OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING - ZOOM
April 16, 2026

BOARD MEMBERS	TITLE	ATTENDING
Scott Stauffer, CMC, Milwaukie	President	Present
Claudia Cisneros, CMC, McMinnville	Vice President	Present
Kim Herring, Dallas	Treasurer	Present
Melissa Bisset, MMC, Keizer	Secretary	Present
Kayla Duddy, CMC, Redmond	Immediate Past President	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Present
Krystal Stevens, Willamina	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
Allyson Pulido, Springfield	Region IV Director	Present
Winnie Shepard, CMC, Medford	Region V Director	Present
Keli Pollock, Madras	Region VI Director	Present
Karen Howton, CMC, Island City	Region VII Director	Absent

1. CALLED TO ORDER/ ROLL CALL
President Scott Stauffer, Milwaukie, called the OAMR Board Meeting of April 16, 2026, to order at 1:02 p.m. Virtual Roll was taken for OAMR Board Members.

2. ACTION ITEMS

a. Approval of February 9, 2026, Minutes

Treasurer Kim Herring pointed out a scriveners' error in Section 3, noting the word "attend in should be "attended".

MOTION: Kim Herring, Dallas, moved to approve the minutes as amended; seconded by Claudia Cisneros, McMinnville. Motion passed unanimously.

3. OFFICER REPORTS

a. President – Scott Stauffer, Milwaukie, reported on the upcoming Conferences he will be attending as OAMR President. He commented on the commonalities with the Washington Municipal Clerks Association and shared that he had received a fundraising idea while at the Washington Conference. President Stauffer noted that the California Conference was going to be expensive and that he estimated it was $1,000 over the budget. He would be asking for a budget adjustment to cover the increased costs and would provide documentation. He shared that the OAMR Conference Logo was included in the packet. There would be a Memorandum of Understanding for the states to consider and approve that would be a regional expression of supporting Washington to take on the first region conference. It was noted that there was an interest in having a Lifetime Achievement Award. The Immediate Past President would be involved in the award process.

b. Vice President – Claudia Cisneros, McMinnville, had nothing to report.

c. Treasurer – Kim Herring, Dallas, reported that a free speaker had been secured for the Annual Academy. It was originally budgeted for $10,000. The Education Committee Chair, Ronnie Smith had requested that the $10,000 be rolled from the Academy Budget into the General Conference Budget for speakers. It was noted that costs for speakers were increasing and an adjustment should be considered in future years.

1. Budget Adjustment (Conference Speakers)

MOTION: Lisa Scholl, St. Helens, moved to approve the budget amendment for conference speaker expenses for Fiscal Year 2025-2026 seconded by Kayla Duddy, Redmond. Motion passed unanimously.

2. Adoption of Revised Financial Policy

Treasurer Kim Herring shared that the policies had not been updated for a while. There was language about the Treasurer's registration "may" be comped by OAMR and there was a suggestion to remove the word "may". The Executive Board recommended offering complementary conference registration to the Treasurer, Secretary and Immediate Past President. It would reduce the conference revenue by $1,155 for the year. In addition, the Breaking Barriers award had been included in the budget but the Financial Policy did not include any language about it. Both changes were recommended by the Executive Board.

MOTION: Gloria Tucker, Port of Newport, moved to approve the Finance Policy as presented; seconded by Claudia Cisneros, McMinnville. Motion passed unanimously.

d. Secretary – Melissa Bisset, Keizer, had nothing to report.

e. Immediate Past President – Kayla Duddy, Redmond, had nothing to report.

4. REGION DIRECTORS

a. Region I – Lisa Scholl, St. Helens, had nothing to report.
b. Region II – Krystal Stevens, Willamina, shared that they had seven members attend their Region Luncheon. They were preparing their Region Basket, and the theme was baking

and cooking. She noted there was a local Election Training in McMinnville the previous day.

c. Region III – Gloria Tucker, Port of Newport, had nothing to report.
d. Region IV – Allyson Pulido, Springfield, asked for feedback about how Region Directors are supporting their regions.
e. Region V – Winnie Shepard, Medford, shared that they had Elections training including a social hour in person.
f. Region VI – Keli Pollock, Madras, had nothing to report.
g. Region VII - Karen Howton, Island City, was not present.

5. COMMITTEE REPORTS

a. Audit – Yuriy Ukhach, was not present. On behalf of Yuriy, President Stauffer shared that the Audit Committee had met and they were finalizing numbers, they were in high praise of Treasurer Herring, and he hoped the audit report would be issued soon.

b. Budget – Kim Herring and Claudia Cisneros, had met to discuss the future budget. Treasurer Herring reported on the mid-year finances sharing that there was a net revenue of $2,015. The tiered membership dues were being worked on.

c. Bylaws – Aimee Amerson, had nothing to report.

d. Digital Assets – Lisa Figueroa, had nothing to report.

e. Education – Ronnie Smith, was not present. President Stauffer shared that Peggy Hawker, a retired OAMR member, would be conducting the Athenian Dialogue.

f. Events & Fundraising – Susan Reeves, Krystal Stevens, shared about the planned events which included a potential bonfire and trivia night. The Request for Proposals for the 2028 conference would be going out to bid.

g. Membership – June Hinojosa, and Stacey Stockhoff – were not present.

h. Mentoring & Retired Clerks – Sylvia Murphy, commented on the Membership Committee Board Report. There was a proposed Checklist and Mentoring Guide included for consideration.

MOTION: Kim Herring, Dallas, moved to approve the updated OAMR Mentor Follow-Up Checklist and OAMR Mentoring Guide with revision dates of February 2026; seconded by Krystal Sevens. Motion passed unanimously.

i. Nominating – Christie Teets, provided a reminder that the Vice President, Region Directors I, III, V and VII were currently open.
j. Publications – Gloria Tucker, had nothing to report.
k. Records & Regulations (RRC) – Alex Downing reviewed the Committee Report.
    1. Adoption of Revised Records Management Policy
    2. Adoption of Revised Records Retention Schedule
    3. Adoption of Revised Records Destruction Form
    4. Direction to form a Records Management Policy Implementation Workgroup

Alex Downing acknowledged the work of the committee. President Stauffer thanked the committee for their work. A workgroup would be formed in partnership with the RRC Chairs and the OAMR President.

MOTION: Gloria Tucker, McMinnville, moved to adopt the revised Records Management Policy, adopt Records Retention Schedule, adopt Records Destruction Form, and form a workgroup in Fall 2026 to implement the revised Records Management Policy, specifically addressing the migration and ongoing management of electronic files; seconded by Kim Herring, Dallas. Motion passed unanimously.

5. OAMR Support of House Bill (HB) 4177

A letter of support was displayed. The House Bill was related to rules about public meetings and communications among public officials. The League of Oregon Cities were in support of HB 4177. The RRC committee proposed supporting HB 4177 and felt that it provided clarification.

The various options about issuing a letter of support were discussed. There was discussion about various cities being in support of HB 4177. No opposition to the letter of support was expressed.

MOTION: Kim Herring, Dallas, moved to authorize President Scott Stauffer to sign and submit a letter in support of HB 4177 to Governor Kotek, seconded by Allyson Pulido, Springfield. Motion passed unanimously.

I. Scholarships – Cathy Nelson

There was discussion about the registration fees for Professional Development. Ten applications for scholarships had been received and $1,855 was needed to cover the 10 scholarships.

There was a suggestion to use the Contingency instead of the Uncategorized Expense Line.

Allyson Pulido, Krystal Stevens, and Kim Herring recused themselves as they were scholarship applicants.

MOTION: Gloria Tucker, Port of Newport, moved to allocate $1,855.00 from contingency to the IIMC Certification Programs Scholarship line item of the budget; seconded by Claudia Cisneros, McMinnville. Motion passed by Roll Call vote as follows with eight in favor, three abstentions, and one absent.

Roll call vote:

Scott Stauffer, CMC, Milwaukie	Aye
Claudia Cisneros, CMC, McMinnville	Aye
Kim Herring, Dallas	Abstained
Melissa Bisset, MMC, Keizer	Aye

Kayla Duddy, CMC, Redmond	Aye
Lisa Scholl, MMC, St. Helens	Aye
Krystal Stevens, Willamina	Abstained
Gloria Tucker, CMC, Port of Newport	Aye
Allyson Pulido, Springfield	Abstained
Winnie Shepard, CMC, Medford	Aye
Keli Pollock, Madras	Aye
Karen Howton, CMC, Island City	Absent

m. Strategic Planning Group (SPG) – Cathy Nelson, Gloria Tucker

There was discussion about what the roles of the Region Directors could look like with the proposed new structure, the potential timing of the restructure, and the challenge of finding volunteers for the OAMR Board. It was noted that the proposed structure would reduce the number of board members from 12 to 11.

There was consensus of the Board to support the proposal and give the SPG the blessing to work with the Bylaws Committee to work something up for the next agenda.

6. DISCUSSION ITEMS

a. Mid-Year 2026: debrief (Krystal Stevens, Susan Reeves, Ronnie Smith)

Gratitude was expressed for all those involved in making the hybrid Mid-Year Conference a success. There was feedback about liking the option to meet as a group, being careful about microphones where there were groups, and the low number of attendees at some of the gatherings. There was a discussion about limiting the leadership/motivational topics in the future, breaking up content and potentially adding additional speakers.

7. OTHER BUSINESS

8. FUTURE BOARD MEETINGS

~~a. November 21~~
~~b. February 9~~
~~c. April~~
d. July
e. As Needed

Scott Stauffer would send out a doodle poll to schedule the next meeting.

9. ADJOURNMENT

President Scott Stauffer, Milwaukie, adjourned the meeting at 2:30 p.m.

Submitted By: Melissa Bisset, MMC, Keizer
OAMR Secretary