



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
ANNUAL BUSINESS MEETING  
September 20, 2019, 8:00 a.m.  
Riverhouse Bend Hotel and Convention Center- Bend, OR

*Approved by the Board*

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**I. Annual Business Meeting Called to Order:**

President Nicole Morris, MMC, Tualatin, Region II, called the Annual Business Meeting to order at 8:00 a.m. Dawn Russ, Glendale, Region IV, served as Parliamentarian.

**II. Roll Call by Sign-In:**

Nicole Morris, MMC, President, Tualatin, Region II  
Kathy Payne, MMC, 1<sup>st</sup> Vice-President, St. Helens, Region I  
Marina Baker, 2<sup>nd</sup> Vice-President, Multnomah, Region II  
Melissa Thompson-Kiefer, CMC, Treasurer, Nehalem, Region I  
Trudy Borrevik, CMC, Secretary, Cottage Grove, Region IV  
Debbie Hamilton, CMC, Immediate Past President, Sutherlin, Region IV  
Dawn Russ, Parliamentarian, Glendale, Region IV

Dawne Shaw, CMC, Warrenton, Region I Director  
Angie Lanter, CMC, Banks, Region II Director  
Karin Johnson, MMC, Independence, Region III Director  
Sammy Egbert, Coburg, Region IV Director  
Melissa Huhtala, Ashland, Region V Director  
Izetta Grossman, CMC, The Dalles, Region VI Director  
Nancy Parker, Athena, Region VII Director

Joann Tilton, MMC, NCI Director  
Sara Peterson, MMC, AAMC President  
Patrice Olds, MMC, CCAC President

Susan Reeves, MMC, Scappoose, Region I  
Lisa Scholl, CMC, St. Helens, Region I  
Stephanie Borst, Vernonia, Region I

Scott Stauffer, CMC, Milwaukie, Region II  
Sadie Main, CMC, Estacada, Region II  
Kimberly Veliz, Wilsonville, Region II  
Hannah Wells, Milwaukie, Region II  
Natasha Johnson, Amity, Region II  
Julie Fisher, Sweet Home, Region II  
Christie DeSantis, Molalla, Region II

Amber Ames, MMC, Hillsboro, Region II  
Tami Bannick, Gladstone, Region II  
Kari Linder, Lake Oswego, Region II  
Lori Lesmeister, North Plains, Region II  
Kara Kerpan, Happy Valley, Region II  
Amy Aschenbrenner, Milwaukie, Region II  
Debby Roth, MMC, Cornelius, Region II  
Kattie Riggs, CMC, Oregon City, Region II  
Aubrey Minear, CMC, Hillsboro, Region II  
Sheril Jensen, Hillsboro, Region II  
Sandra King, MMC, Wilsonville (Retired) Region II  
Marcie Lumley, Sheridan, Region II

Tracy Davis, MMC, Keizer, Region III  
Ruth Post, MMC, Philomath, Region III  
Cathy Steere, MMC, Lincoln City, Region III  
Peggy Hawker, MMC, Newport, Region III  
Vickie Nogle, MMC, Hubbard, Region III  
Phyllis Bolman, MMC, Monmouth, Region III  
Gloria Tucker, Newport, Region III  
Carla Holzworth, Corvallis, Region III  
Donna Trippett, Lebanon, Region III  
Taylor Smoker, Dallas, Region III  
Debbie Lockhart, MMC, Keizer, Region III  
Heather Pierson, CMC, Woodburn, Region III  
Katie Scott, Sublimity, Region III  
Kimmie Jackson, Yachats, Region III  
Debbie Bernard, Willamina, Region III  
Ruth Ann Stellmaker, Salem, Region III  
Angela Speier, Silverton, Region III

Diane Harris, CMC, Sutherlin, Region IV  
Terri Long, Oakland, Region IV  
Roberta Tharp, CMC, Creswell, Region IV  
AJ Ripka, Springfield, Region IV  
Amy Sowa, MMC, Roseburg, Region IV  
Wendy Smith, Creswell, Region IV  
Melanie Masterfield, Sutherlin, Region IV

Deanna Casey, MMC, Central Point, Region V  
Carol Weir, MMC, Rogue River, Region V  
Jennifer Rose-Stolz, Coquille, Region V  
Melissa Olson, Coos Bay, Region V  
Karen Spoons, MMC, Medford, Region V  
Rita Ritz, Brookings, Region V

Trish Pinkerton, Redmond, Region VI  
Kathy Woosley, Cascade Locks, Region VI  
Marilyn Place, Cascade Locks, Region VI  
Kerry Prosser, Sisters, Region VI

Tori Barnett, MMC, Ontario, Region VII  
Lilly Alacon-Strong, CMC, Hermiston, VII  
Katie LaFavor, Baker City, Region VII  
Karen Howton, Island City, Region VII  
Nanci Sandoval, Umatilla, Region VII  
Michelle Fox, CMC, Athena, Region VII  
Marla Roberts, CMC, Nyssa, Region VII  
Sheila Jaspersen, Weston, Region VII  
Teri Bacus, Pilot Rock, Region VII

**III. Approval of Minutes of September 21, 2018, Annual Business Meeting**

Secretary Trudy Borrevik, CMC, Cottage Grove, presented the above-noted minutes for consideration. She said there was one name change that was spelled incorrectly but it didn't change the content.

**MOTION:** Tori Barnett, MMC, Ontario, moved, seconded by Tracy Davis, MMC, Keizer, to approve the minutes of September 21, 2018, Annual Business Meeting, as amended. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**V. Selection of the 2021 Conference Site:**

First Vice-President Kathy Payne, MMC, St. Helens, said the committee had received bids for the 2021 Conference from the following:

- Best Western Agate Beach Inn - Newport
- Chinook Winds Hotel & Casino – Lincoln City
- Salishan Resort- Gleneden Beach
- Spirit Mountain Hotel & Casino – Grande Ronda

Kathy went over each of the bids. She said Salishan's food and beverage minimum was \$30,000 and the room rates were \$179/night and \$70 for a plated banquet meal which wasn't really an option for OAMR. She said both Chinook Winds and Spirit Mountain had smoke issues which had affected members in the past.

Karin Johnson, MMC, Independence, said she believed the Best Western Agate Beach Inn couldn't accommodate OAMR's dates.

Kathy said that was correct but they could do it the week after, September 28<sup>th</sup> – October 1<sup>st</sup>, 2021. She also said they had completed their remodel.

Ruth Post, MMC, Philomath, asked about Spirit Mountain and Kathy's comments about smelling smoke while eating at the buffet and asked if the buffet was located more in the casino section rather than the hotel/conference section.

Kathy said it was right next to the hotel/conference facility, between the casino and the conference facility.

Discussion was held on the different facilities.

Kattie Riggs, CMC, Oregon City, said the RMA Conference in 2021 could possibly be the same weekend as the dates for the Best Western Agate Beach Inn.

**MOTION:** Peggy Hawker, MMC, Newport, moved, seconded by Carla Holzworth, Corvallis, to award the 2021 OAMR Mid-Year Academy and Annual Conference to Best Western Agate Beach Inn, Newport.

**THE VOTE ON THE MOTION PASSED WITH 37 IN FAVOR AND 14 AGAINST.**

**IV. Resolution No. 2019-01 of Appreciation to Riverhouse Bend Hotel and Convention Center Staff and the 2019 OAMR Conference Committee**

President Nicole Morris read the resolution and presented it to the Riverhouse Bend Hotel and Convention Center Staff.

**MOTION:** Kattie Riggs, MMC, CMC, Oregon City, moved, seconded by Scott Stauffer, CMC, Milwaukie, to adopt Resolution No. 2019-01 of Appreciation to the Riverhouse Bend Hotel and Convention Center and the 2019 OAMR Conference Committee at Bend, Oregon. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**VI. Adoption of 2019-20 OAMR Budget**

First Vice-President Kathy Payne, MMC, St. Helens, read her 2019-2020 Budget Report. She said the proposed budget for 2019-2020 was \$151,701 which was \$27,386 more than the 2018-2019 budget. She said the proposed contingency was \$32,526 compared to \$28,600 for the 2018-2019 budget. She said the Budget Committee had proposed \$30,225 in scholarship funding which was an increase of \$3,575 from the 2018-2019 budget.

Dawne Shaw, CMC, Warrenton, moved, seconded by Nancy Parker, CMC, Athena, to approve the 2019-2020 OAMR Budget and Narrative. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**VII. Treasurer's Report and Audit Briefing**

Treasurer Melissa Thompson-Kiefer, CMC, Nehalem, said she had nothing to add to her report.

Kathy Payne, MMC, St. Helens, moved, seconded by Amy Sowa, MMC, Roseburg, to approve the Treasurer's Report and Audit Briefing as presented.  
**MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**VIII. Resolution 2019-02 Banking Signatures 2019-2020:**

President Nicole Morris, MMC, Tualatin, said the Resolution authorized the incoming President and Treasurer or in either of their absences, the First Vice-President to sign on behalf of OMAR orders for payment or withdrawal of money.

Phyllis Bolman, MMC, Monmouth, moved, seconded by Izetta Grossman, CMC, The Dalles, to adopt Resolution No. 2019-02, a resolution authorizing signatures for banking services on behalf of the Oregon Association of Municipal Recorders.  
**MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

**IX. Annual Reports from Board Members and Committee Chair**

President Nicole Morris, MMC, Tualatin, said she had nothing to add to her report.

First Vice-President Kathy Payne, MMC, St. Helens, said she had nothing to add to her report.

Second Vice-President Marina Baker, Multnomah, said she had nothing to add to her report.

Secretary Trudy Borrevik, CMC, Cottage Grove, said she had nothing to add to her report.

Treasurer Melissa Thompson-Kiefer, CMC, Nehalem, said she had nothing to add to her report.

Immediate Past President Debbie Hamilton, CMC, Sutherlin, said she had nothing to add to her report.

Region Directors had nothing to add to their reports.

Audit Committee, Angie Lanter, MMC, Banks, said she had nothing to add to her report.

Bylaws Committee, Aubrey Minear, CMC, Hillsboro, said she had nothing to add to her report.

City Records Procedure Manual, Angie Lanter, CMC, Banks, said she had nothing to add to her report.

Conference Committee, Marina Baker, Multnomah, said she had nothing to add to her report.

Education Committee, Peggy Hawker, MMC, Newport, said she had nothing to add to her report.

Historical Preservation, Lisa Scholl, CMC, St. Helens, said she had nothing to add to her report.

Internet Committee Co-Chairs, Melissa Thompson-Kiefer, CMC, Nehalem, and Marina Baker, Multnomah, said they had nothing to add to their report.

Legislative Committee, Lisa Morgan, Prineville, wasn't in attendance and didn't submit a report.

Membership Committee, Donna Biggerstaff, CMC, Pendleton, wasn't in attendance.

Mentoring Committee, Nancy Parker, CMC, Athena, said she had nothing to add to her report.

Newsletter Committee, Lisa Figueroa, CMC, Toledo, wasn't in attendance and didn't submit a report.

Nominating Committee, Susan Reeves, MMC, Scappoose, said she had nothing to add to her report.

NW Clerks Institute Committee, Karin Johnson, MMC, Independence, Ruth Post, MMC, Philomath and Peggy Hawker, MMC, Newport, said they had nothing to add to their report.

Professional Growth & Leadership Development Committee, Karin Johnson MMC, Independence, said leadership mentors had been assigned to the new elected officers. Kathy Payne's mentor is Karin Johnson, Marina Baker's mentor is Tori Barnett, Cathy Steere's mentor is Peggy Hawker, Melissa Thompson-Kiefer's mentor is everyone and the Secretary's mentor is Trudy Borrevik.

Records Management Committee, Scott Stauffer, CMC, Milwaukie, said he had nothing to add to his report.

Retired Clerks Committee, Diane Harris, CMC, Sutherlin, said she had nothing to add to her report.

Scholarship Committee, Nanci Moyo, CMC, Beaverton, wasn't in attendance.

Special Projects & Fundraising Committee, Kathy Payne, MMC, St. Helens, reminded everyone to buy raffle tickets and the 50/50 card cut. She announced the raffle drawing and 50/50 drawing would be at the afternoon break. She said

for those participating in the pink walk, they needed to turn in their pedometers to Tori before the afternoon session begins.

Nicole reminded members to sign up for the 2019-2020 committees. She reminded those who had received a scholarship to attend the conference that they needed to sign up for either the Conference Committee or the Special Funds and Projects Committee.

**X. 2019-20 Board Elections**

President, Nicole Morris, MMC, Tualatin, introduced Susan Reeves, MMC, Scappoose, Nominating Committee Chair, who conducted the elections of Second Vice-President, Secretary, and Region Directors for Regions II, IV and VI.

Susan said there were two Declarations of Candidacy submitted for Secretary: Debbie Bernard, Willamina and Melissa Bisset, CMC, McMinnville. She asked if there were any additional nominations for Secretary and none were received. Susan closed the nominations and asked members to cast their vote for Secretary on the ballots provided at the tables.

It was asked if the candidates could say a few words. Melissa Bisset was not present and Debbie Bernard, Willamina, said OAMR was a wonderful organization and she was running because she wanted to get involved.

Votes were tallied for the office of Secretary and Susan announced that Debbie Bernard had been elected Secretary.

Susan closed the 2019-20 Elections and said the following officers and directors were elected to office in accordance with the OAMR Bylaws:

Region II Director:	Angie Lanter, MMC, Banks
Region IV Director:	Sammy Egbert, Coburg
Region VI Director:	Izetta Grossman, CMC, The Dalles
Second Vice-President:	Cathy Steere, MMC, Lincoln City
Secretary:	Debbie Bernard, Willamina

She said Kathy Payne, MMC, St. Helens would succeed to the office of President and Marina Baker, Multnomah, would succeed to the office of 1<sup>st</sup> Vice-President.

**XI. Executive Board 2019-20 Oath of Offices and Passing of the Gavel**

Susan Reeves, MMC, Scappoose administered the Oaths of Office for Region Directors Angie Lanter, MMC, Banks, Region II; Sammy Egbert, Coburg, Region IV and Izetta Grossman, CMC, The Dalles, Region VI.

Susan Reeves, MMC, Scappoose administered the Oath of Office for Secretary Debbie Bernard, Willamina.

Susan Reeves, MMC, Scappoose administered the Oath of Office for Second Vice-President Cathy Steere, MMC, Lincoln City.

Susan Reeves, MMC, Scappoose administered the Oath of Office for First Vice-President Marina Baker, Multnomah.

Susan Reeves, MMC, Scappoose administered the Oath of Office for President Kathy Payne, MMC, St. Helens.

President Nicole Morris, MMC, Tualatin, thanked the membership for the privilege of representing OAMR the past year. She thanked everyone who helped her during her Presidency and especially her husband Skylar.

Nicole presented the OAMR gavel to President Kathy Payne, MMC, St. Helens.

Kathy congratulated Nicole on her year as President and thanked her for her hard work and dedication to OAMR.

Kathy spoke and said she was looking forward to her year as President of OAMR. She thanked her son and parents for always supporting her; Lisa Scholl and Susan Reeves for their support and friendship and the membership for having the faith in her to represent OAMR. She encouraged the membership to be authentic and share themselves with others and let their light shine.

**XII. Other Business**

Tori Barnett, MMC, Ontario, reminded those participating in the Kathy Walk, to turn in their pedometers at the back of the room prior to the lunch meeting.

**XII. Adjournment:**

President Nicole Morris, MMC, Tualatin, adjourned the Annual Business Meeting at 8:56 am.

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