OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ANNUAL BUSINESS MEETING
Friday, September 21, 2018
8:00 A.M.
Holiday Inn at the Airport- Portland, OR

AGENDA

I. Call to Order
II. Roll Call – By sign-in sheet
III. Approval of Minutes of the September 22, 2017 Annual Business Meeting
IV. Resolution of Appreciation to The Holiday Inn at Airport Hotel Staff
   a. Res. No. 2018-2
V. Selection of the 2020 Conference Site
   a. Ashland Hills Inn & Suites, Seven Feathers Hotel & Convention Center, Travel Medford –Inn at the Commons, & Valley River Inn
VI. Adoption of 2018-2019 OAMR Budget
VII. 2018-2019 Executive Board Elections
   a. Officers of Second Vice President, Treasurer
   b. Region Directors for Regions I, III, V and VII
VIII. Treasurer's Report and Audit for the Year Ending October 31, 2017
IX. Resolution Consideration for Banking Signatures 2018-2019
   a. Res No. 2018-03
X. Annual Reports from Board Members and Committee Chairs
XI. Other Business
XII. Adjournment

2017-2018 Board

- Debbie Hamilton, CMC, President
- Nicole Morris, MMC, 1st Vice President
- Melissa Thompson Kiefer, CMC, 2nd Vice President
- Trudy Borrevik, CMC, Secretary
- Melissa Thompson Kiefer, CMC, Interim Treasurer
- Dale Shafer, Immediate Past President
- Kathy Payne, MMC, Region I Director
- Angie Lanter, CMC, Region II Director
- Phyllis Bolman, MMC, Region III Director
- Sammy Egbert, Region IV Director
- Karen Spoonts, MMC, Region V Director
- Izetta Grossman, Region VI Director
- Nancy Parker, CMC, Region VII Director

2017-2018 Committee Chairs

- Angie Lanter, CMC, Audit
- Aubrey Minear, CMC, Bylaws
- Angie Lanter, CMC, City Rec Procedure Manual
- Nicole Morris, MMC, Conference
- Peggy Hawker, MMC, Education
- Lisa Scholl, CMC, Historical Preservation
- Melissa Thompson-Kiefer, CMC, Internet
- Lisa Morgan, Legislative
- Donna Biggerstaff, MMC, Membership
- Nancy Parker, CMC, Mentoring
- Lisa Figueroa, CMC, Newsletter
- Tori Barnett, MMC, Nominating
- Ruth Post, MMC; Peggy Hawker, MMC; and Karin Johnson, MMC, NW Clerks Institute
- Karin Johnson, MMC, Professional Growth & Leadership Development
- Scott Stauffer, CMC, Records Management
- Diane Harris, CMC, Retired Clerks
- Nanci Moyo, CMC, Scholarship
- Melissa Thompson Kiefer, CMC, Special Projects & Fundraising

OAMR BOARD REPORT

Meeting Date: September 21, 2018
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City Recorder
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

BACKGROUND

Approval of the following Board Meeting Minutes:

1. September 22, 2017, Annual Business Meeting.

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS
The Board may approve the above-noted minutes as presented; the Board may make amendments and approve the minutes as amended; or the Board may take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION
Approve the above-noted Board Meeting Minutes as presented/amended.

SUGGESTED MOTION

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

ATTACHMENTS

A. September 22, 2017, Annual Business Meeting Minutes

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ANNUAL BUSINESS MEETING
September 22, 2017, 8:00 a.m.
Best Western Agate Beach

Minutes are unofficial until approved by the Membership.

1. <u>Annual Business Meeting Called to Order</u>:
President Dale Shafer, Nehalem, Region I, called the Annual Business Meeting to order at 8:36 a.m. Tracy Davis, MMC, Keizer, Region III & Region IX Director, served as Parliamentarian.

2. <u>Roll Call by Sign-In</u>:
Dale Shafer, President, Nehalem, Region I
Debbie Hamilton, CMC, First Vice-President, Sutherlin, Region IV
Nicole Morris, CMC, Second Vice-President, Tualatin, Region II
Kimberlyn Collins, Treasurer, Talent, Region V
Trudy Borrevik, CMC, Secretary, Cottage Grove, Region IV
Michele Eldridge, CMC, Immediate Past President, Harrisburg, Region III
Tracy Davis, MMC, Parliamentarian, Keizer, Region III & Region IX Director

Kathy Payne, CMC, St. Helens, Region 1 Director
Angie Lanter, CMC, Banks, Region II Director
Kelli Weese, Florence, Region IV Director
Karen Spoonts, Medford, Region V Director
Nancy Parker, Athena, Region VII Director

Tracy Davis, MMC, Keizer, Region IX Director
Joann Tilton, MMC, NCI Director

Melissa Thompson-Kiefer, Nehalem, Region I
Susan Reeves, MMC, Scappoose, Region I
Colleen Riggs, Cannon Beach, Region I
Lisa Scholl, CMC, St. Helens, Region I
Dawne Shaw, Warrenton, Region I
Terri Michel, Rockaway Beach, Region I
Abigail Donowho, Tillamook, Region I
Cynthia Alamillo, Manzanita, Region I

Jennifer Nelson, CMC, Carlton, Region II
Scott Stauffer, CMC, Milwaukie, Region II
Aubrey Minear, Hillsboro, Region II
Marina Baker, Multnomah County, Region II

Sadie Main, CMC, Estacada, Region II
Kimberly Veliz, Wilsonville, Region II
Kim Scheafer, MMC, Canby, Region II
Karey Milne, Sandy, Region II
DawnKaren Bevill, CMC, Newberg, Region II
Kelly Burgoyne, CMC, Tigard, Region II
Rochelle Roaden, Dayton, Region II
Carol Krager, CMC, Tigard, Region II
Debbi Manning, MMC, Tigard, Region II
Debbie Bernard, Willamina, Region II
Nancy Moyo, CMC, Beaverton, Region II
Anne-Marie Simpson, CMC, Lake Oswego, Region II
Marcie Lumley, Sheridan, Region II
Hannah Wells, Milwaukie, Region II
Lori Lesmeister, North Plains, Region II
Jaime Reed, Oregon City, Region II
Colleen Resch, Sherwood, Region II
Kara Kerpan, Happy Valley, Region II
Amy Aschenbrenner, Milwaukie, Region II
Anna Ruggles, CMC, Forest Grove, Region II

Karin Johnson, MMC, Independence, Region III
Ruth Post, MMC, Philomath, Region III
Cathy Steere, MMC, Lincoln City, Region III
Peggy Hawker, MMC, Newport, Region III
Mary Dibble, MMC, Albany, Region III
Stacie Cook, MMC, Mill City, Region III
Gloria Tucker, Newport, Region III
Cindy Olivieri, Toledo, Region III
Nancy Bryant, Toledo, Region III
Barb James, Newport, Region III
Cathy Nelson, Waterloo, Region III
Carla Holzworth, Corvallis, Region III
Lisa Figueroa, Silverton, Region III
Melanie Nelson, Newport, Region III
Ruth Ann Stellmacher, Salem, Region III
Karen Hewitt, Port of Newport, Region III

Sammy Egbert, Coburg, Region IV
Diane Harris, Sutherlin, Region IV
Terri Long, Oakland, IV
Roberta Tharp, CMC, Creswell, Region IV
Amy Sowa, MMC, Springfield, Region IV
Kitty Vodrup, CMC, Junction City, Region IV
Tere Andrews, Junction City, Region IV
Dawn Russ, Glendale, Region IV

Melissa Huhtala, Ashland, Region V
Cindy Hughes, CMC, Eagle Point, Region V
Teri Davis, Brookings, Region V
Winnie Shepard, Medford, Region V
Angela Watson, Jacksonville, Region V
Terrie Richards, Port Orford, Region V
Vonna Hangaard, Gold Hill, Region V
Deanna Casey, MMC, Central Point, Region V
Denise Russell, Bandon, Region V
Beth Hager, Bandon, Region V
Rene Collins, CMC, North Bend, Region V
Kailin Honea, Rogue River, Region V
Carol Weir, MMC, Rogue River, Region V
Jennifer Stolz, Coquille, Region V

Izetta Grossman, The Dalles, Region VI
Kerry Prosser, Sisters, Region VI
Kathy Woosley, Cascade Locks, Region VI

Tori Barnett, MMC, Ontario, Region VII
Donna Biggerstaff, Pendleton, Region VII
Debi Russell, Weston, Region VII

Wendy Klock Johnson, CCAC President
Shalice Tilton, MMC, Retired California
Sandy King, Retired Oregon

3. Approval of Minutes of September 23, 2016, Annual Business Meeting;
Secretary Trudy Borrevik, CMC, Cottage Grove, presented the above-noted minutes for consideration.

Hearing no amendments from the open floor, the following motion was made.

MOTION: Tori Barnett, MMC, Ontario, moved, seconded by Nancy Parker, CMC, Athena, to approve the minutes of September 23, 2016, Annual Business Meeting, as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

4. Resolution No. 2017-01 of Appreciation to the 2017 OAMR Conference Committee and Best Western Agate Beach Inn:
President Dale Shafer read the resolution in its entirety.

MOTION: Peggy Hawker, MMC, Newport, moved, seconded by Debbie Manning, MMC, Tigard, to adopt Resolution No. 2017-01 of Appreciation to the 2017 OAMR Conference Committee and the Best Western Agate Beach Inn. **MOTION CARRIED UNANIMOUSLY by voice vote.**

Dale presented a copy of the resolution in appreciation to the staff of the Best Western Agate Beach Inn.

5. <u>Selection of the 2019 Conference Site</u>:

Second Vice-President Nicole Morris, CMC, Tualatin, said the committee had received bids for the 2019 Conference from the following:

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

Nicole said the Conference Site Selection Committee consisting of herself and Past Presidents Michele Eldridge, Ruth Post and Tori Barnett, reviewed all the bids and determined that only The Riverhouse, The Best Western and Kah-Nee-Tah Resort met the bid criteria. Nicole provided a PowerPoint presentation of the three facilities.

<u>MOTION</u>: Nancy Parker, CMC, Athena, moved, seconded by Debi Russell, Weston, to award the 2019 OAMR Mid-Year Academy and Annual Conference to The Best Western Plus Hood River Inn in Hood River.

The membership discussed the number of complimentary rooms provided by The Riverhouse versus the complimentary rooms provided by The Hood River Inn. There was also discussion on room tax, host recorder, vendor locations and disability accessibility.

THE VOTE ON THE MOTION FAILED BY VOICE VOTE.

<u>MOTION</u>: Karin Johnson, MMC, Independence, moved, seconded by Peggy Hawker, MMC, Newport, to award the 2019 OAMR Mid-Year Academy and Annual Conference The Riverhouse in Bend.

THE VOTE ON THE MOTION PASSED BY HAND VOTE.

6. <u>Adoption of 2017-18 OAMR Budget:</u>

First Vice-President Debbie Hamilton, said Budget Committee Members, Dale Shafer, Kimberlyn Collins and herself met via phone. She said the Budget was provided in the Agenda Packet.

Ruth Post questioned the reduction in the Mid-Year Academy from $7,000 to $4,500.

Dale said it was reduced based on the actual cost for the 2016/17 Mid-Year Academy of $4,483.94.

Peggy Hawker, MMC, Newport, spoke about the cost for speakers and said there was a diverse range in speaker fees. She suggested leaving the Mid-Year Academy budget at $7,000.

Ruth Post, MMC, Philomath, spoke about the Municipal Clerks Education Foundation (MCEF) and said OAMR made a $600 donation to the foundation each year and the funds were unrestricted. She said the name had been changed to the IIMC Foundation Unrestricted Donation, which should be changed in the budget.

She talked about the Proposed IIMC Donation of $5,000 in the budget under Scholarships and said the intent was to create a restricted endowment on behalf of OAMR members. She said the NCI Education Committee consisting of Peggy Hawker, Karin Johnson and herself recommended a $10,000 donation to the endowment. She explained how the endowment would work and said it would only be used by OAMR members.

Ruth suggested to rename the line item from Proposed IIMC Donation to IIMC Foundation Restricted Endowment for OAMR and to add a corresponding narrative. She said OAMR wouldn't have to add to the endowment every year, but suggested it be reviewed each year when the budget was prepared to see if additional funds were available to add to the endowment.

Discussion was held on what the endowment could be used for and Tracy Davis, MMC, Keizer, said it could be set up with criteria as long as it went towards education points for certification. She said scholarship applications would be reviewed by the Region IX Directors.

Discussion was held on how much to budget for the endowment.

Karin Johnson, MMC, Independence, questioned the beginning fund balance in the budget, which after discussion, it was determined the beginning fund balance was actually $63,000.

Michele Eldridge, CMC, Harrisburg said the additional requested funds would have to come from the contingency line item and per the OAMR Finance Policy, the contingency minimum was $15,000.

Peggy Hawker, MMC, Newport, said it was difficult to find speakers for $2,500 and requested it be increased to $5,000.

Ruth Post, MMC, Philomath, moved, seconded by Karin Johnson, MMC, Independence, to amend the Mid-Year Academy expense line item to $7,000. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Tori Barnett, MMC, Ontario, to amend the Conference Speaker expense line item to $5,000. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Nancy Parker, CMC, Athena, to amend the Proposed IIMC Donation expense line item to $10,000. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Amy Sowa, MMC, Springfield, to amend the beginning fund balance to $63,209.37. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Izetta Grossman, The Dalles, to amend the name of the MCEF Annual Donation line item to IIMC Foundation Unrestricted Donation and amend the corresponding narrative; and to amend the name of the Proposed IIMC Donation line item to IIMC Foundation Restricted Endowment for OAMR and amend the corresponding narrative. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Nicole Morris, CMC, Tualatin, moved, seconded by Nancy Parker, CMC, Athena, to approve the budget as amended. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

7. **Resolution 2017-2 Banking Signatures 2017-2018:**

Secretary Trudy Borrevik said she had nothing to add to her report.

Kelli Weese, Florence, moved, seconded by Anna Ruggles, CMC, Forest Grove, to approve Resolution No. 2017-2 Banking Signatures 2017-2018. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

8**.** **2017-18 Board Elections:**

President, Dale Shafer, introduced Anna Ruggles, CMC, Forest Grove, Nominating Committee Chair, who conducted the elections of Second Vice-President, Secretary, and Regions II, IV, and VI. Anna said there was a summary of all the positions in the packet.

She asked if there were any nominations from the floor for the offices of Region II Director, Region IV Director, Region VI Director, Secretary and Second Vice-President. Hearing no nominations from the floor, nominations were closed for all the positions. She declared the 2017-18 Elections were closed and the following were elected to the following offices in accordance with the OAMR By-Laws.

Region II Director:	Angie Lanter, CMC, Banks
Region IV Director:	Sammy Egbert, Coburg
Region VI Director:	Izetta Grossman, The Dalles
Secretary:	Trudy Borrevik, CMC, Cottage Grove
Second Vice-President	Kelli Weese, Florence

Anna said as outlined in the OAMR Charter, Nicole Morris, CMC, Tualatin, will succeed to the office of First Vice-President and Debbie Hamilton, CMC, Sutherlin, will succeed to the office of President.

The above-noted members, with the exception of Angie Lanter, will be sworn in at the annual banquet this evening.

Michele Eldridge, CMC, Harrisburg, swore in Angie Lanter as Region II Director.

9. Treasurer's Report for the Year Ending October 31, 2017:

Treasurer Kimberlyn Collins, Talent, said she had nothing to add to her report.

Karen Hewitt, Newport, Port of Newport, moved, seconded by Susan Reeves, MMC, Scappose, to approve the Treasurer's Report and Audit Briefing for Fiscal Year 2016-17 as presented. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

10. Annual Reports from Board Members and Committee Chair

President Dale Shafer, Nehalem, said she had nothing to add to her report.

First Vice-President Debbie Hamilton, CMC, Sutherlin, recognized the Conference Committee.

Second Vice-President Nicole Morris, CMC, Tualatin, asked for a round of applause for everyone who raised funds for scholarships and everyone who contributed.

Secretary Trudy Borrevik, CMC, Cottage Grove, said she had nothing to add to her report.

Treasurer Kimberlyn Collins, Talent, said she had nothing to add to her report.

Immediate Past President Michele Eldridge, CMC, Harrisburg, said she had nothing to add to her report.

Region Directors had nothing to add to their reports.

Tori Barnett, MMC, Ontario, spoke to the membership on behalf of a Region VII member who had to have emergency surgery and was unable to attend the

conference. She said this person had requested a refund which was denied based on OAMR current policies. She felt there should be mitigating circumstances and the membership should consider refunding this person's registration fee.

Discussion was held and several members agreed that the issue of refunds with mitigating circumstances had been discussed in the past but wasn't included in the current policy.

Nicole Morris, CMC, Tualatin, moved, seconded by Stacy Cook, MMC, Mill City, to refund the Pilot Rock City Recorder $450 for conference registration fees, regardless of the current OAMR policy, due to mitigating circumstances.
MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

President Dale Shafer asked if any of the Committee Chairs had anything to add to their reports and no one had anything additional to add.

President Dale Shafer thanked everyone who had served on a committee and said committee sign-up sheets for 2017-18 were at the registration desk. She reminded those who hadn't received their committee certificates from last year to check the registration desk.

11. <u>Adjournment:</u>
President Dale Shafer adjourned the Annual Business Meeting at 9:51 am.

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

OAMR BUSINESS MEETING REPORT

RESOLUTION NO. 2018-02
A RESOLUTION OF APPRECIATION TO THE 2018 OAMR CONFERENCE COMMITTEE AND THE HOLIDAY INN AT THE AIRPORT – PORTLAND, OR

Meeting Date: September 21, 2018
Source of Item: President

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

ISSUE STATEMENT

Resolution No. 2018-02 thanks the Conference Committee Chairperson, Host Recorder, and Conference Committee members for their work in organizing the 2018 Annual Academy & Conference. It also thanks the Holiday Inn at the Airport, Portland, Oregon, for logistical arrangements and extended cordiality throughout the conference.

BOARD OPTIONS

The membership may adopt the above-noted Resolution No. 2018-02 as presented, as amended, or may take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

It is the recommendation of the President that the membership adopt Resolution 2018-02 as presented.

SUGGESTED MOTION

Motion to adopt Resolution 2018-02: ***A RESOLUTION OF APPRECIATION TO THE 2018 OAMR CONFERENCE COMMITTEE AND THE HOLIDAY INN AT THE AIRPORT – PORTLAND, OR.***

ATTACHMENTS

A. Resolution No. 2018-02

OREGON ASSOCIATION
OF MUNICIPAL RECORDERS

RESOLUTION NO. 2018-02

A RESOLUTION OF APPRECIATION
TO THE 2018 OAMR CONFERENCE COMMITTEE,
AND HOLIDAY INN @ PDX, PORTLAND, OREGON

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

WHEREAS, The Holiday Inn @ PDX, Portland, Oregon, staff assisted the OAMR Conference Committee in the success of the 36th Annual Conference through their assistance in the organization and details in planning the conference; and

WHEREAS, the 2018 OAMR Annual Conference was dedicated to providing quality educational sessions, entertaining social events, and time for networking with our peers from around the state, and

NOW, THEREFORE, BE IT RESOLVED BY THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS that the membership extends its gratitude and appreciation to all of the individuals who worked unselfishly to organize, plan and present an outstanding 2018 OAMR Annual Conference; and the staff of Holiday Inn @ PDX, Portland, Oregon, are commended for their outstanding logistical arrangements and cordiality during the conference.

ADOPTED by a majority vote of the voting members of the Oregon Association of Municipal Recorders this 21st day of September, 2018.

SIGNED: ATTEST:

Debbie Hamilton, CMC, OAMR President

Trudy J. Borrevik, CMC, OAMR Secretary

OAMR BOARD REPORT

Meeting Date: September 21, 2018
Source of Item: President Debbie Hamilton, CMC & Melissa Thompson-Kiefer, CMC

Contacts: President Debbie Hamilton, CMC
Second Vice President, Melissa Thompson-Kiefer, CMC
Contact Telephone Number: 541-459-2856 x 208
Contact E-Mail: d.hamilton@ci.sutherlin.or.us

BACKGROUND
A Bid Notice/Request for Proposals for the 2020 OAMR Annual Conference was developed and sent to hotels in Region IV and V. A copy of the RFP is attached.

Bids were received from the following:

- Valley River Inn – Eugene
- Seven Feathers Casino Resort – Canyonville
- Ashland Hills Hotel & Suites – Ashland
- Florence Events Center – Florence
- Inn at the Commons – Medford

Florence Events Center does not have onsite hotel accommodations and was found inadequate for our needs. Inn at the Commons was not initially sent an RFP, but requested one at the last minute and submitted a bid within a few days.

Due to the resignation of the 2nd VP and since they were in my region, I did the site visits to Valley River Inn in Eugene and Seven Feathers Casino Resort in Canyonville. Deanna Casey, City of Central Point, Karen Spoonts, City of Medford, and Melissa Huhtala, City of Ashland, joined in to do the site visits at the Ashland Hills Hotel & Suites in Ashland and the Inn at the Commons in Medford. My sincere thanks to each of them!

RELATED POLICIES/BUDGET CONSIDERATIONS
The Food & Beverage minimum for Seven Feathers is $15,000; Valley River Inn and Ashland minimum is $13,000 and the Inn at the Commons, Medford is $10,000. Seven Feathers does not charge attrition. Charges for guest rooms, classrooms, AV, etc. vary, as you can see in the attached proposals and response matrix.

MEMBERSHIP OPTIONS
1. Approve the 2020 OAMR Conference at one of the respondent facilities; or
2. Reject all proposals and re-bid the Conference.

CHAIR OR DIRECTOR'S RECOMMENDATION
Valley River Inn, Seven Feathers Casino Resort, Ashland Hills Hotel & Suites and Inn at the Commons can all meet the room and conference requirements.

SUGGESTED MOTION
"I move to award the bid for the OAMR 2020 Annual Conference and Mid-Year Academy to [choose one]."

ATTACHMENTS
A. 2020 Bid Notice/RFP
B. Response Matrix
C. Proposal from Valley River Inn – Eugene
D. Proposal from Seven Feathers Casino Resort - Canyonville
E. Proposal from Ashland Hills Hotel & Suites – Ashland
F. Proposal from Inn at the Commons - Medford

OAMR 2020 Conference Bid Response Matrix

	Valley River Inn - Eugene	Seven Feathers Casino - Canyonville	Ashland Hill Hotel & Suites - Ashland	Inn at the Commons - Medford
Food & Beverage Minimum	$13,000	$15,000 ($17,700 inc. service charge)	$15,000	$10,000
Meeting Room Fee	$500 setup fee	$6,700 (based on F&B)	$3,600	$1,500
Table fee (OAMR use)	Included	2 free per meeting room, $20 per additional	Included	20 6ft table complimentary
Exhibitor table fee	$40 per table	$20 per table	Included	
Wi-Fi	Free	Free	Free	Free
AV Costs	fee schedule w/10% discount	$2,183	???	fee schedule
Hotel Room Rate (std room)	$139	$95	$139	$109
Room Tax Rate	11.3%	12.0%	11.8%	10.8%
Gallon of Coffee	$50	$29.50	$29	$29
Plated Lunch	$26	$25.78	$18-22	$18
Plated Banquet	$35-55	$30.68	$32-45	$36
Gratuity	24% (Admin charge, not gratuity)	Inclusive	20% serv chrg + 5% meals tax	20%
Attrition	90% ($139 for each room night not utilized)	None		75%
Comped Rooms	Presidential Suite and 1:35	Presidential Suite	Presidential Suite	Presidential Suite and 1:50

Additional Notes

Welcome Reception Area	Yes	Yes	Yes, Complimentary	Yes, Complimentary
Where are Vendors Located	Meeting Room Foyer	Registration/Snack Room	Foyer	Separate Meeting Room w/Registration
Meals in Relation to Classrooms	Adjacent Room	Adjacent Room	Adjacent	Upper Level
Dance Floor Available	Available for fee	15 x 15 dance floor for $75	??	20x20 dance floor for $100.00
Location of Meeting Rooms	Main building	Adjacent building	Main building	Main building
Sinks outside of restrooms in guest rooms	Yes	No	Yes, in some	About 1/3 yes
Guest rooms in relation to classes	Same and adjacent building	Adjacent building. Walk thru casino or outside. (Must walk or drive *outside* for non-smoking entrance.)	Same building	Same building
Breakfast on-site	Yes, for purchase	Yes, for purchase	Yes, Complimentary	Yes, Complimentary Continental
Location to Coffee Bar (ie Starbucks)	Coffee bar in restaurant	Café between hotel and casino	Inside hotel	Starbucks across the street
Other	Ten complimentary upgrades to river view rooms for Board Members and Region Directors. Room cancellation within 7 days charged one night's room + tax. Oregon Ducks game scheduled for Saturday, September 19, 2020.	Bar & Plated Service fees ($175) Estimated total: $26,757.50		118 total guest rooms
Mid-Year Requirements/Offers	Meeting Space & Presidential Suite Complimentary	Available Estimated total: $2,927.30		Available

Prior Region IV Conference Sites:
2009: Valley River Inn - Eugene

Prior Region V Conference Sites:
2016: Ashland

ASHLAND HILLS
Hotel & Suites

TO: Kelli Weese

Thank you for considering Ashland Hills Hotel & Suites for the Oregon Association of Municipal Recorders Annual Conference scheduled for September of 2020. We enjoyed your group in 2016 and would love to see you return to Southern Oregon in 2020.

MEALS & MEETINGS: ***Based upon your previous Conference here at Ashland Hills Hotel in 2016, here is what we recommend.***

- Registration – Constellation Hall
- OAMR Store – Andromeda Ballroom
- Lunches – Orion Ballroom
- Breakouts – Cosmos I, Cosmos II and Galaxy Ballroom
- Presidents Reception – the Stardust Lounge
- General Session and Saturday Dinner – Aquarius Ballroom

Venue Fee: Includes set up, tables, chairs, linens, house décor and clean up

$450 Tuesday as Set Up Day

$1,000 per day: Wednesday, Thursday and Friday (for Constellation Hall, Orion, Aquarius, Andromeda, Galaxy, Cosmos I and II)

$150 Saturday for Post Con Board Meeting

We have included our 2018 Daytime and Evening Catering Menus so that you may review meal options and pricing. Pricing is subject to change for 2020.

Food & Beverage Minimum not to exceed $15,000.

At Ashland Hills Hotel, we are committed to offering exceptional guest service. We feature hand crafted food with a focus on local ingredients, professional, yet friendly service and pride ourselves on attention to detail to ensure a quality experience for you and your guests.

Dana Keller, Catering Manager & Event Coordinator, Ashland Hills Hotel
2525 Ashland Street, Ashland, Oregon 97520
Dana.Keller@NeumanHotelGroup.com

LODGING: Ashland Hills offers 180 fully renovated, spacious guest rooms and suites featuring hip, retro-modern design, flat screen TVs, coffee makers, microwaves and refrigerators, complimentary wireless Internet access, as well as balconies or patios overlooking hills of Ashland and beautifully manicured grounds.

We are happy to offer a group rate of **$139** for Standard King Rooms and **$149** for Premium King, Standard Queen-Queen, and **$159** King or Double-Double Suites. These rates are exclusive of 11.8% lodging tax. Your guests may enjoy the many amenities our newly renovated hotel has to offer:

- Complimentary expanded continental breakfast buffet
- On site restaurant & mercantile, Luna Café www.LunaCafeAshland.com
- Complimentary parking
- Seasonal outdoor heated pool and Jacuzzi
- Two tennis courts
- Two fitness rooms
- Business center

SPECIAL CONCESSIONS: Ashland Hills Hotel & Suites would like to offer the following special considerations specifically for the Oregon Association of Municipal Recorders:

- Complimentary Accommodations for one night for 2nd Vice President to come for the Pre- Qualification Site Visit (within 3 months of bid being received).
- One Complimentary Specialty Suite for 4 nights for the VIP of your choice during the Conference (Tuesday Check In – Saturday Check Out).
- Hotel will provide 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- Hotel shall extend discounted conference room rates to attendees one day prior and one day post Conference.
- Complimentary Parking for All Conference Attendees.
- Complimentary WI-FI / Internet Access in meeting space and in guest rooms.
- Hotel to extend Conference Rates, or lower, depending upon the time of year, to anyone wishing to stay over during the potential meetings throughout the year.
- Ashland Hills Hotel to Sponsor the Room Rental/ Venue Fee for the Opening Reception on Wednesday
- Complimentary Vendor and Store Tables.
- Complimentary Use of our Board Room for OAMR Board and Conference Committee Site Visits.

I look forward to hearing from you. Should you have any questions, please do not hesitate to contact me.

Warmest regards,

Dana Keller, Catering Manager & Event Coordinator, Ashland Hills Hotel
2525 Ashland Street, Ashland, Oregon 97520
Dana.Keller@NeumanHotelGroup.com

CONFERENCE CENTER

Fully renovated in 2016, Ashland Hills Hotel & Suites is home to the largest conference center in Southern Oregon, with over 15,000 square feet of flexible event space. Located at the base of the Siskiyou Mountains, this 14-acre, retro-modern property offers timeless design and can accommodate events of any size. We attend to every detail and provide personalized service. This includes full-service catering, featuring local ingredients from our on-site restaurant, Luna Café + Mercantile.

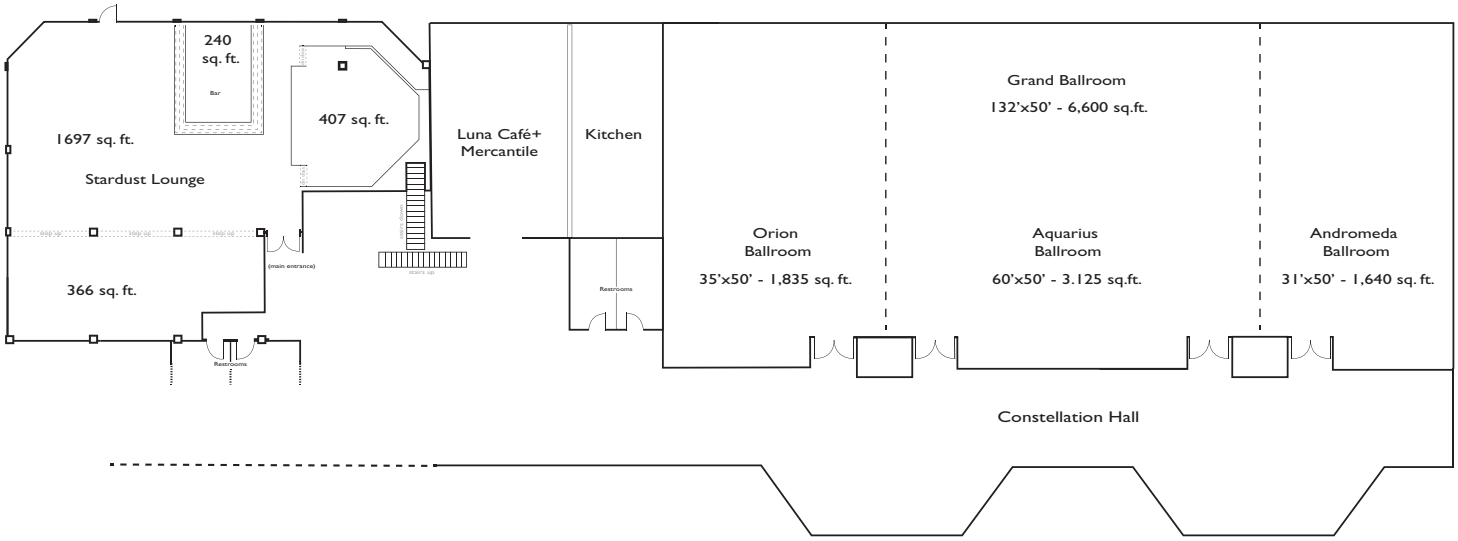
Book your event now 541.488.7383
2525 Ashland St. • Ashland, OR 97520 • AshlandHillsHotel.com

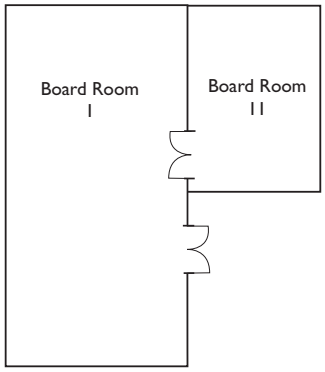
ASHLAND HILLS Hotel & Suites

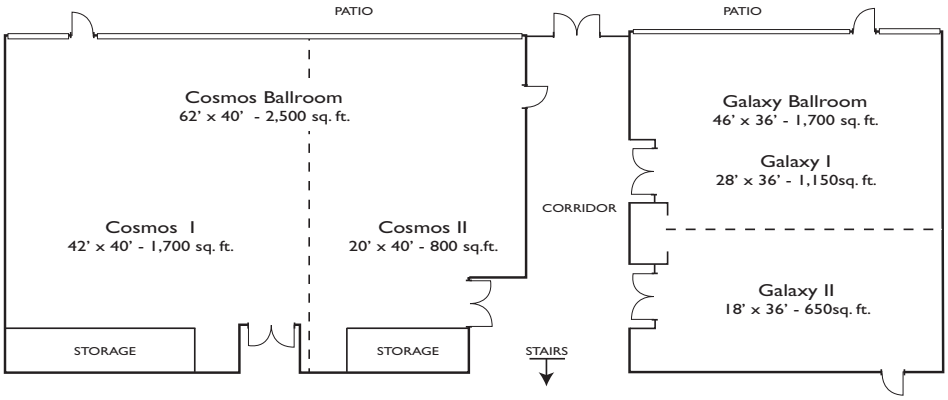
ASHLAND HILLS Hotel & Suites

MEETINGS & BANQUET FACILITIES

Main Level







Upper Level Cosmos **Lower Level** Galaxy

Professional conference specialists are on-site to take care of all your needs, including A/V equipment and full-service catering.

Name of Room	Dimensions	Square Ft.	Reception	Rounds	Classroom	Theater	U-Shape	Conference
Grand Ballroom	132'x 50'	6,600	750	500	400	750	-	-
Orion Ballroom	35'x50'	1,835	175	140	100	200	-	-
Aquarius Ballroom	60'x50'	3,125	300	240	200	300	-	-
Andromeda Ballroom	31'x50'	1,640	125	120	75	150	-	-
Stardust Lounge	70'x 46'	2668	140	110	40	60	-	-
Cosmos Ballroom	62'x40'	2,500	190	140	120	190	60	50
Cosmos I	42'x40'	1,700	120	96	70	120	36	28
Cosmos II	20'x40'	800	70	50	32	70	24	22
Galaxy Ballroom	46'x36'	1,700	150	90	64	148	50	44
Galaxy I	28'x36'	1,050	80	56	36	100	30	28
Galaxy II	18'x36'	650	40	-	-	48	21	16
Board Room I	-	-	-	-	-	-	-	10
Board Room II	-	-	-	-	-	-	-	6

Work Hard. Play in Southern Oregon!

NEUMAN HOTEL GROUP

Wineries

Experience the oldest and most diverse wine region in the state of Oregon. Nearly 150 years ago, **pioneer Peter Britt** planted the first vineyard in Southern Oregon. According to local wine historians, this may have been the first planting of Pinot noir in our state. Today, **Southern Oregon Wine Country** has over 100 wineries, 250 vineyards, and over 70 varieties of red and white winegrapes. It is nationally recognized by esteemed publications, including **Sunset, Forbes, Wine Enthusiast,** and more. Enjoy the wineries of the Applegate and Rogue Valley and experience one of the **top best wine travel destinations**.

Golf

The Rogue Valley is home to numerous **nationally recognized golf courses** that offer year-round tournaments as well as perfect leisure rounds for all ability levels. The breathtaking tranquility of Southern Oregon and the region's mild climate creates the perfect golfing experience. Carefully designed to challenge even the expert golfer, the **Centennial Golf Course** and the **Eagle Point Golf Club** offer spectacular layouts and are the most popular in the valley. Enjoy glorious weather and play on some of the top golf courses in Oregon. All within a short drive from our hotels.

Oregon Shakespeare Festival & Cultural Paradise

The Tony award-winning **Oregon Shakespeare Festival** in Ashland is the largest regional repertory theater in the United States, offering 11 classical and contemporary plays from February through October. During the summer months, Jacksonville is buzzing with dozens of live concerts at the annual **Britt Music & Arts Festival** (Pacific Northwest's premier outdoor festival). Southern Oregon is also home to a diverse theatre community, which offers a variety of venues and **plays throughout the year**. The **Oregon Cabaret Theatre** in Ashland, offers dinner, dessert and spirits. The **Craterian Theater** in downtown Medford is a premiere live performance venue offering Broadway musicals and stage plays.

Shopping

The small-town charm in Southern Oregon offers a unique shopping experience where you can find unique products not available in big chain stores. Shop the numerous antique shops and boutiques in **Jacksonville,** the second oldest city in our region. The entire downtown area of this **1850s gold rush town** is designated as a National Historic District due to the well preserved architecture. Similarly, the **European style town of Ashland** is not only a cultural magnet, but is home to independently owned bookstores, seasonal farmers and artisan markets, and boutiques. Our region also offers gourmet gifts unique to the area. The Rogue Valley provides an **ideal climate for growing the region's famous pears sold exclusively at Harry & David**, which has become America's premier choice for gourmet gifts. Harry & David also offers their **Iconic Tour**, which begins at the Country Village Store and takes guests through the bakery, candy kitchen and packing house.

Brews & Local Tastes

Taste award-winning and locally crafted beers, and explore the region's bursting culinary scene. Ashland is home to **Caldera Brewing Company**, the first brewery to brew and can their own beer on the West Coast, and also the Gold Medal winner of the World Beer Cup Awards. The growing beer scene in downtown Medford makes for a memorable beer hopping experience. Enjoy a ride on the **Pint Rider**, ideal for team-building with colleagues. Be sure to explore the region's **thriving culinary scene** with hundreds of restaurants, and talented chefs who showcase locally sourced ingredients and capture the essence of the region through bursts of local flavor. Enjoy the artisan tour, which includes the **Rogue Creamery** with world-renowned cheeses, and **Lillie Belle Farms Artisan Chocolates** and their award-winning truffles.

Outdoor Adventure – Hike, Fish, Raft, Ski, Mountain Bike & more

The diversity of the Southern Oregon landscape offers out-door adventures for everyone. Explore the wild and scenic **Rogue River** on a 36-mile trip through **Hellgate Canyon**, or go fishing in the numerous mountain lakes. Cycle through oak savannah and into fir forest, stroll through lush gardens, and enjoy the many trails and seasonal activities on **Mount Ashland**. Take in breathtaking views of **Crater Lake**, the deepest lake in the U.S, and enjoy the **Wizard Island Cruise Tour** of the lake.

Wildlife Images - Meet grizzly bears, wild cats, wolves, & more

Escape the everyday with a trip into the wild at Wildlife Images! Meet grizzly bears, wild cats, wolves, and some of the largest birds of prey in the world face to face during a guided tour. Each day visitors wonder at the craftiness of the river otter and the majesty of the golden eagle. **Wildlife Images Rehabilitation & Education Center** prides itself on creating a world full of enrichment for the more than 100 animals who call the facility home, as well as providing an entertaining and educational experience. This unique facility also rehabilitates roughly 1000 animals each year before releasing many of them back into the wild.

Wellness

Southern Oregon is a peaceful sanctuary that celebrates health and wellness. During your visit to Ashland be sure to set aside time to rejuvenate at **Waterstone Spa**, a calm and relaxing oasis in the midst of historic downtown. Enjoy signature treatments inspired by traditional and modern therapies, soak in the Ofuro tub, and experience the **waterfall like sensations of the Vichy shower**. Guests of Ashland Springs Hotel enjoy complimentary steam and sauna sessions. Waterstone Spa also has a location at **Lithia Springs Resort**, the hidden gem of Ashland. **Mineral waters** are piped to every room and can be enjoyed in privacy. Wellness is also promoted in the numerous public parks. In the hub of Ashland sits **Lithia Park**. It follows Ashland Creek through undeveloped woodlands. **Fitness clubs** are also prevalent throughout the region. Guests of Inn at the Commons enjoy complimentary access to Anytime Fitness across the street from the hotel.

CONVENIENTLY LOCATED
RIGHT OFF OF THE
I-5 CORRIDOR

4 hour drive from Portland
5 hour drive from San Francisco
7 hour drive from Seattle

Just a short flight away to the valley's Medford Airport.

Book Now!

Gina@NeumanHotelGroup.com
NeumanHotelGroup.com

SEVEN FEATHERS
CASINO RESORT

June 7, 2018

Oregon Association of Municipal Recorders
c/o City of Florence Kelli Weese
250 HWY 101
Florence, OR 97439

RE: PROPOSAL – OAMR Conference 2020 and OAMR 2020 Mid-Year Board Meeting & Educational Seminar

Hi Kelli,

Thank you for the wonderful opportunity to prepare this proposal for you.

We have adequate space to meet your meeting requirements and adequate hotel rooms for both conference and mid-year meeting and seminar.

The following pages include information you requested in your proposal. Also included are room layout examples, meeting space information, estimates and pre and post conference activities.

Seven Feathers has the ability to meet your requirements and surpass your expectations. We hope you will accept our proposal and be our guests. We also hope we are given the greatest consideration for any future events. We look forward to serving you.

An advance deposit of $1500 is due with the signed sales agreement. Final balance is due day of event unless a direct bill has been set up.

Please contact me at 541-839-1161 if you have any questions, need additional information or require a Sales Agreement.

Sincerely,

Danielle Raines

Danielle Raines
Group Sales Manager
PH: 541-839-1161 ~ Fax: 541-839-1153
draines@sevenfeathers.com
Seven Feathers Casino Resort
146 Chief Miwaleta Lane, Canyonville, OR 97417

Enclosed: Estimates; Room Setup Diagrams; Sample Contract.
Attachments: Catering Menu; Policies; Room Capacity Guide; Resort Site Map; Convention Center Photos; Hotel & Dining Fact Sheets

OREGON ASSOCIATION OF MUNICAL RECORDERS
ANNUAL CONFERENCE MEETING REQUIREMENTS:

Please refer to estimate regarding food & beverage, room rental, equipment, and other charges.

Estimated Room Rental $9700 (based on estimated food charges $3000 discounted making net room rental $7000)

Estimated Food Charges $15,000 exclusive of service charge

Estimated Equipment Rental – Wednesday $410 (Meal Room) and $415 (Meeting Room), Thursday $510 (Meal Room) and $415 (Meeting Room), Friday $470 (Meal Room) and $415 (Meeting Room). Multi-day discount of 25% for Thursday (-$231.25) and Friday (-$221.25) rentals. Exhibitor Pipe & Drape rental not included.

- Exhibitor Booths – $20 per booth only if pipe and drape is needed, one-time fee.
- Two (2) complimentary registration/exhibit tables (6 or 8-foot tables, depending on location) at the meeting room entrance for all your meeting rooms. Each table includes black linen and table skirting, and one (1) chair per table during the Group's program. A charge of $20.00 per table is applied for additional tables.

Perspective menu/catering costs inclusive of service charge, plated service fee, chef carver.

- All lunch & dinner include beverages and dessert
- 1 URN of Coffee (24 servings/urn. Decaf, Hot Tea at no extra charge.) $29.50
- Continental Breakfast $12.98
- Hot Breakfast Buffet $17.70
- Hot Breakfast Plated $20.47
- Plated Luncheon Roasted Turkey $25.78
- Cold Lunch Buffet Bistro Sand. $18.88
- Hot Lunch Buffet $27.14
- Plated Prime Rib Dinner $30.68
- Dinner Buffet with Prime Rib $45.69

HOTEL PROVIDING:

- One Presidential suite to be provided complimentary for 4 nights for Sept 2020 Conference.
- One Presidential suite to be provided complimentary for 3 nights for Apr 2020 Mid-Year Conference.
- Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit.
- Complimentary meeting space for OAMR Board & Conference Committee site visits. *Meals not provided complimentary.*
- Complimentary valet and/or self-parking.
- Complimentary WIFI/Internet access in guest rooms and for vendors.
- Projected group rate for the year 2020 for standard room $95 + hotel tax.
- Extended conference rates to attendees one day prior and one day after conference.
- Extended conference rates to anyone wishing to stay over during the (potential) meetings throughout the year
- Room blocks held until 21 days prior to opening of conference.

HOTEL NOT PROVIDING:

- 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.

SUPPLEMENTAL MATERIAL:

- Enclosed conference room setup diagrams
- Attached floor plan with location of all facilities.
- Enclosed sample contract.
- Distance from nearest airport in miles and drive time. Method of transportation to/from airport and applicable charges.

The Medford Airport is 80 miles south of Canyonville. With prior notice and arrangement with the Sales Coordinator, we can offer shuttle service to pick up a minimum of 14 and maximum of 28 guests at a pre-arranged time for a fee of $240, one-way. The same requirements apply for a return trip to the Medford Airport.

The Eugene Airport is 106 miles north of Canyonville. With prior notice and arrangement with the Sales Coordinator, we can offer shuttle service to pick up a minimum of 14 and maximum of 28 guests at a pre-arranged time for a fee of $320, one-way. The same requirements apply for a return trip to the Eugene Airport.

Clarification on smoking areas (if applicable)

Smoking is permitted in the majority of gaming areas, Stix Sports Bar and Elements Lounge, and in a dozen hotel rooms.

Pre & Post Meeting Activities

Golf Tournament at the 18-hole Cougar Canyon Golf Course: Located 15 minutes from Seven Feathers, Myrtle Creek is fun and rewarding for golfers of every playing ability. Continuously paved cart paths run throughout the course making it more enjoyable for all. Myrtle Creek is a unique and spectacular golf course that offers golf the way it was meant to be played!

Wildlife Safari Tour: Admission & transportation is approximately $14-17 per person depending on transportation type (trolley, shuttle or yellow bus). Tour Wildlife Safari's 600-acre park that is a fun-filled family destination where you can view over 500 animals in their natural habitat, roaming freely as they do in the wild! Visitors to the park drive through a 4.5 mile trek to see animals from Africa, Asia and the America's. This unique setting offers many opportunities to get up close and personal with animals large and small. Safari Village is home to unique animals, a petting zoo, beautiful gardens, the Casbah Gift Shop, Safari Village Cafe' and White Rhino Event Center. Food not included in admission price however arrangements could be made with the Safari Village Café and price included in full admission price.

Umpqua Valley Wine Tour: Tour Umpqua Valley Wineries with Swing from the Vines. They'll set up a wonderful experience based on your time frame to enjoy delectable wines and the Land of Umpqua. Advance group reservations required. 18 person max. group size. Must be 21 and older.

OREGON ASSOCIATION OF MUNICAL RECORDERS
MID-YEAR ACADEMY SESSION MEETING REQUIREMENTS:

Please refer to estimate regarding food & beverage, room rental, equipment, and other charges.

Room Rental Complimentary
Estimated Food Charges $2235 exclusive of service charge
Estimated Equipment Charges $290

Projected group rate for the year 2020 for standard room $95 + hotel tax.

SEVEN FEATHERS
CASINO RESORT

YOUR PLACE TO ***PLAY***

HOTEL LOBBY
Fireside seating, a grand piano, concierge desk, and multiple check-in locations await you in our lobby. Our friendly and helpful hotel staff will be happy to check you in and show you to your room!

GUEST ROOMS
With 288 nicely appointed standard guest rooms, we can find the perfect fit for your needs. One king or two queen beds with connecting, handicap and pet-friendly options. 350-400 sq. ft.

RIVER ROCK SPA and SALON
Let the atmosphere at the River Rock Spa restore your spirit while you relax and unwind. Allow our skilled professionals to pamper and revive you with our many signature treatments using all natural ingredients.

SUITES
Twelve suites on the top floor of the East wing offer a spacious sitting area, unstocked wet bar, two flat screen TVs, oversized bathroom with Jacuzzi tub, and walk-in shower. 600 sq. ft.

POOL/HOT TUB
No matter the time of the year enjoy a refreshing dip in our indoor atrium pool, soak in one of our hot tubs, melt away in the sauna, kick back pool side or lounge on the sun deck.

146 Chief Miwaleta Lane
Canyonville OR 97417
hotel@sevenfeathers.com

SEVENFEATHERS.COM
800.548.8461 Information
888.677.7771 Reservations

SEVEN FEATHERS
CASINO RESORT

146 Chief Miwaleta Lane
Canyonville OR 97417

800.548.8461 General Information
888.677.7771 Central Reservations
1.541.839.1153 Hotel Fax

SevenFeathers.com
hotel@sevenfeathers.com

ACCOMMODATIONS

Two wings: West wing four floors, East wing five floors
300 guest rooms: 113 kings, 175 doubles, 12 suites
Check-in after 3:00PM, Checkout before 11:00AM

GUEST ROOM FEATURES

Individual mini-refrigerator
Keurig coffee / tea service
Pillow top mattress
Hairdryer
Iron / ironing board
Alarm clock AM/FM radio
Flat screen HDTV
Beekind© bath products
Connecting rooms
Individual climate control
Safety deposit boxes upon request
Spacious work area
Direct dial phone
Express checkout
Turndown service available upon request
Handicap accessible rooms

INTERNET ACCESS

complimentary

Guest rooms: Wireless
Lobby & public area: Wireless
Meeting rooms: Wireless, Wired

SERVICES & FACILITIES

Free Self & Valet Parking
Room Service, daily from 7:00AM to 9:00PM
24-hour Concierge Service
24-hour Business Center
10 Meeting Rooms
Hotel Courtyard – Seasonal

RESTAURANTS & BARS

	Seating Capacity	Meals Served
Cow Creek Restaurant	194	B, L, D
Elements Lounge	150	*appetizers only*
Gathering Place Buffet	252	D
Kabi Café	16	B, L
K-Bar Steak House	100	D
Stix Sports Bar	147	L, D
Steelhead Lounge	50	*appetizers only*

WELLNESS FACILITIES

Indoor heated 30x60 pool, two hot tubs, sauna
Fitness Center
Men's & Women's Locker Rooms
River Rock Spa: Full service spa & salon, co-ed, hair/nail, massage, aesthetics, relaxation lounge, steam room, sauna, soaking tub, rain shower, locker rooms.

ENTERTAINMENT & SHOPPING

24-hour Casino
Elements Lounge – nightly entertainment
Gift Gallery
Seven Feathers Truck & Travel Center
Historic Canyonville

POINTS OF INTEREST

Wildlife Safari
Crater Lake National Park
Cougar Canyon Golf Course
Umpqua Valley Wine Country
Hellgate Jetboats
Oregon Caves National Park

NEARBY AIRPORTS

Rogue Valley International–Medford Airport (MFR)
Hotel direction: 68.56 miles N
Eugene Airport (EUG)
Hotel direction: 107 miles S
Portland International Airport (PDX)
Hotel direction: 216.25 miles S

Revised: 06/07/16

SEVEN FEATHERS

CASINO RESORT

YOUR PLACE TO ***PLAY***

K-BAR STEAK HOUSE

Inspired by life on the ranch, the K-Bar Steak House is where high quality tribal beef is hand selected by our chefs and perfectly prepared, served in a rich, warm, ranch-style atmosphere with unrivaled hospitality.

Dinner Wednesday through Sunday 5:00PM
Sunday Brunch 9:30AM – 1:30PM
100-seat CAPACITY including
19-seat PRIVATE DINING
Group reservations required, call 800.548.8461.

THE GATHERING PLACE BUFFET

At the Gathering Place Buffet we offer themed buffets beginning at 4:00PM. Thursdays are extra special, with a Seafood Buffet and Fridays are Brazilian Night! And here's a bonus: Saturday there's a lunch buffet from 11:00AM – 2:00PM and a dinner buffet beginning at 4:00PM. There's a dinner buffet on Sundays as well from 4:00 – 9:00PM.

Open Daily
252-seat CAPACITY including
32-seat PRIVATE DINING
Group reservations required, call 800.548.8461.

COW CREEK RESTAURANT

The Cow Creek Restaurant is the perfect place for breakfast, lunch, and dinner. Great service and great food at the right price.

Open 24/7
Specials available Sunday – Wednesday
194-seat CAPACITY
Group dining of 10 or less, subject to availability
Group reservations required, call 800.548.8461 ext. 1229.

STIX SPORTS BAR

Stix Sports Bar is where to go to catch a game or just relax and unwind. Enjoy a large selection of local taps and bottles. Try a tasting flight and explore the locals. Or try one of our signature cocktails. Choose from a wide variety of appetizers, sandwiches, and salads. Stix is the ultimate sports bar – game on! Must be 21 or older.

Monday–Sunday from 9:00AM–2:00AM
Food Service begins at 11:00AM
147-seat CAPACITY
Group dining of 8 or less, subject to availability.
No advance reservations required.

146 Chief Miwaleta Lane
Canyonville OR 97417
dining@sevenfeathers.com

SEVENFEATHERS.COM
800.548.8461 Information
888.677.7771 Reservations

Revised: 06/07/16

SEVEN FEATHERS

CASINO RESORT

YOUR PLACE TO *PLAY*

KABI CAFÉ

The Kabi Café is Seven Feathers coffee and ice cream shop conveniently located between the casino and hotel lobby. Enjoy freshly baked waffle cones, pastries, desserts and cookies. Grab a bite on the go or a sweet treat.

Sunday – Thursday 6:00AM – 9:00PM
Friday – Saturday 6:00AM – 10:00PM

16-seat CAPACITY

Group dining unavailable.

ELEMENTS LOUNGE

The Elements Lounge with its variety of live music acts and televised sporting events on the largest high definition screen in Southern Oregon makes it a hot spot of great entertainment. Enjoy libations and tasty appetizers while you let loose. Elements Lounge shows are FREE Admission with Players Club card, $15 without. Must be 21 or older.

Monday – Thursday • 3:00PM – 10:00PM
Friday and Saturday • 3:00PM – 2:00AM
Sunday • 1:00PM – 9:00PM

150-seat CAPACITY

Group reservations required, call 800.548.8461.

STEELHEAD LOUNGE

Need a break from all the excitement? Come visit us in the Steelhead Lounge and enjoy one of our signature cocktails or an ice cold beer in a completely smoke free environment. The Steelhead Lounge offers an intimate atmosphere perfect for conversation, catching up with friends or just kicking back. Must be 21 or older.

Open Daily · Noon – 2:00AM

50-seat CAPACITY

Group reservations required, call 800.548.8461.

146 Chief Miwaleta Lane
Canyonville OR 97417
dining@sevenfeathers.com

SEVENFEATHERS.COM
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888.677.7771 Reservations

Revised: 06/07/16

SEVEN FEATHERS CASINO RESORT

ESTIMATE OF FUNCTION

OAMR Conference 2020

F&B	Qty	Cost per #		Cost
TUE Water Service *(optional)* for Set Up	1	$10.00	$	10.00
WED Meeting Beverage & Snacks	80	$6.00	$	480.00
WED Lunch (Buffet)	80	$25.00	$	2,000.00
WED Reception	50	$25.00	$	1,250.00
THU Breakfast (Buffet)	40	$15.00	$	600.00
THU Meeting Beverage & Snacks	120	$6.00	$	720.00
THU Lunch (Buffet)	120	$23.00	$	2,760.00
FRI Breakfast (Buffet)	100	$15.00	$	1,500.00
FRI Meeting Beverage & Snacks	100	$6.00	$	600.00
FRI Lunch (Buffet)	100	$16.00	$	1,600.00
FRI Dinner (Plated)	120	$29.00	$	3,480.00
Gross F&B Charges			**$**	**15,000.00**
Net F&B Charges (incl Service Charge)			**$**	**17,700.00**

Room Rental Calculation

Room Rental	$	9,700.00
Net Room Rental Charge	**$**	**6,700.00**
Room Discount showing Banquet Check	$	(3,000.00)

Equipment	Qty	Cost per #		Total Cost/Ea
WED Meal Room	1	$410.00	$	410.00
WED Meeting Room	1	$415.00	$	415.00
THU Meal Room	1	$510.00	$	510.00
THU Meeting Room	1	$415.00	$	415.00
FRI Meal Room	1	$470.00	$	470.00
FRI Meeting Room	1	$415.00	$	415.00
Equipment Discount, 25% off THU	1	-$231.25	$	(231.25)
Equipment Discount, 25% off FRI	1	-$221.25	$	(221.25)
Total Equipment Rental Charges			**$**	**2,182.50**

Other	Qty	Cost per #		Total Cost/Ea
WED Bar Fee (2-hour)	1	$125.00	$	125.00
WED Bar Discount based on $600 sales	1	-$100.00	$	(100.00)
FRI Bar Fee (3-hour)	1	$175.00	$	175.00
FRI Bar Discount based on $1400 sales	1	-$175.00	$	(175.00)
FRI Plated Service Fee	1	$150.00	$	150.00
Total Other Charges			**$**	**175.00**

Estimated Cost of Function TOTALS

F&B	$	17,700.00
Room Rental	$	6,700.00
Equipment	$	2,182.50
Other Charges	$	175.00
Grand Total	$	26,757.50

Total Discounts		
	$	(3,000.00)

This is for estimation purposes only and does not release you of any additional banquet charges per the contractual agreement signed.

SEVEN FEATHERS
CASINO RESORT

ESTIMATE OF FUNCTION

OAMR 2020 Mid-Year Board Meeting

F&B	Qty	Cost per #		Cost
THU Meeting Beverages (1-6pm)	25	$3.00	$	75.00
FRI Meeting Beverages (7am-5pm)	80	$5.00	$	400.00
FRI Lunch	80	$22.00	$	1,760.00
			$	-
Gross F&B Charges			**$**	**2,235.00**
Net F&B Charges (incl Service Charge)			**$**	**2,637.30**

Room Rental Calculation

Room Rental	$	780.00
Net Room Rental Charge	**$**	**-**
Room Discount showing Banquet Check	$	780.00

Equipment	Qty	Cost per #		Total Cost/Ea
THU screen, LCD, mic	1	$145.00	$	145.00
FRI screen, LCD, mic	1	$145.00	$	145.00
			$	-
Total Equipment Rental Charges			**$**	**290.00**

Other	Qty	Cost per #		Total Cost/Ea
			$	-
			$	-
			$	-
Total Other Charges			**$**	**-**

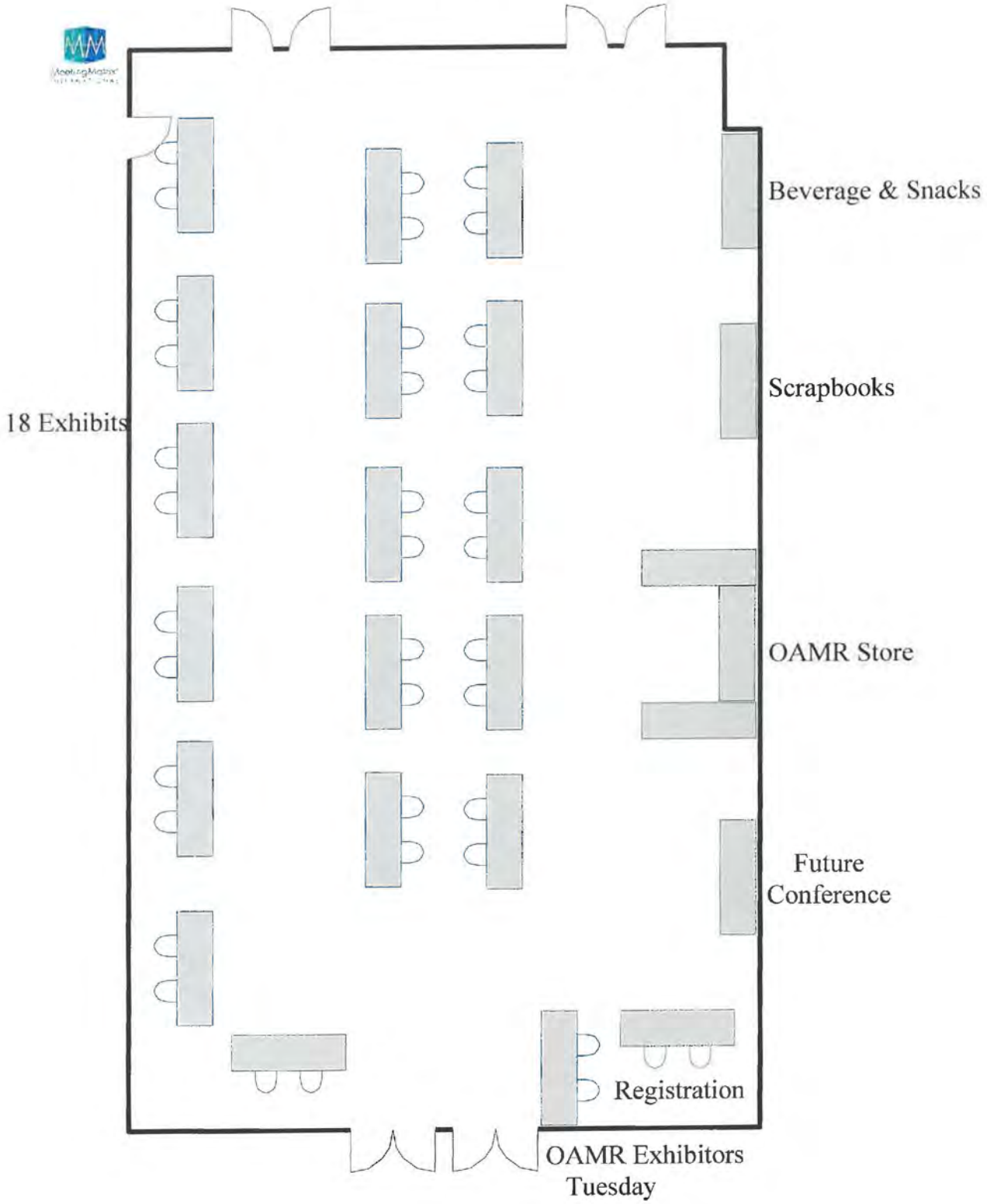
Estimated Cost of Function TOTALS

F&B	$	2,637.30
Room Rental	$	-
Equipment	$	290.00
Other Charges	$	-
Grand Total	$	2,927.30

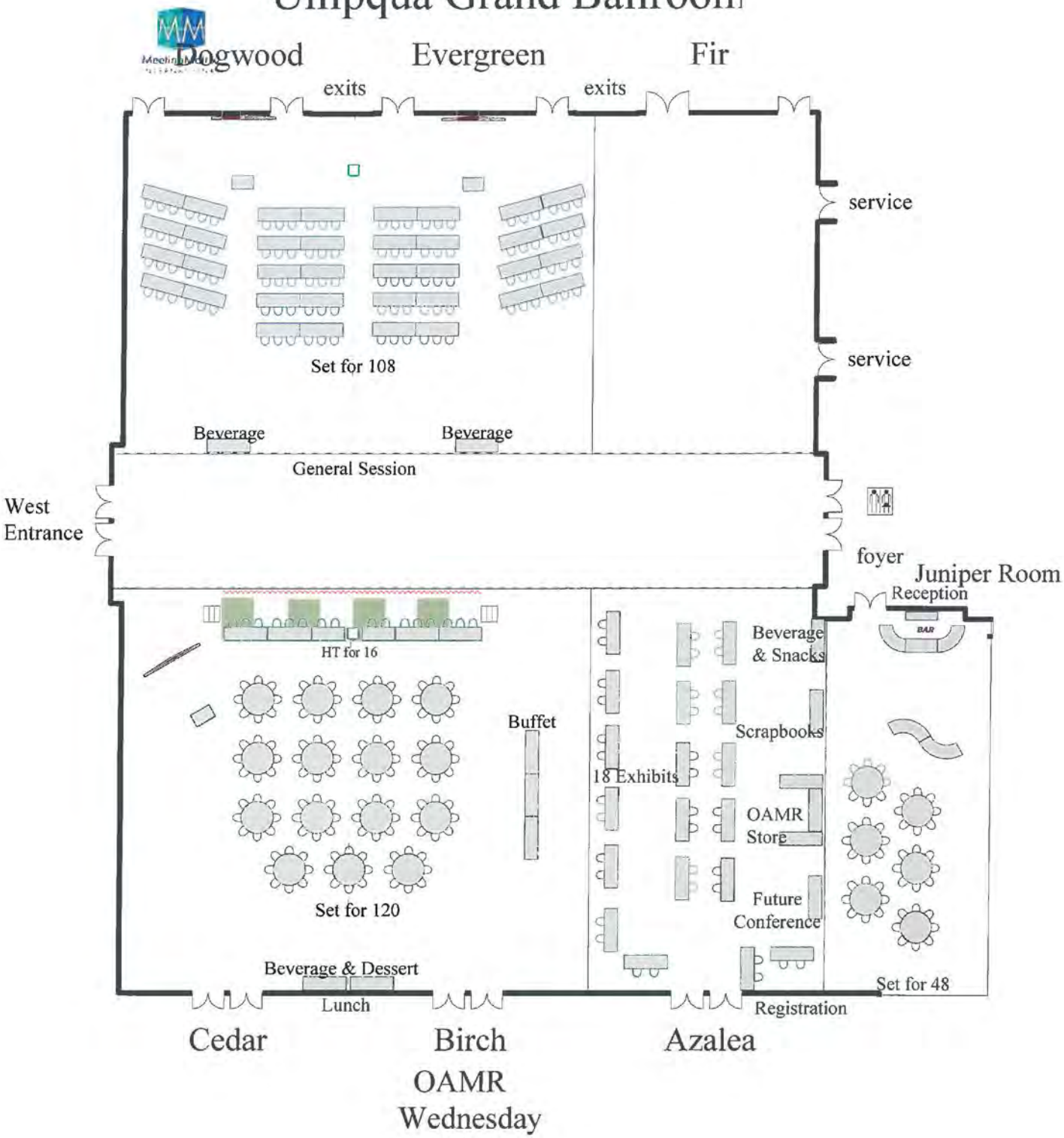
Total Discounts	
$	780.00

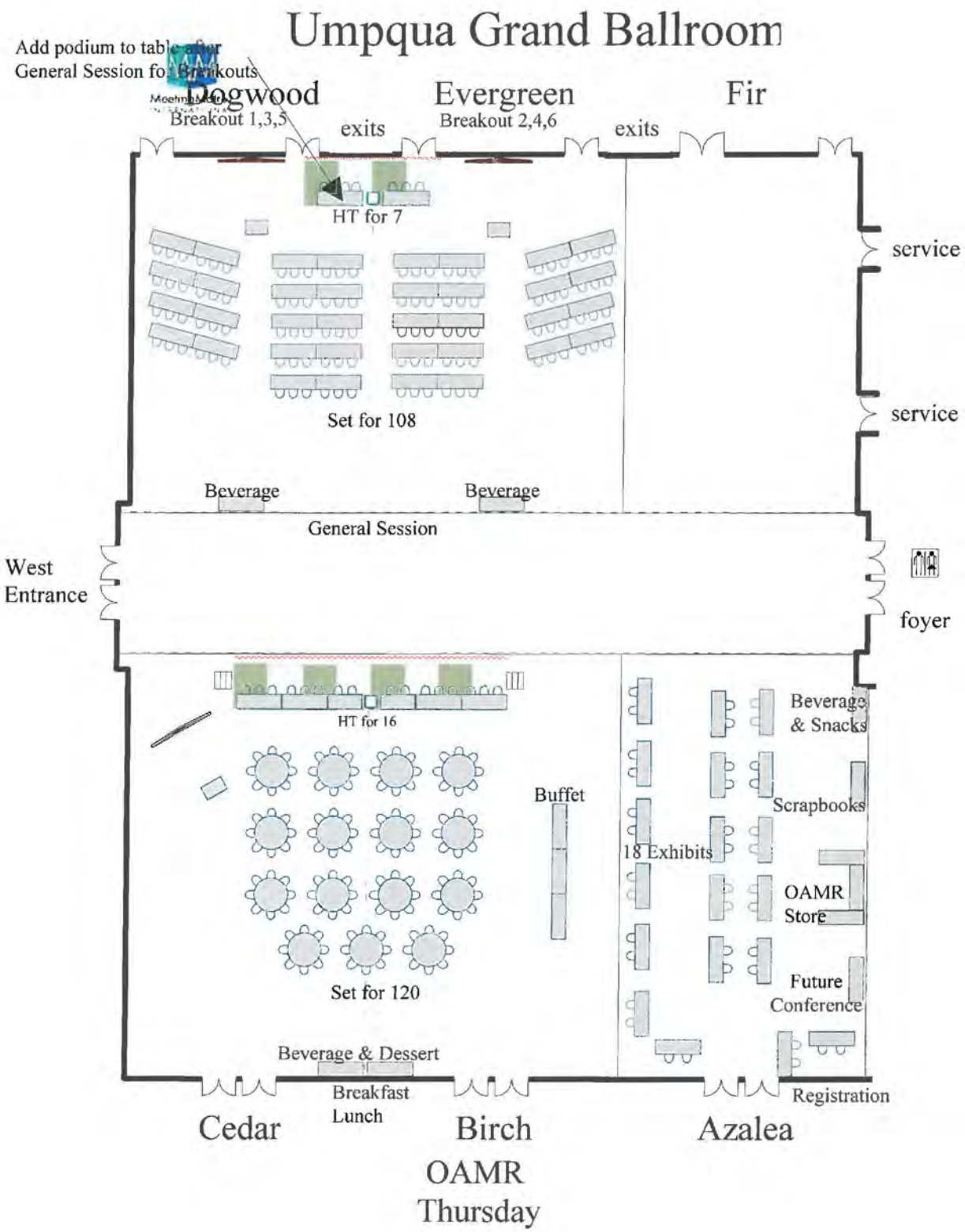
This is for estimation purposes only and does not release you of any additional banquet charges per the contractual agreement signed.

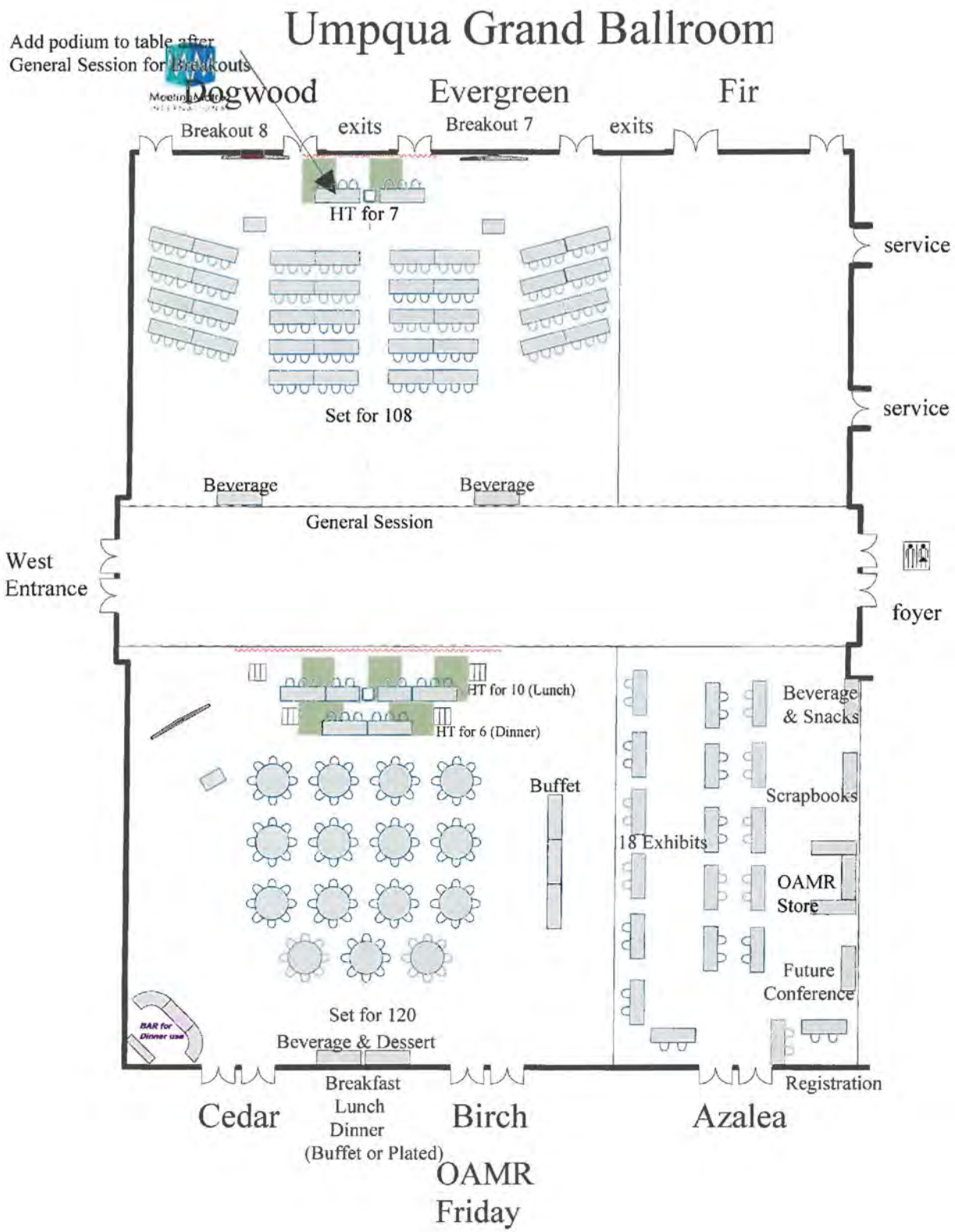
Azalea

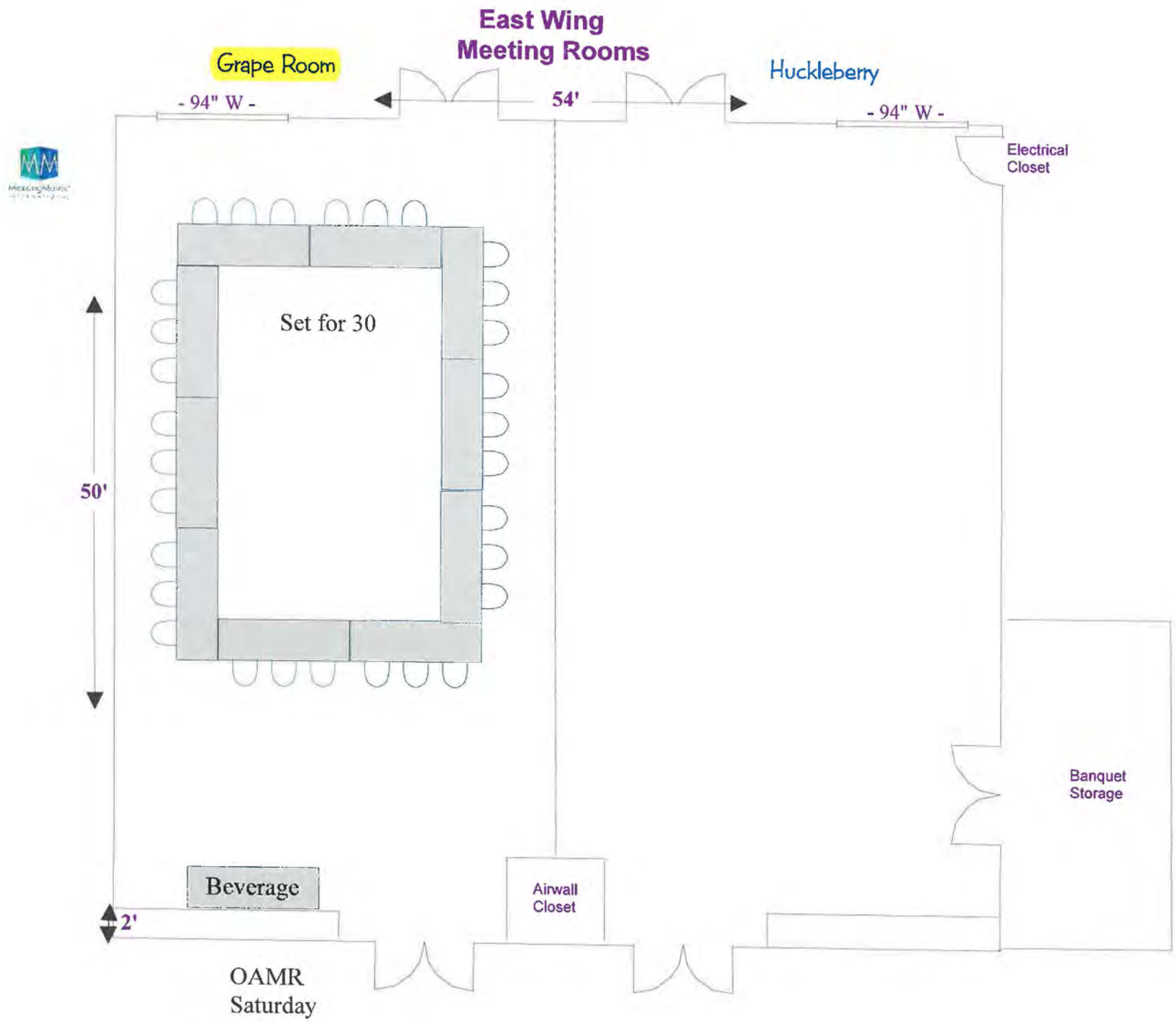

Beverage & Snacks
Scrapbooks
18 Exhibits
OAMR Store
Future
Conference
Registration
OAMR Exhibitors
Tuesday

Umpqua Grand Ballroom




Umpqua Grand Ballroom
Add podium to table after
General Session for Breakouts
Dogwood
Breakout 1,3,5
exits
Evergreen
Breakout 2,4,6
exits
Fir
HT for 7
service
Set for 108
service
Beverage
Beverage
General Session
West
Entrance
foyer
HT for 16
Beverage
& Snacks
Buffet
Scrapbooks
18 Exhibits
OAMR
Store
Set for 120
Future
Conference
Beverage & Dessert
Breakfast
Lunch
Registration
Cedar
Birch
Azalea
OAMR
Thursday


Umpqua Grand Ballroom
Add podium to table after General Session for Breakouts
Dogwood
Evergreen
Fir
Breakout 8
exits
Breakout 7
exits
HT for 7
service
service
Set for 108
Beverage
Beverage
General Session
West Entrance
foyer
HT for 10 (Lunch)
HT for 6 (Dinner)
Beverage & Snacks
Buffet
Scrapbooks
18 Exhibits
OAMR Store
Future Conference
Set for 120
Beverage & Dessert
BAR for Dinner use
Registration
Cedar
Breakfast
Lunch
Dinner
(Buffet or Plated)
Birch
Azalea
OAMR
Friday


East Wing
Meeting Rooms
Grape Room
Huckleberry
- 94" W -
54'
- 94" W -
Electrical
Closet
Set for 30
50'
Banquet
Storage
Beverage
2'
Airwall
Closet
OAMR
Saturday

SEVEN FEATHERS
CASINO RESORT

146 Chief Miwaleta Lane, Canyonville, OR 97417
Phone: 800.548.8461 • Fax: 541.839.1153

Sales Agreement

ORGANIZATION NAME
CONTACT
ADDRESS

TELEPHONE EMAIL

Arrival Date Departure Date

GUESTROOM BLOCK

Each guestroom has a 12% (subject to change) occupancy tax per night. Rooms are non-smoking unless otherwise noted. Your guestroom block will be held through **DATE**. Any non-reserved rooms will be released after this date. **Please have your attendees refer to ORGANIZATION NAME when making reservations 1-888-677-7771.** Seven Feathers reserves the right to reduce your room block due to poor pickup. Rates are based on single/double occupancy, $5 additional per person for triple and quadruple.

DATES	ONE KING	TWO QUEENS	TOTAL ROOMS

EVENT ITINERARY

Final event details, including definite menu selections, are due 30 days prior to headcount due date. Seven Feathers Casino Resort reserves the right to relocate your event(s) to alternate convention room(s). Every effort will be made to contact you in advance if relocation is necessary. Food and beverage menu prices will be confirmed 60 days prior to your event. All food and beverage charges are subject to a service charge.

The final headcount guarantee is due 5 business days prior to your event. If final headcount guarantee is not communicated by headcount date, the original agreed number of guests will be considered the final 'guaranteed' headcount and billed accordingly.

DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATT.	ROOM RENTAL

BILLING INSTRUCTIONS

TYPE	INSTRUCTION FOR	ROUTING CODE	COMMENTS
Catering	Banquet Charges	Master	Payment due within 7 days of event conclusion.
Room	Room + Tax	Master	Rooming List to master.
Room	Room + Tax	Individual	Individuals pay own.

DEPOSIT INSTRUCTIONS

DEPOSIT	DEPOSIT REQUIRED	DUE DATE	METHOD OF PAYMENT
Catering	$_____	_____	Check Visa MC Discover Carte Blanche Diners Club _____exp_____

ADDITIONAL INFORMATION

Estimated Room Rental $_____
Estimated Food Charges $_____ (Estimate does not include service charge)
Estimated Equipment Rentals $_____
Estimated Other Charges $_____ (bar fee, carving station, etc)

The above event expenses are for estimation purposes only. Event room rental is based on your projected event times. **Actual expenses could increase or decrease depending on the final guaranteed headcount, menus, and/or equipment chosen.**

AGREEMENT TERMS

To guarantee your event as outlined above, this agreement must be signed and returned by **DATE** or Seven Feathers Casino Resort reserves the right to release the guest rooms and event space held. I accept the above stated terms and conditions.

I acknowledge the receipt of Seven Feathers Group Policies. _____INITIALS

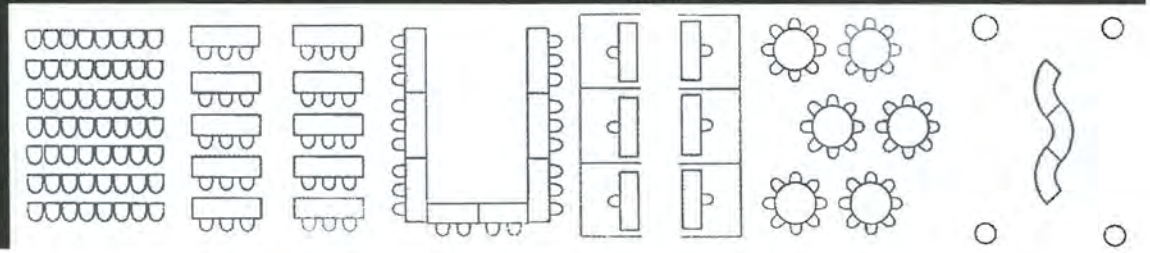
Client Authorized Signature Date:

Seven Feathers Casino Resort Date:

SEVEN FEATHERS
CASINO RESORT

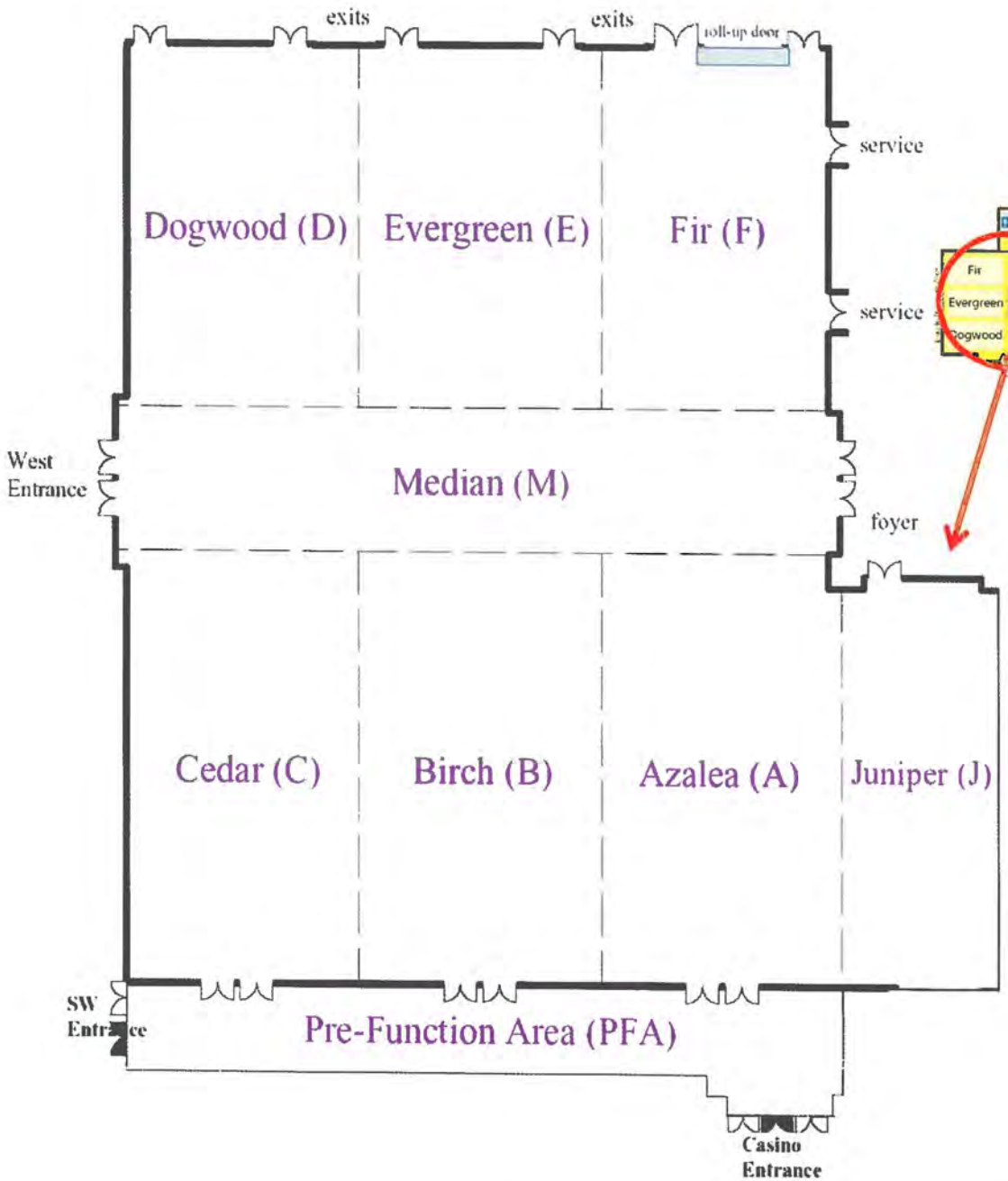
Meeting Rooms Capacity Guide

The maximum head count noted for room configuration DOES NOT include space allowance of other items needed such as bars, buffets, staging, etc.

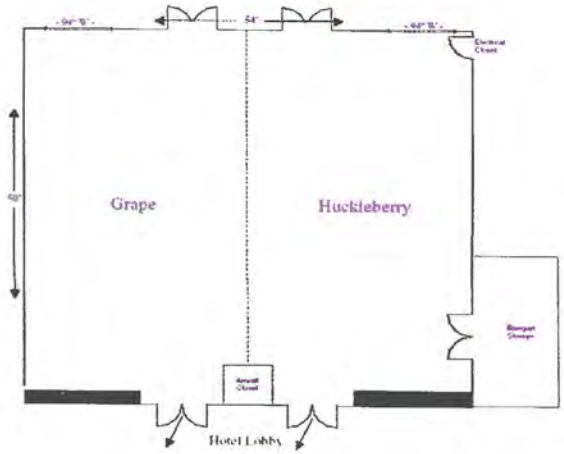


Room Name	Sq. Ft.	Dimensions	ROOM CONFIGURATIONS Theater	Classroom	U-Shape	Exhibit 8' x 10'	Banquet	Reception
Umpqua Grand Ballroom	21,001	163 x 130	1316	594	NA	134	1,550	2,000
Azalea	3,225	75 x 43	208	84	47	18	130	250
Birch	3,300	75 x 44	208	84	45	20	130	250
Cedar	3,150	75 x 42	208	84	51	20	130	225
Dogwood	2,646	63 x 42	176	72	39	16	110	200
Evergreen	2,772	63 x 44	176	72	45	16	110	200
Fir	2,583	63 x 41	160	72	42	11	80	180
Grape	1,350	50 x 27	72	30	24	7	60	80
Huckleberry	1,350	50 x 27	72	30	24	7	60	80
Juniper	1,960	28 x 70	84	70	48	14	70	90
Median	3,325	25 x 133	NA	NA	NA	20	150	225
Pre-Function Area	1,536	12 x 128	NA	NA	NA	7	NA	NA

Group Sales 541.839.1218 | sales@sevenfeathers.com | 146 Chief Miwaleta Ln | Canyonville, Oregon


exits
exits
roll-up door
service
service
Dogwood (D)
Evergreen (E)
Fir (F)
West Entrance
Median (M)
foyer
Cedar (C)
Birch (B)
Azalea (A)
Juniper (J)
SW Entrance
Pre-Function Area (PFA)
Casino Entrance

Casino
Fir
Azalea
Evergreen
Birch
Dogwood
Cedar
Bingo
Main/Casino Entrance
Pool
River Rock Spa
Courtyard
Hotel West Wing
Hote
East Win


Grape
Huckleberry
Hotel Lobby

SEVEN FEATHERS
CASINO RESORT

146 Chief Miwaleta Lane
Canyonville, OR 97417
1.800.548.8461 Information
1.888.677.7771 Reservations
sevenfeathers.com

August 31, 2018

Ms. Debbie Hamilton, CMC
OAMR President
c/o City of Sutherlin
126 E. Central Avenue
Sutherlin, OR 97479

Dear Ms. Hamilton,

Travel Medford and Inn at the Commons welcome the opportunity to host the 2020 Oregon Association of Municipal Recorders Annual Conference in Medford. Located in the heart of the Rogue Valley, Medford is brimming with cultural activities, culinary discoveries, a thriving downtown and a burgeoning wine scene.

Inn at the Commons is conveniently located in downtown Medford and is within walking distance of shops, cafes, restaurants and theatres. The newly renovated property will amaze you with its style, comfort and outstanding customer service. I am confident you will be impressed with the guest rooms, amenities, meeting rooms and cuisine.

You can rely on Travel Medford to help bring a unique and memorable element to your conference. The attendees might enjoy a progressive dinner in downtown, strolling to different establishments, each one offering a delish course made specifically for the OAMR with locally sourced artisan ingredients. Or perhaps you'd like to stay in one place, such as the Urban Cork wine tasting room. Walking distance from the hotel, the Urban Cork is also a custom crush facility. Enjoy a catered dinner, live music and of course, world famous Rogue Valley Wine! The historic Holly Theatre is currently being brought back to life and will be open by the time of the conference; both the Holly and the Craterian Theatre are great sources for entertainment and within walking distance from the hotel.

September is the perfect time to visit Medford & the Rogue Valley. The weather is amazing, the abundant crops are being harvested, the river is beckoning and the live performances throughout the valley are still in full swing. Thank you for considering Medford for your 2020 Annual OAMR Conference. Please contact me with further questions.

Warm regards,

Angela Wood
Director of Sales & Sports Development

Debbie Hamilton, CMC
OAMR President
c/o City of Sutherlin
126 E Central Avenue
Sutherlin, OR 97479
541-459-2856
d.hamilton@ci.sutherlin.or.us

Dear Ms. Hamilton,

Thank you for considering Medford and Inn at the Commons for the Oregon Association of Municipal Recorders Annual Conference. We would love to welcome your organization here in September 2020.

HOTEL: Inn at the Commons is a boutique 1960s motor inn with retro décor and modern amenities. Guests of our hotel are invited to enjoy the following:

- 118 updated guestrooms designed for comfort
- Dynamic downtown location within walking distance to restaurants, breweries, wine tasting rooms, theaters, and shopping
- Hot American Breakfast Buffet with cage-free eggs and locally roasted coffee
- High Speed Wireless Internet
- Seasonal Outdoor Pool
- On-site Parking
- 24-hour Access to Anytime Fitness on Riverside Ave
- Discounts to onsite Larks Restaurant and Lounge
- Transportation to and from the Rogue Valley Airport

GUESTROOMS: Guests of the Oregon Association of Municipal Recorders will receive up to 90 discounted rooms per night at the rate of **$109.00.** Rate is exclusive of current taxes (10.8% in 2018). Our recently updated Guestrooms include:

- Pillow-top mattresses
- Flat Screen Televisions and Cable
- Coffeemaker, Microwave and Refrigerator
- Creekside and Poolside Rooms with Patios or Balconies
- $1.00 per room per night for Housekeeping

MEALS: Our on-site restaurant LARKS **Downtown Medford** Restaurant and Lounge is the perfect place to gather for Happy Hour or connect over a meal after a long day.

CATERING: Events at Inn at the Commons are catered by award-winning LARKS **Downtown Medford,** where we celebrate Oregon's farms, orchards, and fisheries through excellent and approachable Farm-to-Fork cuisine**.**

EVENTS: Our team of Catering Professionals and Event Service Staff will support the execution of your event to ensure a productive and enjoyable conference.

The **Grand Ballroom** is a bright space of 6,000 square feet with natural light and 12-foot ceilings. The space is made up of the Siskiyou, Rogue River, and Crater Lake Rooms, divided into three equals parts of 2,000 square feet each or 4,000 square feet combined to create smaller sessions and events.

The **Petite Ballroom** is a contemporary space of 3,000 square feet with natural light and laminate floors. This flexible space is made up of the Cascade, Jackson, and Douglas Fir Rooms, which can be divided into three parts of 1,000 square feet each or 2,000 square feet combined to create smaller sessions and events.

The below reflects a sample suggestion of event agenda based upon your stated requirements:

DAY/DATE	EVENT	ROOM SET	EVENT ROOM	RENTAL FEE
Tuesday	Set-up and Pre-con coordination	20 6ft Tables	Siskiyou Room	Complimentary
Wednesday	AM and PM Sessions	Classroom for 80	Crater Lake Room	$150.00
Wednesday	Lunch	Rounds for 80	Rogue River Room	$150.00

Wednesday	Registration and OAMR Store	20 6ft Tables	Siskiyou Room	Complimentary
Wednesday	Reception	Cocktail and Bistro Set for 50	Meadows Dining Room	Complimentary
Thursday	Breakfast	Buffet for 40	Jackson/Douglas Fir Room	$150.00
Thursday	AM and PM Sessions	Classroom for 100 OR Two Classrooms for 50 each	Crater Lake & Rogue River Room	$150.00
Thursday	Lunch	Rounds for 120	Petite Ballroom	$150.00
Thursday	Registration and OAMR Store	20 6ft Tables	Siskiyou Room	Complimentary
Friday	Breakfast	Rounds for 100	Petite Ballroom	$150.00
Friday	AM and PM Sessions	Classroom for 100 OR Two Classrooms for 50 each	Crater Lake & Rogue River Room	$150.00
Friday	Lunch	Rounds for 100	Petite Ballroom	$150.00
Friday	Dinner Banquet	Rounds for 120 with split-level riser and head-table for 16	Crater/Rogue Room	$150.00
Friday	Registration and OAMR Store	20 6ft Tables	Siskiyou Room	Complimentary
Saturday	Post-con and Meeting	Conference-style for 20	Douglas Fir Room	$150.00
Saturday	Breakdown of Registration and OAMR Store	20 6ft Tables	Siskiyou Room	Complimentary

The proposed $1,500.00 Total Rental Fee is based upon actualization of 90 rooms at peak, and Food & Beverage Minimum of $10,000.00 cumulative (across all events). The above rental fees include use of tables, chairs, linens, house décor, water stations, and the set up and tear down of all equipment. The prices are based on use of each room for between 5 and 8 hours per day and can be adjusted based upon the actual scheduled needs for your event.

Sample Meal Options in 2018	Price	Service Fee 20%	Total Per Person
One Gallon of Coffee	$29.00	$5.80	na
Breakfast Buffet	$14.50	$2.90	$17.40
Plated Lunch – Larks Cobb Salad	$18.00	$3.60	$21.60
Three-course Plated Dinner	$36.00	$7.20	$43.20

Special Concessions:

- Complimentary Executive Suite (arrival Tuesday, departure Saturday)
- Complimentary guestroom for 2nd Vice President Site Inspection
- Complimentary guestroom for OAMR Board & Conference Committee Site Inspection
- Complimentary Parking
- Complimentary Wifi/Internet Access in Guestrooms and Event Spaces
- 1:50 Complimentary Room Nights, cumulative
- Discounted rates honored 3 days pre- and post-conference
- Discounted rates available for potential meetings on undetermined dates
- 21 day cut-off (published as 30 day cut-off for attendees)

Upon review, please let reach out to me if you have any additional questions about our fun property and dynamic area, Ms. Hamilton. We would be honored to host your group here at Inn at the Commons in Medford.

Warm regards,

Courtney Toll
Director of Sales and Catering
541-774-4710
Courtney.Toll@NeumanHotelGroup.com

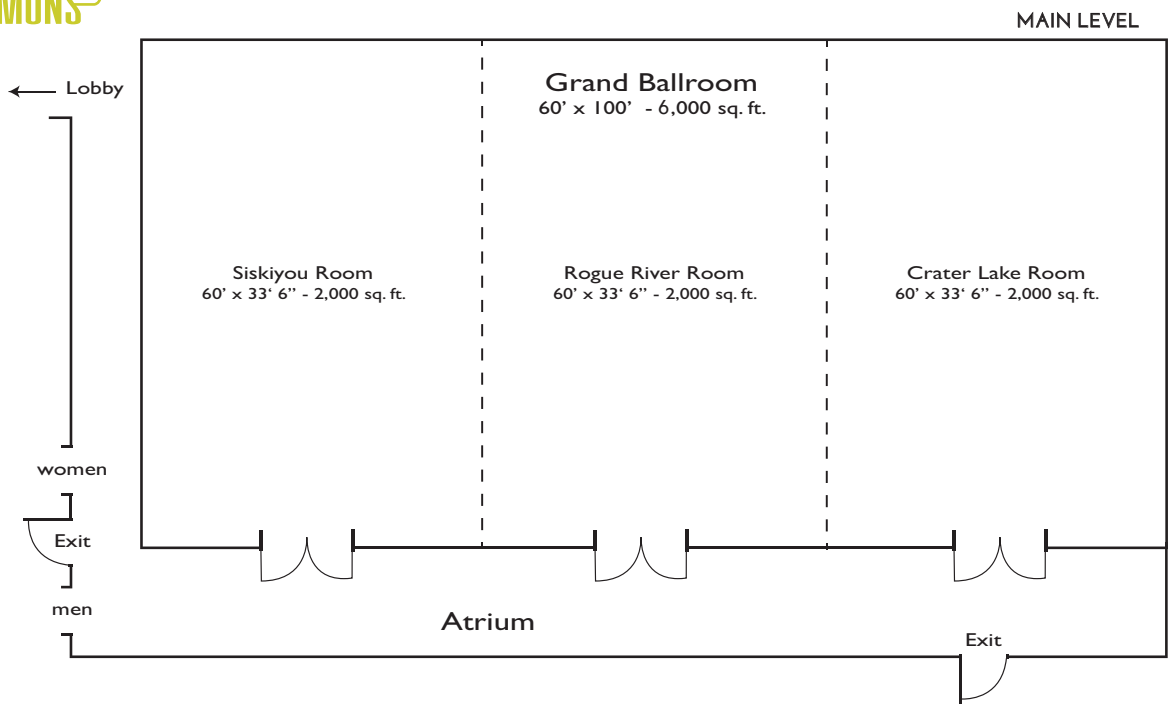
MEETINGS & BANQUET FACILITIES

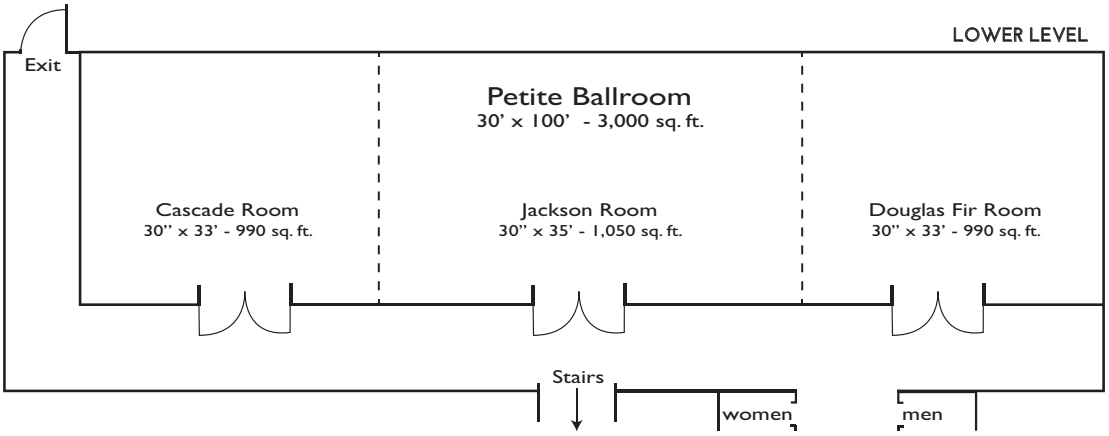
Inn at the Commons is a full-service convention hotel located in the heart of downtown Medford. Our meeting and event facilities include 9,000 square feet of flexible space. The two ballrooms can be separated into three smaller rooms for any size event. The largest of our meeting rooms, the Grand Ballroom, features 12-foot ceiling and an atrium, and can accommodate up to 800 people. Our professional conference specialists are on-site to take care of all your needs, including full-service catering from our award-winning Larks Restaurant.

Book your event now 541-774-4712
200 N. Riverside Ave. • Medford, OR 97501 • InnAtTheCommons.com

INN at the COMMONS

MEETINGS & BANQUET FACILITIES





Name of Room	Dimensions	Square Ft.	Ceiling Ht.	Reception	Rounds	Classroom	Theatre	U-Shape	Conference
Grand Ballroom	60'x100'	6,000	12'6"	700	400	350	700	-	-
Siskiyou	60'x33'6"	2,000	12'6"	250	120	120	200	50	50
Rogue River	60'x33'6"	2,000	12'6"	250	120	120	200	50	50
Crater Lake	60'x33'6"	2,000	12'6"	250	120	120	200	50	50
Petite Ballroom	30'x100'	3,000	9'6"	300	160	120	200	125	80
Cascade	30'x33'	990	9'6"	80	60	30	80	40	20
Jackson	30'x35'	1,050	9'6"	100	70	40	100	50	30
Douglas Fir	30'x33'	990	9'6"	80	60	30	80	40	20

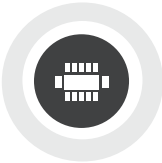
Reception

Rounds

Classroom

Theatre

U-Shape


Conference

Valley River Inn

Proposal prepared for

Oregon Association of Municipal Recorders
2020 Annual Conference

September 16 – 19, 2020

Prepared by

Tracee Gurney Johnson
Senior Sales Manager
1000 Valley River Way| Eugene, Oregon 97401
Direct 541-525-5543
Email tgurney-johnson@valleyiverinn.com
Please visit us at : www.valleyriverinn.com

40 years of Pacific Northwest Hospitality

Valley River Inn

Monday, June 4, 2018

Ms. Weese, CMC

Thank you for considering Eugene and Valley River Inn for the Oregon Association of Municipal Recorders 2020 Annual Conference Valley River Inn had the pleasure of hosting this same event in 2009 and we want to welcome your membership back to our beautiful hotel alongside the Willamette River in September 2020.

Valley River Inn is a historic hotel built in 1973 by a local logging family, the Woodard's. Our history remains incorporated in our hotel with wooden beams throughout and chandeliers made from repurposed lumber mill objects. Our quiet and serene location along the Willamette River cannot be beat.

Valley River Inn offers:

- 15,000 square feet of meeting space (3 ballrooms and 5 boardrooms)
- 257 oversized guestrooms with patio or balcony
- Sweetwaters on the River – our onsite restaurant offering great breakfast, lunch and dinner
- Several restaurants and retail within 5 minutes walking
- Complimentary parking and complimentary airport shuttle service to/from Eugene Airport (10 miles/20 minutes)

Exclusive offers to OAMR:

- One (1) complimentary Presidential Suite for arrival Tuesday and departure Saturday
- Ten (10) complimentary upgrades to River View guestrooms for Board Members and Region Directors
- One (1) complimentary guestroom for every thirty-five (35) rooms paid for and actualized
- 10% discount off A/V
- Group rate offered one day prior/post based on availability
    - Please note that a home Oregon game is scheduled for Saturday, September 19, 2020
- Complimentary meeting space and conference group rate for the April 2020 Mid-Year Academy Session and to include complimentary Presidential Suite
- Complimentary one night accommodation for site visit
- Complimentary meeting space for site visit

Please visit our photo gallery at http://www.valleyriverinn.com/photo-gallery.htm

Valley River Inn

GUESTROOMS

Day	*Number of Rooms*
Tuesday, September 15, 2020	50
Wednesday, September 16, 2020	80
Thursday, September 17, 2020	90
Friday, September 18, 2020	70

Current Group Rate / Per Diem Rate

Deluxe	$ 129.00 / $118.00
Pool View	$ 149.00
River View	$ 169.00
Suites	$ 299.00

- Rate is for single and double occupancy
- Current occupancy tax is 11.3%
- Complimentary parking and guestroom high-speed Wi-Fi
- Pet Friendly hotel
- Projected 2020 group rate of Deluxe $139.00, Pool View $159.00, River View $179.00

CURRENT CATERING CHARGES

- Gallon of coffee: $ 50.00 per gallon
- Plated Breakfast: $ 19.00 per person
- Luncheon: $ 26.00 per person
- Banquet: $ 35.00 to $ 55.00 per person
- Current administrative charge of 24%

Valley River Inn

MEETING SPACE

Based on meeting space needs, Oregon Association of Municipal Recorders would utilize the Willamette Ballroom (6,113 square feet divisible into three sections), the McKenzie Ballroom (3,475 square feet and divisible into two sections), Rogue Room (900 square feet) and Umpqua Room (660 square feet).

Tuesday- Saturday

- Registration and OAMR Store
    - Hotel Lobby and Santiam Room

Tuesday

- Auction Storage and Pre-Conference Material
    - Siuslaw and Alsea Rooms

Wednesday

- AM & PM Session for 80 people classroom
    - North McKenzie Ballroom
- Lunch for 80 people rounds
    - South McKenzie Ballroom
- Reception for 50 people
    - Rogue and Umpqua Rooms
- Exhibitor Set-Up
    - Willamette Foyer

Thursday

- Breakfast Buffet for 40 rounds
    - Rogue Room
- Morning Session A for 100 theatre
    - East Willamette Ballroom
- Morning Session B for 100 classroom
    - Middle Willamette Ballroom
- Lunch for 120 rounds
    - West Willamette
- Afternoon Session for 100 classroom
    - Middle Willamette Ballroom
- Exhibit Hall
    - Willamette Foyer

Valley River Inn

Friday

- Breakfast/Morning Session A for 100 rounds
  - East Willamette Ballroom
- Morning Session B for 100 classroom
  - Middle Willamette Ballroom
- Lunch for 100 rounds
  - West Willamette
- Afternoon Session for 100 classroom (or 2 breakouts for 50 classroom)
  - Middle Willamette Ballroom & East Willamette Ballroom
- Exhibit Hall & Move-Out
  - Willamette Foyer
- Dinner for 120 rounds
  - West Willamette

Saturday

- Morning Meeting for 20
  - Suite or Alsea Room

Valley River Inn

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Valley River Inn, 1000 Valley River Way, Eugene, Oregon and Oregon Association of Municipal Recorders.

ORGANIZATION: Oregon Association of Municipal Recorders

CONTACT:
Name: Kelli Weese, CMC
OAMR 2nd Vice President
Address: c/o City of Florence
250 Highway 101
Florence, OR 97439
Phone #: 541-902-2183
E-mail Address: kelli.weese@ci.florence.or.us

NAME OF EVENT: OAMR Annual Conference

OFFICIAL PROGRAM DATES: Tuesday, September 15, 2020 through Saturday, September 19, 2020

Please sign and return to our office no later than Friday, November 2, 2018.

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Oregon Association of Municipal Recorders agrees that it will be responsible for utilizing, 290 room nights in the pattern set forth below:

2020	Tuesday September 15	Wednesday September 16	Thursday September 17	Friday September 18
Deluxe Rooms	49	79	89	69
Casanova Suite	1	1	1	1

GROUP ROOM RATES

Hotel confirms the following net, non-commissionable group rates (plus applicable taxes, currently 11.3 %) in effect at the time of check in:

Room	Single Rate	Double Rate
Deluxe Rooms	$ 139.00	$ 139.00
Casanova Suite	$ 139.00	$ 139.00

Additional people, up to 4 per room, may be added for $10.00 each.

COMPLIMENTARY ROOMS

Group will receive one (1) complimentary room night for every (35) revenue-producing room nights on a cumulative basis (total room nights utilized divided by 35).

CHECK-IN/CHECK-OUT POLICY

Please advise your attendees that our check-in time is after 4:00 pm and check-out time is before 11:00 am. Please be assured that we will make every effort to accommodate those guests arriving prior to check-in time based upon availability. Special arrangements can be made to guarantee early check-in or late check-out prior to your arrival at a half day rate based upon availability.

Valley River Inn

EARLY DEPARTURE FEE

In the event that a guest who has reserved a room within your block checks out prior to the guest's reserved checkout date, an early departure fee of $75.00 will be charged to that guest's individual account. Guests wishing to avoid this fee must advise the hotel at or before check-in. The hotel will deduct any such fees that are collected from any amount you may owe as sleeping room attrition.

FEES FOR ADDITIONAL SERVICES

The hotel provides a variety of facilities and services not specifically described in this contract, which are available to groups and individuals at additional charge. A list of the hotel's pricing for these facilities and services is attached to this contract, or is available to individual guests upon request.

SPECIAL CONCESSIONS

In consideration of the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide Oregon Association of Municipal Recorders the following special concessions:

1. Complimentary Parking.
2. Complimentary Guestroom Wifi.

ADJUSTMENTS TO CONCESSIONS

In the event of reductions in the Room Night Commitment of more than 90%, the Hotel may adjust any concessions previously offered in this Agreement, including those concessions offered on a complimentary basis, and may also adjust the Function Space in direct proportion to the reduction in the Room Night Commitment.

ROOMS ATTRITION

Oregon Association of Municipal Recorders agrees that it will pay Hotel $139.00 for each room night not utilized below 261 room nights (90%), as a reasonable estimate of the harm the attrition will cause the Hotel. Hotel agrees that after receiving this payment, it will not seek additional damages.

RESERVATION METHOD

Reservations must be made no later than: Monday - August 24, 2020. Reservations made after this date are subject to space and rate availability. The group rate is only guaranteed for the contracted number of guestrooms up until the cutoff date.
Reservations will be by:

Individual Call In – Please contact the Hotel Direct, Toll free 1-800-543-8266 or 541-743-1000. Once an individual reservation has been made, any changes should be made directly with our Group Reservations Department. A credit card number or 1 nights advance deposit will be required to secure a room out of this block. Cancellations must be received 7 days prior to arrival or 1 night room and tax will be assessed.

Any reservation canceled within 7 days of arrival will be charged one night's room and tax. It is very important to convey this reservation information to your guests.

PAYMENT INFORMATION

Your program is not considered definite until Payment Information is received.

As per our agreement, the following method of payment will be utilized with the group

Master Account:	Direct Bill	**Room & Tax**:	Individual
Banquet Charges:	Master Account	**Incidentals**:	Individual

DIRECT BILLING: If you wish to establish credit with the Hotel for the purpose of direct billing a portion of your account through the use of a Master Account for any of the above listed events you agree that the Hotel may review any available credit reporting services and will attempt to confirm your credit based on such sources. A minimum of (2) Hotel References must be provided.

Valley River Inn

PAYMENT OF DIRECT BILLING: Subject to the approval of credit by the Hotel, authorization to direct bill may be issued and payment will be required 30 days upon receipt of an invoice from the Hotel. For any charges that remain unpaid after thirty (30) days from the date of the invoice, a late payment charge equal to the less of 1 ½% per month, or the highest rate permitted by law, shall be applied on the remaining balance until paid in full. We request that you review your Master Account with the Hotel Accounting Department prior to your departure.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by Oregon Association of Municipal Recorders, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Start	End	Function	Setup	Agr
9/15/2020	12:00 PM	11:00 PM	Office	Existing	
9/15/2020	4:00 PM	11:00 PM	Office	See BEO	0
9/15/2020	4:00 PM	11:00 PM	Registration	Registration	
9/16/2020	8:00 AM	5:00 PM	Meeting	Classroom	80
9/16/2020	8:00 AM	8:00 PM	Registration	Registration	
9/16/2020	8:00 AM	11:00 PM	Office	See Diagram	
9/16/2020	8:00 AM	11:00 PM	Office	See Diagram	
9/16/2020	12:00 PM	1:00 PM	Lunch	Rounds of 8	80
9/16/2020	2:00 PM	10:00 PM	Setup	Exhibits	
9/16/2020	5:00 PM	9:00 PM	Reception – Social	Reception	50
9/17/2020	8:00 AM	9:00 AM	Breakfast	Rounds	40
9/17/2020	8:00 AM	5:00 PM	Exhibit	Exhibits	16
9/17/2020	8:00 AM	5:00 PM	Registration	Registration	
9/17/2020	8:00 AM	11:00 PM	Office	Existing	
9/17/2020	8:00 AM	11:00 PM	Office	See Diagram	
9/17/2020	9:00 AM	5:00 PM	Meeting	Classroom	100
9/17/2020	12:00 PM	1:00 PM	Lunch	Rounds of 8	120
9/18/2020	7:00 AM	11:00 PM	Office	See Diagram	
9/18/2020	7:30 AM	8:30 AM	Breakfast	Rounds of 10	100
9/18/2020	7:30 AM	5:00 PM	Registration	Registration	
9/18/2020	8:00 AM	2:00 PM	Exhibit	Exhibits	16
9/18/2020	8:00 AM	11:00 PM	Office	See Diagram	
9/18/2020	8:30 AM	5:00 PM	Meeting	Classroom	100
9/18/2020	12:00 PM	1:00 PM	Lunch	Rounds of 8	100
9/18/2020	5:00 PM	9:00 PM	Dinner	Rounds of 8	120
9/19/2020	8:00 AM	12:00 PM	Office	See Diagram	
9/19/2020	9:00 AM	10:00 AM	Meeting	U Shape	20

All meeting room, food and beverage, and related services are subject to applicable administrative fees (currently 24%) in effect on the date(s) of the event and subject to change without notice.

FOOD AND BEVERAGE ATTRITION

Oregon Association of Municipal Recorders agrees that it will provide a minimum food and beverage revenue of $15,000.00 (exclusive of applicable administrative fees) as part of the Event. Set up fees are WAIVED, If Oregon Association of Municipal Recorders provides less food and beverage revenue, it agrees to pay Hotel the difference between what was actually spent on food and beverage as part of the event and the food and beverage minimum.

Valley River Inn

FOOD AND BEVERAGE POLICIES

Due to licensing requirements and quality control issues, all food and beverage to be served on the Hotel property must be supplied and prepared by the Hotel. All meeting room, food and beverage, and related services are subject to applicable administrative fees (currently 24%) in effect on the date(s) of the event and subject to change without notice. Please note that the administrative charge is not a gratuity or tip. Due to fluctuation in food costs, menu prices are subject to change. The hotel will guarantee a menu price 3 months prior to group's arrival.

AUDIO VISUAL

The Valley River Inn must provide all audio visual equipment for your function. The Valley River Inn's on-site Audio Visual Company offers state-of-the art equipment and technical support staff for all your event needs. Use of any other audio visual/production equipment is prohibited.

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, government authority, disaster or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

INSURANCE

The Hotel and the Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities, which may reasonably arise out of or result from the respective obligations pursuant to this contract.

INDEMNIFICATION

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

AFFIRMATIVE ACTION

EEO/AA Obligations: Davidson Hotels & Resorts is an equal opportunity employer and federal contractor or subcontractor. As applicable, the parties agree that they shall abide by the requirements of 41 CFR Section 60-1.4(a); 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements, and that these requirements are incorporated herein. These regulations require that covered prime contractors and subcontractors ensure nondiscrimination and take affirmative action in employment to employ and advance qualified individuals without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability and protected veteran status.

AMERICANS WITH DISABILITIES ACT

Both the Group and the Hotel shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. The Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by Group for use in sleeping rooms and public areas of the hotel, provided that Group gives reasonable advance written notice to the Hotel of such needs. Group shall be responsible for the cost of any auxiliary aids and series (including engagement of and payment to specialized service providers, such as sign language interpreters), necessary for use in the meeting space used by the group, other than those types and quantities typically maintained by the Hotel.

Valley River Inn

ARBITRATION/DISPUTE RESOLUTION/ATTORNEY'S FEES
Any controversy, claim or dispute arising out of or relating to this Agreement, shall be resolved through non-binding mediation and/or binding arbitration conducted in accordance with the rules of the American Arbitration Association or JAMS in the State in which the Hotel is located. The law of the State in which the hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In any arbitration or court proceeding, the prevailing party shall be entitled to recover reasonable attorney's fees and costs. In addition, Group shall be responsible for payment of attorneys' fees and interest associated with the Hotel's efforts to collect monies owed under the terms of this agreement.

COMPLIANCE WITH LAWS
Group agrees to comply with all applicable U.S. federal, state and local laws governing the agreement and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.

NOTICE
Any notice required or permitted by the terms of this contract must be in writing. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

WAIVER
If either party agrees to waive its right to enforce any term of this contract, it does not waive its right to enforce any other terms of this contract.

PROMOTIONAL CONSIDERATIONS
We have the right to review and approve any advertisements or promotional materials in connection with your function that specifically references any name or logo of the Valley River Inn.

SECURITY
We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, or order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons. For the safety of persons and property, no fireworks or incendiary devices may be used indoor at the hotel. Group agrees to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations including all provisions of the Patriot Act and regulations of the U.S. Department of Homeland Security and the Office of Foreign Assets Control. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws.

CANCELLATION
In the unlikely event that you should decide to cancel this event at any time after execution of this Agreement, the following cancellation charges will apply, which are not a penalty and represents a reasonable effort by the Hotel to establish its loss prospectively and are liquidated damages:

Signature Date to 190 days prior to arrival	25% of estimated revenue	**$ 12,819.75**
189 days to 120 days prior to arrival	50% of estimated revenue	**$ 25,639.50**
119 days to 90 days prior to arrival	75% of estimated revenue	**$ 38,459.25**
89 days prior to arrival	100% of estimated revenue	**$ 51,279.00**

These payments may be subject to the applicable taxes. Such payment shall be made by certified check or wire transfer and shall accompany your notice of the exercise of this cancellation option. Any attempted exercise of this right without the inclusion of payment, as set forth above, shall be invalid. Proper notice of cancellation is not default rather an exercise of a right under this Agreement to cancel this Agreement without any further obligations. Force Majeure- The performance of this Agreement by either party is subject

to acts of God, war, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to substantially perform this Agreement.

SIGNATURE

This contract, with exhibits attached (if any) constitutes the entire agreement between the parties and may not be amended or changed unless done so in a writing signed by Hotel and Group.

The undersigned represent that they are authorized to sign and enter into this contract.

Please sign and return to our office no later than Friday, November 2 2018. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

SIGNATURES

Approved and authorized by Oregon Association of Municipal Recorders.

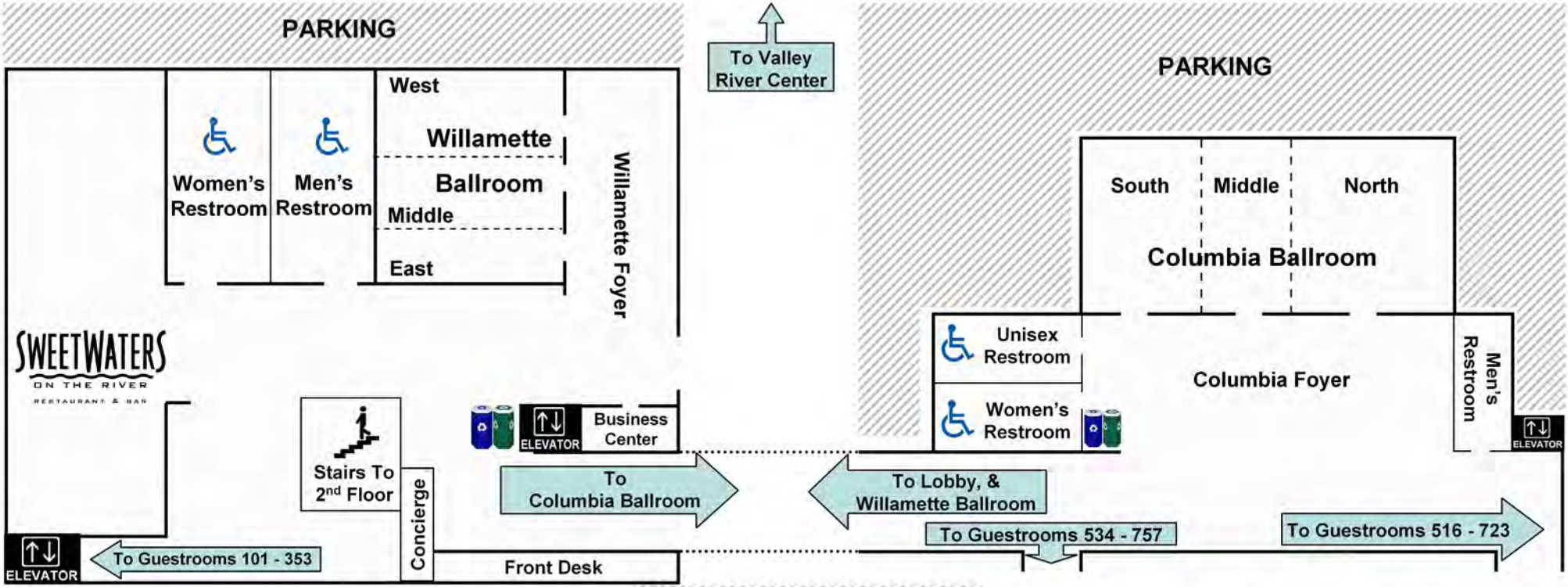
Name: (Print) _____ Signature: _____

Title: (Print) _____ Date: _____

Approved and authorized by Hotel:

Name: Tracee Gurney Johnson Signature: _____

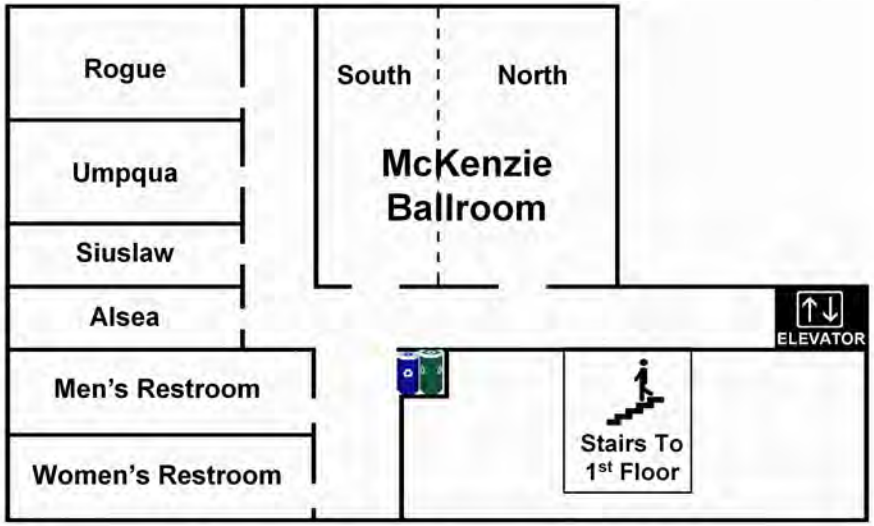
Title: Senior Sales Manager Date: _____



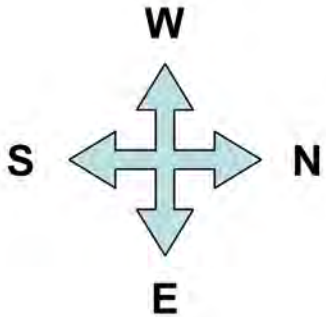
Main Building – 1st Floor

PARKING

North Building – 1st Floor



Main Building – 2nd Floor



Valley River Inn

escape. relax. renew.

Meeting Rooms & Corporate Spaces

Valley River Inn is renowned for an exceptionally personalized guest experience and as the premier hotel for meetings and events, leisure getaways, and the place to celebrate all of life's special occasions.

From detailed conventions to exquisite receptions, our professional staff is ready to meet your every need. Take advantage of over 15,000 square feet of meeting space and the picturesque views of the Willamette River.

Meeting Space	Square Feet	Dimensions	Rounds	Banquet	Classroom	Theatre	Reception	U-Shape	Hollow Square
Willamette (all)	6,113	113' x 54' - 10"	570(10)	550	300(4), 225(3)	780	N/A	N/A	N/A
East	1,569	29'x54' - 10"	150(10)	150	60(4), 45(3)	150	40	40	44
Middle	1,569	29'x54' - 10"	150(10)	150	60(4), 45(3)	150	40	40	44
West	2,975	54' x 54'-10''	270(10)	240	180(4), 135(3)	450	56	48	64
Columbia (all)	3,276	84' x 39'	240(10)	250	180(4), 135(3)	300	N/A	N/A	N/A
North	1,287	33' x 39'	90(10)	80	72(4) , 54(3)	112	40	30	48
Middle	848	22' x 39'	70(10)	60	48(4), 36(3)	80	30	22	40
South	1,131	29' x 39'	80(10)	80	60(4), 45(3)	80	30	25	40
McKenzie (all)	3,475	58'-9'' x 59'	270(10)	250, 200	208(4), 156(3)	400	N/A	N/A	N/A
North	2,118	35'-9'' x 59'	160(10)	150, 120	120(4), 90(3)	260	44	48	45
South	1,357	23' x 59'	90(10)	90, 72	80(4), 60(3)	140	34	34	30
Rogue	900	30' x 30'	70(10)	50	48(4), 36(3)	90	30	30	40
Umpqua	660	30' x 22'	20(10)	40	36(4), 27(3)	60	24	22	30
Alsea	330	22" x 15'	20(10)	18	16(4), 12(3)	22	12	20	16
Siuslaw	330	22' x 15'	20(10)	10	16(3), 12(3)	22	12	20	16
Santiam	330	22' x 15''	2(10)	10	16(3), 12(3)	22	12	20	16

Guest Rooms & Suites Available

Guest Rooms	Number of Rooms	Description	Square Feet
Deluxe Queen	201	Surrounded by the picturesque views of the Willamette River or private serenity of the outdoor pool, these spacious rooms feature two queen beds, a comfortable workstation and sitting area along with a private balcony or patio.	375
Deluxe King	44	Surrounded by the picturesque views of the Willamette River or private serenity of the outdoor pool, these spacious rooms feature one king bed, a comfortable workstation, pull out couch and sitting area along with a private balcony or patio.	375
Extended Stay	3	This spacious room features an expanded living area including a dining area with seating for four and separate vanity, work station with iPod home docking station. Living amenities include a wet bar, microwave, refrigerator, dishes and flatware.	540
Junior Suite	2	This suite features picturesque views of the Willamette River, a plush sitting enclave featuring a pull out sofa, coffee table and easy chairs. A separate vanity, stereo and second television round out this deluxe suite. Concierge amenities round out the experience.	572
Executive Suite	6	Executive suites offer an abundance of room and upgraded features including a large living room/hospitality area with a pull out sofa and coffee table, flat screen TV, wet bar and refrigerator. The suite also features a spacious bathroom, separate vanity area, second television, dining-room table, and a private balcony. These suites offer stunning views of the Willamette River or outdoor pool area with all concierge-level amenities.	765
Casanova Suite	1	For that very special occasion, this suite offers the luxurious features of the Executive Suites, oversized master bedroom with a master bathroom including a whirlpool bathtub and separate shower. This room also features extensive living spaces, including a half bathroom, and two private balconies overlooking the Willamette River.	1,000

Valley River Inn

Contact Information

Valley River Inn
1000 Valley River Way
Eugene, OR 97401

541.743.1000

ValleyRiverInn.com

Valley River Inn

AUDIO VISUAL EQUIPMENT RENTAL GUIDE

valleyriverinn.com

POPULAR PACKAGES

Flipchart Package
Includes Easel, Pad and Pens — $45.00

Self-Adhesive Pad — $75.00

Meeting Room Support Package — $150.00
Includes room-appropriate Tripod Screen, Skirted Stand, Power Strip and setup/test/removal labor

Ballroom Support Package
Includes a 16:9 or 4:3 Frame Screen, Skirted Stand and Power Strip.

Package above with 6'9" x 12' (16:9) or 9' x 12' Screen — $300.00*

Package Above with 6' x 10'8" (16:9) or 7' x 10' Screen — $250.00*

Black Velour Side Drape (per 10' panel) — $120.00*

VIDEO/DATA PACKAGES

Meeting Room Projection Package — $450.00
Includes 4000 Lumen LCD Projector, room-appropriate Tripod Screen and setup/test/removal labor.

Flat Screen Package — $250.00
Includes 46" HD Flat Panel Monitor, Stand, Cable and setup/test/removal labor.

AUDIO PACKAGES

2 Speaker Sound System — $300.00
Includes (2) Speakers, Mixer and Wired Microphone and setup/test/removal labor.

4 Speaker Sound System — $350.00*
Includes (4) Speakers, Stands, Mixer and Wired Microphone

Add Wireless Handheld/Lavaliere Microphone — $150.00

LIGHTING PACKAGES

Small Lighting Package — $200.00*
Includes (2) Leko Lights, Light Tree, Dimmer, 12-Channel Controller Board

LED Lighting (per fixture) — $35.00

More extensive lighting design available, please Inquire.

CONFERENCE AIDS

Conference Phone — $120.00

LABOR RATES (SET-UP/REMOVAL)

AVMS will charge labor to set, test and remove in quarter hour increments for all equipment rented. Specialized operators such as video engineers, audio engineers, and projectionist will be quoted on an individual basis with a five hour minimum. The following rates will apply:

Mon-Fri 6am-6pm	$55.00
Mon-Fri 6pm-12am	$75.00
Mon-Fri 12am-6am	$100.00
Sat & Sun 6am-6pm	$75.00
Sat & Sun 6pm-6am	$100.00
Holidays	$125.00

Pre-Production Services Package — $120.00
Including diagrams, rigging grids and renderings (per hour, five hour minimum)

*Requires one hour or more to complete. The first hour and quarter hour increments thereafter will be billed at the published rate.

All equipment sets will be subject to a service charge equal to 24% of the equipment rental total. A variety of audio visual products are available for your event. This list represents only a portion of our most popular equipment and services. When guests require assistance setting their own equipment, AVMS will charge labor at published rates with a two hour minimum. Service charges are applied for the availability of audio visual staff and are calculated on the sub total of all audio visual charges.

All rates are subject to an optional 5% loss damage waiver.

All cancellations within 24 hours of event are subject to full charges.

rev.0118

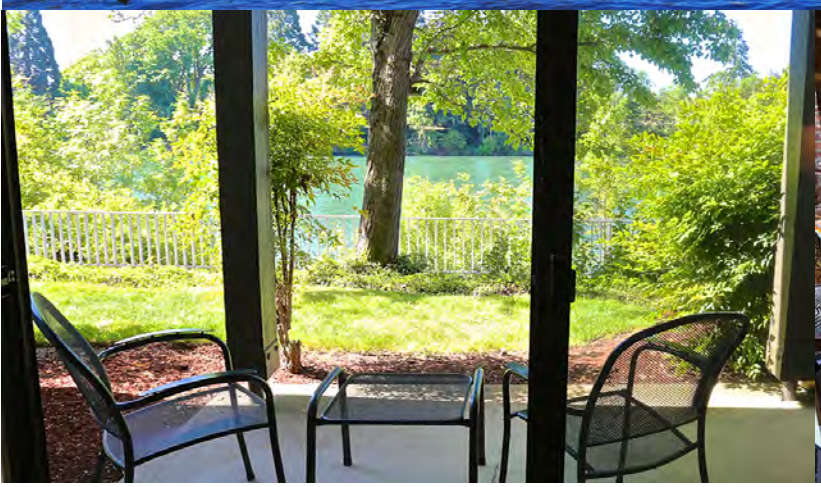
1000 Valley River Way
Eugene OR 97401
t: 541.743.1000

www.avms.com

AUDIO VISUAL SERVICES PROVIDED BY

AVMS
Demand Better Experiences

AVMS believes in protecting the environment by minimizing the ecological impact of operations wherever possible through conservation of fuel, natural resources and reduction of waste. All facilities use recycled and post-consumer paper products, practice responsible technology recycling and strive to meet or exceed the environmental policies of our hotel partners.



Location & Geography

Valley River Inn is a Pacific Northwest riverside lodge conveniently located in the heart of Eugene, Oregon. The Willamette River, Eugene's largest shopping mall, and miles of scenic bike paths are just outside the doors. The hotel is located near Eugene's many attractions, the Eugene Airport, the Lane Event and Sports Center, and the University of Oregon.

Valley River Center Mall 0.1 mi
Over 15 Restaurants 1 mi
Downtown Eugene 2 mi
University of Oregon 3.5mi
Eugene Airport 9mi

On-Site Facilities

257 spacious rooms & suites with patios or balconies, featuring garden, pool, and river views

Award-winning restaurant, SweetWaters on the River, featuring innovative Pan-Pacific Northwest cuisine in an elegant riverfront setting

SweetWaters lounge featuring creations from our seasoned mixologists

24 hour gift shop in the lobby with beverages, hot coffee, snacks, tea forte and gifts

Hourly bike rentals

Two cozy fireplaces

Large outdoor pool and indoor whirlpool with poolside food service

24 hour fitness room

Guestrooms & Amenities

Private balcony or patio with a variety of stunning views

Oversized work areas with convenient electrical access

Complimentary high-speed wireless and wired internet

HD TV and premium channels

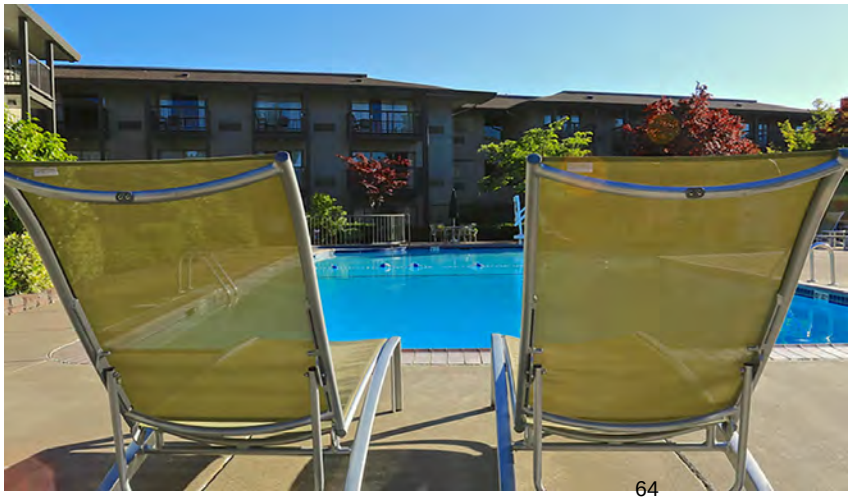
In-room coffee

Iron and ironing board

Hairdryer

Lighted makeup mirrors

In-room or express checkout



Services

Bike Rentals

Room Service from SweetWaters on the River

Pet Friendly rooms

Business Center

Recreation & Leisure Activities

Outdoors

Ruth Bascom Trail 0.1 mi
Delta Ponds 1.6 mi
Hendricks Park 4.4 mi

Spencer's Butte 7 mi
Mount Pisgah 10.3 mi
Oregon Whitewater Adventures 16.7 mi
Mount Bachelor 134 mi

Golf

RiverRidge Golf 3 mi
Oakway Golf Course 1.7 mi

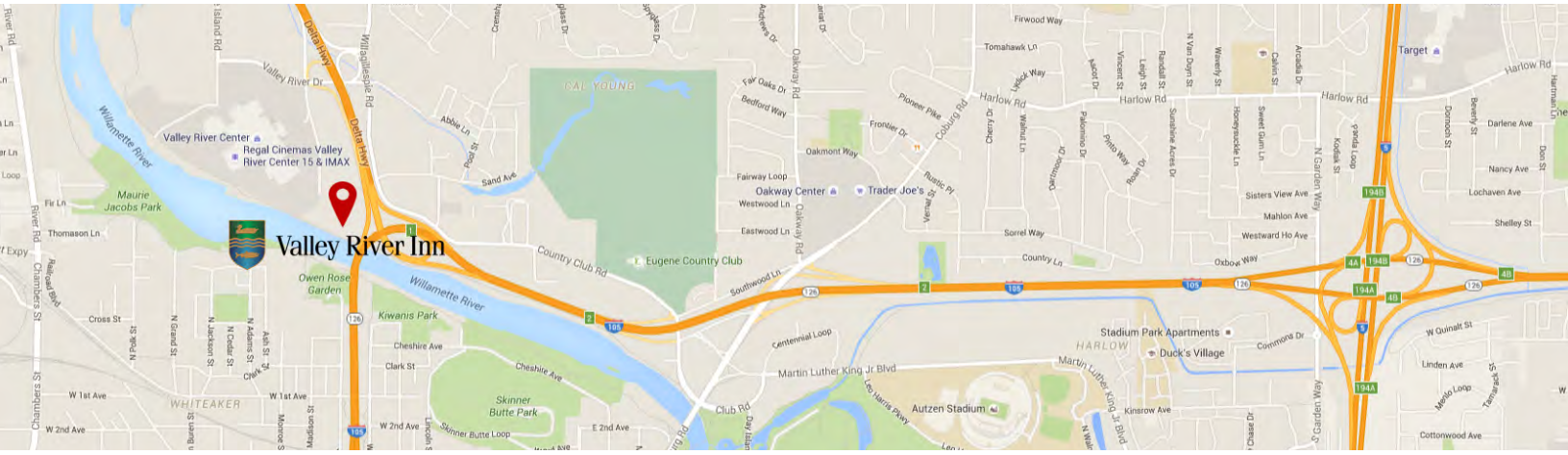
Wineries

Noble Estate Winery 8.1 mi
Silvan Ridge 15.2 mi
Sweet Cheeks 15.4mi
King Estate 22 mi

Breweries

Ninkasi 2.1 mi
Oakshire 1.6 mi
Hop Valley 1.3 mi

Tax Free Shopping
Oregon Duck Sporting Events Oregon Coast 40mi



Green Initiatives

Housekeeping opt-out program for reuse of towels and linens

Laundry water conservation system, Aquanomics

Shower gel, shampoo and conditioner dispensers to cut down on waste

Food composting program

New appliance purchases must be energy efficient with appropriate star rating

Use of non-VOC eco-friendly paint

Chef's garden

Contact Information

Valley River Inn
1000 Valley River Way
Eugene, OR 97401

541.743.1000

ValleyRiverInn.com

OAMR BOARD REPORT

Meeting Date: September 21, 2018
Source of Item: **1st Vice President**

Contact: **Nicole Morris, CMC**
Contact E-Mail: nmorris@tualatin.gov

ISSUE STATEMENET
The Budget Committee respectfully requests approval of the OAMR 2018-2019 Budget

BACKGROUND
OAMR Bylaws, Article IX, Section 1 requires the First Vice-President to appoint a Budget Committee, prepare a budget for the next fiscal year, and submit the proposed budget to the membership for consideration and adoption at the annual meeting.

Budget Committee members Debbie Hamilton, Dale Shafer, Melissa Thompson-Kiefer, Nancy Parker, and Karin Johnson, met on July 20 in Springfield. The year-to-date budget and the current budget were reviewed and the Committee worked together to prepare the proposed budget.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Committee proposes a balanced budget of $124,315 for the 2018-2019. This is a $19,044 overall reduction from the 2017-2018 budget of $143,359. The proposed contingency for 2018-2019 is $28,600 vs. $28,592 for the 2017-2018 FY.

The Committee is proposing the following increases to the budget:

- A $700 increase for the Academy/Education Sessions line. It is pertinent that we continue to provide high level education for our members. In order to accommodate this increase a $10 increase in membership dues is being proposed. Taking membership fees from $50 to $60.
- The Annual Conference line increased $1,500 to cover expenses for the next conference in Bend, OR
- Covering the cost of Credit Card Fees is being proposed. We have estimated $2,000 on the high side to cover these costs. This was at the request of Treasurer as separately calculating and charging the fees is extremely burdensome to this positon and posed many issues to balancing member accounts.

The Budget Committee has proposed significant decreases in the scholarship fund. The past practice has proven to be an unsustainable model. Fundraising dollars have decreased over the years and are unable to fund scholarships at the current levels.

Scholarship Funds in 2018-2019 will allow the following:

- 16 Professional Development NCI scholarships for full registration
- 8 Mid-Year Academy Scholarships;
- 13 OAMR Annual Academy and Conference Scholarships for full registration, including four of those reimbursing up to $300.00 (with receipts) each towards lodging for first-time attendees;
- The Kathy Ishiara and Marge Price Scholarships at $1,000 each;
- The Davis-Harris Scholarship Fund, which OAMR voted to continue to pay 4 more years of Professional Development for additional recipients. The original Harris/Davis will cover the initial recipient for 2 more years. Our continuation will fund 2 this year.
- OAMR Education Endowment Fund at $2000
- President's Award Scholarship at $600

MEMBER OPTIONS

1. Approve the 2018-2019 Budget & Budget Narrative by the OAMR membership as submitted.
2. Approve the 2018-2019 Budget & Budget Narrative by the OAMR membership as amended.

RECOMMENDATION

On behalf of the Budget Committee, I recommend approval of the 2018-2019 OAMR Budget and Budget Narrative.

SUGGESTED MOTION
Move to approve the 2018-2019 OAMR Budget and Budget Narrative as submitted by the Budget Committee

ATTACHMENTS
A. Budget
B. Budget Narrative

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2018-2019 ANNUAL BUDGET

REVENUES

2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 Estimated ACTUAL	DESCRIPTION	2018-2019 PROPOSED	2018-2019 ADOPTED
				Academy/Education Sessions		
			$ -	On-The-Road Workshops	$ -	
$ 8,580.00	$ 12,100.00	$ 10,000.00	$ 9,000.00	Mid-Year Academy	$ 10,000.00	
$ -	$ 2,100.00	$ 2,000.00	$ 2,550.00	Mid-Year Athenian Dialogue	$ 2,000.00	
$ 525.00	$ 1,580.00	$ 750.00	$ 1,050.00	Athenian Leadership	$ 1,000.00	
$ 8,250.00	$ 11,590.00	$ 9,000.00	$ 9,000.00	Annual Academy	$ 9,000.00	
$ 17,355.00	***$ 27,370.00***	***$ 21,750.00***	**$ 21,600.00**	***Total Academy Sessions***	***$ 22,000.00***	
Ashland	Newport	Portland		**Annual Conference**	Bend	
$ 22,564.00	$ 28,686.00	$ 27,000.00	$ 25,000.00	Registration	$ 27,000.00	
$ 4,250.00	$ 3,200.00	$ 3,500.00	$ 3,000.00	Exhibitors	$ 3,500.00	
$ 5,000.00	$ 6,660.59	$ 5,000.00	$ 5,000.00	Sponsors	$ 5,000.00	
$ 31,814.00	***$ 38,546.59***	***$ 35,500.00***	**$ 33,000.00**	***Total Annual Conference***	***$ 35,500.00***	
				Education/Scholarships		
$ 3,452.00	$ 2,854.07	$ 3,000.00	$ 3,000.00	Auction	$ 3,000.00	
$ 1,721.00	$ 2,303.22	$ 3,000.00	$ 3,000.00	Basket Raffle	$ 3,000.00	
$ 820.00	$ 650.00	$ 1,000.00	$ 1,000.00	Kathy Ishiara Education Fund	$ 1,000.00	
$ 1,373.38	$ 436.47	$ 1,000.00	$ 1,000.00	Donations - General	$ 1,000.00	
$ -	$ 150.00	$ 1,000.00	$ 1,000.00	Davis/Harris Scholarship Fund	$ 1,000.00	
$ 581.00	$ 4,797.16	$ 1,700.00	$ 1,700.00	Other Fundraising	$ 1,700.00	
$ 1,012.00	$ 432.00			Store Sales	$ -	
$ 8,959.38	***$ 11,622.92***	***$ 10,700.00***	**$ 10,700.00**	***Total Education/Scholarships***	***$ 10,700.00***	
$ 369.80	$ 672.26	$ 250.00	**$ 632.03**	**Interest**	$ 350.00	
$ 10,660.00	$ 10,515.00	$ 10,250.00	**$ 10,735.00**	**Membership Dues**	$ 12,400.00	
$ 682.00	$ 1,067.06	$ 900.00	**$ 616.30**	**Miscellaneous**	$ 500.00	
$ 925.00	$ 900.00	$ 800.00	**$ 1,200.00**	**Newsletter Advertising**	$ 800.00	
$ 70,765.18	***$ 90,693.83***	***$ 80,150.00***	***$ 78,483.33***	***TOTAL REVENUES***	***$ 82,250.00***	
$ 63,209.17	$ 61,077.13	$ 63,209.17	$ 70,274.56	**Beginning Fund Balance**	**$ 42,065.00**	
$ 133,974.35	***$ 151,770.96***	***$ 143,359.17***	***$ 148,757.89***	***GRAND TOTAL REVENUES***	***$ 124,315.00***	

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2018-2019 ANNUAL BUDGET

EXPENDITURES

2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 Estimated Actual	DESCRIPTION	2018-2019 PROPOSED	2018-2019 ADOPTED
				Academy/Education Sessions		
$ -	$ -	$ -	$ -	On-the-Road Workshops	$ -	
0	848.79	$ 1,500.00	$ 2,296.53	Mid-Year Athenian Leadership	$ 2,500.00	
$ 5,031.28	$ 4,033.94	$ 7,000.00	$ 5,864.81	Mid-Year Academy	$ 6,000.00	
$ -	$ 1,524.59	$ 1,500.00	$ 1,500.00	Annual Athenian Leadership	$ 1,500.00	
$ 6,123.73	$ 3,529.48	$ 7,000.00	$ 7,000.00	Annual Academy	$ 7,000.00	
$ 11,155.01	***$ 9,936.80***	***$ 17,000.00***	***$ 16,661.34***	***Total Academy/Education Sessions***	**$ 17,000.00**	
Ashland	Newport	Portland		**Annual Conference**	Bend	
$ 177.00	$ 287.00	$ 250.00	$ 250.00	Awards	$ 250.00	
$ 707.79	$ 300.00	$ 850.00	$ 850.00	Banquet Expenses	$ 850.00	
$ 154.93		$ 500.00	$ 500.00	Conference Chair Expense	$ 500.00	
$ 570.25	$ 104.24	$ 1,000.00	$ 1,000.00	Freebies/Conference Bags Expense	$ 1,000.00	
$ 1,500.00	$ 1,500.00	$ 2,500.00	$ 2,500.00	Future Conference Site Deposits	$ 2,500.00	
$ 2,871.45	$ 1,839.86	$ 4,000.00	$ 4,000.00	Hospitality	$ 4,000.00	
$ 14,287.50	$ 18,495.10	$ 14,000.00	$ 14,000.00	Food & Beverage/Site Fees	$ 18,000.00	
$ 298.64	$ 620.97	$ 500.00	$ 500.00	Miscellaneous	$ 500.00	
$ -	$ -	$ 100.00	$ 100.00	Postage	$ 100.00	
$ 944.04	$ 739.20	$ 1,000.00	$ 750.00	President's Reception/Special Event	$ 1,000.00	
$ 513.95	$ 607.15	$ 700.00	$ 700.00	Printing	$ 700.00	
$ 2,358.09	$ 1,223.86	$ 5,000.00	$ 2,500.00	Speaker Expenses	$ 2,500.00	
$ 24,383.64	***$ 25,717.38***	***$ 30,400.00***	***$ 27,650.00***	***Total Annual Conference***	**$ 31,900.00**	
$ 72.00	***$ 156.00***	***$ 772.00***	***$ 828.00***	***Internet/Web Page***	$ 2,030.00	
$ 500.00	***$ 600.00***	***$ 600.00***	***$ 600.00***	***MCEF Annual Donation***	**$ 600.00**	
				Membership		
$ -		$ 25.00	$ 25.00	Postage	$ 25.00	
$ -		$ 25.00	$ 25.00	Printing	$ 25.00	
$ 214.00	$ 243.50	$ 175.00	$ 175.00	Supplies	$ 150.00	
$ 214.00	***$ 243.50***	***$ 225.00***	***$ 225.00***	***Total Membership***	**$ 200.00**	
				Miscellaneous		
$ 287.94	$ 574.05	$ -	$ 1,224.41	Credit Card Fees & Miscellaneous	$ 2,000.00	
$ -	$ -	$ -	$ 800.00	Tax Accountant	$ 800.00	
$ 474.24	$ 1,092.29	$ 2,000.00	$ 500.00	Other	$ 500.00	
$ 762.18	***$ 1,666.34***	***$ 2,000.00***	***$ 2,524.41***	***Total Miscellaneous***	**$ 3,300.00**	
				Newsletter		
$ 32.77	$ 36.90	$ 50.00	$ 25.00	Postage	$ 25.00	
$ 20.75	$ 24.32	$ 50.00	$ 25.00	Printing	$ 25.00	
$ 5.00	$ 5.65	$ 20.00	$ 50.00	Supplies	$ 50.00	
$ 58.52	***$ 66.87***	***$ 120.00***	***$ 100.00***	***Total Newsletter***	**$ 100.00**	
$ 1,416.79	***$ 1,335.26***	***$ 2,000.00***	***$ 727.71***	***NW Clerks Institute Director***	**$ 2,200.00**	
$ 550.00	***$ -***	***$ -***	$ -	***OAMR Ambassadors***	**$ -**	

					Officer Supplies	
$ 270.30		$ 50.00	$ -	Postage	$ 50.00	
$ -	$ 21.60	$ 100.00		Supplies/Stationary/Envelopes/etc.	$ 50.00	
$ 150.03	$ 80.00	$ 300.00	$ 150.00	Miscellaneous	$ 100.00	
$ 420.33	***$ 101.60***	***$ 450.00***	***$ 150.00***	***Total Officer Supplies***	**$ 200.00**	
				Officers Expenses		
				1st Vice President		
$ 1,633.60	$ 2,004.62	$ 2,000.00	$ 1,565.15	IIMC Conference	**$ 2,000.00**	
				2nd Vice President		
$ 333.27	$ 287.50	$ 800.00	$ -	Future Conference Site Tours	**$ 500.00**	
				Director - Region IX		
$ 1,105.00	$ 1,090.00	$ 3,200.00	$ 1,259.12	Region IX, IIMC, Meetings, Assmnt, Etc.	**$ 1,135.00**	
				President		
$ 1,317.33	$ 2,823.16	$ 2,800.00	$ 2,800.00	IIMC Annual Conference	$ 2,500.00	
$ 464.58	$ 810.52	$ 1,550.00	$ 1,550.00	OAMR Representation	$ 1,550.00	
$ 2,887.57	$ 3,290.35	$ 3,500.00	$ 3,500.00	Region IX Conferences (AK,CA, WA)	$ 3,500.00	
$ 39.45	$ -	$ -	$ -	Other	$ -	
$ 4,708.93	***$ 6,924.03***	***$ 7,850.00***	***$ 7,850.00***	***Total President Expenses***	**$ 7,550.00**	
		$ 150.00	$ 150.00	*OAMR Region Directors*	**$ 150.00**	
$ 7,780.80	***$ 10,306.15***	***$ 14,000.00***	***$ 10,824.27***	***Total Officers Expenses***	**$ 11,335.00**	
$ 79.63	***$ 40.83***	***$ 1,000.00***	$ 100.00	***Photography/Historian***	**$ 100.00**	
$ 1,683.76	***$ -***	$ -	$ -	Store Merchandise	**$ -**	
				Raffle Expense		
$ -	$ 181.55	$ 150.00	$ 150.00	Postage & Supplies (basket raffle tickets)	$ 100.00	
$ 61.65		$ 250.00	$ -	Printing	$ -	
$ -		$ -	$ -	Prize Expense	$ -	
$ 61.65	***$ 181.55***	***$ 400.00***	***$ 150.00***	***Total Raffle Expense***	**$ 100.00**	
				Scholarships		
$ 14,675.00	$ 12,950.00	$ 15,000.00	$ 18,650.00	IIMC Certification Programs	$ 10,000.00	
$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	Kathy Ishiara Scholarship	$ 1,000.00	
$ 1,200.00	$ 2,550.00	$ 3,000.00	$ 1,950.00	Mid-Year Academy	$ 1,200.00	
$ 300.00	$ 300.00	$ 600.00	$ 600.00	President Awards Scholarships	$ 600.00	
$ 5,385.86	$ 10,544.12	$ 10,500.00	$ 9,150.00	OAMR Conference/Academy Session	$ 7,050.00	
$ -	$ 1,000.00	$ 1,000.00	$ 1,000.00	Marge Price Scholarship	$ 1,000.00	
$ 1,275.00	$ 2,800.00	$ 1,250.00	$ 1,201.39	Davis/Harris Scholarship -Kathy	$ 1,200.00	
$ -	$ -	$ 3,450.00	$ 2,600.00	Continuation Davis/Harris Scholarship	$ 2,600.00	
-	-	10,000.00	10,000.00	OAMR Edu. Endowment Fund	$ 2,000.00	
$ 23,835.86	***$ 31,144.12***	***$ 45,800.00***	***$ 46,151.39***	***Total Scholarships***	**$ 26,650.00**	
	$ 81,496.40	$ 114,767.00	$ 106,692.12	Total Expenditures before Contingency	$ 95,715.00	
$ -	***$ -***	***$ 28,592.17***	***$ -***	***Contingency***	***$ 28,600.00***	
$ 72,974.17	***$ 81,496.40***	***$ 143,359.17***	***$ 106,692.12***	***TOTAL EXPENDITURES***	***$ 124,315.00***	
$ 133,974.35	***$ 151,770.96***	***$ 143,359.17***	***$ 148,757.89***	***Revenues (from front page)***	***$ 124,315.00***	
61,000.18	**70,274.56**	**0.00**	**42,065.77**	ENDING FUND BALANCE	**0.00**	

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2018-2019

REVENUES

ACADEMY/EDUCATION SESSIONS

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

CONFERENCE

- **Registration** – Fees paid to attend the Annual OAMR Conference
- **Exhibitors** – Fees paid by business organizations to be an exhibitor during the Annual OAMR Conference
- **Sponsors** – Money given to OAMR to sponsor certain activities during the Mid-Year Academy and Annual Conference in exchange for advertising in conference brochures and at some events.
- **OAMR Store Sales** – Money earned from the sale of OAMR logo items.

EDUCATION-SCHOLARSHIP FUNDRAISERS

- **Auction** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
    - **Silent Auction**. The silent auction generally consists of a smaller Thursday or Friday auction which closes after the afternoon break and larger Friday auction during the banquet.
    - **Live Auction**. The live auction (which may or may not occur from year-to-year) is an oral competitive bidding process of larger donated items (i.e. overnight stays, trips, large baskets, high-end products such as Coach Purses) which takes place during the banquet.
- **Raffles** – Revenue earned from the sale of tickets, for various raffles which are decided on by the Special Projects/Fundraising Committee. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.
    - **Basket Raffle**. The baskets typically consist of items that have been donated by the membership or businesses through solicitation by OAMR members. Drawing for this raffle is done at the Mid-Year Academy and/or the Annual Conference.
    - **Other Raffles.** Other raffles have included 50/50 drawings and accommodations during conference. Drawings for these raffles may be done at either the Mid-Year Academy or at the Annual Conference.
- **Kathy Ishiara Education Fund** – Money received through private donations or fundraisers and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder Kathy Ishiara who passed away in August 1998 after a long battle with breast cancer.
- **Harris-Davis Scholarship Fund** – This new scholarship fund was established at the 2015 Annual Conference Banquet. It funds an annual award worth three years of attendance at the Northwest Clerks Institute.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.

INTEREST Money OAMR earns from investment of funds.

MEMBERSHIP DUES Money received directly from payment of membership dues.

MISCELLANEOUS Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

NEWSLETTER ADVERTISING Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

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

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2018-2019

EXPENDITURES

ACADEMY/EDUCATION SESSIONS

- **On-The-Road Workshops** – This line item will cover expenses such as mileage, lodging and teaching materials for OAMR's On-The-Road Workshops. This line is not being funded as none have been held in the previous year.
- **Athenian Leadership Dialogue** – This line item covers the projected cost for the Athenian Leadership Dialogue sessions both at Mid-Year and the Annual Conference. This includes expenses such as hotel, rental vehicles, and air fare for the scheduled speaker.
- **Mid-Year Academy** – This line item will cover speaker costs, attendee and speaker meals, or any other expense associated with the academy session held in the spring. It also includes monies to host a hospitality room the night prior to the academy session, if so desired by the OAMR President.
- **Conference Academy** – This line item will cover speaker costs, meals, or any other expenses associated with the academy session held prior to the annual conference.

ANNUAL CONFERENCE

- **Awards** – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President's Award, and committee or other certificates.
- **Banquet Expenses** – Money used to decorate and buy special items for the Annual Conference Banquet, including programs, and post-banquet entertainment. (Does not include dinner costs).
- **Conference Chair Expense** – The cost of a gift for the outgoing President, installing officer, Host Recorder, and others as appropriate.
- **Freebie/Conference Bag Expense** – This line item covers the cost of conference bags and small "freebie" items purchased by the Special Projects/Fundraising Committee Chair or Conference Chair for registration packets and gifts for conference attendees.
- **Future Conference Site Deposits** – This line item is used to cover the deposit required for future conference sites.
- **Hospitality** – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests dinner, travel expenses, or other expenses as outlined in the finance policy.
- **Meals** – This line item is used to pay for the meals and breaks during the annual conference. Sponsor money may offset some costs.
- **Miscellaneous** – This line item is used to cover any unanticipated conference-related expense, including photography.
- **Postage** – Conference related postage costs, including mailing of registration materials.
- **President's Reception/Special Event** – Cost of hosting the President's Reception and/or All-Conference event and Meet 'N Greet/Mentoring/1st Timer Breakfast event. (Includes meal if one is part of the event). Sponsor money may offset some of these expenses.
- **Printing** – The cost of printing and producing the Annual Conference handbooks and conference registration materials.
- **Speaker Expenses** – Expenses associated with the speakers at the Annual Conference, including audio/visual expenses. Deposits advanced to secure speakers for future conferences are also covered under this item.

INTERNET/WEBSITE - Provides for the annual cost of maintaining the OAMR website on the internet. OAMR will change to a 2-year Internet Web Hosting subscription in order receive a better discount. Listserv hosing is paid annually. The Domain Registry will be renewed for 2 years in 2019.

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

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2018-2019

EXPENDITURES (cont.)

MEMBERSHIP

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

MISCELLANEOUS – This line item is used to cover any miscellaneous expenses, such as flowers and other unanticipated expenses. It also covers the credit card fees and other miscellaneous banking fees

NEWSLETTER

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

NW CLERKS INSTITUTE DIRECTOR – This line item assists with the costs associated with the NCI Director's attendance at the IIMC Annual Conference and the OAMR Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk's Institute, and in the adopted OAMR Finance Policy.

OFFICER SUPPLIES

- **Postage** – This money is to be used by the President, 1st and 2nd Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – The cost of supplies, such as stationery and envelopes.
- **Miscellaneous/Equipment** – This line item is meant to cover any unanticipated expense incurred by an OAMR Officer.

OFFICERS

1ST VICE-PRESIDENT

- **IIMC Conference** – This line item covers the cost of event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

2ND VICE-PRESIDENT

- **Future Conference Site Tours** – This line item covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected. *Note: The room cost should be complimentary.

REGION IX DIRECTOR

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a $5.00 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance at the Region IX state conferences. For the years when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the Annual IIMC Conference, as outlined in OAMR's finance policy. This line item also covers OAMR's share of the cost of a gift for the outgoing Region IX Director in years when that occurs.

PRESIDENT

- **IIMC Annual Conference** – The cost, as outlined in the OAMR Finance Policy, for the OAMR President to attend the annual IIMC Conference. This line item covers the cost of an item for the MCEF auction, if unable to obtain through donation.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2018-2019

EXPENDITURES (cont.)

- **OAMR Representation** – The costs associated with the OAMR President, or the President's designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference (registration covered with booth cost), Oregon City/County Management Association Conference, Oregon Mayors Association Conference or other professional organizations or meetings as determined necessary by the President. This line item has been combined with OAMR Ambassadors as they were so similar.
- **Region IX Conferences (WA, AK and CA)** – The cost, as outlined in the OAMR Expense Policy, for the President's attendance at all Region IX state conferences, which includes complimentary registration to the Oregon Annual Conference.

REGION DIRECTORS - This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings, cover the cost of printing and postage for notices of regional meetings, and other supplies as necessary.

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

RAFFLE EXPENSES

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

SCHOLARSHIPS

- **IIMC Certification Program –** Scholarships will be awarded for attendance at the IIMC certification program, as budget allows. In 2014, the Board approved awarding scholarships for first time attendees to the IIMC certification program to cover the cost of lodging as well as registration.
- **Kathy Ishiara Scholarship** – One scholarship of $1,000 awarded annually for a member to attend the IIMC Annual Conference in honor of Kathy Ishiara, former Medford City Recorder.
- **Mid-Year Academy Session** – Scholarships to be awarded for members' attendance at an OAMR academy session as budget allows.
- **President Awarded Scholarships** – This represents the scholarship to the following year's conference to the recipients of the "President's Award of Distinction" and the "Recorder of the Year".
- **OAMR Conference/Academy Session** – Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows. In 2014, the Board approved awarding scholarships for first time attendees to the Annual Conference to cover the cost of lodging up to $300 as well as registration.
- **Marge Price Scholarship** – One scholarship of $1,000 awarded annually for a member to attend IIMC Annual Conference in honor of Marge Price, the "Mother" of OAMR.
- **Harris-Davis Scholarship –** An annual scholarship of $3,750 is awarded to a member for three years of attendance at the Northwest Clerks Institute.

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

OAMR BOARD REPORT

Nominating Committee

Report Date: August 23, 2018
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

The announcement and qualification material for the above listed board positions was published in both the Winter 2017 and Spring 2018 Newsletter. Candidate information ran in the Summer 2018 Newsletter.

It has been interesting this year, but there are finally candidates for all positions except Treasurer. The Committee would like to thank Melissa Thompson-Kiefer, CMC, Nehalem, for stepping in to complete the current term as Treasurer. The Committee hopes to receive a nomination from the floor for the position at the Board meeting in September. Melissa also currently serves as the Chair of the Internet Committee, so we truly appreciate her taking on this additional, very important, duty.

In a rare chain of events, Kellie Weese, had to resign her position as 2nd Vice-President in July. We wish her well, and hope to see her declare her candidacy for 2nd VP again at some point. The Committee once again offers thanks to Melissa Thompson-Kiefer for volunteering to complete Kellie's term as 2nd VP. Melissa met all the necessary qualifications for the position, and was officially appointed as 2nd Vice-President by the Board, and will move into the 1st Vice-President position in September.

Positions open for the 2018-2019 year and the declared candidate are:
Second Vice-President: Teri Davis, Brookings
Treasurer: No candidate
Region I Director: Kathy Payne, MMC, St. Helens
Region III Director: Karin Johnson, MMC, Independence
Region V Director: Melissa Huhtala, Ashland
Region VII Director: Nancy Parker, CMC, Athena

No applications were received for the position of Treasurer, and no interest has been indicated. Several members have stated it might be prudent for the Board and/or membership to discuss the possibility of outsourcing/contracting the duties of the Treasurer.

No Board action is requested at this time.

Thank you for the opportunity to serve as Chair of the Nominating Committee. It has been both an honor and a privilege to work with such amazing people, and we could not have accomplished so much under such unusual circumstances had we all not worked together to find solutions. Any one of them would make an excellent Chair of this Committee.

OAMR BOARD REPORT

Meeting Date: September 21, 2018
Source of Item: OAMR Interim Treasurer

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

ISSUE STATEMENT
Financial Reporting for the Fiscal Year 2017-2018 through August 26, 2018.

BACKGROUND
The Association made $3,135.19 on the Mid-Year Academy Session and $253.47 on the Mid-Year Athenian Leadership Dialogue.

It is not possible to report on the Annual Academy or Conference at this time because not all of the income and expenses are known. However, the revenue from Exhibitors has exceeded the anticipated amount.

Revenue from Interest, Membership Dues, Newsletter Advertising and Miscellaneous sources have all exceeded the budgeted amount.

On July 20, 2018, Kimberlyn Collins resigned from the Treasurer position and I was appointed as Interim Treasurer. I would like to express my thanks to Kimberlyn for her service as Treasurer and help with the transition.

I would especially like to thank Angie Lanter, CMC and Karin Johnson, MMC, of the Audit Committee, for their audit and assistance with the transition.

ATTACHMENTS

Budget vs Actual Report – as of August 26, 2018
Profit and Loss Report – as of August 25, 2018
Balance Sheet – as of August 26, 2018

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 1, 2017 through August 26, 2018

	Nov 1, '17 - Aug 26, 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	9,775.00	9,000.00	775.00	108.6%
Annual Athenian Dialogue	915.00	750.00	165.00	122.0%
Mid-Year	9,000.00	10,000.00	-1,000.00	90.0%
Mid-Year Athenian Dialogue	2,550.00	2,000.00	550.00	127.5%
On-the Road Workshops	0.00	0.00	0.00	0.0%
Academy/Education Session - Other	0.00	0.00	0.00	0.0%
Total Academy/Education Session	22,240.00	21,750.00	490.00	102.3%
Annual Conference Revenue				
Exhibiters	4,637.50	3,500.00	1,137.50	132.5%
Registration				
refund of conference expense pd	0.00	0.00	0.00	0.0%
Registration - Other	22,684.00	27,000.00	-4,316.00	84.0%
Total Registration	22,684.00	27,000.00	-4,316.00	84.0%
Sponsors	3,250.00	5,000.00	-1,750.00	65.0%
Annual Conference Revenue - Other	0.00	0.00	0.00	0.0%
Total Annual Conference Revenue	30,571.50	35,500.00	-4,928.50	86.1%
Cash Carried Forward	0.00	63,209.17	-63,209.17	0.0%
Education/Scholarships				
Auction	0.00	3,000.00	-3,000.00	0.0%
Donations General	238.36	1,000.00	-761.64	23.8%
Kathy Ishiara Education Fund	250.00	1,000.00	-750.00	25.0%
Other Fundraising	48.37	1,700.00	-1,651.63	2.8%
Raffle	692.00	3,000.00	-2,308.00	23.1%
Special Scholarship	0.00	1,000.00	-1,000.00	0.0%
Store Sales	0.00	0.00	0.00	0.0%
Education/Scholarships - Other	0.00	0.00	0.00	0.0%
Total Education/Scholarships	1,228.73	10,700.00	-9,471.27	11.5%
IIMC 2012 Fund Raising	0.00	0.00	0.00	0.0%
Interest Income	632.12	250.00	382.12	252.8%
Membership Dues	10,985.00	10,250.00	735.00	107.2%
Miscellaneous				
Returned Check Charges	0.00	0.00	0.00	0.0%
Miscellaneous - Other	1,053.55	900.00	153.55	117.1%
Total Miscellaneous	1,053.55	900.00	153.55	117.1%
Newsletter Advertising	1,200.00	800.00	400.00	150.0%
Total Income	67,910.90	143,359.17	-75,448.27	47.4%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	67,910.90	143,359.17	-75,448.27	47.4%
Expense				
Academy/Education Sessions				
Annual Athenian Dialogue	0.00	1,500.00	-1,500.00	0.0%
Conference Academy	1,500.00	7,000.00	-5,500.00	21.4%
Mid-Year Academy	5,864.81	7,000.00	-1,135.19	83.8%
Mid-Year Athenian Dialogue	2,296.53	1,500.00	796.53	153.1%
On-the Road Workshops	0.00	0.00	0.00	0.0%
Academy/Education Sessions - Other	0.00	0.00	0.00	0.0%
Total Academy/Education Sessions	9,661.34	17,000.00	-7,338.66	56.8%
Annual Conference Expenses				
Awards	0.00	250.00	-250.00	0.0%
Banquet Expenses	0.00	850.00	-850.00	0.0%
Conference Chair Expense	244.71	500.00	-255.29	48.9%
Food & Beverage/Site fees	0.00	14,000.00	-14,000.00	0.0%
Freebies/Conference Bags	0.00	1,000.00	-1,000.00	0.0%
Future Conference Site Deposits	0.00	2,500.00	-2,500.00	0.0%
Hospitality	0.00	4,000.00	-4,000.00	0.0%
Miscellaneous Conference Exp	0.00	500.00	-500.00	0.0%
Photography	0.00	0.00	0.00	0.0%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	267.93	1,000.00	-732.07	26.8%
Print-Conference	0.00	700.00	-700.00	0.0%
Speaker Expenses	0.00	5,000.00	-5,000.00	0.0%
Annual Conference Expenses - Other	0.00	0.00	0.00	0.0%
Total Annual Conference Expenses	512.64	30,400.00	-29,887.36	1.7%
Contingency	0.00	28,592.17	-28,592.17	0.0%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 1, 2017 through August 26, 2018

	Nov 1, '17 - Aug 26, 18	Budget	$ Over Budget	% of Budget
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	0.00	250.00	-250.00	0.0%
Prize Expenses-Trip or Gift Car	0.00	0.00	0.00	0.0%
Raffle Expenses - Other	0.00	0.00	0.00	0.0%
Total Raffle Expenses	0.00	400.00	-400.00	0.0%
Store Merchandise	0.00	0.00	0.00	0.0%
Fundraising Expenses - Other	0.00	0.00	0.00	0.0%
Total Fundraising Expenses	0.00	400.00	-400.00	0.0%
IIMC 2012 Expenses	0.00	0.00	0.00	0.0%
IIMC FNDN Unrestricted Donation	600.00	600.00	0.00	100.0%
Internet/Web Page	828.00	772.00	56.00	107.3%
Membership Expenses				
Postage-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	116.50	175.00	-58.50	66.6%
Membership Expenses - Other	0.00	0.00	0.00	0.0%
Total Membership Expenses	116.50	225.00	-108.50	51.8%
Miscellaneous Expenses				
Square and PayPal Fees	424.18	0.00	424.18	100.0%
Miscellaneous Expenses - Other	995.15	2,000.00	-1,004.85	49.8%
Total Miscellaneous Expenses	1,419.33	2,000.00	-580.67	71.0%
Newsletter				
Postage-Newsletter	18.35	50.00	-31.65	36.7%
Printing-Newsletters	4.03	50.00	-45.97	8.1%
Supplies-Newsletters	2.53	20.00	-17.47	12.7%
Newsletter - Other	0.00	0.00	0.00	0.0%
Total Newsletter	24.91	120.00	-95.09	20.8%
NW Clerks Institute Director	1,254.57	2,000.00	-745.43	62.7%
OAMR Ambassadors	0.00	0.00	0.00	0.0%
Officer Supplies				
Misc/Equipment-Officers	0.00	300.00	-300.00	0.0%
Postage-Officers	0.00	50.00	-50.00	0.0%
Printing-Officers	0.00	0.00	0.00	0.0%
Supplies-Officers	4.00	100.00	-96.00	4.0%
Officer Supplies - Other	0.00	0.00	0.00	0.0%
Total Officer Supplies	4.00	450.00	-446.00	0.9%
Officers Expenses				
1st Vice Pres-IIMC Confrence	1,565.15	2,000.00	-434.85	78.3%
2nd Vice Pres Conf. Site Tours	0.00	800.00	-800.00	0.0%
Director Region IX	1,259.12	3,200.00	-1,940.88	39.3%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	721.40	2,800.00	-2,078.60	25.8%
OAMR Representation-President	1,199.18	1,550.00	-350.82	77.4%
Region IX Conference-President	1,809.43	3,500.00	-1,690.57	51.7%
President's Expenses - Other	0.00	0.00	0.00	0.0%
Total President's Expenses	3,730.01	7,850.00	-4,119.99	47.5%
Officers Expenses - Other	0.00	0.00	0.00	0.0%
Total Officers Expenses	6,554.28	14,000.00	-7,445.72	46.8%
Photography/Historian	0.00	1,000.00	-1,000.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Scholarships				
Cont. Davis/Harris Scholarship	2,600.00	3,450.00	-850.00	75.4%
Davis/Harris Scholarship	1,201.39	1,250.00	-48.61	96.1%
IIMC 2012 Scholarship	0.00	0.00	0.00	0.0%
IIMC Certification Programs	18,640.00	15,000.00	3,640.00	124.3%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,950.00	3,000.00	-1,050.00	65.0%
OAMR Conference/Academy Session	9,150.00	10,500.00	-1,350.00	87.1%
OAMR Edu. Endowment Fund	10,000.00	10,000.00	0.00	100.0%
President Awards Scholarship	0.00	600.00	-600.00	0.0%
Scholarships - Other	0.00	0.00	0.00	0.0%
Total Scholarships	44,541.39	45,800.00	-1,258.61	97.3%
Total Expense	65,516.96	143,359.17	-77,842.21	45.7%
Net Ordinary Income	2,393.94	0.00	2,393.94	100.0%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 1, 2017 through August 26, 2018

	Nov 1, '17 - Aug 26, 18	Budget	$ Over Budget	% of Budget
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-Conference Expenses	0.00	0.00	0.00	0.0%
Donations given to other 501c3	0.00	0.00	0.00	0.0%
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	**2,393.94**	**0.00**	**2,393.94**	**100.0%**

Oregon Association of Municipal Recorders
Profit & Loss
November 1, 2017 through August 26, 2018

	Nov 1, '17 - Aug 26, 18	
Ordinary Income/Expense		
Income		
Academy/Education Session		
Annual Academy	9,775.00	
Annual Athenian Dialogue	915.00	
Mid-Year	9,000.00	
Mid-Year Athenian Dialogue	2,550.00	
Total Academy/Education Session		22,240.00
Annual Conference Revenue		
Exhibiters	4,637.50	
Registration	22,684.00	
Sponsors	3,250.00	
Total Annual Conference Revenue		30,571.50
Education/Scholarships		
Donations General	238.36	
Kathy Ishiara Education Fund	250.00	
Other Fundraising	48.37	
Raffle	692.00	
Total Education/Scholarships		1,228.73
Interest Income		632.12
Membership Dues		10,985.00
Miscellaneous		1,053.55
Newsletter Advertising		1,200.00
Total Income		67,910.90
Gross Profit		67,910.90
Expense		
Academy/Education Sessions		
Conference Academy	1,500.00	
Mid-Year Academy	5,864.81	
Mid-Year Athenian Dialogue	2,296.53	
Total Academy/Education Sessions		9,661.34
Annual Conference Expenses		
Conference Chair Expense	244.71	
Pres. Reception/Special Event	267.93	
Total Annual Conference Expenses		512.64
IIMC FNDN Unrestricted Donation		600.00
Internet/Web Page		828.00
Membership Expenses		
Supplies-Memberships	116.50	
Total Membership Expenses		116.50
Miscellaneous Expenses		
Square and PayPal Fees	424.18	
Miscellaneous Expenses - Other	995.15	
Total Miscellaneous Expenses		1,419.33
Newsletter		
Postage-Newsletter	18.35	
Printing-Newsletters	4.03	
Supplies-Newsletters	2.53	
Total Newsletter		24.91
NW Clerks Institute Director		1,254.57

Oregon Association of Municipal Recorders
Profit & Loss
November 1, 2017 through August 26, 2018

		Nov 1, '17 - Aug 26, 18
Officer Supplies		
Supplies-Officers	4.00	
Total Officer Supplies		4.00
Officers Expenses		
1st Vice Pres-IIMC Confrence	1,565.15	
Director Region IX	1,259.12	
President's Expenses		
IIMC Conference-President	721.40	
OAMR Representation-President	1,199.18	
Region IX Conference-President	1,809.43	
Total President's Expenses	3,730.01	
Total Officers Expenses		6,554.28
Reconciliation Discrepancies		0.00
Scholarships		
Cont. Davis/Harris Scholarship	2,600.00	
Davis/Harris Scholarship	1,201.39	
IIMC Certification Programs	18,640.00	
Kathy Ishiara Scholarship	1,000.00	
Mid-Year Academy Scholarship	1,950.00	
OAMR Conference/Academy Session	9,150.00	
OAMR Edu. Endowment Fund	10,000.00	
Total Scholarships		44,541.39
Total Expense		65,516.96
Net Ordinary Income		2,393.94
Net Income		**2,393.94**

Oregon Association of Municipal Recorders
Balance Sheet
As of August 26, 2018

	Aug 26, 18
ASSETS	
Current Assets	
Checking/Savings	
U S Bank	29,345.34
LGIP	43,332.83
Total Checking/Savings	72,678.17
Accounts Receivable	
Accounts Receivable	-20.90
Total Accounts Receivable	-20.90
Total Current Assets	72,657.27
TOTAL ASSETS	**72,657.27**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	70,263.33
Net Income	2,393.94
Total Equity	72,657.27
TOTAL LIABILITIES & EQUITY	**72,657.27**

OAMR BUSINESS MEETING REPORT

RESOLUTION NO. 2018-03
A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES
ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

Meeting Date: September 21, 2018
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City of Cottage Grove
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

ISSUE STATEMENT

Adopt Resolution No. 2018-03, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recorders.

BACKGROUND

Resolution No. 2018-03, a Resolution authorizing 2018-2019 OAMR President Nicole Morris, MMC, OAMR Treasurer (TBD), or in their absence, 2018-2019 OAMR First Vice President Melissa Thompson Kiefer, CMC, to sign on behalf of OAMR orders for payment or withdrawal of money.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

MEMBERSHIP OPTIONS

The membership may adopt the above-noted Resolution No. 2018-03 as presented; as amended; or take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Motion to adopt Resolution No. 2018-03, a Resolution authorizing 2018-2019 OAMR President Nicole Morris, MMC, OAMR Treasurer, or in their absence, 2018-2019 OAMR First Vice President Melissa Thompson Kiefer, CMC, to sign on behalf of OAMR orders for payment or withdrawal of money.

SUGGESTED MOTION

Motion to adopt Resolution No. 2018-03, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recorders.

ATTACHMENTS

A. Resolution No. 2018-03

RESOLUTION NO. 2018-03

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

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the Oregon Association of Municipal Recorders (OAMR), orders for payment or withdrawal of money: 2018-2019 OAMR President Nicole Morris, OAMR Treasurer (TBD), or in their absence, 2018-2019 OAMR First Vice-President Melissa Thompson Kiefer.

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of the Oregon Association of Municipal Recorders.

SECTION 2. All prior authorizations are superseded.

SECTION 3. Any designated depository ("Bank") of the Oregon Association of Municipal Recorders is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the association when bearing the signatures of the persons listed in Section One of this resolution. The Bank is authorized and directed to honor and to charge the association for such checks, drafts, or other orders for the payment of money, duly certified to and filed with the Bank by the OAMR Treasurer or other officer of the association.

SECTION 4. This Resolution takes effect upon signing by the President of OAMR.

SIGNED and APPROVED this _____ day of September, 2018.

_____

Debbie Hamilton, CMC, OAMR President

ATTEST:

_____

Trudy J. Borrevik, CMC, OAMR Secretary

OAMR BOARD REPORT

REGION I REPORT

Meeting Date: September 21, 2018
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 met for a summer lunch at Camp 18 in Elsie, just outside of Seaside. We had a great time and talked about ways we could support Melissa Thompson-Kiefer as she takes on being interim Treasurer and the Second Vice President position, quickly moving into First Vice President at the September Conference.

RELATED POLICIES/BUDGET CONSIDERATIONS
None.

BOARD OPTIONS
None.

CHAIR OR DIRECTOR'S RECOMMENDATION
None.

SUGGESTED MOTION
None.

ATTACHMENTS
None.

OAMR BOARD REPORT

Meeting Date: September 21, 2018
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

NEWS

Welcome to our newest member Rebecca Casey, Planning Director for the City of Sandy, who joined in March 2018.

Region II welcomes you all to Portland. We hope you all enjoy your time in Region II, and have a chance to get out and experience some of the fun things to see and do in our region.

OAMR BOARD REPORT

OAMR REGION III

Meeting Date: September 21, 2018
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 new member Jeff Wiseman, Depot Bay.

As I step down as Region III Director, I want to thank OAMR members for the opportunity to serve as Region III Director for the past 5 years. It has been an honor to serve an organization that gives so much back to its members. I am convinced that Region III is the very best region! REGION III Rocks!

OAMR BOARD REPORT

Meeting Date: September 21, 2018
Source of Item: Region IV

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

BACKGROUND

Region IV covers Douglas and Lane County and currently has 28 active OAMR members. Region IV welcomes three new members to OAMR and our Region.

Joining us is Ann Frydendall, an Office Support Specialist for the City of Veneta; AJ Ripka, City Recorder for the City of Springfield; and Samantha Roberts, the Deputy City Recorder for the City of Eugene. We're excited to have them on board and welcome the unique input each of them will bring to our group.

Region IV would like to recognize the outstanding service of its members that have performed as OAMR Board Members: Debbie Hamilton, CMC, OAMR Board President and Trudy Borrevik, OAMR Board Secretary. Both are doing an exemplary job and Region IV is proud to have such outstanding representation!

Region IV will be getting together in early December for our annual lunch and ornament exchange. At that time, we will discuss training opportunities for 2019 and choose a theme for the 2019 Raffle Basket. This year's Raffle Basket focused on "Travel-Destination" and featured a 1-night stay at the Driftwood Shores in Florence, Oregon. Thank you for everyone's contributions and tremendous teamwork that resulted in such a terrific basket!

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

Information update only.

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None

OAMR BOARD REPORT

Region V

Meeting Date: April 20, 2018
Source of Item: Region Director

Contact: Karen M. Spoonts, MMC
Contact Telephone Number: 541-774-2088
Contact E-Mail: Karen.spoonts@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	Becky Patton, Cave Junction
Jennifer Stolz, Coquille	Cindy Hughes, CMC, Eagle Point	Jodi Fritts, Gold Beach
Denise Gomez, Gold Hill	Karen Frerk, Grants Pass	Angie Watson, Jacksonville
Nickole Barrington, Klamath Falls	Kay Neumeyer, Malin	Winnie Shepard, Medford
Karen Spoonts, MMC, Medford	Oma Rowley, Merrill	Rene Collins, CMC, North Bend
Stephanie Patterson, Powers	Terrie Richards, Port Orford	Kimberlynn Collins, Phoenix
Dawn Roberts, Lakeview	Kailin Honea, Rogue River	Carol Weir, MMC, Rogue River
Bonnie Pickett, Shady Cove	Gabriella Ciprazo, Talent	Ryan Nolan, Grants Pass
Rita Ritz, Brookings	Aaron Prunty, Phoenix	To be determined, Coos Bay

NEWS

New members:
Denise Gomez filled the vacancy in the City of Gold Hill. Denise attended our Elections Training held earlier in the year.

Gabriella Ciprazo replaced Erin Zelinka at the City of Talent. Erin delivered a sweet baby girl named Mia and has chosen to be a stay-at-home mommy. Gabriella has spent the last ten years serving in the military and traveling around the world. She states she has an amazing husband and two equally amazing kids. Gabriella speaks French and drinks coffee like its water.

Retirement:
Last month Susan Baker retired from the City of Coos Bay. I was unable to connect with her before she retired, but I imagine she is rather enjoying herself.

Promotion:
Aaron Prunty was hired on as City of Phoenix City Administrator. Aaron was the former City Administrator for the City of Shady Cove. We hope he continues to hang around our group as he is an absolute delight.

Activities:
A region luncheon was held Friday, September 7 at Red Lobster in Medford.

OAMR BOARD REPORT

Meeting Date: September 21, 2018
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

In partnership with Wasco County and the State, Region VI held an Elections Training on March 7 in The Dalles. We had over 15 people in attendance. The Secretary of State, Elections Division put on very informative class and then we held a round table discussion to answer questions and shared our elections packets. We had a number of new Clerks in attendance who appreciated the information and networking opportunity.

Kathy Woosley and Marilyn Place of Cascade Locks graciously donated to the organization for our raffle basket for Conference. We are very grateful for their assistance with our "Take the High Road" basket. Thank you ladies.

We are looking forward to another great conference.

OAMR BUSINESS MEETING REPORT

REGION VII – Annual Report

Meeting Date: September 2018
Source of Item: Region VII

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

ISSUE STATEMENT

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

MEMBERS OF REGION VII:
Pam Rosenbalm, Arlington; Michelle Fox & Nancy Parker, Athena; Julie Smith, Baker City; Dawn Crafts, Burns; Hilary Wilhelm & Terri Moore, Elgin; Lacey McQuead, Enterprise; Valerie Russell, Haines; Salli Hysell, Halfway; Lilly Alacron-Strong, Hermiston; Tracy McCue, City of Huntington; Jessica-Jo Hoffman, Irrigon; Karen Howton, Island City; Tammy Mauro. Joseph; Kayla Nichols, La Grande; Toni Clary, Lostine; Leanne Steadman, Milton-Freewater; Dorothy Jordan, Monument; Tami Kowing, Mt. Vernon; Marla Roberts, Nyssa; Tori Barnett, Ontario; Donna Biggerstaff, Pendleton; Teri Bacus, Pilot Rock; Donna Neumann, Ukiah; and Sheila Jasperson, Weston.

BACKGROUND

Region VII is comprised of 27 cities spread over 10 counties in a large geographically diverse area. Although we are miles apart, we are all connected by phone or email and enjoy supporting and helping each other with the various situations that arise in our communities. It is comforting to know we are surrounded by others who share similar issues and to be able to network with our peers.

A Region elections training was held in Baker City in March, with 17 members attending. We updated our knowledge about elections, had a great lunch, held a round-table discussion and gathered items for our raffle basket. Our theme is "EAT, PRAY, LOVE", and numerous goodies were donated. Don't forget to purchase your tickets for this fun filled handmade basket!!

This has been a year of change for our Region as numerous members have retired, moved away, or left to explore other opportunities. We will miss Angelica Brooks, LA Grande; Teri Porter, Pilot Rock; Debi Russell, Weston; Carrie Bennett, Adams & Helix; Michelle Young, Enterprise; Pam Beal, Boardman; and Lessa Adams, Elgin.

With change comes new opportunities and we welcome Kayla Nichols, La Grande; Teri Bacus, Pilot Rock; Sheila Jasperson, Weston; Lacey McQuead, Enterprise; Heather Baumgartner, Boardman; and Hilary Wilhelm & Terri Moore, Elgin. We look forward to getting to know all of you better as we continue on this journey together.

Michelle Fox received her CMC Certification. We know how much hard work and dedication this requires, and we applaud you - Congratulations Michelle!!

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

OAMR BOARD REPORT

Audit Committee

Meeting Date: September 21, 2018
Source of Item: Audit Committee

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

ISSUE STATEMENT

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

BACKGROUND

The Audit Committee met on November 17, 2017 for the purpose of conducting the annual audit. Per the OAMR Bylaws, the audit report was submitted to the OAMR Board at its Mid-Year meeting, and a copy of the report was included in Summer Newsletter. A complete copy is attached (Attachment A).

The audit committee is comprised of members Karin Johnson, MMC, City of Independence; Dale Shafer, City of Nehalem; Angie Lanter, City of Banks, and (then) OAMR Treasurer Nancy Batchelder, MMC. They are to be commended for their diligent work on this committee.

RELATED POLICIES/BUDGET CONSIDERATIONS

Recommendations from the Audit Committee were discussed and approved by the Board.

MEMBERSHIP OPTIONS

No action required.

CHAIR OR DIRECTOR'S RECOMMENDATION

No action required.

SUGGESTED MOTION

None needed.

ATTACHMENTS

A. Annual Audit Report, FYE 10-31-17

ATTACHMENT A

OAMR BOARD REPORT

Meeting Date: April 5th, 2018
Source of Item: Audit Committee

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

ISSUE STATEMENT
The audit for FYE October 31st, 2017 is submitted for Board review and approval.

BACKGROUND
An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. The financial statements should present fairly the financial position of the Association's activities and the respective changes in financial position and cash flows.

The 2017-2018 Audit Committee is comprised of members Angie Lanter, CMC, City of Banks; Dale Shafer, City of Nehalem; Debbie Bernard, City of Willamina, and OAMR Treasurer Kimberlyn Collins, City of Phoenix.

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

OAMR Finance Policy: Referred to during course of audit.

Budget Narratives, 2016-2017: Referred to during course of audit.

DISCUSSION
The members of the committee audited the OAMR financial statements for fiscal year ending October 31st, 2017, on November 17th, 2017 at the OAMR Board Meeting held at the City of Springfield. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget v. actual statement.

In our opinion, the financial statements present fairly the financial position of the Association's activities, and the respective changes in financial position and cash flows. See accompanying notes and recommendations:

1. Financial notes:
   A. Total actual revenues exceeded budgeted totals.
   B. While a few expense categories exceeded the budgeted amounts, total expenditures were significantly under the total budget.
   C. The Audited Ending Fund Balance is $70,274.56, ensuring that this year's (2017-2018) contingency line item is fully funded.
   D. The Treasurer was unable to determine the correct allocation for Conference and Academy expenses.

      RECOMMENDATIONS:
      1. The expense categories that exceeded the budgeted amounts be looked at more closely during the next budgeting process, and adjusted accordingly.
      2. The Conference Committee chair should ensure that all conference invoices are properly allocated at the end of the conference, utilizing the facility manager to assist in determining costs. This will aid the Treasurer in properly allocating the expenses.

2. Policy Considerations:

A. Conference Scholarships. Two issues, while not a major problem, continue to show up each year:
1. Some non-scholarship attendees cancel attendance after the deadline, and they have already been included in the meal count, creating an expense for OAMR.
2. Some scholarship attendees have been 'no-shows'. They, too, are included in the meal counts, and additionally a scholarship has gone unused that may have been otherwise awarded.

RECOMMENDATIONS:

1. Consider that a registration is voided if payment is not received by the meal deadline date.
2. Consider that Annual Conference scholarships are reimbursed after attendance at conference. (Once KTAP has been completed, and certificate of attendance has been received by attendee).

OTHER

The Audit Committee wishes to commend Treasurer Kimberlyn Collins for her work this past year. The books were well-managed, and all requested documentation was provided. While juggling the duties of work, life, and OAMR, Kimberlyn has come up with some great suggestions for the Board to look at this next year, to make the Treasurer's position more manageable. Thank you Kimberlyn for all your hard work.

BOARD OPTIONS

1. Approval of Audit Report for FYE October 31st, 2017 as presented, and the Committee recommendations as presented; or
2. Approval of Audit Report for FYE October 31st, 2017, and denying one or more of the Committee recommendations; or
3. Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Committee recommends Option 1.

SUGGESTED MOTION

"I move to approve the Audit Report for FYE October 31st, 2017 and adopt the Committee recommendations as submitted."

ATTACHMENTS

A. Profit & Loss/Budget V. Actual Report, 2016-2017.
B. Budget Narratives, 2016-2017.
C. OAMR Finance Policy.

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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
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				
Exhibiters	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%

Page 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
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%
Micellaneous - Other	1,092.29	2,000.00	-907.71	54.6%
Total Micellaneous	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%

Page 2

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%

Page 3

1:55 PM
11/11/17
Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss
November 2016 through October 2017

		Nov '16 - Oct 17
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		27,370.00
Annual Conference Revenue		
Exhibiters	3,200.00	
Registration	28,686.00	
Sponsors	6,660.59	
Total Annual Conference Revenue		38,546.59
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		11,622.92
Interest Income		672.26
Membership Dues		10,515.00
Miscellaneous		1,067.06
Newsletter Advertising		900.00
Total Income		151,770.96
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		9,936.80
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		25,717.38

Page 1

1:55 PM
11/11/17
Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss
November 2016 through October 2017

		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	
Micellaneous - Other	1,092.29	
Total Micellaneous		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

Page 2

1:55 PM
11/11/17
Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss
November 2016 through October 2017

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

Page 3

1:56 PM
11/11/17
Accrual Basis

Oregon Association of Municipal Recorders
Balance Sheet
As of October 31, 2017

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

Page 1

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2016-2017 ANNUAL BUDGET

REVENUES

2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 ACTUAL	DESCRIPTION	2016-2017 PROPOSED	2016-2017 ADOPTED
				Academy/Education Sessions		
$ 1,500.00		$ 1,000.00		On-The-Road Workshops	$ 500.00	$ 500.00
		$ 1,000.00	$ 425.00	Athenian Leadership	$ 750.00	$ 750.00
$ 8,430.00	$ 7,650.00	$ 8,250.00	$ 8,580.00	Mid-Year Academy	$ 8,250.00	$ 8,250.00
$ 9,000.00	$ 9,450.00	$ 9,000.00	$ 8,100.00	Annual Academy	$ 9,000.00	$ 9,000.00
$ 18,930.00	*$ 17,100.00*	*$ 19,250.00*	*$ 17,105.00*	*Total Academy Sessions*	*$ 18,500.00*	*$ 18,500.00*
Bend	Seaside	Ashland		Annual Conference	Newport	
$ 29,581.85	$ 28,056.00	$ 27,000.00	$ 23,700.00	Registration	$ 27,000.00	$ 27,000.00
$ 3,585.50	$ 4,931.70	$ 3,000.00	$ 2,694.00	Exhibitors	$ 3,500.00	$ 3,500.00
$ 6,156.07	$ 6,743.99	$ 5,000.00	$ 5,632.00	Sponsors	$ 5,000.00	$ 5,000.00
$ 39,323.42	*$ 39,731.69*	*$ 35,000.00*	*$ 32,026.00*	*Total Annual Conference*	*$ 35,500.00*	*$ 35,500.00*
				Education/Scholarships		
$ 2,734.00	$ 2,812.00	$ 3,500.00	$ 3,000.00	Auction	$ 3,500.00	$ 3,500.00
$ 3,658.00	$ 4,437.00	$ 5,000.00	$ 3,000.00	Basket Raffle	$ 3,000.00	$ 3,000.00
$ 765.00	$ 975.00	$ 1,000.00	$ 745.00	Kathy Ishiara Education Fund	$ 1,000.00	$ 1,000.00
$ 1,288.00	$ 1,838.00	$ 1,300.00	$ 1,121.80	Donations - General	$ 1,500.00	$ 1,500.00
$ -	$ 4,202.50	$ 3,750.00		Special Scholarship Fund	$ 1,000.00	$ 1,000.00
$ 3,015.36	$ 1,735.00	$ 3,000.00	$ 1,256.00	Other Fundraising	$ 4,000.00	$ 4,000.00
$ 1,876.50	$ 658.50	$ 1,250.00	$ 725.00	Store Sales	$ 1,250.00	$ 1,250.00
$ 13,336.86	*$ 16,658.00*	*$ 18,800.00*	*$ 9,847.80*	*Total Education/Scholarships*	*$ 15,250.00*	*$ 15,250.00*
$ 178.56	$ 208.09	$ 150.00	$ 265.72	Interest	$ 150.00	$ 150.00
$ 10,750.00	$ 10,235.00	$ 10,000.00	$ 10,410.00	Membership Dues	$ 10,250.00	$ 10,250.00
$ 441.00	$ 648.50	$ 350.00	$ 556.75	Miscellaneous	$ 500.00	$ 500.00
$ 900.00	$ 800.00	$ 1,000.00	$ 925.00	Newsletter Advertising	$ 1,000.00	$ 1,000.00
$ 83,859.84	*$ 85,381.28*	*$ 84,550.00*	*$ 71,136.27*	*TOTAL REVENUES*	*$ 81,150.00*	*$ 81,150.00*
$ 41,674.34	$ 53,530.48	$ 41,327.00	$ 63,209.17	Beginning Fund Balance	$ 66,442.00	$ 66,442.00
$ 125,534.18	*$ 138,911.76*	*$ 125,877.00*	*$ 134,345.44*	*GRAND TOTAL REVENUES*	*$ 147,592.00*	*$ 147,592.00*

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2016-2017 ANNUAL BUDGET

EXPENDITURES

2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 ACTUAL	DESCRIPTION	2016-2017 PROPOSED	2016-2017 ADOPTED
				Academy/Education Sessions		
$ 106.79		$ 1,000.00		On-the-Road Workshops	$ 500.00	$ 500.00
		$ 1,000.00	$ 2,500.00	Athenian Leadership	$ 2,500.00	$ 2,500.00
$ 5,318.29	$ 4,308.72	$ 7,000.00	$ 5,031.28	Mid-Year Academy	$ 7,000.00	$ 7,000.00
$ 3,937.16	$ 5,511.05	$ 7,000.00	$ 2,825.00	Conference Academy	$ 7,000.00	$ 7,000.00
$ 9,362.24	*$ 9,819.77*	*$ 16,000.00*	*$ 10,356.28*	*Total Academy/Education Sessions*	*$ 17,000.00*	*$ 17,000.00*
Bend	Seaside	Ashland		Annual Conference	Newport	
$ 246.49	$ 259.00	$ 250.00	$ 250.00	Awards	$250	$ 250.00
$ 829.39	$ 604.64	$ 600.00	$ 535.00	Banquet Expenses	$850	$ 850.00
$ 225.18	$ 145.00	$ 500.00	$ 500.00	Conference Chair Expense	$500	$ 500.00
$ 533.85	$ 31.70	$ 1,000.00		Freebies/Conference Bags Expense	$1,000	$ 1,000.00
$ 1,225.00	$ 6,000.00	$ 1,500.00	$ 1,500.00	Future Conference Site Deposits	$2,500	$ 2,500.00
$ 2,394.60	$ 2,508.84	$ 4,130.00	$ 2,800.00	Hospitality	$4,000	$ 4,000.00
$ 14,082.29	$ 12,935.09	$ 16,000.00	$ 13,500.00	Food & Beverage/Site Fees	$14,000	$ 14,000.00
$ 513.90	$ 723.54	$ 200.00		Miscellaneous	$500	$ 500.00
$ 57.89		$ 100.00		Postage	$100	$ 100.00
$ 665.58	$ 549.30	$ 1,000.00	$ 150.00	Presidents Reception/Special Event	$1,000	$ 1,000.00
$ 323.10	$ 414.66	$ 700.00	$ 500.00	Printing	$700	$ 700.00
$ 2,812.19	$ 2,000.57	$ 2,000.00	$ 1,000.00	Speaker Expenses	$2,500	$ 2,500.00
$ 23,909.46	*$ 26,172.34*	*$ 27,980.00*	*$ 20,735.00*	*Total Annual Conference*	*$ 27,900.00*	*$ 27,900.00*
$ 560.22	*$ 1,692.00*	*$ 100.00*	*$ 72.00*	*Internet/Web Page*	*$ 100.00*	$ 100.00
$ 530.00	*$ 500.00*	*$ 600.00*	*$ 500.00*	*MCEF Annual Donation*	*$ 600.00*	$ 600.00
				Membership		
$ -	$ 5.46			Postage	$ 25.00	$ 25.00
$ -	$ 14.48			Printing	$ 25.00	$ 25.00
$ 152.00	$ 215.83	$ 150.00	$ 107.00	Supplies	$ 150.00	$ 150.00
$ 152.00	*$ 235.77*	*$ 150.00*	*$ 107.00*	*Total Membership*	*$ 200.00*	*$ 200.00*
$ 675.80	*$ 823.47*	*$ 2,000.00*	*$ 702.62*	*Miscellaneous*	*$ 2,000.00*	$ 2,000.00
				Newsletter		
$ 35.42	$ 29.12	$ 100.00	$ 32.77	Postage	$ 50.00	$ 50.00
$ 47.38	$ 29.24	$ 100.00	$ 20.75	Printing	$ 50.00	$ 50.00
$ 7.23	$ 5.29	$ 50.00	$ 5.00	Supplies	$ 50.00	$ 50.00
$ 90.03	*$ 63.65*	*$ 250.00*	*$ 58.52*	*Total Newsletter*	*$ 150.00*	*$ 150.00*
$ 1,456.56	*$ 1,788.19*	*$ 4,000.00*	*$ 3,000.00*	*NW Clerks Institute Director*	*$ 3,000.00*	$ 3,000.00
$ 163.61	*$ 550.00*	*$ 500.00*		*OAMR Ambassadors*	*$ -	$ (50.00)
				Officer Supplies		

$ 31.42		$ 50.00		Postage	$ 50.00	$ 50.00
$ 67.97		$ 100.00		Supplies/Stationary/Envelopes/etc	$ 100.00	$ 100.00
$ 416.33	$ 120.10	$ 500.00	$ 110.03	Miscellaneous	$ 300.00	$ 300.00
$ 515.72	*$ 120.10*	*$ 650.00*	*$ 110.03*	*Total Officer Supplies*	*$ 450.00*	*$ 450.00*
				Officers Expenses		
				1st Vice President		
$ 1,619.08	$ 1,674.98	$ 1,700.00	$ 1,559.41	IIMC Conference	$ 2,000.00	$ 2,000.00
				2nd Vice President		
$ 588.56	$ 391.38	$ 400.00	$ 600.00	Future Conference Site Tours	$ 800.00	$ 800.00
				Director - Region IX		
$ 1,040.00	$ 1,130.00	$ 3,230.00		Region IX, IIMC, Meetings, Assmnt, Etc.	$ 3,200.00	$ 3,200.00
				President		
$ 2,463.13	$ 2,245.44	$ 2,450.00	$ 1,317.33	IIMC Annual Conference	$ 2,500.00	$ 2,500.00
$ 535.59	$ 201.18	$ 1,000.00	$ 464.58	OAMR Representation	$ 1,550.00	$ 1,550.00
$ 2,671.50	$ 2,232.16	$ 3,475.00	$ 2,887.57	Region IX Conferences (AK,CA,WA)	$ 3,500.00	$ 3,500.00
$ 5,669.92	*$ 4,678.78*	*$ 6,925.00*	*$ 4,669.48*	*Total President Expenses*	*$ 7,550.00*	*$ 7,550.00*
$ 20.00	$ 25.00	$ 150.00		*OAMR Region Directors*	$ 150.00	$ 150.00
$ 8,937.56	*$ 7,900.14*	*$ 12,405.00*	*$ 6,828.89*	*Total Officers Expenses*	*$ 13,700.00*	*$ 13,700.00*
$ 701.88		*$ 850.00*		*Photography/Historian*	*$ 1,000.00*	$ 1,000.00
$ 1,352.85	*$ 679.82*	*$ 2,000.00*	$ 1,433.09	Store Merchandise	$ 2,000.00	$ 2,000.00
				Raffle Expense		
$ 17.00		$ 150.00	$ 150.00	Postage & Supplies (basket raffle tickets)	$ 150.00	$ 150.00
$ 162.12	$ 62.35	$ 250.00		Printing	$ 250.00	$ 250.00
$ 1,541.65	$ 1,527.65	$ 1,750.00		Prize Expense	$ -	
$ 1,720.77	*$ 1,590.00*	*$ 2,150.00*	*$ 150.00*	*Total Raffle Expense*	*$ 400.00*	*$ 400.00*
				Scholarships		
$ 9,975.00	$ 12,475.00	$ 13,000.00	$ 14,675.00	IIMC Certification Programs	$ 15,000.00	$ 15,000.00
$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	Kathy Ishiara Scholarship	$ 1,000.00	$ 1,000.00
$ 1,800.00	$ 1,650.00	$ 3,000.00	$ 1,200.00	Mid-Year Academy	$ 3,000.00	$ 3,000.00
$ 600.00	$ 600.00	$ 600.00	$ 600.00	President Awards Scholarships	$ 600.00	$ 600.00
$ 7,350.00	$ 7,042.34	$ 10,500.00	$ 5,250.00	OAMR Conference/Academy Sessions	$ 10,500.00	$ 10,500.00
$ 1,000.00	$ 1,000.00	$ 1,000.00		Marge Price Scholarship	$ 1,000.00	$ 1,000.00
$ -		$ 1,250.00	$ 1,125.00	Special Scholarship	$ 2,500.00	$ 2,500.00
	$ -	$ 2,500.00		Reserved for Future Special Scholarship	$ 4,578.00	$ 4,578.00
$ 21,725.00	*$ 23,767.34*	*$ 32,850.00*	*$ 23,850.00*	*Total Scholarships*	*$ 38,178.00*	*$ 38,178.00*
$ -	*$ -*	*$ 23,392.00*	*$ -*	*Contingency*	*$ 40,914.00*	$ 40,914.00
$ 71,853.70	*$ 75,702.59*	*$ 125,877.00*	*$ 67,903.43*	*TOTAL EXPENDITURES*	*$ 147,592.00*	*$ 147,592.00*

			ENDING FUND BALANCE		
$ -	$ -		$ -	UNAPPROPRIATED EFB	$ -	$ -
$ 71,853.70	*$ 75,702.59*	*$ 125,877.00*	*$ 67,903.43*	GRAND TOTAL EXPENDITURES	*$ 147,592.00*	*$ 147,592.00*

PURPOSE

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

APPLICABILITY

1.1 This policy applies to all OAMR members and authorized individuals conducting OAMR business.

1.2 This policy repeals the following policies:
- 1.2.1 Policy No. 2000-01 known as the Expense Policy.
- 1.2.2 Policy No. 2012-10 known as the Conference Refund Policy.
- 1.2.3 Policy No. 2012-11 known as the IIMC Region IX President Academy Session Audit.

1.3 Approved this 3rd day of April, 2013.

POLICY

1. TRAVEL

1.1. IIMC Annual Conference

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

1.1.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate, provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).

1.1.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.

1.1.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.

1.1.4. **For the President only**, full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies or any other additional classes/events not included in registration.

1.1.5. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

1.1.6. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.

1.1.7. MCEF auction item(s), approximately $25 in value, if unable to obtain through donations.

1.2. Annual Conferences of Other Associations

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

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

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

1.2.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).

1.2.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.

1.2.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.

1.2.4. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

1.2.5. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.

1.2.6. Gifts, approximately $25.00 in value each, for the incoming and outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.

1.2.7. Auction item(s), approximately $25.00 in total value, for auctions held at other associations' conferences.

1.3. Affiliate Meetings/Presentations

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

- OAMR Regional meetings
- League of Oregon Cities Board meetings

Paid expenses shall include the following:

1.3.1. If the meeting/presentation is more than 50 miles from the President's or designee's office, one (1) night lodging not to exceed single room rates. Lodging in advance of or after the meeting or conference for personal events is to be paid by the delegate.

1.3.2. All regular meals, which are not part of the scheduled activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

1.4. OAMR Board Meetings

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

1.5. Region IX Director Travel Expenses

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

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

1.6. Committee Travel Expenses

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

2 OAMR ANNUAL CONFERENCE EXPENSES

2.1. Conference Registration

2.1.1. Complimentary Conference and Annual Academy Registration

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

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

2.1.2. Complimentary Conference Registrations

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

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

2.1.3. Partial Complimentary Conference Registration

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

- OAMR Treasurer

2.2. Lodging Accommodations

OAMR will provide the following:

2.2.1. Lodging accommodations at the conference, including the period of the annual academy session, for the OAMR President.

2.2.2. Up to four (4) nights lodging for an OAMR member serving as a Region IX Director of IIMC.

2.2.3. Up to four (4) nights lodging for the NCI Director.

2.2.4. Up to four (4) nights lodging for the IIMC President or designee.

2.2.5. Up to four (4) nights lodging for the Host Recorder (as designated by host region)

2.3. Travel

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

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

2.4. Gifts

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

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

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

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

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

2.5. Speakers

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

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

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

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

2.6. VIP Dinner

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

2.7. Vendors

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

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

3. MISCELLANEOUS EXPENSES

3.1 Condolences:

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

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

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

3.2. Committee Chair Expenses:

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

3.3. OAMR Region Director Expenses:

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

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

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

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

3.4.2. Lodging if not provided by facility.

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

4. REFUNDS

4.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.

4.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by OAMR as a result of this transfer shall be paid by the registrant.

4.3. To receive a refund, less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the OAMR Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.

4.4. No refunds will be given after the deadline stated on the registration form with the exception of the death of a spouse, child or parent. The refund for these exceptions is 50% of the registration fee.

4.5. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

5. BUDGET POLICIES

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

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

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

5.3 Contingency Safety Net
Appropriate $15,000 annually in Contingency as a safety net.

5.4. Municipal Clerks Education Fund (MCEF) Donation
Appropriate $500 annually for a cash donation to the MCEF.

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

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

5.7. Outgoing Region IX Director Gift
Appropriate $100 toward a gift for an outgoing Region IX Director.

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

5.9. Washington State University Agreement
Appropriate funds necessary to cover the cost of a possible deficit for the PD classes.

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

6. OAMR SCHOLARSHIP FUNDING POLICIES

6.1. The number of scholarships to be offered in any given year is left to the discretion of the President. During the

preparation of the next year's budget, scholarships for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference, Marge Price Scholarship and the Kathy Ishiara Scholarship shall be included. The proposed budget is reviewed by the OAMR Board and subsequently presented to the general membership at the Annual Business Meeting for adoption.

6.2. Should the Board decide to offer more scholarships than budgeted, the Board shall make the difference up from Contingency.

6.3. Scholarships are for registration costs only, unless the applicant is a first-time attendee for the OAMR Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging (up to $300 for annual conference) at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.

6.4. Scholarships are non-transferable by the recipient.

6.5. Specific criteria, as approved by the Board, shall be used to consider scholarship applications.

6.6. IIMC Scholarships are reimbursable after the conference with the submittal of itemized receipts attached to the OAMR Expense Reimbursement Form, proof of attendance and the required Scholarship Report.

7. GENERAL PROVISIONS

7.1. All reimbursed expenses are incurred for official OAMR business only. The delegate must attach all itemized receipts for reimbursement on the OAMR Expense Reimbursement Form and submit to the Treasurer within sixty (60) working days of purchase or travel. Scanned copies emailed to the Treasurer are acceptable.

7.2. All excess payments or travel advances must be returned in a reasonable timeframe.

7.3. Vehicle travel reimbursement shall be at the Federal mileage rate.

7.4. Detailed receipts must be provided for all meal reimbursements. Gratuities will be included in the reimbursement.

7.5. The Treasurer may request review by the President, Board or Audit Committee for reimbursement requests prior to issuing the reimbursement.

7.6. Financial policy exceptions or approval for expenses in excess of the adopted budget may be made by the Board on a case-by-case basis to meet OAMR business needs.

OAMR BOARD REPORT

Bylaws Committee

Meeting Date: September 21, 2018
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

The Bylaws Committee has had a quiet year. The 2017-18 Bylaws Committee members are: Chair Aubrey Minear, Anna Ruggles, CMC, Carol Weir, MMC, and Dale Shafer, OAMR Past President.

BACKGROUND

During the November 2017 OAMR Board Meeting, the Board requested the Bylaws Committee look into the Immediate Past President's ability to vote. The request was pulled during the April 2018 Board Meeting.

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.

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: September 21, 2018 Contact: Angie Lanter, CMC, City of Banks
Source of Item: City Recorder's Procedure Manual Committee 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;

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 Committee is currently reviewing the manual to ensure that the most up to date information is listed and hope to have the update ready to present at the Spring 2018 OAMR Board Meeting.

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

Meeting Date: **Sept. 21, 2018 @ 8am**
Source of Item: **Conference Committee**

Contact: **Nicole Morris, MMC**
Contact Telephone Number: **503.691.3011**
Contact E-Mail: **nmorris@tualatin.gov**

STATEMENT
The Conference Committee is responsible for planning the annual Academy and Conference in Portland from September 19-21, 2018.

BACKGROUND
The 2017-18 Conference Committee has 44 members that have worked hard to make the 2018 Annual Conference, in Portland, one of the best with excellent educational sessions and various activities that support the conference. I have had great Sub-Committee Chairs who have made my job much easier; each with their own team that all came together to make this conference a success. I am grateful to them for the amount of hard work it has taken to make this conference successful. Thank you!

The members are as follows:

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

Peggy Hawker, Education Chair, and her team have done an outstanding job on the sessions being presented this year. Wednesday's Academy will be presented by Bethanne Kronick on Organizing and Productivity Strategies for the Workplace.

The President's Welcome Reception is Wednesday from 5:00 to 6:30 P.M. in the Atrium. This is for all attendees and we encourage you to attend. Finger foods will be served and there will be a no-host bar. This event will be followed by the Board Members & Honored Guests Dinner. All other attendees will be on their own to enjoy Portland.

On Thursday morning, we have the First Time Attendees/Mentor/Mentee Breakfast while the rest of the membership can enjoy breakfast on your own or at the hotel. At 8 A.M., the Opening Ceremonies begin at which John Cook, Mayor of Tigard, will welcome us to Portland. At 9:30 A.M., there will be a general session presented by Kris Stenson from the State Archivists Office on Public Records Law. At lunch, attendees will hear from all our exhibitors, and receive an invitation to the 2019 Conference in Bend. After lunch, two more general sessions are scheduled – one on Records, and the other on Ethics. At 5:30 P.M., it is time for the **Pink** Walk, so come decked out in all your PINK glory, although not mandatory! Pink Walk participants will meet in the hotel lobby at 5:30 P.M. Dinner is on your own, giving you an additional opportunity to explore Portland.

On Friday, there will be a plated breakfast for you to enjoy while attending the annual business meeting beginning at 8 A.M. During the remainder of the day, there will be Concurrent Sessions and the Athenian Leadership Dialogue. At 11:30 A.M., there will be a break for lunch for the IIMC Region IX Meeting, State President's Reports, and an NCI Update. The afternoon sessions will resume at 1 P.M. with more Concurrent Sessions. At 6 P.M., participants will enjoy the Silent Auction and No-Host Bar, President's Corner, and photographs of the Board and Honored Guests, followed by the Annual Banquet and special awards. Please remember that the monies raised go directly into the Scholarship Fund, which allows many members the opportunity to attend Conferences and Professional Development classes. We hope your plans include attending the Banquet to complete your conference experience.

This year's Conference Committee has gone above and beyond to make this the best conference for our members. I can't thank them enough for their hard work, support, and encouragement through all the planning.

I would also like to thank the Sponsors and Exhibitors of our conference, whose generous contributions, participation, and support help make OAMR's conference one of, if not the best, professional conferences in Oregon.

CHAIR RECOMMENDATION

I highly recommend that our membership sign up for this committee. It is very rewarding to be a part of planning an event that is so valuable to our membership. Sign-up forms will be located by the registration desk.

OAMR BOARD REPORT

Education Committee

Meeting Date: September 21, 2018
Source of Item: Education Committee

Contact: Peggy Hawker, Chair
Contact Telephone Number: 541.574.0613
Contact E-Mail: p.hawker@newportoregon.gov

ISSUE STATEMENT

The purpose of the Education Committee is to encourage and support the OAMR membership by providing educational opportunities.

The 2017/2018 Education Committee members are: Tori Barnett, MMC, Ontario; Stacie Cook, MMC, Mill City; Tracy Davis, MMC, Keizer; Karen Hewitt, Port of Newport; Abby Donowho, Tillamook; Teri Davis, Brookings; Debi Russell, Weston; Izetta Grossman, The Dalles; Nancy Parker, CMC, Athena; Karen Howton, Island City; Susan Reeves, MMC, Scappoose; Carla Holzworth, Corvallis; Michele Eldridge, CMC, Harrisburg; Ruth Post, MMC, Philomath; Karin Johnson, MMC, Independence, Cathy Steere, MMC, Lincoln City; Colleen Riggs, Cannon Beach; Gloria Tucker, Newport; Terri Michel, Rockaway Beach; Nicole Morris, MMC, Tualatin; and Rene Collins, CMC, North Bend. Each of these members were active participants in the work of the Education Committee this year.

BACKGROUND

Over the course of the year, the OAMR Education Committee has worked diligently on behalf of the education of its members. Toward that end, the Committee has:

- Obtained Academy Session speakers for the Mid-Year and Annual Academy Sessions:
  - > The Mid-Year Academy was titled, "Trust and Leadership: Building Credibility as a Leader through Trust," presented by Pamela Miller.
  - > The Annual Academy is titled, "Simplified Solutions: Organizing and Productivity Strategies for the Workplace," and will be presented by Bethanne Kronick.
- Reviewed and selected books for the Mid-Year and Annual Athenian Leadership Dialogues.
  The Mid-Year Athenian Leadership Dialogue was held the day prior to the Academy Session.
  - > The Dialogue was based on the book, It Worked for Me, by Colin Powell. It was facilitated by Anthony J. Mejia, MMC, City Clerk for the City of Palm Springs, California, and Laura Nieto, MMC, City Clerk for the City of Lawndale, California.

  The Annual Athenian Leadership Dialogue will be held on Friday, September 21, 2018.
  - > The Dialogue will be based on the book, Shoot Like a Girl, by MJ Hegar. It will be facilitated by Mary Lynne Stratta, MMC, City Secretary for the City of Bryan, Texas.

  Both, the Mid-Year and the Annual Athenian Leadership Dialogues are being facilitated by very generous colleagues. They only charge for actual travel expenses. We are quite fortunate!
- Drafted and finalized an educational program for the upcoming OAMR Conference concurrent sessions. This conference includes a variety of 1.75-hour sessions on a myriad of topics. It also includes an Academy Session the day before the Conference begins; three general sessions on the first day of the Conference; a myriad of concurrent sessions and an Athenian Leadership Dialogue on Friday.
- The Committee is always looking for new educational opportunities for the Oregon Association of Municipal Recorders.

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

OAMR BOARD REPORT

Meeting Date: September 21, 2018
Source of Item: Historical Preservation Committee

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

ISSUE STATEMENT
This is an informational item only regarding the activities of the Historical Preservation Committee.

BACKGROUND
The 2017/18 OAMR Historical Preservation Committee members were:

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

These members did a fantastic job putting together the 2017 conference scrapbook. Their creativity shines through on each page.

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

RELATED POLICIES/BUDGET CONSIDERATIONS
None

MEMBERSHIP OPTIONS
If you are creative or just enjoy preserving our history, please join the Historical Preservation Committee.

SUGGESTED MOTION
Informational only. No motion requested.

OAMR BUSINESS MEETING REPORT

Internet Committee

Meeting Date: September 21, 2018
Source of Item: Internet Committee Chair

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

ISSUE STATEMENT

This is an informational report for 2017-2018 on the activities of the Internet Committee.

BACKGROUND

- I would like to thank the members of the 2017-2018 Internet Committee for their help and support:

  Anna Ruggles, CMC, Forest Grove
  Debby Roth, MMC, Cornelius
  Kathy Payne, MMC, St. Helens
  Kelli Weese, CMC, Florence
  Lisa Figueroa, Silverton
  Marina Baker, Multnomah County
  Melissa Huhtala, Ashland
  Susan Reeves, MMC, Scappoose

- Updated and posted information on the website as needed.

- Sent emails to membership as directed by the OAMR President, Board and Committee Chairs.

- Worked with Membership Chair Donna Biggerstaff, to maintain membership management online.

- Managed online event registrations.

- Maintained Listserv subscriptions.

- Website Makeover:
  The Internet Committee continues to work on a "makeover" of the website. We have narrowed down the selection of a new template theme and will focus on making information easier to find. The website makeover will continue into 2018-2019.

- Wild Apricot, our website and membership management software, will be renewed on a 2-year subscription going forward to receive a better discount. The plan now includes an unlimited number of admins.

CHAIR OR DIRECTOR'S RECOMMENDATION

Thank you for the opportunity to serve as chair of the 2017-2018 OAMR Internet Committee. I encourage all members to share their comments and suggestions for improving and updating the OAMR website. Since our website now allows unlimited admins, I encourage everyone who's interested to join the Internet Committee!

OAMR BOARD REPORT

Meeting Date: September 2018
Source of Item: Membership Committee

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

BACKGROUND

First, I must admit, I couldn't do this without the amazing support of Melissa Thompson-Kiefer who helps me stay on top of membership, questions, and needs of our members. She is a guru with technology and stays on top of notifications and on top of me when I slip behind!

Currently, as of this writing, we have a total of 248 members in OAMR! And with that, 21 new members this year.

Again, I have a huge appreciation to the Membership Committee, Susan Reeves, MMC Scappoose, Mary Dibble, MMC Albany, Cathy Nelson, CMC, Waterloo and Debbie Hamilton, CMC Sutherlin for their support.

BOARD OPTIONS

- None.

ATTACHMENTS

- Membership spreadsheet for 2018

NEW MEMBERS

DATE EMAIL WAS SENT	NAME	TITLE	CITY	REGION
8/14/2018	Colby Kemp	Assistant to the CM	City of Mt. Angel	3
8/14/2018	Angela Speier	Assist.to CM/City Clerk	Silverton	3
8/10/2018	Samantha Roberts	Deputy City Recorder	City of Eugene	4
8/8/2018	Taja Nelson	Assistant Board Clerk	Mulnomah County	2
7/14/2018	Jeff Wisemen	City Recorder	Depoe Bay	3
4/23/2018	William Jorgensen	City Recorder	Aurora	3
3/26/2018	Terri Moore	City Clerk	Elgin	7
3/22/2018	Hilary Wilhelm	City Clerk	Elgin	7
3/6/2018	Kimberly Wollenburg	City Recorder	Millersburg	3
3/6/2018	Rebecca Casey	Planning Assistant	Sandy	2
3/6/2018	Kayla Duddy	Office Specialist	Bend	6
2/13/2018	Rita Ritz	Administrative Aide	Brookings	5
2/13/2018	Jake Gabell	Deputy City Recorder	Millersburg	3
2/13/2018	Jodi Coggins	Accounting Clerk	Depoe Bay	3
2/13/2018	Teri Barcus	City Recorder	Pilot Rock	7
2/6/2018	Katie Scott	City Recorder	Sublimity	3
2/6/2018	Michelle Young	Administration/Recorde	Enterprise	7
2/1/2018	Dawm Roberts	Town Recorder	Lakeview	5
1/8/2018	Erin Zelinka	City Recorder	Talent	5
1/4/2018	Ann Frydedall	Office Specialist III	Veneta	4

OAMR BUSINESS MEETING REPORT

MENTORING COMMITTEE

Meeting Date: September, 2018
Source of Item: Mentoring Committee

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

ISSUE STATEMENT
The Mentoring Committee exists to encourage professional growth and development of new members through mentoring by experienced members.

A big thank you to this year's committee members including Cathy Nelson, CMC Waterloo; Phyllis Bolman, MMC, Monmouth; Susan Reeves, MMC, Scappoose; Nicole Morris, MMC, Tualatin; Carol Weir, MMC, Rogue River; Karen Howton, Island City; Colleen Resch, CMC, Peggy Hawker, MMC, Newport; Lilly Alarcon-Strong, Hermiston; Stephanie Borst, Vernonia; Sammy Egbert, Coburg; and Michelle Fox, CMC, Athena. You ladies rock!!

A special thank you to Wenonah Blanchette; Susanjoy Wright, CMC; Terrie Richards; Micki Valentine; Cindy Hughes, CMC; Mary Dibble, MMC and Sheryl Simmons. These ladies did not sign up for the committee, but volunteered to mentor new OAMR members. You are all awesome!!

BACKGROUND
Throughout the year the committee has continued to provide mentors to new and returning OAMR members, or existing members who have requested a mentor. This past year we have paired 12 out of 17 new members with a mentor. Mentoring is a wonderful way to make the transition to a new position an easier experience.

First time conference attendees are paired with a conference mentor to help them navigate the conference. The committee will again host the 1st Time Attendee/Mentor /Mentee Breakfast on September 20th. We are excited to continue this function as it is a great opportunity for Mentors and Mentees to meet and spend time together in person. It is also a great way for first time attendees to be greeted by welcoming faces to kick off their conference.

I encourage anyone interested in assisting new members to sign up for the Mentoring Committee. In addition to sharing your knowledge with new members, you will also exchange ideas and procedures, and in the process form lasting friendships. OAMR provides an incredible support network with a wide range of resources, and our willingness to share with our peers is incredible. You may even learn something new yourself.

The committee has reviewed the Job Description of the Mentoring Committee, the Mentoring Guide, and the Mentor Follow-up Checklist. We will be bringing a recommendation to the Board in November for approval for verbiage changes made to the Mentor Follow-up Checklist.

CHAIR OR DIRECTOR'S RECOMMENDATION
None

SUGGESTED MOTION
None

ATTACHMENTS
None

OAMR BOARD REPORT

Newsletter Committee

Meeting Date: September 21, 2018
Source of Item: Newsletter Committee Chair

Contact: Lisa Figueroa, CMC
Contact Telephone Number: 541-336-2247
Contact E-Mail: administration@cityoftoledo.org

ISSUE STATEMENT
None.

MEMBERS
I want to thank the 2017-2018 Newsletter Committee members for their dedication to the committee this past year.

Kathy Payne, MMC, St. Helens
Phyllis Bolman, MMC, Monmouth
Susan Reeves, MMC, Scappoose
Lori Lesmeister, North Plains
Teri Davis, Brookings
Donna Biggerstaff, Pendleton
Lisa Scholl, CMC, St. Helens
Cindy Hughes, CMC, Eagle Point
Jennifer Nelson, CMC, Carlton

A special thank you goes out to Kathy Payne who served as the Newsletter Committee chair for several years and made herself available to answer questions and guide me with the transition of taking over the committee.

BACKGROUND
This Board Report is a summary of work since the current President took over. The Newsletter Committee published four newsletters: the fall edition with 40 pages; the winter edition with 40 pages; the spring edition with 30 pages and the summer edition with 54 pages.

We have been transitioning the format of the Newsletter towards a magazine style format and have received complimentary reviews. We will continue to move in that direction and hope to include more articles in the future that relate to City Recorders and their experiences.

RELATED POLICIES/BUDGET CONSIDERATIONS
None.

BOARD OPTIONS
None.

CHAIR OR DIRECTOR'S RECOMMENDATION
I encourage everyone to write articles for the Newsletter and share your experiences or knowledge with other members in OAMR.

SUGGESTED MOTION
None.

ATTACHMENTS
None.

OAMR ANNUAL REPORT

Meeting Date: September 21, 2018
Source of Item: NCI Education Committee

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

RESPONSIBILITIES

The OAMR NCI Education Committee is tasked with providing representation for OAMR on the Northwest Clerks' Institute Education Committee made up of representatives from Oregon, Alaska (AAMC) and Washington (WMCA).

The NCI Education Committee works directly with Institute Director Joann Tilton to ensure the Institute in Tacoma, Washington, meets the needs of the members attending Professional Development, meets the requirements of the NCI Letter of Agreement between the three states, and meets the criteria set out by the International Institute of Municipal Clerks,.

The NCI operates as a program of Washington State University on a 3-year contract. The 2018 Institute was the final year of the current contract. Although final numbers are not yet available from the 2018 Institute, it is likely that a surplus will exist at the end of this contract. Final figures will be available before the November OAMR Board meeting.

MEMBERS

The OAMR committee is made up of the Education Committee Chair (Peggy Hawker, MMC, Newport), Professional Growth & Leadership Development Committee Chair (Karin Johnson, MMC, Independence), and an appointee by the President (Ruth Post, MMC, Philomath).

ACTIVITIES

In 2017-2018, the full NCI Committee met by teleconference on the following dates:

- *October 11, 2017 – To review the 2017 Institute evaluations and fiscal performance and make preliminary education recommendations for the 2018 PD I, II and III sessions. Ruth Post was elected 2017-2018 Committee Chair and Karin Johnson was elected as Secretary.*
- *December 14, 2017 – To review the Director's proposed 2018 budget and discuss proposed PD IV program.*

The full NCI Committee will meet in early October to review the 2018 Institute evaluations and budget results and to review a draft of a new 3-year WSU contract.

INFORMATION FOR MEMBERS

The 2018 Institute was very well attended by members from all three states. In fact, so well attended that PD I registration had to be closed off! The total attendance was the highest ever and the 43 attendees from Oregon was the highest ever for OAMR.

- *PD I Total attendees – 61; OAMR attendees – 18*
- *PD II Total attendees – 42; OAMR attendees – 6*
- *PD III Total attendees – 35; OAMR attendees – 12*
- *PD IV Total attendees -- 49; OAMR attendees – 7*

RECOMMENDATIONS FOR FUTURE

Thank you, President Hamilton, for the opportunity to serve on this Committee. Education and certification are two elements of OAMR membership that all three members of this Committee take very seriously, and we appreciate the opportunity to represent OAMR's interests at the NCI Committee and at IIMC. We look forward to representing OAMR during the final review of the current contract and introduction of a new one.

OAMR BOARD REPORT

Professional Growth & Leadership Development Committee

Meeting Date: September 23, 2018
Source of Item: Annual Report

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

ISSUE STATEMENT

The annual report, which summarizes the 2017-18 activities for the Professional Growth & Leadership Development Committee, is respectfully submitted to the OAMR Board.

BACKGROUND

I would like to thank the members of this year's committee: Michele Eldridge, CMC; Ruth Post, MMC; Carol Weir, MMC. I am grateful for their expertise and willingness to step up as needed!

2017-18 Committee Projects:

- Submission of articles and photographs to the OAMR newsletter about our membership attendance at the 2017 Northwest Clerks Institute. An article will be forwarded regarding attendance at 2018 for the next newsletter. Attendees at NCI this year:

PD 1
- ✓ Teri Bacus, City of Pilot Rock
- ✓ Debbie Bernard, City of Willamina
- ✓ Dawn Karen Bevill, City of Newberg
- ✓ Kayla Duddy, City of Bend
- ✓ Kailin Honea, City of Rogue River
- ✓ William Jorgensen, City of Aurora
- ✓ Kara Kerpan, City of Happy Valley
- ✓ Melissa Lemen, City of Dundee
- ✓ Allison Liesse, City of Albany, Oregon
- ✓ Kari Linder, City of Lake Oswego
- ✓ Marilyn Place, City of Cascade Locks
- ✓ Kerry Prosser, City of Sisters
- ✓ AJ Ripka, City of Springfield
- ✓ Ruth Ann Stellmacher, City of Salem
- ✓ Jennifer Stolz, Coquille
- ✓ Gloria Tucker, City of Newport
- ✓ Kimberly Veliz, City of Wilsonville
- ✓ Angela Watson, City of Jacksonville

✓ **PD 2**
- ✓ Amy Aschenbrenner, City of Milwaukie
- ✓ Lori Lesmeister, City of North Plains
- ✓ Bonnie Pickett, City of Shady Cove
- ✓ Colleen Resch, City of Sherwood
- ✓ Dawne Shaw, Warrenton
- ✓ Winnie Shepard, City of Medford

✓ **PD 3**
- ✓ Lilly Alarcon-Strong, City of Hermiston
- ✓ Donna Biggerstaff, City of Pendleton
- ✓ Stephanie Borst, City of Vernonia
- ✓ Sammy Egbert, City of Coburg
- ✓ Michelle Fox, City of Athena
- ✓ Izetta Grossman, City of The Dalles
- ✓ Karen Howton, City of Island City
- ✓ Allison Liesse, City of Albany, Oregon
- ✓ Aubrey Minear, City of Hillsboro
- ✓ Cathy Nelson, Waterloo
- ✓ Jaime Reed, City of Oregon City
- ✓ Colleen Riggs, City of Cannon Beach

✓ **PD 4**
- ✓ Kitty Vodrup, City of Junction City
- ✓ Nancy Parker, City of Athena
- ✓ Melissa Grace, City of McMinnville
- ✓ Devree Leymaster, City of Fairview
- ✓ Lisa Scholl, City of St. Helens
- ✓ Amy Sowa, City of Roseburg
- ✓ Marla Roberts, City of Nyssa

- Provided materials to the OAMR Newsletter to promote Municipal Clerks Week.
- Contacted 2018 OAMR Board candidates and provided leadership mentors as requested. (Incumbents were not contacted.)
- Registered OAMR for the League of Oregon Cities Trade Show at their annual conference, and sought staffing for the booth.

OAMR BUSINESS MEETING REPORT

Records Management Committee

Meeting Date: September 21, 2018
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

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

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

Since our Mid-Year report, the RMC has continued to lead a nomadic existence with meetings held in Oregon City (April, top) and Corvallis (July, bottom). It's been great to visit our colleagues and to get around our beautiful state!

We are very pleased to report that we have completed our work to update the document "Public Records: a Manual for Creating a Disaster Preparedness and Recovery Plan". Most changes bring this document up to date by replacing outdated language and providing weblinks to online resources. We intend to submit the revised Disaster Preparedness and Recovery Plan (DPRP) manual for OAMR Board consideration at its November 2018 meeting. We want to thank our colleagues at the State Archives for their time and energy in helping to update this critical document.

In addition to the Disaster Manual, we also worked on drafting a cloud storage survey that we hope to send to all levels of government in the next year, we met Ginger McCall – our new State Public Records Advocate, we met our colleagues in the recently formed Oregon Law Enforcement Records Association (OLERA), and we helped coordinate two records management sessions for our annual conference. This fall the RMC will begin our next major project of reviewing and updating the "E-Mail Policy Manual," a 2010 OAMR-State Archives document.

RELATED POLICIES/BUDGET CONSIDERATIONS
There are no related policies or budget considerations associated with this report.

BOARD OPTIONS
Receive this report.

CHAIR'S RECOMMENDATION
It is the RMC Chair's recommendation that the Board accept this report.

SUGGESTED MOTION
(none)

ATTACHMENTS
1. (none)

OAMR BOARD REPORT

RETIRED CLERKS COMMITTEE

Meeting Date: September 21, 2018
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 updates 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: Long time Roseburg City Recorder, Sheila Cox has been officially added to the Retired Clerks Roster! It came to my attention that several retired members who served as OAMR State Presidents were not listed as Honorary Members on the roster. Updates have been added to reflect this designation. Several people gave me names of Retired City Recorders to hopefully add to the roster; unfortunately, after attempting to contact them, no responses were received.

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 be 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. Updated Roster is available upon request.

OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: September 2018
Source of Item: Scholarship Committee

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

COMMITTEE MEMBERS

The members of the 2017/2018 OAMR Scholarship Committee: Nanci Moyo, Beaverton; Susan Reeves, Scappoose; Debby Roth, Cornelius; Nancy Parker, Athena; Sadie Main, Estacada; Kelly Morse, Redmond; Cathy Nelson, Waterloo; Carol Krager, Tigard; 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 and all of OAMR should know that when people receive their scholarships they email back with such gratitude to the Scholarship Committee, Fundraising Committee and OAMR for the scholarship, and the opportunity for continuing the education as Recorders.

The Scholarship Committee awarded the Professional Development scholarships to the following members:

Professional Development I and Lodging

Kailin Honea	Kara Kerpan	Kerry Prosser	Ruth Ann Stellmacher
Teri Bacus	Debbie Bernard	Jennifer Rose-Stolz	Kayla Duddy

Professional Development II

Bonnie Pickett	Lori Lesmeister	Amy Aschenbrenner	Colleen Resch
Winnie Shepard			

Professional Development III

Stephanie Borst	Michelle Fox	Donna Biggerstaff	Aubrey Minear
Jamie Reed			

Professional Development IV

Amy Sowa	Kitty Vodrup	Lisa Scholl	Marla Roberts
Melissa Grace	Nancy Parker		

Total Budgeted: $15,000 Total Awarded: $18,600

Available money was transferred from the left-over Mid-Year unused scholarships and a vote was taken at the Spring Board Meeting to cover the remaining funds

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

Annual Academy (AA)/Annual Conference (AC) and Lodging**

Sheila Jasperson**	Angie Lanter	Salli Hysell	Michelle Fox**	Kailin Honea
Nancy Parker	Catherine Nelson	Kitty Vodrup	Gloria Tucker	Lori Lesmeister
Melissa Thompson Kiefer		Dawn Russ	Amy Aschenbrenner	Kimmie Jackson
Lisa Scholl	Michele Eldridge	AJ Ripka**	Lisa Figueroa (AC)	Stacie Cook (AC)
Stephanie Borst (AA)	Bonnie Pickett (AC)			

Total Budgeted: $10,500 Total Awarded: $9,750.00 Amount Remaining: $750

The IIMC Scholarship applications were due August 3, 2018. There were two applications received and are in the process of being scored based on the criteria in the guidelines. Two scholarships for $1000 will be awardee and announced at the Annual Conference if the requirements are met.

A recap of scholarship funds/expensed/remaining:

Mid-Year – Funds $3,000	Awarded $1,950	Remaining $1,050
PD – Funds $15,000	Awarded $18,600	Remaining $3,600
Annual Academy/Conference – Funds $10,500	Awarded $10,500	Remaining $0

Harris/Davis scholarship went to Gloria Tucker, Newport. She attended her first PD this year. Dawne Shaw attended her second year of PD from receiving the Scholarship the previous year. Cathy Nelson attended her third year of PD from being the first recipient of the Harris/Davis award.

Future Activities - The committee will meet via email to review the applications that are received for the future Mid-Year Academy, Conferences and PDs and a recommendation will be forwarded to the Board for approval. The committee will be spending more time this year reviewing the guidelines and criteria for scholarships to update if needed.

OAMR BOARD REPORT

Special Projects and Fundraising Committee

Meeting Date: September 21, 2018
Source of Item: 2nd Vice President

Contact: Melissa Thompson-Kiefer, CMC, 2nd Vice President
Contact Telephone Number: 503.368.5627
Contact E-Mail: recorder@ci.nehalem.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.

MEMBERS
The 2017-2018 Special Projects/Fundraising Committee has 19 dedicated members who have worked on various activities, which include: Raffle Baskets, Auctions, Paddle Raise, 50/50 Card Cut, Pink Walk Scholarship Event, and donations for Conference Bag/Portfolios.

I am so grateful to each member of this terrific committee for taking on these tasks with talent and enthusiasm! I appreciate their level of commitment and dedication towards raising funds for scholarships.

Amy Sowa, MMC, Roseburg
Angie Lanter, CMC, Banks
Carol Weir, MMC, Rogue River
Cathy Nelson, CMC, Waterloo
DawnKaren Bevill, Newberg
Diane Harris, CMC, Sutherlin
Donna Biggerstaff, Pendleton
Jennifer Nelson, CMC, Carlton
Kailin Honea, Rogue River
Linda Galeazzi, CMC, Cherriots
Lisa Figueroa, CMC, Toledo
Lori Lesmeister, North Plains
Melissa Huhtala, Ashland
Michele Eldridge, CMC, Harrisburg
Sadie Main, CMC, Estacada
Stacie Cook, MMC, Mill City
Susan Reeves, MMC, Scappoose
Tori Barnett, MMC, Ontario
Winnie Shepard, Medford

Special thanks to Past Chair Kelli Weese, CMC, Florence, for her great work leading the committee through July. I would also like to thank Peggy Hawker, MMC, 1st Vice President Nicole Morris, MMC and President Debbie Hamilton, CMC, for their help with the transition.

BACKGROUND
The Special Projects and Fundraising Committee and past Chair **Kelli Weese** were hard at work this year with fundraising activities. During the Mid-Year Academy, the Committee raised over $690 from the basket raffles. **Carol Weir** and her team have done a wonderful job getting donations and freebies for the Annual Conference.

The Committee has several exciting activities lined up for the Annual Conference:

- Pink Walk Event - This annual scholarship fundraiser recognizing survivors and those who have been lost to cancer will be held on Thursday night. This year's theme is "Flock Cancer!" **Tori Barnett and Stacie Cook** have been working hard putting together this fun event, with great goodie bags and an amazing prize drawing. The cost remains $25 and you can sign-up until the event starts.

- Raffle Baskets- This year we have seven amazing baskets lined up for the conference. **Amy Sowa** and her team have done a great job of coordinating awesome prizes with each region and promoting ticket sales. Tickets are $1 each or 6 for $5. They will be available for purchase until the drawing at the banquet.

- Auctions- The committee will be presenting silent and live auctions. The silent auctions will happen during the conference and at the banquet. The live auction at the banquet this year will again include a Designer Purse Auction. **Jenn Nelson** and her terrific team have been collecting some amazing purses and **Angie Lanter's** email and letter campaign has brought in some amazing event packages! **Linda Galeazzi** has been preparing paddles for the Paddle Raise, so you can raise your paddle high to pledge your support for OAMR scholarships. Also, speaker and OAMR supporter **Mary Lynne Stratta** has offered a special Athenian Leadership Dialogue opportunity you won't want to miss!

- 50/50 Card Cut- Buy half a playing card and if the other half is drawn, you win half the pot! This event will be held at Friday's luncheon. Buy cards from **Diane Harris** and her team for $5 per card or 5 for $20.

Ongoing fundraising activities include AmazonSmile and Fred Meyer Rewards. If you haven't yet linked your Amazon and Fred Meyer shopping to benefit OAMR, do it now! This is a great opportunity to raise additional funding year around. Visit the OAMR website for more info.

RELATED POLICIES/BUDGET CONSIDERATIONS
The SPFC goal is $13,000, and our stretch goal is $15,000.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION
I highly recommend that OAMR members sign up for this committee. It is a rewarding experience to know your efforts provide scholarships to our membership. Thank you to all the dedicated members of OAMR for your donations and financial support. (Just a reminder to this year's scholarship winners, you are required to be on either the SPFR Committee or the Conference Committee for the following year)

SUGGESTED MOTION

None.

ATTACHMENTS

None.