



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
ANNUAL BUSINESS MEETING  
September 23, 2016, 8:00 a.m.  
Ashland Hills Hotel & Suites

*Minutes* were approved by the Membership at its meeting of *September 22, 2017*.

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

President Michele Eldridge, CMC, Harrisburg, Region III, called the Annual Business Meeting to order at 8:28 a.m. Carol Weir, MMC, Rogue River, Region V served as Parliamentarian.

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

Michele Eldridge, CMC, President, Harrisburg, Region III  
Dale Shafer, First Vice President, Nehalem, Region I  
Debbie Hamilton, CMC, Second Vice President, Sutherlin, Region IV  
Nancy Batchelder, MMC, Treasurer, Yachats, Region III  
Trudy Borrevik, CMC, Secretary, Cottage Grove, Region IV  
Amy Sowa, MMC, Immediate Past President, Region IV  
Carol Weir, MMC, Parliamentarian, Region V

Kathy Payne, CMC, St. Helens, Region 1 Director  
Margaret Reh, North Plains, Region II Director  
Phyllis Bolman, MMC, Monmouth, Region III Director  
Deanna Casey, MMC, Central Point, Region V Director

Tracy Davis, MMC, Keizer, Region IX Director  
Joann Tilton, MMC, NCI Director

Melissa Kiefer, Nehalem, Region I  
Susan Reeves, MMC, Scappoose, Region I  
Colleen Riggs, Cannon Beach, Region I  
Lisa Scholl, CMC, St. Helens, Region I  
Stephanie Borst, Vernonia, Region 1

Amber Ames, MMC, Hillsboro, Region II  
Sandra King, MMC, Wilsonville, Region II  
Angie Lanter, CMC, Banks, Region II  
Nicole Morris, CMC, Tualatin, Region II  
Jenn Nelson, CMC, Carlton, Region II  
Debby Roth, MMC, Cornelius, Region II  
Scott Stauffer, Milwaukie, Region II  
Aubrey Minear, Hillsboro, Region II

Susanjoy Baskoro, Gresham, CMC, Region II  
Sue Ryan, CMC, Newberg, Region II  
Sadie Main, CMC, Estacada, Region II  
Kattie Riggs, Oregon City, Region II

Karin Johnson, MMC, Independence, Region III  
Debbie Lockhart, MMC, Keizer, Region III  
Cathy Nelson, Waterloo, Region III  
Vickie Nogle, MMC, Hubbard, Region III  
Ruth Post, MMC, Philomath, Region III  
Kelly Richardson, CMC, Aurora, Region III  
Cathy Steere, MMC, Lincoln City, Region III  
Emily Gagner, Dallas, Region III  
Peggy Hawker, MMC, Newport, Region III  
Mary Dibble, MMC, Albany, Region III

Sammy Egbert, Coburg, Region IV  
Diane Harris, Sutherlin, Region IV  
Terri Long, Oakland, IV  
Roberta Tharp, CMC, Creswell, Region IV  
Kelli Weese, Florence, Region IV  
Joshua Norton, Myrtle Creek, Region IV

Dana Smith, Ashland, Region V  
Barb Christensen, CMC, Ashland, Region V  
Karen Spoons, MMC, Medford, Region V  
Kimberlyn Collins, Jacksonville, Region V  
Melissa Huhtala, Talent, Region V  
Cindy Hughes, CMC, Eagle Point, Region V

Izetta Grossman, The Dalles, Region VI

Tori Barnett, MMC, Ontario, Region VII  
Salli Hysell, Halfway City, Region VII  
Angelika Brooks, La Grande, Region VII

3. **Approval of Minutes of September 17, 2015, Annual Business Meeting;  
March 31, 2016 Board Meeting and May 18, 2017 E-Board Meeting:**

Secretary Trudy Borrevik, CMC, Cottage Grove, presented the above-noted minutes for consideration.

Hearing no amendments from the open floor, the following motion was made.

**MOTION:** Nicole Morris, CMC, Tualatin, moved, seconded by Susan Reeves, MMC, Scappoose, to approve the minutes of September 17, 2015, Annual

Business Meeting, March 31, 2016 Board Meeting and May 18, 2017 E-Board Meeting as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

4. **Selection of the 2018 Conference Site:**

Second Vice President Debbie Hamilton, CMC, Sutherlin, gave a summary report noting that she and Nicole Morris visited four of the five facilities and received the following bids for Region II:

- Crowne Plaza – Downtown – Portland
- Embassy Suites – Washington Square - Tigard
- Red Lion on the River – Jantzen Beach, Portland
- Double Tree by Hilton – Lloyd Center - Portland
- Holiday Inn Portland Airport – Portland

Upon conclusion of the open floor discussion, the following motion was made.

**MOTION:** Ruth Post, MMC, Philomath moved, seconded by Sandra King, MMC, Wilsonville, to rebid the conference in Region II. Discussion was held on the motion. Ruth Post, MMC, Philomath amended her motion, that the revised re-bid for the 2018 OAMR Mid-Year Academy and Annual Conference be presented at the November Board meeting with a vote by the membership, seconded by Sandra King, MMC, Wilsonville. Discussion was held on the amended motion. **THE VOTE ON THE AMENDED MOTION FAILED UNANIMOUSLY BY VOICE VOTE.** Ruth Post, MMC, Philomath amended her motion, that the revised re-bids be presented to the OAMR Board at the November meeting for the Board to make the decision for the location of the 2018 OAMR Mid-Year Academy and Annual Conference, seconded by Dale Shafer, Nehalem. **THE VOTE ON THE AMENDED MOTION PASSED BY VOICE VOTE WITH ONE NAY VOTE. THE VOTE ON THE ORIGINAL MOTION PASSED UNANIMOUSLY BY VOICE VOTE.**

The meeting was recessed at 9:05 am to wait for the Ashland Hills Hotel & Suites staff and reconvened at 9:07 am.

5. **Resolution No. 2016-01 of Appreciation to the 2016 OAMR Conference Committee and Ashland Hills Hotel & Suites:**

President Michele Eldridge read the resolution in its entirety and presented a copy of the resolution in appreciation to the staff of the Seaside Convention Center.

**MOTION:** Tori Barnett, MMC, Ontario, moved, seconded by Scott Stauffer, Milwaukie, to adopt Resolution No. 2016-01 of Appreciation to the 2016 OAMR Conference Committee and the Ashland Hills Hotel & Suites. **MOTION CARRIED UNANIMOUSLY by voice vote.**

6. **Adoption of 2016-17 OAMR Budget:**

First Vice President Dale Shafer, Nehalem, said Budget Committee Members, Michele Eldridge, Nancy Batchelder and herself met on August 26, 2016 with members Kimberlyn Collins and Debbie Hamilton attending via Skype. She said the Budget was provided in the Agenda Packet. Amy Sowa, MMC, Springfield, moved, seconded by Debbie Lockhart, MMC, Keizer, to approve the 2016/17 Budget and Budget Narrative by the OAMR Membership as submitted. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

7. **2016-17 Board Elections:**

President, Michele Eldridge, said Amber Ames, MMC, Hillsboro, Nominating Committee Chair, would conduct the elections of Second Vice President, Treasurer and Regions I, III, IV, V and VII Directors. She said Region IV was vacant and whoever was elected would fill the remaining one year term.

Amber Ames gave a summary report of the Board positions the Nominating Committee received for the Fiscal Year 2016-17 election.

Hearing no nominations from the floor, nominations were closed for the following positions:

Region I Director: Kathy Payne, CMC, St. Helens  
Region III Director: Phyllis Bolman, MMC, Monmouth  
Region V Director: Karen Spoons, MMC, Medford  
Region VII Director: Nancy Parker, CMC, Athena

Kelli Weese, Florence, was nominated for the position of Region IV Director.

Amber declared the above candidates elected.

Amber said the position of Treasurer, Kimberlyn Collins eligibility was established by vote of the OAMR Board as she was a new member and didn't meet the committee experience requirements. After extending the filing deadline, no other applications were received and the Board approved her eligibility.

Amber said the Nominating Committee recommended Kimberlyn Collins, Jacksonville, for the office of Treasurer. Hearing no nominations from the floor, Kimberlyn Collins was declared elected as Treasurer.

Amber said the Nominating committee recommended Nicole Morris, CMC, Tualatin, for the position of Second Vice President. Hearing no nominations from the floor, Nicole Morris was declared elected as Second Vice President.

Amber said as outlined in the OAMR Charter, Debbie Hamilton, CMC, Sutherlin will succeed to the office of First Vice President and Dale Shafer, Nehalem, will succeed to the office of President.

The above-noted members will be sworn-in at the annual banquet with the exception of Nancy Parker who was absent and will be sworn-in at the November Board Meeting.

8. **Treasurer's Report for the Year Ending October 31, 2016:**

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

Karin Johnson, MMC, Independence, moved, seconded by Tori Barnett, MMC, Ontario, to approve the Treasurer's Report and Audit Briefing for Fiscal Year 2015-16. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

9. **Resolution 2016-2 Banking Signatures 2016-2017:**

Secretary Trudy Borrevik said she had nothing to add to her report.

Karin Johnson, MMC, Independence, moved, seconded by Tracy Davis, MMC, Kezier, to approve Resolution No. 2016-2 Banking Signatures 2016-2017. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

10. **Adoption of Revisions to the Information Management Manual (Formerly the Records Management Manual)**

President, Michele Eldridge thanked the Records Management Committee and Scott Stauffer, Chair and Pat DuVal, Former Chair, for their incredible work on the two year project.

Chair Scott Stauffer, Milwaukie, said he had nothing to add but thanked his committee for their work on the manual.

Scott Stauffer, moved, seconded by Debbie Lockhart, MMC, Keizer, to adopt the revisions to the Information Management Manual as proposed by the Records Management Committee. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

President Michele Eldridge talked about the Attorney General's Public Records Reform Task Force Committee and thanked Chair, Karin Johnson, Amber Mathieson, Carla Holzworth, Linda Galeazzi and Sue Ryan who had also attended meetings. She also thanked those who had provided testimony at the meetings.

Scott Stauffer, commented about OAMR's involvement in Salem and that it was important and put OAMR on the political map in a positive way.

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

President Michele Eldridge said she had the certificates of participation for all the committees and asked the Chairs to come forward and get them when she called

their name. A majority of the Board Members or Committee Chairs had nothing to add to their reports.

Karin Johnson, Professional Growth & Leadership Development Chair, added that they had appointed some leadership mentors for new officers.

President Michele thanked everyone who had served on the committees and reminded everyone to sign up for next year's committees. She reminded those who had received a scholarship from OAMR that they needed to sign up for either the Conference Committee or the Special Projects and Fund Raising Committee.

**12. Other Business:**

Ruth Post suggested that in the board packets, since the nominating committee vetted the candidates, that they only provide the original nomination statements to cut down on the size of the packets. She also said she felt that adoption of manuals wasn't a policy issue and could be approved by the Board and therefore it wouldn't have to be included in the board packet as well.

She suggested the forming of a task force to review the RFP for bidding process and see if it needed to be changed.

**13. Adjournment:**

President Michele Eldridge adjourned the Annual Business Meeting at 9:32 am.



Respectfully submitted,  
Trudy J. Borrevik, CMC, Cottage Grove  
2015-16 OAMR Secretary