



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

ANNUAL BUSINESS MEETING

Friday, September 22nd, 2017

8:00 A.M.

Best Western, Agate Beach, Newport, Oregon

AGENDA

- I. Call to Order
- II. Roll Call – By sign-in sheet
- III. Approval of Minutes of the September 23, 2016 Annual Business Meeting

- IV. Resolution of Appreciation to The Best Western Agate Beach Hotel Staff
- V. Selection of 2019 Conference Site
- VI. Adoption of 2017-2018 OAMR Budget
- VII. Resolution 2017-02 Banking Signatures 2017-2018
- VIII. 2017-2018 Board Elections
 - a. Offices of Second Vice President and Secretary
 - b. Region Directors for Regions II, IV, and VI
- IX. Treasurer's Report for the Year Ending October 31, 2017
- X. Annual Reports from Board Members and Committee Chairs
- XI. Adjournment

2016-2017 Board

- | | |
|--|--|
| ❖ Dale Shafer, President | ❖ Angie Lanter, CMC, Region II Director |
| ❖ Debbie Hamilton, CMC, 1 st Vice President | ❖ Phyllis Bolman, MMC, Region III Director |
| ❖ Nicole Morris, CMC, 2 nd Vice President | ❖ Kelli Weese, Region IV Director |
| ❖ Trudy Borrevik, CMC, Secretary | ❖ Deanna Casey, MMC, Region V Director |
| ❖ Kimberlyn Collins, Treasurer | ❖ Lisa Morgan, Region VI Director |
| ❖ Michele Eldridge, CMC, Immediate Past President | ❖ Nancy Parker, Region VII Director |
| ❖ Kathy Payne, CMC, Region I Director | |

2016-2017 Committee Chairs

- | | |
|---|---|
| ❖ Karin Johnson, MMC, Audit | ❖ Kathy Payne, CMC, Newsletter |
| ❖ Abigail Donowho, Bylaws | ❖ Anna Ruggles, CMC, Nominating |
| ❖ Angie Lanter, CMC, City Recorder Procedure Manual | ❖ Ruth Post, MMC; Peggy Hawker, MMC; and Karin Johnson, MMC, Northwest Clerks Institute |
| ❖ Debbie Hamilton, CMC, Conference | ❖ Karin Johnson, MMC, Professional Growth & Leadership Development |
| ❖ Peggy Hawker, MMC, Education | ❖ Scott Stauffer, CMC, Records Management |
| ❖ Lisa Scholl, CMC, Historical Preservation | ❖ Carol Weir, MMC, Retired Clerks |
| ❖ Melissa Thompson-Kiefer, CMC, Internet | ❖ Nanci Moyo, CMC, Scholarship |
| ❖ Lisa Morgan, Legislative | ❖ Nicole Morris, CMC, Special Projects/Fundraising |
| ❖ Mary Dibble, MMC, Membership | ❖ Michele Eldridge, CMC, Treasurer Ad-Hoc |
| ❖ Nancy Parker, CMC, Mentoring | |



OAMR BOARD REPORT

Meeting Date: September 22, 2017
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 23, 2016, 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 23, 2016, Annual Business Meeting



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

Minutes are unofficial until approved by the Board.

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



**OREGON ASSOCIATION
OF MUNICIPAL RECORDERS**

RESOLUTION NO. 2017-01

**A RESOLUTION OF APPRECIATION
TO THE 2017 OAMR CONFERENCE COMMITTEE,
AND BEST WESTERN AGATE BEACH INN, NEWPORT, OREGON**

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

WHEREAS, The Best Western Agate Beach Inn, Newport, Oregon staff assisted the OAMR Conference Committee in the success of the 35th Annual Conference through their assistance in the organization and details in planning the conference; and

WHEREAS, the 2017 OAMR Annual Conference was dedicated to providing quality educational sessions, entertaining social events, and time for networking with our peers from around the state, and

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 2017 OAMR Annual Conference; and the staff of Best Western Agate Beach Inn, Newport, 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 22nd day of September, 2017.

SIGNED:

ATTEST:

Dale Shafer, OAMR President

Trudy J. Borrevik, CMC, OAMR Secretary



OAMR BOARD REPORT OR REQUEST FOR ACTION

2019 Conference Site Selection

Meeting Date: September 22, 2017

Source of Item: 2nd Vice President

Contact: Nicole Morris, CMC

Contact Telephone Number: 503.691.3011

Contact E-Mail: nmorris@tualatin.gov

ISSUE STATEMENT

A Bid Notice/Requests for Proposals for the 2019 OAMR Annual Conference was developed and sent to hotels with conference facilities in Region VI and VII.

BACKGROUND

A copy of the Bid Notice for Central Oregon and Eastern Oregon is attached. Bids were received from the following:

- The Riverhouse- Bend
- The Best Western- Hood River
- Sunriver Resort- Sunriver
- Pendleton Convention Center- Pendleton
- Kah-Nee-Tah Resort- Warm Springs
- Mt. Bachelor Village- Bend

The Conference Site Selection committee consisting of Past Presidents Michele Eldridge, Ruth Post, Tori Barnett, and also myself reviewed all the bids and determined the Riverhouse, the Best Western, and Kah-Nee-Tah Resort were the only proposals that met the bid criteria. Attached is a matrix to assist in comparing the proposals and identifying bid notice criteria, as well as site visit notes. The proposals including layouts are included.

Site visits were made to each of the qualifying facilities to ensure guest and conference rooms could accommodate OAMR's conference needs. Both the Riverhouse and the Best Western could meet both the conference and room requirements for OAMR. The Kah-Nee-Tah Resort, could meet both the educational portion of the conference and room requirements, but can't provide adequate space for OAMR's additional conference needs, specifically activities for members in the evening, the Pink Walk, and the honored guest dinner.

RELATED POLICIES/BUDGET CONSIDERATIONS

MEMBERSHIP OPTIONS

1. Approve the 2019 OAMR Conference at one of the respondent facilities; or
2. Reject all proposals and re-bid the Conference.

RECOMMENDATION

Two of the facilities would accommodate OAMR's conference needs with strengths and weaknesses. Both of those locations would give OAMR a great conference experience. The managers at each facility were very helpful, accommodating, and eager to assist us in holding a successful conference. The Kah-Nee-Tah Resort can accommodate us, but is run-down and unable to provide anything other than meeting space and rooms.

SUGGESTED MOTION

"I move to award the bid for the OAMR 2019 Annual Conference and Mid-Year Academy to (choose one)."

EXHIBITS

- A. 2019 Bid Notices
- B. Response and Notes Matrix
- C. Proposals



**Oregon Association
of Municipal Recordors
Annual Conference
September 18-21, 2019**

The **Oregon Association of Municipal Recordors**
Has the pleasure to announce it is soliciting bids
for its Annual Conference to be held
September 18-21, 2019

PROCESS TO SUBMIT A BID:

- Your bid and supplemental material for the 2019 Annual OAMR Conference must be received by the OAMR 2nd Vice-President no later than **Monday, May 1, 2017**.
- You will be contacted no later than Friday, June 2, 2017, by the OAMR 2nd Vice-President to schedule a Pre-Qualification Site Visit.
- The decision on the 2019 conference site is made by the OAMR membership at the 2017 Annual Conference Business Meeting on Friday, September 22, 2017.
- Further information may be obtained by contacting Nicole Morris, CMC, OAMR 2nd Vice-President: telephone – Work 503.691.3011; or by e-mail: nmorris@ci.tualatin.or.us
- **Please return bid packet with supplemental material, by Monday, May 1, 2017, to:**

Nicole Morris, CMC
OAMR 2nd Vice President
c/o City of Tualatin
18880 SW Martinazzi Ave
Tualatin, OR 97062
Phone: 503.691.3011
e-mail: nmorris@ci.tualatin.or.us

MEETING REQUIREMENTS:

- Tuesday – Saturday: Secured room to include space for a minimum of 14 - 6' tables for Registration and OAMR store. Other items 6 - 6' tables needed - total tables needed: 20
- Tuesday Afternoon: space to put together conference materials and store/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:
 - Breakfast: Buffet for 40
 - Early Morning Session: 1 session room for 100, theatre 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.
- 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.
 - Evening Dinner Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, 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 \$15,000

- Wednesday:
 - Lunch: Plated or buffet lunch for 80
 - Reception: Hors d'oeuvres for 50
- Thursday:
 - Breakfast: Plated or buffet for 40
 - Lunch: Plated or buffet for 120
- Friday:
 - Breakfast: Plated or buffet for 100
 - Lunch: Plated or buffet for 100
 - Dinner: Plated for 120 With cash bar

- 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 galloon 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 – 70 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 WIFI/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 2019.
- 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.

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recordors also holds a Mid-Year Educational Session the first Friday in April in the same year as the conference. The educational 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 4, 2019 (Board Meeting)
- April 5, 2019 (Mid-Year Session)

REQUIREMENTS INCLUDE:

- Thursday, 1:00 pm – 6:00 pm: one meeting room for board meeting (25 people)
- Friday, 7:00 am – 5:00 pm: one 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



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- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 1).
- Complimentary valet and/or parking.
- Complimentary WIFI/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 2019.
- 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.

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recorders also holds a Mid-Year Educational Session the first Friday in April in the same year as the conference. The educational 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 4, 2019 (Board Meeting)
- April 5, 2019 (Mid-Year Session)

REQUIREMENTS INCLUDE:

- Thursday, 1:00 pm – 6:00 pm: one meeting room for board meeting (25 people)
- Friday, 7:00 am – 5:00 pm: one 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

	Riverhouse-Bend	Hood River Inn- Best Western	Kah-Nee-Tah
Food & Beverage Minimum	15,000	\$14,250	\$10,000
Meeting Room Fee	waived based on F&B	\$600 set-up	\$50/day set-up
Table fee (OAMR use)	provided	provided	provided
Exhibitor table fee	\$60	\$50	\$25
Wi-Fi	Free	Free	Free
AV Costs	fee schedule	fee schedule	fee schedule
Hotel Room Rate (std room)	\$105	\$135	\$109 + \$16 resort fee
Room Tax Rate	17.20%	9.80%	15%
Gallon of Coffee	\$47.00	\$28.00	\$48.00
Plated Lunch	\$22.00	\$18.00	\$18-29
Plated Banquet	\$29-39	\$29.00	\$27-51
Gratuuity	22%	20%	21%
Attrition	85%- 30 days out	none	10%- 30 days out
Comped Rooms	Hospitality Room and 1:40	president	President and 1:35

Additional Notes

Welcome Reception Area	Yes	Yes	Yes
Where are Vendors Located	Main Area- Good Exposure	Main Area- Good Exposure	Main Room- Good Exposure
Meals in Relation to Classrooms	Same Building	Main Area	Upstairs, one elevator
Dance Floor Available	Yes, for rent	Yes, for rent	Yes, for rent
Location of Meeting Rooms	Conference Center across the street	Conference Center in parking lot	Same hallway
Sinks outside of restrooms in guest rooms	Yes	Yes	Yes
Guest rooms in relation to classes	Across the road	Same Vicinity	Walk inside buildings
Breakfast on-site	Yes, for purchase	Yes, for purchase	Yes, for purchase
Location to Coffee Bar (ie Starbucks)	Espresso in Restaurant	Starbucks and McDonalds in parking lot	On-site Coffee Bar
Other	Complete renovation to rooms and restaurants	Rooms newly updated, walking path for Kathy Walk	No longer a casino on-site, closest town is 15 minutes away, no safe space for Kathy Walk, no real location for vip dinner

Prior Region VI Conference Sites:

1993 : Eagle Crest Bend

2000: Hood River Inn

2007: Shilo Inn- The Dalles

2014: The Riverhouse Bend

Prior Region VII Conference Sites:

1996: Pendleton Red Lion

2004: Pendleton Red Lion

RIVERHOUSE

ON THE DESCHUTES

August 2, 2017, revised

Ms. Nicole Morris
Oregon Association of Municipal Recorders
c/o City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, OR 97062

Dear Ms. Morris,

Thank you for considering Riverhouse on the Deschutes for the 2019 Annual OAMR Conference. Our property completed a \$10 million renovation in 2016 so it's a great time to plan an event with us. All of our guestrooms and our restaurant building have been completely remodeled. We are confident your attendees will enjoy our ideal location, beautiful setting and outstanding service.

Our re-imagined hotel has been designed to provide guests with modern sophistication and world-class amenities. We are dedicated to sustainability and our Silver LEED-certified convention center provides a convenient, central location for meetings and special events. CURRENTS, the restaurant at the Riverhouse, offers deliciously prepared, thoughtfully sourced cuisine with river views. Even when you're here for business, the freshly renovated property and personalized guest services will make you feel right at home. We offer all you need to make your conference a memorable one.



GUESTROOMS & RATES

Make yourself comfortable in our newly redesigned guest rooms with private patios or balconies and your choice of property view or scenic views of the Deschutes River to enjoy the sights and sounds of the water.

Day	Date	Deluxe Property View Guestrooms
Tuesday	September 17, 2019	50
Wednesday	September 18, 2019	80
Thursday	September 19, 2019	90
Friday	September 20, 2019	70
Guestroom Rate		\$105.00



*Guestroom rate based on prevailing government per diem at time of conference.
Guestroom rate is valid for single or double occupancy.
Guestroom rate is subject to tax/fees which are currently 17.2%, subject to change.*

RIVERHOUSE

ON THE DESCHUTES

HOTEL CONCESSIONS

- One complimentary suite for Tuesday check-in and Saturday check-out
- Complimentary accommodations for one night for 2nd Vice-President to do the pre-qualification site visit
- Complimentary meeting space for OAMR Board and Conference Committee site visits
- One complimentary room night for every 40 room nights picked up, on a cumulative basis
- Conference rates are valid one day pre/post the main event dates
- We are able to accommodate your Board Meeting & Mid-Year Educational Session in April 2019
- One complimentary suite for April 3 – 6, 2019 during your Board Meeting & Mid-Year Educational Session
- Conference rates are also valid for Mid-Year Educational Session in April 2019
- Cut-off dates for guestroom reservations is 21 days prior to event start date
- Complimentary use of the Fitness Facilities including exercise room, indoor pool, spa
- Complimentary WiFi in all guestrooms and meeting space including Convention Center
- Complimentary parking

CONFERENCE AGENDA

Date	Start Time	End Time	Function	Room	Setup	Attendees
Tuesday 9/17/2019	8:00 AM	11:00 PM	Office	Cascade Boardroom		
9/17/2019	8:00 AM	11:00 PM	Registration	TBA	Registration	
9/17/2019	5:00 PM	11:00 PM	Hospitality	Three Sisters BC	Rounds & Cocktail Tables	
Wednesday 9/18/2019	7:00 AM	11:00 PM	Office	Cascade Boardroom		
9/18/2019	8:00 AM	5:00 PM	Meeting	Cascade AJ	Classroom	80
9/18/2019	8:00 AM	11:00 PM	Exhibits	Cascade B	Exhibit Table Tops	
9/18/2019	12:00 PM	1:00 PM	Lunch Plated	Exhibit Hall	Rounds of 10	80
9/18/2019	12:00 PM	11:00 PM	Registration	Cascade Lobby	Registration	
9/18/2019	5:00 PM	11:00 PM	Hospitality	Three Sisters BC	Rounds & Cocktail Tables	
9/18/2019	6:00 PM	7:30 PM	Reception (Light)	Deschutes North	Cocktail Rounds	50
Thursday 9/19/2019	7:00 AM	5:00 PM	Registration	Cascade Lobby	Registration	
9/19/2019	7:30 AM	9:00 AM	Breakfast Buffet	Exhibit Hall	Rounds of 10	40
9/19/2019	8:00 AM	5:00 PM	Meeting	Cascade AJ	Classroom	100
9/19/2019	8:00 AM	5:00 PM	Breakout	Cascade C	Classroom	35
9/19/2019	8:00 AM	5:00 PM	Breakout	Cascade D	Classroom	35
9/19/2019	8:00 AM	5:00 PM	Breakout	Cascade E	Classroom	35
9/19/2019	8:00 AM	11:00 PM	Exhibits	Cascade B	Exhibit Table Tops	
9/19/2019	8:00 AM	11:00 PM	Office	Cascade Boardroom		
9/19/2019	12:00 PM	1:00 PM	Lunch Plated	Exhibit Hall	Rounds of 10	100
9/19/2019	5:00 PM	11:00 PM	Hospitality	Three Sisters BC	Rounds & Cocktail Tables	
Friday 9/20/2019	7:30 AM	9:00 AM	Breakfast Buffet	Exhibit Hall	Rounds of 10	40
9/20/2019	8:00 AM	5:00 PM	Meeting	Cascade AJ	Classroom	100
9/20/2019	8:00 AM	5:00 PM	Exhibits	Cascade B	Exhibit Table Tops	
9/20/2019	8:00 AM	5:00 PM	Breakout	Cascade C	Classroom	35
9/20/2019	8:00 AM	5:00 PM	Breakout	Cascade D	Classroom	35
9/20/2019	8:00 AM	5:00 PM	Breakout	Cascade E	Classroom	35
9/20/2019	8:00 AM	11:00 PM	Office	Cascade Boardroom		
9/20/2019	12:00 PM	1:00 PM	Lunch Plated	Exhibit Hall	Rounds of 10	100
9/20/2019	12:00 PM	5:00 PM	Registration	Cascade Lobby	Registration	
9/20/2019	5:00 PM	11:00 PM	Hospitality	Three Sisters BC	Rounds & Cocktail Tables	
9/20/2019	6:30 PM	8:00 PM	Dinner Plated	Cascade GHI	Rounds of 10	120
Saturday 9/21/2019	7:00 AM	1:00 PM	Registration	Cascade Lobby	Registration	
9/21/2019	8:00 AM	1:00 PM	Office	Cascade Boardroom		
9/21/2019	8:00 AM	12:00 PM	Meeting	Cascade A	Hollow Square	20

RIVERHOUSE

ON THE DESCHUTES

MEETING ROOM RENTAL AND FOOD & BEVERAGE MINIMUM

Meeting room rental is waived based on a minimum purchase of \$15,000.00 total in catered food and beverage, exclusive of 22% service charge.

Here are some average prices for your requested meals:

Coffee, Decaf, Hot Tea	\$47.00 per gallon
Plated Breakfast	\$21.00 per person
Lunch (plated club sandwich)	\$22.00 per person
Dinner (plated chicken)	\$29.00 per person
Dinner (plated beef)	\$39.00 per person

Please see attached catering menu for specific menu selection and pricing. Catering menu subject to change by 2019. Above prices are exclusive of 22% service charge.



VENDOR FEES

There is a vendor fee of \$60.00 per day per vendor. This fee includes table, two chairs, linens, wastebasket, access to electrical power & Wi-Fi.

This same fee applies to Store tables.

AUDIO VISUAL

Audio-visual can be rented at a la carte pricing. Please refer to attached price list.



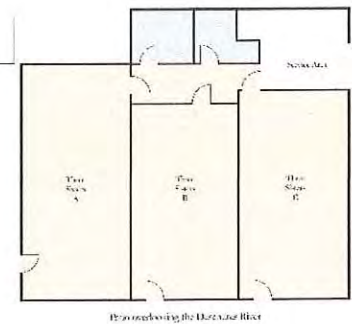
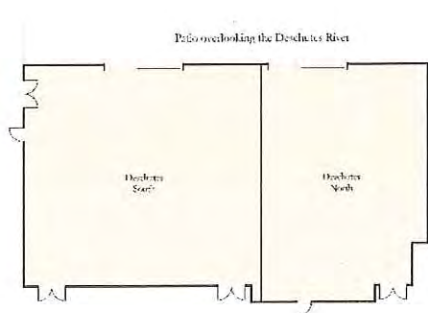
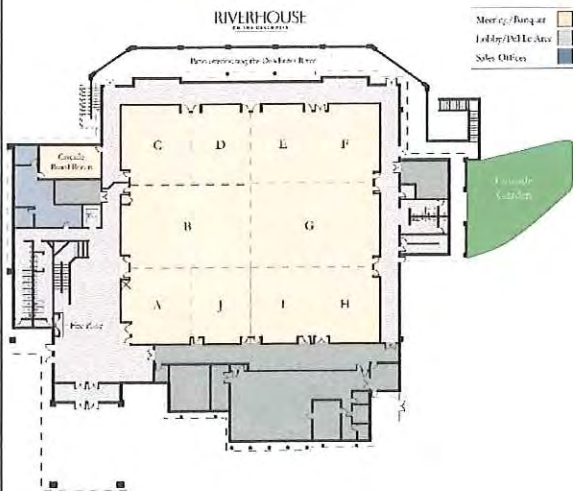
RIVERHOUSE

ON THE DESCHUTES

EVENT SPACE

CONVENTION CENTER						
	Sq. Ft.	Dimensions	Banquet Rounds 10 people @ 72"	Crescent Rounds 7 people @ 72"	Theater	Classroom 4 people @ 18"
Cascade A	1,344	33 x 40	50	42	96	60
Cascade B	2,900	66 x 44	120	84	264	144
Cascade C	1,344	33 x 40	50	42	96	60
Cascade D	1,344	33 x 40	50	42	115	60
Cascade E	1,344	33 x 40	50	42	96	60
Cascade F	1,344	33 x 40	50	42	115	60
Cascade G	2,900	66 x 44	120	84	264	144
Cascade H	1,344	33 x 40	50	42	115	60
Cascade I	1,344	33 x 40	50	42	96	60
Cascade J	1,344	33 x 40	50	42	96	60
Cascade Ballroom	16,552	134 x 124	1,000	630	1,600	960
Cascade Boardroom	510	17 x 30	16	16	16	16
Cascade Garden	1,875	79 x 47	—	—	175	—
Cascade Deck	3,301	57 x 99	—	—	—	—
TRADE SHOWS			8x10 BOOTHS	10x10 BOOTHS	8' TABLE TOPS	
Exhibit Hall	13,676	88 x 676	70	60	100	—
Exhibit Patio	3,256	67 x 132	—	—	—	—
CURRENTS BUILDING						
Meeting Rooms	Sq. Ft.	Dimensions	Banquet Rounds 8 people @ 60"	Crescent Rounds 6 people @ 60"	Theater	Classroom 4 people @ 18"
Deschutes North	1,572	32 x 46	64	48	120	60
Deschutes South	2,064	48 x 43	96	72	120	96
Deschutes NS	3,256	74 x 44	184	126	280	180
SAGEBRUSH BUILDING						
Meeting Rooms	Sq. Ft.	Dimensions	Banquet Rounds 8 people @ 60"	Crescent Rounds 6 people @ 60"	Theater	Classroom 4 people @ 18"
Three Sisters A	540	15 x 36	24	12	35	16
Three Sisters B	450	15 x 30	24	12	30	16
Three Sisters C	480	15 x 26	24	12	30	16
Three Sisters Rooms	1,470	45 x 33	72	36	95	48

This capacity information is presented as a general guide and does not account for any equipment needs (stage, dance floor, display tables, etc). The actual capacity of each room depends on seating style, equipment needs and other event-specific items in the room.



RIVERHOUSE

ON THE DESCHUTES

CURRENTS RESTAURANT

Fresh. Local. Seasonal. Experience the bounty of the Pacific Northwest at CURRENTS, where our Executive Chef sources fresh regional ingredients. CURRENTS has an open layout, rich woods and supple leathers, stylish lighting fixtures, a fireplace and riverfront views, this modern space showcases the beauty of the great outdoors while maintaining an upscale yet unassuming ambiance - the perfect place for enjoying innovative cocktails and delicious presented dishes. Enjoy the outdoor patio for dining alfresco with heaters and fire tables for the chilly evenings while enjoying the sounds of the river. CURRENTS is open daily for breakfast, lunch and dinner.

FRESH, LOCAL INGREDIENTS

Our team uses the best local products from produce suppliers, bakeries, and farms in Oregon.

FEATURING LOCAL PRODUCT

Our restaurant and lounge is proud to serve wines from nearby wineries, microbrews on draft from nearby breweries and spirits from nearby distillers from nearby in central Oregon and throughout the Pacific Northwest.



RIVER'S EDGE GOLF COURSE

A Golf Digest "Best Places to Play," River's Edge Golf Course offers some of the best golf in Bend. Spectacular scenery abounds on this par-72 course. From the majestic Deschutes River to stunning views of Mt. Hood and Mt. Jefferson, the course is a shot-maker's and photographer's dream come true. The 18 demanding holes at River's Edge will test anyone's entire golf game, an attribute that makes it one of the best Bend golf courses.

Designed by architect Robert Muir Graves, this championship track features four sets of tees, making it both enjoyable and complex for golfers of all skill levels. Among the many highlights is the signature par-4 6th hole, where a 25-foot waterfall frames an elevated three-tier green.



River's Edge Golf Course offers many amenities including a grass-tee driving range and large practice-putting surface. It also features a full-service cafe and bar and a well-appointed pro shop.

RIVERHOUSE

ON THE DESCHUTES

RECREATION

From the indoor and outdoor (seasonal) pool to the fitness center, and the Deschutes River Trail guests have a variety of recreational options right on property. For a little more adventure like whitewater rafting down the Deschutes River to hiking along serene forest trails, Riverhouse on the Deschutes is conveniently located to Central Oregon's most exciting adventures. Discover the scenic beauty of the Cascade Mountains in all its seasons: ski or snowboard down runs on Mount Bachelor, bike along scenic Deschutes River trail or simply marvel at the Three Sisters Mountains. When it's time to unwind, explore downtown Bend with charming local retail shops, gourmet restaurants and microbreweries. Or head to the Old Mill District along the Deschutes River to find more shopping, and dining options.



GETTING TO BEND/RIVERHOUSE ON THE DESCHUTES

Roberts Field located in Redmond, Oregon is the closest airport to Riverhouse on the Deschutes.

Redmond Municipal Airport currently is served by four air carriers; American Airlines, Alaska Air, Delta Air, United and United Express with daily non-stop flights to Denver, Los Angeles, Phoenix, Portland, San Francisco, Salt Lake City, and Seattle. Delta, United and United Express flights are handled by Delta Global Services. Alaska Air is handled by Horizon Air. American Airlines is handled by Envoy Air.

Redmond is approximately 17 miles from Bend and about a 20-24 minute drive. Multiple transportation options are available to/from the Redmond airport including shuttle options and taxis. Prices vary but average about \$40.00 one-way. Please refer to www.flyrdm.com for specific companies available to provide transportation.

RIVERHOUSE

ON THE DESCHUTES

HOTEL SERVICES & AMENITIES

- Scenic location along the beautiful Deschutes River
- Walking distance to all conference space
- Indoor & Outdoor Heated Pool & Spa
- Exercise Room
- Mini refrigerators, microwaves, coffee makers, irons & boards in each room
- Complimentary Wi-Fi in guestrooms and throughout the property including meeting space
- Ample free parking
- Room Service
- Laundry Facilities
- Pet friendly (Limited rooms and pet fee applies)
- Steps away from the scenic Deschutes River Trail

Thank you again for your interest in Riverhouse on the Deschutes. These rates are valid until September 30, 2017. If you would like to confirm and hold guestrooms and event space for your group please let me know and I would be happy to forward a tentative contract for your review. I will be in touch to follow up, but should you have any questions prior to then, please do not hesitate to call on me. I look forward to working with you!

Warm regards,

Christina Caudillo

Christina Caudillo
Director of National Sales
Riverhouse on the Deschutes
(541) 848-8839
ccaudio@vestahospitality.com

RIVERHOUSE

ON THE DESCHUTES

Page | 1

This contract between Oregon Association of Municipal Recorders and Riverhouse on the Deschutes is intended to be helpful to us both and result in your satisfaction with our performance.

CONTRACT

Date: **Monday, June 19, 2017**

Riverhouse on the Deschutes Hotel & Convention Center

2850 Rippling River Court

Bend, OR 97701

Sales Manager: **Christina Caudillo**

Direct Line: 541-848-8839

Fax: (541) 389-0781

Oregon Association of Municipal Recorders

Group Contact: Nicole Morris

Address: c/o City of Tualatin

18880 SW Martinazzi Avenue

Tualatin, OR 97062

Telephone: (503) 691-3011

Email: nmorris@ci.tualatin.or.us

With Regards to: Oregon Association of Municipal Recorders

Arriving: Tuesday, September 17, 2019

Departing: Saturday, September 21, 2019

This Group Agreement (the "**Agreement**") is made on **Monday, June 19, 2017** by and between Oregon Association of Municipal Recorders ("**GROUP**") and Riverhouse on the Deschutes in Bend, Oregon ("**Riverhouse on the Deschutes**") and constitutes a binding contract between Oregon Association of Municipal Recorders and Riverhouse on the Deschutes. The signatures at the end of this document by representatives of each party indicate mutual agreement of the arrangements contained in this Agreement and supersede all verbal or otherwise unwritten communication. Unless otherwise provided, Oregon Association of Municipal Recorders and Riverhouse on the Deschutes refer also to the management, employees, agents, members and other representatives of the parties.

In consideration of the mutual promises and covenants contained in this Agreement, Oregon Association of Municipal Recorders and Riverhouse on the Deschutes agree as follows:

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 2

RIVERHOUSE ON THE DESCHUTES ACCOMODATIONS

Lodging Room Block

Upon acceptance, Riverhouse on the Deschutes will remove from its inventory for sale, the hotel rooms identified below for the Arrival and Departure dates specified (the "Lodging Room Block").

Arrival Date: **Tuesday, September 17, 2019**

Departure Date: **Saturday, September 21, 2019**

	Tue 09/17	Wed 09/18	Thu 09/19	Fri 09/20	Guestroom Rate Single or Double Occupancy
Deluxe Property View Guestrooms	50	80	90	70	\$105.00

Guestroom rate is based on prevailing government per diem at time of conference. Guestroom rate does not include 17.2% tax/fees, subject to change.

Special Considerations

Riverhouse on the Deschutes will extend the following considerations exclusively to the Oregon Association of Municipal Recorders:

- One complimentary suite for Tuesday check-in and Saturday check-out
- Complimentary accommodations for one night for 2nd Vice-President to do the pre-qualification site visit
- Complimentary meeting space for OAMR Board and Conference Committee site visits
- One complimentary room night for every 40 room nights picked up, on a cumulative basis
- Conference rates are valid one day pre/post the main event dates
- We are able to accommodate your Board Meeting & Mid-Year Educational Session in April 2019
- One complimentary suite for April 3 – 6, 2019 during your Board Meeting & Mid-Year Educational Session
- Conference rates are also valid for Mid-Year Educational Session in April 2019
- Cut-off dates for guestroom reservations is 21 days prior to event start date
- Complimentary use of the Fitness Facilities including exercise room, indoor pool, spa
- Complimentary WiFi in all guestrooms and meeting space including Convention Center
- Complimentary parking

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 3

Nightly Room Rates

The nightly room rate(s) quoted above are net non-commissionable rates based on one or two people per room unless otherwise indicated in this agreement. Oregon Association of Municipal Recorders agrees above rates are subject to an additional \$10.00 per night per person that occupies a room in excess of the specified occupancy for that room. Nightly room rates do not include the cost of rollaway beds or cribs; Riverhouse on the Deschutes will provide these items upon request for \$10.00 per night.

Taxes and Fees

Oregon Association of Municipal Recorders agrees that, in addition to the quoted nightly room rates, all rooms are subject to any and all taxes and fees whether imposed by the State, County, City, or otherwise and are subject to change. Taxes and fees are currently 17.2%.

Room Assignments

We understand room assignments will be made directly by individual attendees with Riverhouse on the Deschutes by calling the hotel room reservation department or via the online link.

Room Reservation Procedures

Upon acceptance, Riverhouse on the Deschutes will hold the Lodging Room Block for use by your attendees **until Tuesday, August 27, 2019**, the "**Room Release**" date, at which time any rooms within the Lodging Room Block that have not been reserved by your attendees will be returned to Riverhouse on the Deschutes's room inventory. Riverhouse on the Deschutes has no obligation to provide rooms in addition to those contained in the Lodging Room Block or beyond the Room Release date of **Tuesday, August 27, 2019**.

Attendees must contact Riverhouse on the Deschutes directly at 1-866-453-4480 to reserve their room(s) prior to 11:59pm on the Room Release Date. To ensure that your attendees receive the above quoted nightly room rate, they must identify themselves as an attendee of your event when making the reservation. Attendees must also make any special room arrangement requests at this time. Guestroom assignments will be made at time of arrival. Reservation requests by your attendees after the Room Release date will be accepted on a room-available basis and at the prevailing nightly room rate at the time of the room reservation. If such requests are accepted, Riverhouse on the Deschutes will credit the reserved room nights toward the Lodging Room Block for purposes of calculating attrition.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 4

Check-in Check-out

Check-in time is 4:00pm on the arrival date. Checkout time is 11am on the departure date. Attendees must present to Riverhouse on the Deschutes a valid credit card at check-in. Full payment is required at the time of checkout.

Oregon Association of Municipal Recordors agrees that its attendees will pay to Riverhouse on the Deschutes a "**Late Check-out Fee**" equal to 50% of the quoted nightly room rate for each instance that its attendees checks-out of Riverhouse on the Deschutes after 11am but before 3:00pm on the departure date. Oregon Association of Municipal Recordors agrees its attendees will pay to Riverhouse on the Deschutes a Late Check-out Fee equal to 100% of the quoted nightly room rate for each instance that its attendees checks-out of Riverhouse on the Deschutes after 3:00pm on the departure date. Late Check-out Fees will be charged to the attendee as appropriate. Riverhouse on the Deschutes agrees to notify each attendee of this policy at the time the reservation is made.

No Show

An attendee of yours who fails to arrive on the scheduled arrival date will be considered a "no show" and the room will be removed from the Lodging Room Block and returned to Riverhouse on the Deschutes's room inventory. Oregon Association of Municipal Recordors agrees that its attendees will pay to Riverhouse on the Deschutes a "**No Show Fee**" equal to the nightly room rental rate for one night plus taxes and fees, for each no show by its attendees. No Show Fees will be charged to the attendee as appropriate. Any room night charged as such will be credited to the Oregon Association of Municipal Recordors total room pickup. Riverhouse on the Deschutes agrees to notify each attendee of this policy at the time the reservation is made.

Early Departure

Oregon Association of Municipal Recordors agrees its attendees will pay to Riverhouse on the Deschutes an "**Early Departure Fee**" of \$50.00 when an attendee checks-out of Riverhouse on the Deschutes prior to the attendee's scheduled departure date. Early Departure Fees will be charged to the attendee as appropriate. Riverhouse on the Deschutes agrees to notify each attendee of this policy at the time the reservation is made.

Client Initials_____

DOS Initials_____

RIVERHOUSE

ON THE DESCHUTES

Page | 5

Reserved And Held Lodging Rooms

In addition to any amounts owed to Riverhouse on the Deschutes, the following lodging room reservation cancellation fee applies. For any lodging room reservation cancelled within 48 hours prior to arrival (lodging rooms to be paid for on the Oregon Association of Municipal Recorders Master Bill or paid for by the attendee) a fee equal to one nights lodging room rental plus applicable taxes and fees will be charged. All attendees will be notified of this policy upon making the lodging room reservation. If you wish for us to continue to hold any lodging rooms after the "release" date, you agree to guarantee payment for all lodging rooms, whether ultimately used or not.

Attrition

The various rates and terms we have provided are based in whole or in part on the outline "Lodging Room Block". In order to allow you flexibility in adjusting your program, we will permit you to reduce, without charge, the Room Night Revenue Figure in the Anticipated Room and Food and Beverage Revenue section to **(85%)** of its contracted total thirty (30) days prior to the date of the event. At the conclusion of your meeting, we will subtract the lodging rooms revenue derived from your meeting (including revenue derived from pre and post program stays) and the amount of any permissible attrition you have taken from the Room Night Revenue Figure in the Anticipated Room and Food and Beverage Revenue section. Any remaining amount will be posted as a charge to your master account, plus applicable taxes and fees.

Advertising and Promotion of Other Hotels

GROUP agrees it will not list, advertise or promote other hotels, resorts or other competitors of Riverhouse on the Deschutes without the express written consent of Riverhouse on the Deschutes.

Method of Payment

If GROUP wishes to pay for charges with a credit card, a credit card authorization form must be completed, signed and returned to Riverhouse on the Deschutes along with a photocopy of the signed credit card (both sides) not later than thirty (30) days prior to the event. Credit card will be charged ten (10) days prior to the event.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 6

Deposit

At the time of signing this Agreement, Oregon Association of Municipal Recorders agrees to pay to Riverhouse on the Deschutes a non-refundable deposit of **\$6,000.00** (the "Deposit"). The Deposit will be applied to the Oregon Association of Municipal Recorders Master Bill as defined below.

Deposit Type	Due Date	Amount Due
Initial Deposit	With signed contract	\$1,000.00
Second Deposit	6/1/2019	\$5,000.00

MASTER ACCOUNTS

Prior to arrival, a master account will be established for Oregon Association of Municipal Recorders. All rooms, tax, meeting charges, food, beverage and any other charges indicated will be posted to this account. Riverhouse on the Deschutes requires 100% pre-payment of the estimated master account charges and is due (10) business days prior to the event date unless direct billing privileges have been established. Any remaining balance will be due upon receipt. In the event payment is not made within twenty-five (25) days after receipt of the original statement, 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 attorney fees.

BILLING

Master Account: All Catering charges, Function Room Rental, and Audio Visual charges. Individuals to pay own room, tax/fees and incidental charges.

Please indicate here the individuals who are authorized to charge items to your master account:

PAYMENT METHOD

The Master Account will be settled via pre-payment unless a direct billing privileges have been established. Direct billing requires a completed application be provided to Riverhouse at least 6 months prior to the event.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 7

SCHEDULE OF EVENTS

The Oregon Association of Municipal Recorders "Event" schedule is attached hereto as Exhibit A.

Meeting Room Rental

Oregon Association of Municipal Recorders agrees to pay the "Meeting Room Rental Fee" for each meeting room required to accommodate the Event. The Meeting Room Rental Fee schedule for each of Riverhouse on the Deschutes's meeting rooms is attached hereto as Exhibit B. The Meeting Room Rental Fee(s) will be added to the GROUP Master Bill. Riverhouse on the Deschutes reserves the right to make meeting room substitutions provided the substituted meeting room reasonably accommodates the Event. Such substitutions will not change the applicable Meeting Room Rental Fee.

Food and Beverage / Meeting Requirements

Food and beverage and meeting requirements are attached as "Exhibit C". Approximately 180 days prior to your event or upon signing of this agreement, whichever is later, our Convention Services Manager will contact you to get detailed information regarding your event and create a Banquet Event Order(s) (BEO) for you. Oregon Association of Municipal Recorders must complete and sign the BEO Forms if it desires to have any type of meeting or quantity of food or beverage available to its attendees at any time. Oregon Association of Municipal Recorders acknowledges and agrees that Riverhouse on the Deschutes is the only entity authorized by the State of Oregon to sell and serve food, liquor, beer and wine on its premises and that it will not seek catering or other food and beverage services from any person or entity other than Riverhouse on the Deschutes. Oregon Association of Municipal Recorders further agrees it will not bring its own food and/or beverages into any of Riverhouse on the Deschutes meeting rooms or areas at any time. Riverhouse on the Deschutes reserves the right to terminate the event for violation of this provision and is entitled to any and all rights and remedies available to it as a result of such termination under this Agreement including but not limited to liquidated damages.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 8

RIVERHOUSE POLICIES

Signage

Signs and Banners are not allowed in Riverhouse on the Deschutes public areas. In regard to meeting space, all signs must be professionally printed and their placement and posting be pre-approved by the Convention Services Department. Nothing shall be taped, tacked, posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited.

Outside Contractors

Riverhouse on the Deschutes offers all services necessary for a successful event. However, if GROUP finds it necessary to use outside services not provided by Riverhouse on the Deschutes, any companies, firms, agencies, individuals and groups hired by or on behalf of Oregon Association of Municipal Recorders shall be subject to prior approval of Riverhouse on the Deschutes. Upon prior reasonable notice to Riverhouse on the Deschutes, Riverhouse on the Deschutes will cooperate with such contractors. Contractors will be subject to all Riverhouse rules, policies and guidelines and will not interfere with the use and enjoyment of Riverhouse on the Deschutes by others including Riverhouse employees. Oregon Association of Municipal Recorders contracts with its contractors will all specify that contractor and Oregon Association of Municipal Recorders will indemnify and hold Riverhouse on the Deschutes harmless from any and all damages or liabilities, which may arise by such Contractors or through their use.

Disturbances

Riverhouse on the Deschutes reserves the right, in its sole discretion, to terminate the Event and to evict all or any portion of the Oregon Association of Municipal Recorders attendees or the Oregon Association of Municipal Recorders at any time upon their disturbance or disruption of any other guest of Riverhouse on the Deschutes, or of any event occurring simultaneously on Riverhouse on the Deschutes premises, and is entitled to any and all rights and remedies available to it pursuant to this Agreement as a result of such termination under this Agreement.

ANTICIPATED ROOM AND FOOD AND BEVERAGE REVENUE

At this time, Riverhouse on the Deschutes is holding 290 room nights for your use over the contracted dates which will generate total revenues of \$30,450.00.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 9

Contracted food and beverage (**\$15,000.00**), and room rental revenue (**\$0**) is **\$15,000.00 total**. These figures shall be referred to herein as the "Anticipated Room and Food and Beverage Revenue Figures". All revenue figures are net and not inclusive of service charge, taxes, fees, assessments or commissions (if applicable).

Although your food and beverage, event package and room rental minimum is **\$15,000.00 total**, you may exceed this amount based on menu selection or possible added events or items.

LIQUIDATED DAMAGES

Oregon Association of Municipal Recordors acknowledges and agrees that upon acceptance of this Agreement pursuant to the "ACCEPTANCE" Section in this document, Riverhouse on the Deschutes will remove from its inventory the Lodging Room Block, meeting rooms and other equipment and facilities and will commit the necessary personnel and other resources to accommodate Oregon Association of Municipal Recordors pursuant to the terms of this Agreement. Riverhouse on the Deschutes makes short- and long-term operational and financial planning decisions based upon this Agreement and similar agreements. Oregon Association of Municipal Recordors acknowledges and agrees that cancellation of all or any part of the Lodging Room Block or Event after acceptance may result in significant financial loss to Riverhouse on the Deschutes due to its inability to contract with other groups and to accurately plan for the future use of its facilities and personnel. In addition, Riverhouse on the Deschutes reasonably expects to derive revenue from your group beyond that revenue derived from the room nights, food and beverage and or other items listed in this agreement. The risk of such loss increases and Riverhouse on the Deschutes's ability to estimate the amount of such loss decreases the closer the cancellation occurs to the Event date.

In light of the above information, Oregon Association of Municipal Recordors agrees that the amounts listed below are a genuine and good-faith estimate of the economic injury Riverhouse on the Deschutes would suffer in the event of termination for cause or cancellation of all or a part of the Agreement after Oregon Association of Municipal Recordors acceptance:

If the termination or cancellation **occurs between 36 and 12 months** prior to the first to occur of the first date of the Lodging Room Block reservation or the Event Date, Oregon Association of Municipal Recordors will pay to Riverhouse on the Deschutes the amount equal to 25% of the "Anticipated Room and Food and Beverage Revenue Figures" Such amount shall be due and payable by Oregon Association of Municipal Recordors to Riverhouse on the Deschutes within 5 days after the cancellation.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 10

If the termination or cancellation **occurs between 12 and 6 months** prior to the first to occur of the first date of the Lodging Room Block reservation or the Event Date, Oregon Association of Municipal Recorders will pay to Riverhouse on the Deschutes the amount equal to 50% of the "Anticipated Room and Food and Beverage Revenue Figures" Such amount shall be due and payable by Oregon Association of Municipal Recorders to Riverhouse on the Deschutes within 5 days after the cancellation.

If the termination or cancellation **occurs between 6 and 3 months** prior to the first to occur of the first date of the Lodging Room Block reservation or the Event Date, Oregon Association of Municipal Recorders will pay to Riverhouse on the Deschutes the amount equal to 65% of the "Anticipated Room and Food and Beverage Revenue Figures" Such amount shall be due and payable by Oregon Association of Municipal Recorders to Riverhouse on the Deschutes within 5 days after the cancellation.

If the termination or cancellation **occurs between 3 and 0 months** prior to the first to occur of the first date of the Lodging Room Block reservation or the Event Date, Oregon Association of Municipal Recorders will pay to Riverhouse on the Deschutes the amount equal to 85% of the "Anticipated Room and Food and Beverage Revenue Figures" Such amount shall be due and payable by Oregon Association of Municipal Recorders to Riverhouse on the Deschutes within 5 days after the cancellation.

FORCE MAJEURE

No damages by either party shall be due for a failure of performance by either party due to Acts of God, war, terrorism, government regulation, disaster, labor strikes, or any similar event out of the control of either party that renders performance of this Agreement impossible.

AMENDMENT

This Agreement may be amended only by a written document signed by the party against whom enforcement is sought.

WAIVER

No waiver will be binding on a party unless it is in writing and signed by the party making the waiver. A party's waiver of a breach of a provision of this Agreement will not be a waiver of any other provision or a waiver of a subsequent breach of the same provision.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 11

SEVERABILITY

If a provision of this Agreement is determined to be unenforceable in any respect, the enforceability of the provision in any other respect and of the remaining provisions of this Agreement will not be impaired.

TERMINATION

This Agreement will terminate upon the earliest to occur of the following:

(A) Full Performance. The full performance by each party of its obligations under this Agreement;

(B) For Cause. A breach by Oregon Association of Municipal Recorders of any of the provisions of this Agreement at any time after acceptance, as determined within the sole discretion of Riverhouse on the Deschutes; or

(C) Written Agreement. The execution of a written agreement by the parties

The termination of this Agreement, regardless of how it occurs, will not relieve a party of the obligations that have accrued before the termination.

If the Agreement is terminated for cause pursuant to Termination Section (B), Riverhouse on the Deschutes has the right to recover liquidated damages pursuant to the Liquidated Damages section above.

ATTACHMENTS

All exhibits referenced in this Agreement are part of this Agreement.

LIMITATION OF LIABILITY

Riverhouse on the Deschutes will not be liable to Buyer under any cause of action, whether in contract, tort or otherwise, for any indirect, special, incidental, consequential or punitive damages, even if Riverhouse on the Deschutes has been advised of the possibility of such damages. Riverhouse on the Deschutes's price for the collective services provided to Oregon Association of Municipal Recorders and Riverhouse on the Deschutes's obligations under this Agreement are consideration for limiting Riverhouse on the Deschutes's liability to Oregon Association of Municipal Recorders.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 12

GOVERNING LAW

This Agreement is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement.

ARBITRATION

Any controversy or claim arising out of this Agreement will be settled by arbitration before a single arbitrator in Bend, Oregon. If the parties agree on an arbitrator, the arbitration will be held before the arbitrator selected by the parties. If the parties do not agree on an arbitrator, each party will designate an arbitrator and the arbitration will be held before a third arbitrator selected by the designated arbitrators. Each arbitrator will be an attorney knowledgeable in the area of business law. The arbitration will be conducted in accordance with the then-current rules of the Arbitration Services of Portland, Inc.

ATTORNEY'S FEES

If any arbitration or litigation is instituted to interpret, enforce or rescind this Agreement, including but not limited to any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney's fees and other fees, costs, and expenses of every kind, including but not limited to the costs and disbursements specified in ORCP 68A(2), incurred in connection with the arbitration, the litigation, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court.

ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement. Changes, additions, stipulations or corrective lining out by Oregon Association of Municipal Recorders will not be binding to Riverhouse on the Deschutes until such changes, additions, stipulations, or corrective lining out have been approved by means of a revised agreement by Riverhouse on the Deschutes.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 13

SIGNATURES

This Agreement may be signed in counterparts. A fax transmission or scanned copy of a signature page will be considered an original signature page. At the request of a party, the other party will confirm a fax-transmitted signature page by delivering an original signature page to the requesting party. The effective date of communications between the parties will be determined as follows:

1. Communications sent via U.S. Mail or private mail delivery service (i.e. Fed Ex) will be effective as of the date sent.
2. Communications sent via facsimile will be considered effective as of the date and time of the facsimile confirmation sheet retained by the sender.
3. Communications sent via email will be considered effective as of the date and time of the email confirmation retained by the sender.

ACCEPTANCE

This agreement must be signed and the deposit received by Friday, September 29, 2017 or, at the discretion of Riverhouse on the Deschutes, this agreement may be null and void. Oregon Association of Municipal Recorders or Riverhouse on the Deschutes is under no obligation to accept this contract. This agreement will be deemed accepted only after (1) it has been signed by a representative of the Oregon Association of Municipal Recorders and Riverhouse on the Deschutes and (2) the Oregon Association of Municipal Recorders has delivered to Riverhouse on the Deschutes the Deposit in cash or readily available funds. Prior to receiving the agreement and deposit, if another group requests meeting space and or guest room accommodations on your same dates, Riverhouse on the Deschutes may attempt to contact you and ask you to confirm your event within three days. If you do not confirm your event, Riverhouse on the Deschutes reserves the right to rescind the offer within this agreement and confirm the other group.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 14

IN WITNESS WHEREOF, the undersigned have executed this agreement effective as of the date first set forth above. The undersigned expressly agree and warrant they are authorized to sign and execute this agreement on behalf of the Oregon Association of Municipal Recorders and Riverhouse on the Deschutes.

Oregon Association of Municipal Recorders

Authorized Signatute for Oregon Association of Municipal Recorders Date

Please print name Title

Riverhouse on the Deschutes

Christina Caudillo, Director of National Sales Date

Erick Trachsel, Director of Sales Date

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 15

FUNCTION SPACE

Based on your requirements as you have indicated them to be, we have reserved the attached program of function space needs. Specific meeting rooms cannot be guaranteed and are subject to change. A schedule of function space rental charges is attached to this contract as Exhibit "B". Based on a sleeping room and food and beverage usage as indicated in this contract and the other anticipated revenues that **Riverhouse on the Deschutes** will realize from this event, the function space for your program will be

Exhibit A

Event Schedule

Date	Start Time	End Time	Function	Room	Setup	Attendees
9/17/2019	12:00 PM	11:00 PM	Exhibits	Exhibit Hall	Exhibit Table Tops	14
9/18/2019	8:00 AM	5:00 PM	Meeting	Cascade AJ	Classroom	80
9/18/2019	8:00 AM	11:00 PM	Exhibits	Exhibit Hall	Exhibit Table Tops	40
9/18/2019	12:00 PM	1:00 PM	Lunch Plated	Cascade B	Rounds of 10	80
9/18/2019	6:00 PM	7:30 PM	Reception (Light)	Cascade B	Cocktail Rounds	50
9/19/2019	7:30 AM	9:00 AM	Breakfast Buffet	Cascade B	Rounds of 10	40
9/19/2019	8:00 AM	5:00 PM	Meeting	Cascade AJ	Classroom	100
9/19/2019	8:00 AM	11:00 PM	Exhibits	Exhibit Hall	Exhibit Table Tops	40
9/19/2019	12:00 PM	1:00 PM	Lunch Plated	Cascade B	Rounds of 10	100
9/20/2019	7:30 AM	9:00 AM	Breakfast Buffet	Cascade B	Rounds of 10	40
9/20/2019	8:00 AM	5:00 PM	Meeting	Cascade AJ	Classroom	100
9/20/2019	8:00 AM	5:00 PM	Exhibits	Exhibit Hall	Exhibit Table Tops	40
9/20/2019	12:00 PM	1:00 PM	Lunch Plated	Cascade B	Rounds of 10	100
9/20/2019	6:30 PM	8:00 PM	Dinner Plated	Cascade B	Rounds of 10	120
9/21/2019	8:00 AM	12:00 PM	Meeting	Cascade A	Hollow Square	20

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 16

Exhibit B

Meeting Room Rental Fees

Meeting room rental is waived based on the food and beverage minimum.

Food and Beverage Minimum

\$15,000.00 exclusive of the 22% service charge

If your total Food and Beverage services fall below this amount you will be responsible for the difference. Food & beverage service is one and a half hours per event.

AV Requirements

Please refer to the enclosed pricelist for your audio visual needs.

Exhibit C

Food and Beverage / Meeting Policies

We will confirm meeting/banquet room reservations only after the signed Banquet Event Order (BEO) deposit have been received.

Oregon Association of Municipal Recorders acknowledges and agrees that Riverhouse on the Deschutes is the only entity authorized by the State of Oregon to sell and serve food, liquor, beer and wine on its premises and that Oregon Association of Municipal Recorders will not seek catering or other food and beverage services from any person or entity other than Riverhouse on the Deschutes. Oregon Association of Municipal Recorders further agrees it will not bring its own food and/or beverages into any of Riverhouse on the Deschutes meeting rooms or areas at any time. Riverhouse on the Deschutes reserves the right to terminate the Event for Oregon Association of Municipal Recorders for violation of this provision and is entitled to any and all rights and remedies available to it as a result of such termination under this Agreement including but not limited to liquidated damages.

Changes to event setups after the final guest count has been received are subject to a service charge up to \$500.00.

The Catering Department must receive your menu selection at least one month prior to your event.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 17

We reserve the right to change a scheduled meeting room to better accommodate your group or others. We recommend you do not announce the location prior to the event. The location will be posted upon arrival.

The guarantee (guest count or Food and Beverage quantities) is required by the below established schedule prior to each banquet function. After the guarantee has been received, unless otherwise notified, Riverhouse on the Deschutes will be prepared to serve exactly that amount.

As a guest accommodation and with no obligation to the guest to use it, if notified, Riverhouse on the Deschutes will be prepared to provide up to 5% above the guarantee (up to a maximum of 15 meals). In order to use this additional 5% (up to a maximum of 15 meals), you must call your Convention Services Manager by 4pm of the business day prior to your event to provide a final count (the guarantee number plus any use of the 5%). If you do not provide a final count by the specified time, the additional 5% will not be available. You will be billed for the guarantee amount or the final count, whichever is greater. After the guarantee and or final count have been given, you cannot lower your numbers. If we do not receive a guarantee by the required time, Riverhouse on the Deschutes will use the "original estimated" number of guests and /or food and beverage quantities as your guarantee. Riverhouse on the Deschutes is committed to providing exceptional food and service to each guest. To insure this, Riverhouse on the Deschutes will not serve any additional meals above the guarantee or final count, which ever you have given. Please plan accordingly.

Guarantee confirmation schedule:

Up to 150 people - (3 days prior)

151-200 (4 days prior)

201-up (5 days prior).

Changes to the final guest count for food and beverage quantities, after the allotted 5% increase, will incur a 10% increase for each added entrée.

Riverhouse on the Deschutes is the only licensed authority to sell and serve liquor on the premises; therefore liquor is not to be brought into the Resort event location or foodservice outlets. Riverhouse on the Deschutes requires a bartender for all events where alcohol is served at one per 75 guests at the rate of \$125.00 for (6) six hours and \$15 per hour thereafter.

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 18

Riverhouse on the Deschutes will provide kegs for special events. The pricing structure is as follows:

- \$475 to purchase a keg – Domestic – plus \$75 rental of kegerator
- \$575 to purchase a keg – Imported/Craft – plus \$75 rental of kegerator

No party taps, jockey boxes or plastic tubs are allowed. The vendor must provide clear plastic cups for beer. If providing a champagne toast, our service staff will pre pour your selection and deliver to each guest. Prices start at \$4 per person for your event based on your selection.

No alcohol may be consumed after 12:00 am without prior written consent from resort management. Should the resort discover that any customer or guest has brought any type of alcohol onto the premises without prior written approval from the resort, or allows any minor to consume any alcoholic beverage (everyone must have a valid I.D. in their possession), the resort reserves the right to close the bar immediately and/or terminate the function entirely at the clients expense. In addition the client will be responsible for all fines, loss of business, assessments and liability as result of the above.

Riverhouse on the Deschutes reserves the right to refuse alcohol to any individual or individuals that we feel place our liquor license in jeopardy. All Riverhouse bartenders are trained in responsible alcohol service by the Oregon Liquor Control Commission (OLCC). Permits are on file for each bartender. As the host of the event, please help our staff enforce responsible drinking behavior. Riverhouse on the Deschutes will inform the function host of any of their guests who may be disorderly, obnoxious, or out of control and may be removed from the premises if their behavior does not change.

Live or taped music for any function must not disturb other persons of Riverhouse on the Deschutes or neighboring property owners. The client must comply with any request from Riverhouse staff to reduce volume or bass. Riverhouse on the Deschutes reserves the right to discontinue any excessively loud or offensive entertainment. All entertainment must conclude by 10:00 pm for all outdoor events and 12:00 am for any indoor event.

All meeting related materials, boxes and equipment must enter and exit through our loading dock. There will be a charge for the handling and storage of boxes. In the event that Company required assistance in box removal or other unrelated food and beverage assistance, during or after the function, a charge will be applied to the bill.

All food & beverage products must be purchased through Riverhouse on the Deschutes. We do not allow guests to bring their own food or beverage items into our banquet rooms. Riverhouse on the Deschutes does not allow leftover food to be taken "to go".

Client Initials _____

DOS Initials _____

RIVERHOUSE

ON THE DESCHUTES

Page | 19

A 22% Service charge is added to all food & beverage and net meeting room rental. This service charge, menu and equipment prices are subject to change.

Riverhouse on the Deschutes requires that all charges be paid for in full prior to each function, unless other billing arrangements have been made in advance.

Please verify correct billing instructions. Riverhouse on the Deschutes does not bill on an individual basis. The host will be responsible for the bill in its entirety.

Shipping

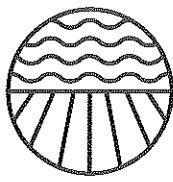
Any packages that are sent to Riverhouse on the Deschutes for pre-event storage must be sent in the following manner:

- (1) The package must be sent to the attention of the guest picking up the package on-site.
- (2) On the address label indicate the group event name.
- (3) The mailing address is Riverhouse on the Deschutes Convention Center, 2850 NW Rippling River Court, Bend, Oregon 97701.

Packages sent more than three (3) days prior to the event will be subject to \$20 per package per day fee. Pallets arriving more than three (3) days prior to the event that are 500 pounds or less will be subject to a \$75 per pallet per day fee. Any pallets arriving more than three (3) days prior to the event over 500 pounds will be subject to a \$125 per pallet per day fee. The Riverhouse on the Deschutes is not responsible for packages or pallets that are lost, stolen or damaged. The Riverhouse on the Deschutes does not own a fork lift so if pallets need to be loaded or unloaded a fork lift will need to be provided by the party shipping the pallet.

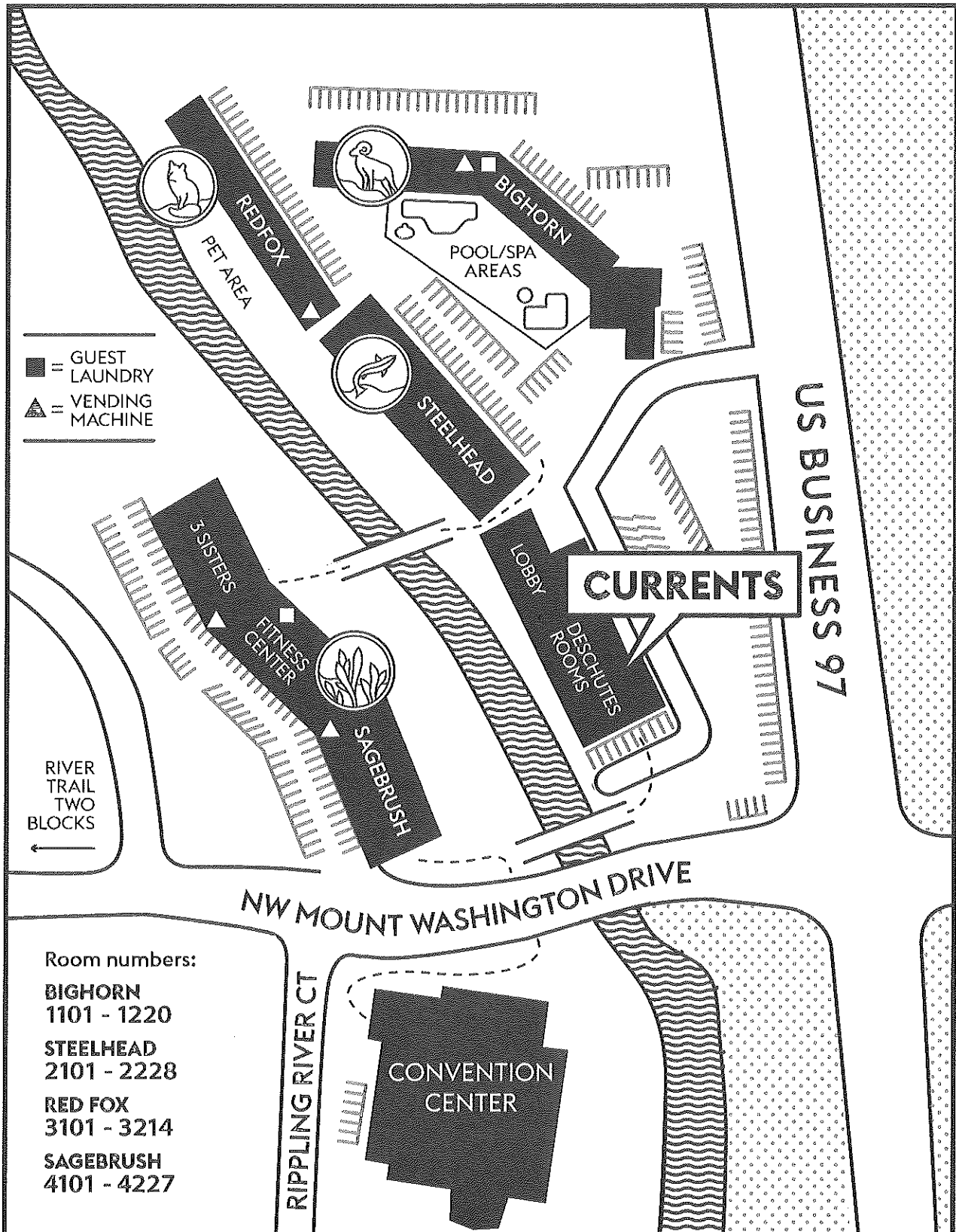
Client Initials_____

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RIVERHOUSE

ON THE DESCHUTES



(541) 389-3111
(800) 547-3028

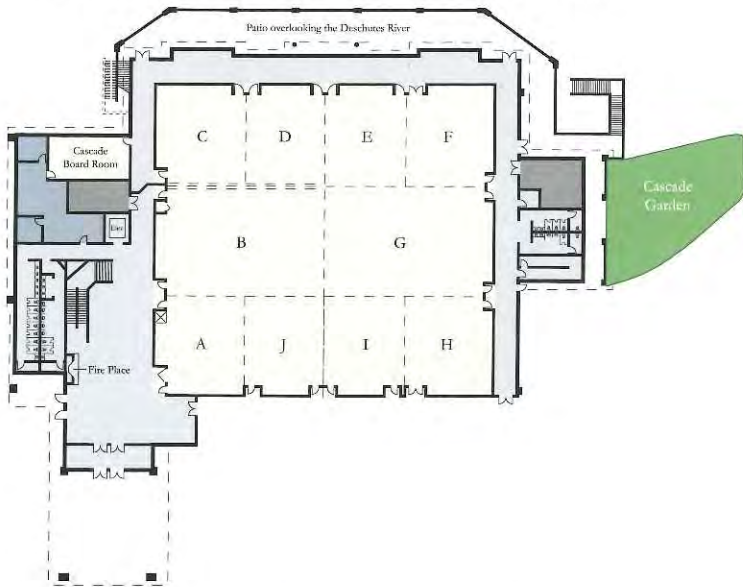
Riverhouse on the Deschutes
3075 N. Business 97 Bend, OR 97703

www.riverhouse.com

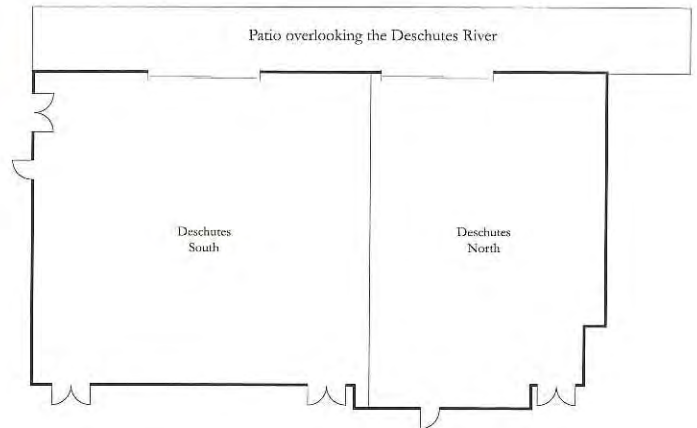
MEETING SPACE HIGHLIGHTS

- 41,000 total square feet of event space
- 16 flexible event rooms
- 16,000 square-foot pillarless ballroom
- 14,000 square-foot exhibit hall
- State-of-the-art A/V equipment
- On-site catering and event coordination
- Outdoor patios and lawn on the river
- Large lobby with fireplace and common area
- LEED® Silver certified green convention center

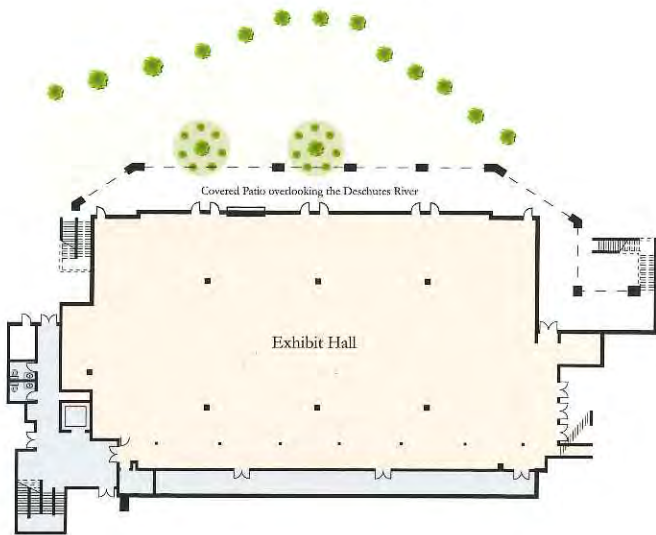
Convention Center First Floor – All Cascade Rooms



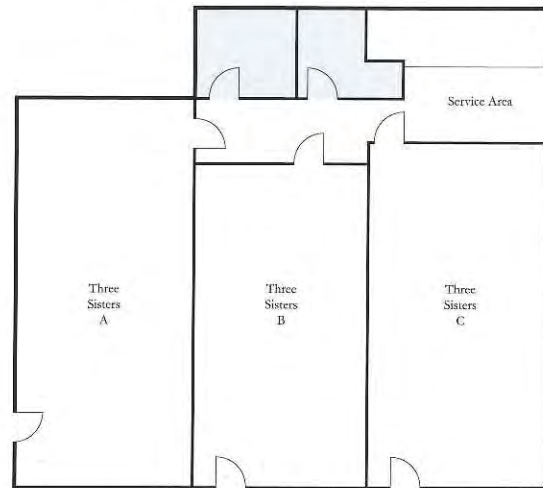
Currents Building – Deschutes Room



Convention Center Exhibit Hall



Sagebrush Building – Sisters Rooms



Patio overlooking the Deschutes River



RIVERHOUSE
ON THE DESCHUTES

The meeting space at Riverhouse on the Deschutes was designed with flexibility in mind. A variety of meeting room sizes are available to ensure the appropriate area and amenities to suit a large convention, a mid-sized meeting or an intimate reception.



CONVENTION CENTER						
	Sq. Ft.	Dimensions	Banquet Rounds 10 people @ 72"	Crescent Rounds 7 people @ 72"	Theater	Classroom 4 people @ 18"
Cascade A	1,344	33 x 40	50	42	96	60
Cascade B	2,900	66 x 44	120	84	264	144
Cascade C	1,344	33 x 40	50	42	96	60
Cascade D	1,344	33 x 40	50	42	115	60
Cascade E	1,344	33 x 40	50	42	96	60
Cascade F	1,344	33 x 40	50	42	115	60
Cascade G	2,900	66 x 44	120	84	264	144
Cascade H	1,344	33 x 40	50	42	115	60
Cascade I	1,344	33 x 40	50	42	96	60
Cascade J	1,344	33 x 40	50	42	96	60
Cascade Ballroom	16,552	134 x 124	1,000	630	1,600	960
Cascade Boardroom	510	17 x 30	16	16	16	16
Cascade Garden	1,875	79 x 47	—	—	175	—
Cascade Deck	3,301	57 x 99	—	—	—	—
TRADE SHOWS			8x10 BOOTHS	10x10 BOOTHS	8' TABLE TOPS	
Exhibit Hall	13,676	88 x 676	70	60	100	—
Exhibit Patio	3,256	67 x 132	—	—	—	—
CURRENTS BUILDING						
Meeting Rooms	Sq. Ft.	Dimensions	Banquet Rounds 8 people @ 60"	Crescent Rounds 6 people @ 60"	Theater	Classroom 4 people @ 18"
Deschutes North	1,472	32 x 46	64	48	120	60
Deschutes South	2,064	48 x 43	96	72	120	96
Deschutes NS	3,536	74 x 44	184	126	280	180
SAGEBRUSH BUILDING						
Meeting Rooms	Sq. Ft.	Dimensions	Banquet Rounds 8 people @ 60"	Crescent Rounds 6 people @ 60"	Theater	Classroom 4 people @ 18"
Three Sisters A	540	15 x 36	24	12	35	16
Three Sisters B	450	15 x 30	24	12	30	16
Three Sisters C	480	15 x 26	24	12	30	16
Three Sisters Rooms	1,470	45 x 33	72	36	95	48

This capacity information is presented as a general guide and does not account for any equipment needs (stage, dance floor, display tables, etc). The actual capacity of each room depends on seating style, equipment needs and other event-specific items in the room.



BEST WESTERN PLUS Hood River Inn
 1108 E Marina Way
 Hood River OR 97031
 www.hoodriverinn.com



Contact Info: Oregon Association of Municipal Recorder Nicole Morris Phone: 503-691-3011 Fax: Email: nmorris@ci.tualatin.or.us	Hotel Info: Susan Lutton, Director of Marketing Phone: 503-282-2997 Fax: 541-386-7295 Email: susanlutton@hoodriverinn.com
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GROUP NAME: Oregon Association of Municipal Recorder **GROUP ID#** 103253

GUEST ROOM BLOCK:

A room block has been set aside for Oregon Association of Municipal Recorder. We are holding the following rooms at the rates shown below:

Day	Date	Standard Value Queen Bed(s)	Standard One Queen	Standard One King/Two Qns	Riverview One or Two Beds	Total Rooms				
Tuesday	09-17-19	5	\$91	15	\$91	15	\$135	15	\$155	*50
Wed.	09-18-19	20	\$91	20	\$91	20	\$135	20	\$155	*80
Thursday	09-19-19	20	\$91	20	\$91	27	\$135	20	\$155	*90
Friday	09-20-19	10	\$91	10	\$91	27	\$135	20	\$155	*70

- Rates Listed are for one person for government rate and two people for remaining rooms. Additional rate per person after that is \$15.00. Government rate will be "per diem in effect" at time off arrival. Government rate not available on Saturday night.
- All rates are subject to applicable tax (currently at 9.8%).
- Rates listed are net non-commissionable.
- Please note guest room rates are not confirmed until one year in advance of arrival. They will not increase more than 12% maximum.
- Client has agreed to book their rooms via: Individual Reservation

CUT-OFF DATE

All rooms must be reserved by the cutoff date of: 09-01-2019

- **At the Hood River Inn, we do not have an "attrition" policy. In light of that, we must adhere closely to the cut-off date. This allows us time to sell any rooms remaining in your block.**
- If you are providing a rooming list, please email it by the cut-off date above.
- For individual reservations please have your guests call the hotel directly to make their group room reservation at 1-800-828-7873. They should identify themselves as a member of the group.
- Guest rooms remaining in the block after the cut-off date will be released for sale to the general public.
- **Reservations received after the cut-off date will be subject to availability and current market rate. Please communicate this information to your attendees.**

VALUE ADDED EXTRAS:

- Complimentary Parking
- Complimentary Wireless Internet
- Complimentary Fitness Center with indoor sauna, indoor and outdoor hot tub and pool.
- Complimentary Business Center
- Please note your special group rates do not include breakfast.

EVENTS:

The following space is being held for your event. Please review the agenda below carefully as this outlines the specific meeting rooms and access times we are holding for your group. Space not listed will be made available for sale to other groups and events.

Date	Time	Event	Function Space	Setup Style	Att.	Rental Rev.
Wednesday / 09-18-19	08:30 AM-09:00 PM	Meeting/Vendors	Gorge Room	Rounds of 8	80	\$2000
	12:00 PM-01:00 PM	Lunch	Gorge Room	Rounds of 8	80	\$0
	05:00 PM-06:30 PM	Reception	Shoreline Room	To Be Determined	80	\$600
Thursday / 09-19-19	07:00 AM-08:00 AM	Breakfast	Mountainview Room	Rounds of 10	40	\$250
	08:00 AM-09:30 AM	Opening Ceremonies/vendors	Gorge Room	Rounds of 8	120	\$0
	09:45 AM-11:30 AM	Concurrent Session	Riverview Room	Rounds of 8	50	\$500
	09:45 AM-11:30 AM	Concurrent Session	Mountainview Room	Rounds of 8	50	\$0
	09:45 AM-11:30 AM	Concurrent Session	Gorge Room	Rounds of 8	50	\$2000
	12:00 PM-01:00 PM	Lunch/Vendors	Gorge Room	Rounds of 8	120	\$0
	01:00 PM-09:00 PM	General Session/vendors	Gorge Room	Rounds of 8	120	\$0
Friday / 09-20-19	08:00 AM-09:30 AM	Breakfast	Gorge Room	Rounds of 8	120	\$1000
	09:45 AM-05:00 PM	Athenian Session	Riverview Room	U-Shape	50	\$500
	09:45 AM-05:00 PM	Concurrent Session	Mountainview Room	Rounds of 8	32	\$250
	09:45 AM-05:00 PM	Concurrent Session	Gorge Room	Rounds of 8	50	\$0
	12:00 PM-01:00 PM	Lunch/vendors	Gorge Room	Rounds of 8	120	\$0
	07:00 PM-09:00 PM	Dinner	Gorge Room	Rounds of 8	120	\$0
Saturday / 09-21-19	09:00 AM-10:30 AM	Transition Meeting	Mountainview Room	Rounds of 8	20	\$250

- Please be advised that the stated room rentals are based on a **one-time set of the meeting room**. Complete resets are subject to an additional labor charge. If you have questions about how to best accommodate your group's meeting needs, please consult with your salesperson.
- The space and times listed above indicate what we have held for your group. If you need additional set-up time it must be listed in the agenda above and additional room rentals and minimums may apply.

- To help determine your audio-visual needs and budget an AV list is attached. Please use it as a tool in planning your conference and discuss intensive AV needs with your planner as they may affect the meeting rooms you are assigned.
- Banquet menu pricing is confirmed six months in advance of your event. Prior to costing out your banquet meals, please contact your sales and catering representative for current menus.
- Vendor tables are provided at \$50 per table and include electricity.

FOOD & BEVERAGE MINIMUMS AND ROOM RENTAL

A food and beverage minimum of \$14,250 is required for the event. This amount will reduce the normal meeting room rental of \$7350 to a set-up fee of \$600.

BILLING & PAYMENT:

Payment will be due upon departure or with an approved credit card authorization form. Charges will be applied to the credit card on file for the event.

Any billing requests must be supported by an approved credit application. All charges must be paid in full within 30 days to avoid late payment fees.

GUEST ROOM POLICIES:

1. Rooms Blocked: This document lists the number of guest rooms blocked for your organization/group by room type and date. In the event that your organization/group requires more guest rooms than listed, it will be subject to availability at the time the hotel is notified of the additional requirements.
2. Cut-off Date: The cut-off date is the last date that the Best Western Plus Hood River Inn assures the block of guest rooms. All rooms that remain in the block at 5:00PM on the cut-off date are automatically returned to the Best Western Plus Hood River Inn for sale to the general public. Rooming lists or individual reservations received after the cut-off date will be on a space available basis.
3. **Following the cut-off date, guest rooms are subject to availability AND current market rate.**
4. Reservation Policy: All individual reservations made with the hotel require a credit card for guarantee purposes.
5. Guaranteed No-show: With a guest room reservation held on a guaranteed payment basis, the company, individual or organization who has guaranteed the reservation will be held responsible for payment of the first night only. Guaranteed reservations are held (without occupancy) for one night only and not for the entire length of stay.
6. Credit Requirements: Credit information consisting of a major credit card accepted by the hotel will be required upon check-in of all guests, unless payment of all charges has been guaranteed by the organization or paying by cash in advance.
7. Check in/Check out Times: Check in time is 4:00PM on the day of arrival. Check out time is 12:00 noon on day of departure.
8. Master Account Payment: It is agreed that payment of the organization's master account shall be made upon completion of scheduled function(s) unless previous direct bill arrangements have been

arranged with hotel representative. Failure to pay account upon completion of event(s) without previous arrangement will be subject to an immediate penalty fee. Payment may be made with credit card or please make check out to Best Western Plus Hood River Inn.

9. Credit Terms: If previous arrangements are approved for credit privileges, those accounts are due in full in 30 days. If not paid in 30 days, these accounts will be subject to a late charge at the rate of 18% APR.
10. Cancellation Policies: There will be no penalty for group blocks cancelled at least 90 days prior to arrival. Groups cancelled after this date will be subject to a charge equivalent to the anticipated guest room charges unless rooms can be resold.
11. Loss of Property: The Best Western Plus Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
12. Damage: Client agrees to be responsible for any damages done to premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractor hired by them.
13. Return Agreement date: If this agreement is not signed and returned to the Best Western Plus Hood River Inn by the date below, the hotel reserves the right to release all space reserved by this agreement.

Customers Initials _____

BANQUET POLICIES:

1. Master Account Payment: It is agreed that payment of the organization's master account shall be made upon completion of scheduled function(s) unless previous direct bill arrangements have been made with hotel representative. Failure to pay account upon completion of event(s) without previous arrangement will be subject to an immediate service charge.
2. Credit Terms: If previous arrangements are approved for credit privileges, those accounts are due in full in 30 days. If not paid in 30 days, these accounts will be subject to a service charge at the rate of 18% APR.
3. Guarantee: The hotel requires a guaranteed number of guests for each food function at least 72 hours in advance of each function. This guaranteed number is what you will be charged for and is not subject to reduction. If the hotel is not notified prior to the 72 hour cutoff, the original estimated figure will automatically become the guarantee. Special menu selections may need additional time.
4. Service Charge: A 20% service charge will apply for all food and beverage.
5. 5% Overage: We are prepared to serve 5% over your guarantee for your party. We will bill for the number of guests guaranteed in the event a lower number is served. Should you exceed your guarantee, we will bill for the exact number served. No unconsumed food and beverage can be taken from event.
6. Menu Selections: We require your group menu selections at least two weeks prior to your function to allow time for proper ordering. Please refer to our current menus for requirements and available options.
7. Banquet Bars: Banquet bars are either hosted or no host. If the amount of sales exceed \$200.00 for the first hour and \$75.00 for each additional hour, there will be no bartender fee. However, if the sales minimum is not met, a bartender fee of \$25.00 per hour will be added to your bill. Hosted bars are charged a 20% service charge in addition to the total bill.

8. Outside Food & Beverage: The Best Western Plus Hood River Inn does not allow food or beverage to be brought into any public space and/or meeting/banquet room at the hotel.
9. Meeting/Banquet Space: As your meeting/banquet may fluctuate in number of attendees, the Hood River Inn does not guarantee a specific meeting room for your function, although adequate space will be reserved to accommodate your group.
10. Cancellation Policies: There will be no penalty for cancellations made 45 days prior to the scheduled event. Functions cancelled with less than 45 days' notice will be charged the full banquet room rental/set-up fee. Meeting room rental fees on an 8am-5pm basis are as follows:

Gorge Room \$1000, Columbia Room \$600, Riverview Room \$500, Mountainview Room \$250, Hood and Adams Room \$150 each.
11. 7 Day Cancellation Policy: Full banquet room rental/set-up and anticipated food and beverage revenues will be charged should you cancel less than 7 days prior to your function. Wedding reception deposits are not refundable.
12. Loss of Property: The Best Western Plus Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
13. Damage: Client agrees to be responsible for any damages done to premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractor hired by them.
14. Food and beverage cannot be taken out of the banquet rooms following the function due to Oregon State Health regulations and OLCC rules and regulations.

Customer Initials

ACCEPTANCE:

The person signing this contract represent that they are authorized to sign and enter into this contract. The contract is not valid until signed by an authorized representative of the hotel.

Accepted on behalf of the group:

Oregon Association of Municipal Recorder

Name: _____

Signature _____

Title: _____

Date: _____

This agreement must be signed and returned by:

Accepted on behalf of the hotel:

Hotel Representative:

Name: _____

Signature _____

Title: _____

Date: _____



Audio & Video Equipment Pricing Schedule

Prices are per day. Inventory is subject to availability

Audio & Video Items	Price
AV Tech (Minimum of 4 hours)	Discuss with your planner
AV Cart/Table	No Charge
Background Music/House Sound Connection	\$25.00 each
CD Player w/speakers	\$20.00 each
Cables for Projector (HDMI, VGA, Mac Adapters)	\$5.00 each
Dance Floor Lighting (Gorge Room Only)	No Charge
Dual Fast Fold Projection Screens	\$150.00 per set/\$75 single
DVD/VCR Player (TV Not Included)	\$25.00 each
DVD/VCR Player with 50" Smart TV	\$125.00 each
Easel Only	No Charge
Extension Cord/Power Strip	\$5.00 per set
External Computer Speakers	\$25.00 per set
Flip Chart w/Easel & Markers	\$35.00 each
Internet Access WIFI – Up to 50 simultaneous connections	No Charge
Internet Access Hardwired	\$50.00 per 10 connections
Laptop Computer (Windows Based)	\$50.00 each
Laser Pointer/Slide Advancement Remote	\$10.00 each
LCD Projector	\$125.00 each
LCD Projector – Dual Projection	\$200.00 per set
Microphone – Handheld/Standing Wireless	\$25.00 each
Microphone – Lavalier/Lapel Wireless	\$50.00 each
Microphone – Table Top Wireless	\$25.00 each
PA/Sound System with 2 Speakers	\$150.00 each
Speaker/Conference Phone	\$50.00 each
Telephone (Non Dedicated Line)	\$10.00 each
TV – 50" Smart UHD (Multiple Video Input Options)	\$100.00 each
White Board w/Easel, Markers & Erasers	\$15.00 each



LCD Projection Packages

Prices are per day. Inventory is subject to availability

Bronze \$25 Per Day	Silver \$50 Per Day	Gold \$150 Per Day	Platinum
<u>Includes the following</u> AV Table (2ft x 2ft) Extension Cord Power Strip Projection Screen	<u>Includes the following</u> AV Table (2ft x 2ft) Extension Cord Power Strip Projection Screen HMDI, VGA, Lightning or Thunderbolt Mac Adapters	<u>Includes the following</u> AV Table (2ft x 2ft) Extension Cord Power Strip Projection Screen HMDI, VGA, Lightning or Thunderbolt Mac Adapters Single LCD Projector	<u>Includes the following</u> *Our "Platinum" package provides all of the items listed in the GOLD Package with the addition of an AV Technician. Please discuss this option with your Event Coordinator to determine costs.

As of January 1st, 2017



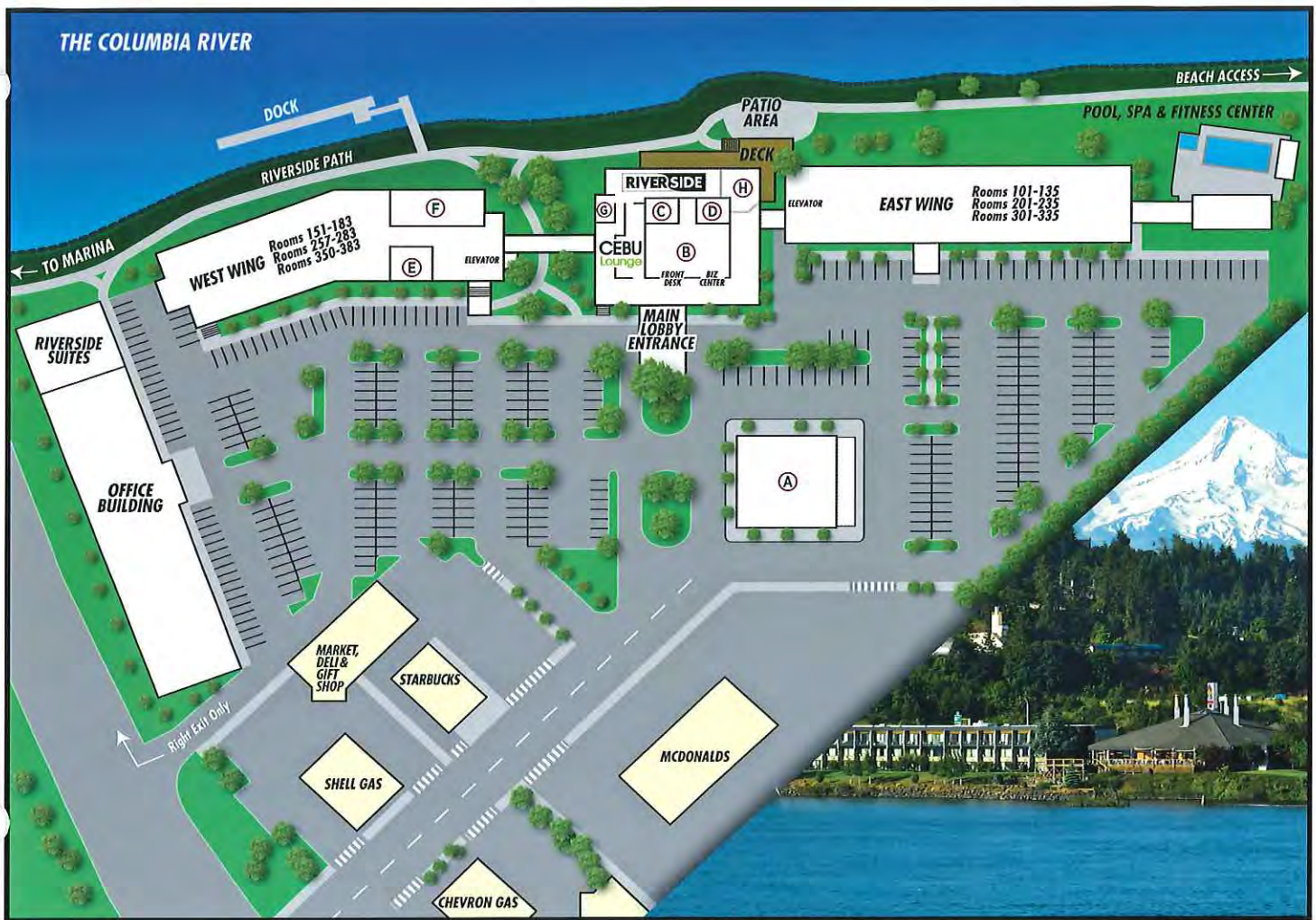
Miscellaneous Items & Pricing Schedule

Prices are per day. Inventory is subject to availability

Room Setup & Service Items	Price
Bar Stool	No Charge
Arch	\$100.00
Cake Service –Tier 1 (up to 25 guests)	\$25.00
Cake Service –Tier 2 (50-100 guests)	\$50.00
Cake Service –Tier 3 (100+ guests)	\$100.00
Cake Table (Includes cake knife, serving utensil, plates, napkins, & forks)	No Charge
Centerpiece Mirrors	No Charge
Chair Covers	\$5.00 each
Coat Rack	No Charge
Dance Floor (Gorge or Columbia Rooms Only)	\$200.00
DJ Table	No Charge
Exhibitor/Vendor Table with access to power	\$50.00 each
Fire pit (Propane)	\$50.00 each
Flag (Oregon, Washington, American, Canadian)	No Charge
Gift/Guestbook/Resource Table	No Charge
Head Table	No Charge
High Boy/Cocktail Table	No Charge
Lamps (Standing or Clip-On)	\$10.00 each
Pipe & Drape	\$50.00 per set
Podium (Standing or Tabletop) & Table at Podium (2ft x 2ft)	No Charge
Registration/Resource Table	No Charge
Risers (8ft x 6ft sections with handicapped ramp)	No Charge
Uplighting (Multi-Color & Speed Setting Options)	\$5.00 per set of 4
Votive Candles	No Charge

**Lighting arrangements, custom linens & table decorations are available.
Please discuss with your Event Coordinator.**

CONFERENCE FACILITY FLOORPLANS



The Best Western Plus Hood River Inn offers a unique setting on the banks of the river in the breathtaking Columbia River Gorge. Just one scenic hour east of Portland, our location is convenient for meetings of all types and sizes. Catering is provided by the exceptional culinary team from our restaurant, Riverside, one of the most popular restaurants in Hood River. After the events of the day, relax in our comfortable Cebu Lounge, stroll our waterfront path, swim in our shoreline pool or soak in the indoor and outdoor hot tubs. Join us soon. A pleasant surprise awaits.

CONFERENCE ROOM CAPACITIES

	Theater Receptions	Class Room	Conference Style	Meal Functions	Square Feet	Dimensions
(A) Gorge Room	400	200	60	300	4400	67' x 66'
(B) Columbia Room	250	150	60	225	3250	61' x 46'
(C) Mt. Adams Room	35	20	20	24	375	25' x 16'
(D) Mt. Hood Room	35	20	20	24	375	25' x 16'
(E) Mountainview Room	65	30	30	40	800	28' x 29'
(F) Riverview Room	100	60	40	80	1250	25' x 49'
(G) Garden Room	N/A	N/A	N/A	20	432	18' x 24'
(H) Shoreline Room	75	N/A	N/A	80	1000	25' x 40'



Hood River Inn
 1108 E. Marina Way
 Hood River, OR 97031
 P: 541-386-2200 x8901
 Reservations: 800-828-7873
hoodriverinn.com

MEETING AND BANQUET SPACE

A. GORGE ROOM 4400 sq.ft.

Not your average meeting room. The Gorge Room is a free-standing building with vaulted ceiling and walls of glass. When planning a meeting, meal, glittering gala or themed event for up to 400 people, this is the space for you.

B. COLUMBIA ROOM 3250 sq.ft.

The Columbia Room, our second largest room, accommodates up to 250 people. The room features a mezzanine entrance for registration or small display and is centrally located in the hotel.

C. MT. ADAMS ROOM D. MT. HOOD ROOM 375 sq.ft.

These mirror image rooms work as break-out spaces with the Columbia Room or on their own for events of up to 35 people each.

E. MOUNTAINVIEW ROOM 800 sq.ft.

Located in the Inn's west wing across from the Riverview Room, the Mountainview Room offers groups of up to 60 people a comfortable and efficient function space.

F. RIVERVIEW ROOM 1250 sq.ft.

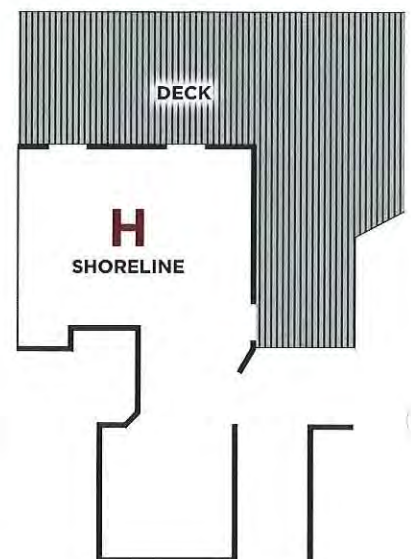
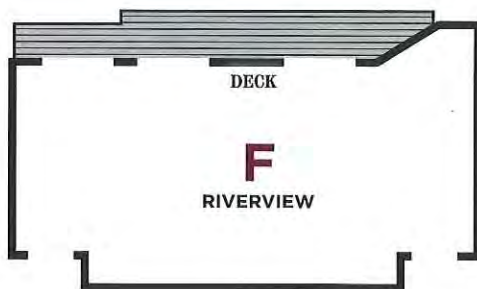
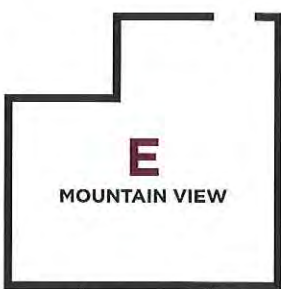
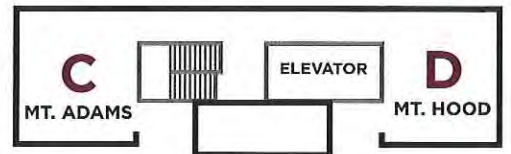
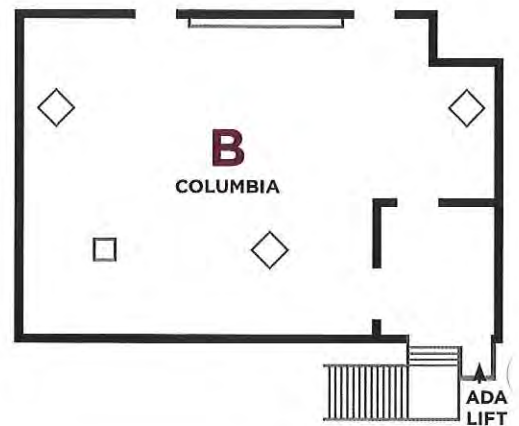
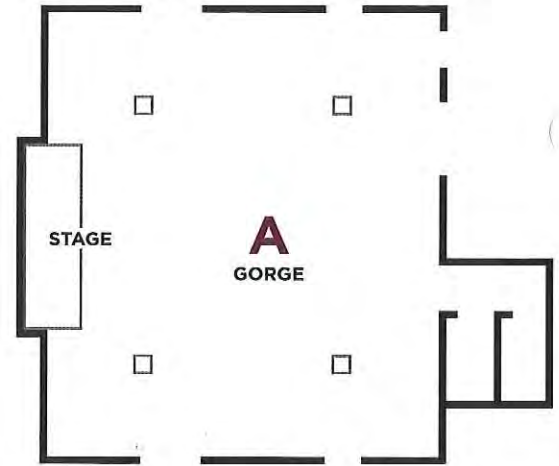
Need inspiration? The Riverview Room's three decks and windows give a whole new meaning to the word "view." Dining, meeting or socializing with groups of up to 100 people is more inspiring with the Gorge as your backdrop.

G. GARDEN ROOM 432 sq.ft.

A semi-private dining area adjacent to our on-site restaurant Riverside, the glass enclosed Garden Room offers stunning views of the river for meals of up to 20 people.

H. SHORELINE ROOM 1000 sq.ft.

Need a new outlook? This private space adjacent to Riverside can accommodate 50 people inside and an additional 75 people on the deck for your social event. The Shoreline Room's floor to ceiling windows look out on a spectacular view of the Columbia.



PLAN A GATHERING AT



June 9, 2017

Ms. Nicole Morris
Oregon Association of Municipal Recordors (OAMR)
18880 SW Martinazzi Ave
Tualatin, OR 97062

Dear Nicole:

Thank you for giving KahNeeTa Resort and Spa the opportunity to be your host. We understand the importance of this event and guarantee your group will be our priority. Enclosed is a copy of our sales agreement outlining the arrangements reserved for your group. Please review this contract, sign, date, and return to the KahNeeTa Group Sales Office on or before June 23, 2017.

Please review this agreement carefully and initial each paragraph below in the individual signature block indicating your understanding and acceptance of those terms. If you have any questions about our mutual commitments in this document, please contact me directly.

Please submit by email, fax, or physically mail one copy of the signed contract in its entirety. When signing this contract, a deposit of \$2,000 is required to hold these guestrooms. The deposit is due no later than *30 days after signature*. The deposit will be posted as a credit to the master account and applied towards the final invoice.

Upon receipt of the signed contract, we will sign it and return a copy to you. Consider your arrangements to be confirmed and definite at this point.

Nicole, we look forward to working with you in creating a memorable experience.

Mah-Sie,

Cruz Bocanegra
Group Sales Manager
KahNeeTa Resort and Spa

GROUP ACCOMMODATIONS CONTRACT

The staff and management of *KahNeeTa Resort and Spa* are privileged to host **Oregon Association of Municipal Recorders (OAMR)**. In consideration of the mutual promises and commitments set forth in this understanding and for other valuable consideration, KahNeeTa Resort and Spa and **Oregon Association of Municipal Recorders (OAMR)** agree as follows:

Date: June 9, 2017

Group Name: Oregon Association of Municipal Recorders (OAMR)
Event Name: Oregon Association of Municipal Recorders (OAMR)
Res ID#:
Official Dates: September 18, 2019 to September 21, 2019

Submitted To: Ms. Nicole Morris
Address: 18880 SW Martinazzi Ave
Tualatin, OR 97062
Phone Number: 503.691.3011 120
Fax Number:
E-mail: nmorris@ci.tualatin.or.us

Salesperson: Cruz Bocanegra
Title: Group Sales Manager, Kah-Nee-Ta Resort and Spa
Address: PO Box 1240
Warm Springs, OR 97761

Phone Number: (541) 325-3928 or toll free 1-888-220-9830
E-mail: cbocanegra@kahneeta.com

GUEST ROOM COMMITMENT

KahNeeTa Resort and Spa is currently holding the following block of guestrooms for **Oregon Association of Municipal Recorders (OAMR)**, on a tentative, first option basis until **June 23, 2017**. Upon receiving this signed contract, the guest rooms and meeting space outlined are considered definite and will be reserved for your group until stated cut-off date or cancellation of the event. Rates are in effect for your meeting over the dates of September 18, 2019 to September 21, 2019.

	Wed 09/18	Thu 09/19	Fri 09/20	RATE
Lodge Single King	61	61	61	\$109
Lodge Double King	29	29	29	\$109
Lodge Chief Suite	1	1	1	COMP

- Guest room rates are subject to the Tribal Government Service Fee in effect at the time of check in. (Currently 15%)
- A charge of \$10.00 per person per room per night will be assessed for triple and quadruple occupancy.
- Rollaway Beds Available for Lodge Rooms: \$15.00 each per night. Rollaway beds not available for Village Rooms.
- Rates include swim and slide passes to the Village Pool for all registered guests.
- A Resort Fee of \$16.00 will be applied to each guest room each night.

Initial

KNT-DOS
Approval

SPECIAL CONCESSIONS

KahNeeTa Resort & Spa is pleased to offer the following concessions for the Oregon Association of Municipal Recordors (OAMR).

- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recordors (OAMR) One complimentary suite during the dates of the official meeting dates.
- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recordors (OAMR) Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received).
- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recordors (OAMR) 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recordors (OAMR) the "Group Rate" 3 days prior and 3 days post the official meeting dates.

ROOM BLOCK ATTRITION

When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities, and services are removed from our inventory and considered sold to you, and KahNeeTa Resort and Spa makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for KahNeeTa Resort and Spa to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, KahNeeTa Resort and Spa is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized KahNeeTa Resort and Spa at another time, are not resold to groups that have the same needs as the original group, etc. even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling KahNeeTa Resort and Spa rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of KahNeeTa Resort and Spa to establish its loss prospectively, shall be due as liquidated damages, because KahNeeTa Resort and Spa reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate

KahNeeTa Resort and Spa for all of its losses associated with the cancellation and/or attrition, except those losses associated with any failure to make full use of exhibit space, which is addressed separately in the attachment here to and which shall be due in addition to the liquidated damage amount set forth herein.

We agree to allow for a **10% reduction** in each of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures", provided that you make a written request for that reduction between now and **30 days prior** to your arrival date. At the conclusion of your event (including revenue derived from pre and post program stays) and the amount of any permissible attrition you have taken from the Anticipated Room Night Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account plus applicable taxes. Additionally, at the conclusion of your meeting, we will subtract the banquet food and beverage revenue derived from your event and the amount of any permissible attrition you have taken from the Anticipated Banquet Food and Beverage Revenue Figure set forth. Any remaining amount will be posted as a charge to your master account, plus applicable taxes and service charges.

At the reservations due date, as established above, we will calculate the amount of room attrition which we anticipate will be due. We will advise you of that amount shortly thereafter, and that amount will be due immediately upon receipt of our invoice. Upon receipt of your payment, that amount will be credited to your master account and will be applied to the final calculation of rooms and food and beverage attrition upon the conclusion of your event.

Initial

KNT-DOS
Approval

ANTICIPATED ROOM NIGHT, BANQUET FOOD AND BEVERAGE, AND FUNCTION SPACE RENTAL REVENUE FIGURES

At this time, KahNeeTa Resort and Spa has blocked 270 rooms for your use over the contracted dates, which will generate total revenues of \$29,430 in sleeping room rental. Food and Beverage minimum is agreed to be a minimum of \$10,000. Contracted food and beverage in addition to sleeping room rental revenue, is a projected minimum of \$39,430. These figures shall be referred to herein as the "Anticipated Room Night, Banquet Food and Beverage and Function Space Rental Revenue Figures." All Food and Beverage is subject to a 21% service charge. All sleeping room figures are not inclusive of community assessments, service charge or commissions.

GROUP ACCOMMODATIONS POLICIES

Group will notify KahNeeTa Resort and Spa by: Individual Reservations

PLEASE
NOTE
BILLING



Room: Individual

Incidentals (phone/bar/recreation): Individual

Banquets Events/Meals: Master

Restaurant Meals: Individual

Charges as outlined above, for all reservations, will be applied to your group master account. Individuals will be responsible for setting up arrangements with our Front Desk Staff upon check-in for charges not listed for the master account.

BILLING PROCEDURES

Direct billing privileges may be arranged with KahNeeTa Resort and Spa prior to arrival and a master account established for Oregon Association of Municipal Recorders (OAMR). All meetings, food and beverage, along with other charges indicated, will be posted to this account.

The following items shall be charged to the master account: sleeping rooms, tax and assessment, meeting space rental charges (if any), banquet food and beverage charges, attrition charges, cancellation charges, golf tournament, group spa, portage fees, incidental fees, and any other charges billed to the master account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the event. Oregon Association of Municipal Recorders (OAMR) further agrees that all charges associated with use of the grounds, function space, facilities and services of KahNeeTa Resort and Spa by its vendors shall be posted to the master account.

A final bill, containing receipts and other backup information, will be mailed to Ms. Nicole Morris within seven (7) days of September 21, 2019 departure. We encourage all groups to review the master account during their stay. Master account charges may be paid in the form of credit card, cash, check or bank transfer. All master account charges not paid within 30 days of the billing date will bear interest at the lower of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law.

Should KahNeeTa Resort and Spa, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

PAYMENT ON DEPARTURE

An un-audited printout of the current master account charges will be provided on the final day of your event. You are responsible for full payment of your master account upon checkout. An audit will be conducted of the master account and a final invoice will be provided. At that time additional charges will be invoiced and credits will be refunded. Charges are due upon receipt. Unpaid balances shall accrue interest at the rate of 1.50 percent monthly beginning thirty (30) days from the date of the invoice.

RESERVATION CUT-OFF DATE: August 28, 2019

KahNeeTa Resort and Spa and Oregon Association of Municipal Recorders (OAMR) agree to the reservation of the room block indicated in this contract until the cut-off date of August 28, 2019. At that time, we will release the unused portion of your room block for sale to the general public in an effort to sell empty rooms your group has not filled. All requests for rooms under this room block received after the cut-off date will be accepted based on availability and room type.

Initial

KNT-DOS
Approval

INDIVIDUAL RESERVATION REQUEST

It is the understanding of KahNeeTa Resort and Spa and Oregon Association of Municipal Recorders (OAMR) that individuals will request rooms under this contract directly with our reservations department. Individuals must identify themselves as being with your group in order to receive the established room rates. KahNeeTa Resort and Spa will confirm room reservations directly with the guests. A first night's deposit of cash, check, or credit card will guarantee guestrooms for late arrival, after 6pm, and is due within seven days of making reservations. Individual reservations must be cancelled prior to five (5) days before arrival. Canceling reservations within five (5) days will result in a charge for the first night's lodging.

CONVENTION SERVICES

Upon receipt of the signed contract, our Convention Services Manager will contact you. The Convention Services Manager will be responsible for orchestrating your program, including all meal functions, room sets, recreation, and VIP arrangements. KahNeeTa Resort and Spa can provide you with a list of preferred vendors for special events and contracted services. A final agenda must be submitted to the Convention Services Manager 30 days prior to your arrival.

SCHEDULE OF EVENTS AND MEETING ROOM RENTAL CHARGES

We are holding the following space based upon your agenda, as we currently understand it. Additional meeting space is based on availability and is subject to a charge up to \$450.00 per room per day. Meeting room fee includes setup, breakdown, linen, podium, ice water, chairs and tables. All space outlined in the attached schedule of events will be reserved for your group. KahNeeTa Resort and Spa reserves the right to reassign public space and function location.

Date	Start Time	End Time	Function	Agr	Room Rental
Wed, 9/18/19	8:00 AM	5:00 PM			
Thu, 9/19/19	8:00 AM	5:00 PM			
Fri, 9/20/19	8:00 AM	5:00 PM			
Sat, 9/21/19	8:00 AM	5:00 PM			

*Meeting Space rental waived with the purchase of Food and Beverage. See Catering Menus with food selection and pricing. A one-time set up fee of \$150 applies.

EQUIPMENT

Audio Visual equipment and special set-ups may have an additional charge. In such cases that extraordinary formats that exhaust our in-house equipment to the point of requiring rental of additional supplies to accommodate your needs KahNeeTa Resort and Spa will offer Oregon Association of Municipal Recorders (OAMR) the choice of paying for the rented equipment, providing you own equipment, or changing the set-up to fit the supply on hand. If exhibit tables are needed the cost is per table, per day of \$25.00, including setup and teardown and includes a 6' table with linen, wastebasket, and up to 2 chairs per exhibit.

HOTEL SIGNAGE REGULATIONS

All guests within groups must comply with hotel signage regulations such as the location, size and type. Only stenciled or professionally manufactured signs will be permitted during your event. Our Convention Services Manager will be glad to assist you in meeting your needs. KahNeeTa Resort and Spa service personnel will assist you in hanging your signs.

FOOD AND BEVERAGE GUIDELINES

Menus: Due to the constant fluctuation of wholesale food prices, we are unable to guarantee prices more than 60 days prior to the function. However, if specific menu selections have been made and confirmed to you, these prices will be honored regardless of the changes in cost to KahNeeTa Resort and Spa. Currently, a 21% service charge will be added to all food and beverage. Groups of 8 or more attending Public Salmon Bake dinners are subject to a 21% gratuity charge and meal tickets will be provided. Due to market fluctuations, food and beverage pricing and service charges are subject to change until 90 days prior to the function.

Guarantees: Guarantees for all organized meal functions need to be received 72 hours (3 working days) in advance. You will be billed for your guarantee(s) plus any additional attendees at each function. You may raise your guarantee at any time after the 72 hours. We will set for 5% (five percent) over your guarantee up to 10 people. Should you exceed the 5%, or 10 people, we will certainly serve the additional guest(s). However, we reserve the right if unable to provide the menu selection to substitute it with the chef's choice of entree. We are happy to accommodate any special dietary needs with advance notice. If you select two entrees for a served meal, you will need to guarantee each entree selection. We require tickets for choice-of-entree selections. We can provide these at no cost if you wish.

** All food and beverage to be served in public areas of KahNeeTa Resort and Spa and banquet rooms must be purchased from KahNeeTa Resort and Spa.*

CANCELLATION OF SCHEDULED FOOD AND BEVERAGE EVENTS

KahNeeTa Resort and Spa will charge groups for scheduled food and beverage functions that cancel after the final agenda is due, based upon the following schedule:

- Canceled 60-31 days prior to scheduled event - 50% of anticipated revenue.
- Canceled 30 days or less of scheduled event - 100% of anticipated revenue.

If food and beverage requirements are reduced more than 50% after the contract is executed, you will be charged an additional \$250 meeting room rental for each meeting/banquet room involved.

FORCE MAJEURE

In the event of a strike, act of God, or civil disturbance prevents KahNeeTa Resort and Spa or **Oregon Association of Municipal Recorders (OAMR)** from performing this contract; the contract shall terminate immediately without liability to the other party.

CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT

Any changes, additions, or stipulations by **Oregon Association of Municipal Recorders (OAMR)** will not be binding to KahNeeTa Resort and Spa until such changed, additions, or stipulations have been approved by means of a corrected contract or contract addendum prepared and signed by KahNeeTa Resort and Spa.

DEPOSIT

Upon signing this contract, a deposit of \$2,000 is required to hold these guestrooms and is due 30 days after signature. The deposit will be posted as a credit to the master account and will be applied towards the final invoice. Checks can be mailed to KahNeeTa Resort & Spa, Attn: Laura Feigner, P.O. Box 1240, Warm Springs OR 97761.

Please fill out and sign the credit card information below if you would like to use a credit card for deposit.

Credit Card Holder: _____
Credit Card Number: _____
Expiration Date: _____ Deposit Amount: _____
Signature: _____

Initial

KNT-DOS
Approval

CANCELLATION

In the event of cancellation of your event, KahNeeTa Resort will need a written receipt with the signature from an officer of your organization. At the time KahNeeTa Resort and Spa receives your written receipt, all cancellation charges will be applied to your master account. The following cancellation charges shall apply:

<u>Time Frame (prior to meeting start date)</u>	<u>Cancellation Charges (multiplied by group rate)</u>
Over 1 year	20% of all contracted guest rooms
Between 12 months and 6 months	40% of all contracted guest rooms
Between 6 months and 3 months	60% of all contracted guest rooms
Less than 3 months prior to	80% of all contracted guest rooms

In the event of a cancellation, the deposit will be refunded if written notice of cancellation is received 60 or more days prior to scheduled arrival date. Cancellation notice of less than 60 days will result in the forfeiture of the balance of the deposit.

Payment of sums due to KahNeeTa Resort and Spa is to be made in full upon receipt of the invoices. Unpaid balances shall accrue interest at the rate of 1.50 percent monthly beginning thirty (30) days from the date of the invoice.

INDEMNIFICATION

KahNeeTa Resort and Spa agrees to indemnify and hold harmless **Oregon Association of Municipal Recorders (OAMR)** and its officers, board members, employees and agents, from any claim, liability, loss, costs or expense (including attorney fees and other costs and expenses of litigation through and including trial and appeals) caused by the alleged or actual negligent, reckless or intentional acts or omissions of KahNeeTa Resort and Spa, its employees or agents in rendering services pursuant to this contract.

Oregon Association of Municipal Recorders (OAMR) agrees to indemnify and hold harmless KahNeeTa Resort and Spa and its officers, board members, employees and agents, from any claim, liability, loss, costs and expense (including attorney fees and other costs and expenses of litigation through and including trial and appeals) caused by the alleged or actual negligent, reckless or intentional acts or omissions of **Oregon Association of Municipal Recorders (OAMR)**, its employees or agents in rendering services pursuant to this contract.

OUTSIDE CONTRACTORS

RESORT OFFERS ALL SERVICES NECESSARY FOR A SUCCESSFUL EVENT. HOWEVER, IF **Oregon Association of Municipal Recorders (OAMR)** FINDS IT NECESSARY TO USE OUTSIDE SERVICES, ANY COMPANIES, FIRMS, AGENCIES, INDIVIDUALS AND GROUPS HIRED BY OR ON BEHALF OF **Oregon Association of Municipal Recorders (OAMR)** SHALL BE SUBJECT TO PRIOR APPROVAL OF KAHNEETA RESORT AND SPA. UPON PRIOR REASONABLE NOTICE TO KAHNEETA RESORT AND SPA FROM **Oregon Association of Municipal Recorders (OAMR)** SHALL COOPERATE WITH SUCH CONTRACTORS AND PROVIDE THEM WITH FACILITIES AT THE PREMISES TO THE EXTENT THAT THE USE AND OCCUPANCY OF THE FACILITIES BY THE CONTRACTOR DOES NOT INTERFERE THE USE AND ENJOYMENT OF KAHNEETA RESORT PREMISES BY OTHER GUESTS AND MEMBERS OF KAHNEETA RESORT. **Oregon Association of Municipal Recorders (OAMR)** CONTRACTS WITH ITS CONTRACTORS WILL ALL SPECIFY THAT CONTRACTORS AND **Oregon Association of Municipal Recorders (OAMR)** WILL IDEMNIFY AND HOLD KAHNEETA RESORT HARMLESS FROM ANY AND ALL DAMAGES OR LIABILITIES WHICH MAY ARISE BY SUCH CONTRACTORS OR THROUGH THEIR USE.

KahNeeTa Resort and Spa and **Oregon Association of Municipal Recorders (OAMR)** each agree to carry and maintain and provide evidence of liability and other insurance in amount sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Insured. Damage to KahNeeTa Resort and Spa's premises by **Oregon Association of Municipal Recorders (OAMR)** or appointed contractors will be **Oregon Association of Municipal Recorders (OAMR)** responsibility. **Oregon Association of Municipal Recorders (OAMR)** Camp will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities. KahNeeTa Resort and Spa is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into KahNeeTa Resort and Spa, and/or for the loss of equipment, exhibits or other materials left on premises.

Initial

KNT-DOS
Approval

KahNeeTa Resort and Spa reserves the right to approve all outside contractors hired for use by **Oregon Association of Municipal Recorders (OAMR)** and may have a list of approved contractors and vendors. KahNeeTa Resort and Spa must be notified in advance of any proposed vendor. KahNeeTa Resort and Spa reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into KahNeeTa Resort and Spa. **Oregon Association of Municipal Recorders (OAMR)** and/or outside contractors must provide proof of workers compensation insurance for employees who will work on KahNeeTa Resort and Spa's premises and proof of adequate general liability coverage for **Oregon Association of Municipal Recorders (OAMR)** and/or outside contractors activities while on KahNeeTa Resort and Spa premises, and must comply with all other similar requirements KahNeeTa Resort and Spa deems appropriate, in its sole discretion, regarding use of function space, facilities and use of KahNeeTa Resort and Spa's services.

AGREEMENT IN ENTIRETY

This agreement contains the entire agreement between the parties. Any written or verbal promises, terms, conditions or obligations other than those contained herein that are in any manner inconsistent or contradictory to those contained herein are null and void.

AUTHORITY TO EXECUTE CONTRACT

It is acknowledged by the signatures below that the signers have the authority from their organizations to commit their organizations, and sign this contract. Please sign and return a copy of this contract to me. I will sign it and return a copy to you. Both our signatures on this contract establish this program on a "definite" status and represent your commitment to hold this program at KahNeeTa Resort and Spa. A contract is not fully executed until both parties affix their signatures below.

Nicole, we are excited and honored to work with **Oregon Association of Municipal Recorders (OAMR)**.

Cruz Bocanegra
Group Sales Manager

OFFERED BY:

Cruz Bocanegra
Group Sales Manager
Kah-Nee-Ta Resort

Date

ACCEPTED BY:

Ms. Nicole Morris
Oregon Association of Municipal Recorders (OAMR)

Date

KNT-DOS
Approval



Credit Card Authorization

Reservation Name: _____ Confirmation #: _____

Arrival Date: _____ Departure Date: _____

I, _____, give my permission for Kah-Nee-Ta Resort & Spa to charge my Credit Card for the following:

- Room & Tax only
- Room, Tax & Meals
- Meals Only
- All Charges, Room, Tax, Meals & Incidentals
- Email Fax Mail a copy of folio to cardholder OR
- Please give a copy of the folio to guest

Card Holders Name: _____

Card Holder's Billing Address: _____

Phone Number: _____

Email Address: _____

Credit Card Type:

__ Visa __ MasterCard __ Discover __ American Express __ Diners

Credit Card Number: _____ - _____ - _____ - _____ Expiration Date: _____

Signature _____ Date _____

Fax the completed form to 541.553.1071 together with the following required documents:

Legible front and back copy of your designated credit card and a legible copy of your driver's license or a copy of your photo ID

***** RESORT USE ONLY*****RESORT USE ONLY*****

Date Received: _____ Copy provided to LFD _____

Billing noted on reservation _____ Copy of folio provided to Cardholder/Guest _____

Authorization Completed: _____ Date _____ it _____ was _____ provided: _____

PLAN A GATHERING AT



June 9, 2017

Ms. Nicole Morris
Oregon Association of Municipal Recordors (OAMR)
18880 SW Martinazzi Ave
Tualatin, OR 97062

Dear Nicole:

Thank you for considering Kah-Nee-Ta Resort for the Oregon Association of Municipal Recordors (OAMR) event on September 18, 2019.

Welcome to Warm Springs, a nation where the sun shines most every day, and time turns to the pace of a culture thousands of years in the making. It is the land of the Warm Springs, Wasco and Paiute Native American Tribes, stretching from the snowcapped summit of the Cascade Mountains to the palisade cliffs of the Deschutes River in Central Oregon. We invite you to visit Warm Springs. We invite you to escape to another nation.

Kah-Nee-Ta Resort is a unique facility combining first-class accommodations, meeting facilities, and many recreational activities in a relaxing high desert location. The Lodge and Village ensure that all 170 suites and guestrooms command an impressive view over the traditional landscape. In addition to our guestrooms, Village Park and Teepee's we have over 14,000 square feet of flexible meeting space, which can be customized to your group.

Kah-Nee-Ta Resort offers an unforgettable experience where your group can be at its best. Take advantage of a round of golf on our gorgeous 18-hole course. Spa Wanapine, our European Spa is nationally recognized. Make sure you save time for a few of our other attractions, such as our natural Hot Springs fed pool with two water slides, miniature golf, hiking trails, horseback riding, tennis, basketball, and volleyball courts. Kayaking is great on the nearby Warm Springs River.

Nicole, the advantages of selecting Kah-Nee-Ta Resort for your event are extraordinary. Your attendees will enjoy the facilities of a full-service resort with professional, trained, courteous staff that will ensure a memorable stay. I will be following up with you in the next few days to see if Kah-Nee-Ta Resort may be of service for your event.

Please contact me at (541) 325-3928 or cbocanegra@kahneeta.com if I can be of any further assistance.

Ahe'Hee', (Thank you)

Cruz Bocanegra
Group Sales Manager

PROPOSAL

Specially Prepared for:

Ms. Nicole Morris

Regarding:

Oregon Association of Municipal Recorders (OAMR)

September 18, 2019 to September 21, 2019

Prepared by:

Cruz Bocanegra, Group Sales Manager

PO Box 1240

Warm Springs, OR 97761

Phone: (541) 325-3928

E-mail: cbocanegra@kahneeta.com

Website: www.kahneeta.com

Date:

June 9, 2017

GUEST ROOM BLOCK and RATES

Presently, Kah-Nee-Ta Resort has availability for your event agenda over September 18-September 21, 2019.

Please advise if I should set aside dates for you.

	Wed 09/18	Thu 09/19	Fri 09/20	RATE
Lodge Single King	61	61	61	\$109
Lodge Double King	29	29	29	\$109
Lodge Chief Suite	1	1	1	COMP

- Guest room rates are subject to the Tribal Government Service Fee in effect at the time of check in. (Currently 15%)
- A charge of \$10.00 per person per room per night will be assessed for triple and quadruple occupancy.
- Rollaway Beds Available for Lodge Rooms: \$15.00 each per night. Rollaway beds not available for Village Rooms.
- Rates include swim and slide passes to the Village Pool for all registered guests.
- A Resort Fee of \$16.00 will be applied to each guest room each night.

SPECIAL CONCESSIONS

KahNeeTa Resort & Spa is pleased to offer the following concessions for the Oregon Association of Municipal Recorders (OAMR).

- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recorders (OAMR) One complimentary suite during the dates of the official meeting dates.
- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recorders (OAMR) Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received).
- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recorders (OAMR) 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- KahNeeTa Resort & Spa is pleased to offer Oregon Association of Municipal Recorders (OAMR) the "Group Rate" 3 days prior and 3 days post the official meeting dates.

DEPOSIT

Upon signing the contract, a \$2,000 deposit is due within 30 days to secure your arrangements. The deposit will be posted to your Master Account and will be credited towards the final invoice.

FUNCTION SPACE

We offer nearly 14,000 square feet of flexible meeting space, 12 individual meeting rooms that can be customized to your group. The following meeting and banquet space is available; however, we are not holding this space at this time.

Date	Start Time	End Time	Function	Agr	Room Rental
Wed, 9/18/19	8:00 AM	5:00 PM			
Thu, 9/19/19	8:00 AM	5:00 PM			
Fri, 9/20/19	8:00 AM	5:00 PM			
Sat, 9/21/19	8:00 AM	5:00 PM			

INDIAN HEAD CASINO

Try your luck at the Indian Head Casino located just 10 miles from Kah-Nee-Ta Resort and Spa on Hwy 26 in the town of Warm Springs. The casino is open 24 hours, offering 500 slot machines and 8 blackjack tables. The Cottonwood Restaurant serves breakfast, lunch and dinner and the Tule Grill is a 24-hour Deli. The Cedar Basket Gift Shop sells native-inspired goods and other treasures. 3236 Highway 26, Warm Springs, OR 97761. (541) 460-7777.

THE MUSEUM AT WARM SPRINGS

Just 10 miles away, the Museum was created by the Confederated Tribes of Warm Springs to preserve their traditions and legacy. Learn about our three Warm Springs Tribes and experience their history in our Award Winning Interpretive Center. Group tours are available for \$5 for adults and \$2 for children under 12 years of age. The Museum at Warm Springs also offers a unique location as a reception site. 2189 Highway 26, Warm Springs, OR 97761. (541) 553-3331.

CENTRAL OREGON ATTRACTIONS

Kah-Nee-Ta Resort and Spa is located on the Warm Springs Indian Reservation in Central Oregon's beautiful high desert. Kah-Nee-Ta is just two hours from Portland and only one and half hours from Bend. Central Oregon is a popular destination for outdoor recreation lovers.

- Smith Rock: Hiking, climbing and biking
- The Deschutes River: Guided fishing and white water rafting
 - National Forests and State Parks
 - Mt. Hood: Snow sports

ACCOMMODATIONS

All of our 170 suites and guestrooms command an impressive view of the High Desert landscape. In addition to our 11 Suites, 139 Lodge guest rooms, 31 Village guest rooms and Village RV Park, we offer teepee camping March through October. All guestrooms include *complimentary entry into the Lodge and Village swimming pools as well as access to our fitness center that features an outdoor hot tub.*

... Each guest room offers the following amenities:

- ◆ Coffee Maker
- ◆ DVD player
- ◆ Hairdryer
- ◆ Cable TV
- ◆ Eco-friendly bath products
- ◆ Free Wireless Internet
- ◆ Iron/Ironing Board
- ◆ Balcony View

Kah-Nee-Ta Resort and Spa is a pet friendly resort. We have designated accommodations in the Village area for guests traveling with pets. Up to two (2) well-behaved family canines are permitted per guest room with a \$15 non-refundable fee per pet, per night. Additional restrictions may apply.

DINING

Kah-Nee-Ta Resort and Spa offers a variety of dining options.

- ***Chinook Northwest Grille:*** Enjoy Central Oregon's finest dining experience serving both breakfast and dinner.
- ***Warm Springs Grill:*** Family friendly dining serving breakfast, lunch, and dinner in a casual atmosphere.
- ***Village Snack Bar:*** For a cool treat or a quick bite while swimming.
- ***Golf Course Snack Bar:*** Grab a cold beverage and sandwich after a round of golf.
- ***Summer Salmon Bakes:*** Dine on traditionally cooked Salmon and a full buffet while enjoying a performance of Traditional Native American dancing and singing.

SPA WANAPINE

Our European-style spa, Spa Wanapine, features 8 treatment rooms, hydrotherapy, massage, reflexology, body and facial treatments, manicures and pedicures. It also offers a sauna, hot tub and stream room.

PROPOSAL DEADLINE

Terms and conditions outlined in this proposal will be in effect for the next 90 days. We reserve the right to release space after the proposal deadline date or until a signed contract and deposit has been received.

Kah-Nee-Ta Resort and Spa is the ideal site for your group because we can meet all your needs in one location. When you are ready to secure the arrangements as outlined in our proposal, please contact me so that I may begin the contract process to confirm your arrangements.

Nicole, again-thank you for your consideration. Please contact me with any questions, comments or concerns you may have.

Kind Regards,

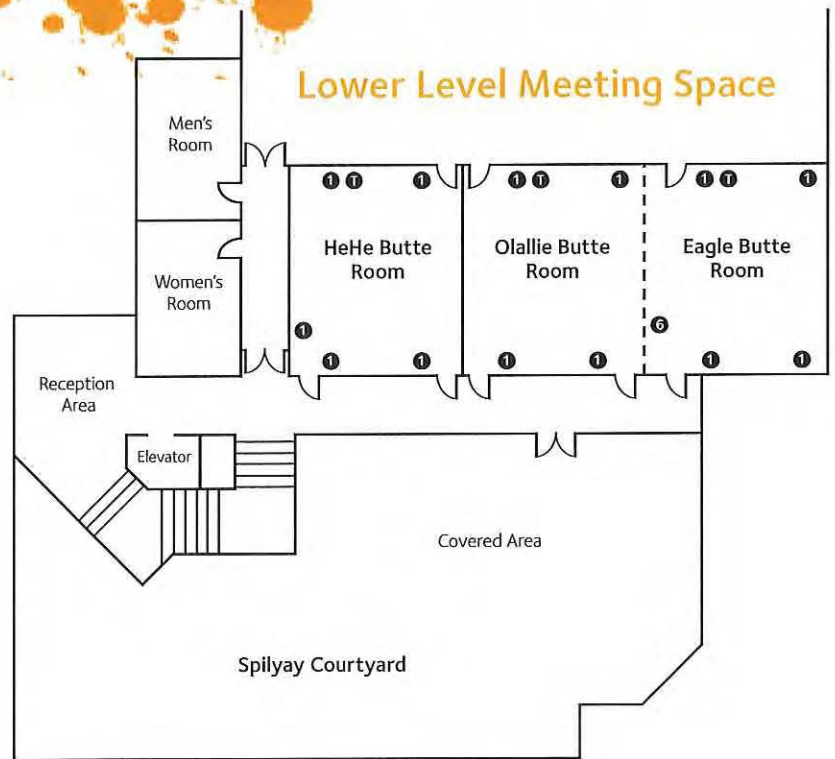
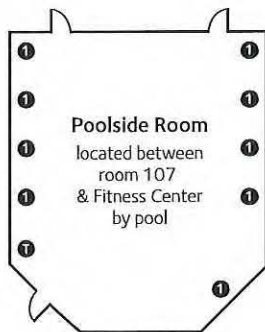
Cruz Bocanegra
Group Sales Manager
Kah-Nee-Ta Resort and Spa



Our convention and group facilities can accommodate groups of 10 - 2,000+ people, and are fully customizable to the needs of your event, from weddings to corporate retreats. Our spaces offer ample room for smaller gatherings, and many can be combined to form grand ballrooms for even the largest of crowds. All facilities are equipped with professional multimedia presentation technology and high-speed internet access, and our stellar support staff are on-hand for any need that might arise.



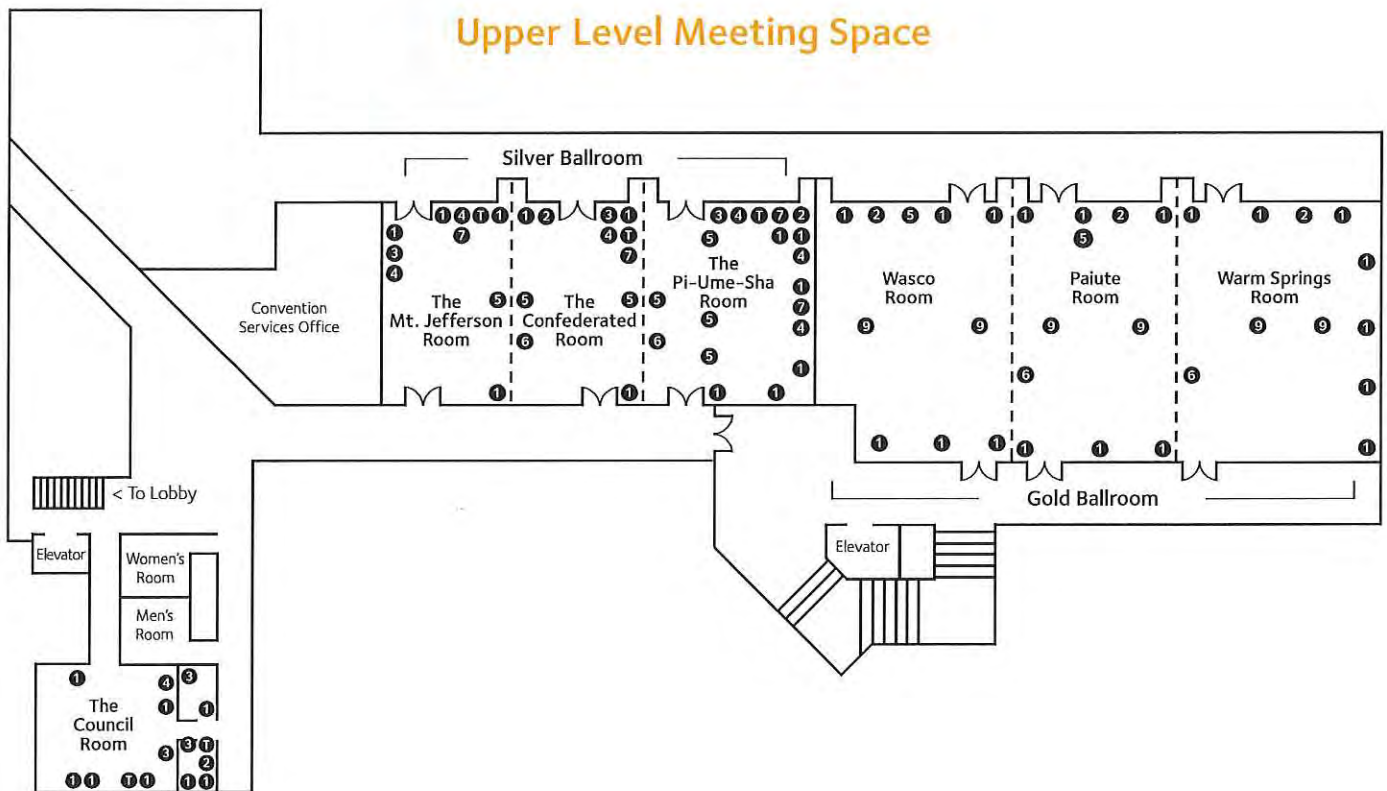
- ❶ 110v outlets
- ❷ 220v outlets
- ❸ overhead light controls
- ❹ background music controls
- ❺ combo floor units
- ❻ soundproof partitions
- ❼ television hookup
- ❽ cable
- ❾ combo floor unit: microphone, telephone, music, cable, television & 110v outlet
- ❿ telephone



ROOM	SIZE	SQ. FT.	CEILING	BANQUET	SEATING CAPACITY			
					THEATER	CLASSROOM	USHAPE	BUFFET
HeHe Butte Room	26'1"x32'10"	856	8'8"	32	50	32	20	24
Olallie Butte Room	26'2"x32'10"	869	8'8"	32	50	32	20	24
Eagle Butte Room	23'6"x32'10"	772	8'8"	32	50	32	20	24
Olallie & Eagle	50'x32'10"	1,642	8'8"	64	100	64	40	56
Poolside Room	23'x26	598	9'3"	N/A	40	28	16	n/a



Upper Level Meeting Space



ROOM	SIZE	SQ. FT.	CEILING	SEATING CAPACITY				
				BANQUET	THEATER	CLASSROOM	USHAPE	BUFFET
Silver Ballroom	96'x45'	4,320	12'	320	540	300	110	256
~The Pi-Ume-Sha Room	36'x45'	1,620	12'	96	150	80	32	72
~The Confederated Room	29'x45'	1,305	12'	72	100	58	24	56
~The Mt. Jefferson Room	31'x45'	1,395	12'	72	100	58	28	56
Gold Ballroom	54'4"x99'1"	5,419	12'	360	620	375	110	280
~Wasco Room	54'4"x33'7"	1,824	12'	120	180	100	44	80
~Paiute Room	54'4"x32'6"	1,766	12'	120	180	100	44	80
~Warm Springs Room	54'4"x32'6"	1,766	12'	120	180	100	44	80
Council Room	27'x27'	729	12'	Board room seating for up to 20				n/a



OAMR BOARD REPORT

Meeting Date: September 22, 2017
Source of Item: **1st Vice President**

Contact: **Debbie Hamilton**
Contact E-Mail: d.hamilton@ci.sutherlin.or.us

ISSUE STATEMENT

The Budget Committee respectfully requests approval of the OAMR 2017-2018 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 meeting.

Budget Committee members Debbie Hamilton, Dale Shafer, Kim Collins, met on September 7th & September 9, 2017 via conference call. The year-to-date budget and the current budget were reviewed and the Committee worked together to prepare the proposed budget.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Committee proposes a budget of \$139,052.00 for the 2017-2018. This is a 6% overall reduction from the 2016-2017 budget of \$147,592.00. The proposed contingency for 2017-2018 is \$20,985.00 vs. \$40,914.00 for the 2016-2017 FY. The reduction in Contingency is partly due to additional expenses in continuing the Harris Davis scholarship, as was voted on last year, and proposing to send \$5,000.00 to IIMC to help pay for scholarships for Region IX members. In addition, our actual cash carryover was not as large as was estimated for last year's budget.

The Budget Committee continues to recommend the practice of funding scholarships to the fullest extent possible after meeting the needs of the Association. The Committee is pleased to again be able to match last year's increase in scholarships.

Scholarship Funds in 2017-2018 will allow the following:

- 15 Professional Development NCI scholarships for full registration, included five full lodging scholarships;
- 20 Mid-Year Academy Scholarships;
- 22 OAMR Annual Academy and Conference Scholarships for full registration, including four of those covering \$300.00 each towards lodging for first-time attendees;
- The Kathy Ishiara and Marge Price Scholarships at \$1,000 each;
- The Davis-Harris Scholarship Fund, which OAMR voted to continue to pay 4 more years of Professional Development for additional recipients. The original Harris/Davis will cover the initial recipient for 2 more years. Our continuation will fund 2 this year 3 the next and 4 from there on.
- IIMC Donation of \$5000 towards Education/Scholarships

MEMBER OPTIONS

1. Approve the 2017-2018 Budget & Budget Narrative by the OAMR membership as submitted.

RECOMMENDATION

On behalf of the Budget Committee, I recommend approval of the 2017-2018 OAMR Budget and Budget Narrative.

SUGGESTED MOTION

Move to approve the 2017-2018 OAMR Budget and Budget Narrative as submitted by the Budget Committee

ATTACHMENTS

- A. Budget
- B. Budget Narrative

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2017-2018 ANNUAL BUDGET**

REVENUES

2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 ACTUAL	DESCRIPTION	2017-2018 PROPOSED	2017-2018 ADOPTED
Academy/Education Sessions						
		\$ 500.00	\$ -	On-The-Road Workshops	\$ -	
	\$ 425.00	\$ 750.00	\$ 1,545.00	Athenian Leadership	\$ 750.00	
\$ 7,650.00	\$ 8,580.00	\$ 8,250.00	\$ 12,550.00	Mid-Year Academy	\$ 10,000.00	
			\$ 2,100.00	Mid-Year Athenian Dialogue	\$ 2,000.00	
\$ 9,450.00	\$ 8,100.00	\$ 9,000.00	\$ 7,700.00	Annual Academy	\$ 9,000.00	
\$ 17,100.00	\$ 17,105.00	\$ 18,500.00	\$ 23,895.00	Total Academy Sessions	\$ 21,750.00	
Annual Conference						
Seaside	Ashland	Newport			Portland	
\$ 28,056.00	\$ 23,700.00	\$ 27,000.00	\$ 19,476.00	Registration	\$ 27,000.00	
\$ 4,931.70	\$ 2,694.00	\$ 3,500.00	\$ 2,825.00	Exhibitors	\$ 3,500.00	
\$ 6,743.99	\$ 5,632.00	\$ 5,000.00	\$ 6,709.64	Sponsors	\$ 5,000.00	
\$ 39,731.69	\$ 32,026.00	\$ 35,500.00	\$ 29,010.64	Total Annual Conference	\$ 35,500.00	
Education/Scholarships						
\$ 2,812.00	\$ 3,000.00	\$ 3,500.00	\$ 100.00	Auction	\$ 3,000.00	
\$ 4,437.00	\$ 3,000.00	\$ 3,000.00	\$ 1,020.00	Basket Raffle	\$ 3,000.00	
\$ 975.00	\$ 745.00	\$ 1,000.00	\$ 575.00	Kathy Ishiara Education Fund	\$ 1,000.00	
\$ 1,838.00	\$ 1,121.80	\$ 1,500.00	\$ 65.00	Donations - General	\$ 1,000.00	
\$ 4,202.50		\$ 1,000.00	\$ -	Davis/Harris Scholarship Fund	\$ 1,000.00	
\$ 1,735.00	\$ 1,256.00	\$ 4,000.00	\$ 96.80	Other Fundraising	\$ 1,700.00	
\$ 658.50	\$ 725.00	\$ 1,250.00	\$ 432.00	Store Sales	\$ -	
\$ 16,658.00	\$ 9,847.80	\$ 15,250.00	\$ 2,288.80	Total Education/Scholarships	\$ 10,700.00	
\$ 208.09	\$ 265.72	\$ 150.00	\$ 394.38	Interest	\$ 250.00	
\$ 10,235.00	\$ 10,410.00	\$ 10,250.00	\$ 10,480.00	Membership Dues	\$ 10,250.00	
\$ 648.50	\$ 556.75	\$ 500.00	\$ 4,145.15	Miscellaneous	\$ 900.00	
\$ 800.00	\$ 925.00	\$ 1,000.00	\$ 850.00	Newsletter Advertising	\$ 800.00	
\$ 85,381.28	\$ 71,136.27	\$ 81,150.00	\$ 71,063.97	TOTAL REVENUES	\$ 80,150.00	
\$ 53,530.48	\$ 63,209.17	\$ 66,442.00	\$ 53,902.97	Beginning Fund Balance	\$ 53,902.97	
\$ 138,911.76	\$ 134,345.44	\$ 147,592.00	\$ 124,966.94	GRAND TOTAL REVENUES	\$ 134,052.97	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2017-2018 ANNUAL BUDGET**

EXPENDITURES

2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 ACTUAL	DESCRIPTION	2017-2018 PROPOSED	2017-2018 ADOPTED
Academy/Education Sessions						
		\$ 500.00	\$ -	On-the-Road Workshops	\$ -	
			\$ 848.79	Mid-Year Athenian Leadership	\$ 800.00	
\$ 4,308.72	\$ 5,031.28	\$ 7,000.00	\$ 4,483.94	Mid-Year Academy	\$ 4,500.00	
	\$ 2,500.00	\$ 2,500.00	\$ 1,545.00	Annual Athenian Leadership	\$ 1,500.00	
\$ 5,511.05	\$ 2,825.00	\$ 7,000.00	\$ 500.00	Annual Academy	\$ 7,000.00	
\$ 9,819.77	\$ 10,356.28	\$ 17,000.00	\$ 7,377.73	Total Academy/Education Sessions	\$ 13,800.00	
Annual Conference						
Seaside	Ashland	Newport			Portland	
\$ 259.00	\$ 250.00	\$250	\$ -	Awards	\$ 250.00	
\$ 604.64	\$ 535.00	\$850	\$ 44.00	Banquet Expenses	\$ 850.00	
\$ 145.00	\$ 500.00	\$500	\$ -	Conference Chair Expense	\$ 500.00	
\$ 31.70		\$1,000	\$ -	Freebies/Conference Bags Expense	\$ 1,000.00	
\$ 6,000.00	\$ 1,500.00	\$2,500	\$ -	Future Conference Site Deposits	\$ 2,500.00	
\$ 2,508.84	\$ 2,800.00	\$4,000	\$ 491.93	Hospitality	\$ 4,000.00	
\$ 12,935.09	\$ 13,500.00	\$14,000	\$ (285.86)	Food & Beverage/Site Fees	\$ 14,000.00	
\$ 723.54		\$500	\$ -	Miscellaneous	\$ 500.00	
		\$100	\$ -	Postage	\$ 100.00	
\$ 549.30	\$ 150.00	\$1,000	\$ -	President's Reception/Special Event	\$ 1,000.00	
\$ 414.66	\$ 500.00	\$700	\$ -	Printing	\$ 700.00	
\$ 2,000.57	\$ 1,000.00	\$2,500	\$ 292.65	Speaker Expenses	\$ 2,500.00	
\$ 26,172.34	\$ 20,735.00	\$ 27,900.00	\$ 542.72	Total Annual Conference	\$ 27,900.00	
\$ 1,692.00	\$ 72.00	\$ 100.00	\$ 772.00	Internet/Web Page	\$ 772.00	
\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	MCEF Annual Donation	\$ 600.00	
Membership						
\$ 5.46		\$ 25.00	\$ -	Postage	\$ 25.00	
\$ 14.48		\$ 25.00	\$ -	Printing	\$ 25.00	
\$ 215.83	\$ 107.00	\$ 150.00	\$ 172.50	Supplies	\$ 175.00	
\$ 235.77	\$ 107.00	\$ 200.00	\$ 172.50	Total Membership	\$ 225.00	
\$ 823.47	\$ 702.62	\$ 2,000.00	\$ 4,755.90	Miscellaneous	\$ 2,000.00	
Newsletter						
\$ 29.12	\$ 32.77	\$ 50.00	\$ 36.90	Postage	\$ 50.00	
\$ 29.24	\$ 20.75	\$ 50.00	\$ 24.32	Printing	\$ 50.00	
\$ 5.29	\$ 5.00	\$ 50.00	\$ 5.65	Supplies	\$ 20.00	
\$ 63.65	\$ 58.52	\$ 150.00	\$ 66.87	Total Newsletter	\$ 120.00	
\$ 1,788.19	\$ 3,000.00	\$ 3,000.00	\$ 1,335.26	NW Clerks Institute Director	\$ 2,000.00	
\$ 550.00		\$ -	\$ -	OAMR Ambassadors	\$ -	

Officer Supplies						
		\$ 50.00	\$ -	Postage	\$ 50.00	
		\$ 100.00	\$ 21.60	Supplies/Stationary/Envelopes/etc	\$ 100.00	
\$ 120.10	\$ 110.03	\$ 300.00	\$ 80.00	Miscellaneous	\$ 300.00	
\$ 120.10	\$ 110.03	\$ 450.00	\$ 101.60	Total Officer Supplies	\$ 450.00	
Officers Expenses						
<i>1st Vice President</i>						
\$ 1,674.98	\$ 1,559.41	\$ 2,000.00	\$ 2,004.62	IIMC Conference	\$ 2,000.00	
<i>2nd Vice President</i>						
\$ 391.38	\$ 600.00	\$ 800.00	\$ 287.50	Future Conference Site Tours	\$ 800.00	
<i>Director - Region IX</i>						
\$ 1,130.00		\$ 3,200.00	\$ -	Region IX, IIMC, Meetings, Assmnt, Etc.	\$ 3,200.00	
		\$ 2,292.12				
<i>President</i>						
\$ 2,245.44	\$ 1,317.33	\$ 2,500.00	\$ 2,823.16	IIMC Annual Conference	\$ 2,800.00	
\$ 201.18	\$ 464.58	\$ 1,550.00	\$ 810.52	OAMR Representation	\$ 1,550.00	
\$ 2,232.16	\$ 2,887.57	\$ 3,500.00	\$ 3,290.35	Region IX Conferences (AK,CA, WA)	\$ 3,500.00	
\$ 4,678.78	\$ 4,669.48	\$ 7,550.00	\$ 6,924.03	Total President Expenses	\$ 7,850.00	
\$ 25.00		\$ 150.00	\$ -	OAMR Region Directors	\$ 150.00	
\$ 7,900.14	\$ 6,828.89	\$ 13,700.00	\$ 9,216.15	Total Officers Expenses	\$ 14,000.00	
		\$ 1,000.00	\$ -	Photography/Historian	\$ 1,000.00	
\$ 679.82	\$ 1,433.09	\$ 2,000.00	\$ -	Store Merchandise	\$ -	
Raffle Expense						
	\$ 150.00	\$ 150.00	\$ -	Postage & Supplies (basket raffle tickets)	\$ 150.00	
\$ 62.35		\$ 250.00	\$ -	Printing	\$ 250.00	
\$ 1,527.65		\$ -	\$ -	Prize Expense	\$ -	
\$ 1,590.00	\$ 150.00	\$ 400.00	\$ -	Total Raffle Expense	\$ 400.00	
Scholarships						
\$ 12,475.00	\$ 14,675.00	\$ 15,000.00	\$ 12,950.00	IIMC Certification Programs	\$ 15,000.00	
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Kathy Ishiara Scholarship	\$ 1,000.00	
\$ 1,650.00	\$ 1,200.00	\$ 3,000.00	\$ 2,550.00	Mid-Year Academy	\$ 3,000.00	
\$ 600.00	\$ 600.00	\$ 600.00	\$ -	President Awards Scholarships	\$ 600.00	
\$ 7,042.34	\$ 5,250.00	\$ 10,500.00	\$ 228.68	OAMR Conference/Academy Session	\$ 10,500.00	
\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	Marge Price Scholarship	\$ 1,000.00	
	\$ 1,125.00	\$ 2,500.00	\$ 2,800.00	Davis/Harris Scholarship -Kathy	\$ 1,250.00	
\$ -		\$ 4,578.00	\$ -	Continuation Davis/Harris Scholarship	\$ 3,450.00	
			-	PROPOSED IIMC Donation	5,000.00	
\$ 23,767.34	\$ 23,850.00	\$ 38,178.00	\$ 20,528.68	Total Scholarships	\$ 40,800.00	
\$ -	\$ -	\$ 40,914.00	\$ 45,469.41	Contingency	\$ 15,985.97	
\$ 75,702.59	\$ 67,903.43	\$ 147,592.00	\$ 100,154.97	TOTAL EXPENDITURES	\$ 118,067.00	
				ENDING FUND BALANCE		
\$ -	\$ -	\$ -	\$ -	UNAPPROPRIATED EFB		
\$ 75,702.59	\$ 67,903.43	\$ 147,592.00	\$ 100,154.97	GRAND TOTAL EXPENDITURES	\$ 134,052.97	

OREGON ASSOCIATION OF MUNICIPAL RECORDERS BUDGET NARRATIVE 2017-2018

REVENUES

ACADEMY/EDUCATION SESSIONS

- **Education/On-The-Road Workshops** – Registration fees paid by persons attending OAMR On-The-Road Workshops.
- **Athenian Leadership Dialogue Sessions** – Small fee that is charged for attendees for the ALD sessions.
- **Mid-Year** – Registration fees paid by persons attending the OAMR Mid-Year Academy Session.
- **Annual** – Registration fees paid by persons attending the OAMR Annual Conference Academy Session.

CONFERENCE

- **Registration** – Fees paid to attend the Annual OAMR Conference
- **Exhibitors** – Fees paid by business organizations 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.
- **OAMR Store Sales** – Money earned from the sale of OAMR logo items.

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 Friday 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.
 - **Big Raffle.** This line item also includes proceeds from raffles such as the VISA Raffle (prepaid VISA cards), trips or other large prizes. Drawing for this raffle is typically done at the Annual Conference, but may be done at the Mid-Year Academy.
 - **Other Raffles.** Other raffles have included quilts and accommodations during conference. Drawings for these raffles may be done at either the Mid-Year Academy or at the Annual Conference.
- **Kathy Ishiara Education Fund** – Money received through private donations or fundraisers 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 August 1998 after a long battle with breast cancer.
- **Harris-Davis Scholarship Fund** – This new scholarship fund was established at the 2015 Annual Conference Banquet. It funds an annual award worth three years of attendance at the Northwest Clerks Institute.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.

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.

CASH CARRY OVER The amount of money anticipated as the beginning fund balance for the next fiscal year.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2017-2018**

EXPENDITURES

ACADEMY/EDUCATIONSESSIONS

- **On-The-Road Workshops** – This line item will cover expenses such as mileage, lodging and teaching materials for OAMR’s On-The-Road Workshops.
- **Athenian Leadership Dialogue** – This line item covers the projected cost for the Athenian Leadership Dialogue sessions. – This includes expenses such as hotel, rental vehicles, and air fare for the scheduled speaker.
- **Mid-Year Academy** – This line item will cover speaker costs, attendee and speaker meals, or any other expense associated with the academy session held in the spring. It also includes monies to host a hospitality room the night prior to the academy session, if so desired by the OAMR President. This fund has been increased by \$1,000 due to the increased costs of covering speaker expenses.
- **Conference Academy** – This line item will cover speaker costs, meals, or any other expenses associated with the academy session held prior to the annual conference.

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.
- **Freebie/Conference Bag Expense** – This line item covers the cost of conference bags and small “freebie” items purchased by the Special Projects/Fundraising Committee Chair or Conference Chair for registration packets and gifts for conference attendees. It also includes give-away items for the Kathy Ishiara Scholarship activity.
- **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.
- **Meals** – This line item is used to pay for the meals and breaks during the annual conference. Sponsor money may offset some costs.
- **Miscellaneous** – This line item is used to cover any unanticipated conference-related expense, including photography.
- **Postage** – Conference related postage costs, including mailing of registration materials.
- **President’s Reception/Special Event** – Cost of hosting the President’s Reception and/or All-Conference event and Meet ‘N Greet/Mentoring/1st Timer Breakfast event. (Includes meal if one is part of the event). Sponsor money may offset some of these expenses.
- **Printing** – The cost of printing and producing the Annual Conference handbooks and conference registration materials.
- **Speaker Expenses** – Expenses associated with the speakers at the Annual Conference, including audio/visual expenses. Deposits advanced to secure speakers for future conferences are also covered under this item.
- **Store Merchandise** – Money set aside for the Special Projects/Fundraising Committee Chair to purchase OAMR logo items to sell during the Mid-Year Academy and Annual Conference.

INTERNET/WEBSITE - Provides for the annual cost of maintaining the OAMR website on the internet. OAMR has paid through 2017 for Internet Web Hosting in order delay a price increase. In addition, the Domain Registry has been paid through 2019. The expenses shown here are indicative of our ListServ hosting expenditures for the new fiscal year.

MCEF ANNUAL DONATION - Annual donation to the Municipal Clerks Education Foundation, Schwarzkopf Society. The Foundation provides scholarships for Municipal Clerks.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2017-2018**

EXPENDITURES (cont.)

MEMBERSHIP

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

MISCELLANEOUS – This line item is used to cover any miscellaneous expenses, such as flowers and other unanticipated expenses.

NEWSLETTER

- **Postage** – This line item reflects the average cost of mailing our newsletter to the membership. Currently, the newsletter is provided electronically only.
- **Printing** – The cost of printing the newsletter. Currently, the newsletter is provided electronically only.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter

NW CLERKS INSTITUTE DIRECTOR – This line item assists with the costs associated with the NCI Director's attendance at the IIMC Annual Conference and the OAMR 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** – This money is to be used by the President, 1st and 2nd Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – The cost of supplies, such as stationery and envelopes.
- **Miscellaneous/Equipment** – This line item is meant to cover any unanticipated expense incurred by an OAMR Officer.

OFFICERS

1ST VICE-PRESIDENT

- **IIMC Conference** – This line item covers the cost of 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** – This line item 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. This line item 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. This line item covers the cost of an item for the MCEF auction, if unable to obtain through donation.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2017-2018**

EXPENDITURES (cont.)

- **OAMR Representation** – 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 (registration covered with booth cost), 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 has been 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, cover the cost of printing and postage for notices of regional meetings, and other supplies as necessary.

PHOTOGRAPHY/HISTORICAL RECORDS – This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs. We are going to have to replace the digital picture frame.

RAFFLE EXPENSES

- **Postage and Supplies** – The cost of mailing raffle tickets; and possibly costs for quilt materials and/or supplies.
- **Printing** – The cost of printing raffle tickets.
- **Prize Expense** – The cost for the preloaded VISA cards for the VISA raffle.

SCHOLARSHIPS

- **IIMC Certification Program** – Scholarships will be awarded for attendance at the IIMC certification program, as budget allows. In 2014, the Board approved awarding scholarships for first time attendees to the IIMC certification program to cover the cost of lodging as well as registration. This year's budget reflects providing 15 registration scholarships and 6 registration/lodging scholarships.
- **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. In 2014, the Board approved awarding scholarships for first time attendees to the Annual Conference to cover the cost of lodging up to \$300 as well as registration. This year's budget reflects providing 22 registration scholarships and 3 registration/lodging scholarships.
- **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** – An annual scholarship of \$3,750 is awarded to a member for three years of attendance at the Northwest Clerks Institute.

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



OAMR BUSINESS MEETING REPORT

RESOLUTION NO. 2017-02

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

Meeting Date: September 22, 2017
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. 2017-02, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recordors.

BACKGROUND

Resolution No. 2017-02, a Resolution authorizing 2017-2018 OAMR President Debbie Hamilton, OAMR Treasurer Kimberlyn Collins, or in their absence, 2017-2018 OAMR First Vice President Nicole Morris 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. 2017-02 as presented; as amended; or take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Motion to adopt Resolution No. 2017-02, a Resolution authorizing 2017-2018 OAMR President Debbie Hamilton, OAMR Treasurer Kimberlyn Collins, or in their absence, 2017-2018 OAMR First Vice President Nicole Morris to sign on behalf of OAMR orders for payment or withdrawal of money.

SUGGESTED MOTION

Motion to adopt Resolution No. 2017-02, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recordors.

ATTACHMENTS

- A. Resolution No. 2017-02

RESOLUTION NO. 2017-02

**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 Recorders (OAMR), orders for payment or withdrawal of money: 2017-2018 OAMR President Debbie Hamilton, OAMR Treasurer Kimberlyn Collins, or in their absence, 2017-2018 OAMR First Vice-President Nicole Morris.

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 Recorders.

SECTION 2. All prior authorizations are superseded.

SECTION 3. Any designated depository ("Bank") of the Oregon Association of Municipal Recorders 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 22nd day of September, 2017.

Dale Shafer, OAMR President

ATTEST:

Trudy J. Borrevik, CMC, OAMR Secretary



OAMR BOARD REPORT

Meeting Date: September 22, 2017
Source of Item: Nominating Committee

Contact: Anna Ruggles, Chair
Contact Telephone Number: 503-992-3235
Contact E-Mail: aruggles@forestgrove-or.gov

BACKGROUND

The Nominating Committee, Cathy Nelson, Waterloo; Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; and Anna Ruggles, CMC, Forest Grove, Chair, are pleased to submit the slate of candidates for the 2017-18 Election, which will be held at the Annual Business Meeting on September 22, 2017.

OAMR 2017/2018 Candidates:

SECOND VICE PRESIDENT: *KELLI WEESE, FLORENCE (currently, Region 4 Director)*

SECRETARY: *TRUDY BORREVIK, CMC, COTTAGE GROVE (incumbent)*

REGION 2 (II) DIRECTOR: *ANGIE LANTER, CMC, BANKS (incumbent)*

(Multnomah, Clackamas, Yamhill and Washington counties)

REGION 4 (IV) DIRECTOR: *SAMMY EGBERT, COBURG*

(Lane and Douglas counties)

REGION 6 (VI) DIRECTOR: **IZETTA GROSSMAN, CITY OF THE DALLES*

(Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes counties)

*Announcements and qualifications for the above-noted board positions were published in the spring and summer newsletters as well as the listserv. The candidate filing period was extended from February 17 to March 3 and extended again to June 2, 2017. The above-noted candidates have met the requirements in accordance with OAMR Bylaws, with the exception of *Izetta Grossman, City of The Dalles, whose eligibility was established by a vote of the Board on June 12, 2017. Grossman currently has served on several committees for one year and would not have met the two-year committee participation requirement prior to taking office. The Board accepted her candidate filing packet after no other filings were submitted. The Committee appreciates her willingness to serve as Region Director. No absentee ballot will be provided, because there is no contested race.*

RELATED POLICIES/BUDGET CONSIDERATIONS

There are no budget implications at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Nominating Committee submits their recommendations for the offices of Director and Officer Positions as noted above.

SUGGESTED MOTION

The above-noted board positions shall be elected at the annual meeting by vote of the members present who are in good standing. If there are no nominations from the floor, the nominations will be declared closed and the recommended Officers and Directors will be elected to office.

ATTACHMENTS

Candidate Packets

2017-18 OAMR Board Candidates

In September, the OAMR membership will consider electing officers for the 2017/18 year for the following Board positions: Second Vice President, Secretary, Region II Director, Region IV Director and Region VI Director.

The Nominating Committee is pleased to announce the “**2017 Slate of Candidates**” for the following Board positions:

SECOND VICE PRESIDENT: Kelli Weese, Florence

SECRETARY: Trudy Borrevik, CMC, Cottage Grove (incumbent)

REGION II DIRECTOR: Angie Lanter, CMC, Banks (incumbent)

REGION IV DIRECTOR: Sammy Egbert, Coburg

REGION VI DIRECTOR: Izetta Grossman, The Dalles

Additional nominations may be made from the floor at the Annual Business Meeting.

Candidate for Position of Second Vice President



Kelli Weese
City of Florence

I have been a member of OAMR since 2010 when I became City Recorder in Florence. OAMR has been such a wonderful resource for information and support. I remember how useful the listserv and our region director was when I first began my position and, after nearly seven years, I feel it is time for me to return the favor and help my profession as best I can.

The most useful part of OAMR has definitely been the camaraderie and knowledge that there are others out there who share your profession. I have dealt with countless circumstances over the years where I had the opportunity to reach out to other city recorders not only in my region, but those that had presented or took up leadership roles that led me to know I could ask them for advice and assistance with whatever we were going through. That knowledge is what OAMR is all about: creating the network of professionals available to help you reach your goals.

Last year, I completed Professional Development I and II and will finish up with PD III this summer, after which I hope to obtain my CMC. PD was such an amazing experience and, though it is better late than never, I truly wish I would have been able to utilize that training earlier on in my career. How much time I could have saved!

I have served on the following OAMR committees: Conference Committee (2014/15); Records Management Committee (2014/15 & 2015/16); and Internet Committee (2015/16). I have been a member of IIMC since 2011.

I am proud to be considered for the Second Vice President position and excited to take this new post and run with it!

Candidate for Position of Secretary



*Trudy Borrevik, CMC
City of Cottage Grove*

I am pleased to submit my candidacy for the position of Secretary for a second term. I was first elected Secretary by the OAMR membership in September 2015.

I started my career in municipal government in 1986 with the City of Reedsport and worked there for almost 18 years as Planning Secretary/Utility Clerk (7 months) and Municipal Court Clerk (17 years). I moved on to work for the City of Springfield in 2003 after our son graduated from high school. I worked in the City Manager's Office with Past President Amy Sowa from October 2003 to August 2009 when I started working in my current position with the City of Cottage Grove as City Recorder/Administrative Assistant. I immediately joined OAMR after being hired and attended my first OAMR conference the next month. I am an active member and have been on numerous committees and was Region IV Director from September 2012 to September 2015.

I have attended Professional Development I, II and III and received my CMC certification in July 2013. I have been on the following OAMR committees:

- Nominating Committee, 2010/11 and 2011/12
- Historical Preservation Committee, 2011/12, 2012/13, 2014/15 and 2015/16
- Newsletter Committee, 2011/12, 2012/13, 2013/14, 2014/15 and 2015/16
- Special Projects/Fundraising Committee, 2012/13
- Co-Chair of the Kathy Ishiara Scholarship Fundraising Committee, 2012/13
- Conference Committee, 2013/14 and 2014/15

I have enjoyed serving the organization for the past two years and being part of the Board. It has been a learning experience, and I would encourage members to get involved on the Board or a committee. OAMR is a wonderful organization and is a great resource for information and training and providing scholarships to assist members in furthering their education.

I thank you for allowing me to serve the last two years and hope the membership elects me to serve them for another two years.

Candidate for Position of Region II Director



Angie Lanter, CMC
City of Banks

I am pleased to submit my candidacy for Region II Director. I was appointed to the Region II Director position in October 2016 to fill the vacancy. It has been an honor to serve Region II in this capacity, and I would like to continue to serve in this role.

I have been an active member of OAMR since 2013. I attended the Professional Development Certification Program through the NW Clerks Institute, and obtained my Certified Municipal Clerk designation in July 2016.

My committee activities with OAMR include: Special Projects/Fundraising Committee (2013-present), City Recorder's Procedure Manual Committee (2013-present and Chair 2015-present) and Audit Committee (2016-present).

I am also serving my second term on the board for the Western Washington County Firefighters Association.

I feel that I have a lot to contribute to OAMR and its members. I have learned a lot from my work on various OAMR committees, by attending OAMR conferences and training opportunities and most importantly from seasoned city recorders. I look forward to working in this profession for many years to come, and be a seasoned veteran who is able to share her knowledge and passion for OAMR and the profession with others.

OAMR is a strong, supportive body that is consistently encouraging its members to pursue their education, embrace their position within their respective cities, embrace their place as a member of OAMR and to share their knowledge and experiences with others.

I am proud to be a member of OAMR, and I appreciate your time and consideration for the position of Region II Director.

Candidate for Position of Region IV Director



*Sammy Egbert
City of Coburg*

My name is Sammy Egbert. I am the City Recorder for the City of Coburg. I would like to submit my candidacy for Region IV Director. I was hired by the City of Coburg in 2003 as Administrative Assistant. Being a small City, this position did a little of everything from utility billing to payroll. In 2008, I was appointed City Recorder by the City Council and my job title changed to City Recorder/Utility Billing. In July 2016, my title changed again to City Recorder, and I now supervise utility billing and manage the front office.

In 2006, I became an active member of OAMR. Being part of OAMR has helped me strive to continue my education. I am currently working on becoming a Certified Municipal Clerk. I submitted my application to IIMC in July 2016. I have plenty of experience points but am working on the required education points. I attended Professional Development I in June 2017, thanks to the support and scholarship from OAMR.

I have served on the OAMR Conference Committee 2014-2015 and 2015-2016 and Mentoring Committee 2015-2016. I am currently serving on the 2016-17 Records Management Committee and look forward to joining the Special Projects/Fundraising Committee in 2017-18 to fulfill an OAMR scholarship requirement.

I have volunteered and chaired with many school and sports-related organizations as my kids grew up. I enjoyed staying involved and being part of their activities. I am also involved with our community and have been on event committees that put on the Coburg Antique Fair and Car Shows.

In 2013, I completed a 60-hour Ford Foundation Leadership program which focused on leadership, communication, managing conflict, project management and group decision making.

I enjoy being part of the solution. I like to jump in and help get the job done right. I am good at reading people and nurturing a positive work environment that focuses on them using their strong points. I enjoy tracking tasks and who is responsible for what. OAMR is a highly respected professional resource that supports cities big and small. The educational opportunities and networking that is provided by this group is priceless. If elected as Region IV Director I look forward to working closer with the wonderful recorders in our region and being more involved.

Candidate for Position of Region VI Director



*Izetta Grossman
City of The Dalles*

I am filing for candidacy for Region VI Director. As a 20-plus year Executive Secretary professional, with 11 years of work with the City of The Dalles, the last year and a half as the City Clerk, I understand the value of professional organizations and the services they provide.

I stand behind the mission of OAMR “to enhance the quality of our office and to encourage dedication to our profession, by providing educational experiences of the highest quality as well as promote the professionalism of the office of municipal recorder.”

While I have not been a City Clerk for very long, I am familiar with OAMR, through working with former City Clerk Julie Krueger.

I have reviewed the position description and feel confident that I can fulfill the duties of Region Director for Region VI.

Thank you for your consideration.

OAMR BOARD REPORT



Meeting Date: September 22, 2017
Source of Item: OAMR Treasurer

Contact: Kimberlyn Collins
Contact Telephone Number: 541-480-0054
Contact E-Mail: kcollins@cityoftalent.org

The Association made \$5,550 on the Mid-Year Academy Session. (Figures are rounded.)

The Association made \$1,250.00 on the Mid-year ALD. (Figures are rounded)

It is not possible to report on the Annual Academy or Conference now because not all the income and expenses are known. However, the revenue from Exhibitors and Sponsors has exceeded the anticipated amount by \$1,700.00. (Figures are rounded.) We had more revenue in sponsors this year. Many were silver level sponsors.

Revenue from Interest, Membership Dues and Miscellaneous source have all exceeded the budgeted amount.

At Mid-Year, it was determined we would try a new method of payment. For those who desired to purchase from the store, raffles and such, but needed to pay with credit card, could do so with a convenience slip. I processed the slips once I went home. This was not my favorite change to this position. Processing credit card payments through the website is different than sliding the card through the square attached to my phone. There are additional fees when processing through the website.

This conference I want to try and have credit card payments made at the conference. My thoughts will be to gather the convenience slips at the conference and I will sort and have an invoice for everyone that needs to pay with credit card. Good call or not? I don't know but I'm game at trying new things to make this position more desirable for others. It's not so bad! 😊

I would like to speak to the amount of time I have spent on this position since Mid-Year. Time of the treasurer position has been a concern for a while. As I mentioned in my last report I think it is a matter of perspective for this position. I have no other positions to compare it to so I am not sure of the level of equality to this position verses other positions on the board. I see most of us spending a lot of time on our duties. The emails provide it! 😊

After Mid-Year, I became very ill and took a new job, which prevented me from spending very much time on my duties for about four months. I will be honest I got way behind. Once things began to slow down at work I got in there and got caught up very quickly. I would have to say as an estimate I have spent maybe 10-15 hours on my treasurer duties since processing the Mid-Year conference. I personally don't think that is very much time.

In my next report, I will have my final thoughts. I need to get through the Annual Conference before I can give a full report.

Again, and as always, thank you for allowing me to serve you!

ATTACHMENTS

Profit & Loss dated 9/12/17

Balance Sheet dated 9/12/17

Profit & Loss vs. Actual dated 9/12/17

Oregon Association of Municipal Recorders

Profit & Loss Budget vs. Actual

09/12/17

Accrual Basis

November 2016 through October 2017

	<u>Nov '16 - ...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	8,025.00	9,000.00	-975.00	89.2%
Annual Athenian Dialogue	1,580.00	750.00	830.00	210.7%
Mid-Year	12,550.00	8,250.00	4,300.00	152.1%
Mid-Year Athenian Dialogue	2,100.00			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Session	24,255.00	18,500.00	5,755.00	131.1%
Annual Conference Revenue				
Exhibitors	3,200.00	3,500.00	-300.00	91.4%
Registration				
refund of conference expense pd	-635.00			
Registration - Other	20,076.00	27,000.00	-6,924.00	74.4%
Total Registration	19,441.00	27,000.00	-7,559.00	72.0%
Sponsors	6,709.64	5,000.00	1,709.64	134.2%
Total Annual Conference Revenue	29,350.64	35,500.00	-6,149.36	82.7%
Education/Scholarships				
Auction	100.00	350.00	-250.00	28.6%
Donations General	65.00	1,500.00	-1,435.00	4.3%
Kathy Ishiara Education Fund	600.00	1,000.00	-400.00	60.0%
Other Fundraising	11.80	4,000.00	-3,988.20	0.3%
Raffle	1,020.00	3,000.00	-1,980.00	34.0%
Special Scholarship	0.00	1,000.00	-1,000.00	0.0%
Store Sales	432.00	1,250.00	-818.00	34.6%
Education/Scholarships - Other	85.00	0.00	85.00	100.0%
Total Education/Scholarships	2,313.80	12,100.00	-9,786.20	19.1%
Interest Income	458.74	150.00	308.74	305.8%
Membership Dues	10,480.00	10,250.00	230.00	102.2%
Miscellaneous	4,157.15	500.00	3,657.15	831.4%
Newsletter Advertising	850.00	1,000.00	-150.00	85.0%
Total Income	71,865.33	78,000.00	-6,134.67	92.1%
Gross Profit	71,865.33	78,000.00	-6,134.67	92.1%
Expense				
Academy/Education Sessions				
Annual Athenian Dialogue	1,524.59	2,500.00	-975.41	61.0%
Conference Academy	500.00	7,000.00	-6,500.00	7.1%
Mid-Year Academy	4,483.94	7,000.00	-2,516.06	64.1%
Mid-Year Athenian Dialogue	848.79			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Sessions	7,357.32	17,000.00	-9,642.68	43.3%
Annual Conference Expenses				
Awards	0.00	250.00	-250.00	0.0%
Banquet Expenses	44.00	850.00	-806.00	5.2%
Conference Chair Expense	0.00	500.00	-500.00	0.0%
Food & Beverage/Site fees	-285.86	14,000.00	-14,285.86	-2.0%
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	491.93	4,000.00	-3,508.07	12.3%
Miscellaneous Conference Exp	0.00	500.00	-500.00	0.0%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	0.00	1,000.00	-1,000.00	0.0%

Oregon Association of Municipal Recorders

Profit & Loss Budget vs. Actual

09/12/17

Accrual Basis

November 2016 through October 2017

	Nov '16 - ...	Budget	\$ Over Bu...	% of Budget
Print-Conference	0.00	700.00	-700.00	0.0%
Speaker Expenses	292.65	2,500.00	-2,207.35	11.7%
Total Annual Conference Expenses	542.72	27,900.00	-27,357.28	1.9%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	0.00	250.00	-250.00	0.0%
Total Raffle Expenses	0.00	400.00	-400.00	0.0%
Store Merchandise	0.00	2,000.00	-2,000.00	0.0%
Total Fundraising Expenses	0.00	2,400.00	-2,400.00	0.0%
Internet/Web Page	72.00	100.00	-28.00	72.0%
MCEF Annual Donation	600.00	600.00	0.00	100.0%
Membership Expenses				
Postage-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	172.50	150.00	22.50	115.0%
Total Membership Expenses	172.50	200.00	-27.50	86.3%
Micellaneous				
Square and PayPal Fees	378.61	0.00	378.61	100.0%
Micellaneous - Other	4,377.29	2,000.00	2,377.29	218.9%
Total Miscellaneous	4,755.90	2,000.00	2,755.90	237.8%
Newsletter				
Postage-Newsletter	36.90	50.00	-13.10	73.8%
Printing-Newsletters	24.32	50.00	-25.68	48.6%
Supplies-Newsletters	5.65	50.00	-44.35	11.3%
Total Newsletter	66.87	150.00	-83.13	44.6%
NW Clerks Institute Director	1,335.26	3,000.00	-1,664.74	44.5%
OAMR Ambassadors	0.00	0.00	0.00	0.0%
Officer Supplies				
Misc/Equipment-Officers	80.00	300.00	-220.00	26.7%
Postage-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	21.60	100.00	-78.40	21.6%
Total Officer Supplies	101.60	450.00	-348.40	22.6%
Officers Expenses				
1st Vice Pres-IIMC Confrence	2,004.62	2,000.00	4.62	100.2%
2nd Vice Pres Conf. Site Tours	287.50	800.00	-512.50	35.9%
Director Region IX	1,090.00	3,200.00	-2,110.00	34.1%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	2,823.16	2,500.00	323.16	112.9%
OAMR Representation-President	810.52	1,550.00	-739.48	52.3%
Region IX Conference-President	3,290.35	3,500.00	-209.65	94.0%
President's Expenses - Other	0.00	0.00	0.00	0.0%
Total President's Expenses	6,924.03	7,550.00	-625.97	91.7%
Total Officers Expenses	10,306.15	13,700.00	-3,393.85	75.2%
Photography/Historian	0.00	1,000.00	-1,000.00	0.0%

Oregon Association of Municipal Recorders

09/12/17

Profit & Loss Budget vs. Actual

Accrual Basis

November 2016 through October 2017

	Nov '16 - ...	Budget	\$ Over Bu...	% of Budget
Scholarships				
IIMC Certification Programs	12,950.00	15,000.00	-2,050.00	86.3%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	1,000.00	1,000.00	0.00	100.0%
Mid-Year Academy Scholarship	2,550.00	3,000.00	-450.00	85.0%
OAMR Conference/Academy Session	228.68	10,500.00	-10,271.32	2.2%
President Awards Scholarship	0.00	600.00	-600.00	0.0%
Special Scholarship	1,400.00	2,500.00	-1,100.00	56.0%
Special Scholarship Reserve	1,400.00	4,578.00	-3,178.00	30.6%
Total Scholarships	20,528.68	38,178.00	-17,649.32	53.8%
Total Expense	45,839.00	106,678.00	-60,839.00	43.0%
Net Ordinary Income	26,026.33	-28,678.00	54,704.33	-90.8%
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 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	26,026.33	-28,678.00	54,704.33	-90.8%

Oregon Association of Municipal Recorders

Profit & Loss

09/12/17

November 2016 through October 2017

Accrual Basis

	<u>Nov '16 - Oct 17</u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	8,025.00
Annual Athenian Dialogue	1,580.00
Mid-Year	12,550.00
Mid-Year Athenian Dialogue	2,100.00
Total Academy/Education Session	<u>24,255.00</u>
Annual Conference Revenue	
Exhibitors	3,200.00
Registration	
refund of conference expense pd	-635.00
Registration - Other	20,076.00
Total Registration	<u>19,441.00</u>
Sponsors	<u>6,709.64</u>
Total Annual Conference Revenue	29,350.64
Education/Scholarships	
Auction	100.00
Donations General	65.00
Kathy Ishiara Education Fund	600.00
Other Fundraising	11.80
Raffle	1,020.00
Store Sales	432.00
Education/Scholarships - Other	85.00
Total Education/Scholarships	<u>2,313.80</u>
Interest Income	458.74
Membership Dues	10,480.00
Miscellaneous	4,157.15
Newsletter Advertising	<u>850.00</u>
Total Income	<u>71,865.33</u>
Gross Profit	71,865.33
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	1,524.59
Conference Academy	500.00
Mid-Year Academy	4,483.94
Mid-Year Athenian Dialogue	848.79
Total Academy/Education Sessions	<u>7,357.32</u>
Annual Conference Expenses	
Banquet Expenses	44.00
Food & Beverage/Site fees	-285.86
Hospitality	491.93
Speaker Expenses	292.65
Total Annual Conference Expenses	<u>542.72</u>
Internet/Web Page	72.00
MCEF Annual Donation	600.00
Membership Expenses	
Supplies-Memberships	172.50
Total Membership Expenses	<u>172.50</u>

Oregon Association of Municipal Recorders

Profit & Loss

09/12/17

November 2016 through October 2017

Accrual Basis

	<u>Nov '16 - Oct 17</u>
Micellaneous	
Square and PayPal Fees	378.61
Miscellaneous - Other	4,377.29
Total Miscellaneous	<u>4,755.90</u>
Newsletter	
Postage-Newsletter	36.90
Printing-Newsletters	24.32
Supplies-Newsletters	5.65
Total Newsletter	<u>66.87</u>
NW Clerks Institute Director	1,335.26
Officer Supplies	
Misc/Equipment-Officers	80.00
Supplies-Officers	21.60
Total Officer Supplies	<u>101.60</u>
Officers Expenses	
1st Vice Pres-IIMC Confrence	2,004.62
2nd Vice Pres Conf. Site Tours	287.50
Director Region IX	1,090.00
President's Expenses	
IIMC Conference-President	2,823.16
OAMR Representation-President	810.52
Region IX Conference-President	3,290.35
Total President's Expenses	<u>6,924.03</u>
Total Officers Expenses	<u>10,306.15</u>
Scholarships	
IIMC Certification Programs	12,950.00
Kathy Ishiara Scholarship	1,000.00
Marge Price Scholarship	1,000.00
Mid-Year Academy Scholarship	2,550.00
OAMR Conference/Academy Session	228.68
Special Scholarship	1,400.00
Special Scholarship Reserve	1,400.00
Total Scholarships	<u>20,528.68</u>
Total Expense	<u>45,839.00</u>
Net Ordinary Income	<u>26,026.33</u>
Net Income	<u><u>26,026.33</u></u>

Oregon Association of Municipal Recorders

Balance Sheet

As of October 31, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP	52,328.51
U S Bank	33,391.20
Total Checking/Savings	<u>85,719.71</u>
Accounts Receivable	
Accounts Receivable	291.50
Total Accounts Receivable	<u>291.50</u>
Other Current Assets	
Undeposited Funds	1,092.05
Total Other Current Assets	<u>1,092.05</u>
Total Current Assets	<u>87,103.26</u>
TOTAL ASSETS	<u>87,103.26</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	61,076.93
Net Income	26,026.33
Total Equity	<u>87,103.26</u>
TOTAL LIABILITIES & EQUITY	<u>87,103.26</u>



OAMR BUSINESS MEETING REPORT

OAMR Immediate Past President

Meeting Date: September 22, 2017
Source of Item: OAMR IPP

Contact: Michele Eldridge, CMC
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

ISSUE STATEMENT

The Immediate Past President has been busy this last year. The Harris-Davis Scholarship was added to OAMR's regular scholarship offerings, which required amendments to the finance policy, and budget narrative to reflect those changes. Also, as per the recommendations of the Conference Bidding and Locations Adhoc Committee, the IPP's job description was amended to reflect a bigger role for the IPP to participate in the Conference Site Bidding Process. Changes to the above documents were approved by the board at Mid-Year, and the documents were forwarded to the Internet Committee for posting to the website, as well as to the President, 1st VP and 2nd VP, to add to their flash drives.

In addition to the above, the Immediate Past President has also chaired the Treasurer's Ad-Hoc Committee, and will continue to chair it until the conclusion of the analysis on the Treasurer's Job Description and duties. I look forward to the change in the future that will allow the OAMR member in this position to participate in voting on the OAMR Board, as the person in this position has so much knowledge of the association, and has a lot left to give (and more time to give) after 3 intense years of dedicated service. It has been a pleasure, and a privilege to serve as the Immediate Past President. I thank the association again, for giving me this incredible opportunity!

BOARD OPTIONS: None – Report Only

BOARD MOTION: None

ATTACHMENTS

- A. OAMR Finance Policy

PURPOSE

To provide standards regarding reimbursement of OAMR related expenses and to provide the OAMR Treasurer guidelines for payment of said expenses.

APPLICABILITY

- 1.1 This policy applies to all OAMR members and authorized individuals conducting OAMR business.
- 1.2 This policy repeals the following policies:
 - 1.2.1 Policy No. 2000-01 known as the Expense Policy.
 - 1.2.2 Policy No. 2012-10 known as the Conference Refund Policy.
 - 1.2.3 Policy No. 2012-11 known as the IIMC Region IX President Academy Session Audit.
- 1.3 Approved this 3rd day of April, 2013.

POLICY

1. TRAVEL

1.1. IIMC Annual Conference

OAMR will pay the costs for the President and 1st Vice President or other designee (“delegate”) to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 1.1.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate, provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.1.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.1.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.1.4. **For the President only**, full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies or any other additional classes/events not included in registration.
- 1.1.5. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.1.6. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.1.7. MCEF auction item(s), approximately \$25 in value, if unable to obtain through donations.

1.2. Annual Conferences of Other Associations

OAMR will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerks Association of California Annual Conference
- Washington Municipal Clerks Association Annual Conference

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference. Paid expenses shall include the following:

- 1.2.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.2.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.2.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.2.4. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.2.5. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.2.6. Gifts, approximately \$25.00 in value each, for the incoming and outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.
- 1.2.7. Auction item(s), approximately \$25.00 in total value, for auctions held at other associations' conferences.

1.3. Affiliate Meetings/Presentations

OAMR will pay for the President or designee to attend the following:

- OAMR Regional meetings
- League of Oregon Cities Board meetings

Paid expenses shall include the following:

- 1.3.1. If the meeting/presentation is more than 50 miles from the President's or designee's office, one (1) night lodging not to exceed single room rates. Lodging in advance of or after the meeting or conference for personal events is to be paid by the delegate.
- 1.3.2. All regular meals, which are not part of the scheduled activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

1.4. OAMR Board Meetings

- 1.4.1. OAMR will not pay travel, lodging, or meal expenses for members of the Board to attend regularly scheduled OAMR Board meetings.

1.5. Region IX Director Travel Expenses

- 1.5.1. Per the IIMC Region IX Director Agreement, OAMR shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors to attend Region IX state conferences. Registration and conference events are normally paid by the hosting Conference State.

1.5.2. If an IIMC Region Director is from Oregon, OAMR will pay for travel and lodging to the IIMC Conference if they have no other funding available.

1.6. Committee Travel Expenses

Travel for the performance of duties associated with service on a committee is usually not paid for by OAMR.

2. OAMR ANNUAL CONFERENCE EXPENSES

2.1. Conference Registration

2.1.1. Complimentary Conference and Annual Academy Registration

Complimentary registration and annual academy registration (including meals offered at the conference) will be offered to the:

- OAMR President
- Margery Price
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Mid-Year will also be provided to the NCI Director)
- IIMC President or designee

2.1.2. Complimentary Conference Registrations

Complimentary registration for the annual conference (including meals offered at the conference) will be offered to the:

- OAMR 1st Vice President
- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerks Association of California
- President or designee of the Washington Municipal Clerks Association
- President's Award of Distinction recipient from the previous year's conference
- Recorder of the Year recipient from the previous year's conference

2.1.3. Partial Complimentary Conference Registration

The conference registration fee minus the cost of meals may be complimentary for the following:

- OAMR Treasurer

2.2. Lodging Accommodations

OAMR will provide the following:

- 2.2.1.** Lodging accommodations at the conference, including the period of the annual academy session, for the OAMR President.
- 2.2.2.** Up to four (4) nights lodging for an OAMR member serving as a Region IX Director of IIMC.
- 2.2.3.** Up to four (4) nights lodging for the NCI Director.
- 2.2.4.** Up to four (4) nights lodging for the IIMC President or designee.
- 2.2.5.** Up to four (4) nights lodging for the Host Recorder (as designated by host region)

2.3. Travel

2.3.1. OAMR will provide travel to and from the nearest airport to the conference site for the IIMC President or designee.

2.3.2. OAMR will provide travel expenses to the OAMR President to the annual conference.

2.4. Gifts

2.4.1. The President-Elect is responsible for purchasing a gift, approximately \$40.00 in value, for the following individuals:

- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerks Association of California
- President or designee of the Washington Municipal Clerks Association

- Margery Price
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director
- IIMC President or designee

2.4.2. The 1st Vice President is responsible for purchasing the following gifts:

- For the Immediate Past President, in an amount not to exceed \$100.00 to present at the annual banquet, along with the President's Plaque.
- For the Host Recorder and the person giving the Oaths of Office, in an amount not to exceed \$30 each, to be presented at the annual banquet.

2.5. Speakers

2.5.1. The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).

2.5.2. OAMR will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.

2.5.3. OAMR will provide a gift or honorarium to unpaid speakers not to exceed \$15.00. The Conference Committee is responsible for purchasing and distributing the gifts.

2.5.4. Travel is not normally reimbursed; however vehicle mileage may be reimbursed at the Federal mileage rate, at the discretion of the Conference Committee and if budgeted funds are available.

2.6. VIP Dinner

OAMR shall pay for a dinner for the OAMR Board, Region IX Directors, State Presidents or their designee, NW Clerks Institute Director, and Margery Price during the annual conference. No charges for alcoholic beverages will be allowed.

2.7. Vendors

2.7.1. OAMR will provide one (1) complimentary vendor booth for IIMC.

2.7.2. Each vendor will receive two (2) tickets to attend the Vendor event.

MISCELLANEOUS EXPENSES

3.1 Condolences:

3.1.1. At the discretion of the OAMR President, flowers/plants, not to exceed \$50.00, will be sent on behalf of OAMR upon the death of:

- A past president, or
- Any member or their immediate family member.

3.1.2. Flowers/plant not to exceed \$50 along with a certificate of appreciation will be sent for the retirement of an active OAMR member.

3.2. Committee Chair Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR Committee Chairs in the performance of their duties.

3.3. OAMR Region Director Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR region directors to facilitate a region meeting. Each region is allotted \$50.00 annually.

3.4. 2nd Vice President Expenses – Future Conference Site Tours:

The annual budget shall provide an allocation for expenses incurred by the 2nd Vice President, or their designee, for future conference site tours. Paid expenses shall include the following:

3.4.1. Transportation to and from the conference sites. Mileage shall be reimbursed at the Federal mileage rate.

3.4.2. Lodging if not provided by facility.

3.4.3. Meals . Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

REFUNDS

- 4.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.
- 4.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by OAMR as a result of this transfer shall be paid by the registrant.
- 4.3. To receive a refund, less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the OAMR Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.
- 4.4. No refunds will be given after the deadline stated on the registration form with the exception of the death of a spouse, child or parent. The refund for these exceptions is 50% of the registration fee.
- 4.5. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

5. BUDGET POLICIES

When the 1st Vice President is preparing the budget for the upcoming year, the following policies adopted by the OAMR Board shall be included:

5.1. Future Conference Site Deposits

An amount shall be included for a deposit for a future conference site if needed. The 1st Vice President will work with the 2nd Vice President to determine the amount needed.

5.2. Scholarships

Appropriate \$2,000 annually to fund the Marge Price and Kathy Ishiara Scholarships.

Appropriate \$3,750 annually to fund the Harris/Davis Scholarship

5.3. Contingency Safety Net

Appropriate \$15,000 annually in Contingency as a safety net.

5.4. Municipal Clerks Education Fund (MCEF) Donation

Appropriate \$500 annually for a cash donation to the MCEF.

5.5. IIMC Region IX Director Agreement

Appropriate funds for the Region IX Director pool as per the agreement (the amount agreed upon per member).

5.6. IIMC Region IX Director from Oregon

In addition to the funds appropriated for the Region IX Director Agreement, appropriate funds to send the Region IX Director from Oregon to the IIMC Conference and cover expenses not covered by the Region IX Director Assessment pool.

5.7. Outgoing Region IX Director Gift

Appropriate \$100 toward a gift for an outgoing Region IX Director.

5.8. NCI Director Agreement

Appropriate funds necessary to cover the costs as outlined in the NCI Director Agreement.

5.9. Washington State University Agreement

Appropriate funds necessary to cover the cost of a possible deficit for the PD classes.

5.10. Dues

A member joining OAMR and paying the annual dues between November 1 and December 31 will be considered paid through the following calendar year.

6. OAMRSCHOLARSHIP FUNDING POLICIES

- 6.1.** The number of scholarships to be offered in any given year is left to the discretion of the President. During the preparation of the next year's budget, scholarships for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference, Marge Price Scholarship and the Kathy Ishiara Scholarship shall be included. The proposed budget is reviewed by the OAMR Board and subsequently presented to the general membership at the Annual Business Meeting for adoption.
- 6.2.** Should the Board decide to offer more scholarships than budgeted, the Board shall make the difference up from Contingency.
- 6.3.** Scholarships are for registration costs only, unless the applicant is a first-time attendee for the OAMR Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging (up to \$300 for annual conference) at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 6.4.** Scholarships are non-transferable by the recipient.
- 6.5.** Specific criteria, as approved by the Board, shall be used to consider scholarship applications.
- 6.6.** IIMC Scholarships are reimbursable after the conference with the submittal of itemized receipts attached to the OAMR Expense Reimbursement Form, proof of attendance and the required Scholarship Report.

7. GENERAL PROVISIONS

- 7.1.** All reimbursed expenses are incurred for official OAMR business only. The delegate must attach all itemized receipts for reimbursement on the OAMR Expense Reimbursement Form and submit to the Treasurer within sixty (60) working days of purchase or travel. Scanned copies emailed to the Treasurer are acceptable.
- 7.2.** All excess payments or travel advances must be returned in a reasonable timeframe.
- 7.3.** Vehicle travel reimbursement shall be at the Federal mileage rate.
- 7.4.** Detailed receipts must be provided for all meal reimbursements. Gratuities will be included in the reimbursement.
- 7.5.** The Treasurer may request review by the President, Board or Audit Committee for reimbursement requests prior to issuing the reimbursement.
- 7.6.** Financial policy exceptions or approval for expenses in excess of the adopted budget may be made by the Board on a case-by-case basis to meet OAMR business needs.



OAMR BOARD REPORT

REGION I REPORT

Meeting Date: September 22, 2017
Source of Item: Region I Director

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

ISSUE STATEMENT

This item is informational only.

BACKGROUND

During the 2016/17 year, our region welcomed Dawne Shaw from Warrenton, who also happened to receive the Harris-Davis Scholarship. We also welcomed Marci Moore from the City of Clatskanie and Cynthia Alamillo from the City of Manzanita. We hope that you ladies will enjoy all of your time with OAMR, learning and networking!

Region I tried to meet for the holidays but due to weather related delays, we didn't meet for our Annual Holiday Lunch and Ornament Exchange until February. We met at Camp 18 and had a great time!

Summer proved to be busy for many of us, so, our summer meeting and lunch was attended by just four of us. We met at Finn's Fish House in Seaside. It was the first time we had been there and we all enjoyed it! We sure missed seeing more faces, though.

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 22, 2017
Source of Item: Region II

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

INFORMATIONAL ONLY

Region II has welcomed three new members - Karey Milne - City of Sandy, Kara Kerpan - City of Happy Valley, and Kenda Schlaht, City of Troutdale.

OAMR BOARD REPORT



Region V

Meeting Date: September 22, 2017
Source of Item: Region Director

Contact: Karen M. Spoons, MMC
Contact Telephone Number: 541-774-2088
Contact E-Mail: Karen.spoons@cityofmedford.org

INFORMATION ONLY

Members of Region V

Melissa Huhtala, Ashland	Denise Russell, Bandon	Teri Davis, Brookings
Lori Paxton, Butte Falls	Deanna Casey, MMC, Central Point	Suzanne Baker, Coos Bay
Jennifer Stolz, Coquille	Cindy Hughes, CMC, Eagle Point	Jodi Fritts, Gold Beach
Vonna Hangaard, Gold Hill	Karen Frerk, Grants Pass	Angie Watson, Jacksonville
Nickole Barrington, Klamath Falls	Kay Neumeyer, Malin	Winnie Shepard, Medford
Karen Spoons, MMC, Medford	Oma Rowley, Merrill	Rene Collins, CMC, North Bend
Janette Booth, Phoenix	To be determined, Phoenix	Terrie Richards, Port Orford
Stephanie Patterson, Powers	Kailin Honea, Rogue River	Carol Weir, MMC, Rogue River
Aaron Prunty, Shady Cove	Bonnie Pickett, Shady Cove	Kimberlynn Collins, Talent
Becky Patton, Cave Junction		

NEWS

There have numerous changes within our region. Here's the latest....so far.

Barb Christensen, CMC, City of Ashland retired, and Melissa Huhtala, City of Talent, replaced her.

Dana Smith, City of Ashland, moved to City of Ashland Planning Department.

Kimberlyn Collins, City of Jacksonville, moved to City of Talent.

Angie Watson replaced Kimberlyn Collins at City of Jacksonville.

Ryan Nolan, City of Cave Junction, moved to City of Grants, Planning Department. Becky Patton replaced Ryan.

Vonna Hangaard, is the new Recorder for the City of Gold Hill.

A recent OAMR Region V luncheon was held on Friday, July 21; eleven people attended. We were delighted that retired Klamath Falls City Recorder Elisa Olson attended.



OAMR BOARD REPORT

Region VI Report

Meeting Date: September 22, 2017
Source of Item: Region VI

Contact: Lisa Morgan
Contact Telephone Number: 541.447.5627
Contact E-Mail: lmorgan@cityofprineville.com

ISSUE STATEMENT

This report is for informational purposes only.

BACKGROUND

We have a candidate for Region VI Director for 2017. I have no doubt that Izetta Grossman from The Dalles will do an outstanding job in serving as your next Region Director.

It has been a pleasure and honor serving the members of Region VI and other Region Directors across the state the last several years! Thank you everyone for this incredible experience. I look forward to seeing what Izetta can bring to this amazing group.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

- A. None.
- B.
- C.



OAMR BUSINESS MEETING REPORT

REGION VII – Annual Report

Meeting Date: September 2017
Source of Item: Region VII

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

ISSUE STATEMENT

This is an informational only item regarding the activities of Region VII

MEMBERS OF REGION VII:

Carrie Bennett, Adams; Pam Rosenbalm, Arlington; Michelle Fox & Nancy Parker, Athena; Julie Smith, Baker City; Pam Neal, Boardman; Dawn Crafts, Burns; Lessa Adams, Elgin; Lacey McQuead & Michele Young, Enterprise; Valerie Russell, Haines; Salli Hysell, Halfway; Lilly Alacron-Strong, Hermiston; Tracy McCue, City of Huntington; Jessica-Jo Hoffman, Irrigon; Karen Howton, Island City; Donna Warnock, Joseph; Angelika Brooks, 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 Porter, Pilot Rock; Donna Neumann, Ukiah; and Debi Russell, Weston.

BACKGROUND

Region VII is comprised of 27 cities spread over 10 counties in a large geographically diverse area. While we were not able to gather together in one location this year, we are all connected by phone or email and enjoy supporting and helping each other with the various situations that arise in our communities. It is comforting to know we are surrounded by others who share similar issues and to network with our peers.

This past year we welcomed new members Pam Neal from Boardman and Toni Cleary from Lostine.

Marla Roberts received her CMC Certification. We know how much hard work and dedication it requires, and we applaud you! Congratulations Marla!!

It has been my honor to serve as your Region Director these past three years. I have learned so much from all of you, treasure the new friendships I have made and look forward to making new memories. OAMR is a great organization and I am proud to be a member of this outstanding group of individuals! Thank you for allowing me this opportunity.



OAMR BUSINESS MEETING REPORT

Audit Committee

Meeting Date: September, 2017
Source of Item: Audit Committee

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

ISSUE STATEMENT

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

BACKGROUND

The Audit Committee met on November 18, 2016 for the purpose of conducting the annual audit. Per the OAMR Bylaws, the audit report was submitted to the OAMR Board at its Mid-Year meeting, 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 Karin Johnson, MMC, City of Independence; Dale Shafer, City of Nehalem; Angie Lanter, City of Banks, and (then) OAMR Treasurer Nancy Batchelder, MMC. They are to be commended for their diligent work on this committee.

As always, Treasurer Nancy Batchelder, MMC, performed her Treasurer duties with a very high level of care and professionalism. The books were well-managed and all documentation requested was provided.

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 10-31-16



OAMR BOARD REPORT

Meeting Date: April 6, 2017
Source of Item: Audit Committee

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

ISSUE STATEMENT

The audit for FYE 10-31-16 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 Karin Johnson, MMC, City of Independence; Dale Shafer, City of Nehalem; Angie Lanter, City of Banks, and (then) OAMR Treasurer Nancy Batchelder, MMC.

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, 2015-16. Referred to during course of audit.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31, 2016, on November 18, 2016. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget v. 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:

- 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. Net cash carryover for the fiscal year is \$61,000.18, ensuring that this year's contingency line item is fully funded.
- D. The total Annual Conference line item appeared overspent; however, the Treasurer was unable to determine the correct allocation for Conference and Academy expenses. RECOMMENDATION: The Conference Committee chair should ensure that all conference invoices are properly allocated at the end of the conference, utilizing the facility manager to assist in determining costs.

2. Policy Considerations:

A. Some expenses in FY 2015-16 were not paid until the current fiscal year. RECOMMENDATION: The current budget line items (FY 2016-17) should be increased to reflect carryover expenses, especially Athenian Leadership Dialogue and NCI Director expenses.

B. Conference Scholarships. Two issues, while not a major problem, continue to show up each year:

1. Some non-scholarship attendees cancel attendance after the deadline, and they have already been included in the meal count, creating an expense for OAMR.
2. Some scholarship attendees have been 'no-shows'. They, too, are included in the meal counts, and additionally a scholarship has gone unused that may have been otherwise awarded.

RECOMMENDATION: 1. Consider that a registration is voided if payment is not received by the meal deadline date.
2. Consider that Annual Conference scholarships are reimbursed after attendance at conference.

OTHER

The Audit Committee wishes to commend Treasurer Nancy Batchelder for the outstanding performance of her duties. The books were well-managed and all documentation was provided. Her presence as the OAMR Treasurer was greatly appreciated by this committee and she will be missed. We wish her every happiness in the next phase of her life.

BOARD OPTIONS

1. Approval of Audit Report for FYE 10-31-16 as presented, and the Committee recommendations as presented;
or
2. Approval of Audit Report for FYE 10-31-16, and denying one or both of the Committee recommendation; 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 10-31-16 and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Profit & Loss/Budget V. Actual Report, 2015-16



OAMR BOARD REPORT

Bylaws Committee

Report Date: September 14, 2017
Source of Item: Bylaws Committee Report

Contact: Abigail Donowho, Bylaws Committee Chair
Contact Telephone Number: 503-374-1821
Contact E-Mail: adonowho@tillamookor.gov

ISSUE STATEMENT

The Bylaws Committee is still pretty quiet. The 2016-17 Bylaws Committee members are: Chair Abigail Donowho, Anna Ruggles, CMC, Carol Weir, MMC, and Dale Shafer, OAMR President. A petition from the Board to amend the OAMR Bylaws is pending.

BACKGROUND

At the OAMR Spring Conference, the Board requested that a change to the bylaws be proposed for consideration by the membership. The change proposed would allow the Immediate Past President to remain an active member of the Board, with voting rights and assigned duties.

A draft petition was created, and is ready to be circulated for signatures from 10% of the active associate members (Section B of the Petition Requirements of the Bylaws Petition Policy—attached as Exhibit A). Time constraints coupled with personal life and work duties did not afford timely submission of the petition to the June 2017 Board Meeting. The Bylaws only allow for an annual change by vote of the membership after the petition process is followed—this change could not be made to the bylaws until the 2018 Fall Conference.

In order to move forward, a minimum number of signatures need to be noted on the petition for circulation by the Board (as petitioner). Once obtained, the information could be placed in holding for the summer 2018 newsletter.

All information is organized and ready for hand-off to the Board and new Bylaws Committee Chair for the 2017-18 fiscal year. It has been a pleasure to serve as the Chair of this committee for two years. I appreciate the opportunity and look forward to serving again in the future when time allows.

RELATED POLICIES/BUDGET CONSIDERATIONS

Consideration to move forward with the petition to amend the OAMR Bylaws as discussed at the April 2017 OAMR Board Meeting. The Board should note whether the items covered reflect its intentions and scope of work for the Immediate Past President.

BOARD OPTIONS

The Board may choose to circulate the petition for approval to move forward with the proposed change to the bylaws by vote of the membership at the 2018 Fall Conference; or

The Board may choose to forego the petition and operate as the bylaws are currently written.

CHAIR OR DIRECTOR'S RECOMMENDATION

The proposed changes have been reviewed, discussed, and have been found to be useful for future Board operation. Placing the item before the membership would be prudent.

ATTACHMENTS

Exhibit A—Bylaws Petition Policy; Exhibit B—Proposed petition for signature; Exhibit C—Email of 6/7/17 to Bylaws Committee noting proposed changes and considerations to be made

EXHIBIT A

I. PROPOSED BYLAWS AMENDMENTS

Bylaws amendments may be proposed by the OAMR Board, the Bylaws Committee, or by petition of the general membership. The policy below outlines the procedure for the general membership to submit bylaws amendments for consideration.

II. PETITION REQUIREMENTS

- A. The petition will be submitted on a form that will be available on the OAMR website.
- B. The petition will be signed by a minimum of 10% of the active and associate members of OAMR, in good standing. The number will be determined by the Treasurer and provided to any member upon request.
- C. The petition will include the type of amendment, new language, amended language, or deleted language.
- D. The petition will include the Article and Section proposed to be amended.
- E. The petition will include the proposed language.

III. PETITION SUBMITTAL

- A. A petition will be filed with the Chair of the Bylaws Committee not less than 120 days prior to a the annual business meeting.
- B. The Bylaws Committee will review the proposed amendment(s) and forward a recommendation to the OAMR Board not less than 90 days prior to the annual business meeting.
- C. The proposal will be published in the summer edition of the OAMR newsletter, along with any other proposed amendments.

Abigail Donowho

From: Abigail Donowho <adonowho@tillamookor.gov>
Sent: Wednesday, June 7, 2017 3:20 PM
To: Dale Shafer, City Manager (manager@ci.nehalem.or.us)
Cc: aruggles@forestgrove-or.gov; cweir@cityofrogueriver.org
Subject: Proposed Bylaws Amendment
Attachments: Petition for Bylaws Change 4.7.17.pdf

Dale,

Please see the attached petition for the bylaws amendment the Board discussed in April. It will need signatures by 10% of the voting members of OAMR to move forward. I am unsure what the duties of the Immediate Past President would be as they are not already listed in the Bylaws. This would need to be inserted.

As I read the Bylaws further, I also see a need for additional language to clarify the tie-vote procedure and number constituting a quorum. The current board is 13 members—majority is a quorum. If the Board becomes 14 members, then we would have to establish a new quorum rule as well—would it stay 7 or go up to 8? There is not a procedure to break a tie vote now, and if the IPP is added as a voting member, it is more likely that there will be an even number of voters.

These items that come into question may be why the IPP has not been put into a voting role. Let me know what you think. If you want to gather the signatures you need I will need to finalize language to get it in 90 days before June 21st to meet the 90 day deadline of the board receiving the notice for the next meeting in September. Are the mid-year meeting minutes available to peruse? I would like to see the discussion the Board had on the item so I can make better revision suggestions as well. This petition doesn't include ALL of the information that would need to change, so it make take longer than this summer to get it on a ballot for the members.

Thanks for your help! Looking for any additional comments from the Bylaws committee as well.

Abby

Abigail Donowho

City Recorder/Treasurer
Human Resource Director



210 Laurel Avenue
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OAMR BOARD REPORT

City Recorder's Procedure Manual Committee

Meeting Date: September 22, 2017
Source of Item: City Recorder's Procedure Manual Committee

Contact: Angie Lanter
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 2016-2017 City Recorder's Procedure Manual Committee (Committee) members are: Kelly Morse MMC, City of Redmond; Jennifer Nelson CMC, City of Carlton; Carol Weir MMC, City of Rogue River; Devree Leymaster CMC, City of Fairview; Cathy Steere MMC, City of Lincoln City; and Winnie Shepard, City of Medford.

The 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 insure pertinent issues and concerns are answered in the Manual.

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: **Sept. 22, 2017 @ 8am**
Source of Item: **Conference Committee**

Contact: **Debbie Hamilton, CMC**
Contact Telephone Number: **541-459-2856 x203**
Contact E-Mail: **d.hamilton@ci.sutherlin.or.us**

STATEMENT

- The Conference Committee is responsible for planning the annual Academy and Conference to be held in Newport from September 20-22, 2017

BACKGROUND

• The 2016-17 Conference Committee has 37 members and most all have worked hard to make your 2017 Annual Conference in Newport one of the best with excellent educational choices and entertaining events. I've had great Sub-Committee Chairs who have my job much easier, each with their own team, that all come together to make this conference a success. My thanks to each and every one of them, not only for their responses, but helping out when needed, and their continued support. Thank you!

The Conference Committee met prior to the Mid-Year Academy in Newport with an awesome turnout. Many things were discussed and decided on. Matt Harrington, from the City of Albany, once again did an outstanding job on our Conference Logo, "**Lighting the Future**". A huge thank you to him! We've also had numerous communications via email and phone calls with some of the sub-committee Chairs as Conference was getting closer. Things have gone well and we're looking forward to a great conference in Newport! This team has definitely demonstrated the integrity and standards of the members of OAMR. The members are as follows:

Anna Ruggles, CMC, Forest Grove
Ruth Post, MMC, Philomath
Aubrey Minear, Hillsboro
Jamie Reed, Oregon City
Kathy Payne, CMC, St. Helens
Karen Howton, Island City
Stephanie Borst, Vernonia
Tori Barnett, MMC, Ontario
Stacie Cook, MMC, Mill City
Debby Roth, MMC, Cornelius
Debi Russel, Weston
Karen Spoonts, MMC, Medford
Peggy Hawker, MMC, Newport
Scott Stauffer, Milwaukie
Phyllis Bolman, MMC, Monmouth
Marla Roberts, Nyssa
Kimberlyn Collins, Talent
Melissa Grace, McMinnville
Donna Trippett, Lebanon

Sandy King, MMC, Retired 7/17 from Wilsonville
Karin Johnson, MMC, Independence
Cathy Nelson, Waterloo
Kattie Riggs, Oregon City
Lisa Scholl, CMC, St. Helens
Izetta Grossman, The Dalles
Deanna Casey, MMC, Central Point
Susan Reeves, MMC, Scappoose
Colleen Riggs, Cannon Beach
Melissa Thompson-Kiefer, CMC, Nehalem
Nancy Parker, CMC, Athena
Teri Davis, Brookings
Tracy Davis, MMC, Keizer
Carol Weir, MMC, Rogue River
Lilly Alarcon-Strong, Hermiston
Kitty Vodrup, Junction City
Kailin Honea, Rogue River
Colleen Resch, Sherwood

Peggy Hawker, Education Chair, and her team have done an outstanding job on the sessions being presented this year. Wednesday's Academy will be presented by Dr. Marche Fleming-Randle on Diversity and Change in the Workplace. Several of us had the pleasure of attending one of her classes at IIMC in Omaha last year. Her class is informative and it was mixed in with humor. You will enjoy her! You'll find her in the Jasper/Onyx room

The President's Welcome Reception is Wednesday evening from 5-6:30PM in the Rainbow/Moss room. This is for all attendee's and we encourage you to attend. Finger foods will be served and there will be a no-host bar as well. This event will be followed by the Board Members & Honored Guests Dinner. All other attendees will be on their own to enjoy some of Newport's great restaurants and scenery.

On Thursday at 7AM we have the First Time Attendees/Mentor/Mentee Breakfast while the rest of the membership can enjoy breakfast on your own or at the hotel Starfish Grill Restaurant. At 8am the Opening Ceremonies begin followed by a 15 minute break with snacks at 9:30 before starting the Concurrent Educational Sessions and Exhibitor Presentations. At 5:30pm we'll have the "Pretty in Pink" /Kathy Walk so come decked out in all your PINK glory, although not mandatory! Those participating will meet in the hotel lobby at 5:30pm. Immediately following at 6pm is Mr. Bill's Trivia at the Rogue Public House on the Bayfront. This is sure to be fun and you may win a prize! You can order your dinner there or dinner on your own of your choice.

On Friday we will have a lovely plated breakfast for you to enjoy while attending the annual business meeting beginning at 8am. We'll have Concurrent Sessions, Athenian Leadership Dialogue in morning sessions and at 11:30am we'll break for lunch that OAMR provides, the IIMC Region IX Meeting, State President's Reports and an NCI Update. The after sessions will resume at 1pm with more Athenian Leadership Dialogue, and Concurrent Sessions. At 6pm is the Silent Auction and No-Host Bar, Presidents Corner and Photographs of the Board and Honored Guests followed by the Annual Banquet and special awards. Please remember that the monies raised go directly into the Scholarship Fund that allows many members the opportunity to attend Conferences and Professional Development classes. Maybe you've been a recipient? I have and my City and I have always appreciated it immensely! We hope your plans include coming to the banquet to complete your conference experience.

Again, I want to thank everyone on the Conference Committee with an extra special thank you to our Host Recorder, Peggy Hawker, MMC, City of Newport City Recorder. She has been a Godsend to me! Also on that list is Melissa Thompson-Kiefer, City of Nehalem! You both are awesome and I really appreciate all your help!

OAMR BOARD REPORT



Education Committee

Meeting Date: September 22, 2017
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 2016/2017 Education Committee members are: Gloria Tucker, Newport; Karen Hewitt, Port of Newport; Abby Donowho, Tillamook; Ruth Post, Philomath; Karin Johnson, Independence; Tori Barnett, Ontario; Debi Russell, Weston; Donna Biggerstaff, Pendleton; Nicole Morris, Tualatin; Debby Roth, Cornelius; Susan Reeves, Scappoose; Sandy King, Wilsonville (retired); Nancy Parker, Athena; Teri Davis, Brookings; Tracy Davis, Keizer, and Cathy Steere, Lincoln City. Each of these members are active participants in the work of the Education Committee.

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
Jordan Peabody – Mid-Year Academy Session
Dr. Marche Fleming-Randle – Annual Academy Session
Jordan Peabody was well received at the Mid-Year Academy. The evaluations were very positive and supported the fact that his session was poignant. There have been a number of requests to have Jordan Peabody present another Academy Session on policy and procedure writing.
- Drafted and finalized an educational program for the upcoming OAMR Conference concurrent sessions. This conference includes a variety of 1.75-hour sessions on a myriad of topics. It also includes an all-day public speaking session, an Academy Session, and an Athenian Leadership Dialogue.
- Coordinated the first ever Mid-Year Athenian Leadership Dialogue that was held at the Newport City Hall the day before the Mid-Year Academy Session. The Dialogue was based on the book, “The Art of Tough,” by Barbara Boxer, and facilitated by Anthony Mejia, MMC, Chief City Clerk for the City of South Pasadena, California.
- Discussed the selection of a book for the Athenian Leadership Dialogue to be held at the annual OAMR Conference. The book that was chosen was “We Band of Angels,” by Elizabeth Norman. The facilitator will be Mary Lynne Stratta, MMC, City Secretary for the City of Bryan, Texas.
- The Committee is always looking for new educational opportunities for the Oregon Association of Municipal Records.

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 22, 2017
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 2016/17 OAMR Historical Preservation Committee members were:

Deanna Casey, MMC, Central Point
Roberta Tharp, CMC, Creswell
Lisa Figueroa, Silverton
Lisa Scholl, CMC, St. Helens (Chair)

Trudy Borrevik, CMC, Cottage Grove
Jenn Nelson, CMC, Carlton
Carla Holzworth, Corvallis

These members did a fantastic job putting together the 2016 conference scrapbook. Their creativity shines through on each page.

Deanna is continuing to update a committee participation spreadsheet. It will be a great historic resource.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

MEMBERSHIP OPTIONS

If you are creative or just enjoy 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 22, 2017
Source of Item: Internet Committee Chair

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

ISSUE STATEMENT

This is an informational report for the 2016-2017 activities of the Internet Committee.

BACKGROUND

I would like to thank the members of the 2016-2017 Internet Committee: Debby Roth, MMC, Cornelius; Kathy Payne, CMC, St. Helens; Kelli Weese, Florence; Lisa Figueroa, Silverton; Linda Galeazzi, CMC, Salem-Keizer Transit; Melissa Huhtala, Ashland; and Susan Reeves, MMC, Scappoose.

Activities:

- We obtained from our website host Wild Apricot a free SSL Certificate to enhance security. Website pages now begin with *https*. Funds that were approved for purchasing an SSL certificate were not needed.
- 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 Mary Dibble, MMC, to maintain membership management online.
- Managed all conference registrations online.
- The OAMR Box.com cloud-based data storage account was set up and is available for Board Officers to use in place of USB flash drives.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

MEMBERSHIP OPTIONS

All members are welcome to join the Internet Committee.

CHAIR OR DIRECTOR'S RECOMMENDATION

I encourage all members to share their comments and suggestions for improving and updating the OAMR website.

SUGGESTION MOTION and ATTACHMENTS

None.



OAMR BOARD REPORT

Legislative Committee

Meeting Date: September 22, 2017
Source of Item: Legislative Committee

Contact: Lisa Morgan, Chair
Contact Telephone Number: 541.447.5627
Contact E-Mail: lmorgan@cityofprineville.com

ISSUE STATEMENT

This report is for informational purposes only.

BACKGROUND

The short session (35 days) for 2018 is already starting to take some form. Senators are limited to one (1) bill for introduction with the House being able to introduce two (2), but have been asked to limit to one (1) if possible. With those parameters there will be approximately 150 bills, plus up to an additional three (3) bills from each committee with some from the Governor.

The topics expected to continue from the last session are housing and of course PERS. The PERS Task Force has been busy this summer looking at ways to fund the UAL. This task force has been looking at a wide variety of options to fund PERS, including PERS side accounts, SAIF reserves, having PERS employers look at ways to fund their own UAL with possible incentives, in addition to many other options they are considering which could potentially impact cities. The task force's next meeting is in October and I strongly encourage you to follow this. You can find out more at: <http://www.oregon.gov/gov/policy/Pages/PERS-UAL-TASK-FORCE.aspx>.

Committee hearings for the House and Senate begin again late in September.

Candidates are already starting to file for the 2018 races and as always, should be very interesting. I don't know about anyone else, but I am hoping there isn't as much mudslinging this time around!

If you have time, please consider joining the Legislative Committee this year. The League has done such an amazing job of keeping each of our cities informed of potential legislation that could be harmful to our cities that it has left little for the Legislative Committee to do, however there are other things that may come up that will need OAMR's members' attention.

Thank you again to all that have helped on this committee in the past.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

- A. None.
- B.
- C.



OAMR BOARD REPORT

Meeting Date: September 21, 2017
Source of Item: Membership Committee

Contact: Mary Dibble
Contact Telephone Number: 541-917-7532
Contact E-Mail: mary.dibble@cityofalbany.net

BACKGROUND

The OAMR Renewal Process runs very smoothly with the Wild Apricot software platform. The software is also useful for pulling reports and other data. This process is much more timely, efficient, and accurate than the previous process of paper applications and Excel spreadsheets.

Each time a new member signs up, they receive a “Welcome” email which describes OAMR benefits and introduces them to their Region Director. Nametags, if requested, are ordered by Debby Roth. The Board and Region Directors receive frequent email updates of new members, which prompt other contacts such as from the Mentoring Committee. We also answer odd questions about transfers or types of memberships throughout the year.

As always, thank you to the Membership Committee, Cathy Nelson, Waterloo; Susan Reeves, MMC, Scappoose; and Debby Roth, MMC, Cornelius. Thank you also to Melissa Thompson-Kiefer, Nehalem; and Kimberlyn Collins, Talent, for processing memberships and payments.

BOARD OPTIONS

- None.

ATTACHMENTS

- None.

OAMR BUSINESS MEETING REPORT



MENTORING COMMITTEE

Meeting Date: September, 2017
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.

Thank you to this year's committee members including Cathy Nelson, Waterloo; Phyllis Bolman, MMC, Monmouth; Melissa Huhtala, Talent; Susan Reeves, MMC, Scappoose; Nicole Morris, CMC, Tualatin; Debby Roth, MMC, Cornelius; Debi Russell, Weston; Carol Weir, MMC, Rogue River; and Karen Howton, Island City.

A special thank you to Abby Donowho; Karen Hewitt; Jodi Fritts; Devree Leymaster; Angela Speir; Tori Barnett, MMC; Deanna Casey, MMC; Carrie Bennett; Corinne Strauser; Teri Long; Emily Gagner; Anna Ruggles, CMC; Lori Gilmore; Kelly Richardson, CMC; Scott Stauffer, CMC; Terri Michel; Sylvia Murphy, MMC and Colleen Resch who all volunteered to mentor our new OAMR members.

BACKGROUND

Throughout the year the committee has continued to provide mentors to new and returning OAMR members, or existing members who have requested a mentor. This past year we have paired 18 out of 31 new members with a mentor. Mentoring is a wonderful way to make the transition to a new position an easier 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 Breakfast on September 21st. 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.

CHAIR OR DIRECTOR'S RECOMMENDATION

Continue to reach out to new members about the mentoring program; provide encouragement to mentors periodically, encouraging them to stay in contact with their mentees; review 'best practice' annually for mentors and make any updates or changes.

I encourage everyone to sign up for the Mentoring Committee. You will assist and share your knowledge with new members, exchange ideas and procedures, and in the process form lasting friendships. OAMR provides an incredible support network with a wide range of resources.

OAMR BOARD REPORT



NEWSLETTER COMMITTEE

Meeting Date: September 22, 2017
Source of Item: Newsletter Committee Chair

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

BACKGROUND

The Newsletter Committee published four quarterly editions of the OAMR Newsletter. The fall edition was 42 pages, winter was 38 pages, spring was 40 pages and summer was 40 pages. The newsletters are published on the website. An email is sent out to the membership and email distribution lists. There are about three that are mailed via the postal service. The costs for mailing averages \$12 per quarter.

This year, we acquired a couple new advertisers – Beery, Elsner & Hammond LLP and Vision Municipal Solutions. Really happy to have them on board as well as our continued support from Code Publishing, Municipal Code Corp., LGPI, Quality Code, and SolutionsYES. We will continue to pursue other advertisers.

I want to thank my Committee members for all of their hard work on each edition of the Newsletter. A BIG THANK YOU goes out to:

- Debbie Werner, MMC, Tualatin Valley Water District
- Donna Biggerstaff, Pendleton
- Joann Glass, Retired (Vernonia)
- Jennifer Nelson, CMC, Carlton
- Judy Smith, Sodaville
- Lisa Figueroa, Silverton
- Lisa Scholl, CMC, St. Helens
- Phyllis Bolman, MMC, St. Helens
- Susan Reeves, MMC, Scappoose
- Trudy Borrevik, CMC, Cottage Grove
- Winnie Shepard, Medford

You are all fantastic and I'm so proud of what we put out to our membership each quarter!! Thank you for all you do!

I will be stepping down from being chair of the Newsletter Committee as of the upcoming fall edition. Lisa Figueroa will be taking over and I look forward to supporting her as I will remain a member of the Committee.

In my annual review of the Newsletter Committee Job Description and Manual, I determined that some revisions needed to be made to these documents. See below and attached.

RELATED POLICIES/BUDGET CONSIDERATIONS

There are no policies/budget implications.

BOARD OPTIONS

The Board can do any of the following:

- Accept the proposed changes as presented
- Amend the proposed changes
- Do nothing

CHAIR'S RECOMMENDATION

I am recommending that the Board accept the proposed changes to the Newsletter Committee Job Description and Manual as attached.

SUGGESTED MOTION

I move that the proposed changes to the Newsletter Committee Job Description and Newsletter Manual be amended as per the recommendation from Kathy Payne, Newsletter Committee Chair.

ATTACHMENTS

- A. Proposed Newsletter Committee Job Description
- B. Proposed Newsletter Manual



NEWSLETTER COMMITTEE JOB DESCRIPTION

The Newsletter Committee is charged with producing and distributing four issues per year of the OAMR Newsletter on the following schedule:

ISSUE	MAIL PUBLISH BY	FOCUS (but not restricted to...)	SENT TO
Fall	Late October	<ul style="list-style-type: none"> • Conference recap with photos • Northwest Clerks Institute wrap up article 	<p>OAMR membership, and honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>
Winter	First week of January	<ul style="list-style-type: none"> • Mid-Year Academy information • Mid-Year and Northwest Clerks Institute scholarship applications • Board position nomination forms 	<p>OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>
Spring	First week of April	<ul style="list-style-type: none"> • Conference scholarship and Annual Academy scholarship applications • Northwest Clerks Institute information • Absentee ballot application for voting on Board nominees 	<p>OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>

Summer	First week of July	<ul style="list-style-type: none"> • Annual Conference information • Announcement of annual Board meeting • Board position candidate profiles • <i>President's Award of Distinction and Recorder of the Year</i> nomination forms 	<p>OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>
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All issues contain a message from the President, any available region or committee reports, IIMC Region IX reports, IIMC CMC or MMC designation awards, and new member profiles.

Distribution

E-mail notice that ~~the first issues each year (fall) is~~ **are** available online will be sent to ~~active members and honorary and retired members only.~~ For the other three issues, e-mail notices will be sent to active members, honorary and retired members, advertisers and sponsors, and non-members. Letting all the non-members know what OAMR is doing has resulted in several new OAMR memberships.

Deadlines

Submission deadlines should be determined for each edition, allowing sufficient ~~printing~~ time to meet ~~delivery~~ deadlines. The submission deadline should be conveyed to the membership by e-mail not less than two months prior to the deadline. Deadline information for the next newsletter should be provided in each edition to allow outside sources (IIMC) to submit timely articles.

Layout

Layout of the newsletter should be completed by a single designated member of the Committee to ensure consistency of formatting. A formatting guide is posted on the OAMR website. Newsletters should be formatted in 8½ x 11 pages in four-page increments for printing purposes. Committee members can proofread and help write articles for the newsletter.

Printing

If the Chair or a member of the Committee has a high quality photocopier, the newsletter may be printed in-house since there are only a few hard copies printed. If using in-house printing, the providing City should be reimbursed appropriately for copying and mailing services.

Coordinating with Internet Committee

The Internet Committee Chair should be e-mailed a PDF file (with bookmarks that automatically open) of the final newsletter with instructions to post as soon as possible.

Mailing

Newsletters should be prepared according to postal service requirements and sent to members who request a hard copy.

Fiscal Responsibility

After each edition of the newsletter is completed, printing, postage and other expenses should be invoiced to the OAMR Treasurer for payment **by completing an OAMR Expense Reimbursement form.**

Advertising

Advertising space is offered for sale in the OAMR newsletter. The Newsletter Committee is charged with soliciting advertising to help offset the cost of **printing** the newsletter. An advertising order is posted on the OAMR website. The Committee will maintain tracking and billing for all newsletter advertising. Payments should be forwarded to the OAMR Treasurer.

Photography

The Newsletter Committee Chair shall appoint photographer(s) for the Annual Academy and Conference, the Mid-Year Academy and other events. The photographer(s) should be provided with the OAMR camera which is kept by the Newsletter Committee Chair. At the annual banquet, the photographer shall be seated close to the dais in order to take appropriate photographs of presentations, installation of officers, awards, etc. The photographer shall avoid interfering with the conduct, decorum, protocol, etc. of the proceedings.

After the fall issue of the newsletter has been prepared, all conference photographs shall be forwarded to the Chair of the Historical Preservation Committee. Board head shots and group photos should be maintained for use throughout the year as needed. Photos of members receiving certifications or other honors shall be used **in newsletters** when possible.

Public Relations

IIMC must be notified of any changes in the Newsletter Committee Chair in order to issue their press releases to the correct person. The Chair designates a member of the Committee to act as Public Relations Coordinator for OAMR. The PR Coordinator will issue press releases to local newspapers when members of OAMR receive honors. These should include: Election to Board positions, Recorder of the Year, President's Award of Distinction, or any other honors that promote the professional image of city recorders.

Reporting to Board

The Chair should provide the Board with a quarterly report including expenditures, number of issues mailed and any other relevant information. The Chair should provide the Board with an annual summary report in a timely manner to ensure inclusion in the Annual Report presented at conference.

The Chair should review the Newsletter Manual and the Job Description on an annual basis, and make any revisions, with Board approval, as is necessary.



OAMR

Newsletter

Manual

Approved 2/25/05
Revised 6/4/07
Revised 4/3/08
Revised 2/6/09
Revised 9/20/13
Revised 4/2/15

Introduction

These instructions are broken into two parts. The general process covers those routines used for every newsletter while the quarterly process covers information unique to certain editions. All articles should be prepared and edited using the OAMR Newsletter Submission Guide and Newsletter Editing Guide Stylebook as a reference.

General Process

Each edition of the newsletter should include the following process:

1. Set deadline.
2. Assign committee articles and photographer for OAMR events.
3. Gather articles and photographs.
4. Create outline and position advertisements.
5. Format and position articles and photographs.
6. Proofread.
7. Create electronic file and send to Newsletter Committee to review.
8. Review and update draft newsletter with Committee recommendations.
9. E-mail final **PDF** file to OAMR Internet Chair to put on OAMR website.
10. Mail to those who request a hard copy.
11. Announce posting to website via e-mails.
12. Submit bills **OAMR Expense Reimbursement** to OAMR Treasurer.

1. **Set deadline.** Give yourself at least three weeks to put together the actual layout of the newsletter. Determine your article submission deadline based on that. No less than two months before your deadline, send an e-mail to oamr@oamr.org announcing the deadline date. Remind the membership to also submit digital photos from regional meetings and other special events such as **the IIMC Conference**. If possible, plan each newsletter deadline immediately after you become Chair and put your deadline for the next newsletter in each edition and post it on the website.
2. **Assign committee articles and photographer for OAMR events.** IIMC automatically sends press releases to the Newsletter Committee Chair announcing recognition for new Certified Municipal Clerk and Master Municipal Clerk designations. Members achieving special status such as MMC should have special recognition such as an in-depth article with photos. Whenever possible, use Newsletter Committee members to write special articles such as these. One or more photographer(s) should be designated for the following OAMR events: Annual **Academy and Conference**, Mid-Year Academy, and Board meetings. Also try to obtain a photographer for the IIMC Conference.
3. **Gather articles and photographs.** Refer to special quarterly process instructions below for specific articles that should be submitted for each edition. Approximately two weeks prior to deadline, send an e-mail reminder of the deadline to those who still need to submit items.
4. **Create outline and position advertisements.** Create a rough outline for the entire edition. Position forms such as conference registrations and scholarship applications so they do not conflict. Position advertisements in different locations from the prior edition.

The following articles should appear in **every edition**:

- President’s Message – from President
- Board Meeting Updates* - from President
- Region Reports* - from Region Directors
- Committee Updates* - from Committee Chairs
- IIMC Region IX Report – from IIMC Region Director(s)
- New IIMC Certifications
- New Member Profiles
- Board and Committee Chairs contact sheets
- **Next newsletter deadline**

*If there is information to pass on to the membership (not required from every region/committee).

The following should be included **if space allows**:

- Calendar of upcoming events
- ~~Next newsletter deadline~~
- Recorder’s World

- 5. Format and position articles and photographs.** (Newsletter Submission Guide is posted to the OAMR website). Use Gill Sans MT type font. Use larger type for headlines. Bold-face and italics should be used to create variety. Articles can be condensed or lengthened by using more or less space between paragraphs.

Photographs should be edited in a photo software program (i.e. Microsoft Office Picture Manager) to crop and adjust contrast. Photos with strong contrast will reproduce best. Photo subjects should be correctly identified and captions written that include professional designations (CMC, MMC) if space allows.

Following the outline, position articles, photographs, forms, and advertisements.

If using Publisher as template, pasting in Adobe files makes them fuzzy. Either request the files in Word (preferable) or combine the files in Adobe. Or, you can create a PDF document then save as a JPG image, if you have the Adobe Professional version.

- 6. Proofread.** When everything is positioned, print a draft copy. Proofread carefully. Pay special attention to correctly spelled names and professional designations (CMC, MMC). Review articles to make sure deadlines in articles match deadlines on corresponding forms. Look at both layout (is it visually pleasing?) and article content.
- 7. Create electronic file and send to Committee for review.** E-mail a PDF copy of the newsletter to Committee members, **President, First Vice President, and Second Vice President** with instructions to proofread and return corrections as soon as possible.
- 8. Review and update newsletter with ~~Committee~~ recommendations.** Review and make any changes needed and approve final version for publishing.
- 9. E-mail final newsletter PDF file to OAMR Internet Chair.** Add bookmarks to document and set them to automatically open (File/Properties/Initial View tab/Navigation tab/“Bookmarks Panel

and Page”). E-mail final electronic (PDF) version of newsletter to OAMR Internet Chair and request it be posted on OAMR website as soon as possible.

10. **Mail to those who request a hard copy.** After newsletters are printed, mail in 9x12 envelopes.
11. **Announce posting to website via e-mails.** After Internet Chair provides notice that the newsletter is posted to the website, send e-mail to oamr@oamr.org, and to honorary and retired members, **advertisers/sponsors**, and ~~to~~ non-members distribution lists.

Send any e-mail updates to the Membership Chair.

12. **Submit bills OAMR Expense Reimbursement to OAMR Treasurer.** Submit bills **OAMR Expense Reimbursement form** for printing and postage to OAMR Treasurer as soon as possible after each edition is produced. Also submit for reimbursement as needed for supplies (mailing labels and envelopes).

Special Quarterly Processes

Referring to the matrix in the Newsletter Committee Job Description, there are certain tasks only associated with particular editions.

Fall Newsletter

The fall newsletter is prepared as soon as possible after the Annual September Conference.

One of the first tasks for the fall newsletter is updating the Board and Committee Chair lists. Update these as much as possible prior to the September Conference. Once updated, this list is published in every edition for the year. It is typically positioned on the inside back cover. It should be proofread very carefully for accuracy of e-mails and phone numbers.

The fall newsletter is especially challenging because it includes a large number of photos from the Conference, including group photos. The Newsletter Chair should assign a member or members of the Committee to take all of the digital photos at Conference (including region photos, honored guests, past presidents, new board and miscellaneous shots of events/seminars). Each photographer is then responsible for transmitting the photos with captions to the Chair. The task of accurately identifying everyone in the photos is a substantial and time consuming job. Region Directors may be of assistance in identifying photos. In addition to group photos and random photos, the photographer should take several photos each of the Recorder of the Year and President’s Award of Distinction recipients.

The following officers and committee chairs should provide articles for the fall edition (in addition to the standard articles):

- President – Committee Chairs and Members list
- President – Board Meeting Agenda and/or an Update
- Immediate Past President – Background/nomination information on Recorder of the Year and President’s Award of Distinction recipients

- First Vice President – Summary of fundraising efforts at last conference; information on next year’s conference and conference award for the conference to be held in two years.
- **Professional Growth and Leadership Development Committee Chair – Wrap up article from NCI Director**

After completion of the fall edition, ~~a CD should be burned~~ of all photos **should be** and provided to the Historical Preservation Committee Chair **via PhotoBucket**.

Press Releases: The Public Relations Coordinator should issue press releases to local newspapers when members of OAMR receive honors at the Annual Conference. These should include acknowledging members elected to Board positions, Recorder of the Year and President’s Award of Distinction recipients.

Notice that the fall newsletter is available to view on the OAMR website is e-mailed to the OAMR membership, ~~and~~ honorary and retired members, **advertisers/sponsors, and non-members**.

Winter Newsletter

The winter newsletter should be mailed and posted the first week of January.

The following officers and committee chairs should provide articles for the winter edition (in addition to the standard articles):

- First Vice President – Roommate matching information for Mid-Year Academy
- Education Committee Chair – Mid-Year Academy information including article, criteria, and scholarship application
- Scholarship Committee Chair – Mid-year Academy scholarship article, criteria and application form; Professional Development (Northwest Clerks Institute) scholarship article, criteria and application form
- Nominating Committee Chair – Board position article and nominating forms
- Professional Growth and Leadership Development Committee Chair – ~~Municipal Clerks Week article and sample proclamation and~~ Information on Northwest Clerks Institute

Notice that the winter newsletter is available to view on the OAMR website is e-mailed to the OAMR membership, honorary and retired members, advertisers/sponsors, and non-members.

Spring Newsletter

The spring newsletter should be mailed and posted the first week of April.

The following officers and committee chairs should provide articles for the spring edition (in addition to the standard articles):

- Scholarship Committee Chair – Annual Academy and Annual Conference scholarship criteria article and forms
- ~~Nominating Committee Chair – Board Candidate Profiles and Absentee ballot form in the event of a contested race~~
- Second Vice President/Fundraising Chair – Raffle trip article and fundraising news
- First Vice President/~~Annual~~ Conference Chair – Conference update article
- Professional Growth and Leadership Development Committee Chair – Municipal Clerks Week article and sample proclamation and information on the Northwest Clerks Institute

Notice that the spring newsletter is available to view on the OAMR website is e-mailed to the OAMR membership, honorary and retired members, advertisers/sponsors, and non-members.

Summer Newsletter

The summer newsletter should be mailed and posted by the first week of July. The summer edition should include photos from Mid-Year Academy. If possible, photos from IIMC Conference should also be included.

The following officers and committee chairs should provide articles for the summer newsletter (in addition to the standard articles):

- President – Announcement for September Annual meeting; President’s Award of Distinction and Recorder of the Year criteria and application forms
- First Vice President/Annual Conference Chair – Annual Conference article and registration form; committee sign-up information
- Second Vice President/Fundraising Chair – Fundraising update article and community support project article
- Scholarship Committee Chair – IIMC Scholarship criteria and application form
- ~~Professional Growth and Leadership Development Committee Chair – Wrap-up article from NCI Director~~
- Bylaws Committee Chair – Any proposed bylaws changes
- Audit Committee Chair – Audit report that was approved by the Board at Mid-Year Board meeting
- **Nominating Committee Chair – Board Candidate Profiles and Absentee ballot form in the event of a contested race**

Notice that the summer newsletter is available to view on the OAMR website is e-mailed to the OAMR membership, honorary and retired members, advertisers/sponsors, and non-members.

Other Newsletter Committee Responsibilities

Public Relations. The Newsletter Chair should designate a member of the Committee to act as Public Relations Coordinator for OAMR. The PR Coordinator should issue press releases to local newspapers when members of OAMR receive honors at the Annual Conference. These should include acknowledging members elected to Board positions, Recorder of the Year and President’s Award of Distinction. Any other special honors received by members throughout the year that promote the professional image of City Recorders should be announced with press releases.

Advertising. A member of the Committee should be designated to solicit, invoice and track newsletter advertisements. An advertising order has been posted to the OAMR website. In January, bills should be mailed out requesting payment for the year. As payments are received, the Newsletter Committee Chair should be notified and checks forwarded to the Treasurer.

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|---------------|-------------------|----------------------|
| Rates: | ✓ Full Page \$200 | ✓ Quarter Page \$100 |
| | ✓ Half Page \$150 | ✓ Eighth Page \$50 |



OAMR ANNUAL REPORT

Meeting Date: September 22, 2017
Source of Item: NCI Education Committee

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

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,.

The NCI operates as a program of Washington State University on a 3-year contract. The 2017 Institute was year two of the current contract. At the end of the contract in 2018, any excess profit will be distributed among the three states or any deficit will be billed to the three states.

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).

ACTIVITIES

In 2016-2017, the full NCI Committee met by teleconference on the following dates:

- October 6, 2016 – To review the 2016 Institute evaluations and fiscal performance and make preliminary education recommendations for the 2017 PD I, II and III sessions.*
- November 3, 2016 – To review the Director's proposed 2017 budget and discuss proposal to cancel PD IV, Master Academy, for 2017.*
- November 23, 2016 – To approve 2017 NCI Budget and finalize cancellation of 2017 PD IV. The Committee requested and received approval from each State Association for funding of the Director's lodging outside of the WSU Contract through Airbnb in the amount of \$800 from each state. The Committee also agreed that discussion of a 2018 PD IV Master Academy would be held after completion of the 2017 Institute.*

The full NCI Committee will likely meet one more time before the OAMR Annual Conference to review the 2017 Institute evaluations and budget results and to begin initial discussions about a 2018 PD IV Master Academy.

After attending the 2017 IIMC Conference in Montreal, Quebec, the OAMR NCI Education Committee drafted a proposal for the OAMR membership to consider regarding establishment of a permanent restricted endowment with the IIMC Foundation (formerly MCEF Foundation). This proposal for funding is included in the 2017-2018 OAMR Budget to be considered by the membership at the 2017 Annual Business meeting.

INFORMATION FOR MEMBERS

OAMR had outstanding attendance at the 2017 NCI Institute:

- *PD I Total attendees – 59; OAMR attendees – 11*
- *PD II Total attendees – 43; OAMR attendees – 11*
- *PD III Total attendees – 29; OAMR attendees – 6*

In coordination with the OAMR Professional Growth and Leadership Development Committee, members were canvassed about plans to attend the 2017 Institute and encouraged to apply for scholarship funds.

In consideration of OAMR members working towards their MMC status, the OAMR Education Committee offered Athenian Leadership Dialogues at Mid-year and at the Annual Conference that enabled members to received 3 MMC points for each.

RECOMMENDATIONS FOR FUTURE

We respectfully endorse the establishment of a permanent restricted endowment through the IIMC Foundation.

Thank you, President Shafer, for the opportunity to serve on this Committee. Education and certification are two elements of OAMR membership that all three members of this Committee take very seriously, and we appreciate the opportunity to represent OAMR's interests at the NCI Committee and at IIMC.



OAMR BOARD REPORT

Professional Growth & Leadership Development Committee

Meeting Date: September, 2017
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 2016-17 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: Peggy Hawker, MMC, Newport; Ruth Post, MMC, Philomath; Tracy Davis, MMC, Keizer; Stacie Cook, MMC, Mill City; Tori Barnett, MMC, Ontario.

2016-17 Committee Projects:

- Submission of articles and photographs to the OAMR newsletter about our membership attendance at the 2016 Northwest Clerks Institute.
- Submission of applications to LOC for approval of the academies for points in the Local Government Management Certificate program.
- Provided materials to the OAMR Newsletter to promote Municipal Clerks Week.
- Contacted 2017 OAMR Board candidates and provided leadership mentors as requested.
- Registered and sought staffing for the OAMR information booth at 2017 League of Oregon Cities Conference.



OAMR BUSINESS MEETING REPORT

Records Management Committee

Meeting Date: September 22, 2017
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 annual informational report of the activities of the RMC and does not require OAMR Board action.

BACKGROUND

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

The following were active members of the RMC over the course of the last year:

Amy Aschenbrenner, Milwaukie
Amy Sowa, Springfield
Angelika Brooks, La Grande
Anne Marie Simpson, Lake Oswego
Carla Holzworth, Corvallis
Cathy Steere, Lincoln City
Dawne Shaw, Warrenton
Debbie Lockhart, Keizer
Debbie Manning, Tigard

Hannah Wells, Milwaukie
Izetta Grossman, The Dalles
Jaime Reed, Oregon City
Kattie Riggs, Oregon City
Kelli Weese, Florence
Kim Scheafer, Canby
Linda Galeazzi, Salem-Keizer Transit
Linda Kaiser, Lebanon
Lisa Figueroa, Silverton

Mary Dibble, Albany
Robyn Christie, Bend
Sammy Egbert, Coburg
Sandy King, Wilsonville
Scott Stauffer, Milwaukie
Sue Ryan, Newburg
Teresa Zak, West Linn
Mary Beth Herkert, State Archivist

After several years of work, the RMC finished reviewing the [Information Management Manual](#) (formerly the Records Management Manual) and the Board approved the updated document in September 2016. Thank you to all RMC members – past and present – who spent many hours working to improve and modernize the IMM!

At its April 2017 meeting, the Board approved the revised [RMC Committee Description](#). Along with formatting updates, the description now includes OAMR's current Record Retention Policy (adopted in 2015) and better reflects how OAMR records are retained. ***Thank you, City of Keizer for continuing to serve as OAMR's archival repository!***

Our primary project since fall 2016 has been a comprehensive review of "[Public Records: a Manual for Creating a Disaster Preparedness and Recovery Plan](#)", which was last updated in 2007. As of June 2017, we are still undertaking this review – we hope to present a revised document to the OAMR Board in 2018. Other ongoing projects include working with State Archives staff to update several informational videos ("[The Call](#)" and "[What's in YOUR Inbox](#)"), and we are exploring the feasibility of producing 2-3 minute videos on various records topics to share with our colleagues and the public – stay tuned for exciting new videos in 2018!

The RMC also reviewed records-related sections of the City Records Procedures Manual and assisted the Legislative Committee in tracking the blizzard of records-related legislation proposed in Salem. The bills that were adopted impact everything from public record exemptions to record request timelines, and the Legislature created a new Public Records Advocate and Council. In light of the significant changes soon going into effect, the RMC is pleased to present a General Session at Conference on records management – which will feature an overview of the legislation adopted by the Legislature and some best practices for records management in 2017.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

MEMBERSHIP OPTIONS

The RMC welcomes all OAMR members to join in the records management fun!

CHAIR OR DIRECTOR'S RECOMMENDATION

Thank you to all RMC members for their diligent work over the last year – I look forward to our work next year!

SUGGESTED MOTION and ATTACHMENTS

None.



OAMR BOARD REPORT

RETIRED CLERKS COMMITTEE

Meeting Date: September 22, 2017
Source of Item: Annual Committee Report

Contact: Carol J. Weir, MMC, City Recorder
Contact Telephone Number: 541.582.4401
Contact E-Mail: cweir@cityofrogueriver.org

ISSUE STATEMENT

Informational update only from the following committee members: Debbie Hamilton, CMC, Sutherlin, Karen Spoons, MMC, Medford, Retired Clerk Gail Waibel, MMC, Hillsboro, Retired Clerk Jane McGarvin, MMC, Lake Oswego, Retired Clerk Barbara Christensen, MMC, and Carol Weir, MMC, Rogue River

2016-2017 Retirees: Retired Clerk, Lisa Olson, Klamath Falls, Retired Clerk, Nancy Batchelder, Yachats, Retired Clerk, Barbara Christensen, Ashland and Retired Clerk, Sandra King, MMC, Wilsonville

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.

We have continued our close relationship with the Membership Committee. They have drafted letters for renewing memberships and kept up the Retired and/or Honorary Members Log.

This year we are very pleased to announce that for the first time we will have two of our Retired Clerks attending conference as Speakers. Barbara Christensen and Sandra King will be conducting two sessions on "Minutes and Tricks of the Trade." Who better to present a session on one of our most important job duties, taking and subscribing minutes than Retired City Recorder's.

I'd like to take this opportunity to thank President Shafer and the OAMR Board for allowing me to serve once again as Committee Chair. I encourage all members to take the opportunity to Chair a Committee.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

- A. Current Retired and Honorary Clerks List (available upon request)
- B.
- C.



OAMR BOARD REPORT

[Scholarship Committee]

Meeting Date: September 2017
Source of Item: Scholarship Committee

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

COMMITTEE MEMBERS

Debi Russell, Weston; Debby Roth, Cornelius; Susan Reeves, Scappoose; Nancy Parker, Athena; Anna Ruggles, Forest Grove; Sadie Main, Estacada; Donna Biggerstaff, Pendleton; Diane Harris, Sutherlin; Kelly Morse, Redmond; Karen Spoons, 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 the 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 Recorders.

The Scholarship Committee awarded a Professional Development scholarship to the following members:

Professional Development I

- Amy Aschenbrenner
- Bonnie Pickett
- Lori Lesmeister
- Melissa Grace
- Sammy Egbert
- Winnie Shepard

Lodging for Professional Development I

- Amy Aschenbrenner
- Bonnie Pickett
- Lori Lesmeister
- Melissa Grace
- Sammy Egbert
- Winnie Shepard

Professional Development II

- April Ott
- Jaime Reed
- Michelle Fox
- Stephanie Borst
- Teri Davis

Professional Development III

- Diane Harris
- Kimberlyn Collins
- Lisa Figueroa
- Scott Stauffer

Professional Development IV

- NO PD IV THIS YEAR

Total Awarded: \$12,525.00	Amount Remaining: \$475.00
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The total scholarship available for Professional Development Scholarships was \$13,000. The PDs registration has gone up \$25 this year.

The Scholarship Committee awarded Annual Academy and Annual Conference with lodging scholarships for first time attendees to the following:

Annual Academy (AA) and Annual Conference (AC)

- Lisa Scholl (AA & AC)
- Kathy Payne (AA & AC)
- Sadie Main (AA & AC)
- Diane Harris (AA & AC)
- Aubrey Minear (AA & AC)
- Nancy Parker (AA & AC)
- Angie Lanter (AA & AC)
- Carol Weir (AA & AC)
- Karen Spoons (AC & AA)
- Kailin Honea (AA & AC)
- Kitty Vodrup (AA & AC)
- Jennifer Nelson (AA & AC)
- Anna Ruggles (AA & AC)
- Debi Russell (AA & AC)
- Kimberlyn Collins (AA & AC)
- Jaime Reed (AA & AC/Lodging)
- Hannah Wells (AA & AC/Lodging)
- Dawn Russ (AC/Lodging)
- Amy Aschenbrenner (AA & AC/Lodging)
- Melissa Thompson-Kiefer (AA)
- Cathy Nelson (AC)
- Scott Stauffer (AC)

Total Awarded: \$10,200	Amount Remaining: \$300.00
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The IIMC Scholarship applications were due August 4, 2017. There were three scholarships received and are in the process of being scored based on the criteria in the guidelines. Two scholarships for \$1000 will be awarded and announced at the Annual Conference.

A recap of scholarship funds/expensed/remaining:

Mid Year – Funds \$3000.00	Expensed \$2550.00	\$150.00 moved to PDs	Remaining \$300.00
PDs – Funds \$13,000	Expensed 12,525	\$150.00 received from Mid Year	Remaining \$625.00
Annual Academy/Conference – Funds \$10,500	Expensed \$10,200		Remaining \$300.00

Total Remaining Scholarships in the fund is \$1225.00



OAMR BOARD REPORT OR REQUEST FOR ACTION

Special Projects and Fundraising Committee

Meeting Date: September 22, 2016

Contact: Nicole Morris, CMC, 2nd Vice President

Source of Item: Special Projects and Fundraising Committee

Contact Telephone Number: 503.691.3011

Contact E-Mail: nmorris@ci.tualatin.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.

The 2016-2017 SPFC members are: Amy Sowa, Springfield; Angie Lanter, Banks; Carol Weir, Rogue River; Cathy Nelson, Waterloo; Deanna Casey, Central Point; Debby Roth, Cornelius; Diane Harris, Sutherlin; Donna Biggerstaff, Pendleton; Jennifer Nelson, Carlton; Karin Johnson, Independence; Kimmie Jackson, Yachats; Lilly Alarcon-Strong, Hermiston; Lisa Figueroa, Silverton; Melissa Lemen, Dundee; Peggy Hawker, Newport; Ruth Post, Philomath; Sadie Main, Estacada; Salli Hysell, Halfway; Stacie Cook, Mill City; Susan Reeves, Scappoose; Tori Barnett, Ontario; Winnie Shepard, Medford. I am thankful for each member committing their time to such an important cause and look forward to working to meet the Committee's goals.

BACKGROUND

The Special Projects and Fundraising Committee has been hard at work this year with a number of fundraising activities. During the mid-year academy, the Committee held the store close-out, sold OAMR logo apparel and raffle tickets, and held a designer purse live auction preview. The Committee raised a total of \$1,520.

In addition to the mid-year activities, Angie Lanter graciously hosted a Pampered Chef Party on behalf of OAMR. A total of \$184.59 was raised from this event. Thank you to everyone who purchased items!

There are several activities lined up for the Annual Conference. Each is listed below.

- Pretty in Pink/Kathy Walk - This walk will be held on Thursday night starting at the Rogue Brewery on the Bayfront, where you will then stroll down the boardwalk and back. Take in the beautiful views of the bay and the bridge during this walk. Tori Barnett and Stacie Cook have been working hard on putting together amazing prizes for this event. The cost remains \$25 and you can sign-up until the event starts.
- Raffle Baskets- This year we have six amazing baskets lined up for the conference. Co-chairs Lisa Figueroa and Amy Sowa have done a great job of coordinating awesome prizes with each region. Tickets are \$1 each or 6 for \$5. They will be available for purchase until the drawing at the banquet.
- OAMR logo apparel- These items are available for pre-order only. You can contact Susan Reeves for more information on how to order.
- Auctions- The committee will be presenting silent and live auctions. The silent auctions will happen during the conference and at the banquet. The live auction at the banquet this year will consist of a Designer Purse Auction and Paddle Raise. Ruth Post and Karin Johnson have collected some amazing purses and the night is lining up to be one for the record books!
- Trivia Night with the Famous Mr. Bill- This event will be held at the Rogue Brewery on the Bayfront. We graciously had Code Publishing Co. and Quality Code Publishing step-up and sponsor this fun event.

There will be no charge to OAMR members. This evening promises to be a fun filled evening where you can get to know your fellow recorders better.

- 50/50 Card Cut- This event will be held at Friday's luncheon where you have a chance to take half the cut with you. Tickets will be \$5 per card or 5 for \$20.

Other miscellaneous activities included Melissa Kiefer setting-up the Amazon Smile account for shopping. This is a great opportunity to raise additional funding year around.

RELATED POLICIES/BUDGET CONSIDERATIONS

The SPFC goal is \$13,000, and our stretch goal is \$15,000!

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

I highly recommend that OAMR members signup for this committee. It is a rewarding experience to know your efforts provide scholarship to our membership. I would like to say a big THANK YOU to each member of OAMR for their donations and financial support.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

OAMR Treasurer Ad-Hoc Committee

Meeting Date: September 22, 2017
Source of Item: Committee

Contact: Michele Eldridge, CMC
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

ISSUE STATEMENT

The main purpose of this committee is to analyze if OAMR should be considering a committee to assist the treasurer in her duties, or the possibilities of contracting out certain duties. Because the OAMR treasurer is new to this position, and has a different methodology for the processing of her job duties, it will take two years to gather the information needed to do a thorough cost analysis and study. As noted previously, it's important to be very careful to not add additional expenses to the OAMR budget by contracting out for any kind of services, without a thorough cost analysis and study by members of OAMR.

NEXT STEPS

This committee will be reviewing the job descriptions, and if available, conference committee job duties for the treasurer position from our sister organizations. (AAMC, CCAC, & WMCA) In addition, our Treasurer, Kimberlyn Collins is being asked to give us a breakdown of job duties by time elements, so that we can compare to the previous report provided by our former treasurer, Nancy Batchelder. With this information in hand, we will be able to provide a cost analysis report to the Board for consideration at the November Board Meeting.

Because the previous board report in April had so much information in it, I have attached it as exhibits to this report, along with the contract breakdown and treasurer hours report.

BOARD OPTIONS

This report is given to the board to keep it apprised of our actions in the committee. There are no options or recommendations to the board at this time.

ATTACHMENTS

- A. April 2017 Board Report
- B. Contract Breakdown
- C. Treasurer Hours



OAMR BOARD REPORT

OAMR Treasurer Ad-Hoc Committee

Meeting Date: April 6, 2017
Source of Item: Committee

Contact: Michele Eldridge, CMC
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

ISSUE STATEMENT

The main purpose of this committee is to analyze if OAMR should be considering a committee to assist the treasurer in her duties, or the possibilities of contracting out certain duties. It is likely that this process will take 2 years to complete, so that the new treasurer can compare the amount of time that it takes to complete the tasks as required by the position.

In addition, the Ad Hoc Conference RFP Committee has recommended the possibilities of continuing investigation into alternative proposals for responsibility for the conference siting process by following up with outside contractors for more information. The process of investigation in to the OAMR Treasurer position required obtaining the contracts from both the AAMC and CCAC organizations. The contracts that have been obtained include conference, accounting, and membership responsibilities.

OAMR is committed a high level of Education and provision of Scholarship funds so that our membership can be able to attend professional development classes at NCI and at our conferences. In fact, in recent years, one of the reasons that we've eliminated the President's Special Event, was because a large amount of funds was going to the event. The board and conference committee made it a priority to divert that funding to where it should be; in the education and professional development programs for OAMR. To that end, this process is being very careful to not add additional expenses to the OAMR budget by contracting out for any kind of services, without a thorough cost analysis and study by members of OAMR.

BACKGROUND

Board members, and in particular the President, 1st & 2nd Vice-Presidents, Treasurer and Secretary, all acknowledge that it can take up a lot of personal time to perform their job duties. Those job duties all intensify in the time periods centered around the Annual and Mid-Year Conferences.

The former OAMR Treasurer, Nancy Batchelder, reported many hours that she spent in completing the duties of treasurer. Most OAMR members can attest to the number of times that they saw Nancy at the treasurer desk during the conferences themselves. When I followed up with Nancy to find out how much time she spent in her job duties, I was surprised to find out how much time is spent on IRS Reporting, and especially with the amount of time spent in and around the conferences. In addition, OAMR has had a hard time finding members who want to be the treasurer for our organization. Nancy had wanted to bow out of the position at least two terms ago, but because nobody else was interested, was persuaded to stay in the position until she officially retired. OAMR is very lucky to have found Kimberlyn Collins to be treasurer, especially when she has been the Executive Director of another non-profit organization. It should be noted that our current treasurer may have a vastly different methodology in how she performs her job duties than what the last treasurer had. This is the primary reason for this committee existing for longer than a year.

The spreadsheet that I've put together analyzing the contracts that have been provided to us, shows that both the AAMC and CCAC use contracted services to complete their accounting, conference, and membership services. CCAC is the biggest organization in IIMC, so it stands to reason that they need to contract out these services. In addition, they have a foundation/trust that has more accounting requirements. In addition they have regional conferences, and various professional development classes outside of the conferences, due to their high membership numbers. AAMC is smaller than OAMR, but the constraints in Alaska with the weather, and distance between

member boroughs, means that the Alaska Municipal League (similar to the LOC) holds their conference in the same week, and with one day concurrently running with the AAMC Conference. There is only one conference center in Alaska that is large enough to accommodate both the memberships of AAMC, and the AML, so it is logical that the AML take on both the conference duties, as well as the accounting services needed by the organization. Immediate Past President for the AAMC, Laurie Sica had been the treasurer for AAMC for many years, and was one of the members who spearheaded the contract services that AML provides for them. She reported that one of the benefits was that their membership had one consistent address to which to send payments to. AAMC also uses the staff members who work for AML, to assist at the conference itself.

Both WMCA and OAMR conduct all their own conference duties, membership duties and accounting. Both organizations have a conference committee, and both have their accounting provided by their respective treasurers. It's important to note that in both the CCAC and AAMC, that a treasurer is still an important position to the organizations. The treasurer in these organizations acts more as an analyst, with the control over the accounting reports, and is still responsible for reporting to the organization, as well as full budgeting duties. While this is not something that OAMR is looking into at this point, the WMCA has recently made the decision to start holding their conferences in two to four locations, which allow them to create contracts with conference centers in those locations for a set number of years. Their conference in 2017 will be held at one of these locations. They have already seen the cost savings from having a contract with the conference centers for several years at a time.

The spreadsheet that is an exhibit with this report, shows the number of hours that had been reported by Nancy, as well as the contract breakouts for services being done for both the AAMC and CCAC. Both of those contracts did not specify how the fees were broken out by types of services offered. Because OAMR is only looking at the treasurer position at this time, I tried to logically break out the fees by services. This is obviously open to interpretation for each person who looks at the report.

This committee will continue to monitor the treasurer position, and will look at the treasurer job description for OAMR, WMCA, AAMC, and CCAC this summer, to analyze the differences and similarities between the job duties, especially now that AAMC and CCAC have contracted out their services. The research work being done by members will likely be useful to OAMR in the years ahead, as we continue to look at our conference rotation cycle, and analyze ways in which to assist the treasurer in completing her job duties without it taking up so many hours.

BOARD OPTIONS

This report is given to the board to keep it apprised of our actions in the committee. There are no options or recommendations to the board at this time.

ATTACHMENTS

- A. Contract Breakdown
- B. Treasurer Hours

Association	Contracted Services	List of Services	Annual/Monthly Costs	Contract Length	Membership Size
CCAC Smith, Moore & Associates	Finance/Budget & Bookkeeping	Annual Budget Developing General Bookkeeping Generate/Dessiminate Financial Reports Completion of Tax Filings Chart of Accounts	\$ 25,200.00 (\$2,100/month) + 3% increase per year	3 years	
	Membership	Oversee all membership functions Dues Invoicing Maintenance of Membership Database Respond to Email & Phone Inquiries about membership Assist with Recruitment	\$ 13,100.00		
AAMC Alaska Municipal League	Conference/Academy Duties	Facilities Reservations Catering, Hotel rooms Registration - All duties, plus assisting at check-in Exhibitor/Sponsors Assist with Education/Certificates/Etc.	\$ 6,500.00 Plus additional preapproved expenses	2 years	157
	Membership	Membership Dues & Status Reports	\$ 1,500.00		
	Accounting Services	Banking, including Investments Create & Issue all Invoices, including dues, registration, exhibitors/sponsors Pay Invoices Assist Treasurer with Budget Assist Treasurer with Preparation of any grant documentation Prepare all tax documentation Maintain Financial Records Assist with Audits	\$ 2,250.00		
	Scholarships	Coordinate with Receipt/distribution of Scholarship Funds			
WMCA	All completed in-house				
OAMR	All completed in-house				212

OAMR Treasurer Tasks	Time	Annual Hours
Pre-Conference/Conference/Post-Conference	15-20 hours a week for 7 weeks	105-140
Mid-Year	10-15 hours/week for 5 weeks	50-75
IRS Reporting	10 hours/month	120
Budget	25 Hours	25
Total Hours for OAMR Treasurer	Annually	300-360