



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, November 17, 2017
12:30am – Springfield City Hall
Springfield, Oregon**

AGENDA

- I. Call to Order**
- II. Roll Call – By sign-in sheet**
- III. Officer Reports**
 - A. President: Debbie Hamilton, CMC (05 Minutes)
 - 1. *Presidents Board Report*
 - 2. *2017 Conference Report Summary*
 - B. First Vice-President: Nicole Morris, CMC
 - C. Second Vice-President: Kelli Weese
 - D. Treasurer: Kimberlyn Collins
 - E. Secretary: Trudy Borrevik, CMC, Cottage Grove - **ACTION** (03 Minutes)
 - 1. *Board Meeting Minutes for April 6, 2017*
 - 2. *Board E-Meeting Minutes for June 12, 2017*
- IV. Region Director Reports**
 - A. Region I: Kathy Payne, CMC, St. Helens
 - B. Region II: Angie Lanter, CMC, Banks
 - C. Region III: Phyllis Bolman, MMC, Monmouth
 - D. Region IV: Sammy Egbert, Coburg
 - E. Region V: Karen Spoons, MMC, Medford
 - F. Region VI: Izetta Grossman, The Dalles
 - G. Region VII: Nancy Parker, Athena
- V. Committee Reports**
 - A. Audit: Angie Lanter, CMC, Banks
 - B. Bylaws: Aubrey Minear, Hillsboro
 - C. City Recorder's Procedure Manual: Angie Lanter, Banks
 - D. Conference: Nicole Morris, CMC, Tualatin
 - E. Education: Peggy Hawker, MMC, Newport
 - F. Historical Preservation: Lisa Scholl, CMC, St. Helens
 - G. Internet: Melissa Thompson-Kiefer, CMC, Nehalem
 - H. Legislative: Lisa Morgan, Prineville
 - I. Membership: Donna Biggerstaff, Pendleton
 - J. Mentoring: Nancy Parker, Athena
 - K. Newsletter: Lisa Figueroa, Silverton - **ACTION** (05 Minutes)
 - 1. Kathy Payne, Former Chair - Update to Job Description & Manual
 - L. Nominating: Tori Barnett, MMC, Ontario
 - M. NCI Education: Ruth Post, MMC, Philomath
 - N. Professional Growth & Leadership Development: Karin Johnson, MMC, Independence

- O. Records Management: Scott Stauffer, CMC, Milwaukie – Nothing to Report
- P. Retired Clerks Committee: Diane Harris, Sutherlin
- Q. Scholarship: Nanci Moyo, Beaverton
- R. Special Projects/Fundraising: Kelli Weese, Florence

VI. Other Business

- 1. Discussion regarding Davis/Harris Scholarship

VII. Information Sharing

VIII. Future Meetings

- A. February 16, 2018, at 11:00 a.m. (If needed)
- B. April 5, 2018 at 2:30 p.m. Holiday Inn at the Airport – Portland

IX. Adjourn



OAMR BOARD REPORT

President's Board Report

Meeting Date: November 17, 2017
Source of Item: President's Report

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

BACKGROUND

The conference in Newport was great, with a terrific facility and wonderful educational sessions and fun events. Attached is a detailed summary of the 2017 OAMR Conference. We had great numbers! Academy Session had 79, Annual Conference was 111 and the Athenian Leadership had 30 attendees. I'm told the biggest numbers yet overall! How exciting is that!

Winning this year's illustrious award winners of the Recorder of the Year was Ann Ruggles, CMC, Forrest Grove and the President's Award of Distinction was received by Carol Weir, MMC, Rogue River. Well-deserved by both and it was great to see their City's elected come!

The site for the 2019 Conference was voted on and the winning site was The Riverhouse in Bend.

OAMR kept with tradition and had a booth at the League of Oregon Cities (LOC) Conference the following week after OAMR Conference. As OAMR President, I was unable to due to a previous commitment, therefore, Immediate Past President; Dale Shafer attended the LOC Board Meeting the day prior to the conference, and helped staff the OAMR booth during the conference. My thanks to Dale, as well as, Karin Johnson who was in charge with set-up and who organized the workers for the booth. Thank you to those who manned the booth at LOC!

2017/18 scheduled events are:

- October 30 - LOC Board Meeting – Attended the 5 minute meeting by conference call where they appointed Mike Cully as their new Director.
- November 12, 2017: Leave for Anchorage, Alaska to attend the AAMC Conference with Region IX Director Tracy Davis. 1st VP – Nicole Morris will be in charge while I'm out.

I hope to have the opportunity to attend region meetings during the 2017/2018 year.

RELATED POLICIES/BUDGET CONSIDERATIONS: None

BOARD OPTIONS: None

CHAIR OR DIRECTOR'S RECOMMENDATION: None

SUGGESTED MOTION: None

ATTACHMENTS

- A. 2017 Conference Summary

2017 CONFERENCE SUMMARY
Best Western - The Agate Beach Inn
Newport, Oregon
Sept. 20-22, 2017

Registrations:

Academy - 79

Full Conference – Paid – 102

Full Conference – Complimentary*- 9

ALD - 30

* President, 1st VP, Region IX Directors, CCAC/WMCA/AAMC Presidents, 2016 Recorder of the Year, and 2016 Presidents Award of Distinction

Hotel Nights Occupied:

Total Room Nights Occupied: **336**

Handbooks:

Ordered 110 wire bound handbooks.

Set-Up:

Assembled approximately 105 conference reusable bags with 24 first time attendee bags included.

Honored Guest Dinner:

- Location: Newport – Tables of Content
- Food: Entrees of beef, chicken, fish, vegetarian
- Beverage: No host
- Attended: 22 (11 Board - 6 Honored Guests & 5 Guests)
- Transportation: Car pooled to Bay Front
- Gift: Honored Guests received soap from Pheasant Creek Farms (made from goat's milk)

President's Welcome Reception: Light appetizers and a no host bar were held in the Moss/Rainbow room of the Agate Beach Inn; President Dale Shafer greeted members and thanked them for attending.

Opening Ceremony:

- Host Recorder, Peggy Hawker and Conference Chair, Debbie Hamilton arranged Mayor's and City Manager's welcome, Invocation by OAMR member Donna Biggerstaff, presentation of colors by the Color Guard of Yaquina Bay, and anthem played by tenor saxophone artist, Richard Dutton. My thanks to Peggy Hawker who was an awesome Host Recorder for us!

Education Sessions:

- Sessions: Sessions were well attended with great reviews. Our thanks to Education Chair, Peggy Hawker and her committee for an outstanding job.
- Handouts: Handouts that were available were placed on the OAMR website prior to conference.
- Speaker Gifts; provided by the Education Committee.

New Member/Mentor/Mentee Breakfast: 50 people (**14 newbies!**) attended breakfast, while the newest members were introduced to OAMR, and Mentors got to meet their mentee's. Special gifts provided to each attendee. Great job done by Nancy Parker, Chair and her Committee!

Two Free Nights for Membership to Explore Newport, one following the President's Welcome Reception and the other on Wednesday night, following the Pink Walk/Kathy Walk. Several attended Mr. Bill's Trivia Night, which was a big hit and a lots of fun!

President's Reception:

- Location: Newport Agate Beach Inn (during Social Hour of Banquet)
- No-host bar.
- President's gift: Acrylic plaque, Vase and gift card.
- Membership Gift: Stemless wine glasses for each member paid from President's Reception budget.

Annual Business Meeting:

Adopted the FY2017/2018 budget with amendments and elected the 2017/2018 Board members.

Region Photographs:

Pictures were taken between the Business Meeting and concurrent sessions on Thursday. We used the staircase in the downstairs foyer.

Annual Banquet:

The theme was Travel, complete with travel posters and décor. Centerpieces were cute vases with sand, sand dollars, a candle and blue jewels. OAMR donated these to the hotel.

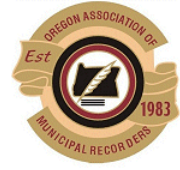
We again, held the silent auction, live auction, paddle raise and enjoyed a new special designer purse auction that was another big hit. Drawings for all raffles were during banquet.

Sponsors & Exhibitors:

We had some great sponsors and exhibitors although space for them was tight. Both goals for sponsors and exhibitors were met or exceeded, helping immensely with meeting revenue goals to cover scholarships, sponsors also covered Mr. Bill's Trivia, IIMC Region IX meeting and the President's Welcome Reception.

Pack Up:

1st VP, 2nd VP, and crew started packing up Friday night, with final items being packed up on Saturday morning. The transition meeting was held at the Best Western Agate Beach Inn.



OAMR BOARD REPORT OR REQUEST FOR ACTION

1st Vice President Board Report

Meeting Date: November 17, 2017
Source of Item: 1st Vice President

Contact: Nicole Morris, MMC, 1st Vice President
Contact Telephone Number: 503.691.3011
Contact E-Mail: nmorris@ci.tualatin.or.us

ISSUE STATEMENT

This is an information item only.

BACKGROUND

I have reviewed the job description and am excited to get things underway. We have a great group signed up to participate on the Conference Committee. Members have been assigned to teams. The committee will be meeting prior to the board meeting. Any actions taken at the meeting will be given in a verbal update.

At the Annual Conference in September the membership chose to accept the bid from The Riverhouse on the Deschutes in Bend for the 2019 Conference. Contracts have been finalized and they are excited to have us back again.

I have attached the Conference Evaluations and the Plan Your Next Conference summaries to this report for review by all committee chairs. It is important to review these summaries and understand what our members are needing and looking for at our upcoming events and conference.

I'm looking forward to the upcoming year knowing we have a great committee in place to get the job done!

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

- A. Conference Evaluations Summary
- B. Help Plan Your Next Conference Summary

PROGRAM	VALUE OF TOPIC FOR ME	STYLE OF PRESENTATION	OVERALL RATING
Friday, 9/22, 9:45am Concurrent Session: Athenian Leadership Dialogue Mary Lynne Stratta	1- 2- 3-I 4- 5-III	1- 2- 3- 4-I 5-III	1- 2- 3- 4-I 5-III
Friday, 9/22, 9:45am Concurrent Session: Minutes and Tricks of the Trade Barbara Christensen, Sandy King	1-I 2-I 3-II 4-III 5-I	1- 2- 3-III 4-III 5-II	1- 2- 3-III 4-II 5-III
Friday, 9/22, 9:45am Concurrent Session: Public Speaking Joann Tilton, Shalice Taylor Tilton	1- 2- 3- 4-II 5-III	1- 2- 3- 4-I 5-III	1- 2- 3- 4-II 5-III
Friday, 9/22, 1pm Concurrent Session: Minutes and Tricks of the Trade Barbara Christensen, Sandy King	1- 2- 3- 4- 5-I	1- 2- 3- 4- 5-I	1- 2- 3- 4- 5-I
Friday, 9/22, 1pm Concurrent Session: Public Speaking Joann Tilton, Shalice Taylor Tilton	1- 2- 3- 4-I 5-III	1- 2- 3- 4- 5-III	1- 2- 3- 4-I 5-III
Friday, 9/22, 3pm Concurrent Session: Emergency/Disaster Planning Rob Murphy, Laura Swanson, Spencer Nebel	1- 2-I 3- 4-I 5-	1-I 2- 3- 4-I 5-	1-I 2- 3- 4- 5-I
Friday, 9/22, 3pm Concurrent Session: Public Speaking Joann Tilton, Shalice Taylor Tilton	1- 2- 3- 4-I 5-III	1- 2- 3- 4- 5-III	1- 2- 3- 4-I 5-III

Which session did you find most useful and why?

- Public Meetings - loved the open forum and the speaker was knowledgeable but talked with us not to us.
- Public Meetings: Chad was very engaging and knowledgeable. The class could have lasted another hour and still been informative.
- I do love the Athenian Dialogues and receive great information from them.
- Public records. Although I really liked the Wednesday academy the best! Dr. Fleming-Randle was an outstanding presenter with a lot of wisdom to share.
- Records Retention - it is always good to review this information. The break-outs into the various groups using electronic records management were also useful for tips and tricks.
- Public Records - It was nice to get an overview of the recent changes and this workshop was presented perfectly. It was well timed and interactive. Great job to the presenters.
- Public Speaking - I got out of this workshop what I was willing to put into it. Left with some great tips. Again, the presenters were wonderful and I enjoyed the hands on exercises.
- Public Records for the legislative updates and latest info from the State Archives.
- minutes tips and tricks
- I think from a nuts-and-bolts perspective, the public records and public meetings sessions were the most useful. They comprise some of the most critical - and legally binding - aspects of our jobs and they can so easily be overlooked by "the other duties" assigned to us.
- I found the Public Meetings session most useful because it reinforces for me what I know to be true about the laws and gives me more confidence to inform my Council/CA when they are not following the law.
- Public Records and Public Meetings- I always come away with learning so much and I feel like you all always get really great presenters as well.
- Public meetings and minutes and tricks of the trade
- Public Meetings- Chad was well organized, well informed and provided time for conversations and questions
- Public Records and Meetings Laws; it hit best on what we are dealing with at the local levels.
- Public Meetings- Because he was very informative, answered questions and offered an authoritative, legal opinion.
- Minutes and Tricks of the Trade. It is hard sometimes knowing what should be included and what shouldn't. Also, trying to keep them from being so wordy.
- Public Records and Public Meetings- pertains to the recorder's office.

Which session did you find least useful and why?

- Emergency Preparedness - no take away.
- Public Records: The content was fine, but the presenter spoke way to fast and did not engage the audience.
- Emergency planning, as I had hoped it would connect with the job of a City Recorder.

- Helping People Who Don't Look Like You - Didn't feel like I came away with a lot of practical tools to use.
- Emergency Preparedness. I think the presenters knew the information, it just wasn't delivered very well. It would have been nice to see a breakdown or list of content. It would have also been nice to have a copy or a few copies of Newport's Emergency Plan available to look at.
- Disaster Preparedness - it tried to cram too much into a short amount of time and was very dry. I had hoped it would address records; a very seldom addressed subject related to this topic.
- I enjoyed the ELGL session on diversity in the workplace, but I don't do anything with HR and I rarely sit on interview panels, so it wasn't a session I will do a lot with at work. BUT, I appreciate what they said and I know many of my recorder colleagues are involved with HR, so I think it's really good to have these type of sessions.
- Definitely the Emergency Planning session. It was geared towards developing an Emergency Management Plan and we've already done that and it was something I wasn't involved in.
- Emergency Planning- It was not at all what I thought it was going to be. I didn't feel like they gave us enough information. I know a member of their group did not show and perhaps that is why the session seemed very bland and lacking.
- Helping people who don't look like.....
- People who don't...presentation wasn't well thought out and spoke to a particular audience. Much wasn't relevant slide show was I'm possible to see/read and topic points were all over the place.
- Disaster planning because we already have a plan in place for the "big picture." I wanted more specifics on how the "city recorder" can best prepare herself for the many disasters that could happen.
- The session on Wednesday was least useful, although it was one of the few courses that offered credit towards a CMC. For Thursday, the least helpful was the Welcome TO OAMR because a lot of the information is already on the website.
- Emergency/Disaster Planning- only info I got for recorder was know where your vital records are.

Do you prefer general sessions or more concurrent sessions and why?

- I like having both. Smaller sessions allow for more questions and interactions.
- Either are fine
- I'm okay with either.
- I like the mix of both.
- General Sessions, because more topics to choose from and more sessions to attend.
- Concurrent - more options
- I like a mix of both and find value in both. The general session can usually provide good information and training on a subject that all recorders can use, and the concurrent sessions provide more specific topics that fit different needs.
- I liked the general sessions we had each day, but I also like to choose some things that I need help or more information on so some concurrent is good, I like to have a mix.

- Both. I think both have value and are appropriate at a conference our size and depending on the topics. Both styles are important. I liked that the records and meetings sessions were general sessions.
- No preference. I like the mixture of both.
- General with tables
- I don't have a preference, although I like hearing questions and responses from the entire group when we have general sessions.
- I like a mix. Some topics need to have everyone present at once to get the full effect and to hear everyone's questions. However, the small group concurrent sessions are a great break from that.
- I appreciate both and find value in each. It is nice to have more time to cover subject matter.
- I like concurrent sessions, as not everyone is interested in the same materials and it helps to split the class sizes up.
- A good mix makes sense-it's nice to have options based on your experience and time in the field.
- General Sessions gives you an opportunity to get more classes in.
- It's hard to get a lot out of Academy.

Did you like the length of the classes offered during this conference? If not, what would you prefer?

- Yes
- Yes
- Length was about right.
- Yes.
- If we decide to go to more general sessions than concurrent sessions, I think it would be more valuable to lengthen the time for each (maybe fewer breaks - or ending a half hour later).
- It works
- Yes
- I think the concurrent sessions were a little long. I don't feel the all day sessions work because it doesn't leave enough choices for those not taking those.
- An hour and 45 minutes always seems so long to me - but more often than not the time goes quicker than I expected it to. I guess it's an OK length.
- Yes, the length was ok.
- 4 Some were saying they would have liked longer for the public meetings class and also the minutes, tips class.
- I would have preferred having 1/2 day or all day sessions of Public Records and Public Meeting sessions. And, based on the moans from the group when these sessions were over, I think a majority felt the same, especially with HB 481 becoming effective January 1st.
- Yes, unless it's a topic like "minutes and other tricks of the trade" that needed to be longer.
- Longer Classes! More time for information and engagement.
- I did like the length of the classes, as they were not too long or too short to cover the materials.

- I prefer shorter classes- about an hour or two- more classes for credit for (CMC) would help "sell" the necessity of the conference to our City Managers or Council.
- Yes
- Yes- too long and it's hard to concentrate.

Please give us your overall rating of the conference, including facility, agenda, meals, activities, etc.

- Facility was nice - some rooms were iffy. Agenda was good, except Friday afternoon I wasn't in Athenian or Public Speaking, and had done the other one already - so I had all afternoon off (not bad at the coast). Food was good.
- The hotel and staff were great. The food was good and proximity of meeting rooms to guest rooms was very convenient.
- Wonderful! I always learn at OAMR Conferences, either through classes or networking with fellow recorders. I liked the facility as well. Food was good.
- Nice facility; good meals. The agenda was well-organized.
- Facility = 5 Agenda = 4 Meals = 4 Activities = 3.5 (wish there was more time to bond and network) Business Meeting = 1 Overall rating of conference = 3 - due to the business meeting.
- Facility and meals - 5; agenda 3
- It was a great conference. It was nice having everything in one facility. The exhibitor area was a bit tight, but I know it's difficult to always find facilities with adequate space for everything. All in all, I think it was awesome.
- Facility awesome, meals very good (Buffet needed to be on both sides make things move faster) agenda - concurrent sessions not enough choices and scheduling on Friday was not good.
- Overall, I'd say this conference was 4.5.
- The conference was excellent. The agenda was ok. The facility was very nice. The only meal I really enjoyed was the sandwich-making lunch with salad. But I'm picky. The activities were fun, especially Trivia Night at the Rogue.
- 5
- I think our business meeting needs to be run more professionally. I think differing opinions are fine, but people need to use the microphones and we need to be sharper and more concise in our motions. It should run like a fine-tuned, parliamentary accurate, Board Meeting, especially for the sake of new members (I am basing this on my own opinion, but also something I overheard a new member say in the hallway.)
- 4, I would have given it a 5 with the following changes: 1. longer sessions on the two topics above. 2. The auction took too long and we weren't able to enjoy the live band and lots of people left early. 3. Many of the speeches given throughout the Conference seemed like a repeat of themselves.
- 5
- I thought it was all very well done. My only suggestion would be not have vendors in the hall, it made it very difficult to move about and felt like we were an interruption to discussions they were trying to have.

- I would rate it a 5...kudos to all the Conference Committee Members and Peggy Hawker!
- The Conference was good- The praying was a little odd for those who aren't religious and or private with their beliefs. I've not seen that a lot at government related conferences. The venue was okay- a bit run down and reservation got lost.
- 5, although I thought it was funny that for lunch we had ribs and corn on the cob. It is good food but I thought a little funny considering it was a group mostly made up of woman.
- 5

Any further comments or input for upcoming conferences?

- Nice places are great, but we really need to consider our members from Central and Eastern Oregon. The coast and Bend are mighty long trips for Region VII. I'm not sure why my Region doesn't have more attendance - I'll be working on finding out this next year.
- It would be nice to have something on the East side of the state once in a while!
- I appreciate that we have opening ceremonies with presentation of the colors, pledge of allegiance, and an opening prayer. I hope OAMR will always include those elements as part of our conferences. Thanks to all on the Conference Committee!
- The business meeting took on a very negative environment almost from the very beginning. I thought many of the items brought to the President's attention during the budget portion of the meeting, could have been handled prior to the business meeting and could have and should have been done in a way that was much more positive and productive. I was extremely disappointed in OAMR and some of the members of the board when they chose to publicly throw other board members under the bus, especially over such small insignificant "estimate of funds" issues. While I agreed with the proposed changes, I completely disagree with the manner in which it was handled. I was embarrassed for myself and especially our honored guests (some of whom got up and walked outside). I know OAMR is better than this. It was really difficult for me to finish out the conference once the business meeting was over. I also think that when we are voting on a conference location for future OAMR conferences, that we should only be including locations that meet our criteria - when there are 3 options, there should be 3 options - not really only 2 out of the 3 that are show cased. I also want to say how much I appreciate all the hard work that goes into putting the OAMR conference together. The many personal hours outside of everyone's already busy and full work schedules is difficult, yet the conference (outside of the business meeting) was a success.
- The Business meeting was not handled in a professional manor, it was a disgrace. The budget items addressed should have been brought to the Board's/President's attention before the meeting; there was time to address it between the posting of the packet and the meeting. I can imagine what the new members thought of it and what feedback I heard.
- Thank you to everyone who does so much to put this conference on - it's appreciated!
- I definitely liked that the conference sessions were in the hotel where we were staying and not outside the hotel or off site.
- I think our business meeting needs to be run more professionally. I think differing opinions are fine, but people need to use the microphones and we need to be sharper and more concise in

our motions. It should run like a fine-tuned, parliamentary accurate, Board Meeting, especially for the sake of new members (I am basing this on my own opinion, but also something I overheard a new member say in the hallway.)

- 1. Longer sessions on the two topics above. 2. SOOO much fun at Trivia Night! 3. Great games/ 50/50 throughout the Conference that really helped get people involved.
- Offer specific classes on all conference days that will help earn CMC educational points 😊
- The trivia night was fun- Friday should be a 1.2 day so people can go home to their families.
- Great conferences; Best Western was great!



HELP PLAN YOUR NEXT OAMR CONFERENCE

Program planning is now in progress and this year's OAMR Conference Committee would like your comments and suggestions on the topics that would be most helpful to you.

<u>2</u>	Accounting and Budgeting	<u>2</u>	Municipal Government Law
<u>1</u>	Collective Bargaining	<u>2</u>	Notary Laws
<u>2</u>	Computer Applications	<u>2</u>	Ordinance/Resolution Drafting
<u>4</u>	Communication Skills	<u>1</u>	Parliamentary Procedures
<u>4</u>	Conducting Effective Meetings	<u>4</u>	Personal Liability of Public Officials
<u> </u>	Contracting City Services	<u> </u>	Personnel and Labor Relations
<u>1</u>	Customer Service Relations	<u>1</u>	Professional Development
<u>4</u>	Discipline and Liability	<u>8</u>	Public Meeting Laws
<u>2</u>	Drug-Free Workplace	<u>5</u>	Public Relations for Cities
<u>2</u>	Economic Development	<u>5</u>	Public Speaking
<u>7</u>	Elections	<u>8</u>	Records Management
<u>4</u>	Employee Relations	<u> </u>	Recycling Issues
<u>4</u>	Ethics	<u>4</u>	Relations – Council/Staff
<u> </u>	Finance and Taxation	<u>2</u>	Retirement Systems
<u> </u>	Franchising	<u>2</u>	Safety in the Workplace
<u> </u>	General Government	<u>7</u>	Social Media
<u>4</u>	Health/Wellness	<u>4</u>	Supervisory Training
<u>3</u>	Hiring/Firing	<u> </u>	Systems Development Charges
<u>5</u>	Insurance and Risk Management	<u>1</u>	Urban Renewal
<u>1</u>	Interviewing	<u> </u>	Workers' Compensation
<u>5</u>	Leadership Skills	<u>3</u>	Working with the Media
<u>2</u>	Minute Taking	<u>4</u>	Written Communications

Other suggestions:

OTHER SUGGESTIONS:

- Social Media - what are the options - when would each a good fit for municipalities. Tricks, posting, ways to monitor. Legal ramifications
- Would be interested in a session about all the intricacies of using Outlook.
- Would be interested in a session about tourism promotion
- Disaster Preparedness in records to the entity's records
- If there are going to be multiple sessions of the same class there needs to be something to offset them. This year they has the same class two sessions in a row so if you took it the first session most did not want to take the same session again and there were no other choices.
- Thank you so much for all you guys do!

HELP WITH RECORDER PROBLEMS: What specific problems or concerns are you facing in your organization that you would like addressed during a session at the conference?

- Managing variety of tasks with limited staffing. Employee morale/ relations between management/ supervisors/ employees/ unions.
- Starting a records management program - getting buy in from other departments - how much do you butt into how other departments are handling their records. Writing ordinances/resolutions
- No specific issues at the moment in our community, however, I think social media, personal liability of a public official and supervisory training are always good topics to discuss.
- Social Media
- I think a session on how to deal with the sometimes ever-changing Council. While we are steadfast in our employment, Council members come and go and sometimes it can really shake things up. Or how to deal with discontent members of the public who want all new Councilors.
- Records- Keeping, Organization, Implementation of Process. Basically, anything and everything to do with Records! (when I went to PD1, the records presenter was having problems with his presentation so I felt like I missed out on a really good and beneficial class.)

SUGGESTIONS OR COMMENTS: Do you have any additional suggestions or comments on speakers or workshop topics that would make this year's Conference especially useful to you?

- It might be nice to have a workshop on succession planning.
- Keep using Mary Lynn for Athenian Dialogues
- I think it is important to make sure we offer basics class for new recorders
- RECORDS!

Based upon previous conferences you have attended (OAMR, as well as other associations), please indicate any suggestions/preferences you may have regarding the following topics:

- **Types of Vendors:**
 - Timely - new ways of doing things. I did like the vendor lunch, where each got to chat for a few minutes. I came away with questions, as a new clerk.
 - I thought the vendors at the conference were great. There were more vendors than I have seen in previous years.
 - Codification, Electronic Records Management, Records Request Management, Social Media Management
 - I would like to see some office supply vendors, such as Staples.
 - Website design firms

- **Conference Materials (i.e., handbooks, business meeting packets, handouts, etc.)** Do you prefer paper or electronic?
 - Electronic
 - I like electronic - save some paper. But I do like to have something given out at the session with contact information/resources.
 - Electronic
 - I prefer electronic conference material
 - I like having the conference handbook in paper format (I really liked the size of this year's handbook). For business meeting packet and session handouts, I prefer electronic.
 - Electronic
 - I prefer the hard copy handbook but all other things can be electronic.
 - Paper
 - Electronic
 - Electronic that I can print and save

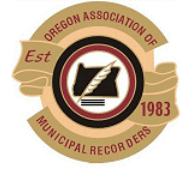
- **Social Events:**
 - LOVED trivia night. The getaway and do something fun together was most welcome.
 - I liked the Musical Theater event in Ashland last year.
 - Just more social events. Maybe even something as simple as 2 different regions hosting a grab bag get together in one of the common areas at the hotel site on one of the evenings.
 - It doesn't appear that many stay for dancing.
 - I like having social events where everyone can participate, but people can also opt out. This year's event was very fun.
 - Loved Trivia Night!

Do you have any comments on conference costs or suggestions on keeping our costs low?

- Have it at hotels where breakfast comes with the room - instead of sweet treats at morning sessions
- I know OAMR works very hard to keep costs down to keep our registration costs reasonable. I also know that the cost of bringing in quality speakers is growing. Keep up the great work!
- I think our membership has done a great job at selecting the best location for the price and what comes with it.
- LESS DECORATIONS/COMMITTEES. I think the venues do such a great job with the simple decorating that is done.

Other comments or input for upcoming conferences?

- Nice places are great, but we really need to consider our members from Central and Eastern Oregon. The coast and Bend are mighty long trips for Region VII. I'm not sure why my Region doesn't have more attendance - I'll be working on finding out this next year.
- I want to re-iterate that having the conference sessions in the same building as the hotel is the best logistically, especially if there is less than favorable weather outside.
- Thank you for everything you all do! I know it's a tremendous amount of work and I am very grateful!



OAMR BOARD REPORT OR REQUEST FOR ACTION

2nd Vice President Board Report

Meeting Date: November 17, 2017
Source of Item: 2nd Vice President

Contact: Kelli Weese, 2nd Vice President
Contact Telephone Number: 541.997.3437
Contact E-Mail: kelli.weese@ci.florence.or.us

ISSUE STATEMENT

This is an information item only.

BACKGROUND

I have reviewed the job description, special projects committee job description and conference manual and getting geared up for the upcoming year. The Special Projects and Fundraising Committee is ready to rumble with a great mix of 'oldies' and 'newbies'. A goal of \$13,000 has been set for the group with a stretch goal of \$15,000. The SPFC had its first meeting today and an update from that meeting will be presented under committee reports.

We have begun the process of determining locations for selecting a site for our 2020 conference by reviewing the upcoming regions.

I am very excited to get this process started and can't wait to get into the weeds of fundraising and conference site bidding. Should be a great year!

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: November 17, 2016

Source of Item: OAMR Treasurer, Kimberlyn Collins

Report of 2016-2017 Financials

- Academy/Education exceeds our anticipated goal by \$17,434
- Conference exceeds our anticipated goal by \$12,829
- Education/Scholarships raised \$11,622.
- Sponsors and Exhibitor exceeds our anticipated goal by \$1,860.00. We had more sponsors this year than last year.
- Overall budget exceeds our anticipated goal by \$28,678

I'm officially at my one year anniversary as OAMR Treasurer. As treasurer, I found my role rewarding and enjoyable until the annual conference. In the months leading up to the conference and for a month after the conference this was a task that was overwhelming. This was my first year and there was a huge learning curve, but since OAMR has no guarantees the treasurer will remain the treasurer for more than one term this could be an ongoing problem. Now that I am in my second year I know it will be much easier, but I still see the annual conference being undesirable for several reasons.

On March 9, 2017, Michele Eldridge submitted a report on the possibility of contracting this position out to a third party. I have reviewed these reports and my main concern is the financial cost that will take away from scholarships. For the treasurer, contracting all or a portion of this position would be an extreme help, but again we have to ask ourselves what the goal is of OAMR. We need to ask ourselves if spending between \$6,000 and \$26,000 a year, contracting a third party, is worth not being able to fund someone's education.

In my opinion, I believe this position is manageable, but only if some changes are made and followed. These are some of my suggestions:

- There are some members who work hard at recruiting people to attend several of our events throughout the year. When they pay for these guests it is all in the one person's name. The amount of time it takes me to research what the fees are for in PayPal is pretty significant. When I sit down to process payments and I do not have the answers I have to wait until they get into work the next week for those answers. This causes me to actually sit down twice in a week to process these payments. I would prefer for these situations to be paid for with a check and a note attached with the names of the people attending and what the money is actually for in detail. All their information would need to be in Wild Apricot so when I do receive payment I can easily go into the system and register them as payment received.
- Many times I will receive payments through PayPal under the Finance Directors name so I have to go through and research to find out who the payment actually belongs to. This is timely.
- Every payment, whether through check or PayPal, should be self explanatory.
- All fundraising events should be discussed prior to the events, directly with treasurer, so there are no surprises. At the conference I had no idea we were doing a 50/50, purse auction, or paddle raise. The paddle raise was the biggest issue as I was in the middle of processing final payments at the banquet when I received slips that said paddle raise, "Going to Texas." This held up the line for payment. I had to go back later and adjust QuickBooks to reflect in the right area.
- During the 50/50 I was told there was a cut off time so I counted all the money and had everything ready until the actually drawing, when we allowed more money to come in. I can assure you there were errors made in this fundraiser. After this event was over I continued to receive slips asking for the 50/50 to be charged to their account. I wonder how they received their cards without turning in these slips. This money was never counted in when the winner received their winnings. I had to go back and pay the winner three more times before the conference was over. I actually received a slip in the mail after conference. I had two people come

up to me afterwards and paid me for this fundraiser and they had never received a slip but received the cards. For the 50/50 there needs to be a cut-off point prior to the drawing. Once that cut-off point arrives no more money can be collected. All slips and cash need to be turned into the treasurer one hour prior to the drawing.

- I believe if we had a slip for each fundraiser, and they were color coded for distinction, this would help greatly with accounting and when people are collecting money. I think Diane Harris would be a good person to bring into this equation, since she was helping collect money for the 50/50. Diane and I had a long discussion on the process of the fundraising.
- It would be very helpful if the treasurer had one person who would be willing to assist during the conference. Especially during the silent and live auctions.
- I do have more suggestions, but won't go into detail unless the board is interested in making changes to the process.
- If OAMR wants to contract any part of the treasurer position I would suggest the tax filings. That does take a great deal of time, and it arrives during one of the busy times. Here is a sample of the time line for the treasurer:
 - First part of November begins new fiscal year by creating the budget. Board reports due.
 - Mid-November membership renewals begin. Ideally, processing payments should happen every weekend until end of March.
 - January begins Mid-Year. Ideally, processing payments should happen every weekend until Mid-Year is over.
 - February and March I am processing State and Federal taxes. Big job!
 - April and May processing Mid-Year transactions.
 - End of May through July is pretty quiet. Work to be done but quieter.
 - August – September processing conference payments and this is consistent every weekend until the conference. This also includes settling invoices for conference vendors.
 - End of September – October finish processing payments until the very end of October so I can get the books closed by the end of October. This is consistent every weekend until the end of October.
 - And another year begins! ☺

I hope this was helpful!

ATTACHMENTS

Budget vs Actual Report – October 31, 2017

Profit and Loss Report – October 31, 2017

Balance Sheet – October 31, 2017

Oregon Association of Municipal Recorders

Profit & Loss Budget vs. Actual

11/11/17

Accrual Basis

November 2016 through October 2017

	Nov '16 - O...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	11,590.00	9,000.00	2,590.00	128.8%
Annual Athenian Dialogue	1,580.00	750.00	830.00	210.7%
Mid-Year	12,100.00	8,250.00	3,850.00	146.7%
Mid-Year Athenian Dialogue	2,100.00			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Session	27,370.00	18,500.00	8,870.00	147.9%
Annual Conference Revenue				
Exhibitors	3,200.00	3,500.00	-300.00	91.4%
Registration	28,686.00	27,000.00	1,686.00	106.2%
Sponsors	6,660.59	5,000.00	1,660.59	133.2%
Total Annual Conference Revenue	38,546.59	35,500.00	3,046.59	108.6%
Cash Carried Forward	61,077.13			
Education/Scholarships				
Auction	2,854.07	350.00	2,504.07	815.4%
Donations General	436.47	1,500.00	-1,063.53	29.1%
Kathy Ishiara Education Fund	650.00	1,000.00	-350.00	65.0%
Other Fundraising	2,949.19	4,000.00	-1,050.81	73.7%
Raffle	2,303.22	3,000.00	-696.78	76.8%
Special Scholarship	150.00	1,000.00	-850.00	15.0%
Store Sales	432.00	1,250.00	-818.00	34.6%
Education/Scholarships - Other	1,847.97	0.00	1,847.97	100.0%
Total Education/Scholarships	11,622.92	12,100.00	-477.08	96.1%
Interest Income	672.26	150.00	522.26	448.2%
Membership Dues	10,515.00	10,250.00	265.00	102.6%
Miscellaneous	1,067.06	500.00	567.06	213.4%
Newsletter Advertising	900.00	1,000.00	-100.00	90.0%
Total Income	151,770.96	78,000.00	73,770.96	194.6%
Gross Profit	151,770.96	78,000.00	73,770.96	194.6%
Expense				
Academy/Education Sessions				
Annual Athenian Dialogue	1,524.59	2,500.00	-975.41	61.0%
Conference Academy	3,529.48	7,000.00	-3,470.52	50.4%
Mid-Year Academy	4,033.94	7,000.00	-2,966.06	57.6%
Mid-Year Athenian Dialogue	848.79			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Sessions	9,936.80	17,000.00	-7,063.20	58.5%
Annual Conference Expenses				
Awards	287.00	250.00	37.00	114.8%
Banquet Expenses	300.00	850.00	-550.00	35.3%
Conference Chair Expense	0.00	500.00	-500.00	0.0%
Food & Beverage/Site fees	18,495.10	14,000.00	4,495.10	132.1%
Freebies/Conference Bags	104.24	1,000.00	-895.76	10.4%
Future Conference Site Deposits	1,500.00	2,500.00	-1,000.00	60.0%
Hospitality	1,839.86	4,000.00	-2,160.14	46.0%
Miscellaneous Conference Exp	620.97	500.00	120.97	124.2%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	739.20	1,000.00	-260.80	73.9%
Print-Conference	607.15	700.00	-92.85	86.7%
Speaker Expenses	1,223.86	2,500.00	-1,276.14	49.0%
Total Annual Conference Expenses	25,717.38	27,900.00	-2,182.62	92.2%

Oregon Association of Municipal Recorders

Profit & Loss Budget vs. Actual

11/11/17

Accrual Basis

November 2016 through October 2017

	Nov '16 - O...	Budget	\$ Over Bu...	% of Budget
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	71.55	250.00	-178.45	28.6%
Raffle Expenses - Other	110.00			
Total Raffle Expenses	181.55	400.00	-218.45	45.4%
Store Merchandise	0.00	2,000.00	-2,000.00	0.0%
Total Fundraising Expenses	181.55	2,400.00	-2,218.45	7.6%
Internet/Web Page	156.00	100.00	56.00	156.0%
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	243.50	150.00	93.50	162.3%
Total Membership Expenses	243.50	200.00	43.50	121.8%
Micellaneous				
Square and PayPal Fees	574.05	0.00	574.05	100.0%
Miscellaneous - Other	1,092.29	2,000.00	-907.71	54.6%
Total Miscellaneous	1,666.34	2,000.00	-333.66	83.3%
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	40.83	1,000.00	-959.17	4.1%

2:00 PM

11/11/17

Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

	Nov '16 - O...	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	10,544.12	10,500.00	44.12	100.4%
President Awards Scholarship	300.00	600.00	-300.00	50.0%
Special Scholarship	2,800.00	2,500.00	300.00	112.0%
Special Scholarship Reserve	0.00	4,578.00	-4,578.00	0.0%
Total Scholarships	31,144.12	38,178.00	-7,033.88	81.6%
Total Expense	81,496.40	106,678.00	-25,181.60	76.4%
Net Ordinary Income	70,274.56	-28,678.00	98,952.56	-245.0%
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	70,274.56	-28,678.00	98,952.56	-245.0%

Oregon Association of Municipal Recorders

Profit & Loss

11/11/17

November 2016 through October 2017

Accrual Basis

	<u>Nov '16 - Oct 17</u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	11,590.00
Annual Athenian Dialogue	1,580.00
Mid-Year	12,100.00
Mid-Year Athenian Dialogue	2,100.00
Total Academy/Education Session	<u>27,370.00</u>
Annual Conference Revenue	
Exhibitors	3,200.00
Registration	28,686.00
Sponsors	6,660.59
Total Annual Conference Revenue	<u>38,546.59</u>
Cash Carried Forward	61,077.13
Education/Scholarships	
Auction	2,854.07
Donations General	436.47
Kathy Ishiara Education Fund	650.00
Other Fundraising	2,949.19
Raffle	2,303.22
Special Scholarship	150.00
Store Sales	432.00
Education/Scholarships - Other	1,847.97
Total Education/Scholarships	<u>11,622.92</u>
Interest Income	672.26
Membership Dues	10,515.00
Miscellaneous	1,067.06
Newsletter Advertising	900.00
Total Income	<u>151,770.96</u>
Gross Profit	151,770.96
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	1,524.59
Conference Academy	3,529.48
Mid-Year Academy	4,033.94
Mid-Year Athenian Dialogue	848.79
Total Academy/Education Sessions	<u>9,936.80</u>
Annual Conference Expenses	
Awards	287.00
Banquet Expenses	300.00
Food & Beverage/Site fees	18,495.10
Freebies/Conference Bags	104.24
Future Conference Site Deposits	1,500.00
Hospitality	1,839.86
Miscellaneous Conference Exp	620.97
Pres. Reception/Special Event	739.20
Print-Conference	607.15
Speaker Expenses	1,223.86
Total Annual Conference Expenses	<u>25,717.38</u>

Oregon Association of Municipal Recorders

Profit & Loss

11/11/17

November 2016 through October 2017

Accrual Basis

	Nov '16 - Oct 17
Fundraising Expenses	
Raffle Expenses	
Printing	71.55
Raffle Expenses - Other	110.00
Total Raffle Expenses	181.55
Total Fundraising Expenses	181.55
Internet/Web Page	156.00
MCEF Annual Donation	600.00
Membership Expenses	
Supplies-Memberships	243.50
Total Membership Expenses	243.50
Micellaneous	
Square and PayPal Fees	574.05
Miscellaneous - Other	1,092.29
Total Miscellaneous	1,666.34
Newsletter	
Postage-Newsletter	36.90
Printing-Newsletters	24.32
Supplies-Newsletters	5.65
Total Newsletter	66.87
NW Clerks Institute Director	1,335.26
Officer Supplies	
Misc/Equipment-Officers	80.00
Supplies-Officers	21.60
Total Officer Supplies	101.60
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	6,924.03
Total Officers Expenses	10,306.15
Photography/Historian	40.83
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	10,544.12
President Awards Scholarship	300.00
Special Scholarship	2,800.00
Total Scholarships	31,144.12
Total Expense	81,496.40
Net Ordinary Income	70,274.56

1:55 PM

11/11/17

Accrual Basis

Oregon Association of Municipal Recorders

Profit & Loss

November 2016 through October 2017

	<u>Nov '16 - Oct 17</u>
Other Income/Expense	
Other Income	
Donations for Fundraising	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	<u><u>70,274.56</u></u>

1:56 PM

11/11/17

Accrual Basis

Oregon Association of Municipal Recorders

Balance Sheet

As of October 31, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP	52,455.40
U S Bank	17,750.93
Total Checking/Savings	<u>70,206.33</u>
Accounts Receivable	
Accounts Receivable	68.03
Total Accounts Receivable	<u>68.03</u>
Total Current Assets	<u>70,274.36</u>
TOTAL ASSETS	<u><u>70,274.36</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	-0.20
Net Income	70,274.56
Total Equity	<u>70,274.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>70,274.36</u></u>



OAMR BOARD REPORT

Meeting Date: November 17, 2017
Source of Item: Secretary

Contact: Trudy 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. April 6, 2017 Board Meeting
2. June 12, 2017 E-Board Meeting (Region IV Director)

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. April 6, 2017 Board Meeting
- B. June 12, 2017 E-Board Meeting (Region IV Director)



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Thursday, April 6, 2017
Best Western Agate Beach, Newport, Oregon**

Minutes are unofficial until approved by the Board.

1. Board meeting Called to Order:

President Shafer called the Board Meeting to order at 4:51 p.m.

2. Roll Call by Sign-In Sheet:

<u>Members:</u>	<u>Title:</u>	<u>Attended:</u>
Dale Shafer, Nehalem	President	√
Debbie Hamilton, CMC, Sutherlin	1st Vice-President/Conference Chair	√
Nicole Morris, CMC, Tualatin	2nd Vice-President/Fundraising Chair	√
Trudy Borrevik, CMC, Cottage Grove	Secretary	√
Kimberlyn Collins, Jacksonville	Treasurer	√
Michele Eldridge, CMC, Harrisburg	Immediate Past President	√
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter Chair	√
Angie Lanter, CMC, Banks	Region II Director/City Recorder Procedure Manual Chair	Absent
Phyllis, Bolman, MMC, Monmouth	Region III Director	√
Kelli Weese, Florence	Region IV Director	√
Karen Spoons, MMC, Medford	Region V Director	√
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	Absent
Nancy Parker, CMC, Athena	Region VII Director/Mentoring Chair	√
Tracy Davis, MMC, Keizer	Region IX Director	Absent
Karin Johnson, MMC, Independence	Audit Chair/Professional Growth & Development/NCI Education	√
Abigail Donowho, Tillamook	Bylaws Chair	Absent
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	√
Melissa Kiefer, CMC, Nehalem	Internet Chair	√
Peggy Hawker, MMC, Newport	Education Chair/NCI Education	√
Mary Dibble, MMC, Albany	Membership Chair	Absent
Anna Ruggles, CMC, Forest Grove	Nominating Chair	√
Ruth Post, MMC, Philomath	NCI Education	Absent
Scott Stauffer, Milwaukie	Records Management Chair	Absent
Carol Weir, MMC, Rogue River	Retired Clerks Chair	Absent
Nanci Moyo, CMC, Beaverton	Scholarship Chair	Absent
Debi Russell, Weston		√
Diane Harris, Sutherlin		√
Lisa Figueron, Silverton		√

3. **Officer Reports:**

President, Dale Shafer, Nehalem, said she didn't have anything to add to her report.

Karin Johnson said she hadn't heard back from LOC regarding the location of the OAMR booth at the LOC Conference in Salem last September.

1st Vice-President, Debbie Hamilton, CMC, Sutherlin, talked about the conference committee meeting. She said they discussed not charging a late fee.

Discussion was held on whether a fee should be charged and how it would affect registrations. She said a registrant wouldn't be a confirmed reservation until the fee had been paid and they have received the confirmation email from OAMR. She said the committee also discussed eliminating the \$15 online registration fee and increasing the conference registration fee to cover it beginning in 2018.

MOTION: Secretary, Trudy Borrevik, CMC, Cottage Grove, moved, seconded by Nancy Parker, CMC, Athena, to eliminate the late fee and have one date for cancellation and payment due date. MOTION CARRIED UNANIMOUSLY by voice vote.

2nd Vice-President, Nicole Morris, CMC, Tualatin, said requests for proposals for the 2019 conference had been sent out and were due back on May 1, 2017. She said once she received the proposals, she would have a telephone conference with Michele Eldridge and Tori Barnett to go over them.

Treasurer, Kimberlyn Collins, Jacksonville, said Tracy Davis was able to get her the contact for the MCEF's annual donation and she would be sending that next week. She said she had turned in the annual State Corporation report that was due this month.

Kimberlyn said she had about \$1,000 in past due receipts from members and had been able to collect all but \$76. She said one of those she was trying to collect from indicated they had just found out about it and she was hoping they would be sending the money in any day. She said the other person she had been having communication with but it recently stopped and they hadn't responded to any of her communication in several months.

Debbie Hamilton asked if it was from the conference and running a tab.

Kimberlyn said some were from conferences from several years ago and some were recent. The person who quit responding to the communication had said they thought they had paid by credit card and she asked them to provide proof and she would make an adjustment and that was the last communication she had with them.

The Board discussed the issue and consensus was that the person should not be eligible for scholarships and should not be allowed to run a tab in the future.

Peggy commented that she was one who didn't pay on time, but said she received so many invoices that it was confusing. She said she received an individual invoice for everything she purchased and felt that they should all be included in one invoice.

Kimberly said she was changing the process and members would only get one invoice for all charges from mid-year and one for the annual conference in the future.

Dale said she would send a letter to the person.

Discussion was held on whether the association could suspend the membership of a member who didn't pay their tabs from purchases made at the mid-year academy or annual conference.

Secretary, Trudy Borrevik, CMC, Cottage Grove, requested the Board approve the following minutes:

November 12, 2016 Board Meeting
December 6, 2016 E-Meeting
February 21, 2017 E-Meeting

MOTION: 1st Vice-President, Debbie Hamilton, CMC, Sutherlin, moved, seconded by Karen Spoons, MMC, Medford, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Immediate Past President, Michele Eldridge, CMC, Harrisburg, said there were several proposed changes to the Finance Policy. The first was to add the Harris-Davis Scholarship and include it in the annual budget. She said there was also a proposal to increase the cost for flowers sent for condolences from \$50 to \$60. The last proposal was to increase the cost of the gift to Presidents from other states when they attended the annual conference from \$25 to \$30.

She said it wasn't mentioned in her report, but was included in the proposed changes to the Finance Policy, that Section 6.3 be changed so the number of recipients for first-time scholarships to the NCI was limited by annual budget constraints.

MOTION: 2nd Vice-President, Nicole Morris, CMC, Tualatin, moved, seconded by Kathy Payne, Region I Director, CMC, St. Helens, to approve the amendments to the OAMR Finance Policy. MOTION CARRIED UNANIMOUSLY by voice vote.

IV. Region Director Reports:

Region I: Kathy Payne, CMC, St. Helens said she had nothing to add.

Region II: Angie Lanter, CMC, Banks was not in attendance. No Board action required.

Region III: Phyllis Bolman, MMC, Monmouth said she had nothing to add.

Region IV: Kelli Weese, Florence said she had not turned in a written report, she was still learning the ropes. She said things were quiet since the Christmas lunch.

Region V: Karen Spoons, MMC, Medford said she had nothing to add.

Region VI: Lisa Morgan, Prineville was not in attendance. No Board action required.

President Shafer said we still needed someone to run for Region VI Director.

Region VII: Nancy Parker, CMC, Athena said she had nothing to add.

V. Committee Reports:

Audit: Karen Johnson, MMC, Independence, said the audit went well. She said the committee was recommending several changes:

- That the academy and conference expenses be separated out and allocated correctly.
- Cancellations for registrations be addressed (which had been discussed by the Conference Committee).
- That awarded scholarships, where the recipient ended up not attending the conference, be addressed.

She said since the annual conference was in September and the fiscal year ran July 1st through June 30th, the committee was recommending that anyone awarded a scholarship pay for it out of their City budget and get a refund when they attended the conference.

Nancy Parker said the auditors would not allow them to put those funds back into their education and travel expense line item, it had to go back into miscellaneous which messed up their budget. She said she didn't think it happened often enough for the association to change the procedures.

Karin said it didn't happen very often but had happened on more than one occasion and it was unfortunate that someone else couldn't use the scholarship.

Discussion was held on how to handle situations where members received a scholarship but ended up not attending the conference. It was mentioned that the association still had to pay for the meals when someone didn't cancel before the registration deadline. Suggestions for future situations were to not allow the member to apply for scholarships for a set period; to make them pay the association back for the meal costs; to send the invoice to the City Manager; and include language on the registration form on cancellations for those who receive scholarships.

MOTION: 2nd Vice-President, Nicole Morris, CMC, Tualatin, moved, seconded by Nancy Parker, Region VII Director, CMC, Athena, to approve the audit report for FYE 10-31-16 as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

MOTION: 1st Vice-President, Debbie Hamilton, CMC, Sutherlin, moved, seconded by Kathy Payne, Region I Director, CMC, St. Helens, to attach a two-year penalty from applying for scholarships for recipients who receive a scholarship but do not show for the conference without notification. OAMR will bill the recipients City an invoice for \$100 to cover the costs of meals for the annual conference.

1st Vice-President, Debbie Hamilton, CMC, Sutherlin, amended her motion to change the amount from \$100 for meals to the actual cost of meals. MOTION CARRIED UNANIMOUSLY by voice vote.

By-Laws: Abigail Donowho, Tillamook, was not in attendance. No Board action required.

City Recorder's Procedures: Angie Lanter, CMC, Banks, was not in attendance.

MOTION: Region VII Director, Nancy Parker, CMC, Athena, moved, seconded by Region IV Director, Kelli Weese, Florence, to approve the revisions to the City Recorder's Procedure Manual as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Education Committee: Peggy Hawker, MMC, Newport, said she had nothing to add.

Immediate Past President, Michele Eldridge, CMC, Harrisburg, said she recently had a conversation with Rob Van Cleave, Executive Director for LGPI and reminded him that they hadn't been a vendor/exhibitor for the last four to five years. She said they would be looking at being a vendor/exhibitor or presenting an education session in the future.

Historical Preservation: Lisa Stoll, CMC, St. Helens, said she had nothing to add.

Internet: Melissa Kiefer, CMC, Nehalem, talked about the SSL certificate and said OAMR didn't currently have one and the most affordable was through GoDaddy.

MOTION: Region I Director, Kathy Payne, CMC, St. Helens, moved, seconded by Region III Director, Phyllis Bolman, MMC, Monmouth, to approve purchasing and maintaining an SSL certificate for the OAMR website from GoDaddy and to transfer \$230.00 from Contingency to the Internet Committee Budget for an SSL certificate and installation. MOTION CARRIED UNANIMOUSLY by voice vote.

Melissa talked about a membership renewal grace period and said Member Chair Mary Dibble was unable to attend the meeting. Currently renewal emails generated 45 days prior to the January 1st due date and in the past there have been several new members who have joined just outside that 45 day period. They were asking the Board to formalize the policy, modify the date for new members or consider new member applications that are received near the 45 day period on a case-by-case basis.

After discussion, it was decided to have Mary research the by-laws or membership rules.

Membership: Mary Dibble, MMC, Albany, was not in attendance. No Board action required.

Mentoring: Nancy Parker, CMC, Athena, said she had nothing to add.

Newsletter Committee: Kathy Payne, CMC, St. Helens, said she had nothing to add.

Nominating Committee: Anna Ruggles, CMC, Forest Grove, said she didn't have anything to add other than they were still looking for nominations for Region IV and Region VI Directors. She said the deadline was extended to June 2, 2017.

Secretary Trudy Borrevik said she had talked with Sammy Egbert from Coburg who was going to apply for the Region IV Director position.

NCI Education: Ruth Post, MMC, Philomath, was not in attendance.

Professional Growth & Leadership Development: Karen Johnson, MMC, Independence, provided information in the newsletter.

Records Management Committee, Scott Stauffer, Milwaukie, was not in attendance.

MOTION: 2nd Vice-President Nicole Morris, CMC, Tualatin, moved, seconded by 1st Vice-President Debbie Hamilton, CMC, Sutherlin, to adopt the proposed revisions to the Records Management Committee description documents as proposed by the Records Management Committee. MOTION CARRIED UNANIMOUSLY by voice vote.

Scholarship Committee: Nanci Moyo, CMC, Beaverton, was not in attendance but asked Nancy Parker to give the report. She said after the committee awarded the scholarships, there was an increase for PD and registration increased from \$600 to \$625 and housing increased from \$500 to \$525. She said the committee approved the additional costs for registration and housing, however they were \$150 short in the budget to cover the additional costs. She said for mid-year scholarships the budget was \$3,000 and only \$2550 was used so there was an additional \$450 in the budget line item. They were asking the Board to approve the additional cost for PD in the total amount of \$520.00 and move \$150 from mid-year scholarships to the PD scholarships.

MOTION: Region VII Director, Nancy Parker, CMC, Athena, moved seconded by 1st Vice-President Debbie Hamilton, CMC, Sutherlin, to approve the additional costs for PD registration and housing for a total of \$520.00 and move \$150.00 from mid-year scholarships to PD scholarships. MOTION CARRIED UNANIMOUSLY by voice vote.

Special Projects and Fundraising Committee: Nicole Morris, CMC, Tualatin, said her committee met this afternoon and talked about the fundraising activities they would be having at the annual conference.

VI. Other Business:

1st Vice-President, Debbie Hamilton, CMC, Sutherlin, said she announced during the conference committee meeting that she had selected Michele Eldridge to give the oaths of office at the annual conference. She said she would like to see the Immediate Past President be given voting rights.

Michele Eldridge said it was in the By-Laws that the Immediate Past President didn't have voting rights. She wasn't sure why it was set up that way originally.

MOTION: 2nd Vice-President, Nicole Morris, CMC, Tualatin, moved, seconded by Region I Director, Kathy Payne, CMC, St. Helens, that the By-Laws Committee review the Immediate Past President's job duties to include voting rights. MOTION CARRIED UNANIMOUSLY by voice vote.

Michele said if changes were made it wouldn't go into effect until after next year's annual conference as they had to put the notification into the summer newsletter.

Immediate Past President: Michele Eldridge, CMC, Harrisburg, went over the proposed changes to the job description.

MOTION: 2nd Vice-President, Nicole Morris, CMC, Tualatin, moved,
seconded by Region I Director, Kathy Payne, CMC, St. Helens, to approved
the suggested amendments to the Immediate Past President job
description. MOTION CARRIED UNANIMOUSLY by voice vote.

Treasurer Ad-Hoc Committee: Michele Eldridge, CMC, Harrisburg. President Dale Shafer said Kimberlyn was going to be given a year of being Treasurer before deciding if any changes should be made.

Treasurer, Kimberlyn Collins, said she thought after the annual conference she would have a good idea of the position.

President Dale Shafer adjourned the meeting at 5:57 pm.

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



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
 BOARD E-MEETING
 (Region VI Director)
 Tuesday, June 12, 2017

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Dale Shafer, Nehalem	President	✓
Debbie Hamilton, CMC, Sutherlin	1st Vice-President/Conference Chair	✓
Nicole Morris, CMC, Tualatin	2 nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Kimberlyn Collins, Jacksonville	Treasurer	Absent
Michele Eldridge, CMC, Harrisburg	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Angie Lanter, CMC, Banks	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	Absent
Kelli Weese, Florence	Region IV Director	Absent
Karen Spoons, MMC, Medford	Region V Director	Absent
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓

1. E-MEETING CALLED TO ORDER:

On June 12, 2017 at 1:28 p.m. President Dale Shafer called to order an e-meeting for the Board to approve the application and eligibility of Izetta Grossman for the Region VI Director position.

Anna Ruggles, CMC, Forest Grove, Nominating Chair said they were having problems finding someone to run for the Region VI Director. Izetta Grossman from The Dalles submitted her application for the position, however she didn't meet the qualifications. Anna asked the Board to consider approving her eligibility and application for the Region VI Director position.

MOTION: Region I Director Kathy Payne, CMC, St. Helens, moved, seconded by Region VI Director Lisa Morgan, to accept the application of Izetta Grossman and approve her eligibility for Region VI Director. MOTION CARRIED UNANIMOUSLY.

2. Adjournment:

President Dale Shafer adjourned the e-meeting on June 12, 2017, at 2:55 p.m.

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

OAMR BOARD REPORT



REGION I REPORT

Meeting Date: November 17, 2017
Source of Item: Region I Director

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

ISSUE STATEMENT

This item is informational only.

BACKGROUND

Region I members will be getting together in December for a holiday get-together at Camp 18 Restaurant in Elsie, Oregon. This is an old logging camp. The restaurant is a beautiful log cabin and the food is amazing! If you ever go to or from the coast via Highway 26, this is a must stop location! Check it out at www.camp18restaurant.com. We will be doing an ornament exchange and play a game of stealing the ornament. It should be fun!

HOLIDAY HAPPENINGS IN REGION I!

Rockaway Beach

November 24 | 6 p.m. | **Annual Lighting of the Christmas Tree** | Rockaway Beach Wayside | Tree decorating, canned food drive for Food Bank, and caroling

November 24 and 25 | 10 a.m. to 5 p.m. | **Holiday Gift Fair** | 276 S. Highway 101 | Holiday gifts and decorations

December 9 | 6 to 8 p.m. | **Santa at the Station** | 270 S. Anchor Street | Rockaway Beach Volunteer Fire Department invites boys and girls of all ages to visit with Santa, share treats and go for a ride on the fire truck | Free Admission

St. Helens

December 9 | **Lighting of the Christmas Tree Event before Christmas Ships** | Downtown St. Helens

December 9 | 6 p.m. | **Annual Christmas Ships on the Columbia River** | www.christmasships.org

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date:
Source of Item: Region II

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

INFORMATION ONLY

MEMBERS OF REGION II:

Jackie Loos, Amity	Sheril Jensen, Hillsboro	Colleen Resch, CMC, Sherwood
Angie Lanter, CMC, Banks	Ronnie Smith, King City	Sylvia Murphy, MMC, Sherwood
Deborah Baidenmann, Beaverton	Angela Speier, Lafayette	Carol Krager, CMC, Tigard
Catherine Jansen, MMC, Beaverton	Anne-Marie Simpson, Lake Oswego	Kelly Burgoyne, CMC, Tigard
Nanci Moyo, CMC, Beaverton	Corinne Strauser, Lake Oswego	Debra Manning, MMC, Tigard
Kim Scheafer, MMC, Canby	Bonnie Davey, Maywood Park	Sarah Skroch, Troutdale
Jennifer Nelson, CMC, Carlton	Melissa Grace, McMinnville	Kenda Schlaht, Troutdale
Debby Roth, MMC, Cornelius	Scott Stauffer, CMC, Milwaukie	Laurel Casey, Tualatin
Rochelle Roaden, Dayton	Hannah Wells, Milwaukie	Nicole Morris, MMC, Tualatin
Melissa Lemen, Dundee	Amy Aschenbrenner, Milwaukie	Teresa Zak, CMC, West Linn
Denise Carey, MMC, Estacada	Lynda J. Grow, Multnomah County	Debbie Bernard, Willamina
Sadie Main, CMC, Estacada	Marina Baker, Multnomah County	Kimberley Veliz, Wilsonville
Traci Hovda, CMC, Estacada	DawnKaren Bevill, Newberg	Lori Gilmore, Yamhill
Devree Leymaster, CMC, Fairview	Sue Ryan, CMC, Newberg	Gail Waibel, MMC, Hillsboro – Retired
Anna Ruggles, CMC, Forest Grove	Lori Lesmeister, North Plains	Jane McGarvin, MMC, Lake Oswego – Retired
Wenonah Blanchette, Gaston	Kattie Riggs, CMC, Oregon City	Nancy Ide, CMC, Oregon City – Retired
Susanjoy Wright CMC, Gresham	Jaime Reed, CMC, Oregon City	Sandra King, MMC, Wilsonville – Retired
Kara Kerpan, Happy Valley	Karey Milne, Sandy	Debbie Werner, MMC, Tualatin Valley Water District
Aubrey Minear, Hillsboro	Marcie Lumley, Sheridan	Linda Odermott, Dunn & Carney Allen Higgins & Tongue LLP
Amber Ames, MMC, Hillsboro	Yvonne Hamilton, CMC, Sheridan	

NEWS

Welcome to our new member Bonnie Davey, City Recorder with the City of Maywood Park, who joined in October 2017.

Nicole Morris received her MMC Certification. Congratulations Nicole!

Region II will be holding our annual Holiday Luncheon December 8th, 2017 at Claim Jumper Restaurant at Bridgeport Village.



OAMR BOARD REPORT

OAMR REGION III

Meeting Date: November 17, 2017
Source of Item: Region III

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

INFORMATIONAL ONLY

Region III welcomed Cindy Olivieri, of Toledo as our newest member.

The City of Monmouth will host a Notary Seminar on December 12 from 1 – 4 p.m. The training is for new Notaries or it can be a refresher for current notaries.



OAMR BOARD REPORT

Region IV Report

Meeting Date: November 17, 2017
Source of Item: Region IV

Contact: Sammy Egbert
Contact Telephone Number: 541-682-7852
Contact E-Mail: sammy.egbert@ci.coburgt.or.us

ISSUE STATEMENT

This is Region IV board report for the November 17, 2017 meeting it is information only.

BACKGROUND

Region IV will be getting together in early December for our annual lunch and ornament exchange. We will be discussing some ideas for training opportunities and choosing a theme for the 2018 Conference Raffle basket.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

MEMBERSHIP OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None

OAMR BOARD REPORT



Region V

Meeting Date: November 3, 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
Kimberlyn Collins, Phoenix	To be determined, Talent	Terrie Richards, Port Orford
Stephanie Patterson, Powers	Kailin Honea, Rogue River	Carol Weir, MMC, Rogue River
Aaron Prunty, Shady Cove	Bonnie Pickett, Shady Cove	
Becky Patton, Cave Junction		

NEWS

Kimberlyn Collins has just accepted the position of City Recorder for the City of Phoenix and started November 6th. No word yet on when Talent will fill the position Kimberlyn held there.

Region V has their Christmas luncheon scheduled for Friday, December 15 at Bella Union, Jacksonville.

At this time no further training workshops have been planned.



OAMR BOARD REPORT

Meeting Date: November 17, 2017
Source of Item: Region VI

Contact: Izetta Grossman
Contact Telephone Number: 541-296-5481 x1119
Contact E-Mail: igrossman@ci.the-dalles.or.us

REGION VI REPORT

Greetings from Region VI:

We've had very little to report so far but thought I'd share a few things.

From The Dalles: October was Gorge Happiness Month www.GorgeHappiness.org The Councilors each had a gratitude moment during each Council Meeting. It was really nice to hear them speak as people who love their families and community without any political rhetoric.

The following are a few of the things that can contribute to happiness.

Stop and LISTEN until the end of a song.

Stop and count the number of things you can hear right now.

Smile at someone you don't know.

Say Thank you and mean it.

Send a Thank you note – yes, hand written to an old teacher, boss or coach.

Take a walk.

I hope you can incorporate a few of these happiness items into your daily lives.

From Redmond:

Redmond Mayor George Endicott married Sherwood Mayor Krisanna Clark at the conclusion of the Oregon Mayor's Association (OMA) annual conference in July. The two were introduced in 2015 at the OMA conference by then Pendleton Mayor Phil Houk. Fast forward two years and coming full circle, Mr. Houk, also an ordained minister, performed the ceremony before 75 surprised Mayors. Mayor Endicott's Best Man was Beaverton Mayor Denny Doyle, and Mrs. Clark-Endicott's Matron of Honor was Senator Betsy Johnson.

Have a glorious Holiday Season.

Remember – OAMR is an awesome resource for all things in "Clerkdom".



OAMR BOARD REPORT

REGION VII

Meeting Date: November 17, 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 the Region VII report for November 17, 2017 and is for informational purposes only.

BACKGROUND

The Region is working to schedule a training session with Kris Stenson, ORMS Administrator for Oregon State Archives, in the spring.

We are pleased to welcome Sheila Jaspersen from Weston to our Region family. Sheila's the Assistant Recorder in Weston and says:

"I was born and raised in Portland, Oregon. I graduated from Oregon State University and began my working career in downtown Portland at Standard Insurance, where I worked for 16 years. My husband and I bought a "vacation home" in Weston (where my husband grew up) approximately 6 years ago. I fell in love with country living and we moved here permanently about 5 years ago. I am living my early retirement dream, working part time for the City of Weston. My husband and I have 3 dogs and are HUGE Beaver fans! We love spending weekends camping in our 5th wheel "living the country life"!"

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

No action requested

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A



OAMR BUSINESS MEETING REPORT

Audit Committee

Meeting Date: November 17, 2017
Source of Item: Audit Committee

Contact: Angie Lanter, CMC, City of Banks
Contact Telephone Number: 503.324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The Audit Committee will be meeting immediately following the November 17, 2017 Board Meeting to conduct the Audit for the Fiscal Year ending 10-31-2017.

BACKGROUND

The Audit Committee will be meeting immediately following the November 17, 2017 Board Meeting to conduct the Audit for the Fiscal Year ending 10-31-2017. Per the OAMR Bylaws, the audit report will be submitted to the OAMR Board at its Mid-Year meeting, and a copy of the report will be included in Summer Newsletter.

The audit committee is comprised of members:

- Angie Lanter, CMC, City of Banks;
- Dale Shafer, City of Nehalem;
- Debbie Bernard, City of Willamina;
- Kimberlyn Collins, City of Talent.

RELATED POLICIES/BUDGET CONSIDERATIONS

No action required.

MEMBERSHIP OPTIONS

No action required.

CHAIR OR DIRECTOR'S RECOMMENDATION

No action required.

SUGGESTED MOTION

None needed.

ATTACHMENTS

No attachments.



OAMR BOARD REPORT

Bylaws Committee

Meeting Date: November 17, 2017
Source of Item: Bylaws Committee Report

Contact: Aubrey Minear, Bylaws Committee Chair
Contact Telephone Number: 503-681-6269
Contact E-Mail: Aubrey.minear@hillsboro-oregon.gov

ISSUE STATEMENT

A new chairperson is in place, and all committee members except the chair have previously served on this committee. The 2017-18 Bylaws Committee members are: Chair Aubrey Minear, Anna Ruggles, CMC, Carol Weir, MMC, and Dale Shafer, OAMR Past President. An email meeting was initiated in October.

BACKGROUND

The Committee members were given the Bylaws for review in order to perform the duties outlined in the responsibilities section of the Bylaws Committee Work Description. No changes were proposed.

During the OAMR Annual Conference, the Board requested that the Bylaws Committee look into registration refunds in the event of an emergency, such as a hospital visit. Many OAMR members were under the impression that this topic had already been addressed. The Bylaws Committee is currently searching through the OAMR minutes to confirm if action was taken or not. So far, action had not been found within the minutes.

RELATED POLICIES/BUDGET CONSIDERATIONS

No policy or budget considerations are requested at this time.

BOARD OPTIONS

No action from the board is requested at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations are being made at this time.

ATTACHMENTS

None



OAMR BOARD REPORT

City Recorder's Procedure Manual Committee

Meeting Date: November 17, 2017
Source of Item: City Recorder's Procedure Manual Committee

Contact: Angie Lanter, CMC, City of Banks
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 2017-2018 City Recorder's Procedure Manual Committee (Committee) members are:

- Angie Lanter, CMC, City of Banks (Chair);
- Colleen Riggs, City of Cannon Beach;
- Jennifer Nelson, CMC, City of Carlton;
- Devree Leymaster, CMC, City of Fairview;
- Lisa Figueroa, City of Silverton;
- Carol Weir, MMC, City of Rogue River;
- Debbie Hamilton, CMC, City of Sutherlin.

This 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.

This year the Committee will once again review the contacts section of the manual to ensure that the most up to date information is listed.

As always, the CRPM Committee welcomes suggestions on areas of the manual that should be addressed for updates.

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 OR REQUEST FOR ACTION

Conference Committee

Meeting Date: November 17, 2017
Source of Item: Conference Committee

Contact: Nicole Morris, MMC, 1st Vice President
Contact Telephone Number: 503.691.3011
Contact E-Mail: nmorris@tualatin.gov

ISSUE STATEMENT

The purpose of the Conference Committee is to plan the annual conference. The committee is responsible for the success of the Annual Conference.

The 2017-2018 Conference Committee members are: Deanna Casey, Central Point; Tori Barnett, Ontario; Stacie Cook, Mill City; Anna Ruggles, Forest Grove; Carla Holzworth, Corvallis; Dawn Russ, Glendale; Susan Reeves, Scappoose; Aubrey Minear, Hillsboro; Debby Roth, Cornelius; Dawne Shaw, Warrenton; Carol Weir, Rogue River; Karen Spoons, Medford; Ronnie Smith, King City; Cathy Nelson, Waterloo; Marina Baker, Multnomah; Karen Howton, Island City; Peggy Hawker, Newport; Kitt Vodrup, Junction City; Debby Roth, Cornelius; Kailin Honea, Rogue River; Kathy Payne, St. Helens; Lisa Scholl, St. Helens; Kitt Vodrup, Junction City; Bonnie Pickett, Shady Cove; Melissa Thompson-Kiefer, Nehalem; Dawn Bennett, Canyonville; Karin Johnson, Independence; Ruth Post, Philomath; Melissa Huhtala, Ashland; Carol Krager, Tigard; Amy Sowa, Springfield; Scott Stauffer, Milwaukie; Teri Davis, Brookings; Trudy Borrevik; Roberta Tharp; Diane Harris; Michele Eldridge, Harrisburg; Colleen Riggs, Cannon Beach; Phyllis Bolman, Monmouth; Amy Aschenbrenner, Milwaukie; Hannah Wells, Milwaukie; Jamie Reed, Oregon City; Karin Johnson, Independence; Jennifer Nelson, Carlton; Nancy Parker, Athena; Carla Holzworth, Corvallis; Kimberlyn Collins, Talent; Stephanie Borst, Vernonia; Devree Leymaster, Fairview; Michelle Fox, Athena

I am thankful for each member giving their time and look forward to working towards another amazing conference.

BACKGROUND

To date there has been email communications to welcome all members to the group. Subcommittee leads and members have been assigned to respective areas. The Committee will be meeting for the first time the day of the board meeting. A 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.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Education Committee

Meeting Date: November 17, 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

This report will review proposed 2018 educational opportunities.

BACKGROUND

The Education Committee hit the ground running in coordinating educational sessions for the 2018 OAMR Conference; the mid-year and annual Academy Session; and Athenian Leadership Dialogue(s). Committee members include: Tori Barnett, City of Ontario; Stacie Cook, City of Mill City; Tracy Davis, City of Keizer; Karen Hewitt, Port of Newport; Gloria Tucker, City of Newport; Abby Donowho, City of Tillamook; Teri Davis, City of Brookings; Debi Russell, City of Weston; Izetta Grossman, City of The Dalles; Nancy Parker, City of Athena; Karen Howton, City of Island City; Susan Reeves, City of Scappoose; Carla Holzworth, City of Corvallis; Michele Eldridge, City of Harrisburg; Ruth Post, City of Philomath; Karin Johnson, City of Independence; Cathy Steere, City of Lincoln City; Colleen Riggs, City of Cannon Beach; Terri Michel, City of Rockaway Beach; Nicole Morris, City of Tualatin; and Rene Collins, City of North Bend.

The 2018 Mid-Year Academy will be held on Friday, April 6, 2018. The speaker is yet to be determined.

The 2018 Annual Academy will be held on September 19, 2018. The speaker, contingent upon IIMC approval, will be Bethanne Kronick, from Simplify, NW. She will share organizational and productivity strategies for the workplace (they can also be applied at home). Specific topics to be covered include:

- organizing and productivity foundational principles;
- improving focus and managing distractions – the foundation of being organized;
- the myth of multi-tasking;
- creating systems to handle information, space, and workflow;
- strategies for prioritizing and planning and dealing with interruptions;
- managing tasks – to-dos and projects for successful outcomes;
- time management tactics and tools;
- tackling self-defeating habits that sabotage productivity;
- conquering e-mail and electronic information overload;
- developing new habits and discipline for sustainable results; and
- creating an action plan.

In 2017, OAMR held its first Athenian Leadership Dialogue before the Mid-Year Academy. The session was facilitated by Anthony Mejia, MMC, Chief City Clerk, City of South Pasadena, California. The session was well received, and the group requested that Anthony return to facilitate an ALD on Colin Powell's book, "It Worked for Me: In Life and Leadership." Anthony has agreed to return to facilitate an ALD on this book. Assuming this session is held on the Thursday before the Mid-Year Academy session, the date would be April 5, 2018. This year, there may be an additional expense associated with this session as OAMR may be obligated to pay a room charge at the hotel. Last year, the ALD was held at the Newport City Hall. In 2017, the fee for this session was \$75.00 which included lunch. The same fee is recommended for 2018.

An Athenian Leadership Dialogue is planned as a daylong, concurrent session during the annual Conference. It will be held on Friday, September 21. This will allow more experienced City Records to participate as trainers for Thursday sessions and still be able to participate in the ALD. The book will be "Shoot Like a Girl," by Mary Jennings

Hegar. Ms. Hegar was the keynote speaker at the recent League of Oregon Cities Conference. She was a powerful speaker, and the book will likely be as impactful as she was in person. Mary Lynne Stratta has agreed to facilitate this session. This will be the third year that participants will pay a modest fee for participation in the ALD.

Several ideas for concurrent sessions for the 2018 Conference have been received and include: Public Speaking (again); "Welcome to OAMR;" and others yet to be determined. We will continue working on the concurrent sessions and hope to have a solid draft to the Board by February.

It is 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: November 18, 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

BACKGROUND

I am currently in the process of distributing the photo groups to my current members, who are:

Deanna Casey, MMC, Central Point	Roberta Tharp, CMC, Creswell
Lisa Figueroa, Silverton	Carla Holzworth, Corvallis
Marina Baker, Multnomah County	DawnKaren Bevill, CMC, Newberg
Colleen Resch, CMC, Sherwood	Amy Aschenbrenner, Milwaukie

Throughout the year, we will be working on the scrapbook from the 2017 Annual Conference and a special scrapbook of past award winners. Deanna Casey will continue to work on updating a list of committee member participation. I would also like to begin reviewing the committee guidelines and update them to reflect changes; such as scrapbook pages being done primarily on computer programs now and not with printed photos and scrapbook pages.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

No action requested.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations.

SUGGESTED MOTION

No motion requested.



OAMR BOARD REPORT

Meeting Date: November 17, 2017
Source of Item: Internet Committee

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

BACKGROUND

This is an informational report.

- **2017-2018 Internet Committee Members:**

Anna Ruggles, CMC, Forest Grove
Debby Roth, MMC, Cornelius
Kathy Payne, MMC, St. Helens
Kelli Weese, Florence

Lisa Figueroa, Silverton
Marina Baker, Multnomah County
Melissa Huhtala, Ashland
Susan Reeves, MMC, Scappoose

- **Website Makeover**

The Internet Committee is working on a “makeover” of the website. We are currently exploring template theme, color and style options for an updated look. We will focus on improving organization and navigation to make information easier to find. The current website has been cloned into a free staging site for testing and experimenting with theme changes. The committee will present the website makeover design to President Debbie Hamilton, CMC, for approval before it “goes live.”

CHAIR OR DIRECTOR’S RECOMMENDATION

I encourage the Board and all OAMR members to provide their comments and suggestions for improving the OAMR website. Now is the time to give your input on what you would like to see changed to make information easier to find and use.



OAMR BOARD REPORT

Legislative Committee

Meeting Date: November 17, 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

Committees are already meeting shaping short session (35 days) for 2018, which is supposed to be for topics such as policy and not major topics such as tax reform and PERS reform. The Governor has received her list of final recommendations from the PERS Task Force; we have several representatives that are moving on, resigning or filing for the Governor's seat leaving open seats. Some of those known changes are: Rep. Sal Esquivel, R-Medford, will not seek re-election. Same for Rep. Mark Johnson, R-Hood River, who has accepted a job leading Oregon's top business lobbying group. Rep. Cliff Bentz, R-Ontario, has said he will seek an appointment to a state Senate seat soon to be vacated by Senate Minority Leader Ted Ferrioli, R-John Day and Rep. John Huffman, R-The Dalles has resigned. After reaching out to Representative Huffman, he recommended that OAMR be included in the Attorney General's Public Records Reform Task Force meetings.

On January 23rd, Oregon will be voting on Ballot Measure 101, right before the 2018 convenes. A recent article in the Portland Tribunes explained that a "yes" vote means keeping the current plan and a "no" vote means doing away with certain revenue streams that help pay for Medicaid. The latter would result in losing about \$1.5 billion in state and federal matching funds according to House Majority Leader Jennifer Williamson.

In summary, there are still many moving pieces to keep sight of for the next session. Thank you to the people who have signed up for the Legislative Committee this year, Tere Andrews - Junction City, Cathy Steere, MMC - Lincoln City and Scott Stauffer, CMC - Milwaukee There is still time to consider joining.

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: November 17, 2017
Source of Item: Membership Committee

Contact: Donna Biggerstaff
Contact Telephone Number: 541-966-0220
Contact E-Mail: donna.biggerstaff@ci.pendleton.or.us

BACKGROUND

As a new Committee Chair, I am working with Melissa Thompson-Kiefer to streamline member signs up. We are working on updates to our current process as we prepare to send out the information for membership renewal.

Currently new members 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.

I would like to say thank you to the Membership Committee, Susan Reeves, MMC Scappoose, Mary Dibble, MMC Albany, Cathy Nelson Waterloo and Debbie Hamilton, CMC Sutherlin for their support and patience. Thank you also to Melissa Thompson-Kiefer, Nehalem; and Kimberlyn Collins, Talent, for processing memberships and payments.

BOARD OPTIONS

- None.

ATTACHMENTS

- None.



OAMR BOARD REPORT

Mentoring Committee – Board Report

Meeting Date: November 17, 2017
Source of Item: Committee Report

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

COMMITTEE MEMBERS

The members of the 2017/2018 OAMR Mentoring Committee : Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; Cathy Nelson, Waterloo; Peggy Hawker, MMC, Newport; Carol Weir, MMC, Rogue River; Colleen Resch, MMC, Sherwood; Lilly Alarcon-Strong, Hermiston; Nicole Morris, MMC, Tualatin; Karen Howton, Island City; Debbie Bernard, Willamina; Stephanie Borst, Vernonia; Sammy Egbert, Coburg; and Michelle Fox, Athena.

ISSUE STATEMENT - The Mentoring committee is always looking for mentors who are interested in sharing their knowledge and expertise those new to our profession. If you, or someone you know would be willing to serve on this committee please contact me at 541-566-3862.

COMMITTEE ACTIVITY

Updates – The committee is looking forward to assisting new members become better acquainted with OAMR, and their job requirements. Following the 2017 Annual Conference four mentees have been paired with a mentor. Welcome Bonnie Davey, Vonna Hangaard, Sheila Jaspersen, and Ruth Ann Stellemacher!

Outreach – Continued outreach to new members, providing professional resources and support. New members are contacted and encouraged to participate in being assigned a mentor.

Future Activities-The committee will meet via email to review the Mentoring Resource Guide, Mentoring Checklist, Job Description and the How to Manual for recommended additions or changes.

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



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</i> and <i>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.

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



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</i> and <i>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.

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



OAMR BOARD REPORT

Nominating Committee

Meeting Date: November 17, 2017
Source of Item: Nominating Committee

Contact: Tori Barnett, MMC, Chair
Contact Telephone Number: 541-881-3232
Contact E-Mail: tori.barnett@ontariooregon.org

ISSUE STATEMENT

The positions of OAMR Second Vice-President, Treasurer, and Region Directors for Region I, Region III, Region V, and Region VII are open for 2018-2019.

Nominating Committee members include Susan Reeves, MMC, Scappoose; Karin Johnson, MMC, Independence; Stacie Cook, MMC, Mill City; Peggy Hawker, MMC, Newport; Anna Ruggles, CMC, Forest Grove; Cindy Hughes, CMC, Eagle Point; Ruth Post, MMC, Philomath; Carol Krager, CMC, Tigard, and Cathy Nelson, Waterloo.

BACKGROUND

Following the September conference, updated forms for Declaration of Candidacy and Candidate's Statement for Board Position were submitted to the committee for review and comment.

Announcements and qualifications for the above listed board positions will be published in the Winter [published December, 2017] and Spring [published March 2018] Newsletters, as well as the OAMR listserv. Cut off for submitting applications to the Committee is scheduled for April 30, 2018. This will allow candidates time to submit their documents, allow ample time for Committee review, and provide a slate of candidates for inclusion in the Summer, 2018 Newsletter.

Positions open for the 2018-2019 year are:

Second Vice-President

Treasurer

Region I Director [Clatsop, Columbia, and Tillamook Counties]

Region III Director [Benton, Lincoln, Linn, Marion, and Polk Counties]

Region V Director [Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties]

Region VII Director [Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties]

The Committee will be actively seeking applicants to fill the various positions, along with providing information and answering questions to potential candidates. Each position has a unique set of qualification requirements, as well as specific duties.

No Board action is requested at this time.

Thank you for the opportunity to serve as chair of the Nominating Committee.

ATTACHMENTS

Instructions for Running for Office

Declaration of Candidacy Form



DECLARATION OF CANDIDACY

(Nomination Deadline: Monday, April 30, 2018, 5pm)

STEP 1: In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

Eligibility: In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2018-2019 OAMR BOARD OF DIRECTORS:

NAME (as it appears on ballot): _____

TITLE (CMC/MMC): _____

MUNICIPALITY: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

CANDIDATE FOR POSITION OF:

SECOND VICE PRESIDENT: Four-year term of office commitment.

TREASURER: Two-year term of office

REGION I DIRECTOR: Two-year term of office
Clatsop, Columbia, and Tillamook Counties

REGION III DIRECTOR: Two-year term of office
Benton, Lincoln, Linn, Marion, and Polk Counties

REGION V DIRECTOR: Two-year term of office
Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties

REGION VII DIRECTOR: Two-year term of office
Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties

Submit Candidacy Packet by Monday, April 30, 2018, 5:00 p.m., to:

Tori Barnett, MMC, City Recorder
OAMR Nominating Committee Chair
City of Ontario, 444 SW 4th Street, Ontario, OR 97914
541-881-3232/541-889-7121
E-mail: tori.barnett@ontariooregon.org



CANDIDATE'S STATEMENT FOR BOARD POSITION

(Nomination Deadline: Monday, April 30, 2018, 5pm)

STEP 2: In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

- _____ Declaration of Candidacy form.
- _____ Candidate Statement form and minimum requirements, include:
 - Number of years as an active member of OAMR;
 - Whether you are currently participating or have completed professional development certification program.
 - List other professional organizations and/or activities in which you participate;
 - List current and past OAMR committees and/or board activities (include dates);
 - Describe leadership abilities and other expertise that you would bring to the position; and
 - State what you believe the objectives of OAMR should include.
- _____ Letter of Support from Mayor or municipality you represent.
- _____ Recent photograph (high quality digital color photograph).
- _____ Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

NAME (as it appears on ballot): _____

CANDIDATE FOR POSITION OF: _____

CANDIDATE'S STATEMENT:

Additional pages may be attached.

ELECTION OF OAMR BOARD POSITIONS FOR 2018-2019

(Nomination/Candidacy Deadline: Monday, April 30, 2018, 5:00 p.m.)

By: Tori Barnett, MMC, Nominating Committee Chair

Ask yourself these questions: Do I want to be part of the body that is responsible for making decisions regarding policy, service, and education? Do I want my decisions, direction, and vision about OAMR's future, to directly impact the membership? If you answered yes, to both or either question, it's time to put your ideas, perspective, knowledge, and leadership skills to work by taking the steps to become an OAMR Board member.

At the September, 2018, Oregon Association of Municipal Recordors (OAMR) Annual Business Meeting, the OAMR membership will consider electing officers for the 2018-2019 year. Pursuant to OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Further, candidates must have actively participated on an Association Committee for two years, within the past four year, prior to taking office.

The following is the list of Board positions for the 2018-2019 year. These are abbreviated job descriptions, but complete job descriptions are available upon request, or can be located on the OAMR website.

SECOND VICE-PRESIDENT

The Second Vice President's term of office is a four-year commitment, beginning with the position of Second Vice President, moving to First Vice President, then President, and finally Immediate Past President, as an Ex-Officio member of the Board. Duties include, but are not necessarily limited to:

- Chairing of the Special Projects/Fundraising Committee;
- Soliciting quotes for lodging/conference facilities and travels to locations for site visits to determine viability for upcoming mid-year and annual conference, and presents options to the organization;
- Acting as First Vice President in her/his absence; and
- Serving as a member of the Budget Committee.

TREASURER

The Treasurer position is a two-year commitment. Candidates are required to have a background with municipal financing. Duties include, but are not limited to:

- Receipt/Record/Deposit all monies received by OAMR;
- Track and record all expenses in the appropriate account;
- Pay all due and payable in a timely manner;
- Maintain/balance checkbook; reconcile statements;
- Work with various OAMR Committees as they relate to the financial aspect, i.e. registration for conferences, vendors, sponsors, fundraising events, etc.;
- Prepare annual financial report for annual conference business meeting;
- Is an active member of the Audit Committee;
- Provides Board with quarterly financial statements;
- Is the Registered Agent of OAMR;
- Tracks/Updates signors on all OAMR accounts;
- Prepares Federal Tax forms as necessary in a timely manner;
- Prepares annual State Raffle License, as necessary;
- Prepares receipts for all tax-deductible donations.

REGION DIRECTORS

The term of office for Region Directors is two years. Duties shall include, but are not limited to:

- Attendance at all Board meetings and conferences;
- Encouraging membership in both OAMR and IIMC;
- Encouraging attendance at OAMR mid-year and annual conferences;
- Contributing articles and/or information for inclusion in the OAMR quarterly newsletter;
- Coordinating region basket for fundraising at conference;
- Writing letters of support for members applying for their CMC designation.

Region Director positions up for election include (covering cities located within the listed counties:

Region I: Clatsop, Columbia, Tillamook

Region III: Benton, Lincoln, Linn, Marion, Polk

Region V: Coos, Curry, Jackson, Josephine, Klamath, Lake

Region VII: Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, Wheeler

If you are interested in submitting your name as a candidate for any of the above positions, please complete all of the following steps, and submit a completed application to the Nominating Committee Chair by Monday, April 30, 2018, at 5:00 p.m.

- Declaration of Candidacy Form
- Candidate Statement
- Letter of Support from the Mayor or Municipality you represent
- Recent Photograph (high quality digital)
- Copies of OAMR certificates issued for participation on OAMR Committees for two years, within the past four years.

Information will be provided for publication in the OAMR Newsletter, as well as the Annual Conference program. Elections will be conducted in accordance with Article VI of the OAMR Bylaws at the Annual Conference.

Tori Barnett, MMC, City Recorder
OAMR Nominating Committee Chair
City of Ontario
444 SW 4th Street
Ontario, OR 97914
541.881.3232
tori.barnett@ontariooregon.org

Members of the Nominating Committee include:

Anna Ruggles, CMC, aruggles@forestgrove-or.gov

Carol Krager, CMC, carolk@tigard-or.gov

Cathy Nelson, cnelson@waterlooOR.com

Cindy Hughes, CMC, cindyhughes@cityofeaglepont.org

Karin Johnson, MMC, kjohnson@ci.independence.or.us

Peggy Hawker, MMC, p.hawker@newportoregon.org

Ruth Post, MMC, ruth.post@ci.philomath.or.us

Stacie Cook, MMC, scook@ci.mill-city.or.us

Susan Reeves, MMC, sreeves@cityofscappoose.org



OAMR BOARD REPORT

Meeting Date: November 17, 2017
Source of Item: NCI Education Committee

Contact: Ruth Post, MMC, Philomath
Contact Telephone Number: 541-929-6148
Contact E-Mail: ruth.post@ci.philomath.or.us

BACKGROUND

This Committee is OAMR's representation on the Northwest Clerk's Institute (NCI) Education Committee along with three representatives from AAMC, three from WMCA, and Institute Director Joann Tilton. The 2017-2018 OAMR NCI Education Committee is comprised of Professional Growth & Leadership Chair Karin Johnson, MMC, Independence; Education Committee Chair Peggy Hawker, MMC, Newport; and as appointed by OAMR President Debbie Hamilton: Ruth Post, MMC, Philomath.

2017-2018 NCI INSTITUTE PLANNING

The Committee met by conference call on October 11, 2017, to review the 2017 Institute evaluations, attendance statistics, and budget outcomes. I was elected as 2017-2018 Chair of the NCI Committee and Karin Johnson was elected as Secretary for the year. The Committee also discussed plans for a 2018 PDIV Master Academy.

Attendance.

2017 NCI Attendance Statistics:

Professional Development I – 59 participants

Professional Development II – 43 participants

Professional Development III – 29 participants

PDIII experienced a couple of last minute cancellations, or it would have been over 30. Overall, there were 14 cancellations and all required fees were paid.

Evaluations. Overall, evaluations were good for all three professional development sessions. There was extensive discussion about facilities and creating an excellent learning environment. The PDI class was extremely large. Joann now has a better grasp of facility options and will be working with University of Puget Sound to ensure the best rooms for the size of classes. She expects to bring all of the instructors back for 2018.

Joann has a new administrative assistant at Washington State University. She will be working with him to improve the evaluation format and better organize course materials.

Budget. The 2017 Institute budget review showed a profit after expenses of \$8,924.10. This was good news after the deficit experienced in 2016. Fees were increased in 2017 after no increase in tuition since 2012. The 2017 budget actuals do not reflect the additional \$800 paid by each of the three states for Joann to use an AirBnB accommodation during her three weeks in Tacoma during Institute. WSU does not allow employees to receive reimbursement from their programs for staying at an AirBnB. Joann would like to continue this arrangement in 2018; and when the Committee meets in November to review the 2018 NCI Budget, it will likely make the same \$800 per state request. The Committee discussed the tracking of these payments made outside of the WSU program; and at the end of the current three-year contract, will take that outside expense from each state into account.

The upcoming year is the final year in the current WSU contract. At the conclusion of the contract, it calls for any surplus to be returned to the three states. If a deficit exists in the program, each state is required to pay a share of the balance due. The three-state agreement outlines this process. At the end of the 2017 program year, year two of the contract, a \$20,311.13 surplus existed. This is largely because the surplus from the prior three-year contract was rolled over into the current contract.

PDIV/Master Academy. The NCI does plan to provide a 2018 PDIV/Master Academy program. A PDIV Academy was not held in 2017 due to low attendance numbers in 2016. Joann received strong feedback from members in all three states for a 2018 program. The Committee discussed different education options and the possible use of a multi-topic format instead of the more traditional single topic session. The bottom line is that PDIV will be offered in 2018, so our members can begin making plans to attend.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Committee will hold a conference call in late November or early December to review the proposed 2018 budget and to make a final decision on the PDIV education program. Again, I anticipate being asked to provide the \$800 per state for Joann's accommodations at an AirBnB.

BOARD OPTIONS

The Board can be pro-active and approve up to an \$800 expense for Joann's housing expense during the 2018 NCI, should the full Committee decide to make that request of the three states. Or, the Board can wait and make any decision needed via e-mail meeting at a later date.

Should the Board approve of the continuing AirBnB arrangement for Joann, the Budget Committee should stipulate this expense in the development of the 2018-2019 OAMR budget.

CHAIR OR DIRECTOR'S RECOMMENDATION

The OAMR NCI Committee recommends approval of payment of up to \$800 towards NCI Director Joann Tilton's housing expense for the 2018 Institute based on the outcome of the full NCI Committee's 2018 budget discussion.

SUGGESTED MOTION

I move the OAMR Board of Directors approve an expenditure of up to \$800 payable to NCI Director Joann Tilton for 2018 Northwest Clerks' Institute housing expenses contingent upon a request for such payment by the full NCI Education Committee when approving the 2018 NCI budget.



OAMR BOARD REPORT

Meeting Date: November 17, 2017

Source of Item: Professional Growth & Leadership Development

Contact: Karin Johnson, MMC

Contact Telephone Number: 503-838-1212

Contact E-Mail: kjohnson@ci.independence.or.us

INFORMATION REPORT:

The Professional Growth and Leadership Development Committee has already been busy:

1. The Committee staffed the OAMR booth at the LOC Conference in September.
2. Leadership mentors were provided to new Board members.

Additionally, as Chair of this Committee, I am a member of the NCI committee, and have already begun working with my colleagues on the work ahead for the year.

The members of the committee are Carol Weir, MMC, Rogue River; Michele Eldridge, CMC, Harrisburg; Ruth Post, MMC, Philomath; and, Rochelle Reader, Dayton. We look forward to a productive year!



OAMR BOARD REPORT

RETIRED CLERKS COMMITTEE

Meeting Date: November 17, 2017
Source of Item: Annual Committee Report

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

ISSUE STATEMENT

Informational update only from the following committee members: Debbie Hamilton, CMC, Sutherlin; Carol Weir, MMC, Rogue River; Retired Clerk Jane McGarvin, MMC, West Linn; Retired Clerk Barbara Christensen, MMC, Ashland; and Retired Clerk, Sandy King, MMC, Wilsonville.

2017-2018 Retirees: An email was sent to OAMR members inquiring about any known new retirees on or after July 1, 2017. I have heard from one member who is planning to retire April 2018 and also received a confirmation from Jeanne Schapper who retired from Lane Transit District January 2017. Jeanne has agreed to be listed as an interim, as well!

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.

I'd like to take this opportunity to thank President Hamilton and the OAMR Board for allowing me to serve as Committee Chair. I encourage all members to take the opportunity to Chair or me a member of this Committee.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

SUGGESTED MOTION

None

ATTACHMENTS

- A. Current Retired and Honorary Clerks List

Retired Clerks Roster

First Name	Last Name	Title Retired As	City Retired From	Certification	Address	City	State	Zip	Phone	Email	Date Retired	DOB	Interim
Barbara	Christensen	Retired City Recorder	Ashland	MMC	759 Willow Street	Ashland	OR	97520	541-821-2575	christeb2019@gmail.com	5/31/2017		
Beki	Peterson	Retired City Recorder	Stayton	CMC	1440 N. Second Ave.	Stayton	OR	97383	503-910-9547	bekipetersen@wvi.com	5/31/2012	11/29	
Bernie	Sorensen	Retired City Recorder	Tillamook	MMC	1609 4th Street	Tillamook	OR	97141	503-815-8248	no email available	12/31/2007	7/29	
Betty	Langwell	Retired City Recorder	Albany	MMC	865 Emerald Way NW	Albany	OR	97321	541-619-9718	bettylangwell@yahoo.com	7/1/2012	7/10	
Betty	Stanfield	Retired City Recorder	Glendale	CMC	Box 8	Glendale	OR	97442	541-832-3270	dsbstld@frontier.com	6/30/2013		
Bev	Sandblast-Fisher	Retired City Recorder	Medford	CMC	3353 Hidden Springs Dr.	Medford	OR	97504	541-779-4295	fisherdb@charter.net	6/1/2003	8/23	
Cathy	Wheatley	Retired City Recorder	Tigard	CMC	14945 SW 100th Avenue	Tigard	OR	97224	503-277-9903	ruby731@comcast.net	7/7/2014	7/31	
Dyann	Swanson	Retired City Recorder	Athens		PO Box 292	Athens	OR		541-566-3876	chas.dy2005@gmail.com	12/1/2011	9/29	
Elisa	Olson	Retired City Recorder	Klamath Falls	MMC	4434 Anderson Avenue	Klamath Falls	OR	97603	541-281-2798	olyolson@charter.net			
Gail	Waibel	Retired City Recorder	Hillsboro	MMC	3218 Lavina Drive	Forest Grove	OR	97116	503-359-2306	gail.waibel@comcast.net	3/31/2007	7/4	
Jackie	Carey	Retired City Recorder	Pilot Rock		695 Gumwood	Pilot Rock	OR	97868	541-443-8551	jackiecarey@centurytel.net	6/30/2011	9/19	
Jan	Garcia	Retired City Recorder	Jacksonville		3056 Adams Circle	Medford	OR	97504	541-944-6040	jangarcia1000@gmail.com	8/31/2014	8/13	
Jane	McGarvin	Retired City Recorder	Lake Oswego	MMC	1815 NE 226th Ave	Fairview	OR	97024	503-665-2989	qjim731@aol.com	12/31/2012	5/22	
Joan	Williams	Honorary Member	Sheridan	CMC	Both ltrs retrned no such # 365 NW Cedar	Waldport Reedsport	OR	97394 97467	541-563-7091		1/1/1996		
Joann	Glass	Retired City Recorder	Veronia		2707 NE Quay Avenue	Lincoln City	OR	97367	503-789-3614	glasshome47@gmail.com			
Kate	Mast	Retired City Recorder	The Dalles	MMC	Box 146	Cascade Locks	OR	97014		kmast50@gmail.com	5/31/2017		
Kathy	Louie	Retired City Recorder	Corvallis	MMC	Do not publish on website 2879 NW Rolling Green Dr.	Corvallis	OR	97330	541-908-9089	kfouie@gmail.com	11/26/2013	9/25	
Lila	Killingbeck	Retired City Clerk	Boardman	CMC	PO Box 425	Boardman	OR	97818			5/31/2014	12/16	
Linda	Dvorak	Retired City Recorder	Bay City		6630 Long Prairie Road	Tillamook	OR	97141			12/31/2010		
Margery	Price	Professional Registered Parliamentarian	Kennewick, WA		5711 W. Payette Avenue	Kennewick	WA	99337	509-783-3727	no email available			
Mary	Feldman	Retired City Recorder	Eugene	CMC	5122 Imperial Street	Eugene	OR	97405	541-914-1380	feldmanmh@gmail.com	4/1/2007	4/29	
Nancy	Batchelder	Retired City Recorder	Yachats	MMC	5170 Hecedta Beach Road	Florence	OR	97439		nancysbatch@charter.net	10/1/2016		
Nancy	Ide	Retired City Recorder	Oregon City	CMC	16333 Oaktree Terrace	Oregon City	OR	97045	503-758-6363	ide.nancy@gmail.com			
Pam	Mather	Retired City Recorder	Hines		PO Box 303	Hines	OR	97738	541-573-6085		12/31/2011		
Patty	Stell	Retired City Recorder	Bend	CMC	19987 Rock Bluff Cr.	Bend	OR	97701	541-388-1325	stell@bendcable.com	12/31/2010	10/20	Yes
Penny	Moore	Retired City Recorder	Irrigon	CMC	422 NE Skyview Court	Hermiston	OR	97838	541-289-4640	moorepenny44@yahoo.com	4/1/2014	11/19	
Sandra	King	Retired City Recorder	Wilsonville	MMC	16831 South Pam Drive	Oregon City	OR	97045	503-557-0735	sckmone@hotmail.com	6/30/2017		
Vera	Rojas	Honorary Member	Wilsonville	CMC	20935 SW 89th Court	Tualatin	OR	97062	503-692-1743	vera-r2@peoplepc.com			
Joann	Glass	Retired City Recorder	Vernonia		913 Missouri Avenue	Vernonia	OR	97064	503-789-3614	glasshome@frontier.com	2/15/2015		Yes
Nancy	Ide	Retired City Recorder	Oregon City	CMC	16333 Oaktree Terrace	Oregon City	OR	97045	503-758-6363	ide.nancy@gmail.com			Yes
Beverly	Lanier	Retired City Recorder	Bandon		PO Box 1530	Bandon	OR	97411	541-252-0703	lanier4052@mycomspan.com	12/31/2014		
Jeanne	Schapper	Exec Office Mgr/Clerk of Board	Lane Transit Dist	CMC	32685 Vintage Way	Coburg	OR	97408	541-543-8549	jeanne.schapper@gmail.com	1/27/2017	9/19	Yes

Retired Clerks Roster

First Name	Last Name	Title Retired As	City Retired From	Cert.	Address	City	State	Zip	Phone	Email	Date Retired	DOB
Sue	Nelson	Retired City Recorder	Beaverton	MMC			OR				1/1/2011	
Karen-Lee	Stolte	Retired City Recorder	North Plains	MMC		Ocean Park	WA		503-310-6250		12/31/2011	
Penny	Morrison	Retired City Recorder	Damascus				OR				6/30/2012	
Chris	Wiley	Retired City Recorder	Sherwood	MMC			OR					



OAMR BOARD REPORT

Scholarship Committee

Meeting Date: November 2017
Source of Item: Scholarship Committee

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

COMMITTEE MEMBERS

The members of the 2017/2018 OAMR Scholarship Committee: Cathy Nelson, Waterloo; Debby Roth, Cornelius; Susan Reeves, Scappoose; Nancy Parker, Athena; Carol Krager, Tigard; Sadie Main, Estacada; Tori Barnett, Ontario; Dawne Shaw, Warrenton; Dale Shafer, Nehalem

COMMITTEE ACTIVITY

Thank you to the OAMR Fundraising Committee for providing funds for the scholarships. The Board, all of OAMR, and the Scholarship Committee 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.

Updates – The committee has given the scholarship application dates and deadlines for the next newsletter and website.

The dates for the 2018 year:

Mid Year Academy is April 6, 2018

- Applications Accepted from November 6, 2017 to January 19, 2018
- Recipient Notification on February 2, 2018

PD I-IV

- Applications Accepted for all PDS from December 4, 2017 – March 2, 2018
- Recipients Notification on March 23, 2018

Annual Academy and Conference is Sept. 19 – 21, 2018

- Applications Accepted from April 2, 2018 – June 8, 2018
- Recipient Notification on June 29, 2018

IIMC is May 2018

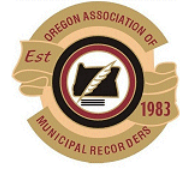
- Application Accepted from May 4, 2018 – August 3, 2018
- Recipient Notification on September 21, 2017 at Annual Conference

Harris/Davis Scholarship for all three Professional Developments

- Application Accepted from February 5, 2018 – March 2, 2018
- Recipient Notification on March 23, 2018

Future Activities - The committee will meet via email to review the applications that are received for the future Academies, Conferences and PDs.

Discussion Topic – The Scholarship Committee would like to have a bigger fanfare for the Harris/Davis Scholarship Recipients. Can a special announcement being made at Mid-Year and the Annual Conference.



OAMR BOARD REPORT OR REQUEST FOR ACTION

Special Projects and Fundraising Committee

Meeting Date: November 17, 2017

Source of Item: Special Projects and Fundraising Committee

Contact: Kelli Weese, 2nd Vice President

Contact Telephone Number: 541.997.3437

Contact E-Mail: kelli.weese@ci.florence.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 2017-2018 SPFC members are: Susan Reeves, MMC; Stacie Cook, MMC; Tori Barnett, MMC; Carol Weir, MMC; Angie Lanter, CMC; DawnKaren Bevill, CMC; Donna Biggerstaff; Lisa Figueroa; Michele Eldridge, CMC; Diane Harris; Kalin Honea; Melissa Huhtala; Sadie Main, CMC; Cathy Nelson; Lori Lesmeister; Jennifer Nelson, CMC; Rochelle Roaden; Amy Sowa, MMC; Linda Galeazzi; Winnie Shepard

I am thankful for each member committee their time to such an important cause and look forward to working to meet the committee's goals.

BACKGROUND

To date there has been email communications to welcome all members to the group and begin discussions of sub-committees and fundraising projects. The Committee will be meeting for the first time the day of the board meeting. A summary from the meeting will be provided at the board meeting and a follow-up will be available in writing.

RELATED POLICIES/BUDGET CONSIDERATIONS

The SPFC goal is \$13,000

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.