



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

AGENDA

- I. Call to Order
- II. Roll Call – by sign-in sheet
- III. Approval of Minutes of the September 21, 2018 Annual Business Meeting
- IV. Resolution of Appreciation to Riverhouse Bend Hotel and Convention Center Staff
 - a. Res. No. 2019-01
- V. Selection of the 2021 Conference Site
- VI. Adoption of 2019-2020 OAMR Budget
- VII. Treasurer’s Report and Audit for the Year Ending October 31, 2018
- VIII. Resolution Consideration for Banking Signatures 2019-2020
 - a. Res No. 2019-02
- IX. Annual Reports from Board Members and Committee Chairs
- X. 2019-2020 Executive Board Elections
 - a. Offices of Second Vice President and Secretary
 - b. Region Directors for Regions II, IV, and VI
- XI. Executive Board 2019-20 Oath of Offices and Passing of the Gavel
- XII. Other Business
- XIII. Adjournment

2018-2019 Board

- Nicole Morris, MMC, President
- Kathy Payne, MMC, 1st Vice President
- Marina Baker, 2nd Vice President
- Trudy Borrevik, CMC, Secretary
- Melissa Thompson Kiefer, CMC, Treasurer
- Debbie Hamilton, CMC, Immediate Past President
- Dawne Shaw, CMC Region I Director
- Angie Lanter, MMC, Region II Director
- Karin Johnson, MMC, Region III Director
- Sammy Egbert, Region IV Director
- Melissa Huhtala, Region V Director
- Izetta Grossman, Region VI Director
- Nancy Parker, CMC, Region VII Director

2018-2019 Committee Chairs

- Angie Lanter, MMC, Audit
- Aubrey Minear, CMC, Bylaws
- Angie Lanter, MMC, City Rec Procedure Manual
- Marina Baker, Conference
- Peggy Hawker, MMC, Education
- Lisa Scholl, CMC, Historical Preservation
- Melissa Thompson-Kiefer, CMC, Internet
- Lisa Morgan, Legislative
- Donna Biggerstaff, CMC, Membership
- Nancy Parker, CMC, Mentoring
- Lisa Figueroa, CMC, Newsletter
- Susan Reeves, MMC, Nominating
- Ruth Post, MMC; Peggy Hawker, MMC; and Karin Johnson, MMC, NW Clerks Institute
- Karin Johnson, MMC, Professional Growth & Leadership Development
- Scott Stauffer, CMC, Records Management
- Diane Harris, CMC, Retired Clerks
- Nanci Moyo, CMC, Scholarship
- Kathy Payne, MMC, Special Projects & Fundraising



OAMR BOARD REPORT

Meeting Date: September 20, 2019
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City Recorder
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

BACKGROUND

Approval of the following Board Meeting Minutes:

1. September 21, 2018, Annual Business Meeting.

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS

The Board may approve the above-noted minutes as presented; the Board may make amendments and approve the minutes as amended; or the Board may take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Approve the above-noted Board Meeting Minutes as presented/amended.

SUGGESTED MOTION

1. Motion to approve the above-noted Board Meeting Minutes as presented/amended.

ATTACHMENTS

- A. September 21, 2018, Annual Business Meeting Minutes



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ANNUAL BUSINESS MEETING
September 21, 2018, 8:18 a.m.
Holiday Inn at the Airport – Portland, OR

Minutes are unofficial until approved by the Board.

1. Annual Business Meeting Called to Order:

President Debbie Hamilton, CMC, Sutherlin, Region IV, called the Annual Business Meeting to order at 8:18 a.m. Tracy Davis, MMC, Keizer, Region III & Region IX Director, served as Parliamentarian.

2. Roll Call by Sign-In:

Debbie Hamilton, CMC, President, Sutherlin, Region IV
Nicole Morris, MMC, 1st Vice-President, Tualatin, Region II
Melissa Thompson-Kiefer, CMC, 2nd Vice-President, Nehalem, Region I
Melissa Thompson-Kiefer, Interim Treasurer, CMC, Nehalem, Region I
Trudy Borrevik, CMC, Secretary, Cottage Grove, Region IV
Dale Shafer, Immediate Past President, Nehalem, Region I
Tracy Davis, MMC, Parliamentarian, Keizer, Region III, & Region IX Director

Kathy Payne, MMC, St. Helens, Region 1 Director
Angie Lanter, CMC, Banks, Region II Director
Phyllis Bolman, MMC, Monmouth, Region III Director
Sammy Egbert, Coburg, Region IV Director
Izetta Grossman, The Dalles, Region VI Director
Nancy Parker, Athena, Region VII Director

Sheri Pierce, MMC, Valdez, AK, Region IX Director

Susan Reeves, MMC, Scappoose, Region I
Colleen Riggs, Cannon Beach, Region I
Lisa Scholl, CMC, St. Helens, Region I
Terri Michel, Rockaway Beach, Region I
Dawne Shaw, Warrenton, Region I
Marcy Moore, Clatskanie, Region I
Stephanie Borst, Vernonia, Region I

Jennifer Nelson, CMC, Carlton, Region II
Scott Stauffer, CMC, Milwaukie, Region II
Marina Baker, Multnomah County, Region II
Sadie Main, CMC, Estacada, Region II
Kimberly Veliz, Wilsonville, Region II

Kim Scheafer, MMC, Canby, Region II
Kelly Burgoyne, CMC, Tigard, Region II
Carol Krager, CMC, Tigard, Region II
Debbie Manning, MMC, Tigard, Region II
Debbie Bernard, Willamina, Region II
Nanci Moyo, CMC, Beaverton, 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
Kelly Richardson, CMC, Molalla, Region II
Katie Riggs, CMC, Oregon City, Region II
Claudia Cisneros, Oregon City, Region II
Taja Nelson, Multnomah, Region II
Dawn Karen Bevill, Newport, Region II
Aubrey Minear, CMC, Hillsboro, Region II

Karin Johnson, MMC, Independence, Region III
Ruth Post, MMC, Philomath, Region III
Michelle Eldridge, CMC, Harrisburg, Region III
Cathy Steere, MMC, Lincoln City, Region III
Peggy Hawker, MMC, Newport, Region III
Mary Dibble, MMC, Albany, Region III
Stacie Cook, MMC, Mill City, Region III
Gloria Tucker, Newport, Region III
Cathy Nelson, CMC, Waterloo, Region III
Carla Holzworth, Corvallis, Region III
Lisa Figueroa, Toledo, Region III
Karen Hewitt, Port of Newport, Region III
Debbie Lockhart, MMC, Keizer, Region III
Colby Kemp, Mt. Angel, Region III
Heather Pierson, CMC, Woodburn, Region III
Katie Scott, Sublimity, Region III
Jodi Coggins, Depoe Bay, Region III
Linda Galeazzi, CMC, Cherriots, Region III
Kimmie Jackson, Yachats, Region III

Diane Harris, CMC, Sutherlin, Region IV
Terri Long, Oakland, Region IV
Roberta Tharp, CMC, Creswell, Region IV
AJ Ripka, Springfield, Region IV
Kitty Vodrup, MMC, Junction City, Region IV
Amy Sowa, MMC, Roseburg, Region IV
Dawn Russ, Glendale, Region IV

Melissa Huhtala, Ashland, Region V
Teri Davis, Brookings, Region V
Deanna Casey, MMC, Central Point, Region V
Kailin Honea, Rogue River, Region V
Carol Weir, MMC, Rogue River, Region V
Bonnie Pickett, Shady Cove, Region V
Jennifer Stolz, Coquille, Region V

Izetta Grossman, The Dalles, Region VI
Lysa Vattimo, Madras, Region VI
Kayla Duddy, Bend, Region VI
Kerry Prosser, Sisters, Region VI
Kathy Woosley, Cascade Locks, Region VI
Marilyn Place, Cascade Locks, Region VI
Sally Moore, Port of Cascade Locks, Region VI
Jennifer Gray, Hood River, Region VI

Tori Barnett, MMC, Ontario, Region VII
Donna Biggerstaff, CMC, Pendleton, Region VII
Teri Bacus, Pilot Rock, Region VII
Dawn Crafts, Burns, Region VII
Salli Hysell, Halfway, Region VII
Kayla Nicols, La Grande, Region VII
Sheila Jasperson, Weston, Region VII
Michelle Fox, CMC, Athena, Region VII
Lilly Alacon-Strong, Hermiston, Region VII
Marla Roberts, CMC, Nyssa, Region VII
Karen Howton, Island City, Region VII

Heidi K. S. Nopolitine, CMC, Woodway, WA

3. **Approval of Minutes of September 22, 2017, Annual Business Meeting:**
Secretary Trudy Borrevik, CMC, Cottage Grove, presented the above-noted minutes for consideration. She said there were a few scrivener errors that had been changed in the minutes but didn't change the content.

MOTION: Tori Barnett, MMC, Ontario, moved, seconded by Nancy Parker, CMC, Athena, to approve the minutes of September 22, 2017, Annual Business Meeting, as presented. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

4. **Resolution No. 2018-02 of Appreciation to the 2018 OAMR Conference Committee and The Holiday Inn at PDX, Portland, Oregon:**

President Debbie Hamilton read the resolution in its entirety.

MOTION: Ruth Post, MMC, Philomath, moved, seconded by Katie Riggs, CMC, Oregon City, to adopt Resolution No. 2018-02 of Appreciation to the 2018 OAMR Conference Committee and the Holiday Inn at PDX, Portland, Oregon.

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

Debbie presented a copy of the resolution in appreciation to the staff of the Holiday Inn at PDX, Portland, Oregon.

5. **Selection of the 2020 Conference Site:**

Second Vice-President Melissa Thompson-Kiefer, CMC, Nehalem, said the committee had received bids for the 2020 Conference from the following:

- Valley River Inn – Eugene
- Seven Feathers Casino Resort – Canyonville
- Ashland Hills Hotel & Suites – Ashland
- Florence Events Center – Florence
- Inn at the Commons - Medford

Melissa said the Florence Event Center was not considered as it didn't meet the association's needs. She went over the proposals from Valley River Inn, Seven Feathers Casino Resort, Ashland Hills & Suites and Inn at the Commons and said she had prepared a matrix comparing all four locations.

Discussion was held on each of the locations and members expressed their concerns.

Ruth Post, MMC, Philomath, thanked Melissa, Debbie and Deanna for the work they did on the bids.

MOTION: Peggy Hawker, MMC, Newport, moved, seconded by Carla Holzworth, Corvallis, to award the 2020 OAMR Mid-Year Academy and Annual Conference to Valley River Inn, Eugene.

THE VOTE ON THE MOTION PASSED UNANIMOUSLY BY VOICE VOTE.

6. **Adoption of 2018-19 OAMR Budget:**

First Vice-President Nicole Morris, MMC, Tualatin, said the budget information had been provided in the packet. She said there was a proposal to increase membership dues by \$10 making the dues \$60 a year. She said the increase would add \$700 to the education budget. She said the annual conference line was being increase \$15,000 to cover expenses at the next conference in Bend. She said in order to cover the cost of credit card fee processing, the committee

had budgeted \$2,000 on the high side. She thanked Debbie Hamilton, Dale Shafer, Melissa Thompson-Kiefer, Nancy Parker, Karin Johnson and Angie Lanter for helping with the budget.

President Debbie Hamilton, CMC, Sutherlin, said the Audit Committee did a special audit to make sure Melissa was starting out fresh with everything in order. She said there wasn't any concerns but because there had been several Treasurers they wanted to be sure. She said everything was good and there were no issues.

Ruth Post, MMC, Philomath, moved, seconded by Tori Barnett, MMC, Ontario, to approve the 2018-19 OAMR Budget and Narrative as submitted by the Budget Committee. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

President Debbie Hamilton, CMC, Sutherlin said Melissa Thompson-Kiefer, CMC, Nehalem, had been appointed by the Board as 2nd Vice-President by an e-meeting and needed to be officially sworn in. Peggy Hawker, MMC, Newport swore Melissa in as 2nd Vice-President.

7. 2018-19 Board Elections:

President, Debbie Hamilton, CMC, Sutherlin, introduced Tori Barnett, MMC, Ontario, Nominating Committee Chair, who conducted the elections of Second Vice-President, Treasurer, and Region Directors for Regions I, III, V and VII.

Tori conducted the elections for Region I, III, V and VII Directors and 2nd Vice-President and the following were elected by the association:

Region I Director:	Kathy Payne, MMC, St. Helens
Region III Director:	Karin Johnson, MMC, Independence
Region V Director:	Melissa Huhtala, Ashland
Region VII Director:	Nancy Parker, CMC, Athena
Second Vice-President	Teri Davis, Brookings

Tori asked for nominations for the office of Treasurer.

Karin Johnson, MMC, Independence, nominated Linda Galeazzi, CMC, Cherriots for Treasurer.

Linda Galeazzi, CMC, Cherriots accepted the nomination.

Tori closed the nominations for Treasurer and thanked Linda.

Tori closed the 2018-19 Elections and said the recommended officers and directors were elected to office in accordance with the OAMR Bylaws. She said Melissa Thompson-Kiefer, CMC, Nehalem, would move to the office of 1st Vice-

President and Nicole Morris, MMC, Tualatin would move to the office of President and oaths of office would be administered at banquet.

President Debbie Hamilton, CMC, Sutherlin, said they were going to swear in Melissa Huhtala, Ashland as she wasn't able to stay for the banquet. Peggy Hawker, MMC, Newport, swore in Melissa Huhtala, Ashland as Region V Director.

8. Treasurer's Report and Audit for the Year Ending October 31, 2017:

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

Karin Johnson, MMC, Independence, moved, seconded by Susan Reeves, MMC, Scappoose, to approve the Treasurer's Report as presented. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

9. Resolution 2018-03 Banking Signatures 2018-2019:

President Debbie Hamilton, CMC, Sutherlin, asked for a motion to approve Resolution No. 2018-03.

Stacie Cook, MMC, Mill City, moved, seconded by Marina Baker, Multnomah County, to adopt Resolution No. 2018-03, a resolution authorizing signatures for banking services on behalf of the Oregon Association of Municipal Recordors. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

10. Annual Reports from Board Members and Committee Chair

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 Dale Shafer, Nehalem, said she had nothing to add to her report.

Region Directors present had nothing to add to their reports.

Audit Committee, Angie Lanter, CMC, 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, Nicole Morris, MMC, Tualatin, said she had nothing to add to her report.

Education Committee, Peggy Hawker, MMC, Newport, said at the Mid-Year Conference in April, 2019, there would be an Athenian Dialogue on Wednesday, the day before the Academy Session.

Historical Preservation, Lisa Scholl, CMC, St. Helens, said Region photos would be taken immediately after the business meeting.

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

Legislative Committee, Lisa Morgan, Prineville, wasn't present and didn't turn in a report.

Membership Committee, Donna Biggerstaff, CMC, Pendleton, said she had nothing to add to her report.

Newsletter Committee, Lisa Figueroa, CMC, Toledo, said she had nothing to add to her report.

Nominating Committee, Tori Barnett, MMC, Ontario, said she had nothing to add to her report.

NW Clerks Institute Committee, Ruth Post, MMC, Philomath, said there were 61 attendees at PD I at the NW Clerks Institute last year and 18 of those were from OAMR. She said they had to cut off the registration for PD I at 61 and encouraged members who were considering attending to send in their registration as soon as it opened. She said overall there were 187 attendees last year from Oregon, Washington and Alaska. She said 43 of the attendees were from OAMR which was our biggest turnout ever.

Professional Growth & Leadership Development Committee, Karin Johnson MMC, Independence, said they had appointed leadership mentors for the newly elected officers/director: 1st Vice-President Mentor Ruth Post; 2nd Vice-President Mentor Carol Weir; Treasurer Mentor Karin Johnson and Region V Director Michele Eldridge.

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, said she had nothing to add to her report.

Special Projects & Fundraising Committee, Melissa Thompson-Kiefer, CMC, Nehalem, said she had nothing to add to her report.

President Debbie Hamilton, CMC, Sutherlin, thanked everyone who served on a committee and said sign-ups lists were on the registration desk for 2018-19. She reminded those who received scholarships that they had to sign up for either the Conference Committee or Special Projects and Fundraising Committee and if they didn't, they wouldn't be eligible to apply for a scholarship for a year.

10. Other Business:

2nd Vice-President Melissa Thompson-Kiefer, CMC, Nehalem, reminded everyone about the fundraisers and said the Pink Walk had already raised over \$1,000, which would fund the scholarship completely.

11. Adjournment:

President Debbie Hamilton, CMC, Sutherlin, adjourned the Annual Business Meeting at 9:18 am.

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

OAMR BUSINESS MEETING REPORT



RESOLUTION NO. 2019-01

A RESOLUTION OF APPRECIATION TO THE 2019 OAMR CONFERENCE COMMITTEE, AND RIVERHOUSE ON THE DESCHUTES & CONVENTION CENTER, BEND, OREGON

Meeting Date: September 20, 2019
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City of Cottage Grove
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

ISSUE STATEMENT

Adopt Resolution No. 2019-01, a Resolution of Appreciation to the 2019 OAMR Conference Committee and Riverhouse on the Deschutes & Convention Center, Bend, Oregon.

BACKGROUND

Resolution No. 2019-01, a Resolution of Appreciation to the 2019 OAMR Conference Committee and Riverhouse on the Deschutes & Convention Center, Bend, Oregon.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

MEMBERSHIP OPTIONS

The membership may adopt the above-noted Resolution No. 2019-01 as presented; as amended; or take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Motion to adopt Resolution No. 2019-01, a Resolution of Appreciation to the 2019 OAMR Conference Committee and Riverhouse on the Deschutes & Convention Center, Bend, Oregon.

SUGGESTED MOTION

Motion to adopt Resolution No. 2019-01, a Resolution of Appreciation to the 2019 OAMR Conference Committee and Riverhouse on the Deschutes & Convention Center.

ATTACHMENTS

- A. Resolution No. 2019-01



**OREGON ASSOCIATION
OF MUNICIPAL RECORDERS**

RESOLUTION NO. 2019-01

**A RESOLUTION OF APPRECIATION
TO THE 2019 OAMR CONFERENCE COMMITTEE,
AND RIVERHOUSE ON THE DESCHUTES & CONVENTION CENTER, BEND, OREGON**

WHEREAS, the many dedicated members of the OAMR Conference Committee chaired by Second Vice-President Marina Baker have worked countless hours over the past year to plan a conference that is both educational and entertaining; and

WHEREAS, the Bend Riverhouse on the Deschutes & Convention Center staff assisted the OAMR Conference Committee in the success of the 37th Annual Conference through their assistance in the organization and details in planning the conference; and

WHEREAS, the 2019 OAMR Annual Conference was dedicated to providing quality educational sessions, entertaining social events, and time for networking with our peers from around the state.

NOW, THEREFORE, BE IT RESOLVED BY THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS that the membership extends its gratitude and appreciation to all of the individuals who worked unselfishly to organize, plan and present an outstanding 2019 OAMR Annual Conference; and the staff of the Riverhouse on the Deschutes & Convention Center, Bend, Oregon, are commended for their outstanding logistical arrangements and cordiality during the conference.

ADOPTED by a majority vote of the voting members of the Oregon Association of Municipal Recordors this 20th day of September, 2019.

SIGNED:

ATTEST:

Nicole Morris, MMC, OAMR President

Trudy J. Borrevik, CMC, OAMR Secretary



OAMR BOARD REPORT

2021 CONFERENCE SITE SELECTION

Meeting Date: September 20, 2019
Source of Item: First Vice President Kathy Payne, MMC
and Special Projects/Fundraising Committee Chair

Contact: Kathy Payne, MMC
Contact Telephone Number: 503-366-8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT

A Request for Proposals for the 2021 OAMR Annual Conference was developed and sent to seven different hotels in Region III. A copy of the RFP is attached.

BACKGROUND

Bids were received from the following:

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

I made site visits to Chinook Winds, Salishan Resort and Spirit Mountain. Agate Beach Inn was a late submittal but we have been there recently, in 2017, so I'm familiar with what they provide. I had Past Presidents Ruth Post, Michele Eldridge, Karin Johnson, and Debbie Hamilton, as well as President Nicole Morris, Second VP Marina Baker and Treasurer Melissa Thompson-Kiefer review the proposals I received. Thank you to all of you for your assistance with reviewing the submittals. Attached is the matrix to assist in comparing the proposals and then each proposal.

The Food & Beverage Minimum for Salishan is \$30,000. This is extremely high and with the Hotel Room Rate being \$179/night and a Plated Banquet meal starting at \$70/pp, I believe we can easily say that Salishan is not an option for our conference. Chinook Winds and Spirit Mountain are very reasonable and meet our criteria, however, my biggest concern is for the members who are sensitive to cigarette smoke. While Chinook Winds is almost impossible to avoid the smoke due to the location of the conference facilities, Spirit Mountain has done a good job of making the hotel and the conference facility smoke-free. However, when I was eating breakfast in the buffet, I could definitely smell the cigarette smoke, just not as bad as at Chinook Winds. Additionally, Spirit Mountain is quite a distance from any town where we could hold an Honored Guests Dinner and/or All Conference Event. Chinook Winds is planning a smoke-free conference facility by 2021 but they were not able to guarantee when it would be completed. It could be a potential site for a future conference, though, if they do build a conference facility free from any smoke. We have had two conferences at the Best Western Agate Beach Inn (2003 and 2017) and their facilities are perfect for what we need.

RELATED POLICIES/BUDGET CONSIDERATIONS

MEMBERSHIP OPTIONS

1. Approve the 2021 OAMR Conference at one of the respondent facilities; or
2. Reject all proposals and re-bid the Conference.

CHAIR'S RECOMMENDATION

Prior to receiving the Agate Beach Inn proposal, I was leaning towards Spirit Mountain. Spirit Mountain has a beautiful conference facility, gorgeous rooms and the staff were very helpful. However, since receiving the Agate Beach Inn proposal, I am inclined to recommend them for our 2021 Conference. They have updated their facility and guest rooms since we were there in 2017.

SUGGESTED MOTION

"I move to award the bid for the OAMR 2021 Annual Conference and Mid-Year Academy to [choose one]."

ATTACHMENTS

- A. Request for Proposal Document
- B. Response Matrix
- C. Proposal from Best Western Agate Beach Inn
- D. Proposal from Chinook Winds Hotel & Casino
- E. Proposal from Salishan Resort & Spa
- F. Proposal from Spirit Mountain Hotel & Casino

REQUEST FOR PROPOSALS



Oregon Association of Municipal Recordors Annual Conference September 21-25, 2021

The **Oregon Association of Municipal Recordors**
has the pleasure to announce it is soliciting bids
for its Annual Conference to be held
September 21-25, 2021

PROCESS TO SUBMIT A BID:

- Your bid and supplemental material for the 2021 Annual OAMR Conference must be received by the OAMR 2nd Vice President no later than **Friday, May 10, 2019**.
- You will be contacted no later than Friday, May 17, 2019, by the OAMR 2nd Vice President to schedule a Pre-Qualification Site Visit.
- The decision on the 2021 conference site is made by the OAMR membership at the 2019 Annual Conference Business Meeting on Friday, September 20, 2019.
- Further information may be obtained by contacting Kathy Payne, MMC, OAMR 2nd Vice President, 503.366.8217 or kathy@ci.st-helens.or.us.

Please return bid packet with supplemental material **by Friday, May 10, 2019**
to:

Kathy Payne, MMC
OAMR 2nd Vice President
City of St. Helens
PO Box 278
St. Helens, OR 97051
kathy@ci.st-helens.or.us

MEETING REQUIREMENTS:

- Tuesday – Saturday: Secured room to include space for a minimum of 14 - 6' tables for Registration and OAMR Auction Items. Other items 6 - 6' tables needed - total tables needed: 20
- Tuesday Afternoon: space to put together conference materials and auction items.
- Wednesday Minimums:
 - Morning and Afternoon Session: 1 session room for 80, classroom style, with A/V
 - Lunch: Plated or buffet for 80, rounds of 8-10, A/V.
 - Reception: Stand-up and casual seating for 50.
- Thursday Minimums:
 - Early Morning Session: 1 session room for 100, theater style, head table for 7 on risers, A/V.
 - Late Morning Session: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
 - Lunch: 1 session room for 115, rounds of 8-10, head table for 6 on risers, A/V.
 - Afternoon Session: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
 - All day session: 1 session room for 35 people, U- Shape with A/V
 - Evening Dinner Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, A/V.
- Friday Minimums:
 - Early Morning Meeting/Breakfast: 1 session room for 100, rounds of 8-10, head table for 10 on risers, A/V.
 - Late Morning Meeting: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
 - Lunch: Plated or buffet for 100
 - Afternoon Sessions: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.
- Saturday:
 - Morning Meeting: casual seating space for 20, OAMR move-out.

EXHIBIT SPACE:

- Space must be accessible to internet and power outlets.
- Exhibitor Set-Up: Wednesday evening
- Exhibit Hall Open: Thursday and Friday
- Exhibitor Move-Out: Friday afternoon
- Minimum of fifteen 8' skirted tables with 2 chairs at each required
- Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks and 8-10 tables of auction items.

FOOD & BEVERAGE REQUIREMENTS: *(subject to change)*

Minimum Food & Beverage not to exceed \$18,000

- Wednesday:
 - AM Coffee Station
 - Lunch: Plated or buffet lunch for 80
 - Reception: Hors d'oeuvres for 50
- Thursday:
 - AM Coffee Station
 - Lunch: Plated or buffet for 120
 - Dinner: Plated for 120 with cash bar

- Friday:
 - Breakfast: Plated or buffet for 100
 - Lunch: Plated or buffet for 100
- Additional Meals:
 - Breaks: Beverage and small snack or hors d'oeuvres
- To give OAMR a perspective on menu/catering costs, please provide current catering charges including tax, service charge, and gratuity for the following:
 - One gallon coffee
 - Plated breakfast
 - Luncheon club sandwich with beverage and dessert
 - Banquet of salad, beef entrée (or chicken) with dessert

ROOM BLOCK:

- 90 rooms peak night(s).
- Group rate to be available one day prior to and one day following conference.
- OAMR prefers to house all attendees at same location.
- Estimated rooms by night:
 - Tuesday – 50 rooms
 - Wednesday – 80 rooms
 - Thursday – 90 rooms
 - Friday – 40 rooms
- Quote current year group rate and government rate for single and double rooms.

HOTEL TO PROVIDE:

- One Presidential Suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out)
- Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received).
- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 1).
- Complimentary valet and/or parking.
- Complimentary Wi-Fi/Internet access in guest rooms and for vendors.
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- Quote projected group rate for the year 2021.
- Extend conference rates to attendees one day prior and one day after conference.
- Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1).
- Room blocks must be held until 21 days prior to opening of conference (a four week cut-off date will be published to the attendees).

SUPPLEMENTAL MATERIAL:

- Floor plan with location of all facilities.
- Sample contract.
- Distance from nearest airport in miles and drive time.
- Method of transportation to/from airport and applicable charges.
- Clarification on smoking areas (if applicable)

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recordors also holds a Mid-Year Academy Session the first Friday in April in the same year as the Conference. The Academy Session is preceded by an OAMR Board Meeting on Thursday afternoon.

If awarded the Annual Conference, the Mid-Year Academy Session will also be held at your facility; the proposed dates are:

- April 1, 2021 (Athenian Dialogue and Board Meeting)
- April 2, 2021 (Mid-Year Session)

REQUIREMENTS INCLUDE:

- Thursday, 7:00 am – 6:30 pm: 1 room for the Athenian Leadership Dialogue (35 people) and Board Meeting (25 people)
- Friday, 7:00 am – 5:00 pm: 1 session room for 60-80, classroom style, with AV
- Friday, Noon – 1:00 pm: lunch for 60-80
- Room block: 50 rooms Thursday night, 15 rooms Friday night
- One Presidential Suite to be provided complimentary for Wednesday through Friday night

OAMR 2021 Conference Bid Response Matrix

	Best Western Agate Beach Inn	Chinook Winds Hotel & Casino	Salishan Resort & Spa	Spirit Mountain Hotel & Casino
Food & Beverage Minimum	\$12,000	\$10,450	\$30,000	No minimum needed
Meeting Room Fee	\$250 - Setup for Ballroom & Cove Room	\$5,225 if F&B minimum is not met	\$500 set up fee	\$8,100 for the conference
Table Fee (OAMR Use)	\$15.00 each - Auction tables only	\$15 per skirted table	No fee	\$30 (for extra tables for silent auction)
Exhibitor Table Fee	\$25.00	\$15 per skirted table \$25 vendor booth	\$75/booth (includes electrical)	\$30 w/power - \$60 w/pipe & drape
Wi-Fi	Free	Free	Complimentary	Yes - Free to all guests
AV Costs	\$150 - A/V Table, screen and wired microphone + (1) Lavalier Mic	\$1,555	See menu of options	Varies per item -
Hotel Room Rate (std room)	Group will be offered \$114 - the current Government Per Diem rate for hillside guestrooms regardless of possible 2021 increases	Sun-Thurs = \$145 & Weekend = \$164	\$179	\$103 weekday - \$113 weekend
Room Tax Rate	11.30%	12.50%	11.80%	10%
Gallon of Coffee	\$22.00	\$25	\$68 for 1.5 gallon	\$65 for 1.5 gal - \$115 for 3 gal
Plated Lunch	\$16.00	\$14-\$23	\$35/pp starting	\$20 average cost
Plated Banquet	\$27.00	\$19-\$30	Dinner options start at \$70/pp	\$37 average cost
Gratuity	20%	19%	24%	17%
Attrition	15%	20% - negotiable	20% (hold to 80%)	No attrition
Comped Rooms	Parlor Suite for four nights + (1) for every (35) purchased during	1:35 comp room nights per block room nights picked up	1 per 40	1 for 35

Additional Notes				
Welcome Reception Area	Starfish Room with ocean view	Nehalem	Council House	Kalapuya A
Where are Vendors Located	Ocean View Hallway or in lunch room	Mikonotunne	Lincoln/Pine Room	Depends either in the meal room or hallway
Meals in Relation to Classrooms	Next to classroom	Separated by airwall door	In Council House (where meetings take place)	Adjacent
Dance Floor Available	Yes (with time for set-up)	Yes	Yes	Yes
Location of Meeting Rooms	1/2 of Agate Ballroom n 1st floor	Casino Convention Center	Council House	Event Center
Sinks outside of restrooms in guest rooms	No	Yes	In Traditional room category (which we quoted) yes	No
Guest rooms in relation to classes	Floors 2 - 6	Separated by parking lot - complimentary shuttle service from hotel to convention center and back	All walkable to meeting space via covered walk-ways	Across the courtyard
Breakfast on-site	Available but not included in guestroom rate	Yes	Yes, in our restaurant	Yes - we have Cedar Plank Buffet & Rock Creek Deli for breakfast
Location to Coffee Bar (ie Starbucks)	We have an espresso bar in our lobby that can be arranged for use by group. Otherwise Starbucks is .7 mile away in Fred Meyers	Casino Deli - or several coffee bars within 1/2 mile of resort	At the Shops at Salishan	Sips is across from the Cedar Plank Buffet
Other	Area activities are endless - Whale watching, aquarium visits, Rouge Brewery Tours, galleries, shopping and beach walks.		N/A	Complimentary valet and/or parking / Complimentary WiFi property wide
Mid-Year Requirements/Others	April 1 - 3 is available at all the same price points.			April meeting room fees waived

Prior Region III Conference Sites:

2017: Agate Beach Inn - Newport
2010: Renaissance Inn - Keizer

2003: Agate Beach Inn - Newport
1997: Quality Inn - Salem



Agate Beach Inn

3019 N Coast Hwy. Newport, OR 97365

Hotel Direct (541) 265-9411

Fax (541) 265-5342

www.bestwestern.com/agatebeachinn



Michelle Tiernan, Group Sales Manager
503-206-4555 (O) / 503-548-7975 (M)

Redesigned Lobby Area with several conversation areas



Redesigned guestrooms



Stylish and accessible ADA guestrooms!

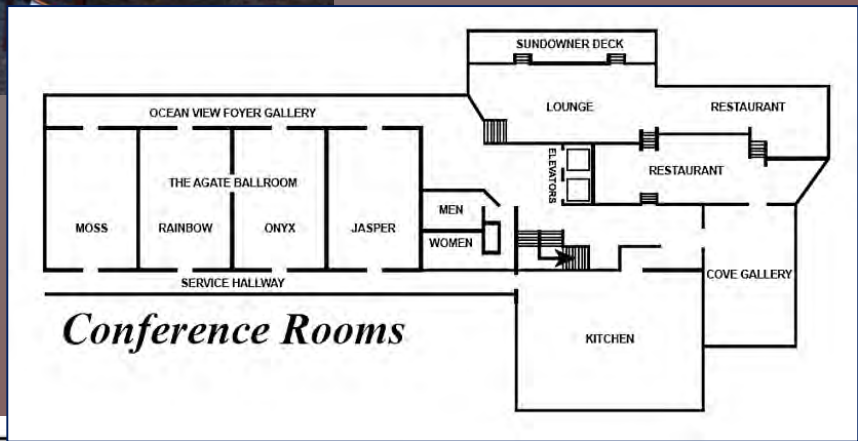


Parlor Suite for a variety of uses.





5000 sq. feet of flexible meeting space



Room Name	Agate Ballroom	Onyx	Rainbow	Moss	Jasper	Cove
Square Feet	4,160	1,040	1,040	1,040	1,040	840
Dimensions	104'x40'	26'x40'	26'x40'	26'x40'	26'x40'	40'x21'
Ceiling	12'	12'	12'	12'	12'	10'
Theatre	320	80	80	80	80	60
Classroom	260	65	65	65	65	30
Reception	400	100	100	100	100	60
Banquet	320	80	80	80	80	60



Sea Glass Bistro & Lounge,
Lobby Espresso Bar and
Market are in-house food
options



BWP Agate Beach Inn active-ities



Newport Attractions

Antique shops, galleries, marine adventures, aquarium, brewery tours and light house interactive experiences





Agate Beach Inn

3019 N Coast Hwy. Newport, OR 97365

(541) 265-9411 Fax (541) 265-5342

www.agatebeachinn.com

SAMPLE	Hotel Name:	Best Western Plus Agate Beach Inn
	Sales Manager:	Michelle Tiernan
	Phone:	503-548-7975
	Sales Office:	541-574-2205
	Fax:	541-265-5342
	Date of Issue:	August 1, 2019

Thank you for selecting the **Best Western Plus Agate Beach Inn** for the xxx It is our pleasure to submit this Letter of Agreement for the dates xxxx Upon return of this Letter of Agreement, the Best Western Plus Agate Beach Inn will reserve on a definite basis the following meeting and lodging accommodations.

GUEST ROOM ACCOMMODATIONS AND RATES

ROOM TYPE	RATE	Day	Thursday	Friday	Saturday	Saturday
		Date				
HILLSIDE						
Ocean View						
Parlor Suite plus Rm 618						
TOTAL ROOMS						

TOTAL ROOM BLOCK RESERVED: xxxx

We are pleased to extend special discounted group rates of: \$xxx Hillside and \$xxx Ocean View. All room rates are based on single or double occupancy and are quoted exclusive of applicable local tax, **currently 11.3%**. Each additional adult will be charged \$10.00 per room, per night. These rates are net, non-commissionable.

PET/ROLL-A-WAY BED FEES

Pet rooms are limited and offered on a space available basis. **There is a daily pet fee of \$30.00** for up to two pets weighing less than 80 pounds each. The event planner is responsible for confirming pet fees to the conference attendees. Roll-a-way beds are limited and are available upon request at the rate of \$10.00.

RESERVATIONS AND CUT-OFF-DATE

The cut-off date for accepting reservations into this room block is xxx . Reservation requests received after 5:00pm local time on the cut-off date will be accepted on a space/rate available basis. **Check in time is 4:00pm and check out time is 12:00Noon.**

Individual Call In

To make reservations, your attendees call the hotel directly at 1-541-265-9411 on or before XXX and identify themselves as participants of the **GROUP** to receive the rates quoted. Each individual will be responsible for their own reservation, tax and all incidental charges upon check out. A credit card

sample

will be required to secure the reservation. The Group will be responsible of all scheduled catered events.

RESERVATIONS AND CUT-OFF-DATE (continues)

A 48 – hour cancellation fee will be enforced for individual reservations. Additionally, should any guest check out prior to the schedule departure date, a \$25.00 early departure fee will be charged to the individual.

ROOM BLOCK REVIEW AND ATTRITION

The Group and Hotel have agreed to review and make necessary adjustments to the guestroom block on or before XXXX (21 days before event). At this time, the group may reduce its contracted guestrooms by 15% without attrition fee charge. Additional rooms would be added on a space available basis. Should the group wish to extend the final cut-off date; the group will be responsible for guaranteeing the remaining rooms and be responsible for 100% of the estimated revenue. After the final cut-off date, reservations may be made and would be offered on space/rate available basis.

MEETING AND FUNCTION SPACE

Based on your meeting requirements, the following space has been reserved. The Hotel requires a definite agenda no later than 30 days prior to the arrival date. The Director of Catering will be in contact with you closer to the arrival date to make all of the final arrangements. Please feel free to contact them directly at: 1-541-574-2213.

If the function room(s) reserved herein cannot be made available to the renter, reserves the right to substitute comparable accommodations for the function. The substitution shall be deemed as full performance under this agreement.

MEETING ROOM SET UP

DAY	DATE	START	END	FUNCTION	ATTD	ROOM	SET UP FEES

Based on the agreed upon guest room block, function space commitment, and Food & Beverage Minimum of \$XXXX the room rental charge is waived and the set-up fee is reduced to \$XXX Without food and beverage, each meeting room section rents for \$300.00 per day.

Should your food and beverage purchase not meet the minimum requirement of \$XXX (estimated charges) the group will be charged the difference as meeting room rental. The Food and Beverage Minimum does not include the 20% service charge. There will be a \$75.00 charge per room for same-day room set-up changes.

EXHIBITORS/VENDORS

There is a \$25.00 fee for exhibitors, vendors, and auction tables per table/space/event. This fee includes one clothed & skirted table with one chair and electrical access (extension cords not included).

FOOD & BEVERAGE POLICES

Each Best Western® branded hotel is independently owned and operated.

sample

Due to licensing requirements and quality control issues, all food and beverage to be served in the Hotel's public meeting space must be supplied and prepared by the Hotel unless other agreements have been fully agreed upon by the Hotel in advance of the event date.

SPECIAL CONSIDERATIONS

- Complimentary AV (Lectern, wired microphone with stand, AV table and projection screen) All other A/V to be discounted by 50%.
- Group rates will be offered two days prior to the event date and two days after the event date, subject to availability at the time of reservation.
- Complimentary hospitality suite in the ocean view parlor suite on peak nights (a \$200/night value)
- One complimentary guestroom for every (40) paid and occupied guestrooms.

GROUP DEPOSIT

A deposit in the amount of \$xxx is due upon the return of this Letter of Agreement. Should you wish to pay by credit card, please complete the attached 3rd Party Authorization form and return it along with this Letter of Agreement, a receipt will be sent to you as confirmation your deposit has been received and processed.

BILLING ARRANGEMENTS

Option - Direct Bill Requested

It is our understanding that the XXXX would like to establish direct billing with the **Best Western Plus Agate Beach Inn**. We ask that you complete the attached direct bill application and return it along with this Letter of Agreement. Incomplete direct bill applications will not be processed. Direct billing requests will be reviewed in accordance with the Hotel's normal approval process and may take up to forty-five (45) days to process. A master account will be set up for the Group covering all agreed upon charges. Terms: Net 30 days (for established accounts)

Option - Credit Card Payment

It is our understanding that the **Oregon Society of Tax Consultants** will be paying with a company credit card. Please complete the attached 3rd Party Authorization form and return it along with this Letter of Agreement. The credit card will be pre-authorized and charged for the estimated charges, the balance in full will be due upon departure. A master account will be set up for the Group covering all agreed upon charges accumulated during the event.

RELOCATION

In the event the **Best Western Plus Agate Beach Inn** cannot accommodate any member of your group with a guaranteed reservation, the Hotel will provide the following:

1. Accommodations at a comparable Hotel, as close as reasonably possible, at no charge to the guest for the first night the guest is displaced from the Hotel.
2. Credit to the Group for any guests displaced toward its room block pick-up for purposes of this Letter of Agreement and for calculation of the Group complimentary room credit.

sample

CANCELLATION POLICY

Should the Group cancel this event for any reason other than a natural disaster (Act of God) the following cancellation fees would apply. Written notice to the Hotel is required.

0-60 days prior to arrival date: \$xx (100% of the estimated hotel revenue)
61-120 days prior to arrival date: \$xx (75% of the estimated hotel revenue)
121-180 days prior to arrival date: \$xx (50% of the estimated hotel revenue)
181 days to signature date: \$xx(25% of the estimated hotel revenue)

FORCE MAJEURE

The parties' performance under this Letter of Agreement is subject to acts of God, war, government regulation, threats or acts of terrorism or similar acts, disease, State Department or other agency travel advisory, disaster, strikes (except those involving the Hotel's employees or agents), civil disorder, curtailment of transportation facilities, or any other cause beyond the parties' control, which would tend to make it inadvisable, illegal or impossible for such party or its members to perform their obligations under this Agreement. Either party may cancel the Letter of Agreement for any one or more of such reasons upon written notice to the other. In the event Group decides to hold its Meeting despite such circumstances, the Hotel shall waive any fees related to a reduced – sized meeting (including any room attrition fees, function space rental, food and beverage attrition fees) and shall offer the Group's guests any lower room rate offered to guests during the contracted dates.

MATERIAL HANDLING

The Hotel will not assume responsibility for damage or loss of any merchandise or articles left in the Hotel prior to, during or following the function. Any freight or shipping charges incurred as a result of materials, i.e., literature, audio/visual and/or video equipment, books, etc., being shipped to or from the **Best Western Plus Agate Beach Inn** remains the sole responsibility of the conference, association or group. It is the client's responsibility to contact the freight carrier and properly pack and label all boxes to be shipped to or from the Hotel. Packages should not be scheduled to arrive more than two (2) days prior to the scheduled event. Any materials left over two days will be assessed a fee of \$25.00 per day for storage.

INDEMNIFICATION

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees and agents, such individuals are acting within the scope of their employment or agency, as applicable.

AMERICANS WITH DISABILITIES

Both the Group and the Hotel shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. The Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by the Group, provided that the Group gives reasonable advance written notice to the Hotel of such needs.

Each Best Western® branded hotel is independently owned and operated.

sample

Group shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the Hotel.

ARBITRATION/DISPUTE RESOLUTION/ATTORNEY'S FEES

Any controversy, claim or dispute arising out of or relating to this Letter of Agreement, shall at the option of the Hotel be settled through non-binding mediation or binding arbitration conducted in accordance with the rules of the American Arbitration Association or through an action brought in any court of competent jurisdiction in the State in which the Hotel is located for trial and determination by such court sitting without a jury, under the law of such State in either case. In connection with any such litigation, including appellate proceedings, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In addition, the Group shall be responsible for payment of attorneys' fees and interest associated with the Hotel's efforts to collect monies owed under the terms of this Agreement. The parties consent to the exclusive jurisdiction of a court of competent jurisdiction in the State in which the Hotel is located and to service of process outside the State in which the Hotel is located pursuant to the applicable requirements of such court in any matter so submitted to it and the parties each expressly waive the right to a trial by jury. Any judgment or award rendered by the arbitration as referenced above may be entered in any court in the State in which the Hotel is located having jurisdiction thereof or in any court having jurisdiction over the party against whom judgment is sought to be enforced. Neither party shall under any circumstances be responsible for indirect, consequential or punitive damages.

If this Letter of Agreement meets with your approval and you would like to secure the space on a definite basis, please sign and return this Letter of Agreement to the Hotel with your credit card authorization form for the deposit on or before XXXX and/or direct bill application.

Should any changes be made to this Letter of Agreement without prior notice to the hotel, the hotel reserves the right to re-issue this Letter of Agreement with the requested changes. If you have any questions or concerns, please feel free to contact me directly at 1-503-548-7975.

Thank you again for selecting **Best Western Plus Agate Beach Inn**, and on behalf of the entire staff, we look forward to serving you.

Michelle Tiernan, Sales Manager
Best Western Plus Agate Beach Inn

Date:

Name/title
group

Date:

Best Western Plus Agate Beach Inn

Catering Policies

We require you to read, sign and return the following Catering Policies with your signed Banquet Event Order.

1. All prices are guaranteed for 90 days prior to the function. Any function booked beyond 90 days may be subject to price changes based on prevailing market costs.
2. We require a 72-hour guarantee of the number of people that will be in attendance for all food and beverage functions. This number will be considered a guarantee, not subject to reduction. The hotel will be prepared to serve 10% over the guarantee. All food charges are based on the guaranteed attendance or the actual number of guests served whichever is greater. When providing a split entrée selection, the higher priced entrée will prevail as the overall entrée cost.
3. Please note that a minimum attendance is required for some buffet selections and all buffets are designed for one hour of service.
4. No food or beverage of any kind may be brought into the hotel by patrons, guests or invitees from the outside without the special permission of the hotel. The hotel reserves the right to charge accordingly for the service of such food and beverages.
5. The hotel specifically prohibits the removal of food from the hotel premises by the patron or any of the patron's guests or invitees. Any exception to this rule will be made at the discretion of Hotel Management only. In such cases, the hotel waives any liability whatsoever resulting from the transport; refrigeration or preparation of said food once it leaves the hotel premises.
6. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the hotel. Satisfactory arrangements include a valid credit card or completed credit application. Once credit is approved, via the credit application, the balance is due and payable 30 days after the date of the invoice. A credit application will be provided from a Catering or Sales Representative. Once your firm's application has been approved, all catering charges can be direct-billed. All requests for direct billing must be submitted and authorized by the Hotel Accounting office at least 45 days prior to the scheduled event.
7. A deposit is required in order to secure your catering event as a definite commitment, which will be applied toward your final bill at full value. In the event that any catering function is to cancel within 90 days of the date of the function, the deposit shall then become the property of the hotel. Furthermore, any function which cancels 30 days or less prior to the booked date will be subject to a cancellation fee equal to the full room rental for the particular room held. Should any meal function be canceled less than 48 hours prior to the function, the client will be required to pay 100% of the estimated food revenue.
8. All catering arrangements and event planning must be established 30 days prior to arrival. Should the set up of the meeting room be changed per catering contract later than 24 hours prior to the function, a \$75.00 fee will be assessed.
9. We may impose a fee for any damaged or missing items provided by the hotel.
10. All displays or exhibits, if any, must conform to the City Code fire ordinance rules. The Hotel will not permit the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, or any substance unless the Catering Office in writing gives approval. In the event this is done without our authorization and any damage is suffered, the cost of repair and/or replacement will be billed to the patron.
11. The Hotel will not assume responsibility for damage or loss of any merchandise or articles left in the Hotel prior to, during or following the function. Any freight or shipping charges incurred as a result of materials, i.e., literature, audio/visual and/or video equipment, books, etc., being shipped to Best Western Plus Agate Beach Inn remains the sole responsibility of the conference, association or group. It is the client's responsibility to contact the freight carrier and properly pack and label all boxes to be shipped to the hotel, 2 days prior to the scheduled event.
12. Function rooms are assigned based on the projected number of persons expected. If actual guaranteed attendance decreases or increases, we reserve the right to change to a room suitable for that number of attendees. Requests for function space to be held on a 24-hour basis will be considered and may incur an additional charge.
13. The Hotel applies a mandatory 20% service charge to all food and beverage service, room rental fees, set-up fees and AV charges.
14. All entertainment must be approved by hotel management prior to event, for the comfort and consideration of all of our hotel guests, any entertainment to continue past 10:00pm, must be approved by hotel management.

I have read and do hereby accept the above policies.

Signed: _____

Dated: _____

Audio Visual Equipment & Price List

Prices are per day.

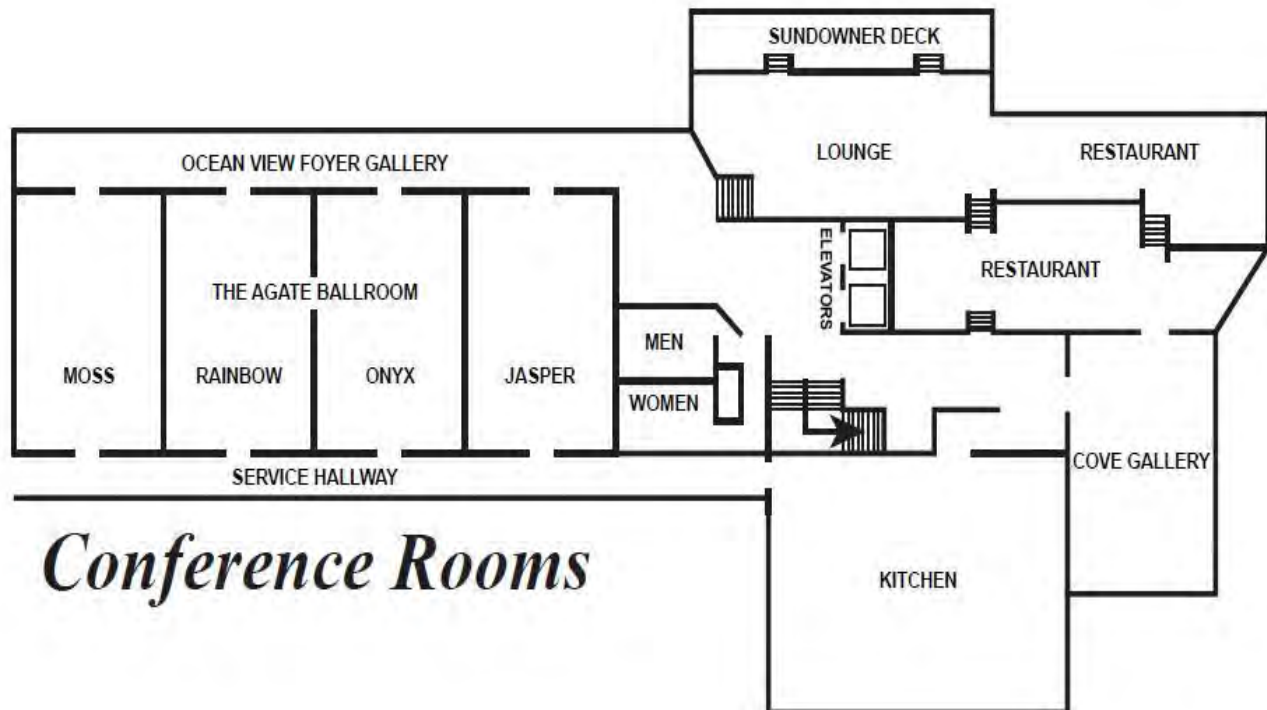
Inventory is limited and subject to availability.

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Exhibitor/ Vendor Tables</u>
<i>Screens</i>			<i>(6' or 8' table) \$25.00 each</i>
<i>Portable 6 x 6</i>	2	<i>No Charge</i>	<i>One table, skirting, tablecloth and two chairs</i>
<i>Mounted 12 x 12 (or) 6 x 6</i>	2	<i>No Charge</i>	<i>Exhibit 6' 24</i>
<i>35 MM Slide Projector w/remote</i>	1	\$25.00	<i>Exhibit 8' 30</i>
<i>Overhead Projector Standard 3-M</i>	2	\$25.00	
<i>LCD Projector</i>	1	\$150.00	
<i>LCD Projector with Laptop</i>	1	\$200.00	
<i>Broadband Stand alone Switch</i>	1	\$25.00	
<i>Per computer (up to 16)</i>			
<i>(Additional Charges for more Advanced Access)</i>			
<i>Projector Stand</i>	1	<i>No Charge</i>	
<i>VCR or DVD w/ 25" TV Monitor</i>	2	\$45.00	
<i>CD Player (Over head, background music)</i>	1	\$35.00	
<i>Lavaliere Microphone (cordless)</i>	1	\$50.00	
<i>Cordless Hand Held Microphone</i>	2	\$50.00	
<i>Hand Held Microphone w/stand</i>	3	\$15.00	
<i>(One per room complimentary)</i>			
<i>Standing Podium</i>	2	<i>No Charge</i>	
<i>Table Top Lectern</i>	1	<i>No Charge</i>	
<i>Flip Charts w/ pad and markers</i>	2	\$15.00	
<i>White Board w/ markers</i>	2	\$ 5.00	
<i>Easel</i>	5	<i>No Charge</i>	
<i>Cork Message Board</i>	2	<i>No Charge</i>	
<i>Dance Floor</i>			
<i>Largest 21 x 18 (3 x 3 Sections)</i>		\$100.00	
<i>Riser 8 x 6 Sections w/2 access stairs</i>	6	<i>No Charge</i>	
<i>Coat Rack</i>	1	<i>No Charge</i>	
<i>American/ State Flag</i>	1 each	<i>No Charge</i>	
<i>Extension Cord</i>	6	\$ 5.00	
<i>Surge Protector</i>	4	\$ 5.00	
<i>Telephone</i>	2	\$15.00	
<i>Speaker Phone</i>	1	\$50.00	
<i>Phone Line (per room)</i>	1	<i>No Charge</i>	
			<u>Tables included in your set up</u>
			<i>(Includes cloth)</i>
			<i>Classroom Tables</i>
			6' 21
			8' 37
			<i>Round Tables</i> 29
			½ Round Table 2
			<i>Serpentine Table</i> 8
			<i>Rectangular Tables</i>
			3 x 6' 24
			3 x 8' 30
			<u>Linens</u>
			<i>Please ask our Catering Coordinator about available colors. Tablecloths and linen are included in your set-up.</i>
			<i>Table Overlays: \$4.00 each</i>
			<i>Chair Covers: \$7.00 each</i>
			<u>Decorations</u>
			<i>Please ask our Catering Coordinator about complimentary centerpieces and additional decorations or please feel free to bring your own</i>
			<u>Table Skirting</u>
			<i>Mauve</i> 10
			<i>White</i> 20
			<i>Burgundy</i> 9
			<i>Navy</i> 11
			<i>White Lace</i> 2

Please add 20% service charge.

Banquet Space Information

Room Name	Agate Ballroom	Onyx	Rainbow	Moss	Jasper	Cove
Square Feet	4,160	1,040	1,040	1,040	1,040	840
Dimensions	104'x40'	26'x40'	26'x40'	26'x40'	26'x40'	40'x21'
Ceiling	12'	12'	12'	12'	12'	10'
Theatre	320	80	80	80	80	60
Classroom	260	65	65	65	65	30
Reception	400	100	100	100	100	60
Banquet	320	80	80	80	80	60



Conference Rooms

Chinook Winds Proposal

Kathy Payne

From: Barry Kessinger <barryk@CWCResort.com>
Sent: Monday, May 13, 2019 1:15 PM
To: Kathy Payne
Subject: RE: Request for Proposal - OAMR Annual Conference
Attachments: OAMR 2021 Annual Contract.pdf; Hotel Ballroom Layout.pdf; Convention Center Layout.pdf; Hotel property map.pdf; OAMR 2021 Academy Banquet check.pdf

Hi Kathy,

I'm in the same boat as you ☺. We've been pretty busy here now that we're coming into our early Summer like Weather.

I've addressed each point below and have addressed each bullet in the "HOTEL TO PROVIDE" section.

- Is there a price difference between the 6' and 8' tables?
No price difference between those classroom table lengths. For rounds, we have 5' & 6's.
- Could you please attach a room map? There wasn't one attached.
Sorry about that. I've attached our Hotel & convention center layouts and included a property map to give you an idea of distance to and from the hotel and Casino.
- As for the Addenda: on Thursday, it should be set up in a big square for both the Athenian and Board meeting.
This point is noted.
- Have you received the rates yet so that you can provide a proposal?
Yes, I've attached the contract including rates for your review. As this is an initial proposal, please let me know if the block sizes per day, or room rates are deal breakers.

We can either offer a complimentary Jr. Suites for the presidents stay of 4 nights, or a 35:1 hotel nights complimentary per room nights purchased. Not both. Would you prefer to negotiate a higher # of complimentary Suite nights and remove the 35:1 pickup?

We can offer a complimentary room night for a pre planning visit

Complimentary meeting space for OAMR Board & Conference committee site visits – We may not be able to offer complimentary meeting space for this event due to projected low Food & beverage totals. We waive all room rental charges when a groups Food & Beverage order more than doubles the room rental cost. Should you be able to increase the projected Food & beverage totals for this Academy session, we may be able to meet this concession. As you can see in the attached **Academy** Banquet check, the total room rental charge is \$1100 and your projected F&B total (less service fee) is \$1600, which is \$500 short of waiving room rental.

All parking is free on resort.

All Wi-Fi is free on resort. We charge \$25 for a hardline internet connection

35:1 Hotel room nights purchased = 1 free room night. Negotiable. Please let me know which you prefer.

The group rate is included in the contract.

We will be able to extend the group rate for your group to one day prior, and one after.

I received a special Academy rate for your session in April and pasted it below:

Type	Description	Rate/Nt
Connected	Adjoining Deluxe King and Compact Single Queen (accessible only by stairs)	\$148
Jr Suite	Single King or Double Queen Beds, Full Oceanview, Balcony (elevator available)	\$148

Deluxe	Single King or Double Queen Beds, Full Oceanview(accessible only by stairs)	\$119
Compact	Single Queen Bed, Casino View, 120 sq ft + bath (accessible by stairs)	\$70

We can offer a 3 week cut off date for your room block.

I think our impasse at this time revolves around total F&B spend versus # of hotel room nights purchased allowing for complimentary room nights.

Would you like to discuss the concessions in person during our Site tour? Please let me know what works for you?

Thank you,

Barry Kessinger

Sales Executive

Chinook Winds Casino Resort

Direct Dial: (541)996-1062 Mobile: (541)921-4876

Fax: (541)996-2324

www.chinookwindscasino.com



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 Do you really need to print this?

From: Kathy Payne <Kathy@ci.st-helens.or.us>
Sent: Monday, May 13, 2019 9:05 AM
To: Barry Kessinger <barryk@CWCResort.com>
Subject: RE: Request for Proposal - OAMR Annual Conference

Hi Barry,

I'm sorry I haven't replied to you. Work has been so busy. So, I have a few questions:

- Is there a price difference between the 6' and 8' tables?
- Could you please attach a room map? There wasn't one attached.
- As for the Addenda: on Thursday, it should be set up in a big square for both the Athenian and Board meeting.
- Have you received the rates yet so that you can provide a proposal?

Thank you,
Kathy

Kathy Payne

From: Barry Kessinger <barryk@CWCResort.com>
Sent: Thursday, May 02, 2019 8:43 AM
To: Kathy Payne
Subject: RE: Request for Proposal - OAMR Annual Conference
Attachments: AV Rentals.pdf; OAMR BC.pdf; OAMR 2021 BEO.pdf

Hi Kathy,

Thanks again for considering us for 2021's Annual Conference.

I'm wrapping up the proposal right now and am just waiting for hotel rates for the Annual Conference & the Mid-Year Academy Session.

Our Banquet room rental policy is such that we will waive all room rental charges should you spend twice that amount in Food & Beverage. As you can see in the attached Banquet check, banquet room rental total charges come to \$5225 and your projected F&B comes to \$12836, less the 19% service charge thereby waiving all room rental. I put together an initial draft Banquet check & BEO to give you an idea of total costs and potential room layout for your conference. It will be great to meet you in person for the site tour so we can go over those details in the rooms themselves.

I apologize for the response below 😊. I wanted to make sure all of your points were addressed.

Either Monday or Tuesday May 20-21 would work great for a site tour with you. Please let me know which date & time works best 😊.

Thanks,

Barry

MEETING REQUIREMENTS:

Tuesday – Saturday: Secured room to include space for a minimum of 14 - 6' tables for Registration and OAMR Auction Items. Other items 6 - 6' tables needed - total tables needed: 20

We have both 6' & 8' classroom tables. Please let me know which size you prefer. I defaulted to 8' tables x 20 for the 2 day tradeshow with a Wednesday setup.

Tuesday Afternoon: space to put together conference materials and auction items.

I have you in our Chetco room for your conference setup. You will have access to the other four convention center rooms where we can do a test run for the AV connection.

Wednesday Minimums:

o Morning and Afternoon Session: 1 session room for 80, classroom style, with A/V

I have your General Session(s) in the Sixes room.

o Lunch: Plated or buffet for 80, rounds of 8-10, A/V.

I have your meals including receptions in the Nehalem room. I've added a bar setup fee of \$50 to both your Annual Banquet dinner on Thursday as well as Wednesday's reception.

o Reception: Stand-up and casual seating for 50.

In Nehalem – I've added platters & appetizers for the reception that night.

Thursday Minimums:

o Early Morning Session: 1 session room for 100, theater style, head table for 7 on risers, A/V.

GS room = Sixes

o Late Morning Session: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.

GS room = Sixes

- o Lunch: 1 session room for 115, rounds of 8-10, head table for 6 on risers, A/V.

Meals = Nehalem

- o Afternoon Session: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.

GS room = Sixes

- o All day session: 1 session room for 35 people, U- Shape with A/V

Breakout = Molalla

- o Evening Dinner Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, A/V.

Nehalem

Friday Minimums:

- o Early Morning Meeting/Breakfast: 1 session room for 100, rounds of 8-10, head table for 10 on risers, A/V.

To confirm – is this a working breakfast? During the meeting, breakfast will be served?

- o Late Morning Meeting: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.

GS room = Sixes

- o Lunch: Plated or buffet for 100

Nehalem

- o Afternoon Sessions: 1 session room for 100 or 2 session rooms for 50, classroom style, A/V.

Sixes

Saturday:

- o Morning Meeting: casual seating space for 20, OAMR move-out.

Chetco

EXHIBIT SPACE:

Space must be accessible to internet and power outlets.

Comp WiFi throughout entire resort – hotel, casino & banquet rooms

Access to power for Vendors will be a \$20 power hook up fee

Exhibitor Set-Up: Wednesday evening

After 3p please.

Exhibit Hall Open: Thursday and Friday

Confirmed

Exhibitor Move-Out: Friday afternoon

Approx what time on Friday?

Minimum of fifteen 8' skirted tables with 2 chairs at each required

Not a problem

Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks and 8-10 tables of auction items.

Prior to our Site tour, I'll prepare a room diagram to give you a visual of what the tradeshow may look like setup with your requirements.

FOOD & BEVERAGE REQUIREMENTS: (subject to change)

Minimum Food & Beverage not to exceed \$18,000

o Wednesday:

o AM Coffee Station

Coffee break - \$2 Per person

o Lunch: Plated or buffet lunch for 80

Fiesta at the Beach \$21 pp

o Reception: Hors d'oeuvres for 50

Would you like a bar for your reception?

Menu added as seen at the bottom of pg 1 and most of pg 2 of the BEO

o Thursday:

- o AM Coffee Station

Coffee Break added

- o Lunch: Plated or buffet for 120

CWCR BBQ buffet @ \$20 pp

- o Dinner: Plated for 120 with cash bar

Plated dinner options added. We allow for two plated options + 1 vegetarian option

See page 13 on the menu

2021 OAMR Conference Call for Bids Page 3 of 4

- o Friday:

- o Breakfast: Plated or buffet for 100

Added

- o Lunch: Plated or buffet for 100

Added

- o Additional Meals:

- o Breaks: Beverage and small snack or hors d'oeuvres

I added these items to the Tradeshow room - Mikonotunne

- o To give OAMR a perspective on menu/catering costs, please provide current catering charges including tax, service charge, and gratuity for the following:

- o One gallon coffee

\$25 per gallon

- o Plated breakfast

- o Luncheon club sandwich with beverage and dessert

- o Banquet of salad, beef entrée (or chicken) with dessert

All items mentioned above have been included in the BEO & Banquet check.

ROOM BLOCK:

- 90 rooms peak night(s).

- Group rate to be available one day prior to and one day following conference.

We will most likely be offering a Weekday & Weekend rates. Once I receive the hotel rates info. this concession will be addressed.

- OAMR prefers to house all attendees at same location.

Understood

- Estimated rooms by night:

- o Tuesday – 50 rooms

- o Wednesday – 80 rooms

- o Thursday – 90 rooms

- o Friday – 40 rooms

- Quote current year group rate and government rate for single and double rooms.

Room rates incoming for all of our room types.

HOTEL TO PROVIDE:

- One Presidential Suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out)

I hope this is negotiable. Normally we either potentially offer complimentary planner rooms during the conference or a 35:1 or 40:1 comp hotel room nights per room nights purchased. I'll need to confirm this concession as well.

- Complimentary accommodations for one night for 2nd Vice-President to do the Prequalification Site Visit (within 3 months of the bid being received).

Agreed

- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 1).

Notes on the addendum below.

- Complimentary valet and/or parking.

All parking is complimentary – Valet at the Casino is complimentary as well (tips gladly accepted by the Valet).

Complimentary Wi-Fi/Internet access in guest rooms and for vendors.

Yes

Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.

Will need to speak with management about this concession.

Quote projected group rate for the year 2021.

Rate incoming

Extend conference rates to attendees one day prior and one day after conference.

Will need to speak with management about this concession.

Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1).

Need clarification on this. Only other potential meeting is the Mid Year academy which I will be getting room rates for.

Will not be able to offer group rates during say a Weekend meeting in August as those Weekends are the most expensive room rates in the year.

Room blocks must be held until 21 days prior to opening of conference (a four week cut-off date will be published to the attendees).

Understood and agreed

SUPPLEMENTAL MATERIAL:

Floor plan with location of all facilities.

Attached

Sample contract.

Incoming once I receive hotel rates

Distance from nearest airport in miles and drive time.

120 miles approx.

2.5 hour drive time

Method of transportation to/from airport and applicable charges.

<https://caravanairporttransportation.com/>

Caravan Shuttle – they pick up & drop off groups/individuals to and from Lincoln City & PDX

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recordors also holds a Mid-Year Academy Session the first Friday in April in the same year as the Conference. The Academy Session is preceded by an OAMR Board Meeting on Thursday afternoon.

If awarded the Annual Conference, the Mid-Year Academy Session will also be held at your facility; the proposed dates are:

- April 1, 2021 (Athenian Dialogue and Board Meeting)

- April 2, 2021 (Mid-Year Session)

REQUIREMENTS INCLUDE:

Thursday, 7:00 am – 6:30 pm: 1 room for the Athenian Leadership Dialogue (35 people) and Board Meeting (25 people)

What seating type is needed for Athenian Leadership Dialogue & Board meeting?

Will you need any break items and/or coffee service for Thursdays meetings?

Friday, 7:00 am – 5:00 pm: 1 session room for 60-80, classroom style, with AV

Whale/Dolphin

Break and/or coffee service needed?

Friday, Noon – 1:00 pm: lunch for 60-80

Sandpiper

Room block: 50 rooms Thursday night, 15 rooms Friday night

Room rates requested

One Presidential Suite to be provided complimentary for Wednesday through Friday Night

We may be able to accommodate this request.

Thank you,

Barry Kessinger

Sales Executive

Chinook Winds Casino Resort

Direct Dial: (541)996-1062 Mobile: (541)921-4876

Fax: (541)996-2324

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From: Kathy Payne <Kathy@ci.st-helens.or.us>
Sent: Wednesday, May 01, 2019 10:02 AM
To: Barry Kessinger <barryk@CWCResort.com>
Subject: RE: Request for Proposal - OAMR Annual Conference

Hi Barry, ☺

Thank you for your response. I look forward to receiving your proposal. I am available Monday or Tuesday, May 20 or 21. I would definitely enjoy getting together and taking a look at what your resort offers.

Thank you,
Kathy

From: Barry Kessinger [<mailto:barryk@CWCResort.com>]
Sent: Monday, April 22, 2019 12:53 PM
To: Kathy Payne <Kathy@ci.st-helens.or.us>
Subject: RE: Request for Proposal - OAMR Annual Conference

Hi Kathy,

Thank you for the detailed RFP. I should have the proposal ready for your Teams review by the end of the Week.

I would love to show you around our Site and perhaps take you to lunch if you have the time. In looking at my calendar for that week, it looks like I may be gone for the afternoon for my Daughters Track meet championships Thursday May 23rd just so you know. I've attached our Convention Center & Hotel ballroom layouts and Banquet menu for your review.

I'll be in touch as soon as I receive hotel rates and go over the *hotel to provide list* with my manager. The hotel concessions are pretty standard and I believe we'll be able to meet most if not every bullet point.

I'll get to work on this proposal and will definitely be reaching out when I have any questions.

Thanks and have a great day.

Barry Kessinger

Sales Executive

Chinook Winds Casino Resort

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From: Kathy Payne <Kathy@ci.st-helens.or.us>

Sent: Monday, April 22, 2019 8:50 AM

To: Barry Kessinger <barryk@CWCResort.com>

Subject: Request for Proposal - OAMR Annual Conference

Hi Barry,

The Oregon Association of Municipal Recordors is interested in receiving a bid from your hotel/conference center in Lincoln City, Oregon for our 2021 Annual Conference. We would love the opportunity to stay at the Chinook Winds Resort!

I am planning on taking a vacation the week of May 19 and would like to schedule a pre-qualification site visit during that week. Your bid and supplemental material response by May 10, 2019 is most appreciated.

If you have any questions, please feel free to contact me.

Thank you,
Kathy

Kathy Payne, MMC
OAMR 2nd Vice President
503-366-8217 Office
503-369-2148 Cell

Barry Kessinger
Sales Executive
Chinook Winds Casino Resort
Direct Dial: (541)996-1062 Mobile: (541)921-4876
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Chinook Winds
CASINO RESORT

AV Rentals List

Name	Price	Available
7' x 7' Portable Screen	\$45	6
10' x 10' Portable Screen	\$55	1
10' x 10' Retractable Screen	\$55	6
12' x 30' Dance Floor	\$175	Up to 100 people
18' x 36' Dance Floor	\$225	101-200 people
21' x 48' Dance Floor	\$275	201-300 people
24' x 57' Dance Floor	\$325	301-401 people
4' x 8' Staging	\$30	NA
8' Clothed/Skirted Tables	\$15	60
Audio Visual Cart	\$25	2
Black Pipe & Drape	\$2.50	NA
Conference Phone	\$50	1
Flip Chart with Markers	\$15	6
Hand Held Microphone	\$45	4
Internet Hardwire	\$25	NA
Internet Access	Included	NA
iPod Speaker	\$45	1
Lavaliere Microphone	\$45	2
LCD Projector	\$85	5
Podium	\$25	6
Telephone & Fax Line	\$25	NA
Vendor Booth	\$25	NA
White Pipe & Drape	\$2.50	NA



Chinook Winds Casino Resort

1777 NW 44th Street, Lincoln City, OR 97367
Phone: 888.816.0873

BEO#: 3065
PAGE 1 of 2
Date Printed: 05/01/2019

Banquet Check

Account:	Oregon Association of Municipal Recorders	Event Date	Tuesday, September 21, 2021
Post As:	OAMR Annual Conference	Contact:	Kathy Payne
Address:	PO BOX 278 St. Helens, Or, 97051	Phone:	(503) 366-8217
		E-mail:	kathy@ci.st-helens.or.us
		On Site Contact:	
Sales Manager:	Barry Kessinger	Service Manager:	
Posting Master/GL:		Phone:	
Payment Method:	Credit Card		

Date	Time	Room	Event	Setup	GTD
Tue, Sep 21	12:00 PM - 6:00 PM	Chetco	Setup	See Diagram	
Wed, Sep 22	8:00 AM - 5:00 PM	Sixes	General Session	Classroom 4 per 8	
Wed, Sep 22	9:00 AM - 5:00 PM	Mikonotunne	Trade Show	See Diagram	
Wed, Sep 22	11:30 AM - 12:30 PM	Nehalem	Lunch	Rounds of 8	
Wed, Sep 22	6:00 PM - 8:00 PM	Nehalem	Reception	Rounds of 8	
Thu, Sep 23	8:00 AM - 5:00 PM	Sixes	General Session	Classroom 4 per 8	
Thu, Sep 23	8:00 AM - 5:00 AM	Molalla	Breakout	U-Shape	
Thu, Sep 23	9:00 AM - 5:00 PM	Mikonotunne	Trade Show	See Diagram	
Thu, Sep 23	11:30 AM - 12:30 PM	Nehalem	Lunch	Rounds of 8	
Thu, Sep 23	6:00 PM - 10:00 PM	Nehalem	Dinner	Existing	
Fri, Sep 24	8:00 AM - 9:00 AM	Nehalem	Breakfast	Existing	
Fri, Sep 24	8:00 AM - 5:00 PM	Sixes	General Session	Classroom 4 per 8	
Fri, Sep 24	9:00 AM - 12:00 PM	Mikonotunne	Trade Show	See Diagram	
Fri, Sep 24	11:30 AM - 12:30 PM	Sixes	Lunch	Rounds of 8	
Sat, Sep 25	9:00 AM - 12:00 PM	Chetco	Meeting	Classroom 4 per 8	

Food		Amount	Total
Quantity	Item		
0	Assorted Chilled Beverages	\$2.00	\$0.00
0	Assorted Chilled Beverages	\$2.00	\$0.00
80	Coffee Break	\$2.00	\$160.00
80	Fiesta at the Beach Buffet	\$21.00	\$1,680.00
4	BBQ Chicken Satay	\$28.00	\$112.00
4	Beef Sliders	\$24.00	\$96.00
5	Coconut Shrimp	\$21.00	\$105.00
4	Crab Tostadas	\$26.00	\$104.00
1	Medium Farm Fresh Crudites Platter	\$40.00	\$40.00
4	Tomato Bruschetta	\$12.00	\$48.00
1	Medium Imported & Domestic Cheese Platter	\$145.00	\$145.00
1	Medium Seasonal Fresh Fruit Platter	\$50.00	\$50.00
100	Coffee Break	\$2.00	\$200.00
1	Large Farm Fresh Crudites Platter	\$75.00	\$75.00
1	Large Imported and Domestic Cheese Platter	\$250.00	\$250.00
115	CWCR BBQ Buffet	\$20.00	\$2,300.00
70	Charbroiled Filet Mignon	\$30.00	\$2,100.00
100	Cheesecake	\$5.00	\$500.00
10	Three Sisters in Puff Pastry	\$20.00	\$200.00
40	Tribally Caught Wild Salmon and Shrimp Plated Dinner	\$26.00	\$1,040.00
100	The Griddle Breakfast Buffet	\$12.00	\$1,200.00

Customer Approval _____

Date _____

Date Printed: 1 May 2019 2:43 PM



Chinook Winds Casino Resort

1777 NW 44th Street, Lincoln City, OR 97367
Phone: 888.816.0873

BEO#: 3065
PAGE 2 of 2
Date Printed: 05/01/2019

Banquet Check

100	Coffee Break	\$2.00	\$200.00
4	Assorted Fresh Baked Cookies	\$14.00	\$56.00
1	Large Farm Fresh Crudites Platter	\$75.00	\$75.00
100	Rancher's Roast Buffet	\$21.00	\$2,100.00
		Subtotal:	\$12,836.00
		Service Charge:	\$2438.84
		Food Subtotal:	\$15,274.84
Function Room Rental			
Quantity	Item	Amount	Total
1	Chetco	\$150.00	\$150.00
1	Sixes	\$500.00	\$500.00
1	Mikonotunne	\$500.00	\$500.00
1	Nehalem	\$500.00	\$500.00
1	Sixes	\$500.00	\$500.00
1	Molalla	\$500.00	\$500.00
1	Mikonotunne	\$500.00	\$500.00
1	Nehalem	\$500.00	\$500.00
1	Nehalem	\$500.00	\$500.00
1	Sixes	\$500.00	\$500.00
1	Mikonotunne	\$500.00	\$500.00
1	Chetco	\$75.00	\$75.00
		Subtotal:	\$5,225.00
		Service Charge:	\$0.00
		Function Room Rental Subtotal:	\$5,225.00
Additional Items			
Quantity	Item	Amount	Total
1	Hand Held Microphone	\$45.00	\$45.00
1	LCD Projector	\$85.00	\$85.00
20	8' Clothed/Skirted Table	\$15.00	\$300.00
1	Bar Set Up	\$50.00	\$50.00
1	Hand Held Microphone	\$45.00	\$45.00
1	LCD Projector	\$85.00	\$85.00
20	8' Clothed/Skirted Table	\$15.00	\$300.00
1	Bar Set Up	\$50.00	\$50.00
1	Hand Held Microphone	\$45.00	\$45.00
1	LCD Projector	\$85.00	\$85.00
20	8' Clothed/Skirted Table	\$15.00	\$300.00
1	Drop Down Screen	\$55.00	\$55.00
1	Drop Down Screen	\$55.00	\$55.00
1	Drop Down Screen	\$55.00	\$55.00
		Subtotal:	\$1,555.00
		Service Charge:	\$0.00
		Additional Items Subtotal:	\$1,555.00
		Check Subtotal:	\$19,616.00
		Total Service Charges:	\$2,438.84
		Check Grand Total:	\$22,054.84
		Deposit Paid:	\$0.00
		Balance Due:	\$22,054.84

Customer Approval _____

Date _____

Date Printed: 1 May 2019 2:43 PM

Account: Post As: Address:	Oregon Association of Municipal Recorders Athenian Dialogue	Event Date: Thursday, April 01, 2021
Sales Manager: Posting Master/GL: Payment Method:	Barry Kessinger	Contact: Kathy Payne Phone: (503) 366-8217 Email: kathy@ci.st-helens.or.us On-Site Contact:
		Catering Manager: Brenda Aliff Email: brendaa@cwresort.com Phone:

Date	Event Time	Function	Room	Setup	Agr	Gtd	Set	Rental
Thu, Apr 01	7:00 AM - 6:30 PM	Athenian Leadership Dialogue	Whale	See Diagram	35			\$300.00
Thu, Apr 01	7:00 AM - 6:30 PM	Board Meeting	Neptune	See Diagram	25			\$200.00
Fri, Apr 02	7:00 AM - 5:00 PM	Meeting	Whale/Dolphin	Classroom 4 per 8	80			\$400.00
Fri, Apr 02	12:00 PM - 1:00 PM	Lunch	Sandpiper	Rounds of 8	80			\$200.00

Menu	Setup
Lunch Sandpiper 12:00 PM - 1:00 PM CWCR BBQ Buffet <i>Serve Time: 12:00 PM to 1:00 PM</i> Barbecued Chicken Breast Hamburgers and Buns Hot Dogs and Buns Baked Beans Seasonal Fresh Fruit Lettuce, Sliced Tomatoes, Sliced Cheese Ketchup, Mayonnaise, Stone Ground Mustard Pasta Primavera Salad Red Potato Salad Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection 80 @ \$20.00	Audio Visual Meeting Whale/Dolphin 7:00 AM - 5:00 PM 1 7' X 7' Portable Screen @ \$45.00 1 LCD Projector @ \$85.00
	Miscellaneous
Beverage	

Customer Approval _____ Date _____

Chinook Winds Casino Resort _____ Date _____
 Approval _____ Page 1 of 1
 Date Printed: 10 Jun 2019 10:51 AM



Account: Post As: Address:	Oregon Association of Municipal Recorders OAMR Annual Conference	Event Date: Tuesday, September 21, 2021
Sales Manager: Posting Master/GL: Payment Method:	Barry Kessinger Credit Card	Contact: Kathy Payne (503) 366-8217 Email: kathy@ci.st-helens.or.us On-Site Contact:
		Catering Manager: Brenda Aliff Email: brendaa@cwresort.com Phone:

Date	Event Time	Function	Room	Setup	Agr	Gtd	Set	Rental
Tue, Sep 21	12:00 PM - 6:00 PM	Conference Setup	Chetco	See Diagram	4			\$150.00
Wed, Sep 22	8:00 AM - 5:00 PM	GS	Sixes	Classroom 4 per 8	80			\$500.00
Wed, Sep 22	9:00 AM - 5:00 PM	Vendor Load in	Mikonotunne	See Diagram	20			\$500.00
Wed, Sep 22	11:30 AM - 12:30 PM	Lunch	Nehalem	Rounds of 8	80			\$500.00
Wed, Sep 22	6:00 PM - 8:00 PM	Reception	Nehalem	Rounds of 8	50			\$.00
Thu, Sep 23	8:00 AM - 5:00 PM	GS	Sixes	Classroom 4 per 8	100			\$500.00
Thu, Sep 23	8:00 AM - 5:00 AM	Breakout	Molalla	U-Shape	35			\$500.00
Thu, Sep 23	9:00 AM - 5:00 PM	Vendors	Mikonotunne	See Diagram	20			\$500.00
Thu, Sep 23	11:30 AM - 12:30 PM	Lunch	Nehalem	Rounds of 8	115			\$500.00
Thu, Sep 23	6:00 PM - 10:00 PM	Dinner	Nehalem	Existing	100			\$.00
Fri, Sep 24	8:00 AM - 9:00 AM	Breakfast	Nehalem	Existing	100			\$500.00
Fri, Sep 24	8:00 AM - 5:00 PM	GS	Sixes	Classroom 4 per 8	100			\$500.00
Fri, Sep 24	9:00 AM - 12:00 PM	Vendors	Mikonotunne	See Diagram	20			\$500.00
Fri, Sep 24	11:30 AM - 12:30 PM	Lunch	Sixes	Rounds of 8	100			\$.00
Sat, Sep 25	9:00 AM - 12:00 PM	Meeting	Chetco	Classroom 4 per 8	20			\$75.00

Menu	Setup
General Session Sixes 8:00 AM - 5:00 PM Coffee Break <i>Serve Time: 8:00 AM to 11:00 AM</i> Regular & Decaffeinated Coffee, Assorted Hot Tea 80 @ \$2.00	Trade Show Mikonotunne 9:00 AM - 5:00 PM 20 8' Clothed/Skirted Table @ \$15.00 Reception Nehalem 6:00 PM - 8:00 PM 1 Bar Set Up @ \$50.00 Trade Show Mikonotunne 9:00 AM - 5:00 PM 20 8' Clothed/Skirted Table @ \$15.00 Dinner Nehalem 6:00 PM - 10:00 PM 1 Bar Set Up @ \$50.00 Trade Show Mikonotunne 9:00 AM - 12:00 PM 20 8' Clothed/Skirted Table @ \$15.00
Lunch Nehalem 11:30 AM - 12:30 PM Fiesta at the Beach Buffet <i>Serve Time: 11:30 AM to 12:30 PM</i> Cheese Enchiladas Chicken Fajitas Pico de Gallo Sour Cream Refried Beans Mexican Rice Corn and Black Bean Salad Poblano Chili Caesar Salad Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection 80 @ \$21.00 Per Person	Audio Visual General Session Sixes 8:00 AM - 5:00 PM 1 Hand Held Microphone @ \$45.00 1 LCD Projector @ \$85.00 General Session Sixes 8:00 AM - 5:00 PM 1 Hand Held Microphone @ \$45.00 1 LCD Projector @ \$85.00 General Session Sixes 8:00 AM - 5:00 PM 1 Hand Held Microphone @ \$45.00 1 LCD Projector @ \$85.00
Reception Nehalem 6:00 PM - 8:00 PM BBQ Chicken Satay	

Customer Approval

Date

Chinook Winds Casino Resort
 Approval

Date

<p style="text-align: center;"><i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Barbecue Chicken Satay with Pineapple Dipping Sauce 4 @ \$28.00 Per Dozen</p> <p style="text-align: center;">Beef Sliders <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Beef Sliders with Roasted Garlic Aioli 4 @ \$24.00 Per Dozen</p> <p style="text-align: center;">Coconut Shrimp <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Crispy Coconut Shrimp with Tangy Dipping Sauce 5 @ \$21.00 Per Dozen</p> <p style="text-align: center;">Crab Tostadas <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Crab Tostadas with Avocado 4 @ \$26.00</p> <p style="text-align: center;">Medium Farm Fresh Crudites Platter <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>An assorted array of seasonal vegetables served with a creamy fresh herb dipping sauce Serves 50 1 @ \$40.00 each</p> <p style="text-align: center;">Tomato Bruschetta <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Charred Tomato Bruschetta with Rosted Garlic 4 @ \$12.00 Per Dozen</p> <p style="text-align: center;">Medium Imported & Domestic Cheese Platter <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Variety of imported and domestic cheese with crackers and fruit garnish. Serves 50 1 @ \$145.00 each</p> <p style="text-align: center;">Medium Seasonal Fresh Fruit Platter <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Assorted fresh seasonal fruit with creamy yogurt dipping sauce Serves 50 1 @ \$50.00 each</p> <p>General Session Sixes 8:00 AM - 5:00 PM Coffee Break <i>Serve Time: 8:00 AM to 11:00 AM</i></p>	<p>Miscellaneous</p>
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Customer Approval

Date

Chinook Winds Casino Resort
 Approval

Date
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<p style="text-align: center;">Regular & Decaffeinated Coffee, Assorted Hot Tea 100 @ \$2.00</p> <p>Trade Show Mikonotunne 9:00 AM - 5:00 PM</p> <p style="text-align: center;">Large Farm Fresh Crudites Platter <i>Serve Time: 9:00 AM to 10:30 AM</i></p> <p>An assorted array of seasonal vegetables served with a creamy fresh herb dipping sauce Serves 100 1 @ \$75.00 each</p> <p style="text-align: center;">Large Imported and Domestic Cheese Platter <i>Serve Time: 9:00 AM to 10:30 AM</i></p> <p>Variety of imported and domestic cheese with crackers and fruit garnish Serves 100 1 @ \$250.00 each</p> <p>Assorted Chilled Beverages Assorted canned soft drinks, juices, iced tea, and bottled water. @ \$2.00 Per Drink Consumed</p> <p>Lunch Nehalem 11:30 AM - 12:30 PM</p> <p style="text-align: center;">CWCR BBQ Buffet <i>Serve Time: 11:30 AM to 12:30 PM</i></p> <p style="text-align: center;">Barbecued Chicken Breast Hamburgers and Buns Hot Dogs and Buns Baked Beans Seasonal Fresh Fruit Lettuce, Sliced Tomatoes, Sliced Cheese Ketchup, Mayonnaise, Stone Ground Mustard Pasta Primavera Salad Red Potato Salad Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection</p> <p style="text-align: center;">115 @ \$20.00</p> <p>Dinner Nehalem 6:00 PM - 10:00 PM</p> <p style="text-align: center;">Charbroiled Filet Mignon <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p style="text-align: center;">Tenderloin of Beef Served with Foraged Mushroom Demi-glace Roasted Fingerling Potatoes Mixed Green Salad</p>	
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Customer Approval

Date

Chinook Winds Casino Resort
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Date

<p>Chef's Choice of Dressings Chef's Choice of Vegetables Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection</p> <p>Dinner Rolls and Butter 70 @ \$30.00</p> <p>Cheesecake <i>Serve Time: 7:00 PM to 8:30 PM</i></p> <p>Served with a drizzle of chocolate, fresh berries, and toasted Oregon Hazlenuts 100 @ \$5.00 per person</p> <p>Three Sisters in Puff Pastry <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Corn, Beans and Squash Bound with Fresh Herbs Surrounded by Golden Brown Puff Pastry Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection</p> <p>Dinner Rolls and Butter Chef's Choice of Vegetables 10 @ \$20.00</p> <p>Tribally Caught Wild Salmon and Shrimp Plated Dinner <i>Serve Time: 6:00 PM to 7:30 PM</i></p> <p>Grilled Tribally Caught Wild Salmon Garlic Scented Shrimp Three Sisters Bean Ragout Smoked Corn Sauce Chef's Choice of Dressings Mixed Green Salad Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection</p> <p>Dinner Rolls and Butter Chef's Choice of Vegetables 40 @ \$26.00</p> <p>Breakfast Nehalem 8:00 AM - 9:00 AM</p> <p>The Griddle Breakfast Buffet <i>Serve Time: 8:00 AM to 9:00 AM</i></p> <p>French Toast and Pancakes Fluffy Scrambled Eggs Array of Fresh Seasonal Fruit Smoked Bacon Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection</p> <p>100 @ \$12.00 Per Person</p> <p>General Session Sixes 8:00 AM - 5:00 PM</p> <p>Coffee Break <i>Serve Time: 8:00 AM to 11:00 AM</i></p>	
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Date

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<p>Regular & Decaffeinated Coffee, Assorted Hot Tea 100 @ \$2.00</p> <p>Trade Show Mikonotunne 9:00 AM - 12:00 PM Assorted Fresh Baked Cookies <i>Serve Time: 9:00 AM to 10:30 AM</i> 4 @ \$14.00 Per Dozen</p> <p>Large Farm Fresh Crudites Platter <i>Serve Time: 9:00 AM to 10:30 AM</i> An assorted array of seasonal vegetables served with a creamy fresh herb dipping sauce Serves 100 1 @ \$75.00 each</p> <p>Assorted Chilled Beverages Assorted canned soft drinks, juices, iced tea, and bottled water. @ \$2.00 Per Drink Consumed</p> <p>Lunch Sixes 11:30 AM - 12:30 PM Rancher's Roast Buffet <i>Serve Time: 11:30 AM to 12:30 PM</i> Grilled Flank Steak with Red Wine Sauce Seared Chicken Breast with Mushroom-Garlic Sauce Roasted Baby Red Potatoes Seasonal Vegetables Chef's Choice of Dressings Macaroni Salad Mixed Green Salad Dinner Rolls and Butter Coffee/Hot Tea - Regular and Decaf Coffee, Hot Water and Tea Selection 100 @ \$21.00 Per Person</p>	
Beverage	

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Date

Chinook Winds Casino Resort
 Approval

Date
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**Contract Agreement
May 10, 2019**

The following represents an agreement between Chinook Winds Casino Resort ("Resort") and the OAMR and outlines specific conditions and services to be provided.

ORGANIZATION: Oregon Association of Municipal Recorders
CONTACT: Kathy Payne
EVENT NAME: OAMR Annual Conference
EVENT DATES: Monday, 09/20/21 through Saturday, 09/25/21
ANTICIPATED ATTENDANCE: 115

ACCOMMODATIONS

Chinook Winds Casino Resort is pleased to reserve the following accommodations. The following rates are applicable to the rooms and dates negotiated above. Requests for early arrivals and/or late departures must be received three (3) days prior to arrival. Requests will be granted only on a space available basis and must be confirmed by the Resort in writing. The Resort will determine at the time of request whether the group rate will be extended. The Resort agrees that it will provide, and **Oregon Association of Municipal Recorders** agrees that it will be responsible for utilizing 210 room nights ("Total Room Nights") as follows:

Chinook Winds Casino Resort - OAMR Annual Conference					
	Mon 9/20/21	Tue 9/21/21	Wed 9/22/21	Thu 9/23/21	Fri 9/24/21
Jr Suite, Double Queen Nonsmoking	0	10	10	10	10
Deluxe Oceanview, King Nonsmoking	0	7	15	15	10
Deluxe Oceanview, Double Queen Nonsmoking	0	23	25	25	10
Compact, Single Queen Nonview Nonsmoking	0	10	10	10	10

Type	Description WEEKDAY RATES: Sunday - Thursday	Rate/Nt
Connected	Adjoining Deluxe King and Compact Single Queen (accessible only by stairs)	\$169
Jr Suite	Single King or Double Queen Beds, Full Oceanview, Balcony (elevator available)	\$169
Deluxe	Single King or Double Queen Beds, Full Oceanview(accessible only by stairs)	\$145
Compact	Single Queen Bed, Casino View, 120 sq ft + bath (accessible by stairs)	\$79

Type	Description WEEKEND RATES: Friday & Saturday	Rate/Nt
Connected	Adjoining Deluxe King and Compact Single Queen (accessible only by stairs)	\$184
Jr Suite	Single King or Double Queen Beds, Full Oceanview, Balcony (elevator available)	\$184
Deluxe	Single King or Double Queen Beds, Full Oceanview(accessible only by stairs)	\$164
Compact	Single Queen Bed, Casino View, 120 sq ft + bath (accessible by stairs)	\$85

Room rates are subject to applicable local lodging taxes (currently 11.5%) and resort fee (currently 1%) in effect at time of arrival. Taxes and resort fee are subject to change without notice.

METHOD OF RESERVATIONS

Rooming List. The Oregon Association of Municipal Recorders will provide Resort with a list of guest names, dates of stay and room type. Reservations will be guaranteed to the Group Master Account.

AND/OR

Individual Call-in. Reservations may be made by calling **877.423.2241**. Please have attendees reference **OAMR Annual Conference** group. A credit card will be required at the time of reservation in order to guarantee the reservation.

GUARANTEE/CANCELLATION POLICY

All reservations must be guaranteed with a major credit card or to the Group Master Account. Individual reservations must be cancelled no later than **4pm one day prior** to scheduled arrival in order to avoid cancellation charges equal to one night's stay plus taxes/fees. A confirmed reservation that does not check in on the scheduled arrival night will be considered a "no show" and the entire stay, plus taxes/fees will be charged.

CUT-OFF DATE

Reservations must be received on or before **Friday, 08/27/21**, (the "Cut-Off Date"). At the Cut-Off Date, Resort will review the reservation pick-up for the event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on space and rate available basis after this date. Release of rooms for general sales following the Cut-Off Date does not affect Oregon Association of Municipal Recorders's obligation, as previously stated in this agreement, to utilize guest rooms.

CHECK-IN/CHECK-OUT PROCEDURE

Rooms are available for check-in **after 4:00 p.m.** and checkout time is **11:00 am**. Any guest who checks out prior to the scheduled date of departure will be charged for one night's rate, plus taxes/fees in addition to any charges already accrued. Guests may amend the check-out date upon arrival without incurring this charge.

ATTRITION

Resort will allow slippage of 20% of the total room nights blocked. Oregon Association of Municipal Recorders agrees to pay the difference between 80% of the total room nights at the agreed rate and the actual room nights used as calculated by the Resort at the conclusion of the event.

MEETING AND BANQUET REQUIREMENTS

The agenda below outlines our understanding of Oregon Association of Municipal Recorders's meeting and function requirements. Should additional space or services be required please alert the Sales Manager as soon as possible so we may attempt to make these adjustments/additions.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Tue, 09/21/21	12:00 PM	6:00 PM	Conference Setup	Chetco	See Diagram	4	\$150
Wed, 09/22/21	8:00 AM	5:00 PM	GS	Sixes	Classroom 4 per 8	80	\$500
Wed, 09/22/21	9:00 AM	5:00 PM	Vendor Load in	Mikonotunne	See Diagram	20	\$500
Wed, 09/22/21	11:30 AM	12:30 PM	Lunch	Nehalem	Rounds of 8	80	\$500
Wed, 09/22/21	6:00 PM	8:00 PM	Reception	Nehalem	Existing	50	\$0
Thu, 09/23/21	8:00 AM	5:00 PM	GS	Sixes	Existing	100	\$500
Thu, 09/23/21	8:00 AM	5:00 AM	Breakout	Molalla	U-Shape	35	\$500
Thu, 09/23/21	9:00 AM	5:00 PM	Vendors	Mikonotunne	See Diagram	20	\$500
Thu, 09/23/21	11:30 AM	12:30 PM	Lunch	Nehalem	Existing	115	\$500
Thu, 09/23/21	6:00 PM	10:00 PM	Dinner	Nehalem	Existing	100	\$0
Fri, 09/24/21	8:00 AM	9:00 AM	Breakfast	Nehalem	Existing	100	\$500
Fri, 09/24/21	8:00 AM	5:00 PM	GS	Sixes	Existing	100	\$500
Fri, 09/24/21	9:00 AM	12:00 PM	Vendors	Mikonotunne	See Diagram	20	\$500
Fri, 09/24/21	11:30 AM	12:30 PM	Lunch	Sixes	Existing	100	\$0
Sat, 09/25/21	9:00 AM	12:00 PM	Meeting	Chetco	Classroom 4 per 8	20	\$75

The above space indicates a meeting room rental of \$5225. Should the group's food and beverage purchases exceed an amount equal to twice the total room rental fee, the room rental fee will be waived and only a \$75 set up fee will be charged. Based on your planned meals, we anticipate a meeting room rental of \$0.

Setup/tear-down times are included in the above agenda and Oregon Association of Municipal Recorders agrees to arrive/depart the space as shown. **The Resort reserves the right to reassign meeting and banquet space at the Resort's discretion.** In order to make as successful as possible, Oregon Association of Municipal Recorders's final menu selections, meeting requirements, estimated number of attendees, and arrangement for entertainment, decorations, audio/visual, lighting, electrical hook-ups and other special requirements, must be submitted at least thirty (30) days prior to the first contracted event. Should those requirements be received after that time, the Resort cannot guarantee availability of these services.

BEACH FUNCTIONS

Oregon law requires many beach gatherings attain a Special Use Permit from the Oregon Parks and Recreation Department. The Resort will require a copy of the permit prior to setting up for the event. Obtaining a permit is the sole responsibility of Oregon Association of Municipal Recorders.

BANQUET SERVICES

Oregon Association of Municipal Recorders has agreed to hold the food and beverage events set forth in the meeting and banquet requirement section of this agreement. Because food and beverage prices fluctuate in accordance with market conditions, menu prices for planned food and beverage functions will be established not earlier

than six (6) months prior to your event. For informational purposes, price ranges are as follows:

Breakfast:	\$9-14
Lunch:	\$10-37
Dinner:	\$16-37
Dessert:	\$5-8

Prices listed do not include the required service fee which is currently 19%.

All food and beverage in Chinook Wind's event space and facilities must be supplied by Chinook Winds Resort. In addition, no food or beverage may be taken away from the event, except in the case of planned grab and go items or boxed lunches. Serve times for food are 1 ½ hours.

ALCOHOL:

Chinook Winds Casino Resort abides by all OLCC regulations. We will not serve any guests appearing intoxicated and we reserve the right to end alcohol service at the discretion of the server, security officer or manager on duty. Guests must be 21 years of age and show valid legal ID to consume alcohol. No alcohol may be removed from the event space in which it was purchased.

GUARANTEE AND FOOD AND BEVERAGE/ATTRITION

A final guaranteed number of attendees is due five (5) business days prior to the first scheduled event. If a final guarantee is not submitted, the total contracted number of attendees will be used as the final guarantee. Oregon Association of Municipal Recorders is responsible for all guaranteed food and beverage costs multiplied by the final guarantee or the actual number of attendees; whichever is greater. Should the guaranteed number of attendees confirmed by Oregon Association of Municipal Recorders be less than 80% of the originally contracted count, Oregon Association of Municipal Recorders agrees to pay the difference between 80% of the originally contracted count and the actual attendance, multiplied by the average of pricing detailed in the Banquet Services Section of the agreement, plus applicable service charges current at the time of the event.

A/V SERVICES

Clients may utilize their own audio-visual equipment, however the Resort will charge a minimum of \$50, per meeting room, per day for the use of outside audio-visual equipment and/or vendors. The Resort is only able to provide set up and service for equipment supplied by Chinook Winds and Client supplied audio-visual equipment may not be used in conjunction with Resort equipment.

WEAPONS

No weapons of any kind are allowed on Chinook Winds Casino Resort property, including properly licensed/permitted items.

IMPOSSIBILITY

The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide use of the Resort facilities, including Acts of God, war, government regulations, natural disaster, civil disorder or curtailment of transportation facilities. The Agreement may be terminated for any of the above reasons by written notice from either party to the other.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Resort or Oregon Association of Municipal Recorders will not be considered agreed to or binding unless such modifications have been approved in writing by the other in the form of a contract addendum provided by the Resort.

DEPOSIT

A nonrefundable deposit in the amount of \$500.00 is due along with this signed contract by **Friday, 09/27/19**.

PAYMENT OPTIONS

Prior to arrival, a master account will be established for Oregon Association of Municipal Recorders. All meeting charges, set up and service charges, food and beverage and other charges indicated will be posted to this account and due upon receipt.

Please initial your preferred method of payment.

_____ If you would prefer to be billed for this account, Chinook Winds Casino Resort will gladly send you a credit application. Upon our approval of that application a master account will be created. An invoice will be sent after the event concludes.

Full payment is due within (30) thirty days of the date of the original invoice. Should charges not be paid within that time, the Resort may immediately impose a late payment charge at the rate of 1.5% per month (annual rate of 18%) or the maximum allowed by law on the unpaid balance and the reasonable cost of collection, including attorneys' fees.

_____ All master account charges are due no more than One (1) business day prior to the first day of the event, _____. A credit authorization will be provided and the charges will be applied to the credit card on file. A full invoice showing the event paid in full will be sent following the event.

CANCELLATION CLAUSE

In the unlikely event that Oregon Association of Municipal Recorders decides to cancel this event. Oregon Association of Municipal Recorders agrees to provide Resort with written notice of any decision to cancel or otherwise abandon its use of the Total Room Nights and/or Food and Beverage Commitments (a "Cancellation") within five (5) days of such decision. Oregon Association of Municipal Recorders acknowledges that a Cancellation would constitute a breach of Oregon Association of Municipal Recorders's obligation to Resort and Resort would be harmed. If a cancellation occurs, the parties agree that:

- (a) \$45,574.00 reasonably estimates Resort loss for cancellation and establishes "Total Anticipated Revenue" for this event; and
- (b) In the event of Cancellation, the following schedule applies for Oregon Association of Municipal Recorders's responsibility as liquidated damages:

<u>Date of Cancellation</u>	<u>Cancellation Charge</u>
Return of contract to 120 days prior to arrival	Forfeiture of Deposit
119 days prior to arrival to 90 days prior to arrival	50% of Total Anticipated Revenue

89 days prior to arrival to 45 days prior to arrival	75% of Total Anticipated Revenue
44 days or less prior to arrival	100% of Total Anticipated Revenue

Oregon Association of Municipal Recorders therefore agrees to pay Resort, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount indicated according to the schedule above. Provided that Oregon Association of Municipal Recorders timely notifies Resort of the Cancellation and timely pays the above listed liquidated damages, Resort agrees not to seek additional damages from Oregon Association of Municipal Recorders relating to the Cancellation.

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the Resort. Unless the Resort otherwise notifies Oregon Association of Municipal Recorders at any time prior to both parties execution of this document, the outlined format and dates will be held by the Resort for Oregon Association of Municipal Recorders on a first-option basis until 2019-05-14. If Oregon Association of Municipal Recorders does not return the signed contract prior to that date, the offer will revert to a second option basis, or at the Resort's option, the arrangements will be released, in which case neither party will have any further obligations. Upon completion of a fully executed version of this Agreement, the event will be placed on a definite basis and will be binding.

Resort and Oregon Association of Municipal Recorders have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Oregon Association of Municipal Recorders:

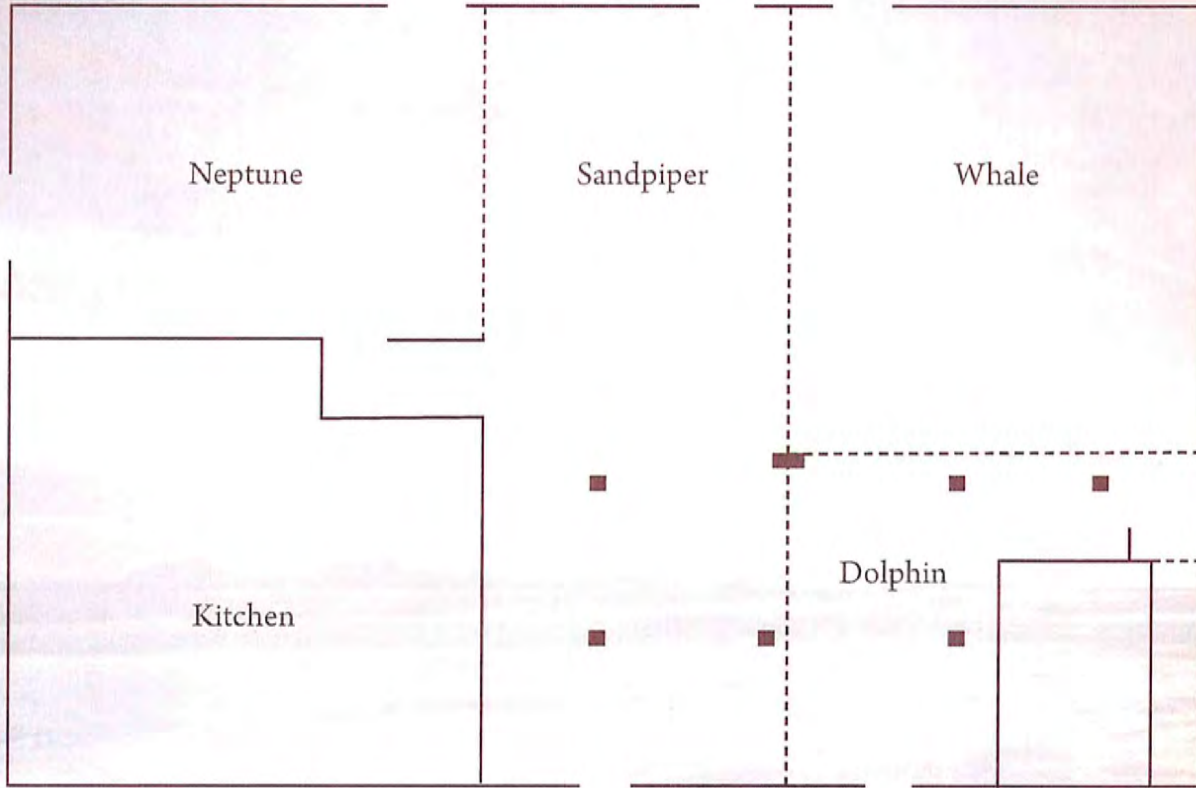
Name: _____
 Title: _____
 Signature: _____
 Date: _____

Approved and authorized by Chinook Winds Casino Resort:

Name: Barry Kessinger
 Title: Sales Executive
 Signature: _____
 Date: _____

HOTEL MEETING SPACE

HOTEL BALLROOM



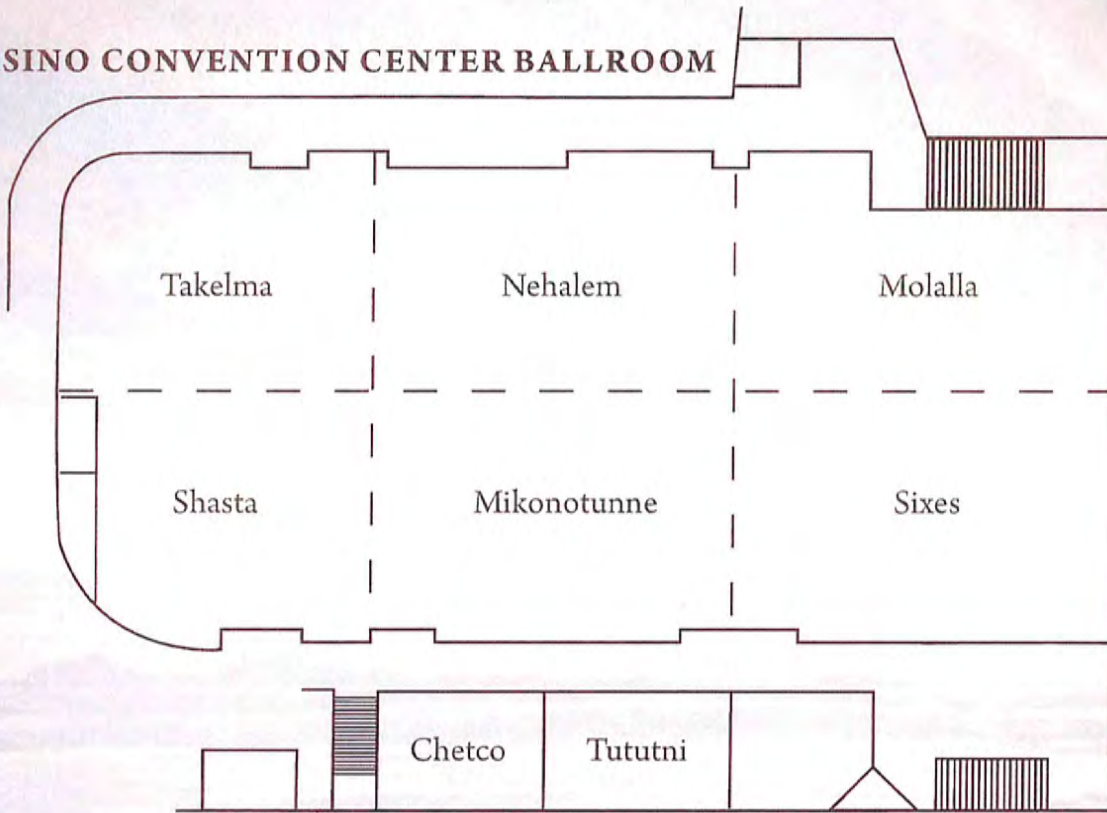
JUNIOR SUITES LAWN

*Located in front of the
Chinook Winds Junior Suites Building*

Room Name	Dimensions	Square Feet	Reception Capacity	Banquet Capacity	Classroom Capacity	Theater Capacity	Hollow Capacity	U-Shape Capacity	Exhibit Capacity
Hotel Ballroom		5,536	260	240	120	320	x	x	30
Whale & Dolphin		2,536	120	100	80	150	48	36	x
Sandpiper & Neptune		3,050	140	110	100	175	48	36	x
Whale	44x38x9	1,716	80	70	72	140	48	36	x
Dolphin	30x24x9	720	16	x	20	36	x	x	x
Sandpiper	68x30x9	2,040	100	80	72	112	48	36	x
Neptune	25x37x9	925	35	30	32	70	24	20	x

CONVENTION CENTER

CASINO CONVENTION CENTER BALLROOM

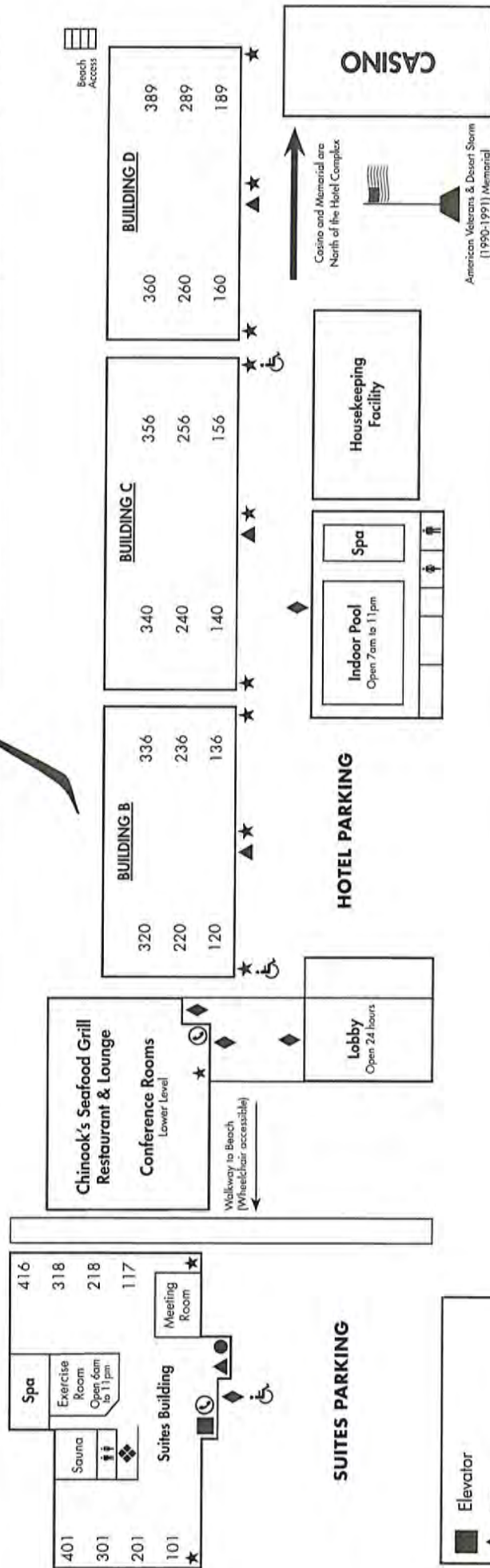


Room Name	Dimensions	Square Feet	Reception Capacity	Banquet Capacity	Classroom Capacity	Theater Capacity	Hollow Capacity	U-Shape Capacity	Exhibit Capacity
Convention Center Ballroom	182x102x16	19,820	1,500	1,000	900	2,000	x	x	117
Takelma & Shasta	60x102x16	6,120	400	236	260	540	x	x	34
Nehalem & Mikonotunne	69x102x16	7,038	440	288	298	560	x	x	44
Molalla & Sixes	62x102x16	6,324	410	240	260	520	x	x	35
Takelma, Shasta, Nehalem, Mikonotunne	129x102x16	13,158	775	524	558	1,100	x	x	78
Molalla, Sixes, Nehalem, Mikonotunne	131x102x16	13,362	750	528	558	1,080	x	x	79
Takelma	60x51x16	3,060	225	118	140	260	48	36	18
Shasta	53x51x16	2,703	210	118	120	250	48	36	17
Nehalem	69x51x16	3,519	300	144	148	280	48	36	22
Mikonotunne	69x51x16	3,519	300	144	148	280	48	36	23
Molalla	58x51x16	2,958	200	112	112	240	48	36	16
Sixes	58x51x16	2,958	240	128	140	280	48	36	21
Chetco & Tututni	22x63x9	1,386	115	64	64	90	x	x	x
Chetco	22x29x9	638	55	32	32	40	24	20	x
Tututni	22x34x9	748	60	32	32	50	24	20	x
Showroom		12,204	x	1,000	1,200	1,200	x	x	68

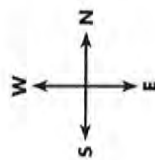
Hotel Map

1501 NW 40th Place, Lincoln City, OR 97367-4811
 Phone (541) 994-3655 • Fax (541) 557-4325
 Shuttle Service, dial 9-541-921-1739

Pacific Ocean



- AMENITIES:**
- Dining Options: Chinook's Seafood Grill and Lounge (in the hotel complex), Euchre Creek Deli, Siletz Bay Buffet, Rouge River Steakhouse, Double Down Coffee & Espresso (in the casino) and Aces Sports Bar & Grill (at the Chinook Winds Golf Resort)
 - Room service available
 - 44,000 sq. ft. of flexible meeting space
 - Indoor heated pool, spa, sauna and fitness center
 - Guest laundry
 - Complimentary Wi-Fi
 - Fax service available
 - Free voice mail
 - Free local phone calls
 - Complimentary coffee, tea and fresh apples
 - 24 hour Casino including over 1,100 slots, Single Deck Blackjack, Craps, Roulette, Let It Ride, Keno, Poker and 1,000 seat Bingo Hall with Ted controllers
 - 24 hour on-demand complimentary shuttle service





Chinook Winds Casino Resort

1777 NW 44th Street, Lincoln City, OR 97367
Phone: 888.816.0873

BEO#: 3070
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Date Printed: 05/13/2019

Banquet Check

Account:	Oregon Association of Municipal Recorders	Event Date	Thursday, April 1, 2021
Post As:	Athenian Dialogue	Contact:	Kathy Payne
Address:	PO BOX 278 St. Helens, Or, 97051	Phone:	(503) 366-8217
		E-mail:	kathy@ci.st-helens.or.us
		On Site Contact:	
Sales Manager:	Barry Kessinger	Service Manager:	
Posting Master/GL:		Phone:	
Payment Method:			

Date	Time	Room	Event	Setup	GTD
Thu, Apr 01	7:00 AM - 6:30 PM	Whale	Meeting	See Diagram	
Thu, Apr 01	7:00 AM - 6:30 PM	Neptune	Meeting	See Diagram	
Fri, Apr 02	7:00 AM - 5:00 PM	Whale/Dolphin	Meeting	Classroom 4 per 8	
Fri, Apr 02	12:00 PM - 1:00 PM	Sandpiper	Lunch	Rounds of 8	

Food		Amount	Total
Quantity	Item		
80	CWCR BBQ Buffet	\$20.00	\$1,600.00
		Subtotal:	\$1,600.00
		Service Charge:	\$304.00
		Food Subtotal:	\$1,904.00

Function Room Rental		Amount	Total
Quantity	Item		
1	Whale	\$300.00	\$300.00
1	Neptune	\$200.00	\$200.00
1	Whale/Dolphin	\$400.00	\$400.00
1	Sandpiper	\$200.00	\$200.00
		Subtotal:	\$1,100.00
		Service Charge:	\$0.00
		Function Room Rental Subtotal:	\$1,100.00

Additional Items		Amount	Total
Quantity	Item		
1	7' X 7' Portable Screen	\$45.00	\$45.00
1	LCD Projector	\$85.00	\$85.00
		Subtotal:	\$130.00
		Service Charge:	\$0.00
		Additional Items Subtotal:	\$130.00

		Check Subtotal:	\$2,830.00
		Total Service Charges:	\$304.00
		Check Grand Total:	\$3,134.00
		Deposit Paid:	\$0.00
		Balance Due:	\$3,134.00

Customer Approval _____

Date _____

Date Printed: 13 May 2019 1:02 PM

Oregon Association of Municipal Recordors

September 2021



SALISHAN

RESORT
OREGON COAST





SALISHAN

Wrap yourself in rustic luxury among the Douglas firs and tranquil Siletz Bay at our newly renovated resort. Recognized by Condé Nast Traveler as one of the top resorts in the U.S. in 2018, Salishan accommodates travelers in search of everything from a simple, spacious room with a private balcony and fireplace, to a signature suite with a hot tub for two.

Embrace a classic retreat on an 18-hole golf course that winds through the forest and along the shore, a spa infused with natural elements of the Pacific Northwest, and dining outlets with coastal-inspired cuisine. Satisfy your inner adventurer with a guided hike, a beach combing excursion, or a ride along the beach on one of our complimentary bikes.

In an effort to create a more sustainable future, we are excited to announce the inclusion of Destination EV Charging Stations on-site.

HISTORY

Over fifty years ago, visionary real estate developer John D. Gray and his partners built the luxury destination of dreams on the spectacular central Oregon Coast – Salishan Resort.

A native Oregonian, John Gray envisioned the Pacific Northwest, with its lush greenery and year-round beauty, as the ultimate natural haven.

With a dedication and sensitivity to the environment and in harmony with the natural resources of the region, John Gray spearheaded the construction of the first Salishan Spit homes, followed by the first nine holes of the golf course, and finally the resort at Salishan, which opened in 1965.

Over the last five decades, Salishan has been remodeled and updated to make it the expansive, all-inclusive luxury and leisure resort it is today. With the addition of the Tennis Center and the spa, and multi-million dollar renovations to the main grounds and accommodations, Salishan Resort is the fully realized dream of its founder.





Redefining Salishan as...

YOUR BASECAMP FOR THE OREGON COAST

Our five pillars

+Instilling **WELLNESS** as a core value resort-wide

+Introducing a broad range of **ECO-ADVENTURE** activities

+Creating opportunity for unique and memorable social engagement through **CULINARY & BEVERAGE** experiences

+Instituting a culture of exceptional **HOSPITALITY**

+Highlighting local **ART**

WELLNESS

To be well, to truly flow with the universe and your own self, that's the goal of our handcrafted Wellness experiences. And that's why our spa is blended beautifully into the natural surroundings, facing the calming Siletz Bay and constructed to bring the outdoors in—and you to the outdoors.

From awakening with Sunrise Yoga in the midst of our enchanting old-growth forest, to spurring curiosity with our Interpretive Guided Hikes, to winding down a wonderful day with Sunset Champagne overlooking the calming Siletz Bay, we believe wellness is the first step to wholeness. That's why we approach wellness as if wholeness counted on it.



ECO-ADVENTURE

This is the place where true adventure begins. You may be a certified adrenaline junky looking for the ultimate adventure or simply "adventure curious." Either way, it all starts here. Climb nearby craggy cliffs or surf our sandy shores. Kayak or stand-up paddleboard quietly in our serene estuaries, lingering with spirited seals and wild waterfowl. Or take a kayak tour through our captivating river valley. And if you really want to go for it, try one of our Offsite Excursions – from seeker-challenges to full-throttle thrills.

Every adventure needs a starting point. Have a ton of fun finding yours at Salishan.



CULINARY & BEVERAGE

The joy of eating well is something we take seriously at Salishan. Without great, expertly prepared food, life is missing something fundamental. That's the reasoning behind our carefully crafted, organic, coastal-inspired fare and social dining experiences. Choose from three culinary options to satisfy every kind of appetite—three unique settings, three newly renovated spaces, three fantastic views, three spots where you'll get impeccable service and downright delicious food embodying the cuisine of the Oregon Coast. We see food as an excuse to socialize and celebrate, and so we do!



HOSPITALITY

At Salishan, we strive to be the pinnacle of hospitality along the Oregon Coast. Whether you're here for a destination wedding or a team-building retreat, for exhilaration or relaxation, for a little "me time" or "we time," our friendly staff shares their passion for the finer things in life with a deep respect for our planet.

Developing a culture of service that anticipates needs and exceeds expectations at every stage of a guest's stay. Achieved by empowering our associates and providing them with the tools needed to curate a meaningful guest experience for each individual traveler.



ART

In building Salishan Lodge, John D. Gray strived to present an image of the historical Pacific Northwest. The use of local stone, massive beams, and rugged wood have all served to convey the beauty and strength of our local area. The works of Pacific Northwest artists have been used throughout the Lodge to add further dimension to the image of Salishan Resort.

In addition to the works in our public spaces, there are over five hundred original drawings, prints, and watercolors in the individual guest rooms. All in all, about one hundred different Pacific Northwest artists are represented across Salishan's vast property.





Our new Aerial Adventure Park is open!

OAMR- Annual Conference September 21 – 25, 2021

Accommodation	Tuesday 9/21/21	Wednesday 9/22/21	Thursday 9/23/21	Friday 9/24/21	Saturday 9/25/21
Traditional Guestroom	50	80	90	40	Check Out
Rate	\$179	\$179	\$179	\$179	Check Out
TOTAL	50	80	90	40	Total Room Night: 260

Guestroom rates are based upon single or double occupancy and are quoted exclusive of applicable local tax, currently at 11.8%. The guestroom rate will be the same with one or two adults. Each additional adult after two people will be charged \$20.00 per room, per night.

Salishan Resort charges a \$25.00 resort service fee per guestroom, per night. Included in the resort service fee are several amenities; local telephone calls, nine-hole putting course, nightly s'mores, guided hikes, fitness center access, in-room Keurig coffeemakers with specialty coffee, in-room bottled water, bathrobes and private beach access. Room types are based on availability at the time of booking. All guestrooms are non-smoking. **Please note that we are not holding guestrooms or meeting space for your group at this time and that rates are subject to change.**



Value & Concessions

- Nightly resort fee reduced to \$18 from \$25
- Rates available 2 days pre and post program (based on availability)
- 21 day cut-off extended vs standard 30 day cut-off
- Waived Meeting Room Rental with Food & Beverage Minimum of \$30,000 and one time set up fee of \$500
- (1) complimentary suite over program dates
- (1) complimentary guestroom for every 40 guestroom nights consumed on a cumulative basis
- Complimentary Parking
- Complimentary Wi-Fi in all Guestrooms, Meeting Space and Public Spaces



Accommodations

Just as the magnificent forest surrounds and embraces our classic coastal retreat, our newly renovated rooms wrap you in rustic luxury and warm, natural light. All 201 Salishan guestrooms feature double pillow-top mattresses, step-out view balconies or decks, gas fireplaces, coffee makers, refrigerators, safes, iPod docking stations, and microwaves.



Meetings & Events

Day	Function	Space
Wednesday-Saturday	General Session & Meal Space	Council House
	Exhibit Space (done on Friday)	Lincoln/Pine Room

Salishan Resort offers 16,000 square feet of flexible indoor meeting space and over 40,000 square feet of stunning outdoor event space. We are pleased waive meeting space rentals with a one time setup fee of \$500 and an achievable food and beverage minimum of \$30,000.





Getting here

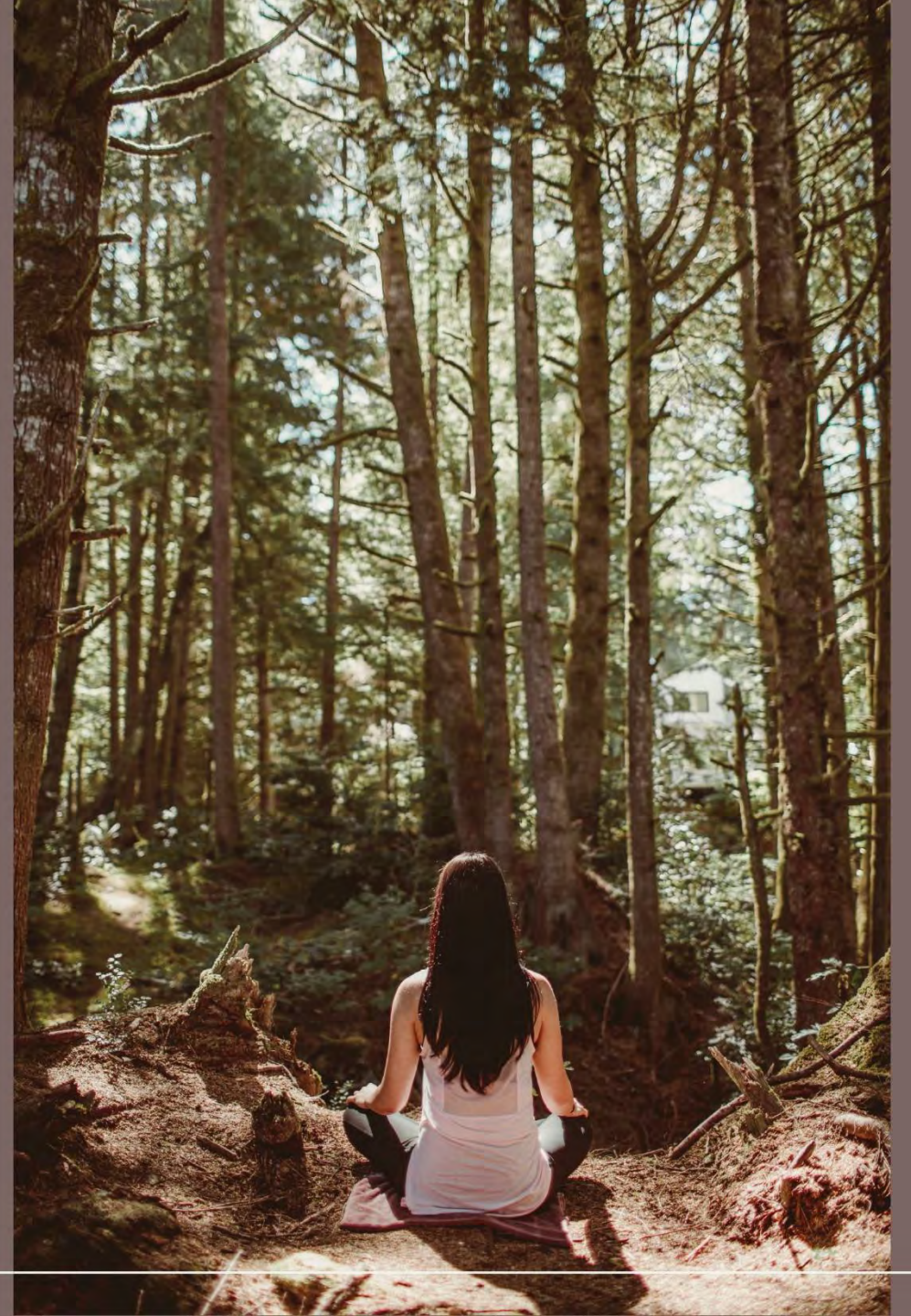
Situated between the bluffs of the Oregon coastal forest and Siletz Bay, Salishan Resort is an easily accessible oasis on the Oregon Coast, located just off the Pacific Coast Scenic Byway (Route 101) in Gleneden Beach.

Discover the top choice in Gleneden Beach, Oregon hotels by car or air; Salishan is minutes from Siletz Bay State Airport (S45) and a scenic drive from Portland, Bend, and Northern California. When seeking luxury Oregon coastal hotels, look no further than Salishan Resort.

Thank you

We appreciate you considering Salishan Resort as the host for your 2021 program.

We look forward to welcoming your group to the beautiful Oregon coast!





SALISHAN

RESORT
OREGON COAST

7760 North Highway 101 Gleneden Beach, Oregon 97388 United States
Toll-free: 1-800-452-2300, Direct: (541) 764-3600, reservations@salishan.com

BANQUET POLICIES



DETAILS

Your conference planner will request the conference or event agenda 30 days in advance from the first scheduled event.

Menus and event details are due no later than fourteen (14) days prior to the first function.

Authorized Banquet Event Orders (BEOs), and event resumes when applicable, are required two weeks prior to arrival. If an authorized BEO is not received prior to the event, the last BEO will be accepted as approved.

Rooms that need to be re-set within the same day or changed once the room has been set up will incur a re-set charge that will be determined by the Hotel based on scope of the change and the amount of labor needed, starting at \$150 minimum.

All food and beverage items served in the catering facilities must be provided by the Salishan Resort. No outside food and beverage may be brought into public spaces.

All food items may be served or displayed for a maximum of two (2) hours. Due to health regulations, at the conclusion of a function, all left over food is the property of Salishan Resort and is not to be removed from the premises.

Plated meals are limited to two entrees per event plus a vegetarian option. Pricing for plated split entree meals will be the highest price of the two selections. All plated dinners will receive the same selected appetizer, soup, salad and dessert. Upon receiving the guarantee five (5) days in advance, the hotel will supply entree cards identifying the guest's choice before arrival.

Salishan Resort will accommodate special dietary requests with advance notice.

The final guaranteed count for food and beverage functions is due five (5) business days prior to the first scheduled event.

Salishan Resort will prepare for 5% over guaranteed number. The client is financially responsible for the guaranteed number or the actual number of guests served, whichever is greater.

There will be an additional surcharge \$2.00-\$10.00 (depending on meal) for each guest served more than the 5% over the guarantee.

A service charge of 24% will be added to all charges (food, beverage, AV, dance floors, room rentals).

BAR SERVICE

All bar/wine orders must be submitted a minimum of 14 days in advance. Salishan Resort will purchase and supply wine and liquor that is not carried in stock at the client's request, with advanced payment. A minimum order/purchase amount may apply.

All alcohol must be purchased and served through Salishan Resort. Full service banquet bars require a minimum sale of \$150.00 per bartender hour. Beverage tables limited to wine, beer and soft drinks require a minimum sale of \$75.00 per attendant per hour.

Salishan Resort is responsible to monitor the safe distribution and serving of alcohol beverages.

A 24% service charge will be added to all hosted beverage prices.

Bartenders are required to keep a bar tab/inventory sheet for each event recording a group's consumption.

The group coordinator or contact may review inventory sheet at the conclusion of the function.

CHANGES AND DELAYS

If the client delays an event more than 30 minutes past the start time of the function, Salishan Resort will not be responsible for the quality of the food or for preparing additional food as replacement.

The client will be responsible for the payment of any additional labor hours associated with the delayed starting time.

Salishan Resort reserves the right to reassign function space with notification in writing to the client. Room set-up/labor charges will be applied to all function space.

AUDIO AND VISUAL

Salishan Resort's Conference Planner can assist you with any audio/visual requests.

We suggest reserving your audio/visual equipment early so we can ensure that the audio/visual equipment is available and ready for your meeting.

If you would like to consult with audio/visual technician before your meeting, please inform your Conference Planner.

If you choose to bring equipment that requires technical assistance by our staff, the prevailing labor rate will be applied to the master account.

BANQUET EQUIPMENT AND LINEN RENTALS

Complimentary tables, chairs, linens and place settings are included as part of your room

rental/labor fee based upon a first request basis and availability of current inventory.

Plans for additional or specialty tables, furniture, chairs, linens and place setting rentals must be planned through the conference planner.

DECORATION AND ENTERTAINMENT

Your conference planner can assist you with arrangements for centerpieces, flowers, specialty linens, decorations and entertainment needs.

All decor, materials, equipment must be removed immediately at the conclusion of your function unless you have contracted or arranged an extended tear down time.

SUBCONTRACTORS

Client agrees to have any subcontracted companies (e.g. destination management companies, musicians, decorators, production companies, florists, etc.) adhere to all Salishan Resort policies and regulations. All subcontractors are required to have their own insurance.

CONTRACTED FUNCTION SPACE

Please refer to your specific event contract which outlines the function spaces and fees for use of that space. Should the group modify their -contracted function space, additional labor fees may apply, and the food and beverage minimum may increase.

GUEST ROOM RESERVATIONS

In order to honor the contracted preferred group rate, we request rooming lists for your group at least 30 days prior to the date of arrival. Reservation requests received after 5:00pm local time on the cut-off date will be accepted on a space/rate availability basis.

VIP AND GUEST AMENITIES

Please inform the conference planner if you would like to recognize guests in any special way with a special room amenity (gifts) to be available upon check-in or at any time during their stay. We offer many Northwest specialty themed selections through either our culinary department or retail outlet.

Amenities (gifts) are delivered after 6pm and are subject to a \$5.00 delivery fee per delivered amenity.

BUSINESS SERVICES

Whether you are at Salishan Resort for a business meeting, conference or vacation, we offer a variety of services, including faxing, copying, shipping and receiving. The business center is conveniently located at the front desk and is available 24 hours a day.

PACKAGES SHIPPING AND STORAGE

Please communicate with your conference planner of any packages that will need to be shipped to or from Salishan Resort.

Due to limited storage space, packages should not arrive more than three business days prior to the event or be held three business days beyond your scheduled function date.

Packages should include name of organization, meeting contact person's name, date of events and number of boxes expected, i.e., (1 of 3, 2 of 3, etc.)

Special arrangements need to be arranged with the carrier for delivery on weekends.



May 13, 2019

Oregon Association of Municipal Recordors
Kathy Payne
P.O. Box 278
Saint Helens, OR 97051

Dear Kathy:

Thank you for the opportunity to provide this proposal for your event starting on Tuesday, September 21, 2021. This proposal is a working document, so I invite you to contact me with any changes or questions. The rates quoted in this proposal are valid for 30 days from the date of issue.

I look forward to our continued relationship, and the opportunity to work together on your event.

Sincerely,

Jenny Moore
Sales Representative



SPIRIT MOUNTAIN CASINO EVENT PROPOSAL

May 13, 2019

Spirit Mountain Gaming, Inc.
PO Box 39
Grand Ronde, OR 97347
Toll Free: 866-550-7916, Fax: 503-879-6049
Email: jenny.moore@spiritmtn.com
Contact: Jenny Moore

Oregon Association of Municipal Recordors
Kathy Payne
P.O. Box 278
Saint Helens, OR 97051
(503) 366-8217
Email: Kathy@ci.st-helens.or.us
Contact: Kathy Payne

THIS PROPOSAL IS VALID 30 DAYS FROM THE DATE OF ISSUE

ALWAYS COMPLIMENTARY

- WiFi Access in the Event Center, Lodge and throughout the casino
- Valet and Self-parking
- One room night per 35 paid room nights or one junior suite night per 50 paid room nights

AMENITIES

Spirit Mountain Casino & Lodge is home to a variety of dining options including Cedar Plank Buffet, Oregon's largest and best buffet; Legends and Summit View which offer an upscale casual dining experience; Mountain View Sports Bar where you can watch your favorite teams compete; Rock Creek Deli and The Peak Bar for a quick bite. Alcohol service is available in many of our dining outlets, as well as service on the casino floor. Additionally, there is a coffee shop for your favorite coffee drink, ice cream and sweet bites; an extensive gift shop with a variety of special items; and a fueling station/convenience store.

ENTERTAINMENT

Spirit Mountain is proud to offer true Las Vegas-style gaming options. Slot machine denominations start at just a penny and include titles like The Walking Dead, The Simpsons, Willy Wonka and The Wheel of Fortune. Table games offer Black Jack, Craps, Roulette, Poker, and various other specialty games like Bingo and Keno. Plus, live music is offered every Friday and Saturday night in the Mountain View Sports Bar.

AREA ATTRACTIONS

Spirit Mountain is in the heart of Oregon's Wine Country with multiple vineyards to visit. The Tribal Headquarters are just one mile west of the Lodge and Fort Hill Interpretive Park is a mile north. Travel less than a half-hour in any direction, and you could find yourself at Cross Creek Golf Course, the Oregon Coast or Evergreen Aviation Air & Space Museum.

GUEST ROOM ACCOMMODATIONS

Date	Rm Type	Occ	Rooms	Rate	Total
09/21/2021	ROH	1	50	\$103.00	\$5,150.00
09/22/2021	ROH	1	80	\$103.00	\$8,240.00
09/23/2021	ROH	1	90	\$103.00	\$9,270.00
09/24/2021	ROH	1	40	\$113.00	\$4,520.00
TOTALS			260	\$104.54	\$27,180.00

Spirit Mountain Lodge rooms are spacious and well appointed, each equipped with a large flat screen television, refrigerator, in-room safe, ironing board, hair dryer and iPod compatible clock radio.

- Quoted rate based on double occupancy; \$10 charge per additional guest
- Rates do not include 10% room tax
- Check-in is 4:00 pm and check-out is 11:00 am
- Credit Card Required from all guests upon check-in

MEETING ROOMS

From	To	Function Name	Function Room	Covers	Rent
Tue 09/21/2021 12:00PM	Tue 09/21/2021 05:00PM	OAMR Prep Room	Chasta A & B	0	\$150.00
Tue 09/21/2021 12:00PM	Tue 09/21/2021 05:00PM	OAMR Registration	Front of Ticket Area	0	\$0.00
Wed 09/22/2021 07:00AM	Wed 09/22/2021 08:00PM	OAMR Registration	Front of Ticket Area	0	\$0.00
Wed 09/22/2021 08:00AM	Wed 09/22/2021 05:00PM	OAMR Session	Molalla A & B	0	\$600.00
Wed 09/22/2021 12:00PM	Wed 09/22/2021 02:00PM	OAMR Lunch	Kalapuya B	0	\$360.00
Wed 09/22/2021 06:00PM	Wed 09/22/2021 08:00PM	OAMR Reception	Kalapuya A	0	\$300.00
Thu 09/23/2021 06:00AM	Thu 09/23/2021 09:00AM	OAMR Early AM Session	Molalla A & B	0	\$360.00
Thu 09/23/2021 05:30AM	Thu 09/23/2021 05:30PM	OAMR Registration	Front of Ticket Area	0	\$0.00
Thu 09/23/2021 07:00AM	Thu 09/23/2021 05:00PM	OAMR All Day Session	Training Room A & B	0	\$250.00
Thu 09/23/2021 10:00AM	Thu 09/23/2021 05:00PM	OAMR Late Morning Session	Kalapuya A & B	0	\$1,100.00
Thu 09/23/2021 12:00PM	Thu 09/23/2021 10:00PM	OAMR Meals & Eshibit Space	Event Center A	0	\$1,850.00
Fri 09/24/2021 07:00AM	Fri 09/24/2021 02:00PM	OAMR Meals & Eshibit Space	Event Center A	0	\$1,850.00
Fri 09/24/2021 06:30AM	Fri 09/24/2021 05:30PM	OAMR Registration	Front of Ticket Area	0	\$0.00
Fri 09/24/2021 10:00AM	Fri 09/24/2021 05:00PM	OAMR Late Morning Meeting	Kalapuya A & B	0	\$1,100.00
Sat 09/25/2021 08:00AM	Sat 09/25/2021 12:00PM	OAMR AM Meeting	Molalla B	0	\$180.00

The fees above reflect the regular rental rate of the banquet room reserved for your group. If your catering order exceeds 3x's the total rent the fee will be waived. All expenses, including meeting room rentals, are subject to a 17% service fee.

HOTEL TO PROVIDE:

- One Presidential Suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out) – **No we are unable to comp a suite**
- Complimentary accommodations for one night for 2nd Vice-President to do the Prequalification Site Visit (within 3 months of the bid being received). – **Yes, arrange with Jenny Moore**
- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 1). – **Yes we agree to the meeting space for your April meeting**
- Complimentary valet and/or parking. – **Yes for both**
- Complimentary Wi-Fi/Internet access in guest rooms and for vendors. – **Yes**
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis. – **Yes**
- Quote projected group rate for the year 2021. – **Yes \$103 for weekday and \$113 for weekend**
- Extend conference rates to attendees one day prior and one day after conference. **I can extend to the day prior not to the Saturday**
- Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1). – **I can extend the rates for the April meeting**
- Room blocks must be held until 21 days prior to opening of conference (a four week cut-off date will be published to the attendees). – **Yes**

SUPPLEMENTAL MATERIAL:

- Floor plan with location of all facilities. – **Attached**
- Sample contract. – **Attached**
- Distance from nearest airport in miles and drive time. **25.6 miles or 30 minutes from McMinnville airport. For commercial flights it would be Portland or Eugene. Salem is trying to get commercial flights may have for 2021**
- Method of transportation to/from airport and applicable charges. **Self-drive**
- Clarification on smoking areas (if applicable) **we do offer smoking on our main casino floor, the Sports Bar and Summit View Lounge. All our hotel rooms will be non-smoking after our renovation is completed.**

To give OAMR a perspective on menu/catering costs, please provide current catering charges including tax, service charge, and gratuity for the following: **No tax, 17% service/gratuity fee** One gallon coffee – **Our urns are larger than a gallon the price for all day coffee and tea service is \$6 per person**

- o **Plated breakfast - \$14.95 with a 25 person maximum**
- o **Luncheon club sandwich with beverage and dessert - \$18.95 per person sandwich bar includes coffee, tea, dessert**
- o **Banquet of salad, beef entrée (or chicken) with dessert – Beef Buffet \$32.95 or Chicken Buffet \$29.95 includes coffee, tea and dessert**

THIS PROPOSAL IS VALID 30 DAYS FROM THE DATE OF ISSUE



SPIRIT MOUNTAIN
CASINO

Group Events





Event Center

With nearly 17,500 square feet of event space, Spirit Mountain Casino has the expertise and resources to create successful conferences and events. Our space divides into many configurations, accommodating groups of 10 – 1,600.

Event spaces are fully equipped to meet all your technological needs, including complimentary Wi-Fi and on-site audio-visual technicians to assist with all your A/V needs.

All space is located on one level in one facility, adjoining Spirit Mountain Lodge, five distinct restaurant options and our Las Vegas-style casino. Ample parking is available, and is always free whether you valet or self-park. Spirit Mountain is the ideal location for your next:

- Conference
- Meeting
- Seminar
- Tradeshow
- Social Event
- Banquet
- Reunion
- Reception
- And More!

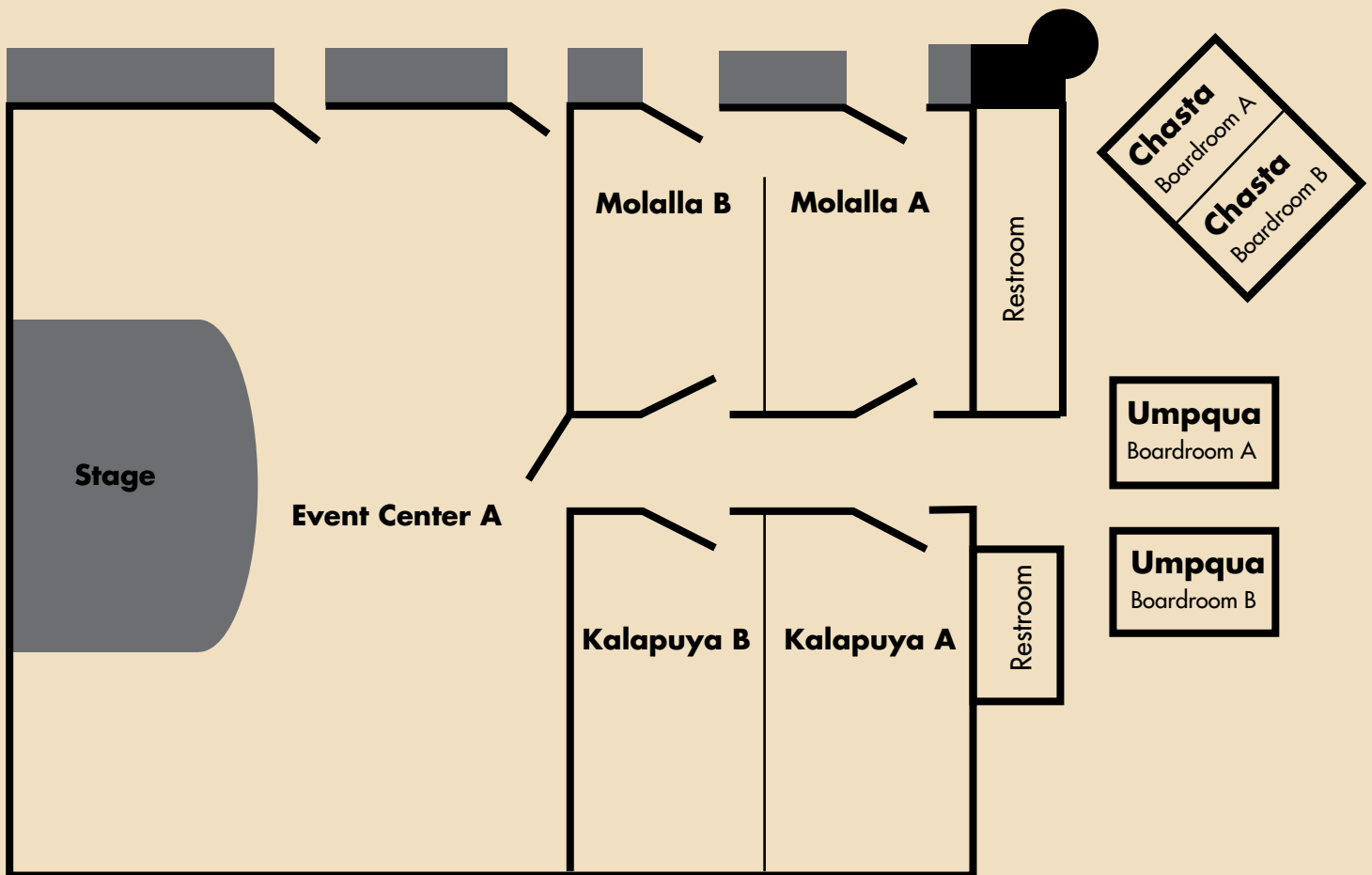
Contact our sales department for additional information at 1-866-550-7916



Event Space

Spirit Mountain Casino features nearly 17,500 square feet of total meeting space, which can be separated to accommodate groups of all sizes. Rental fees vary depending on the amount of space needed and amount of food / beverage ordered.

- The Event Center can be separated into five meeting areas to create spaces ranging from 1,300 square feet to 16,300 square feet, depending on your group's needs.
- Chasta and Umpqua board rooms range 275 to 550 square feet to accommodate smaller groups or breakout spaces.



Contact our sales department for additional information at 1-866-550-7916



Room Sizes & Seating Capacity

	Sq. Feet	Dimensions	Ceiling	Theater	Classroom	Reception	Banquets	Exhibits
Event Center	16,037	148x109	27	1700	730	1200	760	120
Event Center A	9,156	84x109	27	800	400	650	380	65
Event Center B	7,024	64x109	27	500	300	350	250	45
Kalapuya A & B	4,032	64x63	27	320	200	256	176	30
Kalapuya A	1,764	28x63	27	120	64	96	64	12
Kalapuya B	2,268	36x63	27	200	96	160	96	15
Mollalla A & B	2,467	64x38	27	150	100	120	96	14
Mollalla A	1,072	27x38	27	50	24	40	32	6
Mollalla B	1,395	36x38	27	100	48	80	56	8
Board/Breakout Rooms								
Chasta A & B	550	32x17	12	30	16	30	24	6
Chasta A	275	16x17	12	10	N/A	16	N/A	N/A
Chasta B	275	16x17	12	10	N/A	16	N/A	N/A
Umpqua A	317	16x19	12	N/A	N/A	8	8	N/A
Umpqua B	317	16x19	12	N/A	N/A	8	8	N/A
Total Square Footage	17,491							

Capacity is approximate and varies depending upon items added to the room, i.e., portable stage, buffet, podium, screens, etc. Contact our sales department for additional information at 1-866-550-7916

Audio / Visual

EQUIPMENT RENTALS

FLIPCHART /EASELS

Easels	No Charge
Flipchart with Pad and Markers	\$35.00
Whiteboard with Markers	\$25.00
Additional Flipchart Pads	\$30.00

PROJECTORS

Podium	\$25.00
Projector & Screen	\$50.00 (Molalla Rooms Only)
Projection Screen	\$20.00
AV cart with extension cord, power strip & VGA cord for guest provided projector and HDMI laptop.	\$10.00

AUDIO VISUAL EQUIPMENT

Microphones <i>Includes Wireless Hand Held / Lavalier Microphone, Table Top Microphone</i>	\$25.00
Portable Audio System	\$25.00 (sound for Projectors)
Conference Phone and Phone Line	\$50.00
Pull Down Projector & Screen	\$100.00 each
Flat Screen (available in Chasta and Umpqua rooms only)	\$25.00 each
Wi-Fi Services & VGA Cables	No Charge

ADDITIONAL SERVICES

Cake Table (Includes Cake cutting service)	\$1.00 per person \$50.00 minimum
Vendor, Exhibit, Silent Action Table, Registration table (Includes double Cloth, Electrical Access)	\$30.00 (Per Table) Depending on the event and what type of electrical usage needed there may be additional costs; Pipe and drape pricing available upon request.
Power-Strips/Ext. Cords	\$25.00 (for sale)
Dance Floors	Small \$100.00 (9X18) / Large \$200.00 (18X30)
Portable Stage (Maximum: 24' x 8')	\$50.00

Contact our sales department for additional information at 1-866-550-7916



Group Lodging

Spirit Mountain Lodge is conveniently located adjacent to the Event Center. Group rates are available and vary seasonally. We feature 254 rooms and suites which come fully equipped with flat screen TV, refrigerator, safe, iron/ironing board, free Wi-Fi, and coffee bar.

Relax in one of our contemporary rooms featuring either one King or two Queen size beds.



Pamper yourself in one of our Junior or Deluxe suites. These spacious suites feature a large, inviting living area, separate bedroom and an extra half-bath in our Deluxe units. Your suite includes a King bed, jetted tub, luxurious bathrobes, complimentary slippers and wet bar with microwave.

Contact our sales department for additional information at 1-866-550-7916

Things To Do

Spirit Mountain Casino is located in an area with many points of interest and recreational activities.

Located in our immediate area are many other activities and attractions:

- **Chachalu Museum and Cultural Center**

Chachalu tells the story of the Tribes and Bands of the Confederated Tribes of the Grand Ronde Community of Oregon and honor our Elders who kept Tribal traditions and dreams alive during the years of Termination. It is a center where the Tribe's Restoration is celebrated and our culture is being revitalized. Located just 5 minutes from the casino.

- **Fort Yamhill State Heritage Area**

Built in 1856 to regulate the eastern border of the Grand Ronde Indian Reservation, Fort Yamhill represented a time of transition for the people of the Northwest. It is one of the best archaeologically preserved forts in the Northwest from the mid-19th century. Located just 5 minutes from the casino.

- **Evergreen Aviation/Space Museum and Water Park**

Home to over 200 air and space craft including the famous Spruce Goose, this complex is located just 30 minutes from the casino.

- **Golf**

There are two 18-hole golf courses less than 30 minutes from the casino:

- Cross Creek Golf Course
- Oak Knoll Golf Course

- **Wine Country**

Many wineries of Polk and Yamhill County are just a short drive away:

- J. Wrigley Winery
- Maysara Winery
- Coeur de Terre Vineyard
- Yamhill Valley Vineyards
- Chateau Bianca Winery
- Namaste Vineyards

Contact our sales department for additional information at 1-866-550-7916



Tribal History

Native peoples from more than twenty Tribes and bands were relocated in the 1850s to form what is now known as The Confederated Tribes of Grand Ronde. Today, the Confederation is thought to primarily consist of five Tribes; Rogue River, Umpqua, Chasta, Kalapuya and Molalla.

The Native peoples of Grand Ronde inhabited Western Oregon from the crest of the coastal mountain range to the crest of the Cascades, from Northern California into Southwest Washington for 8,000 years before the first white visitors. These lands were eventually all ceded to the Federal Government with the exception of 60,000 acres reserved with the promise that their people would live in peace.

In 1954, Congress severed the trust relationship between the federal government and the Tribe. They were landless people in their own land for nearly 30 years until the Grand Ronde Restoration Act became law in 1983. Since then tribal efforts have focused on developing programs to promote the self-sufficiency of tribal members. The profits from Spirit Mountain Casino have aided the Tribe in creating a viable community, contributing to the local economy and meeting the health and education needs of its members.

THE COMMUNITY FUND

The Spirit Mountain Community Fund's focus is to improve the quality of life in Northwest Oregon through community investments that provide lasting benefits. Spirit Mountain Community Fund was founded in 1997 when the Grand Ronde Tribe dedicated 6% of the profits from Spirit Mountain Casino to support community organizations.

The Tribe donates about \$3 million every year to local programs and services that benefit citizens striving for self-sufficiency through the Spirit Mountain Community Fund. The Tribe funds projects in the areas of Arts & Culture, Education, Health, Historic Preservation, Public Safety, Environmental Preservation and Problem Gaming.

Contact our sales department for additional information at 1-866-550-7916



CASINO MAP

Food & Beverage

- 1 Cedar Plank Buffet
- 2 Legends Restaurant
- 3 Summit View Lounge
- 4 Rock Creek Court Deli
- 5 Mountain View Sports Bar
- 6 North Bar
- 7 Peak Bar

Gaming

- 8 Bingo
- 9 Main Table Games
- 10 Non-Smoking Table Games
- 11 Poker
- 12 Keno

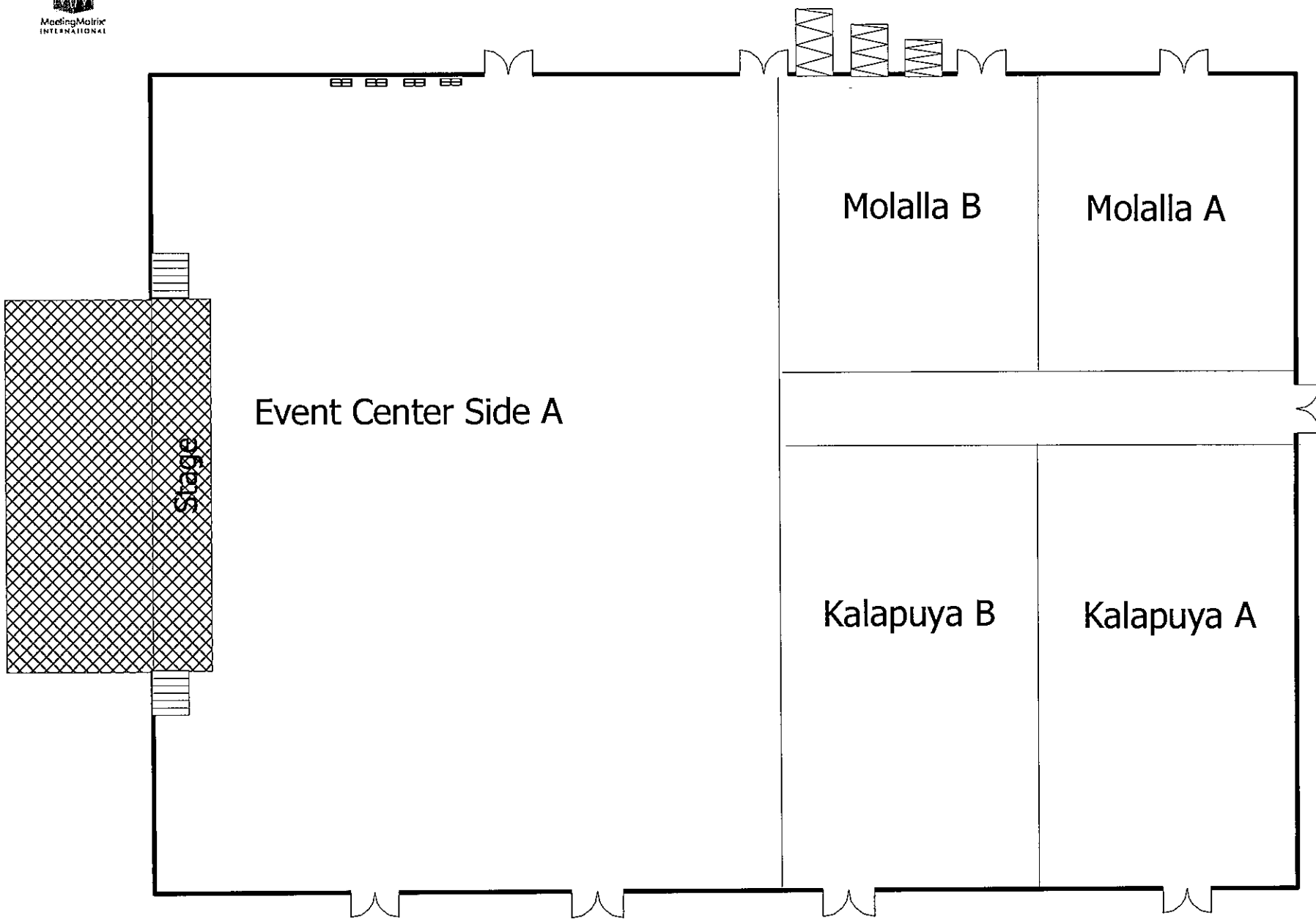
Amenities

- 13 Playworld & Arcade
- 14 Spirit Mountain Lodge
- 15 Coyote Espresso
- 16 Gift Shop
- 17 Valet
- 18 VIP Services
- 19 Coyote Club
- 20 Coat Check

Concerts & Events

- 21 Event Center
- 22 Kalapuya
- 23 Molalla
- 24 Box Office
- 25 Umpqua
- 26 Chasta





Spirit Mtn Grand Ballroom
Spirit Mountain Event Center

FORCE MAJUERE

The performance of this contract by either party is subject to acts of God, war government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities or the sudden unavailability for any reason of Spirit Mountain Casino's lodging and event facilities, or any other emergency making it inadvisable, illegal or impossible to provide the facilities or to hold the event. The contract may be terminated for any one or more such reasons by written notice from either party to the other, without liability.

RENOVATION/REMODELING

As of the date of the signing of this contract, Spirit Mountain Casino & Lodge has no plans for a renovation or remodeling of any facilities, which will be utilized by BLANK pursuant to this contract, other than ordinary maintenance. In the event that after this contract is signed, Spirit Mountain Casino & Lodge confirms any plans to remodel or renovate its facilities, Spirit Mountain Casino & Lodge agrees to inform BLANK in writing within a reasonable amount of time of the following:

1. Planned scope of project;
1. Schedule for commencement and completion;
2. Anticipated impact project will have on areas to be utilized by BLANK;
3. Spirit Mountain Casino & Lodge's plan for minimizing impact of project on BLANK,

Spirit Mountain Casino & Lodge promises that any such construction or remodeling will not materially interfere with BLANK use of the Lodge. The parties agree to negotiate in good faith to resolve any concerns raised as a result of renovations or remodeling and to enter into such amendments of this agreement as may be necessary to reasonably accommodate both parties' interests. However, if construction or remodeling is reasonably determined by BLANK to materially interfere with BLANK meeting, BLANK will be considered to have a cause to terminate this Contract without liability with written notice to Spirit Mountain Casino & Lodge as long as such notice is given 30 days of BLANK receipt of Spirit Mountain Casino & Lodge's construction or remodeling plans.

CANCELLATION POLICY

A banquet deposit will be due at the time of making your banquet and catering arrangements. Deposits will not be refunded if the event is cancelled less than 60 days prior to the event, force majeure notwithstanding. Cancellation shall be defined as total non-use of the meeting facility by BLANK for the services and items outlined in this Agreement.

If necessary, you may reschedule your event to take place within 90 days of the original event date without additional penalties provided sufficient space is available and your salesperson receives written notice of requested date change *a minimum of 60 days prior to original event arrival date*.

If adverse weather conditions occur, BLANK may reschedule event to occur within 90 days of original event date provided sufficient space is available and your salesperson receives written notification a minimum of 12 hours prior to the event start time.

CONDUCT

BLANK agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations and casino rules. BLANK assumes full responsibility for the conduct of all persons in attendance and for any damage, loss or liability incurred.

ACCEPTANCE

This agreement plus any attachments constitutes the entire agreement between the parties and supersedes any previous communications, written or oral. No changes shall be made to this agreement unless they are in writing and initialed by both parties. This agreement must be signed and returned by Friday, March 08, 2019 to confirm these arrangements.

BANQUET ROOM TERMS AND CONDITIONS

As of October 9, 2018; Subject to change

The following Banquet Room Rental Agreement (herein after referred to as "Agreement") dated July 24, 2019 is agreed to between **Spirit Mountain Gaming, Inc.** d/b/a Spirit Mountain Casino, a Tribally-chartered corporation of the Confederated Tribes of the Grand Ronde Community of Oregon, located at 27100 S.W. Salmon River Hwy, Grand Ronde, OR 97347 ("**SMGI**") and BLANK located at ("**GUEST** ").

EVENT START DATE: Saturday, May 04, 2019

BANQUET AND MEETING ROOM RENTAL

Spirit Mountain Casino's Event Center has room rental rates for both half and full days (a half day is defined as 4 hours or less / up to 8 hours hours will be considered a full day). Failure to vacate by the prescribed time will incur an additional charge of \$100.00 for each additional half-hour in excess of the event end time as listed on the Agreement. Banquet rooms will be arranged and set up according to your specifications. Major changes from the confirmed set up requiring us to reset the room will result in an added \$150.00 room re-set fee.

BANQUET ROOM BOOKING DEPOSIT POLICY

We require a deposit of \$500 if services are to be ordered or the cost of the banquet room rental for the entire duration of the event, whichever is greater at the time of signing your agreement.

We require an additional deposit of 25% of the anticipated bill once your banquet event order has been approved. If your event is more than 12 months away, you can pay your deposit over two payments, the first with the contract and the second no less than 6 months prior to event start date

PAYMENT

Any outstanding balance is due at the conclusion of the function and prior to your departure. If you are paying by credit card, you must inform your financial institution that a charge for the estimated balance will be charged to your credit card by Spirit Mountain Casino. If you are paying by check, it must be received at least 14 days in advance to allow for the funds to clear. In the event credit has been established, terms of payment shall be Net 30 upon receipt of final invoice. Any unpaid balance due is subject to interest of 1.5% per month. If your catering is equal to or greater than 3x the banquet room rental we will waive the room rental fee

CANCELLATION POLICY

Deposits will not be refunded if the event is cancelled less than 60 days prior to the event or due to cases of adverse weather conditions. Cancellation shall be defined as a total non-use of the meeting facility by GUEST for the services and items outlined in this Agreement. In the event your confirmed booking is rescheduled, the following SMGI guideline will apply: Option to reschedule within a three month time frame with confirmed dates provided sufficient space is available, without any additional fees, provided SMGI receives written notice of requested date change at least 90 days prior to original event arrival date. If adverse weather conditions occur GUEST may reschedule event within a 60-day window provided sufficient space is available and communication with the Banquet and Events Coordinator has been established, minimally 12 hours in advance prior to the event start time.

ATTENDANCE

Banquet attendance must be specified and guaranteed 3 business days prior to the event. If a guarantee is not received, the expected guest count defaults as the guaranteed count. The guaranteed count cannot be less than 80% of the expected guest count provided at initial booking unless minimum 14 days advance notice is provided to Banquet & Events Coordinator. The group will be charged for the actual number of people attending or 100% of the guaranteed count, whichever is greater. SMGI is always prepared to serve 10% above the guaranteed count.

ON-SITE ORDERS

SMGI staff will work with GUEST to provide last minute or forgotten items subject to availability and applicable fees.

MENU SELECTIONS

The menu selections shall be submitted to the SMGI Banquet & Events Coordinator no later than 30 days prior to the event start date. If the event start date is less than 30 days out at the time of booking SMGI staff will make every effort to accommodate your needs. In order to maintain safe food temperatures, food products will be displayed for no more than two (2) hours.



OAMR BOARD REPORT

2019-2020 BUDGET REPORT

Meeting Date: September 20, 2019
Source of Item: First Vice President Kathy Payne, MMC

Contact: Kathy Payne, MMC
Contact Telephone Number: 503-366-8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT

The Budget Committee respectfully requests approval of the OAMR 2019-2020 Budget.

BACKGROUND

OAMR Bylaws, Article IX, Section 1 requires the First Vice President to appoint a Budget Committee, prepare a budget for the next fiscal year, and submit the proposed budget to the membership for consideration and adoption at the Annual Business Meeting.

Budget Committee members Nicole Morris, Melissa Thompson-Kiefer, Marina Baker, Karin Johnson, and myself met on August 16 in Tualatin. The year-to-date estimated actuals and the current budget were reviewed and the Committee worked together to prepare the proposed budget attached. Angie Lanter was unable to attend the meeting.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Budget Committee proposes a balanced budget of \$151,701 for the 2019-2020 year. This is \$27,386 more than the Adopted Budget for 2018-2019 of \$124,315. The proposed contingency for 2019-2020 is \$32,526 vs. \$28,600 for the 2018-2019 Fiscal Year.

Conference registration revenues were adjusted to reflect the 2019 increase in the registration fees, as well as anticipated attendance at the 2020 Mid-Year and Annual conferences in Eugene. Academy and Conference line item expenses have been expanded so that costs can be more easily budgeted and tracked. Proposed expenses have increased to more accurately reflect actual anticipated costs, and to continue to provide high quality education while maximizing opportunity for education points toward certification.

The Budget Committee has proposed \$30,225 in funding for scholarships, a \$3,575 increase over last fiscal year.

Scholarship Funds in 2019-2020 will allow the following:

- 21 Professional Development NCI Scholarships for \$625 registration fee (up 5 from last year);
- 12 Mid-Year Academy Scholarships (up 4 from last year);
- 16 Annual Academy and Conference Scholarships for full registration (up \$950 from last year);
- Kathy Ishiara Scholarship and Marge Price Scholarship at \$1,000 each;
- The Davis-Harris Scholarship is being discontinued but OAMR is committed to funding the two remaining members' participation in Professional Development through 2020-2021;
- OAMR Education Endowment Fund at \$2,000; and
- President's Award Scholarship at \$700 (\$350 for PAD and \$350 for ROY).

MEMBER OPTIONS

1. Approve the 2019-2020 Budget & Budget Narrative by the OAMR membership as submitted.
2. Approve the 2019-2020 Budget & Budget Narrative by the OAMR membership as amended.

RECOMMENDATION

On behalf of the Budget Committee, I recommend approval of the 2019-2020 OAMR Budget and Budget Narrative.

SUGGESTED MOTION

"I move to approve the 2019-2020 OAMR Budget and Budget Narrative as submitted by the Budget Committee."

ATTACHMENTS

- A. 2019-2020 Budget
- B. Budget Narrative

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019-2020 ANNUAL BUDGET**

Proposed 2019-2020 Budget

REVENUES

2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 Estimated Actual	DESCRIPTION	2019-2020 PROPOSED	2019-2020 ADOPTED	Comments
Academy/Education Sessions							
\$ 12,100.00	\$ 9,000.00	\$ 10,000.00	\$ 11,895.00	Mid-Year Academy	\$ 12,000.00		<i>Based on 80 registrants</i>
\$ 2,100.00	\$ 2,550.00	\$ 2,000.00	\$ 2,175.00	Mid-Year Athenian Dialogue	\$ 2,250.00		<i>Based on 30 registrants</i>
\$ 1,580.00	\$ 1,265.00	\$ 1,000.00	\$ 1,175.00	Annual Athenian Leadership	\$ 1,050.00		<i>Based on 30 registrants</i>
\$ 11,590.00	\$ 12,775.00	\$ 9,000.00	\$ 9,300.00	Annual Academy	\$ 12,000.00		<i>Based on 80 registrants</i>
\$ 27,370.00	\$ 25,590.00	\$ 22,000.00	\$ 24,545.00	Total Academy Sessions	\$ 27,300.00		
Annual Conference							
Newport	Portland	Bend	Bend	Annual Conference	Eugene	Eugene	
\$ 28,686.00	\$ 32,472.75	\$ 27,000.00	\$ 27,000.00	Registration	\$ 34,500.00		<i>Based on 90 registrants @\$350, 10 @ \$300</i>
\$ 3,200.00	\$ 3,237.50	\$ 3,500.00	\$ 3,200.00	Exhibitors	\$ 3,200.00		
\$ 6,660.59	\$ 5,750.00	\$ 5,000.00	\$ 4,500.00	Sponsors	\$ 5,500.00		
\$ 38,546.59	\$ 41,460.25	\$ 35,500.00	\$ 34,700.00	Total Annual Conference	\$ 43,200.00		
Education/Scholarships							
Newport	Portland	Bend	Bend	Education/Scholarships			
\$ 2,854.07	\$ 5,866.50	\$ 3,000.00	\$ 3,000.00	Auctions	\$ 4,500.00		
\$ 2,303.22	\$ 2,576.00	\$ 3,000.00	\$ 3,000.00	Basket Raffle	\$ 3,000.00		
\$ 650.00	\$ 1,075.00	\$ 1,000.00	\$ 1,000.00	Kathy Ishiara Education Fund	\$ 1,000.00		
\$ 436.47	\$ 288.61	\$ 1,000.00	\$ 1,000.00	Donations - General	\$ 1,000.00		
\$ 150.00	-	\$ 1,000.00	\$ 1,000.00	Davis/Harris Scholarship Fund	-		<i>Discontinued</i>
\$ 4,797.16	\$ 1,626.04	\$ 1,700.00	\$ 1,700.00	Other Fundraising	\$ 1,700.00		<i>Card cut, AmazonSmile, Fred Meyer</i>
\$ 432.00	\$ 40.00	-		Store Sales	-		<i>FY 17-18 Banquet table décor, glasses</i>
\$ 11,622.92	\$ 11,472.15	\$ 10,700.00	\$ 10,700.00	Total Education/Scholarship	\$ 11,200.00		
\$ 672.26	\$ 974.42	\$ 350.00	\$ 899.66	Interest	\$ 500.00		
\$ 10,515.00	\$ 11,135.00	\$ 12,400.00	\$ 13,250.00	Membership Dues	\$ 13,000.00		
\$ 1,067.06	\$ 1,303.80	\$ 500.00	\$ 5,206.00	Miscellaneous	\$ 500.00		<i>\$5086 is NCI Committee Surplus Funds</i>
\$ 900.00	\$ 1,200.00	\$ 800.00	\$ 800.00	Newsletter Advertising	\$ 800.00		
\$ 90,693.83	\$ 93,135.62	\$ 82,250.00	\$ 90,100.66	TOTAL REVENUES	\$ 96,500.00		
\$ 61,077.13	\$ 70,263.33	\$ 42,065.00	\$ 59,096.63	Beginning Fund Balance	\$ 55,201.00		
\$ 151,770.96	\$ 163,398.95	\$ 124,315.00	\$ 149,197.29	GRAND TOTAL REVENUES	\$ 151,701.00		

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019-2020 ANNUAL BUDGET**

Proposed 2019-2020 Budget

EXPENSES

2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 Estimated ACTUAL	DESCRIPTION	2019-2020 PROPOSED	2019-2020 ADOPTED	Comments
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**Academy/Education Sessions
Mid-Year Expenses**

	848.79	\$ 2,296.53	\$ 2,500.00	\$ 1,916.45	Athenian Leadership Speaker Expenses	\$ 2,500.00	
\$	4,033.94	\$ 5,864.81	\$ 6,000.00	\$ 3,620.00	Academy Speaker Expenses	\$ 4,500.00	
			\$ 2,791.00	ALD & Academy Food & Beverage	\$ 4,400.00		
				AV	\$ 1,350.00		
				Total Mid-Year Expenses	\$ 12,750.00		

Annual ALD & Academy Sessions

\$	1,524.59	\$ 421.10	\$ 1,500.00	\$ 1,500.00	Annual Athenian Leadership Speaker Exp	\$ 1,500.00	
					ALD AV	\$ 450.00	
\$	3,529.48	\$ 7,605.32	\$ 7,000.00	\$ 4,750.00	Annual Academy Speaker Expenses	\$ 5,500.00	
			\$ 3,350.00	Annual Academy Food & Bev	\$ 4,000.00		
				Academy AV	\$ 900.00		
				Total Annual ALD & Academy Expenses	\$ 12,350.00		

\$ 9,936.80 \$ 16,187.76 \$ 17,000.00 \$ 17,927.45 Total Academy/Education Sessions \$ 25,100.00

Newport	Portland	Bend	Bend	Annual Conference	Eugene	Eugene	
			\$ 1,820.00	Audio-Visual	\$ 2,200.00		
\$	287.00	\$ 135.96	\$ 250.00	\$ 250.00	Awards	\$ 250.00	
\$	300.00	\$ 662.53	\$ 850.00	\$ 850.00	Banquet Expenses	\$ 875.00	
		\$ 433.00	\$ 500.00	\$ 500.00	Conference Chair Expense	\$ 360.00	
\$	104.24	\$ 1,000.00	\$ 1,000.00	\$ -	Conference Swag	\$ 2,500.00	Conference Bags, first-timer swag, attendee swag
			\$ 880.00	Exhibitor Tables	\$ 740.00		
\$	1,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	Future Conference Site Deposits	\$ 2,500.00	
\$	1,839.86	\$ 3,570.28	\$ 4,000.00	\$ 4,000.00	Hospitality	\$ 4,600.00	Honored Guest Conf registration, dinner, gifts.
\$	18,495.10	\$ 18,065.82	\$ 18,000.00	\$ 18,000.00	Food & Beverage	\$ 21,000.00	
					Meeting Setup	\$ 500.00	
\$	620.97	\$ 284.75	\$ 500.00	\$ 500.00	Miscellaneous	\$ 400.00	Includes conference logo
\$	-	\$ -	\$ 100.00	\$ -	Postage	\$ -	
\$	739.20	\$ 2,083.38	\$ 1,000.00	\$ 1,000.00	Welcome Reception/Special Event	\$ 1,450.00	
\$	607.15	\$ 785.00	\$ 700.00	\$ 790.00	Printing Handbook	\$ 750.00	Handbook only
\$	1,223.86	\$ 1,019.23	\$ 2,500.00	\$ 4,250.00	Speaker Expenses	\$ 6,650.00	Concurrent/Gen Academy/Future Deposits
\$	25,717.38	\$ 28,039.95	\$ 31,900.00	\$ 35,340.00	Total Annual Conference	\$ 44,775.00	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019-2020 ANNUAL BUDGET**

Proposed 2019-2020 Budget

EXPENSES

2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 Estimated ACTUAL	DESCRIPTION	2019-2020 PROPOSED	2019-2020 ADOPTED	Comments
\$ 156.00	\$ 828.00	\$ 2,030.00	\$ 2,007.90	<i>Internet/Website</i>	\$ 200.00		<i>FY 2020-2021 estimate \$2030</i>
\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	<i>IIMC Foundation Unrestricted Donation</i>	\$ 600.00		
Membership							
	\$ -	\$ 25.00	\$ -	Postage	\$ 25.00		
	\$ -	\$ 25.00	\$ -	Printing	\$ 25.00		
\$ 243.50	\$ 188.00	\$ 150.00	\$ 250.00	Supplies	\$ 250.00		<i>Name tags, dangles, etc.</i>
\$ 243.50	\$ 188.00	\$ 200.00	\$ 250.00	<i>Total Membership</i>	\$ 300.00		
Miscellaneous							
\$ 574.05	\$ 624.76	\$ 2,000.00	\$ 1,600.00	Credit Card Fees	\$ 1,800.00		
\$ -	\$ -	\$ 800.00	\$ 800.00	Tax Accountant/Bookkeeping Consultant	\$ 1,200.00		
			\$ 397.00	Annual Filing Fees & Insurance	\$ 425.00		
\$ 1,092.29	\$ 995.15	\$ 500.00	\$ 100.00	Other	\$ 300.00		<i>Condolence flowers/Misc bank fees</i>
\$ 1,666.34	\$ 1,619.91	\$ 3,300.00	\$ 2,897.00	<i>Total Miscellaneous</i>	\$ 3,725.00		
Newsletter							
\$ 36.90	\$ 18.35	\$ 25.00	\$ -	Postage	\$ -		
\$ 24.32	\$ 4.03	\$ 25.00	\$ 25.58	Advertiser Printing & Postage	\$ 50.00		
\$ 5.65	\$ 2.53	\$ 50.00	\$ -	Supplies	\$ -		
\$ 66.87	\$ 24.91	\$ 100.00	\$ 25.58	<i>Total Newsletter</i>	\$ 50.00		
\$ 1,335.26	\$ 1,928.30	\$ 2,200.00	\$ 1,750.00	<i>NW Clerks Institute Director</i>	\$ 2,200.00		<i>1/3 share of IIMC travel reimbursement; Mid-Year reg. & Conf registration and lodging</i>
Office Supplies							
	\$ 20.00	\$ 50.00	\$ 20.00	Postage	\$ 50.00		
\$ 21.60	\$ 24.48	\$ 50.00	\$ 14.00	Supplies/Stationary/Envelopes/etc.	\$ 50.00		
\$ 80.00	\$ 0.05	\$ 100.00	\$ 49.00	Miscellaneous	\$ 100.00		
\$ 101.60	\$ 44.53	\$ 200.00	\$ 83.00	<i>Total Office Supplies</i>	\$ 200.00		

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019-2020 ANNUAL BUDGET**

Proposed 2019-2020 Budget

EXPENSES

2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 Estimated ACTUAL	DESCRIPTION	2019-2020 PROPOSED	2019-2020 ADOPTED	Comments
Officers Expenses							
<i>1st Vice President</i>							
\$ 2,004.62	\$ 1,565.15	\$ 2,000.00	\$ -	IIMC Conference	\$ 2,000.00		Travel and lodging only
<i>2nd Vice President</i>							
\$ 287.50	\$ 108.56	\$ 500.00	\$ 240.00	Future Conference Site Tours	\$ 500.00		Portland, Seaside, Beaverton, Astoria (Reg 1 & 2)
<i>Director - Region IX</i>							
\$ 1,090.00	\$ 1,259.12	\$ 1,135.00	\$ 1,250.00	Region IX, IIMC, Meetings, Assmnt, Etc.	\$ 1,350.00		Outgoing Reg IX Dir Gift (\$100), Reg IX Assessment (\$5 per member)
<i>President</i>							
\$ 2,823.16	\$ 2,421.16	\$ 2,500.00	\$ 2,531.21	IIMC Annual Conference	\$ 2,600.00		
\$ 810.52	\$ 1,193.85	\$ 1,550.00	\$ 1,000.00	OAMR Representation (President)	\$ 500.00		Other non-Reg IX meetings, such as OCCMA.
\$ 3,290.35	\$ 2,991.55	\$ 3,500.00	\$ 2,768.88	Region IX Conferences (AK,CA, WA)	\$ 3,500.00		
\$ -		\$ -		Other	\$ -		
\$ 6,924.03	\$ 6,606.56	\$ 7,550.00	\$ 6,300.09	Total President Expenses	\$ 6,600.00		
			-				
	\$ -	\$ 150.00	\$ -	OAMR Region Directors	\$ 150.00		
				OAMR Representation (LOC, other assoc)	\$ 750.00		
\$ 10,306.15	\$ 9,539.39	\$ 11,335.00	\$ 7,790.09	Total Officers Expenses	\$ 11,350.00		

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2019-2020 ANNUAL BUDGET**

Proposed 2019-2020 Budget

EXPENSES

2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 Estimated ACTUAL	DESCRIPTION	2019-2020 PROPOSED	2019-2020 ADOPTED	Comments
\$ 40.83	\$ 50.18	\$ 100.00	\$ 100.00	<i>Photography/Historian</i>	\$ 100.00		
Fundraising Expenses							
<i>Previously Raffle Expenses</i>							
\$ 181.55	\$ -	\$ 100.00		Misc	\$ 150.00		<i>2VP Discretion</i>
	\$ -	\$ -		Printing	\$ 200.00		<i>Auction Sheets</i>
	\$ -	\$ -		Prize Expense	\$ -		<i>Raffle license or big prize</i>
\$ 181.55	\$ -	\$ 100.00	\$ -	Total Fundraising Expense	\$ 350.00		
Scholarships							
\$ 12,950.00	\$ 18,650.00	\$ 10,000.00	\$ 9,175.00	IIMC Certification Programs	\$ 13,125.00		<i>21 PD @ \$625</i>
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Kathy Ishiara Scholarship	\$ 1,000.00		<i>One IIMC</i>
\$ 2,550.00	\$ 1,950.00	\$ 1,200.00	\$ 1,200.00	Mid-Year Academy	\$ 1,800.00		<i>12 scholarships @ \$150</i>
\$ 300.00	\$ 300.00	\$ 600.00	\$ 700.00	President Awards Scholarships	\$ 700.00		<i>PAD and ROY</i>
\$ 10,544.12	\$ 10,050.00	\$ 7,050.00	\$ 7,550.00	OAMR Conference/Academy Session	\$ 8,000.00		<i>16 Academy & 16 Conference</i>
\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	Marge Price Scholarship	\$ 1,000.00		<i>One IIMC</i>
\$ 2,800.00	\$ 1,201.39	\$ 1,200.00	\$ 1,150.00	Davis/Harris Scholarship	\$ -		<i>Discontinued</i>
\$ -	\$ 2,600.00	\$ 2,600.00	\$ 2,450.00	Continuation Davis/Harris Scholarship	\$ 2,600.00		<i>One remaining FY 20-21 to fund @ \$1300</i>
\$ -	\$ 10,000.00	\$ 2,000.00	\$ 2,000.00	OAMR Edu. Endowment Fund	\$ 2,000.00		
\$ 31,144.12	\$ 45,751.39	\$ 26,650.00	\$ 25,225.00	Total Scholarships	\$ 30,225.00		
\$ 81,496.40	\$ 104,802.32	\$ 95,715.00	\$ 93,996.02	Total Expenditures before Contingency	\$ 119,175.00		
\$ -		\$ 28,600.00	\$ -	Contingency	\$ 32,526.00		
\$ 81,496.40	\$ 104,802.32	\$ 124,315.00	\$ 93,996.02	TOTAL EXPENDITURES	\$ 151,701.00		
\$ 151,770.96	\$ 163,398.95	\$ 124,315.00	\$ 149,197.29	Revenues (from front page)	\$ 151,701.00		
70,274.56	58,596.63	0.00	55,201.27	ENDING FUND BALANCE	0.00		

OREGON ASSOCIATION OF MUNICIPAL RECORDERS BUDGET NARRATIVE 2019-2020

REVENUES

ACADEMY/EDUCATIONSESSIONS

- **Mid-Year Academy** – Registration fees paid by OAMR Mid-Year Academy attendees.
- **Mid-Year Athenian Leadership Dialogue (ALD)** – Registration fees paid by OAMR Mid-Year ALD attendees.
- **Annual ALD** – Registration fees paid by OAMR Annual ALD attendees.
- **Annual Academy** – Registration fees paid by OAMR Annual Conference Academy Session attendees.

ANNUAL CONFERENCE

- **Registration** – Fees paid to attend the Annual OAMR Conference.
- **Exhibitors** – Fees paid by businesses to be an exhibitor during the Annual OAMR Conference.
- **Sponsors** – Money given to OAMR to sponsor certain activities during the Mid-Year Academy and Annual Conference in exchange for advertising in conference brochures and at some events.

EDUCATION-SCHOLARSHIP FUNDRAISERS

- **Auction** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
 - **Silent Auction.** The silent auction generally consists of a smaller Thursday or Friday auction which closes after the afternoon break and larger auction during the banquet.
 - **Live Auction.** The live auction (which may or may not occur from year-to-year) is an oral competitive bidding process of larger donated items (i.e. overnight stays, trips, large baskets, high-end products such as Coach Purses) which takes place during the banquet.
- **Raffles** – Revenue earned from the sale of tickets, for various raffles which are decided on by the Special Projects/Fundraising Committee. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.
 - **Basket Raffle.** The baskets typically consist of items that have been donated by the membership or businesses through solicitation by OAMR members. Drawing for this raffle is done at the Mid-Year Academy and/or the Annual Conference.
- **Kathy Ishiara Education Fund** – Money received through private donations or the Pink Walk fundraiser and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder Kathy Ishiara who passed away in 1998 after a long battle with breast cancer.
- **Harris-Davis Scholarship Fund** – This scholarship fund was established at the 2015 Annual Conference Banquet. It funded an annual award worth three years of attendance at the Northwest Clerks Institute. The final recipient will be funded in FY 2020-21 for PD III.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.
- **Store Sales** – Money earned from the sale of OAMR logo or banquet decor items.
- **Other Fundraising** - Other fundraising has included 50/50 card cut, AmazonSmile & Fred Meyer rewards.

INTEREST

Money OAMR earns from investment of funds.

MEMBERSHIP DUES

Money received directly from payment of membership dues.

MISCELLANEOUS

Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

NEWSLETTER ADVERTISING

Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

BEGINNING FUND BALANCE

The amount of cash carry over anticipated as the beginning fund balance for the next fiscal year.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2019-2020**

EXPENDITURES

ACADEMY/EDUCATION SESSIONS

Mid-Year Expenses:

- **Mid-Year Athenian Leadership Dialogue Speaker Expense** – Speaker fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Mid-Year Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Mid-Year ALD & Academy Food & Beverage** - Meals and breaks during the Mid-Year Academy & ALD.
- **Mid-Year AV** – Audio-Visual costs for the Mid-Year ALD and Academy.

Annual ALD & Academy Expenses:

- **Annual Athenian Leadership Dialogue Speaker Expense** – Speaker fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Annual ALD AV** - Audio-Visual costs for the Annual ALD.
- **Annual Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Annual Academy Food & Beverage** - Meals and breaks during the Annual Academy.
- **Annual Academy AV** - Audio-Visual costs for the Annual Academy.

ANNUAL CONFERENCE

- **Audio-Visual** – Audio-Visual costs for the Annual Conference
- **Awards** – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President’s Award, and committee or other certificates.
- **Banquet Expenses** – Money used to decorate and buy special items for the Annual Conference Banquet, including programs, and post-banquet entertainment. (Does not include dinner costs).
- **Conference Chair Expense** – The cost of a gift for the outgoing President, installing officer, Host Recorder, and others as appropriate.
- **Conference Swag** – The cost of conference bags and small items purchased by the Special Projects/Fundraising Committee Chair, Conference Chair, or President for first-timers, and conference attendees.
- **Exhibitor Tables** – Covers cost charged by hotel for vendor/exhibitor tables with power.
- **Future Conference Site Deposits** – This line item is used to cover the deposit required for future conference sites.
- **Hospitality** – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests dinner, travel expenses, or other expenses as outlined in the finance policy.
- **Food & Beverage** – This line item is used to pay for the meals and breaks during the annual conference.
- **Meeting Setup** – Room setup fees charged by the hotel.
- **Miscellaneous** – Includes the conference log and any unanticipated conference-related expense.
- **Postage** – Conference related postage costs.
- **Welcome Reception/Special Event** – Cost of hosting the Welcome Reception and/or All-Conference event.
- **Printing Handbook** – The cost of printing and producing the Annual Conference handbook. Other conference registration materials are typically printed by members.
- **Speaker Expenses** – Speaker fees and expenses such as hotel, rental vehicle, and air fare for the concurrent sessions and General Academy Session that is included in the conference registration (Friday). Also covers deposits advanced to secure speakers for future conferences.

INTERNET/WEBSITE

Cost to maintain the OAMR Listserv and Wild Apricot website/membership management software. Listserv hosting is paid annually. The domain name registration and Wild Apricot are paid in 2-year subscriptions.

IIMC FOUNDATION DONATION

Unrestricted annual donation to the IIMC Foundation. The Foundation provides scholarships for Municipal Clerks.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2019-2020**

EXPENDITURES (cont.)

MEMBERSHIP

- **Postage** – The cost of mailing OAMR information or name tags to new members.
- **Printing** – The cost of printing items for the general membership or for new members attending the Annual Conference.
- **Supplies** – Supplies needed for such things as OAMR name tags, danglers, etc.

MISCELLANEOUS

- **Credit Card Fees** – Processing fees charged by PayPal and Square. The website credit card processing will move from PayPal to Wild Apricot Payments in 2019-2020.
- **Tax Accountant/Bookkeeping Consulting** – Accountant fees for tax preparation and filing. Also includes cost for bookkeeping/QuickBooks consultant to assist with old adjustments and new account setup.
- **Annual Filing Fees & Insurance** – Filing fees for annual state business registration and insurance coverage.
- **Other** - Any other miscellaneous expenses, such as condolence flowers and other unanticipated expenses.

NEWSLETTER

- **Postage** – consolidated below.
- **Advertiser Printing & Postage** – The cost of printing and mailing the newsletter to advertisers.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter – none budgeted.

NW CLERKS INSTITUTE DIRECTOR

Assists with the costs associated with the NCI Director's attendance at the IIMC Annual Conference and the OAMR Mid-Year and Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk's Institute, and in the adopted OAMR Finance Policy.

OFFICER SUPPLIES

- **Postage** – Used by the President, 1st and 2nd Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – Supplies such as stationery and envelopes.
- **Miscellaneous/Equipment** – Any unanticipated expense incurred by an OAMR Officer.

OFFICERS

1ST VICE PRESIDENT

- **IIMC Conference** – Event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

2ND VICE PRESIDENT

- **Future Conference Site Tours** – Covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected. *Note: The room cost should be complimentary.

REGION IX DIRECTOR

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a \$5.00 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance at the Region IX state conferences. For the years when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the Annual IIMC Conference, as outlined in OAMR's finance policy. Also covers OAMR's share of the cost of a gift for the outgoing Region IX Director in years when that occurs.

PRESIDENT

- **IIMC Annual Conference** – The cost, as outlined in the OAMR Finance Policy, for the OAMR President to attend the annual IIMC Conference. Also covers the cost of an item for the IIMC Foundation auction, if unable to obtain through donation.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2019-2020**

EXPENDITURES (cont.)

- **OAMR Representation (President)** – The costs associated with the OAMR President, or the President’s designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference, Oregon City/County Management Association Conference, Oregon Mayors Association Conference or other professional organizations or meetings as determined necessary by the President. This line item was combined with OAMR Ambassadors as they were so similar.
- **Region IX Conferences (WA, AK and CA)** – The cost, as outlined in the OAMR Expense Policy, for the President’s attendance at all Region IX state conferences, which includes complimentary registration to the Oregon Annual Conference.

REGION DIRECTORS

This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings and other supplies as necessary.

OAMR REPRESENTATION

Covers the cost for an OAMR booth at other conference, such as the League of Oregon Cities (LOC). This cost was separated from the President’s OAMR Representation.

PHOTOGRAPHY/HISTORICAL RECORDS

This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs.

FUNDRAISING EXPENSES (formerly “Raffle Expenses”)

- **Misc** – Miscellaneous fundraising expenses to be used at the discretion of the 2nd Vice President.
- **Printing** – Cost for printing materials required for fundraising, such as the auction sheets for fundraising. (Members typically print basket raffle tickets on their own.)
- **Prize Expense** – Cost for raffle license or other big prize. None budgeted for 2019-2020.

SCHOLARSHIPS

- **IIMC Certification Programs** – Scholarships will be awarded for attendance at the IIMC certification program (Professional Development) as budget allows.
- **Kathy Ishiara Scholarship** – One scholarship of \$1,000 awarded annually for a member to attend the IIMC Annual Conference in honor of Kathy Ishiara, former Medford City Recorder.
- **Mid-Year Academy Session** – Scholarships to be awarded for members’ attendance at an OAMR academy session as budget allows.
- **President Awarded Scholarships** – This represents the scholarship to the following year’s conference to the recipients of the “President’s Award of Distinction” and the “Recorder of the Year”.
- **OAMR Conference/Academy Session** – Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows.
- **Marge Price Scholarship** – One scholarship of \$1,000 awarded annually for a member to attend IIMC Annual Conference in honor of Marge Price, the “Mother” of OAMR.
- **Harris-Davis Scholarship** – This scholarship has been fulfilled.
- **Continuation Harris-Davis Scholarship** – Covers the cost for two previous Harris-Davis Scholarship recipients to complete PD II and PD III. There will be one remaining PD III to fund in FY 2020-21.

CONTINGENCY

Funds set aside to cover emergency expenses. A \$15,000 minimum amount is required by the expense policy.



OAMR BOARD REPORT

Meeting Date: September 20, 2019
Source of Item: OAMR Treasurer

Contact: Melissa Thompson-Kiefer, CMC
Contact Telephone Number: 503-368-5627
Contact E-Mail: recorder@ci.nehalem.or.us

ISSUE STATEMENT

Financial Reporting for the Fiscal Year 2018-2019 through August 31, 2019.

BACKGROUND

On March 1, 2019, Linda Galeazzi resigned from the Treasurer position and I was appointed as Interim Treasurer by the Board. My thanks to Linda for her time served as Treasurer. In May 2019, I resigned from the First Vice-President position and was appointed Treasurer.

The Mid-Year Academy was well-attended. Registration income exceeded expectation at \$11,895, and expenses were slightly over budget at \$6,410.11. The Mid-Year Athenian Leadership Dialogue registration income was \$2,175 and expenses were \$1,916.45.

It is not possible to report on the Annual Academy or Conference at this time because the total income and expenses are unknown. However, the anticipated revenue from Sponsors & Exhibitors has exceeded the budgeted amount.

Revenue from Interest, Membership Dues, Newsletter Advertising and Miscellaneous sources has exceeded the budgeted amount for the fiscal year.

Current financial reports are attached. The current fiscal year ends October 31, 2019.

ATTACHMENTS

Budget vs Actual Report – as of August 31, 2019

Profit and Loss Report – as of August 31, 2019

Balance Sheet – as of August 31, 2019

Oregon Association of Municipal Recorders Profit & Loss Budget vs. Actual

November 2018 through August 2019

	Nov '18 - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	10,225.00	9,000.00	1,225.00	113.6%
Annual Athenian Dialogue	1,030.00	1,000.00	30.00	103.0%
Mid-Year	11,895.00	10,000.00	1,895.00	119.0%
Mid-Year Athenian Dialogue	2,175.00	2,000.00	175.00	108.8%
Total Academy/Education Session	25,325.00	22,000.00	3,325.00	115.1%
Annual Conference Revenue				
Exhibitors	1,225.00	3,500.00	-2,275.00	35.0%
Registration	31,385.00	27,000.00	4,385.00	116.2%
Sponsors	4,500.00	5,000.00	-500.00	90.0%
Total Annual Conference Revenue	37,110.00	35,500.00	1,610.00	104.5%
Cash Carried Forward	59,096.63	42,065.00	17,031.63	140.5%
Education/Scholarships				
Auction	842.00	3,000.00	-2,158.00	28.1%
Donations General	173.66	1,000.00	-826.34	17.4%
Kathy Ishiara Education Fund	275.00	1,000.00	-725.00	27.5%
Other Fundraising	45.55	1,700.00	-1,654.45	2.7%
Raffle	1,028.00	3,000.00	-1,972.00	34.3%
Special Scholarship	0.00	1,000.00	-1,000.00	0.0%
Store Sales	0.00	0.00	0.00	0.0%
Education/Scholarships - Other	5.00	0.00	5.00	100.0%
Total Education/Scholarships	2,369.21	10,700.00	-8,330.79	22.1%
Interest Income	901.29	350.00	551.29	257.5%
Membership Dues	13,430.00	12,400.00	1,030.00	108.3%
Miscellaneous	5,290.17	500.00	4,790.17	1,058.0%
Newsletter Advertising	800.00	800.00	0.00	100.0%
Total Income	144,322.30	124,315.00	20,007.30	116.1%
Gross Profit	144,322.30	124,315.00	20,007.30	116.1%
Expense				
Academy/Education Sessions				
Annual Athenian Dialogue	0.00	1,500.00	-1,500.00	0.0%
Conference Academy	1,500.00	7,000.00	-5,500.00	21.4%
Mid-Year Academy	6,410.11	6,000.00	410.11	106.8%
Mid-Year Athenian Dialogue	1,916.45	2,500.00	-583.55	76.7%
Total Academy/Education Sessions	9,826.56	17,000.00	-7,173.44	57.8%
Annual Conference Expenses				
Awards	194.55	250.00	-55.45	77.8%
Banquet Expenses	0.00	850.00	-850.00	0.0%
Conference Chair Expense	0.00	500.00	-500.00	0.0%
Food & Beverage/Site fees	5,000.00	18,000.00	-13,000.00	27.8%
Freebies/Conference Bags	0.00	1,000.00	-1,000.00	0.0%
Future Conference Site Deposits	0.00	2,500.00	-2,500.00	0.0%
Hospitality	585.94	4,000.00	-3,414.06	14.6%
Miscellaneous Conference Exp	300.00	500.00	-200.00	60.0%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	296.30	1,000.00	-703.70	29.6%
Print-Conference	0.00	700.00	-700.00	0.0%
Speaker Expenses	0.00	2,500.00	-2,500.00	0.0%
Total Annual Conference Expenses	6,376.79	31,900.00	-25,523.21	20.0%
Contingency	0.00	28,600.00	-28,600.00	0.0%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	100.00	-100.00	0.0%
Printing	0.00	0.00	0.00	0.0%
Raffle Expenses - Other	0.00	0.00	0.00	0.0%
Total Raffle Expenses	0.00	100.00	-100.00	0.0%
Total Fundraising Expenses	0.00	100.00	-100.00	0.0%
IIMC FNDN Unrestricted Donation	600.00	600.00	0.00	100.0%
Internet/Website	2,007.90	2,030.00	-22.10	98.9%
Membership Expenses				
Postage-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	34.00	150.00	-116.00	22.7%
Total Membership Expenses	34.00	200.00	-166.00	17.0%
Miscellaneous Expenses				
Tax Accountant	800.00	800.00	0.00	100.0%
Square and PayPal Fees	910.73	2,000.00	-1,089.27	45.5%
Miscellaneous Expenses - Other	495.99	500.00	-4.01	99.2%
Total Miscellaneous Expenses	2,206.72	3,300.00	-1,093.28	66.9%

Oregon Association of Municipal Recorders Profit & Loss Budget vs. Actual

November 2018 through August 2019

	Nov '18 - Aug 19	Budget	\$ Over Budget	% of Budget
Newsletter				
Postage-Newsletter	0.00	25.00	-25.00	0.0%
Printing-Newsletters	25.58	25.00	0.58	102.3%
Supplies-Newsletters	0.00	50.00	-50.00	0.0%
Total Newsletter	25.58	100.00	-74.42	25.6%
NW Clerks Institute Director	557.47	2,200.00	-1,642.53	25.3%
Officer Supplies				
Misc/Equipment-Officers	49.00	100.00	-51.00	49.0%
Postage-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	14.00	50.00	-36.00	28.0%
Total Officer Supplies	63.00	200.00	-137.00	31.5%
Officers Expenses				
1st Vice Pres-IIMC Confrence	0.00	2,000.00	-2,000.00	0.0%
2nd Vice Pres Conf. Site Tours	238.96	500.00	-261.04	47.8%
Director Region IX	1,250.00	1,135.00	115.00	110.1%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	2,532.21	2,500.00	32.21	101.3%
OAMR Representation-President	0.00	1,550.00	-1,550.00	0.0%
Region IX Conferences-President	2,768.88	3,500.00	-731.12	79.1%
Total President's Expenses	5,301.09	7,550.00	-2,248.91	70.2%
Total Officers Expenses	6,790.05	11,335.00	-4,544.95	59.9%
Photography/Historian	0.00	100.00	-100.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Scholarships				
Cont. Davis/Harris Scholarship	2,450.00	2,600.00	-150.00	94.2%
Davis/Harris Scholarship	1,150.00	1,200.00	-50.00	95.8%
IIMC Certification Programs	9,175.00	10,000.00	-825.00	91.8%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,200.00	1,200.00	0.00	100.0%
OAMR Conference/Academy Session	7,550.00	7,050.00	500.00	107.1%
OAMR Edu. Endowment Fund	2,000.00	2,000.00	0.00	100.0%
President Awards Scholarship	700.00	600.00	100.00	116.7%
Total Scholarships	25,225.00	26,650.00	-1,425.00	94.7%
Total Expense	53,713.07	124,315.00	-70,601.93	43.2%
Net Ordinary Income	90,609.23	0.00	90,609.23	100.0%
Other Income/Expense				
Other Income				
Donations for Fundraising	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Donations-Conference Expenses	0.00	0.00	0.00	0.0%
Donations used in Fundraising	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	90,609.23	0.00	90,609.23	100.0%

Oregon Association of Municipal Recorders

Profit & Loss

09/02/19

November 2018 through August 2019

Accrual Basis

	<u>Nov '18 - Aug 19</u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	10,225.00
Annual Athenian Dialogue	1,030.00
Mid-Year	11,895.00
Mid-Year Athenian Dialogue	2,175.00
	<hr/>
Total Academy/Education Session	25,325.00
Annual Conference Revenue	
Exhibitors	1,225.00
Registration	31,385.00
Sponsors	4,500.00
	<hr/>
Total Annual Conference Revenue	37,110.00
Cash Carried Forward	59,096.63
Education/Scholarships	
Auction	842.00
Donations General	173.66
Kathy Ishiara Education Fund	275.00
Other Fundraising	45.55
Raffle	1,028.00
Education/Scholarships - Other	5.00
	<hr/>
Total Education/Scholarships	2,369.21
Interest Income	901.29
Membership Dues	13,430.00
Miscellaneous	5,290.17
Newsletter Advertising	800.00
	<hr/>
Total Income	144,322.30
	<hr/>
Gross Profit	144,322.30
Expense	
Academy/Education Sessions	
Conference Academy	1,500.00
Mid-Year Academy	6,410.11
Mid-Year Athenian Dialogue	1,916.45
	<hr/>
Total Academy/Education Sessions	9,826.56
Annual Conference Expenses	
Awards	194.55
Food & Beverage/Site fees	5,000.00
Hospitality	585.94
Miscellaneous Conference Exp	300.00
Pres. Reception/Special Event	296.30
	<hr/>
Total Annual Conference Expenses	6,376.79
IIMC FNDN Unrestricted Donation	600.00
Internet/Website	2,007.90
Membership Expenses	
Supplies-Memberships	34.00
	<hr/>
Total Membership Expenses	34.00
Miscellaneous Expenses	
Tax Accountant	800.00
Square and PayPal Fees	910.73
Miscellaneous Expenses - Other	495.99
	<hr/>
Total Miscellaneous Expenses	2,206.72

Oregon Association of Municipal Recorders

Profit & Loss

09/02/19

November 2018 through August 2019

Accrual Basis

	<u>Nov '18 - Aug 19</u>
Newsletter	
Printing-Newsletters	25.58
Total Newsletter	25.58
NW Clerks Institute Director	557.47
Officer Supplies	
Misc/Equipment-Officers	49.00
Supplies-Officers	14.00
Total Officer Supplies	63.00
Officers Expenses	
2nd Vice Pres Conf. Site Tours	238.96
Director Region IX	1,250.00
President's Expenses	
IIMC Conference-President	2,532.21
Region IX Conferences-President	2,768.88
Total President's Expenses	5,301.09
Total Officers Expenses	6,790.05
Scholarships	
Cont. Davis/Harris Scholarship	2,450.00
Davis/Harris Scholarship	1,150.00
IIMC Certification Programs	9,175.00
Kathy Ishiara Scholarship	1,000.00
Mid-Year Academy Scholarship	1,200.00
OAMR Conference/Academy Session	7,550.00
OAMR Edu. Endowment Fund	2,000.00
President Awards Scholarship	700.00
Total Scholarships	25,225.00
Total Expense	53,713.07
Net Ordinary Income	90,609.23
Net Income	90,609.23

Oregon Association of Municipal Recordors

Balance Sheet

09/02/19

As of August 31, 2019

Accrual Basis

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
U S Bank	40,407.57
LGIP	44,561.85
Total Checking/Savings	<u>84,969.42</u>
Accounts Receivable	
Accounts Receivable	108.35
Total Accounts Receivable	<u>108.35</u>
Other Current Assets	
Undeposited Funds	5,181.46
Total Other Current Assets	<u>5,181.46</u>
Total Current Assets	<u>90,259.23</u>
TOTAL ASSETS	<u>90,259.23</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	-350.00
Net Income	90,609.23
Total Equity	<u>90,259.23</u>
TOTAL LIABILITIES & EQUITY	<u>90,259.23</u>

OAMR BUSINESS MEETING REPORT



RESOLUTION NO. 2019-02

A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

Meeting Date: September 20, 2019
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City of Cottage Grove
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

ISSUE STATEMENT

Adopt Resolution No. 2019-02, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recordors.

BACKGROUND

Resolution No. 2019-02, a Resolution authorizing 2019-2020 OAMR President Kathy Payne, MMC, OAMR Treasurer Melissa Thompson-Kiefer, CMC, or in their absence, 2019-2020 OAMR First Vice President Marina Baker, to sign on behalf of OAMR orders for payment or withdrawal of money.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

MEMBERSHIP OPTIONS

The membership may adopt the above-noted Resolution No. 2019-02 as presented; as amended; or take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Motion to adopt Resolution No. 2019-02, a Resolution authorizing 2019-2020 OAMR President Kathy Payne, MMC, OAMR Treasurer Melissa Thompson-Kiefer, CMC, or in their absence, 2019-2020 OAMR First Vice President Marina Baker, to sign on behalf of OAMR orders for payment or withdrawal of money.

SUGGESTED MOTION

Motion to adopt Resolution No. 2019-02, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recordors.

ATTACHMENTS

- A. Resolution No. 2019-02

RESOLUTION NO. 2019-02

**A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES
ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS**

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the Oregon Association of Municipal Recordors (OAMR), orders for payment or withdrawal of money: 2019-20 OAMR President Kathy Payne, MMC, OAMR Treasurer Melissa Thompson-Kiefer, CMC, or in their absence, 2019-20 OAMR First Vice-President Marina Baker.

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of the Oregon Association of Municipal Recordors.

SECTION 2. All prior authorizations are superseded.

SECTION 3. Any designated depository ("Bank") of the Oregon Association of Municipal Recordors is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the association when bearing the signatures of the persons listed in Section One of this resolution. The Bank is authorized and directed to honor and to charge the association for such checks, drafts, or other orders for the payment of money, duly certified to and filed with the Bank by the OAMR Treasurer or other officer of the association.

SECTION 4. This Resolution takes effect upon signing by the President of OAMR.

SIGNED and APPROVED this _____ day of September, 2019.

Nicole Morris, MMC, OAMR President

ATTEST:

Trudy J. Borrevik, CMC, OAMR Secretary



OAMR BOARD REPORT

2nd Vice President Board Report

Meeting Date: September 20, 2019
Source of Item: 2nd Vice President

Contact: Marina Baker, 2nd Vice President
Contact Telephone Number: 503.929.9899
Contact E-Mail: marina.baker@multco.us

ISSUE STATEMENT

This is an information item only.

BACKGROUND

The 2020 OAMR Mid-Year and Annual Conference is scheduled to take place in the Valley River Inn in Eugene. The hotel is ready to accept room reservations. I began planning and organizing 2020 activities with the hotel contact. Any actions taken before the meeting will be given in a verbal update. I'm looking forward to the upcoming year!

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

REGION I REPORT

Meeting Date: September 20, 2019
Source of Item: Region I Director

Contact: Dawne Shaw, CMC
Contact Telephone Number: 503-861-0823
Contact E-Mail: cityrecorder@ci.warrenton.or.us

ISSUE STATEMENT

This item is informational only.

BACKGROUND

Region I members met for a summer lunch at Camp 18 in Elsie, just outside of Seaside. Due to the busy summer season only a few of us could get away, but we had a good time. It was nice to introduce our newest Region I member, Lindsay Duarte of Warrenton. She enjoyed getting to meet some of her fellow Region members! Cynthia Alamillo shared proposed plans for Manzanita's new City Hall. It was quite impressive! We will be getting together again in December; date and location to be determined.



RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

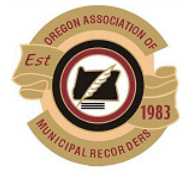
None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: September 21, 2018
Source of Item: Region II

Contact: Angie Lanter, MMC, City of Banks
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

INFORMATION ONLY

NEWS

Region II welcomed many new members this past year!

- Claudia Cisneros, Assistant City Recorder – City of Oregon City of Banks
- John-Paul Miller, Records Manager – City of Lake Oswego
- Dennis Durham, City Manager – City of Carlton
- Aimee Amerson, Community & Economic Development Coordinator – City of Carlton
- Christy Martinez, Director of Administrative Services/City Recorder – City of Carlton
- Natasha Johnson, City Clerk – City of Amity
- Joshua Davis, Confidential Administrative Assistant – City of Canby
- Patty Ringnalda, City Recorder – City of Dayton
- Katie Corgan, Records Technician – City of Sherwood

Congratulations to the City of Cornelius.....2019 All-American City Award Recipients!





OAMR BUSINESS MEETING REPORT

Meeting Date: September 20, 2019
Source of Item: Region III

Contact: Karin Johnson, MMC
Contact Telephone Number: 503-838-1212
Contact E-Mail: kjohnson@ci.independence.or.us

INFORMATION REPORT:

Region III is a large region, consisting of 56 members from Benton, Linn, Lincoln, Marion and Polk counties. We welcomed new member(s): Taylor Smoker, Dallas; Jamie Ward, Falls City; Carol Canham Terrill, Halsey; Megan George and Denise Nanke, LOC; Randi Meadors, Donald.

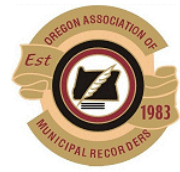
Trainings:

The city of Monmouth hosted a Notary Public training in December, 2018.

Conference:

Region III is hard at work for its basket for Conference: Stargazing in Region III. We will have all the things needed to watch the stars – including an overnight stay in Lincoln City!

Thank you to everyone in the Region for your dedication to OAMR.



OAMR BOARD REPORT

Meeting Date: September 20, 2019
Source of Item: Region IV

Contact: Sammy Egbert
Contact Telephone Number: 541-682-7852
Contact E-Mail: sammy.egbert@ci.coburg.or.us

BACKGROUND

Region IV covers Douglas and Lane County and currently has 27 active OAMR members. Proudly three of the members are MMC and eight are CMC.

Region IV will be meeting in December for our lunch and ornament exchange. At that time, we will discuss training opportunities for 2020 and choose a theme for the 2020 Raffle Basket. This year's Raffle Basket "Picnic under the STARS" has a lot of fun great items. Thank you for everyone's contributions and tremendous teamwork that resulted in such a terrific basket!

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

Information update only.

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

REGION VII

Meeting Date: September 20, 2019
Source of Item: Region VII

Contact: Nancy Parker
Contact Telephone Number: 541-566-3862
Contact E-Mail: nancy@cityofathena.com

ISSUE STATEMENT

This is the Region VII report for September 20, 2019 and is for informational purposes only.

BACKGROUND

MEMBERS OF REGION VII:

Donna Grimes, Adams; Pam Rosenbalm, Arlington; Michelle Fox & Nancy Parker, Athena; Katie LaFavor, Baker City; Dawn Crafts, Burns; Donna Lewis, Cove; Hilary Wilhelm & Terri Moore, Elgin; Lacey McQuead, Enterprise; Valerie Russell, Haines; Salli Hysell, Halfway; Lilly Alarcon-Strong, Hermiston; Jennifer Peterson, City of Huntington; Jessica-Jo Hoffman, Irrigon; Karen Howton, Island City; Belinda Buswell, Joseph; Kayla Nichols, La Grande; Toni Clary, Lostine; Leanne Steadman, Milton-Freewater; Dorothy Jordan, Monument; Tami Kowing, Mt. Vernon; Marla Roberts, Nyssa; Tori Barnett, Ontario; Donna Biggerstaff, Pendleton; Teri Bacus, Pilot Rock; Nanci Sandoval, Umatilla; Donna Neumann, Ukiah; and Sheila Jasperson, Weston.

We are pleased to welcome Donna Grimes, Katie LaFavor and Julie Peterson to our Region. They have each provided a short bio to help us become better acquainted with them.

Jennifer writes:

Hi all! I am the new City Recorder for the City of Huntington. I was raised in Baker City and went to BMCC in Pendleton where I got an Associate's Degree in General Studies. I couldn't decide what I wanted to be when I grew up so I couldn't choose a major ☺. BMCC is also where I met my wonderful husband, Carl. We moved to Huntington about 3 years ago because we have a strong network of very good friends here in town and we are both small town people. We love motorsports and go the Weiser Sand Dunes to ride dirt bikes and side by sides every chance we get. One major perk of Huntington is that if we cannot make the trip all the way to Weiser, we can just hop in the side by side and cruise up the hill and out of town and ride around for hours. We are also avid College Football/Basketball fans, GO DUCKS!! I started at the City this past June and I am very excited about my new job. I look forward to learning all that I can about the job and how I can best help my community.

Katie tells us: I am new to Baker City and new to the City Recorder world. I was raised just outside of Chicago and moved to Portland, Oregon almost 15 years ago. I spent the last 10.5 years supporting the Director of Oregon Department of Environmental Quality. My husband and I had been wanting to make a change, when we seized the opportunity to move to Baker City, where we have a wonderful circle of friends. We felt Baker City perfectly met our needs of a great community with abundant outdoor activities. Whether it be riding motorcycles, hitting the reservoir for a swim or taking out our side-by-side to do a little off-roading, Baker City never disappoints. I am very excited to be in this new role and I look forward to meeting all of you and continuing my role in public service.

Donna shares: As of April 1, 2019, I am the new City Recorder for Adams, Oregon. I was born at the Alameda Naval Air Station Hospital in Oakland, California and moved from Pomona, California to Pendleton, Oregon in June of 1966. I graduated from Pendleton High School and attended Blue Mountain Community College.

I was married on December 22, 1973 and my husband David and I have lived at the same address since October 1974. We have raised three boys and have three grandchildren-two boys and a girl.

My family hosted a sheepdog trial in Athena, Oregon at the Caledonian Games for 25 years and I did some trialing. For about ten years I was part of a “Western Show” that performed for the Columbia River Cruises. My part of the show dealt with the Sheep Industry in our area and I was able to work my dogs and pass on some of the local culture. I would load up about six head of sheep and drive to Pendleton where we performed in the Round-Up Pavilion once a week during the ‘cruise’ season. It was great fun and I meet so many interesting people from all over the world.

Horses are a big part of my life and we have raised several good ones. They were used on the ranch where my husband worked for 32 years before retiring to his second career working with Agriculture Students at Blue Mountain Community College. We have been volunteers at the Pendleton Round-Up for over 40 years and it is the biggest event of the year for our family. Our sons have been volunteers for over 30 years and the grandsons are following in the family tradition.

This job has been a challenge, but I am getting the upper hand now. I have been very lucky to have great resources nearby.

Exciting news from Hermiston: They just launched the WORC Program which will provide subsidized taxi ride vouchers for people who live and work in Hermiston, Stanfield and Umatilla to go back and forth from work. The cost of taxi rides will be paid for 64% by the state-shared payroll taxes received by the City, and 36% by the riders themselves. No direct City of Hermiston subsidy would be included in this program. Rides are between \$2.50 to \$9.00. For more information or additional details contact Lilly Alarcon-Strong <lalarcon@hermiston.or.us>

It is always a privilege to share ideas and work with the members in Region VII, who are an awesome bunch!

We look forward to another great OMAR Conference.



OAMR BUSINESS MEETING REPORT

Audit Committee

Meeting Date: September 20, 2019
Source of Item: Audit Committee

Contact: Angie Lanter, MMC
Contact Telephone Number: 503.324.5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The annual report of the Audit Committee is submitted for information.

BACKGROUND

The Audit Committee met on November 9th, 2018 for the purpose of conducting the annual audit. Per the OAMR Bylaws, the audit report is due to the OAMR Board at its Mid-Year meeting. Due to unforeseen circumstances, the audit report was presented to the OAMR Board via an E-meeting on May 9, 2019 and a copy of the report was included in Summer Newsletter. A complete copy is attached (Attachment A).

The Audit Committee is comprised of members Angie Lanter, MMC, City of Banks; Dale Shafer, City of Nehalem; Debbie Bernard, City of Willamina, Nancy Parker, CMC, City of Athena, Linda Galeazzi, CMC, Cheriots and Treasurer Melissa Thompson-Kiefer CMC, City of Nehalem. They are to be commended for their diligent work on this committee.

RELATED POLICIES/BUDGET CONSIDERATIONS

Recommendations from the Audit Committee were discussed and approved by the Board.

MEMBERSHIP OPTIONS

No action required.

CHAIR OR DIRECTOR'S RECOMMENDATION

No action required.

SUGGESTED MOTION

None needed.

ATTACHMENTS

- A. Annual Audit Report, FYE 10-31-2018



OAMR BOARD REPORT

Meeting Date: E-meeting April 2019
Source of Item: Audit Committee

Contact: Angie Lanter, MMC
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The audit for FYE October 31st, 2018 is submitted for Board review and approval.

BACKGROUND

An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. The financial statements should present fairly the financial position of the Association's activities and the respective changes in financial position and cash flows.

The Audit Committee is comprised of members Angie Lanter, MMC, City of Banks; Dale Shafer, City of Nehalem; Debbie Bernard, City of Willamina, Nancy Parker, CMC, City of Athena, Linda Galeazzi, CMC, Cherriots and Interim Treasurer Melissa Thompson-Kiefer CMC, City of Nehalem.

RELATED POLICIES/BUDGET CONSIDERATIONS

OAMR Bylaws: The audit is to be performed as soon as practical after the fiscal year end, with a report to be made to the Board at its Mid-Year meeting. After Board review, the report will be forwarded to the Newsletter Committee for inclusion in the next edition.

OAMR Finance Policy: Referred to during course of audit.

Budget Narratives, 2017-2018: Referred to during course of audit.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31st, 2018, on November 9th, 2018 at the OAMR Board Meeting held at the City of Tualatin. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget v. actual statement. This was a brief review, as few months earlier, Karin Johnson, MMC, City of Independence, and Angie Lanter, MMC, City of Banks did a thorough review of the books at the request of the OAMR Board, when Melissa Thompson-Kiefer, CMC, City of Nehalem took over the Treasurer position from Kimberlyn Collins, City of Phoenix.

In our opinion, the financial statements present fairly the financial position of the Association's activities, and the respective changes in financial position and cash flows. See accompanying notes and recommendations:

1. Financial notes:

- A. Total actual revenues exceeded budgeted totals.
- B. While a few expense categories exceeded the budgeted amounts, total expenditures were significantly under the total budget.
- C. The Audited Ending Fund Balance is \$58,746.63, ensuring that this year's (2018-2019) contingency line item is fully funded.

2. Policy Considerations:

- A. None at this time.

OTHER

The Audit Committee wishes to thank Melissa Thompson-Kiefer, CMC for taking on the Interim Treasurer position once again. The books were well-managed, and all requested documentation was provided. Your willingness to serve OAMR in this capacity until a replacement or another solution is greatly appreciated.

BOARD OPTIONS

1. Approval of Audit Report for FYE October 31st, 2018 as presented, and the Committee recommendations as presented; or
2. Approval of Audit Report for FYE October 31st, 2018, and denying one or more of the Committee recommendations; or
3. Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Committee recommends Option 1.

SUGGESTED MOTION

"I move to approve the Audit Report for FYE October 31st, 2018 and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Profit & Loss/Budget V. Actual Report, November 1, 2017- October 31, 2018.

Oregon Association of Municipal Recordors
Profit & Loss
November 2017 through October 2018

	Nov '17 - Oct 18
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	12,775.00
Annual Athenian Dialogue	1,265.00
Mid-Year	9,000.00
Mid-Year Athenian Dialogue	2,550.00
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Total Academy/Education Session	25,590.00
Annual Conference Revenue	
Exhibitors	3,237.50
Registration	32,472.75
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Sponsors	5,750.00
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Total Annual Conference Revenue	41,460.25
Cash Carried Forward	70,263.33
Education/Scholarships	
Auction	5,866.50
Donations- General	288.61
Kathy Ishiara Education Fund	1,075.00
Other Fundraising	1,826.04
Raffle	2,576.00
Store Sales	40.00
	<hr/>
Total Education/Scholarships	11,472.15
Interest Income	974.42
Membership Dues	11,135.00
Miscellaneous	1,303.80
	<hr/>
Newsletter Advertising	1,200.00
	<hr/>
Total Income	163,398.95
Gross Profit	163,398.95
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	421.10
Conference Academy	7,605.32
Mid-Year Academy	5,864.81
Mid-Year Athenian Dialogue	2,296.53
	<hr/>
Total Academy/Education Sessions	16,187.76
Annual Conference Expenses	
Awards	135.96
Banquet Expenses	662.53
Conference Chair Expense	433.00
Food & Beverage/Site fees	18,065.82
Freebies/Conference Bags	1,000.00
Hospitality	3,570.28
Miscellaneous Conference Exp	284.75
Pres. Reception/Special Event	2,083.38
Print-Conference	785.00
Speaker Expenses	1,019.23
	<hr/>
Total Annual Conference Expenses	28,039.95
IIM C FNDN Unrestricted Donation	600.00
Internet/Website	828.00
Membership Expenses	
Supplies-Memberships	188.00
	<hr/>
Total Membership Expenses	188.00

Oregon Association of Municipal Recordors
Profit & Loss
November 2017 through October 2018

	Nov '17 - Oct 18
Miscellaneous Expenses	
Square and PayPal Fees	624.76
Miscellaneous Expenses - Other	995.15
Total Miscellaneous Expenses	1,619.91
Newsletter	
Postage-Newsletter	18.35
Printing-Newsletters	4.03
Supplies-Newsletters	2.53
Total Newsletter	24.91
NW Clerks Institute Director	1,928.30
Officer Supplies	
Miso/Equipment-Officers	0.05
Postage-Officers	20.00
Supplies-Officers	24.48
Total Officer Supplies	44.53
Officers Expenses	
1st Vice Pres-IIMC Conference	1,565.15
2nd Vice Pres Conf. Site Tours	108.56
Director Region IX	1,259.12
President's Expenses	
IIMC Conference-President	2,421.16
OAMR Representation-President	1,193.85
Region IX Conferences-President	2,991.55
Total President's Expenses	6,606.56
Total Officers Expenses	9,539.39
Photography/Historian	50.18
Reconciliation Discrepancies	0.00
Scholarships	
Cont. Davis/Harris Scholarship	2,600.00
Davis/Harris Scholarship	1,201.39
IIMC Certification Programs	18,650.00
Kathy Ishiara Scholarship	1,000.00
Mid-Year Academy Scholarship	1,950.00
OAMR Conference/Academy Session	10,050.00
OAMR Edu. Endowment Fund	10,000.00
President Awards Scholarship	300.00
Total Scholarships	45,751.39
Total Expense	104,802.32
Net Ordinary Income	58,596.63
Other Income/Expense	
Other Income	
Donations for Fundraising	5,650.71
Total Other Income	5,650.71
Other Expense	
Donations-Conference Expenses	275.00
Donations used in Fundraising	5,375.71
Total Other Expense	5,650.71
Net Other Income	0.00
Net Income	58,596.63



OAMR BOARD REPORT

Bylaws Committee

Meeting Date: September 20, 2019
Source of Item: Bylaws Committee Report

Contact: Aubrey Minear, Bylaws Committee Chair
Contact Telephone Number: 503-681-6269
Contact E-Mail: Aubrey.minear@hillsboro-oregon.gov

ISSUE STATEMENT

The Bylaws Committee has had a quiet year. The 2018-19 Bylaws Committee members are: Chair Aubrey Minear, Anna Ruggles, CMC, Carol Weir, MMC, Dale Shafer, OAMR Past President, and Abigail Donowho.

BACKGROUND

The Committee members were given the Bylaws for review in order to perform the duties outlined in the responsibilities section of the Bylaws Committee Work Description. No changes were proposed.

RELATED POLICIES/BUDGET CONSIDERATIONS

No policy or budget considerations are requested at this time.

BOARD OPTIONS

No action from the board is requested at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations are being made at this time.

ATTACHMENTS

None



OAMR BOARD REPORT

City Recorder's Procedure Manual Committee

Meeting Date: September 20, 2019
Source of Item: CRPM Committee

Contact: Angie Lanter, MMC, City of Banks
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The purpose of this report is to update membership on items being worked on by the City Recorder's Procedure Manual Committee.

BACKGROUND

The 2018-2019 City Recorder's Procedure Manual Committee (Committee) members are:

- Angie Lanter, MMC, City of Banks (Chair);
- Colleen Riggs, City of Cannon Beach;
- Devree Leymaster, CMC, City of Fairview;
- Carol Weir, MMC, City of Rogue River;
- Sally Moore, Port of Cascade Locks;
- Teri Bacus, Pilot Rock;
- Lori Lesmeister, City of North Plains;
- Terri Michel, City of Rockaway Beach

This Committee is responsible for ensuring that the manual is kept up to date with current information, guidelines and resources. We monitor the OAMR list serve to ensure pertinent issues and concerns are answered in the Manual.

This Committee is currently reviewing the manual to ensure that the most up to date information is listed, and will continue to monitor for changes, and make updates as needed.

I have had the pleasure of chairing this committee for the past 4 years. I am stepping down as chair, and Lori Lesmeister will be the new chair. As always, the CRPM Committee welcomes suggestions on areas of the manual that should be addressed for updates.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

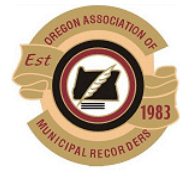
N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

N/A



OAMR BOARD REPORT

Meeting Date: September 20, 2019
Source of Item: Conference Committee

Contact: Marina Baker, 2nd Vice President
Contact Telephone Number: 503.929.9899
Contact E-Mail: marina.baker@multco.us

STATEMENT

The Conference Committee is responsible for planning the annual Academy and Conference in Bend 2019.

BACKGROUND

The 2018-19 Conference Committee has 48 members that have worked hard to make the 2019 Annual Conference, in Bend, one of the best with excellent educational sessions and various activities that support the conference. I have had great Sub-Committee Chairs who have made my job much easier; each with their own team that all came together to make this conference a success. I am grateful to them for the amount of hard work it has taken to make this conference successful. Thank you!

The members are as follows:

Amy Aschenbrenner, Milwaukie

AJ Ripka, Springfield

Amy Sowa, Roseburg

Angela Watson, Jacksonville

Angie Lanter, Banks

Anna Ruggles, Forest Grove

Bonnie Pickett, Shady Cove

Carla Holzworth, Corvallis

Carol Weir, Rogue River

Cathy Nelson, Waterloo

Colleen Riggs, Cannon Beach

Dawn Russ, Glendale

Dawne Shaw, Warrenton

Deanna Casey, Central Point

Debbie Bernard, Willamina

Debby Roth, Cornelius

Gloria Tucker, Newport

Heather Pierson, Woodburn

Kailin Honea, Rogue River

Kara Kerpan, Happy Valley

Karen Howton, Island City

Karen Spoons, Medford

Karin Johnson, Independence

Kayla Duddy, Bend

Kerry Prosser, Sisters

Kitty Vodrup, Junction City

Linda Galeazzi, Cherriots

Lisa Figueroa, Toledo

Marilyn Place, Cascade Locks

Marla Roberts, Nyssa

Melissa Bisset, McMinnville

Melissa Thompson-Kiefer, Nehalem

Michele Eldridge, Harrisburg

Michelle Fox, Athena

Nancy Parker, Athena

Peggy Hawker, Newport

Phyllis Bolman, Monmouth

Robyn Christie, Bend

Ruth Ann Stellmacher, Salem

Salli Hysell, Halfway

Sheila Jaspersen, Weston

Stacie Cook, Mill City

Stephanie Borst, Vernonia

Susan Reeves, Scappoose

Teri Bacus, Pilot Rock

Terri Michel, Rockaway Beach

Tori Barnett, Ontario

Trudy Borrevik, Cottage Grove

Peggy Hawker, Education Chair, and her team have done an outstanding job on the sessions being presented this year.

We have modified our traditional conference schedule to provide an unprecedented opportunity to earn up to nine educational points toward certification, as well as additional opportunities for getting to know fellow OAMR members.

The 2019 Conference will kick off on Wednesday, September 18, with an Academy Session presented by David Rabiner on leadership. This session is bound to be full of tools to help us grow as leaders. Following the Academy, President Nicole Morris, MMC, will greet everyone at the Welcome Reception. A fun and casual All-Conference Event – Dinner & Trivia at a brewery in Bend – will follow the Welcome Reception. These are great networking opportunities, and we encourage everyone to attend.

Our annual Pink Walk is taking a slightly different route this year. Everyone who signs up will be given a pedometer and asked to track your steps throughout the conference. The more you walk, the better your chances to win a beautiful pink Coach purse! As always, this event benefits a \$1000 scholarship that goes to one lucky member planning to attend IIMC.

We will have our opening ceremonies Thursday morning, followed by a keynote by Bob Wells and Dave Johnson of Chicken Lips. We will host concurrent sessions in the morning and afternoon. In addition, we will now be offering the Athenian Leadership Dialogue on Thursday. Mary Lynne Stratta will present Upstairs at the White House: My Life with the First Ladies by J.B. West.

Annual banquet will now be held on Thursday night, with the hope that more members will be able to attend this exciting night of awards, auctions, and a special comedy performance by Chicken Lips. The Banquet theme is Tiaras & Tennies: sparkles paired with your favorite well-worn chucks. All are welcome!

Friday morning will begin with our annual Breakfast & Business Meeting, followed by a new General Academy Session presented by Chicken Lips. The General Academy Session will provide an additional opportunity to earn education points.

This year's Conference Committee has gone above and beyond to make this the best conference for our members. I can't thank them enough for their hard work, support, and encouragement through all the planning.

I would also like to thank the Sponsors and Exhibitors of our conference, whose generous contributions, participation, and support make OAMR's professional conference an enjoyable, education, and outstanding experience for all.

CHAIR RECOMMENDATION

I highly recommend that our membership sign up for this committee. It is very rewarding to be a part of planning an event that is so valuable to our membership. Sign-up forms will be located by the registration desk.

OAMR BOARD REPORT



Education Committee

Meeting Date: September 20, 2019
Source of Item: Education Committee

Contact: Peggy Hawker, Chair
Contact Telephone Number: 541.574.0613
Contact E-Mail: p.hawker@newportoregon.gov

ISSUE STATEMENT

The purpose of the Education Committee is to encourage and support the OAMR membership by providing educational opportunities.

The 2018/2019 Education Committee members are: Tori Barnett, MMC, City of Ontario; Donna Biggerstaff, CMC, City of Pendleton; Stephanie Borst, City of Vernonia; Stacie Cook, MMC, City of Mill City; Tracy Davis, MMC, City of Keizer; Abigail Donowho, CMC, City of Tillamook; Michele Eldridge, CMC, City of Harrisburg; Melissa Grace, CMC, City of McMinnville; Izetta Grossman, City of The Dalles, Karen Hewitt, Port of Newport; Karen Howton, City of Island City; Karin Johnson, MMC, City of Independence; Carol Krager, CMC, City of Tigard; Nancy Parker, CMC, City of Athena; Ruth Post, MMC, City of Philomath; and Colleen Riggs, City of Cannon Beach. Each of these members were active participants in the work of the Education Committee throughout this year.

BACKGROUND

Over the course of the year, the OAMR Education Committee has worked diligently on behalf of the education of its members. Toward that end, the Committee has:

- Obtained Academy Session speakers for the Mid-Year and Annual Academy Sessions:
 - > The Mid-Year Academy was titled, “Work Smarter – Live Better,” presented by Joe Robinson.
 - > The Annual Academy is titled, “Leadership 2019: What City Records Need to Know, and will be presented by David Rabiner.
- Reviewed, selected books, and retained facilitators for the Mid-Year and Annual Athenian Leadership Dialogues:

The Mid-Year Athenian Leadership Dialogue was held the day prior to the Academy Session.

- > The Dialogue was based on the book, The Year of Yes, by Shonda Rhimes. It was facilitated by Ed Tywoniak, Associate Professor of Communication and Chair of the department of Communication at Saint Mary’s College of California.

The Annual Athenian Leadership Dialogue will be held on Thursday, September 19, 2019.

- > The Dialogue will be based on the book, Upstairs at the White House: My Life with the First Ladies, by JB West. It will be facilitated by Mary Lynne Stratta, MMC, City Secretary for the City of Bryan, Texas.

Both, the Mid-Year and the Annual Athenian Leadership Dialogues are facilitated by very generous colleagues/supporters. They only charge for actual travel expenses. We are quite fortunate!

- Drafted and finalized an educational program for the upcoming OAMR Conference. This conference includes a variety of concurrent sessions on Thursday, along with a full-day Athenian Leadership Dialogue, culminating with a full-day, general Academy Session on Friday featuring Chicken Lips. It also includes an Academy Session the day before the Conference begins.

This is the first year that OAMR has offered any CMC or MMC educational points for sessions other than the Wednesday Academy Session and the Athenian Leadership Dialogue. This format was utilized at the request of the OAMR Board and members, and brings OAMR into alignment with many other states where participants earn educational points at the annual conference, or have ample other opportunities for earning educational points outside the Institute.

- The Committee has lined up the 2020 Mid-Year and Annual Conference Academy Sessions. Those include:
 - > The Mid-Year Academy presenter will be Dr. Rick Brinkman. His session title has not been determined, but this is guaranteed to be an educational, fun, and interesting session. The last time Dr. Brinkman presented was at the conference held in The Dalles.
 - > The Annual Academy presenter will be Dr. De Hicks. Again, his session title has not been determined, but this will be a valuable session. Dr. Hicks recently presented at the OCCMA Conference, and several OAMR members were in attendance. He was well received by our mutual members.
- The Committee is working on the 2020 Athenian Leadership Dialogues.
 - > The Mid-Year Athenian Leadership Dialogue will be facilitated by Dr. Jane Long, IIMC's Director of Education. The book has yet to be selected.
 - > As in years past, we hope to convince Mary Lynne Stratta to facilitate the annual Athenian Leadership Dialogue. We have yet to discuss this with her.
- The Committee is always looking for new educational opportunities for the Oregon Association of Municipal Recorders. It regularly receives recommendations from folks interested in presenting for OAMR. Selection of speakers is based on available finances, and often the great speakers heard at other conferences are out of OAMR's affordability range.

It has been an honor to chair the Education Committee again this year. It is a hardworking Committee of individuals committed to continuing Recorder education.



OAMR BOARD REPORT

Meeting Date: September 20, 2019
Source of Item: Historical Preservation Committee

Contact: Lisa Scholl, CMC, Chair
Contact Telephone Number: 503-366-8216
Contact E-Mail: lisas@ci.st-helens.or.us

ISSUE STATEMENT

This is an informational item only regarding the activities of the Historical Preservation Committee.

BACKGROUND

The 2018/19 OAMR Historical Preservation Committee members were:

Amy Aschenbrenner, Milwaukie	Katie Scott, Sublimity
Carla Holzworth, Corvallis	Marina Baker, Multnomah County
DawnKaren Bevill, Newberg	Lisa Figueroa, CMC, Toledo
Deanna Casey, MMC, Central Point	Phyllis Boman, MMC, Monmouth
Gloria Tucker, Newport	Teri Bacus, Pilot Rock

These members did a fantastic job putting together the 2018 conference scrapbook. Their creativity shines through on each page. We had a rough time getting started with some photo delays but they helped me rush to get it completed.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

MEMBERSHIP OPTIONS

If you are creative or enjoying preserving our history, please join the Historical Preservation Committee.

SUGGESTED MOTION

Informational only. No motion requested.



OAMR BUSINESS MEETING REPORT

Internet Committee

Meeting Date: September 20, 2019
Source of Item: Internet Committee Chair

Contact: Melissa Thompson-Kiefer, CMC, Nehalem
Contact Telephone Number: (503) 368-5627
Contact E-Mail: recorder@ci.nehalem.or.us

ISSUE STATEMENT

This is an informational report for 2018-2019 on the activities of the Internet Committee.

BACKGROUND

- I would like to thank Marina Baker for her great work co-chairing the Internet Committee prior to her the transition to 2nd Vice President. Thanks to the members of the 2018-2019 Internet Committee for their help and support:

Debby Roth, MMC, Cornelius
Denise Russell, Bandon
Kathy Payne, MMC, St. Helens
Lisa Figueroa, CMC, Toledo

Marina Baker, Multnomah County
Marla Roberts, CMC, Nyssa
Susan Reeves, MMC, Scappoose

- Updated and posted information on the website as needed.
- Sent emails to membership as directed by the OAMR President, Board and Committee Chairs.
- Worked with Membership Chair Donna Biggerstaff to maintain membership management online.
- Managed online event registrations.
- Maintained Listserv subscriptions.
- A website makeover was not completed this year, but will resume in 2019-2020.
- We will transition from PayPal to Wild Apricot Payments for online credit card processing in November 2019.

CHAIR OR DIRECTOR'S RECOMMENDATION

I encourage all members to join the Internet Committee to help improve and update the OAMR website.



OAMR BOARD REPORT

Meeting Date: Fall Conference
Source of Item: Membership Committee

Contact: Donna Biggerstaff
Contact Telephone Number: 541-966-0220
Contact E-Mail: donna.biggerstaff@ci.pendleton.or.us

BACKGROUND

Currently, as of this writing, we have a total of 236 active members in OAMR! And with that, 23 members are new to OAMR this year.

It has been a busy/great year! Thank you to my team of committee members who are so hugely important to helping and supporting!

Always, I have a huge appreciation to each of them, Susan Reeves, MMC Scappoose, Mary Dibble, MMC Albany, Cathy Nelson, CMC Waterloo and Debby Roth, CMC Sutherlin.

BOARD OPTIONS

- None.

ATTACHMENTS

- Membership spreadsheet for 2019

DATE EMAIL WAS SENT	NAME	TITLE	CITY	REGION
6/13/2019	Katie LaFavor	City Recorder	Baker	7
6/11/2019	Carol Canham Terrill	Municipal Clerk	Halsey	3
6/11/2019	Julie Fisher	Admin Assistant	Sweet Home	3
6/11/2019	Christie DeSantis	Ex. Admin. Assistant	Molalla	2
6/11/2019	Lindsey Duarte	Deputy Recorder	Warrenton	1
4/1/2019	Sharon Keith	Executive Assistant	Deschutes	6
4/1/2019	Patty Ringnalda	City Recorder	Dayton	2
4/1/2019	Juliet Hyams	City Manager	Wheeler	1
4/1/2019	Katie Corgan	Records Technician	Sherwood	2
3/4/2019	Natasha Johnson	Title Clerk	Amity	2
3/4/2019	Joshua Davis	Confidential Assistant	Canby	2
2/28/2019	Denise Nanke	Admin Assistant	LOC	3
2/28/2019	Nichole Rutherford	Finance Dirctor	Coos Bay	5
2/28/2019	Lysa Vattimon	City Recorder	Madras	6
2/28/2019	Christy Martines	City Recorder	Carlton	2
2/28/2019	Aimee Amerson	Community Dev. Coorc	Carlton	2
2/28/2019	Tracy Read	Accounting Clerk	LaPine	6
2/28/2019	Melanie Masterfield	Deputy Recorder	Sutherland	4
2/28/2019	Megan George	Operations Director	LOC	3
1/21/2019	Donna Lewis	City Recorder	Cove	7
1/21/2019	Rachel Inman	Assistant City Clerk	Polk	3
1/21/2019	Belinda Buswell	Office Clerk	Wallowa	7
1/21/2019	Dennis Durham	City Manager	Yamhill	2
12/20/2018	Tish Pinkerton	Assistant City Recorder	Deschutes	6
11/28/2018	Randi Meadors	City Clerk	Donald	3
11/28/2018	Nanci Sandoval	City Recorder	Umatilla	7
11/9/2018	John-Paul Miller	Records Management Sp	Lake Oswego	2
11/5/2018	Janell Scaplehorn	City Recorder	Adams	7
11/5/2018	Claudia Cisneros	Deputy Recorder	Oregon City	2
9/26/2018	Colby Kemp	Assistant to the CM	City of Mt. Angel	3
9/17/2018	Angela Speier	Assist.to CM/City Clerk	Silverton	3
8/14/2018	Samantha Roberts	Deputy City Recorder	City of Eugene	4

8/14/2018	Taja Nelson	Assistant Board Clerk	Mulnomah County	2
8/14/2018	Jeff Wisemen	City Recorder	Depoe Bay	3
8/10/2018	William Jorgensen	City Recorder	Aurora	3
8/8/2018	Terri Moore	City Clerk	Elgin	7
7/14/2018	Hilary Wilhelm	City Clerk	Elgin	7
4/23/2018	Kimberly Wollenburg	City Recorder	Millersburg	3
3/26/2018	Rebecca Casey	Planning Assistant	Sandy	2
3/22/2018	Kayla Duddy	Office Specialist	Bend	6
3/6/2018	Rita Ritz	Administrative Aide	Brookings	5
3/6/2018	Jake Gabell	Deputy City Recorder	Millersburg	3
3/6/2018	Jodi Coggins	Accounting Clerk	Depoe Bay	3
2/13/2018	Teri Barcus	City Recorder	Pilot Rock	7
2/13/2018	Katie Scott	City Recorder	Sublimity	3
2/13/2018	Michelle Young	Administration/Recorder	Enterprise	7
2/13/2018	Dawn Roberts	Town Recorder	Lakeview	5
2/6/2018	Erin Zelinka	City Recorder	Talent	5
2/6/2018	Ann Frydedall	Office Specialist III	Veneta	4



OAMR BUSINESS MEETING REPORT

MENTORING COMMITTEE

Meeting Date: September, 2019
Source of Item: Mentoring Committee

Contact: Nancy Parker
Contact Telephone Number: 541-566-3862
Contact E-Mail: nancy@cityofathena.com

ISSUE STATEMENT

The Mentoring Committee exists to encourage professional growth and development of new members through mentoring by experienced members.

A big thank you to this year's committee members, including Cathy Nelson, CMC Waterloo; Phyllis Bolman, MMC, Monmouth; Susan Reeves, MMC, Scappoose; Donna Biggerstaff, CMC, Pendleton; Carol Weir, MMC, Rogue River; Karen Howton, Island City; Peggy Hawker, MMC, Newport; Lilly Alarcon-Strong, CMC, Hermiston; Stephanie Borst, Vernonia; Sammy Egbert, Coburg; Cathy Steere, MMC, Lincoln City; Carla Holzworth, Corvallis; Angie Lanter, MMC, Banks; Kim Scheafer, MMC, Lebanon; and Tami Kowing, Mt. Vernon. You ladies rock!!

A special thank you to Cindy Hughes, CMC, Eagle Point; Leanne Steadman, CMC, Milton-Freewater; Colby Kemp, Mt. Angel and Kim Keeton, Sisters. They did not sign up for the committee, but volunteered to mentor new OAMR members. You are all awesome and we appreciate your willingness to help our new members!!

BACKGROUND

Throughout the year the committee has continued to provide mentors to new and returning OAMR members, or existing members who have requested assistance. This past year we have paired 7 out of 13 new members with an experienced OAMR member. Mentoring is a wonderful way to make the transition to a new position an easier, helpful and more rewarding experience.

First time conference attendees are paired with a conference mentor to help them navigate the conference. The committee will again host the 1st Time Attendee/Mentor /Mentee function on September 18th. We are excited to continue this function as it is a great opportunity for Mentors and Mentees to meet and spend time together in person. It is also a great way for first time attendees to be greeted by welcoming faces to kick off their conference.

I encourage anyone interested in assisting new members to sign up for the Mentoring Committee. In addition to sharing your knowledge with new members, you will also exchange ideas and procedures, and in the process form lasting friendships. OAMR provides an incredible support network with a wide range of resources, and our willingness to share with our peers is incredible. You may even learn something new yourself!

The committee has no recommendations at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

Nominating Committee

Report Date: August 28, 2019
Source of Item: Nominating Committee

Contact: Susan M. Reeves, MMC, Chair
Contact Telephone Number: 503-543-7146
Contact E-Mail: sreeves@cityofscappoose.org

ISSUE STATEMENT

The positions of OAMR Second Vice-President, Secretary, and Region Directors for Region II, Region IV, and Region VI are open for 2019-2020.

Nominating Committee members include Anna Ruggles, CMC, Forest Grove; Cathy Nelson, CMC, Waterloo; Debby Roth, MMC, Cornelius; Nanci Moyo, CMC, Beaverton; Peggy Hawker, MMC, Newport; and Tori Barnett, MMC, Ontario.

BACKGROUND

The announcement and qualification material for the above listed board positions was published in both the Winter 2018 and Spring 2019 Newsletter. Candidate information ran in the Summer 2019 Newsletter.

Positions open for the 2019-2020 year and declared candidates are:

SECOND VICE-PRESIDENT: Cathy Steere, MMC, City of Lincoln City

SECRETARY: Debbie Bernard, City of Willamina
Melissa Bisset, CMC, City of McMinnville

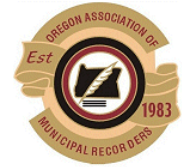
REGION II DIRECTOR: Angie Lanter, MMC, City of Banks (Incumbent)

REGION IV DIRECTOR: Sammy Egbert, City of Coburg (Incumbent)

REGION VI DIRECTOR: Izetta Grossman, CMC, City of The Dalles (Incumbent)

No Board action is requested at this time.

Thank you for the opportunity to serve as Chair of the Nominating Committee. It has been both an honor and a privilege to work with such amazing people, and we could not have accomplished so much under such unusual circumstances had we all not worked together to find solutions. Any one of them would make an excellent Chair of this Committee.



OAMR ANNUAL REPORT

Meeting Date: September 20, 2019
Source of Item: NCI Education Committee

Contact: Ruth Post, MMC, Philomath
Contact Telephone Number: 541-929-6148
Contact E-Mail: ruth.post@philomathoregon.gov

MEMBERS

The OAMR committee is made up of the Education Committee Chair (Peggy Hawker, MMC, Newport), Professional Growth & Leadership Development Committee Chair (Karin Johnson, MMC, Independence), and an appointee by the President (Ruth Post, MMC, Philomath).

RESPONSIBILITIES

The OAMR NCI Education Committee is tasked with providing representation for OAMR on the Northwest Clerks' Institute Education Committee made up of representatives from Oregon, Alaska (AAMC) and Washington (WMCA).

The NCI Education Committee works directly with Institute Director Joann Tilton to ensure the Institute in Tacoma, Washington, meets the needs of the members attending Professional Development, meets the requirements of the NCI Letter of Agreement between the three states, and meets the criteria set out by the International Institute of Municipal Clerks,.

INFORMATION FOR MEMBERS

The NCI operates as a program of Washington State University on a 3-year contract. At the completion of each 3-year contract, any financial deficit must be paid to WSU by the three State associations, and, conversely, any surplus is divided by the three associations. In 2018, a surplus at the end of that 3-year contract resulted in each State association receiving an allocation based on number of attendees over the course of the contract. OAMR received a refund check of \$5,086. In addition, \$20,000 in surplus was rolled into the new 3-year contract with WSU to ensure the program has adequate contingency funds.

The 2019 Institute was the first year of a new contract. As with everything in life, expenses have increased, particularly in the management services provided by WSU and housing, meals & facilities increases from the University of Puget Sound. In addition, the new 3-year agreement between the three State associations and Institute Director Joann Tilton included a salary increase for Joann. The last salary increase for the ID was in 2003.

ACTIVITIES

The full NCI Committee met via teleconference this year in October, December and April. The October meeting focused on a wrap-up and evaluation of the 2018 Institute activities and closure of the 2016-2018 contracts. New contract language was reviewed and ratified by the OAMR Board of Directors.

The December meeting focused on the budget for the 2019 Institute, course offerings and review of conference registration and housing fees. It was agreed to hold the line one more year on fees with the last fee increase being in 2017. It is likely that a fee increase will be discussed for the 2020 Institute. At this meeting,

Karin and I wrapped up our tour of duty as the Chair and Recording Secretary, handing the gavel and pen over to our Alaska partners.

The April Committee meeting dealt with a problem we'd always like to have ... too many registrations! The Committee elected to increase the PDI registration cap from 60 to 65 attendees and still had a waiting list. PDII was a continuation of a strong 2018 PDI class.

NCI ATTENDANCE

And speaking of registrations – attendance at the NCI this year was as follows:

PDI - 46 Washington, 15 Alaska, and 4 Oregon.

PDII - 26 Washington, 17 Alaska, and 19 Oregon.

PD III - 23 Washington, 2 Alaska and 4 Oregon.

PD IV - 23 Washington, 6 Alaska, 4 Oregon, and 1 from Wisconsin.

Although we had overall record numbers at the Institute this year, Oregon's numbers for PDI look somewhat low. We encourage everyone that has attended and benefitted from going to the NCI to share their experiences with new recorders/clerks.

RECOMMENDATIONS FOR FUTURE

We highly encourage members to get registered as soon as they know they are planning to attend. Register Early!

It is important that OAMR be an active participant in the decisions made for the Institute. Our 3-state partnership is unique and provides an outstanding educational opportunity to all of our members. It's also an amazing networking resource that creates lifelong relationships. Maintaining a strong commitment and active participation in the Institute should continue to be an OAMR priority. I'd like to thank President Morris for appointing me to this committee.

OAMR BOARD REPORT



Professional Growth & Leadership Development Committee

Meeting Date: September 20, 2019
Source of Item: Annual Report

Contact: Karin Johnson, MMC, Independence, OR
Contact Telephone Number: 503.838.1212
Contact E-Mail: kjohnson@ci.independence.or.us

ISSUE STATEMENT

The annual report, which summarizes the 2018-19 activities for the Professional Growth & Leadership Development Committee, is respectfully submitted to the OAMR Board.

BACKGROUND

I would like to thank the members of this year's committee: Ruth Post, MMC and Peggy Hawker, MMC, for their valuable assistance this year.

INFORMATION:

2018-19 Committee Projects:

- Submission of an article to the OAMR newsletter about the (then) upcoming Northwest Clerks Institute in June 2019.
- Submission of article and photographs to the OAMR newsletter about our membership attendance at the 2018 Northwest Clerks Institute. An article will be forwarded regarding attendance at 2019 for the next newsletter.
- Provided materials to the OAMR Newsletter to promote Municipal Clerks Week.
- Contacted 2018 OAMR Board candidates and provided leadership mentors as requested. (Incumbents were not contacted.)
- Due to the proximity to the OAMR conference, we were not able to recruit enough members to staff a booth at the LOC conference this year. Next year's conference will be in Salem, and a few weeks will be in between the two conferences, so I anticipate OAMR being able to fully staff a booth.

2019 Northwest Clerks Institute: Attendees at NCI this year were:

PD 1

- ✓ Claudia Cisneros, Oregon City
- ✓ Natasha Johnson, Amity
- ✓ Melanie Masterfield, Sutherlin
- ✓ Nanci Sandoval, Umatilla

PD 2

- ✓ Teri Bacus, Pilot Rock
- ✓ Debbie Bernard, Willamina
- ✓ DawnKaren Bevell, Newberg
- ✓ Belinda Buswell, Joseph
- ✓ Kayla Duddy, Bend
- ✓ Kailin Honea, Rogue River
- ✓ William Jorgensen, Aurora
- ✓ Kara Kerpan, Happy Valley
- ✓ Allison, Liesse, Albany
- ✓ Kari Linder, Lake Oswego
- ✓ Marilyn Place, Cascade Locks
- ✓ Kerry Prosser, Sisters

- ✓ AJ Ripka, Springfield
- ✓ Nanci Sandoval, Umatilla
- ✓ Ruth Ann Stellmacher, Salem
- ✓ Jennifer Stolz, Coquille
- ✓ Gloria Tucker, Newport
- ✓ Kimberly Veliz, Wilsonville
- ✓ Angela Watson, Jacksonville

PD 3

- ✓ Amy Aschenbrenner, Milwaukie
- ✓ Debbie Bernard, Willamina
- ✓ Lori Lesmeister, North Plains
- ✓ Dawne Shaw, Warrenton

PD 4

- ✓ Karen Howton, Island City
- ✓ Devree Leymaster, Fairview
- ✓ Nancy Parker, Athena
- ✓ Marla Roberts, Nyssa



OAMR BUSINESS MEETING REPORT

Records Management Committee

Meeting Date: September 20, 2019
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

ISSUE STATEMENT

This is an informational report of the activities of the RMC and does not include any Board action.

BACKGROUND

The RMC provides educational opportunities and guidance in the care and maintenance of city records.

Last year the OAMR Board approved the updated [“Public Records: a Manual for Creating a Disaster Preparedness and Recovery Plan”](#). This year, the RMC is pleased to present a conference session on disaster preparedness, led by our State Archives colleague Matt Brown. We hope you were able to attend and take away some tips on how to prepare your records for the worst situations.

Back in November we launched our next big (multi-year) project – a review and update of the “Email Policy Manual for Local Government” which dates from 2010 and was also a joint RMC-State Archives document. We are well underway on this endeavor and hope to present an updated manual to OAMR in the next year (or two...).

A big thank you to our colleagues who hosted our meetings over the last 12 months – Kim Veliz (Wilsonville), State Archives, Kim Schaefer (then in Canby), and Mary Dibble and Alison Liesse (Albany)! It’s fun to get out and visit other city halls and state agencies. While in Salem, the group received a report on the archives’ internship program, which was interesting not only because of the work being done in Salem, but because of the tips and insight into running an internship program. For more information on the archives’ intern program, contact Todd Shaffer at Todd.l.shaffer@oregon.gov or at 503-373-0701, extension 1.

And finally, the RMC in recent years has taken an active interest in records-related legislation proposed in Salem. This last spring we tracked [House Bill 2533](#) which was adopted and authorizes the attorney general, district attorney, or a court to award a penalty or order a fee waiver or reduction to public records requesters if public bodies do not respond to a request in a responsive manner. We also received reports on bills sponsored by the [Public Records Advocacy Council](#). Thank you to Sue Ryan, Newberg, and Deputy Public Records Advocate Todd Albert for keeping us informed on the all the happenings in our state government!

Thank you to all RMC members for continuing to actively engage and participate in the committee’s work. I look forward to another great year and I encourage all OAMR members to sign-up for the RMC or feel free to attend a meeting in the next year! As always, if you have any records related question please reach out and let us know – I’m sure we can come up with an answer (or two) for you. ☺

RELATED POLICIES/BUDGET CONSIDERATIONS

There are no related policies or budget considerations associated with this report.

BOARD OPTIONS

Receive this report.

CHAIR’S RECOMMENDATION

It is the RMC Chair’s recommendation that the Board accept this report.

SUGGESTED MOTION

(none)

ATTACHMENTS

1. (none)



OAMR BOARD REPORT

RETIRED CLERKS COMMITTEE

Date: August 30, 2019
Source of Item: Committee Report

Contact: Diane Harris, City Recorder
Contact Telephone Number: 541.459.2856
Contact E-Mail: d.harris@ci.sutherlin.or.us

ISSUE STATEMENT

Informational updates from the following committee members: Retired City Recorder, Debbie Hamilton, CMC, Sutherlin; Carol Weir, MMC, Rogue River; Retired Clerk Barbara Christensen, MMC, Ashland; Retired Clerk Jane McGarvin, MMC, Lake Oswego; Retired Clerk Sandra King, MMC, Wilsonville; Debby Roth, MMC, Cornelius; and Karen Spoons, MMC, Medford.

2019-20 Retirees: I was notified that Teresa Zak from West Linn retired, however I did not receive a response from her after several contact attempts.

BACKGROUND

The purpose of this committee is to encourage and develop opportunities for retired clerks/recorders to remain active in OAMR and the profession. To work closely with OAMR'S Membership Committee to maintain a current mailing list. Encourage retirees to maintain membership, to stay active, and serve on committees and serve as mentors.

I'd like to take this opportunity to thank President Nicole Morris and the OAMR Board for allowing me to serve as Committee Chair. I encourage all members to take the opportunity to Chair or be a committee member.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

SUGGESTED MOTION

None

ATTACHMENTS

- A. Updated Roster is available upon request.

Retired Clerks Roster

8/7/2018

First Name	Last Name	Title Retired As	City Retired From	Certification	Address	City	State	Zip	Phone	Email	Date Retired	DOB	Interim
Nancy	Batchelder	Retired City Recorder	Yachats	MMC	5170 Hecedta Beach Road	Florence	OR	97439		nancysbatch@charter.net	10/1/2016		
Jackie	Carey	Retired City Recorder	Pilot Rock		695 Gumwood	Pilot Rock	OR	97868	541-443-8551	jackiecarey@centurytel.net	6/30/2011	9/19	
Barbara	Christensen	Honorary Member/Past Pres	Ashland	MMC	759 Willow Street	Ashland	OR	97520	541-821-2575	christeb2019@gmail.com	5/31/2017		
Shiela	Cox	Honorary Member/Past Pres	Roseburg	MMC	1562 NW Keasey	Roseburg	OR	97471	541-817-5874	sheilarai@q.com	4/30/2018	5/17	
Linda	Dvorak	Retired City Recorder	Bay City		6630 Long Prairie Road	Tillamook	OR	97141			12/31/2010		
Mary	Feldman	Honorary Member/Past Pres	Eugene	CMC	5122 Imperial Street	Eugene	OR	97405	541-914-1380	feldmanmh@gmail.com	2/1/2009	4/29	
Jan	Garcia	Retired City Recorder	Jacksonville		3056 Adams Circle	Medford	OR	97504	541-944-6040	jangarcia1000@gmail.com	8/31/2014	8/13	
Joann	Glass	Retired City Recorder	Vernonia		2707 NE Quay Avenue	Lincoln City	OR	97367	503-789-3614	glasshome47@gmail.com	2/13/2015		
Nancy	Ide	Retired City Recorder	Oregon City	CMC	16333 Oaktree Terrace	Oregon City	OR	97045	503-758-6363	ide.nancy@gmail.com	1/31/2015		Yes
Lila	Killingbeck	Retired City Clerk	Boardman	CMC	PO Box 425	Boardman	OR	97818			5/31/2014	12/16	
Sandra	King	Honorary Member/Past Pres	Wilsonville	MMC	16831 South Pam Drive	Oregon City	OR	97045	503-557-0735	sckmone@hotmail.com	7/5/2017		
Betty	Langwell	Retired City Recorder	Albany	MMC	865 Emerald Way NW	Albany	OR	97321	541-619-9718	bettylangwell@yahoo.com	7/1/2012	7/10	
Beverly	Lanier	Retired City Recorder	Bandon		PO Box 1530	Bandon	OR	97411	541-252-0703	lanier4052@mycomspan.com	12/31/2014		
Kathy	Louie	Honorary Member/Past Pres	Corvallis	MMC	Do not publish on website 2879 NW Rolling Green Dr.	Corvallis	OR	97330	541-908-9089	kflouie@gmail.com	11/26/2013	9/25	
Kate	Mast	Retired City Recorder	The Dalles	MMC	Box 146	Cascade Locks	OR	97014		kmast50@gmail.com	5/31/2017		
Pam	Mather	Retired City Recorder	Hines		PO Box 303	Hines	OR	97738	541-573-6085	sheilarai@q.com	4/30/2018	5/17	
Jane	McGarvin	Honorary Member/Past Pres	Lake Oswego	MMC	1815 NE 226th Ave	Fairview	OR	97024	503-665-2989	gmjm731@aol.com	12/31/2012	5/22	
Penny	Moore	Retired City Recorder	Irrigon	CMC	422 NE Skyview Court	Hermiston	OR	97838	541-289-4640	moorepenny44@yahoo.com	4/1/2014	11/19	
Elisa	Olson	Honorary Member/Past Pres	Klamath Falls	MMC	4434 Anderson Avenue	Klamath Falls	OR	97603	541-281-2798	olyolson@charter.net	9/1/2016		
Beki	Peterson	Retired City Recorder	Stayton	CMC	1440 N. Second Ave.	Stayton	OR	97383	503-910-9547	bekipetersen@wvi.com	5/31/2012	11/29	
Margery	Price	Registered Parliamentarian	Kennewick, WA		5711 W. Payette Avenue	Kennewick	WA	99337	509-783-3727	no email available			
Vera	Rojas	Honorary Member/Past Pres	Wilsonville	CMC	20935 SW 89th Court	Tualatin	OR	97062	503-692-1743	vera-r2@peoplepc.com			
Bev	Sandblast-Fisher	Retired City Recorder	Medford	CMC	3353 Hidden Springs Dr.	Medford	OR	97504	541-779-4295	fisherdb@charter.net	6/1/2003	8/23	
Jeanne	Schapper	Exec Office Mgr/Clerk of Board	Lane Transit Dist	CMC	32685 Vintage Way	Coburg	OR	97408	541-543-8549	jeanne.schapper@gmail.com	1/27/2017	9/19	Yes
Bernie	Sorensen	Retired City Recorder	Tillamook	MMC	1609 4th Street	Tillamook	OR	97141	503-815-8248	no email available	12/31/2007	7/29	
Betty	Stanfield	Retired City Recorder	Glendale	CMC	Box 8	Glendale	OR	97442	541-832-3270	dsbtsld@frontier.com	6/30/2013		
Patty	Stell	Retired City Recorder	Bend	CMC	19987 Rock Bluff Cr.	Bend	OR	97701	541-388-1325	stell@bendcable.com	12/31/2010	10/20	Yes
Dyann	Swanson	Retired City Recorder	Athens		PO Box 292	Athens	OR		541-566-3876	chas.dy2005@gmail.com	12/1/2011	9/29	
Gail	Waibel	Honorary Member/Past Pres	Hillsboro	MMC	3218 Lavina Drive	Forest Grove	OR	97116	503-359-2306	gail.waibel@comcast.net	3/31/2007	7/4	
Cathy	Wheatley	Retired City Recorder	Tigard	CMC	14945 SW 100th Avenue	Tigard	OR	97224	503-277-9903	rubby731@comcast.net	7/7/2014	7/31	
Joan	Williams	Honorary Member/Past Pres	Sheridan	CMC	PO Box 1244	Depot Bay	OR	97341	541-563-7091		1/1/1996		

Retired Clerks Roster

First Name	Last Name	Title Retired As	City Retired From	Cert.	Address	City	State	Zip	Phone	Email	Date Retired	DOB
Sue	Nelson	Retired City Recorder	Beaverton	MMC			OR				1/1/2011	
Karen-Lee	Stolte	Retired City Recorder	North Plains	MMC		Ocean Park	WA		503-310-6250		12/31/2011	
Penny	Morrison	Retired City Recorder	Damascus				OR				6/30/2012	
Chris	Wiley	Retired City Recorder	Sherwood	MMC			OR					



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: September 2019
Source of Item: Scholarship Committee

Contact: Nanci Moyo, Chair
Contact Telephone Number: 503-526-2650
Contact E-Mail: nmoyo@beavertonoregon.gov

COMMITTEE MEMBERS

The members of the 2018/2019 OAMR Scholarship Committee: Nanci Moyo, Beaverton; Susan Reeves, Scappoose; Debby Roth, Cornelius; Nancy Parker, Athena; Sadie Main, Estacada; Cathy Nelson, Waterloo; Carol Krager, Tigard; Tori Barnett, Ontario; Dawne Shaw, Warrenton; Jodi Coggins, Depoe Bay; Kailin Honea, Rogue River; Peggy Hawker, Newport; Kari Linder, Lake Oswego; Debbie Hamilton, Sutherlin; Jennifer Stolz, Coquille; Anna Ruggles, Forest Grove; Kelly Morse, Redmond; Winnie Shepard, Medford.

COMMITTEE ACTIVITY

Thank you to the OAMR Fundraising Committee for providing funds for the scholarships. The Board and all of OAMR should know that when people receive their scholarships they email back with such gratitude to the Scholarship Committee, Fundraising Committee and OAMR for the scholarship, and the opportunity for continuing the education as Records.

Scholarships as awarded for the Annual Academy and Annual Conference went to the following.

Annual Academy (AA)/Annual Conference (AC)

Melanie Masterfield	Karen Spoons	Marla Roberts	Amy Aschenbrenner	Dawn Russ
Nancy Parker	Lisa Scholl	Sheila Jasperson	Michelle Fox	Sadie Main
Ruth Stellmacher	Kimmie Jackson	Dawne Shaw	Katie Scott (AC)	Hannah Wells (AC)

Total Budgeted: \$7,050

Total Awarded: \$7,200

Over: \$150 – Money was provided from an unused IIMC Scholarship

The IIMC Scholarship applications were due August 2, 2019. There were two applications received. Tori Barnett will receive the Kathy Ishiara scholarship and Kari Linder will receive the Marge Price scholarship. These scholarships are for the IIMC 2020 Convention.

Harris/Davis scholarship went to Melanie Masterfield, Sutherlin. She attended her first PD this year. Gloria Tucker attended her 2nd PD this year, and Dawne Shaw attended her 3rd PD from receiving the Scholarship the previous years.

Future Activities - The committee meets via email to review the applications that are received for the future Mid-Year Academy, Conferences and PDs.



OAMR BOARD REPORT

SPECIAL PROJECTS AND FUNDRAISING COMMITTEE REPORT

Meeting Date: September 20, 2019
Source of Item: First Vice President Kathy Payne, MMC
and Special Projects/Fundraising Committee Chair

Contact: Kathy Payne, MMC
Contact Telephone Number: 503-366-8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT

The purpose of the Special Projects and Fundraising Committee (SPFC) is to raise money for educational scholarships. The Committee is fully responsible for raising funds for the benefit of the Association.

MEMBERS

The 2018/19 Special Projects and Fundraising Committee has 27 dedicated members who have worked on various activities, which include: Raffle Baskets, Auctions, Paddle Raise, 50/50 Card Cut, Pink Walk Event, and acquiring donations for Conference Bags/Freebies.

I am incredibly grateful to each member of this amazing team for taking on these tasks with enthusiasm! I appreciate their level of commitment and dedication towards raising funds for scholarships. My Team members are:

Lilly Alarcon-Strong, CMC, Hermiston
Stephanie Borst, Vernonia
Tracy Davis, MMC, Keizer
Diane Harris, CMC, Sutherlin
Salli Hysell, Halfway
Lori Lesmeister, CMC, North Plains
Terri Michel, Rockaway Beach
Nanci Sandoval, Umatilla
Amy Sowa, MMC, Roseburg

Tori Barnett, MMC, Ontario
Kimberlyn Collins, Phoenix
Michele Eldridge, CMC, Harrisburg
Kailin Honea, Rogue River
Kimmie Jackson, Yachats
Sadie Main, CMC, Estacada
Cathy Nelson, CMC, Waterloo
Lisa Scholl, CMC, St. Helens
Carol Weir, MMC, Rogue River

DawnKaren Bevill, Newberg
Stacie Cook, MMC, Mill City
Lisa Figueroa, CMC, Toledo
Melissa Huhtala, Ashland
Angie Lanter, CMC, Banks
Melanie Masterfield, Sutherlin
Susan Reeves, MMC, Scappoose
Winnie Shepard, Medford

BACKGROUND

During the Mid-Year Academy in April, the SPFC raised over \$1,870 from the basket raffle, live auction, silent auction, and phone ringing fee (\$5). The Team has been working hard gearing up for Conference. Carol Weir and her team have done a great job getting donations and freebies for the Conference Bags, including getting a sponsor to donate the Conference Bags.

The Committee has several exciting activities planned for the Annual Conference:

- Pink Walk Event - This year we have something new planned. Join the Pink Walk by paying a \$25 entry fee. When the event begins, you will get a pedometer, clip it on and watch your steps tick up as you raise money for this special scholarship that recognizes all the survivors and those who have been lost to breast cancer. Whoever has the most steps at the end of the Conference will win the grand prize...a pink Coach purse filled with pink ribbon goodies! Please join us for this fun event! Thanks to Subcommittee members **Stacie Cook** and **Tori Barnett** for your work on this event!
- Raffle Baskets - All regions except Region VI will be creating a region basket to raffle off at the Conference this year which will have amazing items highlighting their individual themes. Tickets are \$1 each or 6 for \$5 and will be available for purchase until the drawing on Friday.
 - ✓ Region I – “Starry, Starry Night”
 - ✓ Region II – “Reach for the Stars”
 - ✓ Region III – “Stargazing in Region III”
 - ✓ Region IV – “Picnic Under the Stars”
 - ✓ Region V – “Star Light, Star Bright”
 - ✓ Region VII – “Fall Lallaloosa”

- Auctions – We will again have silent and live auctions at this year’s Conference. There will be two silent auctions; one ends on Thursday afternoon and one will be held during the Thursday evening Banquet. During the Banquet, we will also hold a Designer Purse Auction and Paddle Raise, so you can raise your paddle high to pledge your support for OAMR scholarships. **Susan Reeves** and **Tracy Davis** and their team have been working hard to present some irresistible items for everyone. Of course, we will accept donations for the auctions all the way up to the auction start time. And monetary donations are always accepted! Remember, all your donations are tax-deductible!
- 50/50 Card Cut – Buy half a playing card for \$5 each or five for \$20. If the other half of your card is drawn on Friday afternoon, you win half the pot! The other half of the money goes towards scholarships. Buy cards from **Sadie Main** or any of her team members.

Ongoing fundraising activities include AmazonSmile and Fred Meyer Rewards. If you haven’t yet linked your Amazon and Fred Meyer shopping to benefit OAMR, do it now! This is a great opportunity to raise additional funding year round. Visit the OAMR website for more information.

RELATED POLICIES/BUDGET CONSIDERATIONS

The SPFC goal for 2018/19 is \$13,000. I’m optimistic that our generous members will pull through and help us reach this goal! 😊

BOARD OPTIONS

None.

CHAIR’S RECOMMENDATION

I would highly recommend that OAMR members sign up for this very important committee. It is a rewarding experience to know your efforts provide scholarships to our membership. Without these fundraising efforts, so many jurisdictions would not be able to afford to send their staff to our trainings and conferences.

Thank you to all my dedicated SPFC Team Members and to all of you who sell and buy in support of our organization.

Reminder: This year’s scholarship recipients are required to be on either the Special Projects and Fundraising Committee or the Conference Committee for the following year.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

Watch for our Team members wearing a money bow like this one on their lanyard!

