



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(City of Siletz Conference Registration Refund)
Wednesday, August 30, 2016

Minutes were approved by the Board at its meeting November 18, 2016.

Board Members:	Title:	via E-mail:
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	No response
Amy Sowa, MMC, Springfield	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	No response
Margaret Reh, North Plains	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓

1. **E-MEETING CALLED TO ORDER:** On August 30, 2016 at 6:07 p.m., President Michele Eldridge requested via e-meeting for the Board to consider one item.

President Michele Eldridge received a request on August 29, 2016 from Cheryl Simmons & Sheila Jordan from the City of Siletz to cancel their conference registration. They registered on July 6, 2016 however their City never paid for their conference registration fees. The OAMR Finance Policy, Section 4.3, states that if a cancellation isn't prior to the deadline, they lose 20% of the registration fee for processing. However in this case, since payment for registration was never received, there was never any processing of the conference registrations. President Michele said OAMR would have to invoice the City of Siletz for the 20% which would be \$180.00. Her recommendation to the board was to not penalize the City of Siletz for their late refund request and not invoice them the 20% or \$180 for the processing fees.

MOTION: Director Phyllis Bolman moved, seconded by 2nd Vice-President Debbie Hamilton, to not penalize the City of Siletz for their late refund request and not charge them the 20% processing fees. **MOTION CARRIED 10-0 by e-vote.**

2. **Adjournment:**

President Michele Eldridge adjourned the e-meeting on August 31, 2016, at 5:50 p.m.

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

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