



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

BOARD MEETING
APRIL 5, 2023 - 3:00 PM
SPIRIT MTN. LODGE

(SEE P. 2 FOR OTHER COMMITTEE MEETING INFORMATION AND ZOOM INFORMATION)

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. OFFICER REPORTS
 - A. President
 - B. 1st Vice President
 - C. 2nd Vice President (Attached)
 - D. Treasurer (Attached) **ACTION**
 - E. Secretary
- IV. REGION DIRECTOR REPORTS
 - A. Region I – Lisa Scholl, St. Helens (Attached)
 - B. Region II – Scott Stauffer, Milwaukie
 - C. Region III – Gloria Tucker, Port of Newport (Attached)
 - D. Region IV – Kitty Vodrup, Junction City
 - E. Region V – Cindy Hughes, Eagle Point
 - F. Region VI – Jennifer Gray, Hood River
 - G. Region VII – Karen Howton, Island City
- V. COMMITTEE REPORTS
 - A. Audit: Yuriy Ukhach, Nehalem (Attached) **ACTION**
 - B. Bylaws: Anna Ruggles (Attached)
 - C. City Recorder's Procedure Manual: Amber Mathiesen
 - D. Conference: Nanci Sandoval
 - E. Education: Peggy Hawker/Nicole Morris
 - F. Historical Preservation: Gloria Tucker
 - G. Internet: Kayla Duddy/Kelly Benson
 - H. Legislative: Sue Ryan/Scott Stauffer (Attached)
 - I. Membership: Phyllis Bolman (Attached)
 - J. Mentoring: Sylvia Murphy
 - K. Newsletter: Lisa Scholl/Allison Liesse (Attached)
 - L. NCI: Stacie Cook/Cathy Nelson/Peggy Hawker

- M. Nominating: Christie Teets
- N. Professional Growth & Leadership Development: Stacie Cook (Attached)
- N. Records Management: Scott Stauffer/Sue Ryan (See Legislative)
- O. Retired Clerks: Denise Carey
- P. Scholarship: Courtney Davis
- Q. Special Projects/Fundraising: Kayla Duddy

VI. AD-HOC COMMITTEE REPORTS

- A. Strategic Plan Update
- B.

VII. OTHER BUSINESS

- A. Letter of Support, CCAC 2027 IIMC Conference (Attached) **ACTION**
- B.

VIII. FUTURE BOARD MEETINGS

- A. June 2, 2023 (if needed) – Time/Location TBD
- D. September 19, 2023 – Spirit Mtn. Lodge, time TBD

IX. ADJOURNMENT

Meetings prior to Board meeting:

- A. 1:00 pm: Special Projects & Fundraising Committee: Kayla Duddy, 2nd VP
- B. 2:00 pm: Conference Committee: Nanci Sandoval, 1st VP

Zoom meeting information:

OAMR Zoom Host is inviting you to a scheduled Zoom meeting.

Topic: OAMR Committee and Board meetings

Time: Apr 5, 2023 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87935573230?pwd=Yi9uT3VsWFJLTmowMGhLa2VSbEJXdz09.>

Meeting ID: 879 3557 3230

Passcode: 432808

One tap mobile

+13462487799,,87935573230# US (Houston)

+16694449171,,87935573230# US



OAMR BOARD REPORT

2nd Vice President/Special Projects & Fundraising

Meeting Date: Spring Newsletter
Source of Item: 2nd Vice President

Contact: Kayla Duddy, CMC
Contact Telephone Number: 541-923-7755
Contact E-Mail: kayla.duddy@redmondoregon.gov

BACKGROUND

This is a board report from the 2nd Vice President & the 2022-2023 Special Projects & Fundraising.

RELATED POLICIES/BUDGET CONSIDERATIONS

NA

BOARD OPTIONS

N/A

CHAIR MESSAGE

2nd Vice President Report:

I have started the search for our 2025 OAMR Mid-Year & Annual Conference. Twelve RFPs were sent out and received three so far. Within the next few months, I plan to schedule hotel visits to see if they will work for the conference.

Proposals received:

- Ashland Hills Hotel – Ashland, OR
- Driftwood Shores Resort – Florence, OR
- River Valley Inn – Eugene, OR

Special Projects & Fundraising Report:

The Special Projects & Fundraising Committee is working hard on fundraising for our 2023 OAMR Mid-Year Conference. At our next board meeting we will be focusing on the Annual Conference.

Mid-Year Fundraising

- Region Baskets (from Region's I, II, & III)
- 50/50 Raffle
- Small Live Auction

We are also looking into possible OAMR Items (Sweatshirts, Water Bottles, etc.) for our members to purchase.

SUGGESTED MOTION

N/A

ATTACHMENTS

N/A



OAMR BOARD REPORT

Meeting Date: April 5, 2023
Source of Item: OAMR Treasurer

Contact: Melissa Thompson-Kiefer, CMC
Contact Telephone Number: 503-368-5627
Contact E-Mail: mthompson@nehalem.gov

ISSUE STATEMENT

Request for Action to adjust budget appropriations for 2022-2023 and modify bookkeeping process.

BACKGROUND

Request for Action to Adjust Appropriations

The budgeted contribution of \$4,000 to the OAMR Education Endowment Fund was not sent to IIMC in 2021-2022 due to Treasurer oversight. It is recommended that \$4,000 be moved from contingency in the current fiscal year budget so that \$8,000 can be contributed to the fund in 2022-2023.

The OAMR Expense Policy (1.6) provides that if the IIMC Region IX Director is from Oregon, OAMR will pay for travel and lodging to the IIMC Conference. Funds allocated to the Region IX Director should be increased by \$2,750 to provide travel and lodging for Region IX Director Ruth Post, MMC.

Request for Approval to Modify Bookkeeping of Receivables

Currently, receivables for member dues and events fees are entered in QuickBooks individually by member. The majority of these fees are now paid by credit card. The new credit card processor deducts the processing fees from each transaction, making entry of transactions much more cumbersome, and reconciliation more complicated. The Treasurer requests Board approval to enter credit card transactions and fees as a daily batch into the appropriate account, rather than entering each individual member transaction. Record of individual member payments will still be maintained and can be accessed in the StarChapter website/pay portal system. The Audit Committee supports this request.

RELATED POLICIES/BUDGET CONSIDERATIONS

The requests to adjust appropriations are consistent with OAMR Finance Policy and adopted budget as indicated above. The request to modify the entry of receivables will help make the bookkeeping process more efficient.

CHAIR OR DIRECTOR'S RECOMMENDATION

I recommend that the Board approve the Treasurer's requests.

SUGGESTED MOTIONS

I move to approve the Treasurer's request to move \$4,000 from contingency to Scholarship Expenses for the OAMR Education Endowment Fund and \$2,750 from contingency to Region IX director expenses for the IIMC Conference.

ATTACHMENTS

2022-2023 Adopted Budget

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2022-2023 ANNUAL BUDGET**

2022-2023 Adopted Budget

REVENUES

2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ADOPTED	2021-2022 Estimated Actual	DESCRIPTION	2022-2023 PROPOSED	2022-2023 ADOPTED	Comments
	Virtual	Newport	Newport	Academy/Education Sessions	Spirit Mountain	Spirit Mountain	
\$ 6,820.00	\$ 7,740.00	\$ 9,000.00	\$ 8,063.00	Mid-Year Academy	\$ 10,500.00	\$ 10,500.00	Based on 60 registrants @ \$175
\$ 1,260.00	\$ 2,950.00	\$ 2,250.00	\$ 1,725.00	Mid-Year Athenian Dialogue	\$ 2,250.00	\$ 2,250.00	Based on 30 registrants @ \$75
\$ 1,250.00	\$ 935.00	\$ 1,050.00	\$ 1,050.00	Annual Athenian Leadership	\$ 2,250.00	\$ 2,250.00	Based on 30 registrants @ \$75
\$ 5,920.00	\$ 8,225.00	\$ 12,000.00	\$ 7,935.00	Annual Academy	\$ 14,000.00	\$ 14,000.00	Based on 80 registrants @ \$175
\$ 15,250.00	\$ 19,850.00	\$ 24,300.00	\$ 18,773.00	Total Academy Sessions	\$ 29,000.00	\$ 29,000.00	
	Virtual	Newport	Newport	Annual Conference	Spirit Mountain	Spirit Mountain	
\$ -	\$ 9,725.00	\$ 31,000.00	\$ 26,381.00	Registration	\$ 33,250.00	\$ 33,250.00	Based on 80 registrants @ \$375, 10 @ \$325
\$ -	\$ 1,200.00	\$ 1,200.00	\$ 2,250.00	Exhibitors	\$ 1,200.00	\$ 1,200.00	Exhibit only, 2021 payments carried over to 2022.
\$ 6,400.00	\$ 8,450.00	\$ 1,500.00	\$ 6,300.00	Sponsors	\$ 4,500.00	\$ 4,500.00	2021 payments carried over to 2022 conference
\$ 6,400.00	\$ 19,375.00	\$ 33,700.00	\$ 34,931.00	Total Annual Conference	\$ 38,950.00	\$ 38,950.00	
	Virtual	Newport	Newport	Education/Scholarships	Spirit Mountain	Spirit Mountain	
\$ 2,071.00	\$ -	\$ 3,500.00	\$ 3,500.00	Auctions	\$ 3,500.00	\$ 3,500.00	
\$ 2,780.00	\$ 1,770.00	\$ 2,500.00	\$ 2,500.00	Basket Raffle	\$ 2,500.00	\$ 2,500.00	
\$ 1,050.00	\$ 850.00	\$ 1,000.00	\$ 1,000.00	Pink Walk- Kathy Ishiara Fund	\$ 1,000.00	\$ 1,000.00	
\$ 2,291.65	\$ 677.00	\$ 1,000.00	\$ 1,000.00	Donations - General	\$ 1,000.00	\$ 1,000.00	
\$ 338.45	\$ 189.35	\$ 1,000.00	\$ 1,000.00	Other Fundraising	\$ 1,000.00	\$ 1,000.00	Card cut, AmazonSmile, Fred Meyer
\$ -	\$ -	\$ -	\$ -	Misc Sales/Phone Ringing	\$ -	\$ -	
\$ 8,531.10	\$ 3,486.35	\$ 9,000.00	\$ 9,000.00	Total Education/Scholarship	\$ 9,000.00	\$ 9,000.00	
\$ 763.27	\$ 406.28	\$ 300.00	\$ 270.00	Interest	\$ 200.00	\$ 200.00	
\$ 13,655.00	\$ 13,435.00	\$ 13,000.00	\$ 13,075.00	Membership Dues	\$ 15,500.00	\$ 15,500.00	
\$ 631.76	\$ 372.00	\$ 350.00	\$ 84.00	Miscellaneous	\$ 24.00	\$ 24.00	
\$ 400.00	\$ 950.00	\$ 400.00	\$ 400.00	Newsletter Advertising	\$ 400.00	\$ 400.00	
\$ 45,631.13	\$ 57,874.63	\$ 81,050.00	\$ 76,533.00	TOTAL REVENUES	\$ 93,074.00	\$ 93,074.00	
\$ 77,245.18	\$ 92,829.79	\$ 98,902.79	\$ 92,829.79	Beginning Fund Balance	\$ 59,494.40	\$ 59,494.40	
\$ 122,876.31	\$ 150,704.42	\$ 179,952.79	\$ 169,362.79	GRAND TOTAL REVENUES	\$ 152,568.40	\$ 152,568.40	

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2022-2023 ANNUAL BUDGET

EXPENSES

2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ADOPTED	2021-2022 Estimated ACTUAL	DESCRIPTION	2022-2023 PROPOSED	2022-2023 ADOPTED	Comments
Academy/Education Sessions							
Mid-Year Expenses							
Virtual	Virtual	Newport	Newport		Spirit Mountain	Spirit Mountain	
\$ 200.00	\$ -	\$ 700.00	\$ 200.00	Athenian Leadership Speaker Expenses	\$ 2,000.00	\$ 2,000.00	
\$ 4,000.00	\$ 4,500.00	\$ 5,000.00	\$ 4,500.00	Academy Speaker Expenses	\$ 5,500.00	\$ 5,500.00	
\$ -	\$ -	\$ 3,700.00	\$ -	ALD & Academy Food & Beverage	\$ 4,200.00	\$ 4,200.00	
\$ 74.95	\$ -	\$ 360.00	\$ -	AV	\$ 1,000.00	\$ 1,000.00	
\$ 4,274.95	\$ 4,500.00	\$ 9,760.00	\$ 4,700.00	Total Mid-Year Expenses	\$ 12,700.00	\$ 12,700.00	
Annual ALD & Academy Sessions							
Virtual	Virtual	Newport	Newport		Spirit Mountain	Spirit Mountain	
\$ 601.40	\$ -	\$ 700.00	\$ 700.00	Annual Athenian Leadership Speaker Exp	\$ 2,000.00	\$ 2,000.00	Travel expenses erroneously missing from adopted 2020-2021
\$ -	\$ -	\$ 360.00	\$ 200.00	ALD AV	\$ 500.00	\$ 500.00	
\$ 3,312.50	\$ 4,157.40	\$ 6,100.00	\$ 6,100.00	Annual Academy Speaker Expenses	\$ 6,100.00	\$ 6,100.00	
\$ -	\$ -	\$ 3,300.00	\$ 2,000.00	Annual Academy Food & Bev	\$ 3,300.00	\$ 3,300.00	
\$ 74.95	\$ -	\$ 360.00	\$ 360.00	Academy AV	\$ 500.00	\$ 500.00	
\$ 3,988.85	\$ 4,157.40	\$ 10,820.00	\$ 9,360.00	Total Annual ALD & Academy Expenses	\$ 12,400.00	\$ 12,400.00	
\$ 8,263.80	\$ 8,657.40	\$ 20,580.00	\$ 14,060.00	Total Academy/Education Sessions	\$ 25,100.00	\$ 25,100.00	
Annual Conference							
Virtual	Virtual	Newport	Newport		Spirit Mountain	Spirit Mountain	
\$ 929.36	\$ -	\$ 1,200.00	\$ 1,200.00	Audio-Visual	\$ 1,200.00	\$ 1,200.00	NOTE: 2020 & 2021 Conference Virtual due to COVID-19
\$ 219.25	\$ 221.00	\$ 300.00	\$ 300.00	Awards	\$ 300.00	\$ 300.00	19-20 actual includes Zoom costs
\$ -	\$ -	\$ 875.00	\$ 875.00	Banquet Expenses	\$ 875.00	\$ 875.00	
\$ 262.09	\$ 150.95	\$ 360.00	\$ 360.00	Conference Chair Expense	\$ 360.00	\$ 360.00	
\$ 345.00	\$ 1,999.28	\$ 2,000.00	\$ 2,000.00	Conference Swag	\$ 2,000.00	\$ 2,000.00	Conference Bags, first-timer swag, attendee swag
\$ -	\$ -	\$ 450.00	\$ 450.00	Exhibitor Tables	\$ 450.00	\$ 450.00	
\$ 1,250.00	\$ -	\$ 2,500.00	\$ 2,500.00	Future Conference Site Deposits	\$ 2,500.00	\$ 2,500.00	
\$ 787.55	\$ 2,600.15	\$ 4,600.00	\$ 4,600.00	Hospitality	\$ 4,600.00	\$ 4,600.00	Honored Guest Conf registration, dinner, gifts.
\$ -	\$ -	\$ 17,500.00	\$ 17,500.00	Food & Beverage	\$ 19,000.00	\$ 19,000.00	
\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	Meeting Setup	\$ 9,700.00	\$ 9,700.00	
\$ 400.00	\$ 300.00	\$ 600.00	\$ 600.00	Miscellaneous	\$ 700.00	\$ 700.00	Includes conference logo
\$ -	\$ -	\$ -	\$ -	Postage	\$ -	\$ -	
\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	Welcome Reception/Special Event	\$ 1,500.00	\$ 1,500.00	Handbook only
\$ 100.00	\$ -	\$ 800.00	\$ 800.00	Printing Handbook	\$ 850.00	\$ 850.00	
\$ -	\$ 4,000.00	\$ 7,325.00	\$ 7,325.00	Speaker Expenses	\$ 7,325.00	\$ 7,325.00	Concurrent/Gen. Academy/Future Deposits
\$ 4,293.25	\$ 9,271.38	\$ 41,010.00	\$ 41,010.00	Total Annual Conference	\$ 51,360.00	\$ 51,360.00	
\$ 72.00	\$ 2,493.75	\$ 1,800.00	\$ 1,800.00	Internet/Website	\$ 3,180.00	\$ 3,180.00	
\$ 600.00	\$ -	\$ -	\$ -	IIMC Foundation Unrestricted Donation	\$ -	\$ -	\$600 eliminated and moved to IIMC scholarship
Membership							
\$ 15.00	\$ -	\$ 25.00	\$ 25.00	Postage	\$ 25.00	\$ 25.00	
\$ 25.00	\$ -	\$ 25.00	\$ 25.00	Printing	\$ 25.00	\$ 25.00	
\$ 210.00	\$ 105.50	\$ 250.00	\$ 250.00	Supplies	\$ 250.00	\$ 250.00	Name tags, danglers, etc.
\$ 250.00	\$ 105.50	\$ 300.00	\$ 300.00	Total Membership	\$ 300.00	\$ 300.00	

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2022-2023 ANNUAL BUDGET

EXPENSES

2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ADOPTED	2021-2022 Estimated ACTUAL	DESCRIPTION	2022-2023 PROPOSED	2022-2023 ADOPTED	Comments
\$ 1,215.58	\$ 2,037.07	\$ 2,000.00	\$ 2,000.00	Miscellaneous	\$ 2,500.00	\$ 2,500.00	
\$ 1,023.00	\$ 950.00	\$ 1,200.00	\$ 1,050.00	Credit Card Fees	\$ 1,200.00	\$ 1,200.00	
\$ 300.00	\$ 359.00	\$ 450.00	\$ 425.00	Tax Accountant/Bookkeeping Consultant	\$ 450.00	\$ 450.00	
		\$ 19,170.00	\$ 19,170.00	Annual Filing Fees & Insurance	\$ -	\$ -	
		\$ 700.00	\$ 700.00	Strategic Planning			
\$ 201.41	\$ 369.94	\$ 750.00	\$ 750.00	Tablets and card swipe for payments	\$ 750.00	\$ 750.00	Condolence flowers/Misc bank fees
\$ 2,739.99	\$ 3,716.01	\$ 24,270.00	\$ 24,095.00	Total Miscellaneous	\$ 4,900.00	\$ 4,900.00	
				Newsletter			
\$ -	\$ 20.30	\$ -	\$ -	Postage			
\$ 28.54	\$ -	\$ 50.00	\$ 50.00	Advertiser Printing & Postage	\$ 50.00	\$ 50.00	
\$ -	\$ -	\$ -	\$ -	Supplies			
\$ 28.54	\$ 20.30	\$ 50.00	\$ 50.00	Total Newsletter	\$ 50.00	\$ 50.00	
\$ 8,437.74	\$ -	\$ 2,500.00	\$ 2,200.00	NW Clerks Institute Director	\$ 2,500.00	\$ 2,500.00	1/3 share of IIMC travel reimbursement, Mid-Year reg. & Conf registration and lodging. 19-20 includes NOI cancellation invoice WSU (04/27/2020)
				Office Supplies			
\$ 26.05	\$ 7.95	\$ 50.00	\$ 25.00	Postage	\$ 50.00	\$ 50.00	
\$ 18.00	\$ -	\$ 100.00	\$ 100.00	Supplies/Stationary/Envelopes/etc.	\$ 100.00	\$ 100.00	
\$ 75.00	\$ 272.18	\$ 100.00	\$ 100.00	Miscellaneous	\$ 100.00	\$ 100.00	
\$ 119.05	\$ 280.13	\$ 250.00	\$ 225.00	Total Office Supplies	\$ 250.00	\$ 250.00	
				Officers Expenses			
\$ -	\$ 542.76	\$ 2,000.00	\$ 2,104.00	1st Vice President	\$ 2,200.00	\$ 2,200.00	Travel and lodging only
				2nd Vice President	\$ 500.00	\$ 500.00	
\$ 64.29	\$ -	\$ 500.00	\$ 250.00	Future Conference Site Tours	\$ 500.00	\$ 500.00	
				Director - Region IX			
\$ 1,313.25	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	Region IX, IIMC, Meetings, Assmnt, Etc.	\$ 1,400.00	\$ 1,400.00	Outgoing Reg IX Dir Gift (\$100). Reg IX Assessment (\$5 per member)
				President			
\$ -	\$ 2,249.61	\$ 2,600.00	\$ 2,744.00	IIMC Annual Conference	\$ 2,750.00	\$ 2,750.00	
\$ 150.00	\$ 500.00	\$ 500.00	\$ -	OAMR Representation (President)	\$ 500.00	\$ 500.00	Other non-Reg IX meetings, such as OCCMA.
\$ 1,357.46	\$ 729.11	\$ 3,000.00	\$ 2,434.00	Region IX Conferences (AK, CA, WA)	\$ 3,000.00	\$ 3,000.00	
				Other			
\$ 1,507.46	\$ 2,978.72	\$ 6,100.00	\$ 5,178.00	Total President Expenses	\$ 6,250.00	\$ 6,250.00	
\$ -	\$ -	\$ 700.00	\$ -	OAMR Region Directors	\$ 700.00	\$ 700.00	
\$ -	\$ -	\$ 750.00	\$ 700.00	OAMR Representation (LOC, other assoc)	\$ 750.00	\$ 750.00	OAMR booth
\$ 1,571.75	\$ 4,834.73	\$ 11,450.00	\$ 8,932.00	Total Officers Expenses	\$ 11,800.00	\$ 11,800.00	
\$ -	\$ -	\$ 135.39	\$ 135.39	Photography/Historian	\$ 200.00	\$ 200.00	

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2022-2023 ANNUAL BUDGET

EXPENSES

2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ADOPTED	2021-2022 Estimated ACTUAL	DESCRIPTION	2022-2023 PROPOSED	2022-2023 ADOPTED	Comments
Fundraising Expenses							
\$ 150.00	\$ -	\$ 150.00	\$ 150.00	Misc	\$ 150.00	\$ 150.00	2VP Discretion
\$ 165.40	\$ -	\$ 350.00	\$ 200.00	Printing or online hosting	\$ 350.00	\$ 350.00	Auction Sheets or Online Auction
\$ 315.40	\$ -	\$ 500.00	\$ 350.00	Total Fundraising Expense	\$ 500.00	\$ 500.00	
Scholarships							
\$ -	\$ 1,950.00	\$ 30,650.00	\$ 3,500.00	IIMC Certification Programs (PD)	\$ 8,200.00	\$ 8,200.00	4 PD @ \$725 (PD I-III); 2 @ \$625 (PD IV); 3 PD @ 1350
\$ 665.00	\$ 90.00	\$ 1,500.00	\$ -	Mid-Year Academy	\$ 1,750.00	\$ 1,750.00	10 scholarships @ \$175
\$ 540.00	\$ -	\$ 1,400.00	\$ 1,400.00	President Awards Scholarships	\$ 750.00	\$ 750.00	PAD and ROY
\$ -	\$ 550.00	\$ 7,500.00	\$ 5,000.00	OAMR Conference/Academy Session	\$ 5,500.00	\$ 5,500.00	10 Academy & 10 Conference
\$ -	\$ 475.00	\$ 1,300.00	\$ 1,415.00	Continuation Davis/Harris Scholarship	\$ -	\$ -	Completed
\$ 2,000.00	\$ 1,000.00	\$ 6,000.00	\$ 1,396.00	OAMR IIMC Conference Scholarships	\$ 6,000.00	\$ 6,000.00	2 @ \$2,500; 1 @ \$1,000
\$ 3,205.00	\$ 6,065.00	\$ 52,350.00	\$ 16,711.00	Total Scholarships	\$ 26,200.00	\$ 26,200.00	
\$ 29,896.52	\$ 35,444.20	\$ 155,195.39	\$ 109,868.39	Total Expenditures before Contingency	\$ 126,340.00	\$ 126,340.00	
				Contingency	\$ 26,228.40	\$ 26,228.40	
\$ 29,896.52	\$ 35,444.20	\$ 179,952.79	\$ 109,868.39	TOTAL EXPENDITURES	\$ 152,568.40	\$ 152,568.40	
\$ 122,876.31	\$ 150,704.42	\$ 179,952.79	\$ 169,362.79	Revenues (from front page)	\$ 152,568.40	\$ 152,568.40	
\$ 92,979.79	\$ 115,260.22	\$ -	\$ 59,494.40	ENDING FUND BALANCE	\$ -	\$ -	

Board Financials Report

Oregon Association of Municipal Recordors (OAMR)
For the period ended October 31, 2022



Prepared by
Melissa Thompson-Kiefer, CMC, Treasurer

Prepared on
March 5, 2023

Table of Contents

OAMR Board Report.....3

Financials for Board:Budget vs. Actuals FY_2021_20224

Profit and Loss7

Balance Sheet.....10

OAMR Board Report

Meeting Date: April 5, 2023

Source of Item: OAMR Treasurer

Contact: Melissa Thompson-Kiefer, CMC

Contact Telephone Number: 503-368-5627

Contact E-Mail: mthompson@nehalem.gov

ISSUE STATEMENT

Financial Reporting for the Fiscal Year 2021-2022 ending October 31, 2022.

BACKGROUND

The financial reports for the 2021-2022 fiscal year reflect the return to in-person Mid-Year and Annual Conferences, held at the Best Western Agate Beach Inn in Newport.

OAMR continues to receive great support from our vendor sponsors and exhibitors. Revenue for both the Mid-Year and Annual Conference exceeded expenses:

Mid-Year Conference Revenue: \$9,788

Mid-Year Conference Expenses: \$7,619

Annual Academy & Conference Revenue: \$48,745

Annual Academy & Conference Expenses: \$40,312

OAMR raised over \$12,114 for education scholarships through the hard work of the Special Projects & Fundraising Committee and the generosity of our members, sponsors, and other donors.

In November 2021, over \$17,800 was allocated to develop a Strategic Plan for OAMR. The Plan was completed and adopted.

Total revenue for 2021-2022 was \$200,332 and total expenses were \$88,881. A few budget line items were higher than anticipated. Credit card processing fees exceeded the budgeted amount by \$84. Inflation and increases in transportation costs caused officer expenses for the IIMC Conference to exceed budgeted amounts by \$248. All other line items were within budget.

The budgeted contribution of \$4,000 to the OAMR Education Endowment Fund was not sent to IIMC in 2021-2022 due to Treasurer oversight. It is recommended that \$4,000 be moved from contingency in the current fiscal year budget so that \$8,000 can be contributed to the fund in 2022-2023. A separate report will address this request.

OAMR will remain in a healthy financial position for the 2022-2023 fiscal year, with total assets over \$111,450.

End of fiscal year financial reports attached.

Financials for Board: Budget vs. Actuals FY_2021_2022

November 2021 - October 2022

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Academy/Education Session				
Annual Academy	8,627.00	12,000.00	-3,373.00	71.89 %
Annual Athenian Dialogue	1,100.00	1,050.00	50.00	104.76 %
Mid-Year	8,063.00	9,000.00	-937.00	89.59 %
Mid-Year Athenian Dialogue	1,725.00	2,250.00	-525.00	76.67 %
Total Academy/Education Session	19,515.00	24,300.00	-4,785.00	80.31 %
Annual Conference Revenue				
Exhibitors	2,750.00	1,200.00	1,550.00	229.17 %
Registration	28,968.00	31,000.00	-2,032.00	93.45 %
Sponsors	7,300.00	1,500.00	5,800.00	486.67 %
Total Annual Conference Revenue	39,018.00	33,700.00	5,318.00	115.78 %
Cash Carried Forward	115,260.22	98,902.79	16,357.43	116.54 %
Education/Scholarships				
Auction	2,279.00	3,500.00	-1,221.00	65.11 %
Donations General	245.00	1,000.00	-755.00	24.50 %
Kathy Ishiara (Pink Walk) Education Fund	600.00	1,000.00	-400.00	60.00 %
Other Fundraising	5,603.64	1,000.00	4,603.64	560.36 %
Raffle	3,387.00	2,500.00	887.00	135.48 %
Total Education/Scholarships	12,114.64	9,000.00	3,114.64	134.61 %
Interest Income	681.55	300.00	381.55	227.18 %
Membership Dues	13,435.00	13,000.00	435.00	103.35 %
Miscellaneous	108.00	350.00	-242.00	30.86 %
Newsletter Advertising	200.00	400.00	-200.00	50.00 %
Total Income	200,332.41	179,952.79	20,379.62	111.32 %
GROSS PROFIT	200,332.41	179,952.79	20,379.62	111.32 %
EXPENSES				
Annual ALD & Academy Expenses				
Annual Academy AV Expenses		360.00	-360.00	
Annual Academy Food & Bev	2,162.20	3,300.00	-1,137.80	65.52 %
Annual Academy Speaker Expnses	4,930.91	6,100.00	-1,169.09	80.83 %
Annual ALD AV Expense		360.00	-360.00	
Annual ALD Speaker Expense	973.40	700.00	273.40	139.06 %
Total Annual ALD & Academy Expenses	8,066.51	10,820.00	-2,753.49	74.55 %
Annual Conference Expenses				
Audio-Visual for Annual Conf	265.00	1,200.00	-935.00	22.08 %
Awards	211.52	300.00	-88.48	70.51 %
Banquet Expenses	345.65	875.00	-529.35	39.50 %
Conference Chair Expense	12.99	360.00	-347.01	3.61 %
Conference Swag	1,395.26	2,000.00	-604.74	69.76 %
Exhibitor Tables/Booths	350.00	450.00	-100.00	77.78 %

				Total
	Actual	Budget	over Budget	% of Budget
Food & Beverage	15,939.49	17,500.00	-1,560.51	91.08 %
Future Conference Site Deposits	500.00	2,500.00	-2,000.00	20.00 %
Hospitality	4,948.36	4,600.00	348.36	107.57 %
Meeting Setup		1,000.00	-1,000.00	
Miscellaneous Conference Exp	250.00	600.00	-350.00	41.67 %
Print-Handbook	535.00	800.00	-265.00	66.88 %
Speaker Expenses - Annual Conf	7,288.18	7,325.00	-36.82	99.50 %
Welcome Reception/Special Event	203.74	1,500.00	-1,296.26	13.58 %
Total Annual Conference Expenses	32,245.19	41,010.00	-8,764.81	78.63 %
Contingency		24,757.40	-24,757.40	
Fundraising Expenses				
Miscellaneous Fundraising Exp		150.00	-150.00	
Printing-Auction Sheets		350.00	-350.00	
Total Fundraising Expenses		500.00	-500.00	
Internet/Website	576.75	1,800.00	-1,223.25	32.04 %
Membership Expenses	142.00		142.00	
Postage-Membership		25.00	-25.00	
Printing-Memberships		25.00	-25.00	
Supplies-Memberships	17.00	250.00	-233.00	6.80 %
Total Membership Expenses	159.00	300.00	-141.00	53.00 %
Mid-Year ALD & Academy Expenses				
Mid-Year Academy Speaker Expns	4,064.25	5,000.00	-935.75	81.29 %
Mid-Year ALD Speaker Expenses		700.00	-700.00	
Mid-Year AV	244.00	360.00	-116.00	67.78 %
Mid-Year Food & Beverage	3,311.08	3,700.00	-388.92	89.49 %
Total Mid-Year ALD & Academy Expenses	7,619.33	9,760.00	-2,140.67	78.07 %
Miscellaneous Expenses	497.96		497.96	
Annual Filing Fees & Insurance	424.00	450.00	-26.00	94.22 %
Credit Card Processing Fees	2,084.42	2,000.00	84.42	104.22 %
Other - Miscellaneous	84.98	1,450.00	-1,365.02	5.86 %
Strategic Planning	17,829.18	19,170.00	-1,340.82	93.01 %
Tax Accountant & QB Consultant	1,050.00	1,200.00	-150.00	87.50 %
Total Miscellaneous Expenses	21,970.54	24,270.00	-2,299.46	90.53 %
Newsletter				
Printing-Postage-Newsletters		50.00	-50.00	
Total Newsletter		50.00	-50.00	
NW Clerks Institute Director	1,137.12	2,500.00	-1,362.88	45.48 %
Officer Supplies				
Misc/Equipment-Officers		100.00	-100.00	
Postage-Officers	22.46	50.00	-27.54	44.92 %
Supplies-Stationary-Officers		100.00	-100.00	
Total Officer Supplies	22.46	250.00	-227.54	8.98 %
Officers Expenses				

				Total
	Actual	Budget	over Budget	% of Budget
1st Vice Pres-IIMC Confrence	2,103.91	2,000.00	103.91	105.20 %
2nd Vice Pres Conf. Site Tours		500.00	-500.00	
Director Region IX	125.00	1,400.00	-1,275.00	8.93 %
OAMR Region Directors		700.00	-700.00	
OAMR Representation (LOC/other)	700.00	750.00	-50.00	93.33 %
President's Expenses				
IIMC Conference-President	2,743.85	2,600.00	143.85	105.53 %
OAMR Representation-President		500.00	-500.00	
Region IX Conferences-President	2,940.84	3,000.00	-59.16	98.03 %
Total President's Expenses	5,684.69	6,100.00	-415.31	93.19 %
Total Officers Expenses	8,613.60	11,450.00	-2,836.40	75.23 %
Photography/Historian	135.39	135.39	0.00	100.00 %
Scholarships				
Cont. Davis/Harris Scholarship	1,415.00	1,300.00	115.00	108.85 %
IIMC Certification Programs	3,825.00	30,650.00	-26,825.00	12.48 %
Mid-Year Academy Scholarship		1,500.00	-1,500.00	
OAMR Conference/Academy Session	1,000.00	7,500.00	-6,500.00	13.33 %
OAMR Edu. Endowment Fund (IIMC Foun.)		4,000.00	-4,000.00	
OAMR IIMC Scholarships	1,395.12	6,000.00	-4,604.88	23.25 %
President Awards Scholarship	700.00	1,400.00	-700.00	50.00 %
Total Scholarships	8,335.12	52,350.00	-44,014.88	15.92 %
Total Expenses	88,881.01	179,952.79	-91,071.78	49.39 %
NET OPERATING INCOME	111,451.40	0.00	111,451.40	0.00%
OTHER INCOME				
Donations for Fundraising	3,396.99		3,396.99	
Total Other Income	3,396.99	0.00	3,396.99	0.00%
OTHER EXPENSES				
Donations used in Fundraising	3,396.99		3,396.99	
Total Other Expenses	3,396.99	0.00	3,396.99	0.00%
NET OTHER INCOME	0.00	0.00	0.00	0.00%
NET INCOME	\$111,451.40	\$0.00	\$111,451.40	0.00%

Profit and Loss

November 2021 - October 2022

	Total
INCOME	
Academy/Education Session	
Annual Academy	8,627.00
Annual Athenian Dialogue	1,100.00
Mid-Year	8,063.00
Mid-Year Athenian Dialogue	1,725.00
Total Academy/Education Session	19,515.00
Annual Conference Revenue	
Exhibitors	2,750.00
Registration	28,968.00
Sponsors	7,300.00
Total Annual Conference Revenue	39,018.00
Cash Carried Forward	115,260.22
Education/Scholarships	
Auction	2,279.00
Donations General	245.00
Kathy Ishiara (Pink Walk) Education Fund	600.00
Other Fundraising	5,603.64
Raffle	3,387.00
Total Education/Scholarships	12,114.64
Interest Income	681.55
Membership Dues	13,435.00
Miscellaneous	108.00
Newsletter Advertising	200.00
Total Income	200,332.41
GROSS PROFIT	200,332.41
EXPENSES	
Annual ALD & Academy Expenses	
Annual Academy Food & Bev	2,162.20
Annual Academy Speaker Expnses	4,930.91
Annual ALD Speaker Expense	973.40
Total Annual ALD & Academy Expenses	8,066.51
Annual Conference Expenses	
Audio-Visual for Annual Conf	265.00
Awards	211.52
Banquet Expenses	345.65
Conference Chair Expense	12.99
Conference Swag	1,395.26
Exhibitor Tables/Booths	350.00
Food & Beverage	15,939.49
Future Conference Site Deposits	500.00
Hospitality	4,948.36

	Total
Miscellaneous Conference Exp	250.00
Print-Handbook	535.00
Speaker Expenses - Annual Conf	7,288.18
Welcome Reception/Special Event	203.74
Total Annual Conference Expenses	32,245.19
Internet/Website	576.75
Membership Expenses	142.00
Supplies-Memberships	17.00
Total Membership Expenses	159.00
Mid-Year ALD & Academy Expenses	
Mid-Year Academy Speaker Expns	4,064.25
Mid-Year AV	244.00
Mid-Year Food & Beverage	3,311.08
Total Mid-Year ALD & Academy Expenses	7,619.33
Miscellaneous Expenses	497.96
Annual Filing Fees & Insurance	424.00
Credit Card Processing Fees	2,084.42
Other - Miscellaneous	84.98
Strategic Planning	17,829.18
Tax Accountant & QB Consultant	1,050.00
Total Miscellaneous Expenses	21,970.54
NW Clerks Institute Director	1,137.12
Officer Supplies	
Postage-Officers	22.46
Total Officer Supplies	22.46
Officers Expenses	
1st Vice Pres-IIMC Confrence	2,103.91
Director Region IX	125.00
OAMR Representation (LOC/other)	700.00
President's Expenses	
IIMC Conference-President	2,743.85
Region IX Conferences-President	2,940.84
Total President's Expenses	5,684.69
Total Officers Expenses	8,613.60
Photography/Historian	135.39
Scholarships	
Cont. Davis/Harris Scholarship	1,415.00
IIMC Certification Programs	3,825.00
OAMR Conference/Academy Session	1,000.00
OAMR IIMC Scholarships	1,395.12
President Awards Scholarship	700.00
Total Scholarships	8,335.12
Total Expenses	88,881.01
NET OPERATING INCOME	111,451.40

	Total
OTHER INCOME	
Donations for Fundraising	3,396.99
Total Other Income	3,396.99
OTHER EXPENSES	
Donations used in Fundraising	3,396.99
Total Other Expenses	3,396.99
NET OTHER INCOME	0.00
NET INCOME	\$111,451.40

Balance Sheet

As of October 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
LGIP	71,676.59
U S Bank	39,774.81
Total Bank Accounts	111,451.40
Total Current Assets	111,451.40
TOTAL ASSETS	\$111,451.40
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	0.00
Net Income	111,451.40
Total Equity	111,451.40
TOTAL LIABILITIES AND EQUITY	\$111,451.40



OAMR BOARD REPORT

REGION I

Meeting Date: April 5, 2023
Source of Item: Region I Director

Contact: Lisa Scholl, MMC
Contact Telephone Number: 503-366-8216
Contact E-Mail: lscholl@sthelensoregon.gov

ISSUE STATEMENT

This is the Region I report for April 5, 2023, is for informational purposes only.

BACKGROUND

MEMBERS OF REGION I:

Jennifer Barrett, Cannon Beach
Stephanie Borst, CMC, Vernonia
Lindsey Gann, Bay City
Kim Jordan, Seaside
Marci Moore, Clatskanie
Kathy Payne, MMC, St. Helens

Kylie, Poklikuha, Garibaldi
Susan Reeves, MMC, Scappose
Lisa Scholl, MMC, St. Helens
Dawne Shaw, CMC, Warrenton
Melissa Thompson-Kiefer, CMC, Nehalem
Yuriy Ukhach, Nehalem

Region I members continue to be very busy. Unfortunately, with snow and work schedules we were unable to meet for a holiday lunch. The coastal range was still getting snow in late March! Apparently, we need to wait for the summer to gather at one of our beautiful coastal communities.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Region III Director Report

Meeting Date: April 5, 2023
Source of Item: Gloria Tucker, CMC, Region III Director

Contact: Gloria Tucker
Contact Telephone Number: 541-265-7758
Contact E-Mail: gtucker@portofnewport.com

INFORMATION ONLY

Unfortunate, but understandable, to hear there was low turnout at this year's Mid-Year Conference. Hopefully, our work with the Strategic Planning will change that in the coming years. That being said, thank you to everyone who donated to the Region III basket— Allison Liesse, CMC, Alex McHaddad, Jamie Young, Phillis Bolman, MMC, and Karin Johnson, MMC. A special thank you to Allison who delivered the donation for me.

There have been several new members to join Region III since the last board meeting. Welcome to Elizabeth Gallagher in Newport, Carla Duering in Depoe Bay, Kim Herring in Dallas, and Linda Hansen at the Mid-Willamette Valley Council of Governments. I look forward to meeting them at the Annual Conference in September.



OAMR BOARD REPORT

Meeting Date: April 5, 2023
Source of Item: Audit Committee

Contact: Yuriy Ukhach, Audit Committee Chair
Contact Telephone Number: 503-368-5627
Contact E-Mail: yukhach@nehalem.gov

ISSUE STATEMENT

The audit for FYE October 31, 2022, 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 Yuriy Ukhach, City of Nehalem; Rachel Neuenschwander, City of Central Point, Julie Fisher, City of Sweet Home, Christine Wolfe, City of Maupin, Cathy Nelson, MMC, City of St. Harrisburg, Kevin Moss, Washington County, Alex McHaddad, City of Sodaville, Denise Dahlberg, City of Gervais and 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, 2021-2022 Referred to during course of audit.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31, 2022, on March 15, 2023, in a virtual meeting via ZOOM. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget vs actual statement.

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:

The financial reports for the 2021-2022 fiscal year reflect the return to in-person Mid-Year and Annual Conferences, held at the Best Western Agate Beach Inn in Newport.

OAMR continues to receive great support from our vendor sponsors and exhibitors. Revenue for both the MidYear and Annual Conference exceeded expenses:

Mid-Year Conference Revenue: \$9,788 Mid-Year Conference Expenses: \$7,619

Annual Academy & Conference Revenue:	\$48,745
Annual Academy & Conference Expenses:	\$40,312

OAMR raised over \$12,114 for education scholarships through the hard work of the Special Projects & Fundraising Committee and the generosity of our members, sponsors, and other donors.

In November 2021, over \$17,800 was allocated to develop a Strategic Plan for OAMR. The Plan was completed and adopted.

Total revenue for 2021-2022 was \$200,332 and total expenses were \$88,881. A few budget line items were higher than anticipated. Credit card processing fees exceeded the budgeted amount by \$84. Inflation and increases in transportation costs caused officer expenses for the IIMC Conference to exceed budgeted amounts by \$248. All other line items were within budget.

The budgeted contribution of \$4,000 to the OAMR Education Endowment Fund was not sent to IIMC in 2021- 2022 due to Treasurer oversight. **The Audit Committee had a consensus to recommend that \$4,000 be moved from contingency in the current fiscal year budget so that \$8,000 can be contributed to the fund in 2022-2023.**

OAMR will remain in a healthy financial position for the 2022-2023 fiscal year, with total assets over \$111,450.

2. The Audit Committee had a consensus on recommending the following process change:

Enter credit cards transactions as a batch, more generically, as the full amount and as the total of processing fees, rather than entering each individual member transactions in the QuickBooks.

OTHER

The Audit Committee wishes to thank Melissa Thompson-Kiefer, CMC for her continued work as Treasurer. The books were well-managed, and all requested documentation was provided. Your willingness to serve OAMR in this capacity is greatly appreciated.

BOARD OPTIONS

1. Approval of Audit Report for FYE October 31, 2022, as presented, and the Committee recommendations as presented; or
2. Approval of Audit Report for FYE October 31, 2022, 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 31, 2022, and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Profit & Loss Report, November 1, 2021 - October 31, 2022.
- B. Financials for Board: Budget vs Actuals, November 1, 2021 - October 31, 2022.
- C. Balance Sheet as of October 31, 2022

ATTACHMENT A

Profit and Loss

November 2021 - October 2022

	Total
INCOME	
Academy/Education Session	
Annual Academy	8,627.00
Annual Athenian Dialogue	1,100.00
Mid-Year	8,063.00
Mid-Year Athenian Dialogue	1,725.00
Total Academy/Education Session	19,515.00
Annual Conference Revenue	
Exhibitors	2,750.00
Registration	28,968.00
Sponsors	7,300.00
Total Annual Conference Revenue	39,018.00
Cash Carried Forward	115,260.22
Education/Scholarships	
Auction	2,279.00
Donations General	245.00
Kathy Ishiara (Pink Walk) Education Fund	600.00
Other Fundraising	5,603.64
Raffle	3,387.00
Total Education/Scholarships	12,114.64
Interest Income	681.55
Membership Dues	13,435.00
Miscellaneous	108.00
Newsletter Advertising	200.00
Total Income	200,332.41
GROSS PROFIT	200,332.41
EXPENSES	
Annual ALD & Academy Expenses	
Annual Academy Food & Bev	2,162.20
Annual Academy Speaker Expnses	4,930.91
Annual ALD Speaker Expense	973.40
Total Annual ALD & Academy Expenses	8,066.51
Annual Conference Expenses	
Audio-Visual for Annual Conf	265.00
Awards	211.52
Banquet Expenses	345.65
Conference Chair Expense	12.99
Conference Swag	1,395.26
Exhibitor Tables/Booths	350.00
Food & Beverage	15,939.49
Future Conference Site Deposits	500.00
Hospitality	4,948.36

Profit and Loss

November 2021 - October 2022

	Total
	Total
Miscellaneous Conference Exp	250.00
Print-Handbook	535.00
Speaker Expenses - Annual Conf	7,288.18
Welcome Reception/Special Event	203.74
Total Annual Conference Expenses	32,245.19
Internet/Website	576.75
Membership Expenses	142.00
Supplies-Memberships	17.00
Total Membership Expenses	159.00
Mid-Year ALD & Academy Expenses	
Mid-Year Academy Speaker Exprs	4,064.25
Mid-Year AV	244.00
Mid-Year Food & Beverage	3,311.08
Total Mid-Year ALD & Academy Expenses	7,619.33
Miscellaneous Expenses	497.96
Annual Filing Fees & Insurance	424.00
Credit Card Processing Fees	2,084.42
Other - Miscellaneous	84.98
Strategic Planning	17,829.18
Tax Accountant & QB Consultant	1,050.00
Total Miscellaneous Expenses	21,970.54
NW Clerks Institute Director	1,137.12
Officer Supplies	
Postage-Officers	22.46
Total Officer Supplies	22.46
Officers Expenses	
1st Vice Pres-IIMC Confrence	2,103.91
Director Region IX	125.00
OAMR Representation (LOC/other)	700.00
President's Expenses	
IIMC Conference-President	2,743.85
Region IX Conferences-President	2,940.84
Total President's Expenses	5,684.69
Total Officers Expenses	8,613.60
Photography/Historian	135.39
Scholarships	
Cont. Davis/Harris Scholarship	1,415.00
IIMC Certification Programs	3,825.00
OAMR Conference/Academy Session	1,000.00
OAMR IIMC Scholarships	1,395.12
President Awards Scholarship	700.00
Total Scholarships	8,335.12
Total Expenses	88,881.01
NET OPERATING INCOME	111,451.40
	Total
OTHER INCOME	
Donations for Fundraising	3,396.99
Total Other Income	3,396.99
OTHER EXPENSES	
Donations used in Fundraising	3,396.99
Total Other Expenses	3,396.99
NET OTHER INCOME	0.00
NET INCOME	\$111,451.40

ATTACHMENT B

Financials for Board: Budget vs. Actuals FY_2021_2022

November 2021 - October 2022

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Academy/Education Session				
Annual Academy	8,627.00	12,000.00	-3,373.00	71.89 %
Annual Athenian Dialogue	1,100.00	1,050.00	50.00	104.76 %
Mid-Year	8,063.00	9,000.00	-937.00	89.59 %
Mid-Year Athenian Dialogue	1,725.00	2,250.00	-525.00	76.67 %
Total Academy/Education Session	19,515.00	24,300.00	-4,785.00	80.31 %
Annual Conference Revenue				
Exhibitors	2,750.00	1,200.00	1,550.00	229.17 %
Registration	28,968.00	31,000.00	-2,032.00	93.45 %
Sponsors	7,300.00	1,500.00	5,800.00	486.67 %
Total Annual Conference Revenue	39,018.00	33,700.00	5,318.00	115.78 %
Cash Carried Forward	115,260.22	98,902.79	16,357.43	116.54 %
Education/Scholarships				
Auction	2,279.00	3,500.00	-1,221.00	65.11 %
Donations General	245.00	1,000.00	-755.00	24.50 %
Kathy Ishiara (Pink Walk) Education Fund	600.00	1,000.00	-400.00	60.00 %
Other Fundraising	5,603.64	1,000.00	4,603.64	560.36 %
Raffle	3,387.00	2,500.00	887.00	135.48 %
Total Education/Scholarships	12,114.64	9,000.00	3,114.64	134.61 %
Interest Income	681.55	300.00	381.55	227.18 %
Membership Dues	13,435.00	13,000.00	435.00	103.35 %
Miscellaneous	108.00	350.00	-242.00	30.86 %
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Total Income	200,332.41	179,952.79	20,379.62	111.32 %
GROSS PROFIT	200,332.41	179,952.79	20,379.62	111.32 %
EXPENSES				
Annual ALD & Academy Expenses				
Annual Academy AV Expenses		360.00	-360.00	
Annual Academy Food & Bev	2,162.20	3,300.00	-1,137.80	65.52 %
Annual Academy Speaker Expnses	4,930.91	6,100.00	-1,169.09	80.83 %
Annual ALD AV Expense		360.00	-360.00	
Annual ALD Speaker Expense	973.40	700.00	273.40	139.06 %
Total Annual ALD & Academy Expenses	8,066.51	10,820.00	-2,753.49	74.55 %
Annual Conference Expenses				
Audio-Visual for Annual Conf	265.00	1,200.00	-935.00	22.08 %
Awards	211.52	300.00	-88.48	70.51 %
Banquet Expenses	345.65	875.00	-529.35	39.50 %
Conference Chair Expense	12.99	360.00	-347.01	3.61 %
Conference Swag	1,395.26	2,000.00	-604.74	69.76 %
Exhibitor Tables/Booths	350.00	450.00	-100.00	77.78 %

Financials for Board: Budget vs. Actuals FY_2021_2022

November 2021 - October 2022

	Actual	Budget	over Budget	Total % of Budget
Food & Beverage	15,939.49	17,500.00	-1,560.51	91.08 %
Future Conference Site Deposits	500.00	2,500.00	-2,000.00	20.00 %
Hospitality	4,948.36	4,600.00	348.36	107.57 %
Meeting Setup		1,000.00	-1,000.00	
Miscellaneous Conference Exp	250.00	600.00	-350.00	41.67 %
Print-Handbook	535.00	800.00	-265.00	66.88 %
Speaker Expenses - Annual Conf	7,288.18	7,325.00	-36.82	99.50 %
Welcome Reception/Special Event	203.74	1,500.00	-1,296.26	13.58 %
Total Annual Conference Expenses	32,245.19	41,010.00	-8,764.81	78.63 %
Contingency		24,757.40	-24,757.40	
Fundraising Expenses				
Miscellaneous Fundraising Exp		150.00	-150.00	
Printing-Auction Sheets		350.00	-350.00	
Total Fundraising Expenses		500.00	-500.00	
Internet/Website	576.75	1,800.00	-1,223.25	32.04 %
Membership Expenses	142.00		142.00	
Postage-Membership		25.00	-25.00	
Printing-Memberships		25.00	-25.00	
Supplies-Memberships	17.00	250.00	-233.00	6.80 %
Total Membership Expenses	159.00	300.00	-141.00	53.00 %
Mid-Year ALD & Academy Expenses				
Mid-Year Academy Speaker Expns	4,064.25	5,000.00	-935.75	81.29 %
Mid-Year ALD Speaker Expenses		700.00	-700.00	
Mid-Year AV	244.00	360.00	-116.00	67.78 %
Mid-Year Food & Beverage	3,311.08	3,700.00	-388.92	89.49 %
Total Mid-Year ALD & Academy Expenses	7,619.33	9,760.00	-2,140.67	78.07 %
Miscellaneous Expenses	497.96		497.96	
Annual Filing Fees & Insurance	424.00	450.00	-26.00	94.22 %
Credit Card Processing Fees	2,084.42	2,000.00	84.42	104.22 %
Other - Miscellaneous	84.98	1,450.00	-1,365.02	5.86 %
Strategic Planning	17,829.18	19,170.00	-1,340.82	93.01 %
Tax Accountant & QB Consultant	1,050.00	1,200.00	-150.00	87.50 %
Total Miscellaneous Expenses	21,970.54	24,270.00	-2,299.46	90.53 %
Newsletter				
Printing-Postage-Newsletters		50.00	-50.00	
Total Newsletter		50.00	-50.00	
NW Clerks Institute Director	1,137.12	2,500.00	-1,362.88	45.48 %
Officer Supplies				
Misc/Equipment-Officers		100.00	-100.00	
Postage-Officers	22.46	50.00	-27.54	44.92 %
Supplies-Stationary-Officers		100.00	-100.00	
Total Officer Supplies	22.46	250.00	-227.54	8.98 %
Officers Expenses				

Financials for Board: Budget vs. Actuals FY_2021_2022

November 2021 • October 2022

	Actual	Budget	over Budget	Total % of Budget
1st Vice Pres-IIMC Confrence	2,103.91	2,000.00	103.91	105.20 %
2nd Vice Pres Conf. Site Tours		500.00	-500.00	
Director Region IX	125.00	1,400.00	-1,275.00	8.93 %
OAMR Region Directors		700.00	-700.00	
OAMR Representation (LOC/other)	700.00	750.00	-50.00	93.33 %
President's Expenses				
IIMC Conference-President	2,743.85	2,600.00	143.85	105.53 %
OAMR Representation-President		500.00	-500.00	
Region IX Conferences-President	2,940.84	3,000.00	-59.16	98.03 %
Total President's Expenses	5,684.69	6,100.00	-415.31	93.19 %
Total Officers Expenses	8,613.60	11,450.00	-2,836.40	75.23 %
Photography/Historian	135.39	135.39	0.00	100.00 %
Scholarships				
Cont. Davis/Harris Scholarship	1,415.00	1,300.00	115.00	108.85 %
IIMC Certification Programs	3,825.00	30,650.00	-26,825.00	12.48 %
Mid-Year Academy Scholarship		1,500.00	-1,500.00	
OAMR Conference/Academy Session	1,000.00	7,500.00	-6,500.00	13.33 %
OAMR Edu. Endowment Fund (IIMC Foun.)		4,000.00	-4,000.00	
OAMR IIMC Scholarships	1,395.12	6,000.00	-4,604.88	23.25 %
President Awards Scholarship	700.00	1,400.00	-700.00	50.00 %
Total Scholarships	8,335.12	52,350.00	-44,014.88	15.92 %
Total Expenses	88,881.01	179,952.79	-91,071.78	49.39 %
NET OPERATING INCOME	111,451.40	0.00	111,451.40	0.00%
OTHER INCOME				
Donations for Fundraising	3,396.99		3,396.99	
Total Other Income	3,396.99	0.00	3,396.99	0.00%
OTHER EXPENSES				
Donations used in Fundraising	3,396.99		3,396.99	
Total Other Expenses	3,396.99	0.00	3,396.99	0.00%
NET OTHER INCOME	0.00	0.00	0.00	0.00%
NET INCOME	\$111,451.40	\$0.00	\$111,451.40	0.00%

ATTACHMENT C

Balance Sheet

As of October 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
LGIP	71,676.59
U S Bank	39,774.81
Total Bank Accounts	111,451.40
Total Current Assets	111,451.40
TOTAL ASSETS	\$111,451.40
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	0.00
Net Income	111,451.40
Total Equity	111,451.40
TOTAL LIABILITIES AND EQUITY	\$111,451.40



OAMR BOARD REPORT

Meeting Date: April 5, 2023
Source of Item: OAMR Bylaws Committee Report

Contact: Anna Ruggles, CMC, Chair
Contact Telephone Number: 503.992.3235
Contact E-Mail: aruggles@forestgrove-or.gov

BACKGROUND

The members of the 2022-23 OAMR Bylaws Committee Members:

- Kevin Moss, Washington County; Cathy Nelson, MMC, Harrisburg; and Chair Anna Ruggles, CMC, Forest Grove.

RELATED POLICIES/BUDGET CONSIDERATIONS

No policy or budget considerations are requested at this time. The adopted [Bylaws](#) are published on the OAMR website.

BOARD OPTIONS

None at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

SUGGESTED MOTION

None at this time.

ATTACHMENTS

None.



OAMR BOARD REPORT

RECORDS MANAGEMENT & LEGISLATIVE COMMITTEES

Meeting Date: April 5, 2023

Co-Chairs, Scott Stauffer & Sue Ryan
Milwaukie Newberg

The Records Management and Legislative committee members picked several topics to cover last fall. (See attachment for Agenda Calendar). Meetings have combined guest lectures with roundtable discussions for records. The committee appreciates the contributions of member Linda Galeazzi (Cherriots Transit District) who retired in December 2022.

Legislative issues including several on public records have been the center of discussion. [see table]
Committee member Gabe Shepherd, Albany, co-sponsored a bill on expanding the use of executive sessions to include public safety at meetings. (HB 2806/Shepherd/AOC).

Bill #s/author	Subject:
HB 2112/SOS	Public Records Updates terminology related to retention, tribal cultural value
SB 160/ Senator Dembrow Would apply to all public bodies after Jan 1 2027	Public Records Requires certain public bodies to reduce request fees by 40 percent if request made in public interest
SB 417/PRAC Senator Thatcher	Public Records Relates to public records fees
SCR 1/SOS	Elections Expresses support for county clerks/local election officials
HB 2805/ Rep Sosa, Neron, Morgan	Public Meetings Serial written communication, expands OGEC role
HB 2806/AOC/ Corvallis Councilor Gabe Shepherd	Public Meetings Amends exec session, adds safety of governing body, public body staff, public body volunteers, security of facilities and spaces, cyber security infrastructure and responses to cyber threats
HB 3111/LOC Emergency clause	Public Records Exempts from public disclosure personal information of employees & retirees maintained by retirement system operated by local government
HB 3167/ Rep Marsh/Smith Sen. Knopp/Patterson	Public Notices Modified definitions to allow for publication of legal notices in digital facsimile newspaper

DATE	RMC TOPIC(s)	LC TOPIC(s)
12/15	Public Records Requests Process (Sue & Scott) PRA Conflict Resolution Best Practices (Todd Albert?) Thank You to Linda Galeazzi (Sue & Scott)	Legislative Process: <i>monitoring vs. participating</i> (OLIS, tracking bills, terms, how to testify)
1/19	Dealing with Elected Official Records (Sue & Scott) Roundtable on Onboarding/Offboarding Employees	Legislative Issues Bill Assignments
2/16	Doing a Records Inventory (Kattie Riggs?) Roundtable on Redundant, Obsolete, Tired (ROT) Archive Rooms & Off-Site Storage (Ask ...)	Legislation Updates
3/16	Retention Schedule Subcommittee (Kris Stenson?) Email Management (Archives) State Archives Trainings (Archives)	Legislation Updates
4/20	Vital Records & Emergency Management (Ask...) Roundtable on Getting Staff to Use the System	Legislation Updates
5/18	RM Methods – Small Cities, Paperless, Advocacy	Legislation Updates



OAMR BOARD REPORT

Membership Committee

Meeting Date: April 5, 2023
Source of Item: Membership Committee Chair

Contact: Phyllis Bolman, MMC
Contact Telephone Number: 503-751-0145
Contact E-Mail: pbolman@ci.monmouth.or.us

INFORMATION ONLY

OAMR welcomes the following new members:

REGION I

Brittney Johnson, Deputy City Recorder, City of Warrenton

REGION II

Angelique Nomie, Assistant City Recorder, City of Oregon City
Melissa York, City Recorder, City of Dayton
Taryn Brown, Deputy City Recorder, City of Estacada
Meghan McGee, Records Specialist, City of Happy Valley
Alexandra Wilson, Accounting/Court Clerk, City of Estacada

REGION III

Brandi Libra, City Recorder, City of Waterloo
Sheena Dickerman, City Recorder, City of Millersburg
Hayley Brewster, Office Specialist, City of Aumsville
Elizabeth Gallagher, Deputy City Recorder, City of Newport
Carla Duering, Deputy City Recorder, City of Depoe Bay
Kimberly Herring, Executive Assistant/City Recorder, City of Dallas
Linda Hansen, Administrative Support Coordinator, Mid-Willamette Valley Council of Government

REGION IV

Grace McNeil, City Recorder, City of Creswell
Patty Hitt, City Recorder, City of Roseburg
Suzie Rogers, Finance/Deputy Recorder, City of Canyonville

REGION V

Stephanie Madtson, Accounting & Administrative Assistant, City of Rogue River
Maycie Jaehnig, City Recorder, City of North Bend
Kimberly Hunnicut, Municipal Clerk/Deputy Recorder, City of Gold Beach
Anthony Pagano, Deputy City Administrator, City of Gold Beach
Dee Larez, City Recorder, City of Gold Hill

REGION VI

Patty Rosas, Contract Administrator, City of Hood River

REGION VII

Veronica Ness, Town Recorder, City of Lexington

BOARD OPTIONS

Please take the time to welcome our new members!



OAMR BOARD REPORT

NEWSLETTER COMMITTEE

Meeting Date: April 5, 2023
Source of Item: Newsletter Committee Co-Chairs

Contact: Lisa Scholl, MMC & Allison Liesse, CMC
Contact Telephone Number: 503-366-8216
Contact E-Mail: lscholl@sthelensoregon.gov

ISSUE STATEMENT

This is information only.

BACKGROUND

Thank you for approving the purchase of a new OAMR camera. Lisa put it together and tested it prior to Mid-Year and it takes great quality photos! Be ready to smile when you see it during Thursday's session. 😊

The Spring newsletter will be published after Mid-Year. I appreciate all the timely submittals from OAMR members and Newsletter Committee members with top-notch writing skills and a keen eye for proofreading.

The newsletter is a great place to brag on yourself or your OAMR friends. We are always on the hunt for good articles to include and would love your contributions.

Thank you to our 2022-23 members:

- Phyllis Bolman, MMC, Monmouth
- Kevin Moss, Washington County
- Kathy Payne, MMC, St. Helens
- Susan Reeves, MMC, Scappoose
- Kitty Vodrup, MMC, Junction City

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None



OAMR BOARD REPORT OR REQUEST FOR ACTION

Professional Growth & Leadership Development Committee Report

Meeting Date: April 5, 2023
Source of Item: Prof G & LD Committee

Contact: Stacie Cook, MMC
Contact Telephone Number: 503.897.2302
Contact E-Mail: scook@ci.mill-city.or.us

BACKGROUND

Members: Tori Barnett, Stacie Cook, Tracy Davis, Bridget Meneley, Krista Miller, Cathy Nelson, Lea Walker.

The Professional Growth & Leadership Development Committee is tasked with promoting the professional growth and image of OAMR members and provide guidance and support to potential candidates for the OAMR Board.

The Prof G & LD Chair also serves as a member of the NW Clerks Institute (NCI) Education Committee.

Last year President Johnson served as Chair of the Prof G & LD Committee and started lunch-n-learns where OAMR members could participate in brief sessions via Zoom on various topics which affect the clerk/recorder day-to-day work life. The committee is continuing the lunch-n-learn sessions this year. We have scheduled a session on minutes which will be facilitated by Alex Downing, Corvallis. Look for a Zoom invite on this in late April. Additionally, a four-part elections session is being scheduled with the Secretary of State's Office for June and July. Education Co-Chair Nicole Morris, Tualatin, will be providing me with the necessary paperwork to see if we can get certification points for the elections sessions.

As of Friday, March 24, 2023 PD has the following numbers for registration:

PD I	58	Projected	55	Cap	64
PD II	46	Projected	45	Cap	60
PD III	20	Projected	35	Cap	60
PD IV	19	Projected	40	Cap	60

Those considering registering should do so soon, especially for PD I and PD II as the numbers are getting close to the cap. When caps are hit a waitlist is started.

For PD III and PD IV, we need to get numbers up. Please spread the word and encourage attendance at these amazing learning sessions! Session dates and costs are below.

Professional Development I:

Sunday, June 4 - Friday, June 9, 2023

Professional Development II:

Sunday, June 11 - Friday, June 16, 2023

Professional Development III:

Sunday, June 18 - Friday, June 23, 2023

Registration (for each PD): \$750

Overnight Lodging/Meals (for each PD): \$650

Commuter Meal Package (for each PD, if staying off campus): \$325

Professional Development IV:

Monday, June 12 – Thursday, June 15, 2023

Registration: \$650

Overnight Lodging/Meals: \$475

Commuter Meal Package (if staying off campus): \$275

More information is available on the OAMR website under ‘Education, Professional Development’. For questions about the institute contact Institute Director Joann Tilton via email at nwcidirector@gmail.com or by phone at 209-456-7855.

RELATED POLICIES/BUDGET CONSIDERATIONS:

N/A

BOARD OPTIONS:

N/A

CHAIR RECOMMENDATION:

N/A

SUGGESTED MOTION:

N/A

ATTACHMENTS:

N/A

Karin Johnson

From: Marc Donohue <mtonohue@eastvaleca.gov>
Sent: Friday, March 24, 2023 11:35 AM
To: Ruth Post; Jamie Newman; Karin Johnson; Ineissl@wallawallawa.gov;
brenda.henry@matsugov.us
Subject: Letter of Support - City of Riverside- 2027 IIMC Annual Conference
Attachments: Example Letter of Support - City of Riverside.doc
Importance: High

Greetings Region IX!

I'm happy to share that the City of Riverside is once again planning to bid on the 2027 IIMC Annual Conference! They are confident they can meet the requirements outlined by IIMC in the Conference Overview letter.

CCAC is planning to issue another letter of support for Riverside and I thought it would be a great idea if Region IX was united and all of the associations submitted a letter of support! Attached is the letter I'm taking to my board in April.

If your associations are able to approve letters as well, please send them to me and I'll forward to the City of Riverside.

Thanks!

Marc A. Donohue, MMC

President

City Clerk Association of California



CITY CLERKS ASSOCIATION OF CALIFORNIA

Email: mtonohue@eastvaleca.gov

Office Phone: (951) 703-4421

CCAC Phone: (916) 330-2706

californiacityclerks.org

2022-2023 BOARD OF DIRECTORS

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Scholarship Director
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CITY CLERKS ASSOCIATION OF CALIFORNIA

March 31, 2023

Mr. Christian Shalby
Executive Director
International Institute of Municipal Clerks
8331 Utica Avenue
Rancho Cucamonga, CA 91730

Re: International Institute of Municipal Clerks – IIMC’s 2027 IIMC Annual Conference

Dear Mr. Shalby:

On behalf of the City Clerks Association of California, please consider this our letter of support to hold the 2027 IIMC Annual Conference in the City of Riverside.

Riverside is a big city with small-town hospitality, centrally located between Palm Springs and Los Angeles. It is a charming place with a sense of history not soon to be forgotten and is home to the beautiful Mission Inn Hotel & Spa – A National Historic Landmark.

We, the City Clerks Association of California have personally experienced Riverside hospitality and have held several meetings there. As such, we can personally recommend Riverside to IIMC!

Please don't hesitate to reach out to me with any questions.

All the best,

A handwritten signature in blue ink, appearing to be 'MAD', written over a light blue circular scribble.

Marc A. Donohue
CCAC President