



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
 Thursday, March 31, 2016
 Ashland Hills & Suites Conference Center

Minutes were approved by the Board at its meeting of September 23, 2016.

I. Board Meeting Called to Order:

President Eldridge called the Board Meeting to order at 2:43 p.m.

II. Roll Call by Sign-In Sheet:

Members:	Title:	Attended:
Michele Eldridge, CMC, Harrisburg	President	✓
Dale Shafer, Nehalem	1st Vice-President/Conference Chair	✓
Debbie Hamilton, CMC, Sutherlin	2 nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Amy Sowa, MMC, Springfield	Immediate Past President	✓ (Non-Voting)
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Margaret Reh, North Plains	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	Absent
Deanna Casey, MMC, Central Point	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	✓
Tracy Davis, MMC, Keizer	Region IX Director	✓
Denise Carey, MMC, Estacada	Audit Chair	Absent
Abigail Donowho, Tillamook	Bylaws Chair	Absent
Angie Lanter, Banks	City Recorder's Procedures Chair	Absent
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	✓
Melissa Kiefer, Nehalem	Internet Chair	✓
Peggy Hawker, MMC, Newport	Education Chair	✓
Karin Johnson, MMC, Independence	Professional Growth & Development Chair	✓
Mary Dibble, MMC, Albany	Membership Chair	✓
Amber Ames, MMC, Hillsboro	Nominating Chair	Absent
Ruth Post, MMC, Philomath	NCI Education	✓
Scott Stauffer, Milwaukie	Records Management Chair	✓
Carol Weir, MMC, Rogue River	Retired Clerks Chair	✓
Debi Russell, Weston	Scholarship Chair	Absent
Sandra King, MMC, Wilsonville		✓
Melissa Thompson-Kiefer, Nehalem		✓
Colleen Riggs, Cannon Beach		✓
Nicole Morris, Tualatin		✓
Kitty Vodrup, CMC, Junction City		✓
Susan Reeves, Scappoose		✓

III. Officer Reports:

President, Michele Eldridge, CMC, Harrisburg, said she had attended both the Alaska and Washington conferences and had attended two LOC Board meetings. She said she would be attending the California conference at the end of April and the IIMC conference in May. She said Dale would be attending the next LOC Board meeting as she would be out of the State.

She said on February 9, 2016, she and Tracy Davis attended the Waterloo City Council meeting and awarded the Davis-Harris Scholarship to Kathy Nelson.

She commented about the Attorney General's Public Records Law Reform Task Force and said that would be a main focus this year. She talked about the proposed changes that had gone to the legislature and changes that would go before them in 2017. She thanked everyone who had been involved. She said attached to her report was a copy of the letter that was sent to the Attorney General asking for Karin Johnson to be appointed to the task force. She said they have turned down OAMR to be on the task force, but have said that as members drop off, they might have a place for OAMR.

First Vice-President: Dale Shafer, Nehalem, said she didn't have anything to add to her report.

Second Vice-President: Debbie Hamilton, CMC, Sutherlin, said she didn't have anything to add other than there was a lot of confusion about the conference schedule.

Michele said last September, it was voted by the membership to change the rotation schedule of conferences. She said the online conference manual had been updated with the new rotation schedule but it would be. She said the bid for the 2018 conference was in Regions I and II.

Discussion was held on possible locations in Regions I and II.

Treasurer: Nancy Batchelder, MMC, Yachats, said she had nothing to add.

MOTION: Region VII Director Nancy Parker moved, seconded by First Vice President Dale Shafer, to approve the treasurer's report as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Secretary: Trudy Borrevik, CMC, Cottage Grove, requested the Board approve the following minutes:

1. November 13, 2015, Board Meeting Minutes
2. December 10, 2015, E-Board Meeting Minutes (Attorney General Public Records Law Reform Task Force)
3. February 2, 2016, E-Board Meeting Minutes(House Bill 4130 Opposition Testimony Letter)

4. February 23, 2016, E-Board Meeting Minutes (Region IX Director/AAMC)

MOTION: Region V Director Deanna Casey moved, seconded by Second Vice President Debbie Hamilton, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

IV. Swear in Region VI Director Lisa Morgan, Prineville

Region IX Director, Tracy Davis, swore in Region VI Director, Lisa Morgan, Prineville.

V. Regional Director Reports:

Region I: Kathy Payne, CMC, St. Helens, said she had nothing additional to report. No Board action required.

Region II: Margaret Reh, North Plains, said she had nothing additional to report. No Board action required.

Region III: Phyllis Bolman, MMC, Monmouth, said she had nothing additional to report. No Board action required.

Region IV: Carolyn Shields, CMC, Myrtle Creek, was not in attendance. No Board action required and no additional oral report given.

Region V: Deanna Casey, MMC, Central Point, said she had nothing additional to report. No Board action required.

Region VI: Lisa Morgan, Prineville, said she had nothing additional to report. No Board action required.

Region VII: Nancy Parker, Athena, said she had nothing additional to report. No Board action required.

VI. Committee Reports

Audit: Denise Carey, MMC, Estacada, was not in attendance. Dale Shafer presented the report for Denise Carey. She said that Finance Policy 7.1 required all reimbursements for expenses to include an OAMR Expense Reimbursement Form and they had noticed that were a number of payments made without this paperwork. She said it was the committee's recommendation that the Treasurer return any requests submitted that weren't accompanied by the reimbursement form and receipts attached.

MOTION: Region I Director Kathy Payne moved, seconded by Region VII Director Nancy Parker, to approve the Audit Report for the year ending October 31, 2015. MOTION CARRIED UNANIMOUSLY by voice vote.

Bylaws: Abigail Donowho, Tillamook, was not in attendance and there was no board report. Michele said OAMR had recently had a full legal review of the bylaws and approval by the membership.

City Recorder's Procedures: Angie Lanter, Banks, was not in attendance. Michele said the current manual was adopted in September, 2015. She said the committee was looking at an electronic version that would be available online.

Conference Committee: Dale Shafer, Nehalem, said the registration process was changing and would be done online. She talked about the cash carryover from last year. She said in looking at line items for the September conference, the food was more expensive however she didn't see any reason to raise the conference registration fee.

Melissa Kiefer talked about the processing fees for registering online and asked the Board if they wanted to continue with the \$15 processing fee.

Discussion was held on applying for scholarships and applying online.

MOTION: Region VII Director Nancy Parker moved, seconded by Region V Director Deanna Casey, to approve the 2016 Annual Conference registration fees to be the same as last year, plus the addition of the \$25 for the Athenian Dialogue.

Ruth Post, MMC, Philomath, asked if people who applied for a scholarship and were attending the Athenian Dialogue, if that would be included in the scholarship.

President Michele said currently the scholarship was based on the registration fee only and didn't include the Athenian Dialogue.

Discussion was held on registration fees. The consensus was to leave registration fees as they currently were for this year. A suggestion was made for the scholarship committee to put something on the registration form that members would know that the Athenian Dialogue was \$25 and was not included in the registration fee. And a reminder to the registration form that if someone was applying for a scholarship to make sure the pay by check box was checked.

MOTION CARRIED UNANIMOUSLY by voice vote.

Education Committee: Peggy Hawker, MMC Newport, gave a summary report and said approval was received for LGMC credits for the academy session tomorrow. She said the committee had applied for a MCEF grant but it wasn't approved. She said the committee was struggling with on the road workshops and she suggested OAMR consider eliminating it. She commented that the region directors were doing a good job of putting their own trainings together. She said the committee was always available to suggest training subjects and trainers. It was recommended to move the on the road workshop line item to the conference education line item.

Discussion was held on vendors being used as speakers at conference and the consensus of the Board was to not allow vendors to speak at the conference.

Historical Preservation: Lisa Stoll, CMC, St. Helens, said she had nothing to add.

Internet: Melissa Kiefer, Nehalem, said she had nothing to add.

Legislative: Lisa Morgan, Prineville, gave a summary report and said it was interesting what the legislature tried to push through. She thanked everyone who was involved in HB4130. She said with hundreds of bills being introduced, she needed more members on the committee.

Discussion was held on the relationship between the League of Oregon Cities and OAMR in regards to legislative issues.

Membership: Mary Dibble, MMC, Albany, said she had nothing to add. She said the membership job description needed to be updated with the new process and she gave kudos to Melissa for her help with the online membership renewal process.

Melissa commented on some comments/issues with the new process.

Mentoring: Nancy Parker, Athena, said she had nothing to add. She outlined the housekeeping issues to the mentoring committee.

Newsletter: Kathy Payne, CMC, St. Helens, said she had nothing to add. She said she had sent out 28 letters to get more advertisers and only received 6 responses, 2 which were new. She said companies were hesitant to advertise because they weren't getting anything from advertising.

Nominating: Amber Ames, MMC, Hillsboro, was not in attendance. Michele said the Treasurer position had no nominations. She said the deadline had been extended to June 3, 2016.

Discussion was held on different options regarding the Treasurer position. There were several suggestions made such as paying the Treasurer position and checking with Washington and Alaska, who pay their Treasurer to see how they do that; and to have the position remain as a Board member in name only to sign and review documents and oversee a contracted employee. It was also mentioned that any changes in the position would have to be changed in the by-laws.

Nancy said if there was no other alternative she wouldn't leave OAMR without a Treasurer.

Nancy Parker and Dale Shafer volunteered to be on the ad hoc committee to review the Treasurer position. Michele said she would contact Amber Ames to see if someone on the nominating committee wanted to be on the committee as well.

NCI Education: Ruth Post, MMC, Philomath, said she had nothing to add. She said registration was open. She thanked Tracy Davis for presenting all the paperwork at the November meeting and in re-writing the contracts. She said Joann Tilton was retired from Manteca and on board as the NCI Director.

Professional Growth & Leadership Development, Karin Johnson, MMC, Independence, said the PD dates were included in the packet and the early bird discount had been extended to April 22, 2016 to allow time for scholarship winners to take advantage of the discount.

Records Management: Scott Stauffer, Milwaukie, thanked everyone who had been involved in HB4130 and thanked Representative Huffman and State Archivist Mary Beth Herkert, for their support of the organization.

Retired Clerks: Carol Weir, MMC, Rogue River, said she had nothing more to add. She said it was difficult to keep in contact with clerks once they retired because most of them used a work email address. She suggested adding personal emails to the member information.

Melissa Kiefer said a field could be added to the online form to add a personal email and once they retired their email could be switched from work to personal.

Consensus was to add a field for personal email to the membership application.

Scholarship: Nanci Moyo, Beaverton, was not in attendance. Kitty Vodrup thanked the Board for approving the transfer of \$1675 from the Mid-Year Scholarship line to the IIMC Certification Scholarship. She said she had a list of those who had been awarded PD scholarships.

Michele said was glad the association was able to put more money into the PD scholarship line item. She said even though Washington had more money than Oregon, we put more money into the scholarship funds.

Special Projects/Fundraising: Debbie Hamilton, CMC, Sutherlin, said she had nothing to add.

VII. Other Business

Ad Hoc Committee – Attorney General’s Public Records Law Reform Task Force: Karin Johnson, MMC, Independence, said OAMR wasn’t a member of the committee because it was so big, however she had attended two of the subcommittee meetings. She said the committee was looking at all of the public records exemptions and were trying to put them into different categories rather than have them specific exemptions. She said there would probably be a point where someone from OAMR would be appointed to the task force. She said it was challenging because members of the task force were from special interest groups.

Possible Appointment of Honorary Members: Michele Eldridge, CMC, Harrisburg, gave a summary of her report. She said in the by-laws it stated that any retired past president or individual designated by the Board shall be an Honorary Member. She said Julie Krueger and Denise Carey had both been appointed as City Managers in their respective cities and asked the Board to consider appointing them as Honorary Members of OAMR. She said they wouldn't have voting rights and wouldn't pay dues.

Discussion was held on the definition of Honorary Members. It was suggested to change the wording to say "Any past President who no longer qualifies as a member of OAMR or individual designated by the Board, shall be an Honorary Member."

MOTION: Region VII Director Nancy Parker moved, seconded by Second Vice-President Debbie Hamilton, MMC, to appoint OAMR President Julie Krueger, MMC, The Dalles and Denise Carey, MMC, Estacada to Honorary Member status. MOTION CARRIED UNANIMOUSLY by voice vote.

It was the consensus to have the By-laws Committee work on changing the wording for Honorary Members.

Request for Support for an IIMC Vice President Candidate: President Michele Eldridge, CMC, Harrisburg said there were two people running for IIMC Vice-President, Roxanne Schneider and Stephanie Kelly. She said Roxanne Schneider had contacted OAMR regarding a letter of support for nomination.

After discussion, the consensus of the Board was to have Michele send a letter to Roxanne Schneider stating that OAMR didn't have enough information to make an informed choice at this time.

Insurance – Discussion of whether or not to purchase General Liability Insurance: President Michele Eldridge, CMC, Harrisburg, provided a summary of her report. She said the attorney who did the legal review of the by-laws said OAMR really needed to have liability insurance. She said at the conference in Seaside, it was the first time OAMR had to purchase insurance because of the City owning the conference center. She said based on the by-laws language and reviewing them with an insurance agent, she believed the policy would be adequate for general liability insurance for OAMR.


MOTION: First Vice-President, Dale Shafer, moved, seconded by Region VII Director, Nancy Parker, to approve the purchase of general liability insurance with an annual premium in the amount of \$250.00. MOTION CARRIED UNANIMOUSLY by voice vote.

VIII. Future Meetings

September 23, 2016 Business Meeting in Ashland, Oregon.

IX. Adjournment:

President Eldridge adjourned the meeting at 4:40 pm.

A handwritten signature in black ink, reading "Trudy Borrevik". The signature is written in a cursive, flowing style.

Respectfully submitted,
Trudy J. Borrevik, CMC, City of Cottage Grove
2016-17 OAMR Secretary