



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, April 16, 2021
11:00 am
Zoom Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/86307128962?pwd=dIAvSm1EeEFUaEFscHJlY241VlpYQT09>

Meeting ID: 863 0712 8962

Passcode: 737015

Join by Phone

1-253-215-8782 US (Tacoma)

Meeting ID: 863 0712 8962

Passcode: 737015

- I. **Call to Order**
- II. **Roll Call**
- III. **Officer Reports**
 - A. President: Angie Lanter, MMC, Banks
 - B. First Vice-President: Catherine Nelson, CMC, Harrisburg
 - C. Second Vice-President: Karen Howton, CMC, Island City – No Report
 - D. Treasurer: Melissa Thompson-Kiefer, CMC, Nehalem - **ACTION**
 - 1. ***Motion to approve the Treasurer's request to sign up for Intuit credit card processing.***
 - E. Secretary: Kim Wollenburg, Millersburg – **ACTION**
 - 1. ***Motion to approve the OAMR Board Meeting Minutes as presented/amended***
 - a. ***November 30, 2020 Board E-Meeting (Zoom Meeting)***
 - b. ***January 25, 2021 Board E-Meeting (Zoom Meeting)***
- IV. **Region Director Reports**
 - A. Region I: Stephanie Borst, CMC, Vernonia – No Report
 - B. Region II: Scott Stauffer, CMC, Milwaukie
 - C. Region III: Carla Holzworth, Corvallis
 - D. Region IV: Sammy Egbert, Coburg
 - E. Region V: Melissa Huhtala, Ashland – No Report
 - F. Region VI: Izetta Grossman, CMC, The Dalles – No Report
 - G. Region VII: Donna Biggerstaff, CMC, Pendleton – No Report
- V. **Committee Reports**

- A. Audit: Linda Galeazzi, CMC, Cherriots - **ACTION**
 - 1. ***Motion to approve the Audit Report for the FY ending October 31, 2020, and the Committee recommendations as presented.***
- B. Bylaws: Anna Ruggles, CMC, Forest Grove
- C. City Recorder's Procedure Manual: Lori Lesmeister, North Plains – No Report
- D. Conference: Catherine Nelson, CMC, Harrisburg
- E. Education: Peggy Hawker, MMC, Newport – **DISCUSSION ITEM**
 - 1. ***Should some sessions at in-person conference also be offered virtually.***
- F. Historical Preservation: Gloria Tucker, Newport – No Report
- G. Internet: Kayla Duddy, Bend
- H. Legislative: Lisa Morgan, Prineville – No Report
- I. Membership: Phyllis Bolman, MMC, Monmouth
- J. Mentoring: Sylvia Murphy, MMC, Sherwood
- K. Newsletter: Lisa Scholl, CMC, St. Helens
- L. Nominating: Debby Roth, MMC, Cornelius
 - 1. ***Motion to extend the filing period to August 31, 2021 to accept board nominations.***
- M. NCI Education: Karin Johnson, MMC, Independence
- N. Professional Growth & Leadership Development: Karin Johnson, MMC, Independence
- O. Records Management: Kattie Riggs, CMC, Oregon City & Sue Ryan, CMC, Newberg
- P. Retired Clerks Committee: Diane Harris, CMC, Sutherlin & Melanie Masterfield, Sutherlin
- Q. Scholarship: Debby Roth, MMC, Cornelius – **ACTION**
 - 1. ***Motion to accept the amended Scholarship Guidelines as presented.***
- R. Special Projects/Fundraising: Karen Howton, CMC, Island City

VI. Ad-Hoc Committees

- A. Conference Planning Manual: Cathy Steere, MMC, St. Helens

VII. Other Business

VIII. Future Meetings

- A. June 11, 2021 (if needed) @ Time/Location TBD
 - 1. Conference Committee and Special Projects/Fundraising Committee may wish to hold meetings.
- B. October 1, 2021 @ TBD, Best Western Plus Agate Beach Inn, Newport

IX. Adjourn

Meetings Prior to Board Meeting:

- **9:00 am**
 - **Special Projects & Fundraising Committee Meeting – 2nd VP – Karen Howton, CMC, Island City**
- **10:00 am**
 - **Conference Committee Meeting – 1st VP – Catherine Nelson, CMC, Harrisburg**



OAMR BOARD REPORT

President's Board Report

Meeting Date: April 16, 2021
Source of Item: President's Report

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

ISSUE STATEMENT

None

BACKGROUND

I have appointed Cathy Steere as the chair of the Conference Manual Ad-Hoc Committee. She will be working with the Conference Committee Sub-Committee Chairs to update the Conference Manual. This committee will also be looking at the job descriptions/tasks of the President/1st VP/2nd VP to see if there are conference duties that can be moved under the Conference Committee. This will allow more time for the 1st VP to focus on the OAMR Budget, and the 2nd VP to focus on Fundraising. I feel that by accomplishing this, it will encourage more of our members to run for the OAMR Executive Board.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

OAMR needs you! Our membership is what makes our organization a success. I encourage you to all get involved on at least one OAMR Committee. If you have any questions about serving on OAMR Committees, the Executive Board, or OAMR in general, please reach out to me!

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT OR REQUEST FOR ACTION

Conference Committee

Meeting Date: April 16, 2021
Source of Item: Conference Committee Chair

Contact: Cathy Nelson, CMC, First Vice President
Contact Telephone Number: (541) 995-6655
Contact E-Mail: cnelson@ci.harrisburg.or.us

ISSUE STATEMENT

The purpose of the Conference Committee is to plan the Annual conference.

The Mid-Year Academy and Athenian Dialogs were once again held virtually on March 31, 2021 through April 2, 2021. The Conference Committee is in the process of planning the Academy and Annual Conference in person on September 29, 2021 through October 1, 2021. The conference will be held at the Best Western Agate Beach Inn located in Newport, Oregon. We are planning some fun Special Events including Trivia Night with Mr. Bill, bon fires (or at least fire pits), and a 50s sock hop themed banquet.

BACKGROUND

The Committee has had email communications as a whole and with assigned Subcommittees. The Committee will meet prior to the Board Meeting on April 16, 2021. A verbal summary from the meeting will be provided at the Board Meeting and a follow-up will be available in writing.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.



OAMR BOARD REPORT

OAMR Treasurer

Meeting Date: April 16, 2021
Source of Item: OAMR Treasurer

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

BACKGROUND

Financial Reporting

Financial reports for the 2020-2021 Fiscal Year through March 31, 2021 are attached. The Mid-Year Academy & Athenian Leadership Dialogue (ALD) were held virtually due to the ongoing COVID-19 (Coronavirus) pandemic. Revenue from the Virtual Mid-Year Academy & Athenian Leadership Dialogue (ALD) far exceeded budget estimates. This was due in part due to the additional ALD that was facilitated by OAMR Education Chair, Peggy Hawker, MMC. Registrations were also increased by opening the virtual Academy and ALDs to out-of-state participants. Mid-Year vendor sponsors contributed \$700.00. The fundraising and donation total as of March 31st is \$918.52, with \$695.00 earned from the Mid-Year raffle.

Treasurer Activities

In February, I moved the OAMR books from QuickBooks Desktop to QuickBooks Online. Financials and supporting documentation were sent to our accountant and the 2019-2020 taxes and CT-12 report for charitable activities have been filed with the Oregon Department of Justice.

Intuit (QuickBooks) Payment Processing – *Request for Action*

The Treasurer would like to sign up for Intuit payment processing, so that invoices created in QuickBooks could be paid by online credit card. The transactions would be reconciled automatically in QuickBooks. This could save a considerable amount of time both during and after the Annual Conference. Intuit would be used for the payment of “conference tabs” rather than Square.

RELATED POLICIES/BUDGET CONSIDERATIONS

Transaction fees for Intuit credit card processing are better or comparable to Square. In-person rates are lower than Square. Receiving payments directly through QuickBooks will save the Treasurer time.

BOARD OPTIONS

1. Take no action.
2. Approve the Treasurer’s request to sign up for Intuit credit card payment processing.

CHAIR OR DIRECTOR’S RECOMMENDATION

I recommend that the Board approve the Treasurer’s request to sign up for Intuit credit card payment processing.

SUGGESTED MOTION

I move we approve the Treasurer’s request to sign up for Intuit credit card payment processing.

ATTACHMENTS

- A. *Budget vs. Actual Report – through March 31, 2021*
- B. *Profit and Loss Report – through March 31, 2021*
- C. *Balance Sheet – through March 31, 2021*

Oregon Association of Municipal Recordors (OAMR)

Budget vs. Actuals: 2020-2021

November 2020 - March 2021

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Revenue						
Academy/Education Session						
Annual Academy		12,000.00	-12,000.00	12,000.00		100.00 %
Annual Athenian Dialogue		1,050.00	-1,050.00	1,050.00		100.00 %
Mid-Year	7,650.00	5,400.00	2,250.00	-2,250.00	141.67 %	-41.67 %
Mid-Year Athenian Dialogue	2,900.00	1,500.00	1,400.00	-1,400.00	193.33 %	-93.33 %
Total Academy/Education Session	10,550.00	19,950.00	-9,400.00	9,400.00	52.88 %	47.12 %
Annual Conference Revenue						
Exhibitors		3,000.00	-3,000.00	3,000.00		100.00 %
Registration		31,000.00	-31,000.00	31,000.00		100.00 %
Sponsors	700.00	5,500.00	-4,800.00	4,800.00	12.73 %	87.27 %
Total Annual Conference Revenue	700.00	39,500.00	-38,800.00	38,800.00	1.77 %	98.23 %
Cash Carried Forward		75,130.00	-75,130.00	75,130.00		100.00 %
Education/Scholarships						
Auction		4,500.00	-4,500.00	4,500.00		100.00 %
Donations General	125.00	1,000.00	-875.00	875.00	12.50 %	87.50 %
Kathy Ishiara (Pink Walk) Education Fund		1,000.00	-1,000.00	1,000.00		100.00 %
Other Fundraising	98.52	1,700.00	-1,601.48	1,601.48	5.80 %	94.20 %
Raffle	695.00	3,000.00	-2,305.00	2,305.00	23.17 %	76.83 %
Total Education/Scholarships	918.52	11,200.00	-10,281.48	10,281.48	8.20 %	91.80 %
Interest Income	167.65	500.00	-332.35	332.35	33.53 %	66.47 %
Membership Dues	11,725.00	12,800.00	-1,075.00	1,075.00	91.60 %	8.40 %
Miscellaneous	72.00	500.00	-428.00	428.00	14.40 %	85.60 %
Newsletter Advertising	700.00	400.00	300.00	-300.00	175.00 %	-75.00 %
Total Revenue	\$24,833.17	\$159,980.00	\$ -135,146.83	\$135,146.83	15.52 %	84.48 %
GROSS PROFIT	\$24,833.17	\$159,980.00	\$ -135,146.83	\$135,146.83	15.52 %	84.48 %
Expenditures						
Annual ALD & Academy Expenses						
Annual Academy AV Expenses		360.00	-360.00	360.00		100.00 %
Annual Academy Food & Bev		2,700.00	-2,700.00	2,700.00		100.00 %
Annual Academy Speaker Expnses		5,500.00	-5,500.00	5,500.00		100.00 %
Annual ALD AV Expense		300.00	-300.00	300.00		100.00 %
Annual ALD Speaker Expense		200.00	-200.00	200.00		100.00 %
Total Annual ALD & Academy Expenses		9,060.00	-9,060.00	9,060.00		100.00 %
Annual Conference Expenses						
Audio-Visual for Annual Conf		1,200.00	-1,200.00	1,200.00		100.00 %
Awards		250.00	-250.00	250.00		100.00 %
Banquet Expenses		875.00	-875.00	875.00		100.00 %
Conference Chair Expense		360.00	-360.00	360.00		100.00 %
Conference Swag		2,500.00	-2,500.00	2,500.00		100.00 %
Exhibitor Tables/Booths		450.00	-450.00	450.00		100.00 %
Food & Beverage		15,500.00	-15,500.00	15,500.00		100.00 %

Oregon Association of Municipal Recordors (OAMR)

Budget vs. Actuals: 2020-2021

November 2020 - March 2021

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Future Conference Site Deposits		2,500.00	-2,500.00	2,500.00		100.00 %
Hospitality	95.37	4,600.00	-4,504.63	4,504.63	2.07 %	97.93 %
Meeting Setup		800.00	-800.00	800.00		100.00 %
Miscellaneous Conference Exp	300.00	500.00	-200.00	200.00	60.00 %	40.00 %
Print-Handbook		750.00	-750.00	750.00		100.00 %
Speaker Expenses - Annual Conf		6,650.00	-6,650.00	6,650.00		100.00 %
Welcome Reception/Special Event		1,500.00	-1,500.00	1,500.00		100.00 %
Total Annual Conference Expenses	395.37	38,435.00	-38,039.63	38,039.63	1.03 %	98.97 %
Contingency		32,700.00	-32,700.00	32,700.00		100.00 %
Fundraising Expenses						
Miscellaneous Fundraising Exp	-23.25	150.00	-173.25	173.25	-15.50 %	115.50 %
Printing-Auction Sheets		250.00	-250.00	250.00		100.00 %
Total Fundraising Expenses	-23.25	400.00	-423.25	423.25	-5.81 %	105.81 %
Internet/Website	2,013.00	7,650.00	-5,637.00	5,637.00	26.31 %	73.69 %
Membership Expenses						
Postage-Membership		25.00	-25.00	25.00		100.00 %
Printing-Memberships		25.00	-25.00	25.00		100.00 %
Supplies-Memberships	54.50	250.00	-195.50	195.50	21.80 %	78.20 %
Total Membership Expenses	54.50	300.00	-245.50	245.50	18.17 %	81.83 %
Mid-Year ALD & Academy Expenses						
Mid-Year Academy Speaker Expns	4,500.00	4,500.00	0.00	0.00	100.00 %	0.00 %
Mid-Year ALD Speaker Expenses		200.00	-200.00	200.00		100.00 %
Total Mid-Year ALD & Academy Expenses	4,500.00	4,700.00	-200.00	200.00	95.74 %	4.26 %
Miscellaneous Expenses						
Annual Filing Fees & Insurance	309.00	430.00	-121.00	121.00	71.86 %	28.14 %
Credit Card Processing Fees	491.17	1,800.00	-1,308.83	1,308.83	27.29 %	72.71 %
Other - Miscellaneous	226.21	500.00	-273.79	273.79	45.24 %	54.76 %
Tax Accountant & QB Consultant	950.00	1,200.00	-250.00	250.00	79.17 %	20.83 %
Total Miscellaneous Expenses	1,976.38	3,930.00	-1,953.62	1,953.62	50.29 %	49.71 %
Newsletter						
Printing-Postage-Newsletters	20.30	50.00	-29.70	29.70	40.60 %	59.40 %
Total Newsletter	20.30	50.00	-29.70	29.70	40.60 %	59.40 %
NW Clerks Institute Director		2,200.00	-2,200.00	2,200.00		100.00 %
Officer Supplies						
Misc/Equipment-Officers		100.00	-100.00	100.00		100.00 %
Postage-Officers		50.00	-50.00	50.00		100.00 %
Supplies-Stationary-Officers	272.18	280.00	-7.82	7.82	97.21 %	2.79 %
Total Officer Supplies	272.18	430.00	-157.82	157.82	63.30 %	36.70 %
Officers Expenses						
1st Vice Pres-IIMC Confrence	332.40	2,000.00	-1,667.60	1,667.60	16.62 %	83.38 %
2nd Vice Pres Conf. Site Tours		500.00	-500.00	500.00		100.00 %

Oregon Association of Municipal Recordors (OAMR)

Budget vs. Actuals: 2020-2021

November 2020 - March 2021

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Director Region IX		2,350.00	-2,350.00	2,350.00		100.00 %
OAMR Region Directors		150.00	-150.00	150.00		100.00 %
OAMR Representation (LOC/other)		750.00	-750.00	750.00		100.00 %
President's Expenses						
IIMC Conference-President	927.20	2,600.00	-1,672.80	1,672.80	35.66 %	64.34 %
OAMR Representation-President		500.00	-500.00	500.00		100.00 %
Region IX Conferences-President	176.35	3,000.00	-2,823.65	2,823.65	5.88 %	94.12 %
Total President's Expenses	1,103.55	6,100.00	-4,996.45	4,996.45	18.09 %	81.91 %
Total Officers Expenses	1,435.95	11,850.00	-10,414.05	10,414.05	12.12 %	87.88 %
Photography/Historian		100.00	-100.00	100.00		100.00 %
Scholarships						
Cont. Davis/Harris Scholarship		2,600.00	-2,600.00	2,600.00		100.00 %
IIMC Certification Programs	600.00	25,000.00	-24,400.00	24,400.00	2.40 %	97.60 %
Mid-Year Academy Scholarship		1,875.00	-1,875.00	1,875.00		100.00 %
OAMR Conference/Academy Session		10,000.00	-10,000.00	10,000.00		100.00 %
OAMR Edu. Endowment Fund (IIMC Foun.)	2,000.00	2,000.00	0.00	0.00	100.00 %	0.00 %
OAMR IIMC Scholarships		6,000.00	-6,000.00	6,000.00		100.00 %
President Awards Scholarship		700.00	-700.00	700.00		100.00 %
Total Scholarships	2,600.00	48,175.00	-45,575.00	45,575.00	5.40 %	94.60 %
Total Expenditures	\$13,244.43	\$159,980.00	\$ -146,735.57	\$146,735.57	8.28 %	91.72 %
NET OPERATING REVENUE	\$11,588.74	\$0.00	\$11,588.74	\$ -11,588.74	0.00%	0.00%
NET REVENUE	\$11,588.74	\$0.00	\$11,588.74	\$ -11,588.74	0.00%	0.00%

Oregon Association of Municipal Recordors (OAMR)

Statement of Activity - Profit & Loss

November 2020 - March 2021

	TOTAL
Revenue	
Academy/Education Session	
Mid-Year	7,650.00
Mid-Year Athenian Dialogue	2,900.00
Total Academy/Education Session	10,550.00
Annual Conference Revenue	
Sponsors	700.00
Total Annual Conference Revenue	700.00
Education/Scholarships	
Donations General	125.00
Other Fundraising	98.52
Raffle	695.00
Total Education/Scholarships	918.52
Interest Income	167.65
Membership Dues	11,725.00
Miscellaneous	72.00
Newsletter Advertising	700.00
Total Revenue	\$24,833.17
GROSS PROFIT	\$24,833.17
Expenditures	
Annual Conference Expenses	
Hospitality	95.37
Miscellaneous Conference Exp	300.00
Total Annual Conference Expenses	395.37
Fundraising Expenses	
Miscellaneous Fundraising Exp	-23.25
Total Fundraising Expenses	-23.25
Internet/Website	2,013.00
Membership Expenses	
Supplies-Memberships	54.50
Total Membership Expenses	54.50
Mid-Year ALD & Academy Expenses	
Mid-Year Academy Speaker Expns	4,500.00
Total Mid-Year ALD & Academy Expenses	4,500.00
Miscellaneous Expenses	
Annual Filing Fees & Insurance	309.00
Credit Card Processing Fees	491.17
Other - Miscellaneous	226.21
Tax Accountant & QB Consultant	950.00
Total Miscellaneous Expenses	1,976.38

Oregon Association of Municipal Recordors (OAMR)

Statement of Activity - Profit & Loss

November 2020 - March 2021

	TOTAL
Newsletter	
Printing-Postage-Newsletters	20.30
Total Newsletter	20.30
Officer Supplies	
Supplies-Stationary-Officers	272.18
Total Officer Supplies	272.18
Officers Expenses	
1st Vice Pres-IIMC Confrence	332.40
President's Expenses	
IIMC Conference-President	927.20
Region IX Conferences-President	176.35
Total President's Expenses	1,103.55
Total Officers Expenses	1,435.95
Scholarships	
IIMC Certification Programs	600.00
OAMR Edu. Endowment Fund (IIMC Foun.)	2,000.00
Total Scholarships	2,600.00
Total Expenditures	\$13,244.43
NET OPERATING REVENUE	\$11,588.74
NET REVENUE	\$11,588.74

Oregon Association of Municipal Recordors

Statement of Financial Position: Balance Sheet

As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Donations Auctioned or Raffled	0.00
LGIP	70,761.34
U S Bank	33,410.19
Total Bank Accounts	\$104,171.53
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	247.00
Total Other Current Assets	\$247.00
Total Current Assets	\$104,418.53
TOTAL ASSETS	\$104,418.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	0.00
Retained Earnings	92,829.79
Net Revenue	11,588.74
Total Equity	\$104,418.53
TOTAL LIABILITIES AND EQUITY	\$104,418.53



OAMR BOARD REPORT

Meeting Date: April 16, 2021

Source of Item: Secretary

Contact: Kimberly Wollenburg, City Recorder
Contact Telephone Number: 458-233-6300
Contact Email: kwollenb@cityofmillersburg.org

ISSUE STATEMENT

Shall the Board approve the following Board Meeting Minutes?

1. Board E-Meeting November 30, 2020
2. Board E-Meeting January 25, 2021

RELATED POLICIES/BUDGET CONSIDERATIONS - None

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

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

ATTACHMENTS

1. Board E-Meeting November 30, 2020
2. Board E-Meeting January 25, 2021



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ZOOM MEETING
(Board Vacancy – Secretary Position)
November 30, 2020

Minutes are unofficial until approved by the Board

Board Members:	Title:	via E-Mail:
Angie Lanter, MMC, Banks	President	√
Cathy Nelson, CMC, Harrisburg	1 st Vice President/Conference Chair	√
Karen Howton, CMC, Island City	2 nd Vice President/Fundraising Chair	
Melissa Thompson-Kiefer, CMC, Nehalem	Treasurer	√
Kathy Payne, MMC, St. Helens	Immediate Past President	Non-Voting
Stephanie Borst, CMC, Vernonia	Region I Director	√
Scott Stauffer, CMC, Milwaukie	Region II Director	√
Carla Holzworth, Corvallis	Region III Director	√
Sammy Egbert, Coburg	Region IV Director	
Melissa Huhtala, Ashland	Region V Director	√
Izetta Grossman, CMC, The Dalles	Region VI Director	
Donna Biggerstaff, CMC, Pendleton	Region VII Director	√

1. **E-MEETING CALLED TO ORDER:**

On November 30, 2020 at 8:23 am, President Angie Lanter, MMC, City of Banks called to order an e-meeting asking the Board to consider the letter of interest for the position of OAMR Secretary received from Kim Wollenburg, City of Millersburg. Debbie Bernard, CMC, City of Willamina, resigned from this position on November 13, 2020.

President Lanter explained that only one letter of interest had been received. Ms. Wollenburg has not served on 2 committees in the past 4 years, but is currently serving on 3 committees, and is very willing to serve as Secretary.

President Lanter asked for discussion.

MOTION: Carla Holzworth, Corvallis, moved to appoint Kim Wollenburg, Millersburg to the position of Secretary, seconded by Melissa Huhtala, Ashland.

MOTION PASSED WITH 7 in favor/0 opposed/3 absent (Karen Howton/Sammy Egbert/Izetta Grossman)

2. **ADJOURNMENT:**

President Lanter adjourned the e-meeting on December 1, 2020 at 12:02 pm.

Respectfully submitted,
Angie Lanter, MMC, City of Banks
OAMR President



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ZOOM MEETING
(Transfer from contingency)
January 25, 2021

Minutes are unofficial until approved by the Board

Board Members:	Title:	via E-Mail:
Angie Lanter, MMC, Banks	President	√
Cathy Nelson, CMC, Harrisburg	1 st Vice President/Conference Chair	√
Karen Howton, CMC, Island City	2 nd Vice President/Fundraising Chair	
Melissa Thompson-Kiefer, CMC, Nehalem	Treasurer	√
Kathy Payne, MMC, St. Helens	Immediate Past President	Non-Voting
Stephanie Borst, CMC, Vernonia	Region I Director	√
Scott Stauffer, CMC, Milwaukie	Region II Director	√
Carla Holzworth, Corvallis	Region III Director	√
Sammy Egbert, Coburg	Region IV Director	√
Melissa Huhtala, Ashland	Region V Director	√
Izetta Grossman, CMC, The Dalles	Region VI Director	√
Donna Biggerstaff, CMC, Pendleton	Region VII Director	√

1. **E-MEETING CALLED TO ORDER:**

On January 25, 2021 at 7:20 am, President Angie Lanter, MMC, City of Banks called to order an e-meeting asking the Board to authorize the transfer of \$1,000.00 to contingency to cover (if needed) OAMR's portion of costs associated with the IIMC Region IX Dinner and President's Reception for incoming IIMC President (and Region IX Member) Sheri Pierce.

President Lanter gave background information on the Region IX Dinner held annually at the IIMC Conference. The planning rotates between the Region IX State Association, and this year is OAMR's turn to host the event.

President Lanter asked for discussion.

MOTION: Sammy Egbert, Coburg, moved transfer \$1,000.00 from contingency to cover OAMR's portion of the costs to host the IIMC Annual Conference Region IX Dinner and President's Reception, and any costs associated to these events, seconded by Carla Holzworth, Corvallis.

MOTION PASSED WITH 10 in favor/0 opposed/1 absent (Karen Howton)

2. **ADJOURNMENT:**

President Lanter adjourned the e-meeting on January 26, 2021 at 8:32 am.

Respectfully submitted,
Angie Lanter, MMC, City of Banks
OAMR President



OAMR BOARD REPORT

Meeting Date: April 16, 2021
Source of Item: Region II

Contact: Scott Stauffer, CMC, City of Milwaukie
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

INFORMATION ONLY

As we flew by the one-year mark of living with COVID-19 in March, many of us began the process of returning to our offices or mapping out what that return will look like. There has been a lot of discussion on what it has been like to live through the last year, which began with the relatively quick dash out the door and into our home bubbles. Now, as we think about the transition to a new “normal” work/life balance – outside of the home – we can be sure about one thing: it’s going to be rocky. As strange as it seemed a year ago, keeping ourselves at home has become part of our routine and shaking it up again is not going to be fun. But there is hope! Increased vaccinations, declining COVID numbers in Oregon – and, as always, we have our wonderful OAMR friends and colleagues. I hope you are well, and I hope we get to see each other in person later this year!

News. See our [spring OAMR newsletter report](#) for various news items... including new members, new family additions, and how we have marked the one-year COVID anniversary. In addition, several cities – Tigard and Sheridan – have been working to fill vacant deputy recorder positions; we look forward to welcoming new members!

In December, Region II held a virtual holiday gathering – I hope you got a chance to see our group photo and read the awesome poem in the Winter OAMR newsletter.

Next Up. As I write this report many Region II members are getting ready to attend the OAMR mid-year academy and Athenian Leadership Dialogues (ALDs). After that there may be a virtual summertime gathering and then our (hopefully in-person) annual conference in September.

Be well OAMR!



OAMR BOARD REPORT

REGION III REPORT

Meeting Date: April 16, 2021
Source of Item: Region III Director

Contact: Carla Holzworth, Corvallis
Contact Telephone Number: 541-766-6729 x 5075
Contact E-Mail: carla.holzworth@corvallisoregon.gov

Region III covers Benton, Lincoln, Linn, Marion, and Polk Counties

INFORMATION REPORT:

Region III is pleased to welcome new members Elizabeth Baldwin from the City of Stayton and Ashley Howell with the City of Philomath. We are here to help you! Please don't hesitate to reach out.

I'd like to thank the amazing, generous members of Region III who provided the following gift certificates for the basket raffle:

- ✚ Best Western PLUS Agate Beach Inn, Newport
- ✚ Nana's Irish Pub, Newport
- ✚ Hallmark Oceanfront Resorts, Newport
- ✚ Vinwood Taphouse, Philomath
- ✚ Margin Coffee, Albany
- ✚ Sprinkles, Albany
- ✚ Clearwater Restaurant, Newport
- ✚ 4 Spirits, Corvallis
- ✚ 25 Local Ocean, Newport
- ✚ \$25 Georgie's, Newport
- ✚ \$25 Sea Glass Bistro, Newport
- ✚ \$10 Starbucks
- ✚ Crush Wine Bar, Monmouth

Can you imagine winning just those items? Hope all of you are purchasing raffle tickets!

Plans are underway for the Philomath Frolic & Rodeo July 8 to 10, 2021. **WOW – an authentic, in-person rodeo! Who's ready to get back to normal life?!** Tickets go on sale May 1st at <https://www.philomathfrolic.org>.



I hope everyone is staying well. Wishing you a great spring with your friends and family!



OAMR BOARD REPORT

REGION IV REPORT

Meeting Date: April 16, 2021
Source of Item: Region IV Director

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

INFORMATION REPORT

Retirement for Darci Henneman, City of Veneta

Darci's last day work was February 15, 2021. Darci started at the City of Veneta in October 2006 as the Assistant City Recorder. In early 2015 she was promoted to City Recorder. She is looking forward to traveling with her husband of 31 years and spending more time with our sons and their families – especially our three granddaughters. She renewed my IIMC and OAMR memberships as a retiree and looks forward to hopefully seeing all of you in the fall for conference.

Welcome to David Grabicki, City of Veneta

David started in Veneta on March 16, 2021 and officially became a member of OAMR on April 4, 2021. He has also joined IIMC and interested in getting a CMC designation. He as matched by OAMR Mentoring Program with Amy Sowa, City of Roseburg.

Mid-Year

Thank you to Region IV who did a great job getting gift cards for the raffle basket.

Several recorders from Region IV attended the academy by Dr. De Hicks "Built for the Storm". Everyone enjoyed his presentation and the feedback I received was positive. .



OAMR BOARD REPORT

Meeting Date: E-meeting April 2, 2021
Source of Item: Audit Committee

Contact: Linda Galeazzi, CMC
Contact Telephone Number: 503-361-7535
Contact E-Mail: linda.galeazzi@cherriots.org

ISSUE STATEMENT

The audit for FYE October 31, 2020 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 Linda Galeazzi, CMC, Salem Area Mass Transit District; Karin Johnson, MMC, City of Independence; Devree Leymaster, CMC, City of Fairview, Natasha Johnson, City of Amity; Kathy Payne, MMC, City of St. Helens; and Treasurer Melissa Thompson-Kiefer CMC, City of Nehalem.

RELATED POLICIES/BUDGET CONSIDERATIONS

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

OAMR Finance Policy: Referred to during course of audit.

Budget Narratives, 2019-2020 Referred to during course of audit.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31, 2020, on November 16, 2020 in a virtual meeting via ZOOM. 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 were significantly lower than budgeted estimates with the cancellation of the in-person events associated with the Mid-Year and Annual Academy and Conference.
 - B. Total expenditures were notably under the total budget; again, reflecting the unusual circumstances in 2020 related to the Covid-19 pandemic.
 - C. The Audited Ending Fund Balance is \$92,829.79, ensuring that this year's (2020-2021) contingency line item is fully funded.
2. Policy Considerations:
 - A. Recommend that the Board consider moving additional funds from Contingency for scholarships to assist members from cities that were affected by wildfires and COVID, if needed.
 - B. Recommend that the Treasurer transfers additional funds from the bank account to the LGIP account.

OTHER

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

BOARD OPTIONS

1. Approval of Audit Report for FYE October 31, 2020 as presented, and the Committee recommendations as presented; or
2. Approval of Audit Report for FYE October 31, 2020, and denying one or more of the Committee recommendations; or
3. Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Committee recommends Option 1.

SUGGESTED MOTION

"I move to approve the Audit Report for FYE October 31, 2020 and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Profit & Loss/Budget V. Actual Report, November 1, 2019 - October 31, 2020.
- B. Profit & Loss, November 1, 2019 - October 31, 2020.
- C. Balance Sheet as of October 31, 2020

2:41 PM
 11/09/20
 Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2019 through October 2020

	Nov '19 - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	5,920.00	12,000.00	-6,080.00	49.3%
Annual Athenian Dialogue	1,250.00	1,050.00	200.00	119.0%
Mid-Year	6,820.00	12,000.00	-5,180.00	56.8%
Mid-Year Athenian Dialogue	1,260.00	2,250.00	-990.00	56.0%
Total Academy/Education Session	15,250.00	27,300.00	-12,050.00	55.9%
Annual Conference Revenue				
Exhibitors	0.00	3,200.00	-3,200.00	0.0%
Registration	0.00	34,500.00	-34,500.00	0.0%
Sponsors	6,400.00	5,500.00	900.00	116.4%
Total Annual Conference Revenue	6,400.00	43,200.00	-36,800.00	14.8%
Cash Carried Forward	77,245.18	55,201.00	22,044.18	139.9%
Education/Scholarships				
Auction	2,071.00	4,500.00	-2,429.00	46.0%
Donations General	2,291.65	1,000.00	1,291.65	229.2%
Kathy Ishiara Education Fund	1,050.00	1,000.00	50.00	105.0%
Other Fundraising	338.45	1,700.00	-1,361.55	19.9%
Raffle	2,780.00	3,000.00	-220.00	92.7%
Store Sales	0.00	0.00	0.00	0.0%
Total Education/Scholarships	8,531.10	11,200.00	-2,668.90	76.2%
Interest Income	763.27	500.00	263.27	152.7%
Membership Dues	13,655.00	13,000.00	655.00	105.0%
Miscellaneous	631.76	500.00	131.76	126.4%
Newsletter Advertising	400.00	800.00	-400.00	50.0%
Total Income	122,876.31	151,701.00	-28,824.69	81.0%
Gross Profit	122,876.31	151,701.00	-28,824.69	81.0%
Expense				
Mid-Year ALD & Academy Expenses				
Mid-Year AV	74.95	1,350.00	-1,275.05	5.6%
Mid-Year Food & Beverage	0.00	4,400.00	-4,400.00	0.0%
Mid-Year ALD Speaker Expenses	200.00	2,500.00	-2,300.00	8.0%
Mid-Year Academy Speaker Expns	4,000.00	4,500.00	-500.00	88.9%
Total Mid-Year ALD & Academy Expenses	4,274.95	12,750.00	-8,475.05	33.5%

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 11/09/20
 Accrual Basis

**Oregon Association of Municipal Recorders
 Profit & Loss Budget vs. Actual
 November 2019 through October 2020**

	Nov '19 - Oct 20	Budget	\$ Over Budget	% of Budget
Annual ALD & Academy Expenses				
Annual Academy AV Expenses	74.95	900.00	-825.05	8.3%
Annual Academy Food & Bev	0.00	4,000.00	-4,000.00	0.0%
Annual ALD AV Expense	0.00	450.00	-450.00	0.0%
Annual ALD Speaker Expense	601.40	1,902.00	-1,300.60	31.6%
Annual Academy Speaker Expnses	3,312.50	5,500.00	-2,187.50	60.2%
Total Annual ALD & Academy Expenses	3,988.85	12,752.00	-8,763.15	31.3%
Annual Conference Expenses				
Audio-Visual for Annual Conf	929.36	3,400.00	-2,470.64	27.3%
Awards	219.25	250.00	-30.75	87.7%
Banquet Expenses	0.00	875.00	-875.00	0.0%
Conference Chair Expense	262.09	360.00	-97.91	72.8%
Conference Swag	345.00	2,500.00	-2,155.00	13.8%
Exhibitor Tables/Booths	0.00	740.00	-740.00	0.0%
Food & Beverage	0.00	19,800.00	-19,800.00	0.0%
Future Conference Site Deposits	1,250.00	2,500.00	-1,250.00	50.0%
Hospitality	787.55	4,600.00	-3,812.45	17.1%
Meeting Setup	0.00	500.00	-500.00	0.0%
Miscellaneous Conference Exp	400.00	400.00	0.00	100.0%
Welcome Reception/Special Event	0.00	1,450.00	-1,450.00	0.0%
Print-Handbook	100.00	750.00	-650.00	13.3%
Speaker Expenses - Annual Conf	0.00	6,650.00	-6,650.00	0.0%
Total Annual Conference Expenses	4,293.25	44,775.00	-40,481.75	9.6%
Contingency	0.00	23,789.00	-23,789.00	0.0%
Fundraising Expenses				
Miscellaneous Fundraising Exp	150.00	150.00	0.00	100.0%
Printing-Auction Sheets	165.40	200.00	-34.60	82.7%
Total Fundraising Expenses	315.40	350.00	-34.60	90.1%
IMC Unrestricted Donation	600.00	600.00	0.00	100.0%
Internet/Website	72.00	200.00	-128.00	36.0%
Membership Expenses				
Postage-Membership	15.00	25.00	-10.00	60.0%
Printing-Memberships	25.00	25.00	0.00	100.0%
Supplies-Memberships	210.00	250.00	-40.00	84.0%
Total Membership Expenses	250.00	300.00	-50.00	83.3%

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11/09/20

Accrual Basis

**Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2019 through October 2020**

	Nov '19 - Oct 20	Budget	\$ Over Budget	% of Budget
Miscellaneous Expenses				
Annual Filing Fees & Insurance	300.00	425.00	-125.00	70.6%
Tax Accountant & QB Consultant	1,023.00	1,200.00	-177.00	85.3%
Credit Card Processing Fees	1,215.58	1,800.00	-584.42	67.5%
Other - Miscellaneous	201.41	300.00	-98.59	67.1%
Miscellaneous Expenses - Other	0.00	0.00	0.00	0.0%
Total Miscellaneous Expenses	2,739.99	3,725.00	-985.01	73.6%
Newsletter				
Postage-Newsletter	0.00	0.00	0.00	0.0%
Printing-Postage-Newsletters	28.54	50.00	-21.46	57.1%
Supplies-Newsletters	0.00	0.00	0.00	0.0%
Total Newsletter	28.54	50.00	-21.46	57.1%
NW Clerks Institute Director	8,437.74	10,460.00	-2,022.26	80.7%
Officer Supplies				
Misc/Equipment-Officers	75.00	175.00	-100.00	42.9%
Postage-Officers	26.05	50.00	-23.95	52.1%
Supplies-Stationary-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	18.00	0.00	18.00	100.0%
Total Officer Supplies	119.05	275.00	-155.95	43.3%
Officers Expenses				
1st Vice Pres-IMC Confrence	0.00	2,000.00	-2,000.00	0.0%
2nd Vice Pres Conf. Site Tours	64.29	500.00	-435.71	12.9%
Director Region IX	0.00	1,350.00	-1,350.00	0.0%
President's Expenses				
IMC Conference-President	0.00	2,600.00	-2,600.00	0.0%
OAMR Representation-President	150.00	500.00	-350.00	30.0%
Region IX Conferences-President	1,357.46	3,500.00	-2,142.54	38.8%
Total President's Expenses	1,507.46	6,600.00	-5,092.54	22.8%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
OAMR Representation (LOC/other)	0.00	750.00	-750.00	0.0%
Total Officers Expenses	1,571.75	11,350.00	-9,778.25	13.8%
Photography/Historian	0.00	100.00	-100.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%

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 11/09/20
 Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2019 through October 2020

	Nov '19 - Oct 20	Budget	\$ Over Budget	% of Budget
Scholarships				
IIMC Certification Programs	0.00	13,125.00	-13,125.00	0.0%
Kathy Ishiara Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	665.00	1,800.00	-1,135.00	36.9%
President Awards Scholarship	0.00	700.00	-700.00	0.0%
OAMR Conference/Academy Session	540.00	8,000.00	-7,460.00	6.8%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Cont. Davis/Harris Scholarship	0.00	2,600.00	-2,600.00	0.0%
Davis/Harris Scholarship	0.00	0.00	0.00	0.0%
OAMR Edu. Endowment Fund	2,000.00	2,000.00	0.00	100.0%
Total Scholarships	3,205.00	30,225.00	-27,020.00	10.6%
Total Expense	29,896.52	151,701.00	-121,804.48	19.7%
Net Ordinary Income	92,979.79	0.00	92,979.79	100.0%
Other Income/Expense				
Other Income				
Donations for Fundraising	5,322.00	0.00	5,322.00	100.0%
Total Other Income	5,322.00	0.00	5,322.00	100.0%
Other Expense				
Donations-Conference Expenses	0.00	0.00	0.00	0.0%
Donations used in Fundraising	5,322.00	0.00	5,322.00	100.0%
Total Other Expense	5,322.00	0.00	5,322.00	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	92,979.79	0.00	92,979.79	100.0%

Oregon Association of Municipal Recorders
Profit & Loss
 November 2019 through October 2020

	Nov '19 - Oct 20
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	5,920.00
Annual Athenian Dialogue	1,250.00
Mid-Year	6,820.00
Mid-Year Athenian Dialogue	1,260.00
	15,250.00
Annual Conference Revenue	
Sponsors	6,400.00
	6,400.00
Total Annual Conference Revenue	6,400.00
Cash Carried Forward	77,245.18
Education/Scholarships	
Auction	2,071.00
Donations General	2,291.65
Kathy Ishiara Education Fund	1,050.00
Other Fundraising	338.45
Raffle	2,780.00
	8,531.10
Total Education/Scholarships	8,531.10
Interest Income	763.27
Membership Dues	13,655.00
Miscellaneous	631.76
Newsletter Advertising	400.00
	400.00
Total Income	122,876.31
Gross Profit	122,876.31
Expense	
Mid-Year ALD & Academy Expenses	
Mid-Year AV	74.95
Mid-Year ALD Speaker Expenses	200.00
Mid-Year Academy Speaker Expns	4,000.00
	4,274.95
Total Mid-Year ALD & Academy Expenses	4,274.95
Annual ALD & Academy Expenses	
Annual Academy AV Expenses	74.95
Annual ALD Speaker Expense	601.40
Annual Academy Speaker Expns	3,312.50
	3,988.85
Total Annual ALD & Academy Expenses	3,988.85
Annual Conference Expenses	
Audio-Visual for Annual Conf	929.36
Awards	219.25
Conference Chair Expense	262.09
Conference Swag	345.00
Future Conference Site Deposits	1,250.00
Hospitality	787.55
Miscellaneous Conference Exp	400.00
Print-Handbook	100.00
	4,293.25
Total Annual Conference Expenses	4,293.25
Fundraising Expenses	
Miscellaneous Fundraising Exp	150.00
Printing-Auction Sheets	165.40
	315.40
Total Fundraising Expenses	315.40
IIMC Unrestricted Donation	600.00
Internet/Website	72.00

Oregon Association of Municipal Recorders

Profit & Loss

November 2019 through October 2020

	Nov '19 - Oct 20
Membership Expenses	
Postage-Membership	15.00
Printing-Memberships	25.00
Supplies-Memberships	210.00
Total Membership Expenses	250.00
Miscellaneous Expenses	
Annual Filing Fees & Insurance	300.00
Tax Accountant & QB Consultant	1,023.00
Credit Card Processing Fees	1,215.58
Other - Miscellaneous	201.41
Total Miscellaneous Expenses	2,739.99
Newsletter	
Printing-Postage-Newsletters	28.54
Total Newsletter	28.54
NW Clerks Institute Director	8,437.74
Officer Supplies	
Misc/Equipment-Officers	75.00
Postage-Officers	26.05
Supplies-Officers	18.00
Total Officer Supplies	119.05
Officers Expenses	
2nd Vice Pres Conf. Site Tours	64.29
President's Expenses	
OAMR Representation-President	150.00
Region IX Conferences-President	1,357.46
Total President's Expenses	1,507.46
Total Officers Expenses	1,571.75
Scholarships	
Mid-Year Academy Scholarship	665.00
OAMR Conference/Academy Session	540.00
OAMR Edu. Endowment Fund	2,000.00
Total Scholarships	3,205.00
Total Expense	29,896.52
Net Ordinary Income	92,979.79
Other Income/Expense	
Other Income	
Donations for Fundraising	5,322.00
Total Other Income	5,322.00
Other Expense	
Donations used in Fundraising	5,322.00
Total Other Expense	5,322.00
Net Other Income	0.00
Net Income	92,979.79

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11/09/20

Accrual Basis

Oregon Association of Municipal Recorders

Balance Sheet

As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
U S Bank	47,234.28
LGIP	45,595.51
Total Checking/Savings	<u>92,829.79</u>
Total Current Assets	<u>92,829.79</u>
TOTAL ASSETS	<u>92,829.79</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	-150.00
Net Income	92,979.79
Total Equity	<u>92,829.79</u>
TOTAL LIABILITIES & EQUITY	<u>92,829.79</u>



OAMR BOARD REPORT

Meeting Date: April 16, 2021
Source of Item: OAMR Bylaws Committee Report

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

BACKGROUND

The members of the 2020-2021 OAMR Bylaws Committee Members:

- Sammy Egbert, [Coburg](#); Carol Weir, MMC, [Rogue River](#); Cathy Steere, MMC, Honorary Retired Member; and Chair Anna Ruggles, CMC, [Forest Grove](#).

RELATED POLICIES/BUDGET CONSIDERATIONS

No policy or budget considerations are requested at this time. The Bylaws were last amended in 2015. Proposed amendments to the Bylaws may be made by the Bylaws Committee, the OAMR Board, or by the general membership, through a [petition process](#). Please inform the Chair of any proposed amendments or recommendations for the committee to consider during its term.

The adopted [Bylaws](#) are published on the OAMR website.

BOARD OPTIONS

None at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

SUGGESTED MOTION

None at this time.

ATTACHMENTS

None.



OAMR BOARD REPORT

Education Committee

Meeting Date: April 16, 2021
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 2020/2021 Education Committee members are: Tori Barnett, MMC, City of Ontario; Joanna Bilbrey, City of Myrtle Creek; Stephanie Borst, CMC, City of Vernonia; Tracy Davis, MMC, City of Keizer; Michele Eldridge, CMC, City of Harrisburg; Izetta Grossman, CMC, City of The Dalles; Karen Howton, CMC, City of Island City; Karin Johnson, MMC, City of Independence; Carol Krager, CMC, City of Tigard; Angie Lanter, MMC, City of Banks; Nicole Morris, MMC, City of Tualatin; Ruth Post, MMC, City of Philomath; Cathy Steere, MMC; Gloria Tucker, City of Newport; and Kimberly Wollenburg, City of Millersburg. These members are active participants in the work of the Education Committee.

BACKGROUND

The educational programming for last year required a serious pivot in moving from in-person to virtual learning. While the 2020 Mid-Year Conference was canceled, it was combined with the Annual Conference, and turned into a full week of virtual learning. Of course, the hope was that OAMR would be able to return to in-person training in early 2021, but obviously, that did not occur. Dang COVID-19!

The Mid-Year Conference was held in early April, and consisted of one Academy Session and two Athenian Leadership Dialogues. Both ALDs filled up rather quickly, and with languishing registrations, additional in-state and out-of-state marketing began in earnest.

The 2021 Annual Conference is scheduled for September 29 through October 1, at the Agate Beach Inn, in Newport. This is currently being planned as an in-person learning and networking opportunity. The draft 2021 Annual Conference schedule is attached.

There is an Academy Session on Wednesday, September 29. This session is entitled Leveraging Strengths to Maximize Individual and Team Performance, and the presenter is Daniel Hiltz. Dr. Hiltz is charging \$2,500, plus \$16 per participant for materials, and his travel from northern Kentucky (which he promised to minimize). By the end of the session, each participant will have developed a:

- Plan to turn natural talents into consistently applicable strengths that can deliver outstanding performance every day.
- Draft individual action plan to leverage his/her strengths by taking specific actions in support of measurable, individual performance deliverables.
- Personalized plan for using his/her strengths to manage time and energy.
- Draft individual action plan for making effective decisions using his/her strengths.

Team Member Profile describing:

- What he/she brings to the team.
- What he/she needs from the team.
- What roles on the team will maximize his/her effectiveness.

On Thursday, September 30, there are two sets of concurrent sessions with a track for new City Records, and a track

for more seasoned City Recorders. There is also an Athenian Leadership Dialogue scheduled for this day. The book selected is The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II, by Denise Kiernan. This ALD will be facilitated by Mary Lynne Stratta, former IIMC President, and City Clerk for Bryan, Texas. Mary Lynne has graciously agreed (once again) to facilitate this session for travel costs only. She will be traveling from Bryan, Texas.

A general Academy Session is scheduled for Friday, October 1. This session is included in the registration costs for people registering for the entire Conference. This session is entitled, Advancing Workforce Equity and Inclusion, and the presenter is Dion Jordan. The cost for the session is \$4,000, plus travel expenses. Mr. Jordan will be coming from Portland, Oregon, so the travel expenses should be rather minimal.

This session promotes diversity, inclusion, equity, and justice. The goal is to help organizations ensure access, equity, and inclusion in all services, policies, and procedures while helping all employees lean into the work. The session will begin by building some trust and bravery around engaging in courageous conversations and then progressing into bringing awareness around the implicit bias we all carry, and then end the session by talking about what it takes to advance equity work within your workforce. This training provides useful tools that will help further incorporate core values into all work serving the community. Woven throughout this training are goals and action items. These are the irreplaceable ideals of being (1) people and mission-focused; (2) accountable and transparent; (3) racially just and trauma-informed; (4) focused where the need is the greatest; and (5) dedicated to bringing a sense of belonging to all.

The objectives of this session include:

- Implicit Bias Training.
- Understand definitions, getting past defensiveness, and finding direction.
- Introduce intersectionality: Where race, gender, disabilities, sexual orientation, age, and veteran status meet.
- Recognize personal biases and prejudices.
- How to override default thinking and assumptions.
- Create new norms.
- How to effectively and respectfully call out discrimination.
- How to get comfortable being uncomfortable.
- How to facilitate difficult conversations.

The session outcomes include:

- Build a shared racial vocabulary.
- Create an Equity Strategic Proposal.
- Address disparities in the workplace.
- Decrease microaggressions and discrimination.
- Facilitate difficult conversations.
- Recruit, retain, and onboard diverse candidates.
- Develop equity leadership within your organization.
- Help create a culture of trust, bravery, and belonging.
- Strategies to help the resistant to be engaged.
- Resources & tools to advance your equity efforts.
- Mediation strategies and best practices.
- Cultural competency.
- Decenter white-dominant culture.

The Committee is always looking for new educational opportunities for the Oregon Association of Municipal Recorders. It regularly receives recommendations from folks interested in presenting for OAMR. Selection of speakers is based on a number of factors, and most importantly available finances.

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

2021 OAMR ANNUAL CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
Tuesday - 9/28/21	3:00 - 5:00 P.M.	Set-Up Registration/Silent Auction Prepare Conference/First- Timer Bags				
Wednesday - 9/29/21	8:00 A.M.	Registration Opens Pink Event Registration				
	8:00 A.M.	Auction Drop Off				
	8:30 - 10:15 A.M.	Academy Session: Leveraging Strengths to Improve Individual and Team Performance	Daniel J. Hiltz, Ph.D.	Peggy Hawker		
	10:15 - 10:30 A.M.	Break				
	10:30 - Noon	Academy Session: Leveraging Strengths to Improve Individual and Team Performance	Daniel J. Hiltz, Ph.D.	Peggy Hawker		
	Noon - 1:00 P.M.	Lunch				

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
Wednesday - 9/29/21	1:00 - 2:30 P.M.	Academy Session: Leveraging Strengths to Improve Individual and Team Performance	Daniel J. Hiltz, Ph.D.	Peggy Hawker		
	2:30 - 2:45 P.M.	Break				
	2:45 - 4:00 P.M.	Academy Session: Leveraging Strengths to Improve Individual and Team Performance	Daniel J. Hiltz, Ph.D.	Peggy Hawker		
	4:30 - 5:00 P.M.	Mentor/Mentee Introduction				
	5:00 - 5:30 P.M.	Welcome Reception - All Members Invited				
	5:00 P.M.	Exhibitor Set-Up				
	6:00 P.M.	All Conference Event - Dinner and Trivia Night	Mr. Bill		Cove Room	
Thursday - 9/30/21	7:00 A.M.	Registration Opens				
		Pink Event Registration				
	7:00 A.M.	Auction Drop-Off				
	8:00 - 9:30 A.M.	Opening Ceremonies		Angie Lanter		
	9:30 - 10:00 A.M.	Break and Region Photos				

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
Thursday - 9/30/21	10:00 A.M. - Noon	Athenian Leadership Dialogue - Girls of Atomic City	Mary Lynne Stratta	Tori Barnett		
	10:00 A.M. - Noon	Concurrent Session: Welcome to the Profession	Joann, Ruth, Karin, Scott, Sheri, Angie, Dawn	Karin Johnson		
	10:00 A.M. - Noon	Concurrent Session: Annexations	Robert Ayers, Oregon DOR, Derrick Tokos, City of Newport	Carla Holzworth		
	Noon - 1:00 P.M.	Lunch: Exhibitor Presentations Invitation to 2022 Conference	Carol Weir/Exhibitors Karen Howton			
	1:00 - 1:15 P.M.	Break				
	1:15 - 2:45 P.M.	Athenian Leadership Dialogue - Girls of Atomic City	Mary Lynne Stratta	Tori Barnett		
	1:15 - 2:45 P.M.	Concurrent Session: Recorder Essentials	Karin Johnson, Ruth Post	Karin Johnson		
	1:15 - 2:45 P.M.	Concurrent Session: Performance Evaluations, Leading Up To, and Delivery	Sharon Harris, CIS			Projector, Microphone,
	2:55 P.M.	Auction Closes		Tracy Davis		
	2:45 - 3:00 P.M.	Break				

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
Thursday - 9/30/21	3:00 - 5:30 P.M.	Athenian Leadership Dialogue - Girls of Atomic City	Mary Lynne Stratta	Tori Barnett		
	3:00 - 4:30 P.M.	General Session: Legislative Update	Scott Winkels			
	5:30 - 6:30 P.M.	Photographs and Networking				
	5:30 P.M.	Silent Auction and No-Host Bar				
	6:30 P.M.	Banquet Welcome by Angie Lanter Introduction of Honored Guests by Angie Lanter Presentation of Awards by Angie Lanter Auction and Raffle Results by Mary Lynne Stratta - auctioneer				
Friday - 10/1/21	7:00 A.M.	Registration Opens				
	7:30 A.M.	Plated Breakfast		Angie Lanter		

Date	Time	Session	Speaker	Convener	Room	Set-Up and AV Needs
	8:00 - 9:00 A.M.	<p>OAMR Business Meeting - You Do NOT need to sit by region!</p> <p>Installation of Officers by</p> <p>Outgoing President's Remarks by Angie Lanter</p> <p>Passing of the Gavel by Angie Lanter</p> <p>Incoming President's Remarks by Cathy Nelson</p>		Angie Lanter		
Friday - 10/1/21	9:00 - 9:15 A.M.	Break Visit Exhibitors				
	9:15 - Noon	General Academy Session: Diversity, Equity, and Inclusion	Dion Jordan			
	Noon - 1:15 P.M.	<p>Lunch</p> <p>Presentations by IIMC Region IX Directors, State Presidents, NCI Director, and Presentation to designated non-profit</p>				
	1:15 - 1:25 P.M.	Break				

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
	1:25 - 3:25 P.M.	General Academy Session: Diversity, Equity, and Inclusion	Dion Jordan			
	3:25 - 3:35 P.M.	Break				
	3:35 - 4:50 P.M.	General Academy Session: Diversity, Equity, and Inclusion	Dion Jordan			
	5:00 - 6:30 P.M.	Committee Appreciation Event			Angie's Room	



OAMR BOARD REPORT

INTERNET COMMITTEE REPORT

Meeting Date: April 5, 2021
Source of Item: Internet Committee Chair

Contacts: Kayla Duddy, Chair
Contact Telephone Number: (541) 388-5505
Contact E-Mail: kduddy@bendoregon.gov

ISSUE STATEMENT

This is an informational report.

BACKGROUND

- **Kayla Duddy, Chairs of the Internet Committee**
Please send any Internet Committee requests to both Kayla.
- **2020-2021 Internet Committee Members:**
Christie DeSantis, Molalla
Debby Roth, MMC, Cornelius
Hannah Wells, Milwaukie
Kathy Payne, MMC, St. Helens
Lisa Figueroa, CMC, Toledo
Susan Reeves, MMC, Scappoose
Melissa Thomas-Kiefer, Nehalem

The Internet Committee finished appointing liaisons for the OAMR Website where members can reach out with any questions.

OAMR Website Pages Liaisons:

- Home Page – Kayla Duddy
- About OAMR – Lisa Figueroa
- Board – Kayla Duddy
- Conference – Susan Reeves and Debby Roth
- Resources – Christie DeSantis
- Scholarships – Lisa Figueroa
- Membership – Melissa Thompson-Kiefer and Hannah Wells
- Document Center – Kathy Payne
- Events Registration – Melissa Thompson-Kiefer

Shout out to Linda Galeazzi and Laural Casey for volunteering to be the representatives from the Conference Committee to help support the Conference Webpage.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

Possible website training for Board

CHAIR OR DIRECTOR'S RECOMMENDATION

We encourage the Board and all OAMR members to provide their comments and suggestions for improving the OAMR website.

If you need technical assistance with online membership renewal, please email Melissa at recorder@ci.nehalem.or.us or call (503)368-5627 and if you need technical assistance with the OAMR website, please email Kayla at kduddy@bendoregon.gov or call (541) 388-5505.



OAMR BOARD REPORT

Membership Committee

Meeting Date: April 16, 2021
Source of Item: Membership Committee Chair

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

INFORMATION ONLY

OAMR welcomes the following new members:

REGION 1

Rebecca Spengler, Deputy City Recorder, City of Warrenton

REGION II

Traci Hovda Deputy City Recorder, City of Estacada
Jakob Wiley, City Recorder, City of Oregon City
Bridget Meneley, Deputy City Recorder/Planning Clerk, City of Willamina
Kenna West, City Manager, City of Willamina
Kevin Moss, Clerk to the Board, Washington County

REGION III

Linda Hansen, City Recorder, City of Turner
Elizabeth Baldwin, Court Clerk, City of Stayton
Ashley Howell, Building Permits Clerk, City of Philomath

REGION IV

David Grabicki, City Recorder, City of Veneta

REGION V

KayLee Marone, City Recorder, City of North Bend
Melissa Walton, City Recorder, City of Paisley
Natasha Tippetts, City Recorder, City of Brookings

REGION VII

Lea Walker, City Recorder, City of Fossil

BOARD OPTIONS

Please take the time to welcome our new members!

OAMR BOARD REPORT



Mentoring Committee – Board Report

Meeting Date: April 16, 2021
Source of Item: Committee Report

Contact: Sylvia Murphy, Chair
Contact Telephone Number: 503-625-4246
Contact E-Mail: Murphys@Sherwoodoregon.gov

COMMITTEE MEMBERS

Members of the 2020/2021 OAMR Mentoring Committee: Donna Biggerstaff, CMC, Pendleton; Phyllis Bolman, MMC, Monmouth; Stephanie Borst, CMC, Vernonia; Deanna Casey, MMC, Central Point; Sammy Egbert, Coburg; Peggy Hawker, MMC, Newport; Carla Holzworth, Corvallis; Karen Howton, CMC, Island City; Angie Lanter, MMC, Banks; Amber Mathiesen, MMC, Mid-Willamette Valley Council of Governments; Nicole Morris, MMC, Tualatin; Cathy Nelson, CMC, Harrisburg; Susan Reeves, MMC, Scappoose; Amy Sowa, MMC, Roseburg; Kitty Vodrup, MMC, Junction City, and Carol Weir, MMC, Rogue River.

ISSUE STATEMENT - The Mentoring committee continually seeks mentors who are interested in sharing their knowledge and expertise to those who are new to our profession. If you, or someone you know would be willing to serve on this committee please contact me.

COMMITTEE ACTIVITY

Updates – To date the Committee has received six (6) requests for mentors and assigned mentors within a week of receiving the requests. The following are our mentees and mentors:

Mentee

Yuriy Ukhach, City Recorder, City of Tillamook
Linda Hansen, City Clerk, City of Turner
Barbara Chestler, City Recorder, City of Depoe Bay
Heather Berglund, City Manager-Recorder, City of Imbler
Courteney Halstead, Deputy City Recorder, City of Reedsport
David Grabicki, City Recorder, City of Veneta

Mentor

Deanna Casey, City Recorder, City of Central Point
Amber Mathiesen, Mid-Willamette Valley Council of Gov.
Peggy Hawker, City Recorder, City of Newport
Karen Howton, City Recorder, Island City
Deanna Casey, City Recorder, City of Central Point
Amy Sowa, Asst. City Mgr./City Recorder, City of Roseburg

Outreach – The Mentoring Committee will continue to provide support and expertise to the OAMR membership. As new members join OAMR, we will reach out and inform of the support available through the Mentoring Committee.

Future Activities - The committee is looking forward to supporting current and new OAMR members and assisting them with becoming acquainted with OAMR and the profession.

CHAIR OR DIRECTOR’S RECOMMENDATION – None at this time.



OAMR BOARD REPORT

NEWSLETTER COMMITTEE

Meeting Date: April 16, 2021
Source of Item: Newsletter Committee Chair

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

ISSUE STATEMENT

This is information only.

BACKGROUND

The Newsletter Committee published the OAMR Spring Newsletter following Mid-Year. I could not have done it without timely submittals from OAMR members and Newsletter Committee members with top-notch writing skills and a keen eye for proofreading.

Please consider joining us! The biggest commitment is reviewing and editing the draft newsletter once a quarter, and interviewing members via email when they receive their CMC and MMC designations and then writing an article. Of course, anyone is welcome to write additional articles that would be beneficial to members. We love to see members brag on themselves or their OAMR friends!

Thank you to our 2020-21 members:

- Dawn Bennett, Canyonville
- Phyllis Bolman, MMC, Monmouth
- Allison Liesse, CMC, Albany
- Kathy Payne, MMC, St. Helens
- Susan Reeves, MMC, Scappoose

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

OAMR BOARD REPORT



Nominating Committee

Report Date: April 5, 2021
Source of Item: Nominating Committee

Contact: Debby Roth, MMC, Chair
Contact Telephone Number: 503-992-5305
Contact E-Mail: debby.roth@corneliusor.gov

ISSUE STATEMENT

The positions of OAMR Second Vice-President, Secretary, and Region Directors for Region II, Region IV, and Region VI are open for 2021-2022.

Nominating Committee members include Anna Ruggles, CMC, Forest Grove; Debby Roth, MMC, Cornelius; Cathy Nelson, CMC, Harrisburg; and Susan Reeves, MMC, Scappoose

BACKGROUND

The announcement and qualification material for the above listed board positions was published in both the winter 2020 and Spring 2021 Newsletter. Candidate information will run in the summer 2021 Newsletter.

Positions open for the 2021-2022 year and declared candidates are:

Second Vice-President: Vacant

Secretary: Vacant

Region II Director: Scott Stauffer, CMC, City of Milwaukie

Region IV Director: Vacant

Region VI Director: Vacant

Board Action: Extend the filing period to August 31 to accept board nominations.

Thank you for the opportunity to serve on the Nominating Committee. I would encourage anyone interested in serving on a committee to join. It has been an unusual year and we are all working together to find solutions.



OAMR BOARD REPORT

NORTHWEST CLERKS INSTITUTE EDUCATION COMMITTEE REPORT

Meeting Date: April 16, 2021
Source of Item: NCI Education Committee

Contact: Karin Johnson, MMC, City of Independence
Contact Telephone Number: 503-606-1172
Contact email: kjohnson@ci.independence.or.us

ISSUE STATEMENT

An informational report from the NCI Committee is submitted.

BACKGROUND

The OAMR committee is comprised of the Professional Growth & Leadership Development Committee chair (Karin Johnson, MMC); the OAMR Education Committee Chair (Peggy Hawker, MMC); and, an appointment by the OAMR President (Ruth Post, MMC). The OAMR committee, plus 3 members each from WMCA and AAMC, forming the multi-state partnership. This committee works with the Institute Director Joann Tilton to ensure professional development courses meet the current needs of today's city recorder/clerks.

DISCUSSION

2021 Institute: Due to COVID-19, the Professional Development series will have a modified program this year. Classes will be held virtually; PDI, PDII and PDIII will extend over a two-week period, with three 4-hour days per week. PDIV will consist of three 4-hour days. The dates are as follows:

Professional Development I:

June 8, 9 & 10, 2021 | Tues/Wed/Thurs | 8AM-12PM
June 15, 16 & 17, 2021 | Tues/Wed/Thurs | 8AM-12PM

Professional Development III:

June 22, 23, & 24, 2021 | Tues/Wed/Thurs | 8AM-12PM
June 29, 30, & July 1, 2021 | Tues/Wed/Thurs | 8AM-12PM

Professional Development II:

June 8, 9 & 10, 2021 | Tues/Wed/Thurs | 1PM-5PM
June 15, 16 & 17, 2021 | Tues/Wed/Thurs | 1PM-5PM

Professional Development IV:

June 22, 23 & 24, 2021 | Tues/Wed/Thurs | 1PM-5PM

As of March 10th, registration numbers are very good:

Name	Capacity	Registered	Waitlisted
Professional Development I	65	65	2
Professional Development II	60	44	
Professional Development III	60	36	
Professional Development IV	60	26	

Our Institute Director, Joann Tilton, has been working diligently with Washington State University to ensure the Northwest Clerks Institute can continue to provide education to our recorders/clerks during COVID.

SUGGESTED MOTION. N/A – report for information only.



OAMR BOARD REPORT

PROFESSIONAL GROWTH & LEADERSHIP DEVELOPMENT COMMITTEE REPORT

Meeting Date: April 16, 2021
Source of Item: PG&LD Committee

Contact: Karin Johnson, MMC, City of Independence
Contact Telephone Number: 503-837-1172
Contact email: kjohnson@ci.independence.or.us

INFORMATION REPORT:

Activities to date:

1. Leadership mentors were provided to new Board members before & after the September conference.
2. With the LOC conference also held virtually, there was no OAMR booth to staff this year.

In the works for the upcoming year:

1. Continue to assist as needed with NCI committee work.
2. Update/refresh OAMR booth materials.
3. Reach out to the other Oregon professional municipal organizations (OMFOA, OCCMA, OMA, etc.) to offer providing sessions to their members on records management, public records/meetings, etc.

Thank you to all those that signed up to help out on this committee this year: Tori Barnett, MMC; Michele Eldridge, CMC; Peggy Hawker, MMC; Angie Lanter, MMC; Ruth Post, MMC; Marla Roberts, CMC; Carol Weir, MMC; Kimberly Wollenburg.

OAMR BUSINESS MEETING REPORT



Records Management Committee

Meeting Date:
Source of Item: Records Management Committee (RMC)

Contact: Sue Ryan, Kattie Riggs, Co-Chairs
Contact E-Mails: sue.ryan@newbergoregon.gov;
kriggs@orc.gov

ISSUE STATEMENT

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

BACKGROUND

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

The RMC met virtually on March 12th with the following agenda.

- Current status of Public Records bills in legislature
- Timeline for city retention schedule revision – gaps
- Round Robin – How is everyone doing? Any records challenges you need help with or have questions on? Can we help each other find solutions?
- Common themes everyone is dealing with in records: Laserfiche 10, shared drive cleanups, educating staff and elected officials about records, Boards & Commissions, Public, People arriving and People leaving the work environment.

The committee heard reports from the Secretary of State's office, and the Public Records Advocate's office. The committee will meet next virtually in July.

RELATED POLICIES/BUDGET CONSIDERATIONS

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

BOARD OPTIONS

The Board is asked to receive this report and provide any necessary feedback and direction.

CHAIR'S RECOMMENDATION

It is the co-chair's recommendation that the Board accept this report.

SUGGESTED MOTION

(none)

ATTACHMENTS

1. (none)

OAMR BOARD REPORT



RETIRED CLERKS COMMITTEE

March 2021
Source of Item: Committee Report

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

COMMITTEE CO-CHAIRS & MEMBERS: Co-Chairs, City Recorder, Diane Harris, CMC, and Deputy City Recorder, Melanie Masterfield, Sutherlin; and members City Recorder, Deanna Casey, MMC, Central Point; Retired City Recorder, Debbie Hamilton, CMC, Sutherlin; City Recorder, Dale Shafer, Nehalem; City Recorder, Carol Weir, MMC, Rogue River

ISSUE STATEMENT

2020-21 Retirees: Received information that City of Veneta's City Recorder, Darci Henneman, officially retired on February 1, 2021.

BACKGROUND

Upon hearing of Darci's retirement, I contacted her and requested that she complete the Retiree Questionnaire to be featured in the next newsletter. Within a very short time she responded as requested and added her information to the Retired Clerk's Roster, and completed the Retiree Q&A.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: April 5, 2021
Source of Item: Scholarship Committee

Contact: Debby Roth, Chair
Contact Telephone Number: 503-992-5305
Contact E-Mail: droth@ci.cornelius.or.us

BACKGROUND

The purpose of the Scholarship Committee is to solicit applications and award scholarships based on the funding amounts approved by the OAMR Executive Board for attendance at the professional development institute series, the OAMR mid-year academy, annual academy, annual conference, and the annual IIMC conference.

The 2019/2020 Scholarship Committee members are: Susan Reeves, MMC, Scappoose; Cathy Nelson, CMC, Harrisburg; Kelly Morse, MMC, Redmond; Marla Roberts, Nyssa; and Anna Ruggles, CMC, Forest Grove.

COMMITTEE ACTIVITY

The 2020 OAMR Board approved eligibility to apply for the IIMC Conference scholarship every five years. Allowing different members to attend and encourage member's working on their CMC or MMC to apply.

This last year, outgoing President Payne awarded \$1,500.00 to be spent on scholarships prior to October 31, 2020. Online classes were scheduled by NCI.

This proved to be a challenge, when the board also requested all scholarships reimbursable upon successful completion.

Before you is the proposed Scholarship Guidelines, amended to reflect the board's request.

DISCUSSION

Board Action: Review the amended guidelines and update as requested.

Motion: I make a motion to accept the amended Scholarship Guidelines as presented.

Oregon Association of Municipal Recorders Scholarship Guidelines for Professional Development, Mid-Year Academy, and Annual Academy and Conference

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PURPOSE

The scholarships for Professional Development (PD) I, II, III and the Master Academy (IV) at the Northwest Clerks Institute, Mid-Year Academy, Annual Academy and Conference, and IIMC Conference are designed to encourage, and provide financial support for OAMR members to attend these training sessions with the goal of pursuing professional and personal excellence, and for achieving Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) through the International Institute of Municipal Recorders (IIMC).

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APPLICATION REQUIREMENTS

The scholarship application deadlines are listed on the OAMR website under scholarships. A complete application package includes the completed application and a letter of support from a current supervisor, city manager and/or mayor showing financial need and that the employer is willing to provide support, either partially or in full, for the applicant for lodging and meals, travel expense reimbursement and work time to attend the event. Applications can be submitted by email or mail as indicated on the application within the stated time limit on the OAMR website, under scholarships. Applications submitted prior to the application opening will be returned and applications received after the closing date will not be considered for a scholarship.

AWARDS

Applications will be ranked by the Scholarship Committee by the use of a points system. At the end of each selection criterion below, the point(s) awarded for meeting that criterion is noted. OAMR will award scholarships to Full Members prior to providing scholarship awards to Associate Members (see OAMR Bylaws for qualifications), and Associate Members must be currently employed by a legislative body. The Committee Chair will notify the recipients in a timely manner. Scholarship funds are designed to cover the cost of registration (based on the current budget, scholarships to cover lodging cost may be provided to first-time attendees to Annual Conference and PD I). All other costs are the responsibility of the applicant. ~~Recipients will be asked to notify the OAMR Treasurer once they have sent in their registrations and the Treasurer will write one check for all of the recipients for PDs, Mid-Year Academy, Annual Academy and Annual Conference. IIMC scholarship recipients will be reimbursed the cost up to the scholarship awarded; provide the OAMR Treasurer all receipts for reimbursement after the IIMC Conference. All scholarships awarded will be reimbursed upon successful completion.~~

WAITING LIST

If the Scholarship Committee receives more applications than available funding, the Chair will maintain a waiting list and will notify those on the list of their placement in a timely manner. If a scholarship recipient is unable to attend the event, the next person on the waiting list will receive the scholarship funds. The scoring used for the scholarships will determine the ranking for the wait list. In the event of a tie, the date of receipt of the application packet will determine rank.

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SCHOLARSHIP RECIPIENT KNOWLEDGE TRANSFER ACTION PLAN (KTAP) AND REPORT

KTAP:

Scholarship recipients for **PDs and Academies (Mid-Year and Annual)** are required to submit a KTAP to the NCI Director within 30 calendar days of training attendance. In order to be reimbursed, submit your report along with a reimbursement form to the Treasurer and the Scholarship Chair. If a recipient fails to submit a report, he or she is ineligible to ~~apply for another scholarship for one OAMR fiscal year (November 1–October 31), which will be noted on the scholarship tracking sheet~~ receive reimbursement.

REPORT: ~~All~~ Sscholarship recipients for the **Annual Conference and IIMC Conference** are required to submit a report detailing the benefits received from their conference attendance within 30 calendar days of the completion ~~of the conference.~~ In order to be reimbursed, submit your report along with a reimbursement form to the Treasurer and the Scholarship Chair. The report ~~will~~ may be submitted ~~to the Scholarship Committee Chair~~ for distribution to the OAMR Board and for possible publication in an OAMR newsletter or posting on the OAMR website. If a recipient fails to submit a report, he or she is ineligible ~~to apply for another scholarship for one OAMR fiscal year (November 1–October 31), which will be noted on the scholarship tracking sheet~~ to receive reimbursement.

COMMITTEE PARTICIPATION

Scholarship recipients are required to sign up for and participate on either the Special Projects/Fundraising Committee or the Conference Committee the following fiscal year. Recipients must sign up for either committee no later than October 31st. Failure to do so will make recipient ineligible to apply for another scholarship for three fiscal years effective November 1st of the fiscal year following receipt of the scholarship. Failure to participate on either committee despite signing up will make recipient ineligible to apply for another scholarship for three fiscal years from the end of the committee participation year.

CRITERIA*

1. Applicant is a Full Member of OAMR. (1 point)
2. Applicant is a member of IIMC. (1 point)
3. Applicant is pursuing Certified Municipal Clerk (CMC) (5 points) or Master Municipal Clerk (MMC) (1 points) Designation
4. Applicant is a first-time scholarship applicant, or has applied for a scholarship before but has not received it. (3 points)
5. Applicant has not applied for any other scholarships during the OAMR budget year (November 1 to October 31). (1 point)
6. Applicant has attended OAMR conferences. (1 point per year, maximum 5 points)
7. ~~*PD applicants: Only OAMR members who are also IIMC members are eligible to receive this scholarship.~~
8. ~~* Conference applicants: Applicant has served in the position for less than one year. (2 points)~~

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9. * IIMC Conference scholarship recipients are eligible to apply every five years.