



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS**  
**BOARD MEETING**  
 Thursday, April 6, 2017  
 Best Western Agate Beach, Newport, Oregon

*Minutes were approved by the Board at its meeting of November 17, 2017.*

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**1. Board meeting Called to Order:**

President Shafer called the Board Meeting to order at 4:51 p.m.

**2. Roll Call by Sign-In Sheet:**

<u>Members:</u>	<u>Title:</u>	<u>Attended:</u>
<b>Dale Shafer, Nehalem</b>	<b>President</b>	√
<b>Debbie Hamilton, CMC, Sutherlin</b>	<b>1<sup>st</sup> Vice-President/Conference Chair</b>	√
<b>Nicole Morris, CMC, Tualatin</b>	<b>2<sup>nd</sup> Vice-President/Fundraising Chair</b>	√
<b>Trudy Borrevik, CMC, Cottage Grove</b>	<b>Secretary</b>	√
<b>Kimberlyn Collins, Jacksonville</b>	<b>Treasurer</b>	√
<b>Michele Eldridge, CMC, Harrisburg</b>	<b>Immediate Past President</b>	√
<b>Kathy Payne, CMC, St. Helens</b>	<b>Region I Director/Newsletter Chair</b>	√
<b>Angie Lanter, CMC, Banks</b>	<b>Region II Director/City Recorder Procedure Manual Chair</b>	Absent
<b>Phyllis, Bolman, MMC, Monmouth</b>	<b>Region III Director</b>	√
<b>Kelli Weese, Florence</b>	<b>Region IV Director</b>	√
<b>Karen Spoons, MMC, Medford</b>	<b>Region V Director</b>	√
<b>Lisa Morgan, Prineville</b>	<b>Region VI Director/Legislative Chair</b>	Absent
<b>Nancy Parker, CMC, Athena</b>	<b>Region VII Director/Mentoring Chair</b>	√
<b>Tracy Davis, MMC, Keizer</b>	<b>Region IX Director</b>	Absent
<b>Karin Johnson, MMC, Independence</b>	<b>Audit Chair/Professional Growth &amp; Development/NCI Education</b>	√
<b>Abigail Donowho, Tillamook</b>	<b>Bylaws Chair</b>	Absent
<b>Lisa Scholl, CMC, St. Helens</b>	<b>Historical Preservation Chair</b>	√
<b>Melissa Kiefer, CMC, Nehalem</b>	<b>Internet Chair</b>	√
<b>Peggy Hawker, MMC, Newport</b>	<b>Education Chair/NCI Education</b>	√
<b>Mary Dibble, MMC, Albany</b>	<b>Membership Chair</b>	Absent
<b>Anna Ruggles, CMC, Forest Grove</b>	<b>Nominating Chair</b>	√
<b>Ruth Post, MMC, Philomath</b>	<b>NCI Education</b>	Absent
<b>Scott Stauffer, Milwaukie</b>	<b>Records Management Chair</b>	Absent
<b>Carol Weir, MMC, Rogue River</b>	<b>Retired Clerks Chair</b>	Absent
<b>Nanci Moyo, CMC, Beaverton</b>	<b>Scholarship Chair</b>	Absent
<b>Debi Russell, Weston</b>		√
<b>Diane Harris, Sutherlin</b>		√
<b>Lisa Figueron, Silverton</b>		√

3. **Officer Reports:**

**President, Dale Shafer, Nehalem**, said she didn't have anything to add to her report.

Karin Johnson said she hadn't heard back from LOC regarding the location of the OAMR booth at the LOC Conference in Salem last September.

**1<sup>st</sup> Vice-President, Debbie Hamilton, CMC, Sutherlin**, talked about the conference committee meeting. She said they discussed not charging a late fee.

Discussion was held on whether a fee should be charged and how it would affect registrations. She said a registrant wouldn't be a confirmed reservation until the fee had been paid and they have received the confirmation email from OAMR. She said the committee also discussed eliminating the \$15 online registration fee and increasing the conference registration fee to cover it beginning in 2018.

**MOTION: Secretary, Trudy Borrevik, CMC, Cottage Grove, moved, seconded by Nancy Parker, CMC, Athena, to eliminate the late fee and have one date for cancellation and payment due date. MOTION CARRIED UNANIMOUSLY by voice vote.**

**2<sup>nd</sup> Vice-President, Nicole Morris, CMC, Tualatin**, said requests for proposals for the 2019 conference had been sent out and were due back on May 1, 2017. She said once she received the proposals, she would have a telephone conference with Michele Eldridge and Tori Barnett to go over them.

**Treasurer, Kimberlyn Collins, Jacksonville**, said Tracy Davis was able to get her the contact for the MCEF's annual donation and she would be sending that next week. She said she had turned in the annual State Corporation report that was due this month.

Kimberlyn said she had about \$1,000 in past due receipts from members and had been able to collect all but \$76. She said one of those she was trying to collect from indicated they had just found out about it and she was hoping they would be sending the money in any day. She said the other person she had been having communication with but it recently stopped and they hadn't responded to any of her communication in several months.

Debbie Hamilton asked if it was from the conference and running a tab.

Kimberlyn said some were from conferences from several years ago and some were recent. The person who quit responding to the communication had said they thought they had paid by credit card and she asked them to provide proof and she would make an adjustment and that was the last communication she had with them.

The Board discussed the issue and consensus was that the person should not be eligible for scholarships and should not be allowed to run a tab in the future.

Peggy commented that she was one who didn't pay on time, but said she received so many invoices that it was confusing. She said she received an individual invoice for everything she purchased and felt that they should all be included in one invoice.

Kimberly said she was changing the process and members would only get one invoice for all charges from mid-year and one for the annual conference in the future.

Dale said she would send a letter to the person.

Discussion was held on whether the association could suspend the membership of a member who didn't pay their tabs from purchases made at the mid-year academy or annual conference.

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

November 12, 2016 Board Meeting  
December 6, 2016 E-Meeting  
February 21, 2017 E-Meeting

**MOTION: 1<sup>st</sup> Vice-President, Debbie Hamilton, CMC, Sutherlin,** moved, seconded by Karen Spoons, MMC, Medford, to approve the above-noted minutes as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

**Immediate Past President, Michele Eldridge, CMC, Harrisburg,** said there were several proposed changes to the Finance Policy. The first was to add the Harris-Davis Scholarship and include it in the annual budget. She said there was also a proposal to increase the cost for flowers sent for condolences from \$50 to \$60. The last proposal was to increase the cost of the gift to Presidents from other states when they attended the annual conference from \$25 to \$30.

She said it wasn't mentioned in her report, but was included in the proposed changes to the Finance Policy, that Section 6.3 be changed so the number of recipients for first-time scholarships to the NCI was limited by annual budget constraints.

**MOTION: 2<sup>nd</sup> Vice-President, Nicole Morris, CMC, Tualatin,** moved, seconded by Kathy Payne, Region I Director, CMC, St. Helens, to approve the amendments to the OAMR Finance Policy. **MOTION CARRIED UNANIMOUSLY by voice vote.**

**IV. Region Director Reports:**

**Region I: Kathy Payne, CMC, St. Helens** said she had nothing to add.

**Region II: Angie Lanter, CMC, Banks** was not in attendance. No Board action required.

**Region III: Phyllis Bolman, MMC, Monmouth** said she had nothing to add.

**Region IV: Kelli Weese, Florence** said she had not turned in a written report, she was still learning the ropes. She said things were quiet since the Christmas lunch.

**Region V: Karen Spoons, MMC, Medford** said she had nothing to add.

**Region VI: Lisa Morgan, Prineville** was not in attendance. No Board action required.

President Shafer said we still needed someone to run for Region VI Director.

**Region VII: Nancy Parker, CMC, Athena** said she had nothing to add.

**V. Committee Reports:**

**Audit: Karen Johnson, MMC, Independence**, said the audit went well. She said the committee was recommending several changes:

- That the academy and conference expenses be separated out and allocated correctly.
- Cancellations for registrations be addressed (which had been discussed by the Conference Committee).
- That awarded scholarships, where the recipient ended up not attending the conference, be addressed.

She said since the annual conference was in September and the fiscal year ran July 1<sup>st</sup> through June 30<sup>th</sup>, the committee was recommending that anyone awarded a scholarship pay for it out of their City budget and get a refund when they attended the conference.

Nancy Parker said the auditors would not allow them to put those funds back into their education and travel expense line item, it had to go back into miscellaneous which messed up their budget. She said she didn't think it happened often enough for the association to change the procedures.

Karin said it didn't happen very often but had happened on more than one occasion and it was unfortunate that someone else couldn't use the scholarship.

Discussion was held on how to handle situations where members received a scholarship but ended up not attending the conference. It was mentioned that the association still had to pay for the meals when someone didn't cancel before the registration deadline. Suggestions for future situations were to not allow the member to apply for scholarships for a set period; to make them pay the association back for the meal costs; to send the invoice to the City Manager; and include language on the registration form on cancellations for those who receive scholarships.

**MOTION:** 2<sup>nd</sup> Vice-President, Nicole Morris, CMC, Tualatin, moved, seconded by Nancy Parker, Region VII Director, CMC, Athena, to approve the audit report for FYE 10-31-16 as presented. **MOTION CARRIED UNANIMOUSLY** by voice vote.

**MOTION:** 1<sup>st</sup> Vice-President, Debbie Hamilton, CMC, Sutherlin, moved, seconded by Kathy Payne, Region I Director, CMC, St. Helens, to attach a two-year penalty from applying for scholarships for recipients who receive a scholarship but do not show for the conference without notification. OAMR will bill the recipients City an invoice for \$100 to cover the costs of meals for the annual conference.

1<sup>st</sup> Vice-President, Debbie Hamilton, CMC, Sutherlin, amended her motion to change the amount from \$100 for meals to the actual cost of meals. **MOTION CARRIED UNANIMOUSLY** by voice vote.

**By-Laws: Abigail Donowho, Tillamook,** was not in attendance. No Board action required.

**City Recorder's Procedures: Angie Lanter, CMC, Banks,** was not in attendance.

**MOTION:** Region VII Director, Nancy Parker, CMC, Athena, moved, seconded by Region IV Director, Kelli Weese, Florence, to approve the revisions to the City Recorder's Procedure Manual as presented. **MOTION CARRIED UNANIMOUSLY** by voice vote.

**Education Committee: Peggy Hawker, MMC, Newport,** said she had nothing to add.

Immediate Past President, Michele Eldridge, CMC, Harrisburg, said she recently had a conversation with Rob Van Cleave, Executive Director for LGPI and reminded him that they hadn't been a vendor/exhibitor for the last four to five years. She said they would be looking at being a vendor/exhibitor or presenting an education session in the future.

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

**Internet: Melissa Kiefer, CMC, Nehalem,** talked about the SSL certificate and said OAMR didn't currently have one and the most affordable was through GoDaddy.

**MOTION: Region I Director, Kathy Payne, CMC, St. Helens, moved, seconded by Region III Director, Phyllis Bolman, MMC, Monmouth, to approve purchasing and maintaining an SSL certificate for the OAMR website from GoDaddy and to transfer \$230.00 from Contingency to the Internet Committee Budget for an SSL certificate and installation. MOTION CARRIED UNANIMOUSLY by voice vote.**

Melissa talked about a membership renewal grace period and said Member Chair Mary Dibble was unable to attend the meeting. Currently renewal emails generated 45 days prior to the January 1<sup>st</sup> due date and in the past there have been several new members who have joined just outside that 45 day period. They were asking the Board to formalize the policy, modify the date for new members or consider new member applications that are received near the 45 day period on a case-by-case basis.

After discussion, it was decided to have Mary research the by-laws or membership rules.

**Membership: Mary Dibble, MMC, Albany,** was not in attendance. No Board action required.

**Mentoring: Nancy Parker, CMC, Athena,** said she had nothing to add.

**Newsletter Committee: Kathy Payne, CMC, St. Helens,** said she had nothing to add.

**Nominating Committee: Anna Ruggles, CMC, Forest Grove,** said she didn't have anything to add other than they were still looking for nominations for Region IV and Region VI Directors. She said the deadline was extended to June 2, 2017.

Secretary Trudy Borrevik said she had talked with Sammy Egbert from Coburg who was going to apply for the Region IV Director position.

**NCI Education: Ruth Post, MMC, Philomath,** was not in attendance.

**Professional Growth & Leadership Development: Karen Johnson, MMC, Independence,** provided information in the newsletter.

Records Management Committee, Scott Stauffer, Milwaukie, was not in attendance.

**MOTION:** 2<sup>nd</sup> Vice-President Nicole Morris, CMC, Tualatin, moved, seconded by 1<sup>st</sup> Vice-President Debbie Hamilton, CMC, Sutherlin, to adopt the proposed revisions to the Records Management Committee description documents as proposed by the Records Management Committee. **MOTION CARRIED UNANIMOUSLY** by voice vote.

Scholarship Committee: Nanci Moyo, CMC, Beaverton, was not in attendance but asked Nancy Parker to give the report. She said after the committee awarded the scholarships, there was an increase for PD and registration increased from \$600 to \$625 and housing increased from \$500 to \$525. She said the committee approved the additional costs for registration and housing, however they were \$150 short in the budget to cover the additional costs. She said for mid-year scholarships the budget was \$3,000 and only \$2550 was used so there was an additional \$450 in the budget line item. They were asking the Board to approve the additional cost for PD in the total amount of \$520.00 and move \$150 from mid-year scholarships to the PD scholarships.

**MOTION:** Region VII Director, Nancy Parker, CMC, Athena, moved seconded by 1<sup>st</sup> Vice-President Debbie Hamilton, CMC, Sutherlin, to approve the additional costs for PD registration and housing for a total of \$520.00 and move \$150.00 from mid-year scholarships to PD scholarships. **MOTION CARRIED UNANIMOUSLY** by voice vote.

Special Projects and Fundraising Committee: Nicole Morris, CMC, Tualatin, said her committee met this afternoon and talked about the fundraising activities they would be having at the annual conference.

#### VI. Other Business:

1<sup>st</sup> Vice-President, Debbie Hamilton, CMC, Sutherlin, said she announced during the conference committee meeting that she had selected Michele Eldridge to give the oaths of office at the annual conference. She said she would like to see the Immediate Past President be given voting rights.

Michele Eldridge said it was in the By-Laws that the Immediate Past President didn't have voting rights. She wasn't sure why it was set up that way originally.

**MOTION:** 2<sup>nd</sup> Vice-President, Nicole Morris, CMC, Tualatin, moved, seconded by Region I Director, Kathy Payne, CMC, St. Helens, that the By-Laws Committee review the Immediate Past President's job duties to include voting rights. **MOTION CARRIED UNANIMOUSLY** by voice vote.

Michele said if changes were made it wouldn't go into effect until after next year's annual conference as they had to put the notification into the summer newsletter.

**Immediate Past President: Michele Eldridge, CMC, Harrisburg,** went over the proposed changes to the job description.

**MOTION: 2<sup>nd</sup> Vice-President, Nicole Morris, CMC, Tualatin, moved,**  
**seconded by Region I Director, Kathy Payne, CMC, St. Helens, to approved**  
**the suggested amendments to the Immediate Past President job**  
**description. MOTION CARRIED UNANIMOUSLY by voice vote.**

**Treasurer Ad-Hoc Committee: Michele Eldridge, CMC, Harrisburg.** President Dale Shafer said Kimberlyn was going to be given a year of being Treasurer before deciding if any changes should be made.

Treasurer, Kimberlyn Collins, said she thought after the annual conference she would have a good idea of the position.

President Dale Shafer adjourned the meeting at 5:57 pm.



Respectfully submitted,  
Trudy J. Borrevik, CMC, Cottage Grove  
OAMR Secretary