committee Job Descriptions Approval (Kayla Duddy)

President Duddy presented several Board and Committee Job Descriptions to the membership requiring updating. Many of the items presented have been a work in progress over the past several months and familiar to those in attendance. President Duddy suggested acceptance of all job descriptions via consensus and the group agreed unanimously.

c. Future of Mid-Year Conference Final Decision (Scott Stauffer)

Vice President Stauffer expanded on the submitted Board Report, providing background regarding the history of Mid-Year Conferences post COVID-19. The numbers have been low for the past few years, making it difficult to comply contractually with hotel accommodation. Because planning for conferences takes place years before the event is held, it is important to provide direction for future committee members.

MOTION: Gloria Tucker, Port of Newport, moved to direct the Events & Fundraising Committee and Education Committee to plan a hybrid region-based in-person and virtual Mid-year Conference in March 2026, as supported at the September 2024 strategic planning workshop, and to provide feedback to the Board on the feasibility of such a hybrid conference as planning commences; seconded by Nicole Madigan, Milwaukie. Motion passed unanimously.

After brief discussion, it was noted that the membership needs to adopt the Conference rotation schedule as soon as possible.

MOTION: Nicole Madigan, Milwaukie, moved to adopt the conference rotation schedule at the soonest possible meeting to begin conference planning next steps; seconded by Alex McHaddad, Elgin. Motion passed unanimously.

President Duddy plans to hold a special meeting of the membership in May. Date to be announced.

7. OTHER BUSINESS (Kayla Duddy)

a. LOC / OAMR Partnership

Discussion took place regarding a partnership with League of Oregon Cities. The membership agrees that having an opportunity to have discussions with other agencies will be beneficial to Municipal Clerks, as our duties and responsibilities are constantly changing in relation to legislation.

b. Region IV Director Vacancy

An announcement was made by President Duddy regarding the vacancy.

c. 2025 Mid-Year Room Rate

The group discussed the possibility of having to pay an overage fee for rooms that were not reserved for the Mid-Year Conference. This would reflect negatively on this year's Budget.

Post Script: The Valley River Inn waived room fees, as the membership is planning to return in September for the Annual Conference. This was wonderful news, and those that were able to attend are looking forward to going back in the fall.

8. FUTURE BOARD MEETING(s):

a. July (TBD)
b. September (at Conference)

President Duddy adjourned the meeting at 4:03PM.

Submitted By:

Christie Teets, CMC
OAMR Board Secretary