



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BOARD MEETING  
Thursday, May 9, 2019  
9:00am  
Conference Call  
Phone: 712-451-0011  
Access Code: 292825**

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**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Committee Reports**
  - A. Audit Committee Report- Angie Lanter, MMC
    - 1. Consideration of the Annual Audit- ACTION
  - B. Conference Committee Report- Melissa Thompson-Kiefer, CMC
    - 1. Consideration of Conference Fees-ACTION
- IV. Other**
  - A. Executive Board Vacancy, Nicole Morris, MMC
    - 1. 1<sup>st</sup> VP Vacancy (reference OAMR By-Laws Article V, Section 5)- ACTION
    - 2. Recommendation of Appointment for 2<sup>nd</sup> Vice President- ACTION
    - 3. Appointment of Treasurer Vacancy- ACTION
  - B. Treasurer Sub-Committee, Nicole Morris, MMC
- V. Future Meetings**
  - A. Annual Business Meeting, at the Riverhouse in Bend, OR, September 20
- VI. Adjourn**



# OAMR BOARD REPORT

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Meeting Date: E-meeting April 2019  
Source of Item: Audit Committee

Contact: Angie Lanter, MMC  
Contact Telephone Number: 503-324-5112  
Contact E-Mail: [alanter@cityofbanks.org](mailto:alanter@cityofbanks.org)

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## ISSUE STATEMENT

The audit for FYE October 31<sup>st</sup>, 2018 is submitted for Board review and approval.

## BACKGROUND

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

The Audit Committee is comprised of members Angie Lanter, MMC, City of Banks; Dale Shafer, City of Nehalem; Debbie Bernard, City of Willamina, Nancy Parker, CMC, City of Athena, Linda Galeazzi, CMC, Cherriots and Interim Treasurer Melissa Thompson-Kiefer CMC, City of Nehalem.

## RELATED POLICIES/BUDGET CONSIDERATIONS

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

OAMR Finance Policy: Referred to during course of audit.

Budget Narratives, 2017-2018: Referred to during course of audit.

## DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31<sup>st</sup>, 2018, on November 9<sup>th</sup>, 2018 at the OAMR Board Meeting held at the City of Tualatin. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget v. actual statement. This was a brief review, as few months earlier, Karin Johnson, MMC, City of Independence, and Angie Lanter, MMC, City of Banks did a thorough review of the books at the request of the OAMR Board, when Melissa Thompson-Kiefer, CMC, City of Nehalem took over the Treasurer position from Kimberlyn Collins, City of Phoenix.

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 \$58,746.63, ensuring that this year's (2018-2019) contingency line item is fully funded.
  
2. Policy Considerations:
  - A. None at this time.

## OTHER

The Audit Committee wishes to thank Melissa Thompson-Kiefer, CMC for taking on the Interim Treasurer

position once again. The books were well-managed, and all requested documentation was provided. Your willingness to serve OAMR in this capacity until a replacement or another solution is greatly appreciated.

### **BOARD OPTIONS**

1. Approval of Audit Report for FYE October 31<sup>st</sup>, 2018 as presented, and the Committee recommendations as presented; or
2. Approval of Audit Report for FYE October 31<sup>st</sup>, 2018, and denying one or more of the Committee recommendations; or
3. Take no action.

### **CHAIR OR DIRECTOR'S RECOMMENDATION**

The Committee recommends Option 1.

### **SUGGESTED MOTION**

"I move to approve the Audit Report for FYE October 31<sup>st</sup>, 2018 and adopt the Committee recommendations as submitted."

### **ATTACHMENTS**

- A. Profit & Loss/Budget V. Actual Report, November 1, 2017- October 31, 2018.

# ATTACHMENT A

3:27 PM

04/14/19

Accrual Basis

## Oregon Association of Municipal Recorders Profit & Loss November 2017 through October 2018

	Nov '17 - Oct 18
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	12,775.00
Annual Athenian Dialogue	1,265.00
Mid-Year	9,000.00
Mid-Year Athenian Dialogue	2,550.00
Total Academy/Education Session	25,590.00
Annual Conference Revenue	
Exhibitors	3,237.50
Registration	32,472.75
Sponsors	5,750.00
Total Annual Conference Revenue	41,460.25
Cash Carried Forward	70,263.33
Education/Scholarships	
Auction	5,866.50
Donations General	288.61
Kathy Ishiara Education Fund	1,075.00
Other Fundraising	1,626.04
Raffle	2,578.00
Store Sales	40.00
Total Education/Scholarships	11,472.15
Interest Income	974.42
Membership Dues	11,135.00
Miscellaneous	1,303.80
Newsletter Advertising	1,200.00
Total Income	163,398.95
Gross Profit	163,398.95
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	421.10
Conference Academy	7,605.32
Mid-Year Academy	5,864.81
Mid-Year Athenian Dialogue	2,296.53
Total Academy/Education Sessions	16,187.76
Annual Conference Expenses	
Awards	135.96
Banquet Expenses	662.53
Conference Chair Expense	433.00
Food & Beverage/Site fees	18,065.82
Freebies/Conference Bags	1,000.00
Hospitality	3,570.28
Miscellaneous Conference Exp	284.75
Pres. Reception/Special Event	2,083.38
Print-Conference	785.00
Speaker Expenses	1,019.23
Total Annual Conference Expenses	28,039.95
IIMC FNDN Unrestricted Donation	600.00
Internet/Website	828.00
Membership Expenses	
Supplies-Memberships	188.00
Total Membership Expenses	188.00

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**Oregon Association of Municipal Recordors**  
**Profit & Loss**  
**November 2017 through October 2018**

	Nov '17 - Oct 18
Miscellaneous Expenses	
Square and PayPal Fees	624.76
Miscellaneous Expenses - Other	995.15
<b>Total Miscellaneous Expenses</b>	<b>1,619.91</b>
Newsletter	
Postage-Newsletter	18.35
Printing-Newsletters	4.03
Supplies-Newsletters	2.53
<b>Total Newsletter</b>	<b>24.91</b>
NW Clerks Institute Director	1,928.30
Officer Supplies	
Misc/Equipment-Officers	0.05
Postage-Officers	20.00
Supplies-Officers	24.48
<b>Total Officer Supplies</b>	<b>44.53</b>
Officers Expenses	
1st Vice Pres-IIMC Confrence	1,565.15
2nd Vice Pres Conf. Site Tours	108.56
Director Region IX	1,259.12
President's Expenses	
IIMC Conference-President	2,421.16
OAMR Representation-President	1,193.85
Region IX Conferences-President	2,991.55
<b>Total President's Expenses</b>	<b>6,606.56</b>
<b>Total Officers Expenses</b>	<b>9,539.39</b>
Photography/Historian	50.18
Reconciliation Discrepancies	0.00
Scholarships	
Cont. Davis/Harris Scholarship	2,600.00
Davis/Harris Scholarship	1,201.39
IIMC Certification Programs	18,650.00
Kathy Ishiara Scholarship	1,000.00
Mid-Year Academy Scholarship	1,950.00
OAMR Conference/Academy Session	10,050.00
OAMR Edu. Endowment Fund	10,000.00
President Awards Scholarship	300.00
<b>Total Scholarships</b>	<b>45,751.39</b>
<b>Total Expense</b>	<b>104,802.32</b>
<b>Net Ordinary Income</b>	<b>58,596.63</b>
Other Income/Expense	
Other Income	
Donations for Fundraising	5,650.71
<b>Total Other Income</b>	<b>5,650.71</b>
Other Expense	
Donations-Conference Expenses	275.00
Donations used in Fundraising	5,375.71
<b>Total Other Expense</b>	<b>5,650.71</b>
<b>Net Other Income</b>	<b>0.00</b>
<b>Net Income</b>	<b>58,596.63</b>



# OAMR BOARD REPORT OR REQUEST FOR ACTION

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## Conference Committee

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Meeting Date: April 30, 2019

Source of Item: Conference Committee Chair

Contact: Melissa Thompson-Kiefer, CMC, First Vice President

Contact Telephone Number: (503) 368-5627

Contact E-Mail: recorder@ci.nehalem.or.us

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### BACKGROUND

The Conference Committee met on April 4, 2019 and discussed the Annual conference budget and registration fees.

### The 2018-2019 Conference Committee members are:

AJ Ripka, Springfield

Amy Aschenbrenner, Milwaukie

Amy Sowa, MMC, Roseburg

Angela Watson, Jacksonville

Bonnie Pickett, Shady Cove

Carla Holzworth, Corvallis

Carol Weir, MMC, Rogue River

Cathy Nelson, CMC, Waterloo

Colleen Riggs, Cannon Beach

Dawn Russ, Glendale

Dawne Shaw, Warrenton

Deanna Casey, MMC, Central Point

Debbie Bernard, Willamina

Debby Roth, MMC, Cornelius

Gloria Tucker, Newport

Heather Pierson, CMC, Woodburn

Kailin Honea, Rogue River

Kara Kerpan, Happy Valley

Karen Howton, Island City

Karen Spoons, MMC, Medford

Karin Johnson, MMC,

Independence

Kayla Duddy, Bend

Kerry Prosser, Sisters

Kitty Vodrup, MMC, Junction City

Linda Galeazzi, CMC, Cherriots

Lisa Figueroa, CMC, Toledo

Marilyn Place, Cascade Locks

Marina Baker, Multnomah

Marla Roberts, CMC, Nyssa

Melissa Grace, McMinnville

Michele Eldridge, CMC, Harrisburg

Michelle Fox, CMC, Athena

Nancy Parker, CMC, Athena

Peggy Hawker, MMC, Newport

Phyllis Bolman, MMC, Monmouth

Robyn Christie, MMC, Bend

Ruth Ann Stellmacher, Salem

Salli Hysell, Halfway

Sheila Jaspersen, Weston

Stacie Cook, MMC, Mill City

Stephanie Borst, Vernonia

Susan Reeves, MMC, Scappoose

Teri Bacus, Pilot Rock

Terri Michel, Rockaway Beach

Tori Barnett, MMC, Ontario

Trudy Borrevik, CMC, Cottage Grove

### RELATED POLICIES/BUDGET CONSIDERATIONS

The Committee reviewed the conference registration fee history (attached). Although expenses continue to rise, conference fees have not increased since 2011. The new conference schedule and additional General Academy Session speaker will provide the opportunity for three additional education points. Speaker expenses and site fees (AV and vendor tables) may cause overall expenses to exceed the budgeted amount.

The Conference Committee recommends raising the Annual Conference registration fees by \$50. The Academy registration (\$150) and Athenian Leadership Dialogue registration (\$35) could remain the same.

### BOARD OPTIONS

1) Approve the 2019 Annual Conference Fees as follows:

OAMR/Region IX Member Conference Registration: \$350

Additional Member from same city: \$300

Non-Member Conference Registration: \$375

One Day OAMR/Region IX Member: \$225

One Day Non-Member: \$250

2) Retain fees as is.

**CHAIR OR DIRECTOR'S RECOMMENDATION**

The Conference Committee recommends raising the Annual Conference registration fees by \$50.

**SUGGESTED MOTION**

I move to approve raising the Annual Conference Fees as recommended:

OAMR/Region IX Member Conference Registration: \$350

Additional Member from same city: \$300

Non-Member Conference Registration: \$375

One Day OAMR/Region IX Member: \$225

One Day Non-Member: \$250

**ATTACHMENTS**

A. Conference Fee History

## OAMR Conference Registration Fee/Meals/Room Price History

Year	Region	Location	Member	Non-Member	Late Fee	One Day	ALD	Brkfst	Lunch	Banquet	Special Event	Room w/tax	Special Event
1996	7	Pendleton	135.00	135.00	15.00	70.00		10.00	12.00	21.25	35.00		Rodeo-BBQ Dinner
1997	3	Salem	150.00	150.00	25.00	80.00		13.50	12.00	25.00	25.00		Japanese Dinner
1998	5	Coos Bay	150.00	175.00	25.00	100.00		8.00	12.00	18.85	15.00		Sunset Beach Trip
1999	2	Beaverton	175.00	200.00	25.00	100.00		16.00	20.00	30.00	0.00		Nordstrom Night
2000	6	Hood River	175.00	200.00	25.00	100.00		12.00	13.00	30.00	0.00		None
2001	1	Astoria	175.00	200.00	25.00	100.00		12.00	14.00	26.00	10.00		Shanghaied in Astoria
2002	4	Canyonville	195.00	220.00	25.00	100.00		10.00	15.00	26.00	20.00		Chuck Wagon Dinner
2003	3	Newport	195.00	220.00	25.00	100.00		13.00	12.00	30.00	20.00		Beach Party
2004	7	Pendleton	200.00	225.00	25.00	100.00		12.00	18.00	24.00	20.00		Mexican Fiesta
2005	3	Newport	225.00	250.00	25.00	100.00		16.00	16.50	25.00	45.00		Oregon Coast Aquariam
2006	2	Portland	225.00	250.00	25.00	100.00		16.00	22.00	39.00	45.00	122.00	Portland Spirit w Dinner
2007	6	The Dalles	250.00	275.00	25.00	100.00		12.00	16.00	30.00	45.00	76.30	Discovery Center
2008	5	Klamath Falls	250.00	275.00	25.00	100.00		16.50	20.00	40.00	45.00	108.00	Murder Mystery Dinner Play
2009	4	Eugene	250.00	250.00	25.00	100.00		16.50	20.00	45.00	45.00	119.90	LaVelle Wine Bar & Bistro
2010	3	Keizer	250.00	275.00	25.00	150.00		15.00	20.00	35.00	38.00	85.60	Ghost Walk-BBQ-Dance
2011	2	Portland	300.00	325.00	25.00	200.00		21.00	31.00	46.00	40.00	150.75	Pajama Party
2012	7	Ontario	300.00	325.00	25.00	0.00		12.00	17.00	30.00	35.00	78.40	Princess Party
2013	5	North Bend	300.00	325.00	50.00	175.00		17.00	20.50	37.00	0.00	108.00	Wine Tasting on Boardwalk
2014	6	Bend	300.00	325.00	50.00	175.00		12.00	18.00	37.00	0.00	139.00 Suite	Moved to pre-banquet
2015	1	Seaside	300.00	325.00	50.00	175.00		15.00	15.50	29.95	0.00	119/139	Pre-Banquet
2016	5	Ashland	300.00	325.00	50.00	175.00		18.00	18.00	35.00	0.00	129.00	Pre-Banquet
2017	3	Newport	300.00	325.00	50.00	175.00	35.00	18.00	18.00	35.00	0.00		Pre-Banquet
2018	2	Portland	300.00	325.00	0.00	175.00	35.00	18.00	18.00	35.00	0.00	129+tax	Pre-Banquet
2019	6	Bend										132.50	Dinner & Trivia



# OAMR BOARD REPORT

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## President's Board Report

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Meeting Date: May 9, 2019  
Source of Item: President's Report

Contact: Nicole Morris, MMC, President  
Contact Telephone Number: 503.691.011  
Contact E-Mail: [nmorris@tualatin.gov](mailto:nmorris@tualatin.gov)

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### BACKGROUND

On April 30, 2019 I received a letter of resignation from 1<sup>st</sup> VP Melissa Thompson-Kiefer, CMC. Melissa is currently serving as the Interim Treasurer and 1<sup>st</sup> VP. Serving in both positions was never a long term solution after the resignation from the previous Treasurer earlier this year. After much discussion Melissa has decided to step back from her role as 1<sup>st</sup> VP and move to fill the Treasurer Position.

### BOARD OPTIONS

The OAMR Bylaws Article V- Office and Terms of Office, Section 5- Vacancy state the following:  
*In the event of a vacancy in the office of the President prior to the completion of the term, the First Vice President shall advance to the office of President and the Second Vice President shall advance to the office of the First Vice President. If the First Vice President or the Second Vice President serves any unexpired portion of the term of the office of President or First Vice President, it shall not disqualify them from continuing in said office for the term as elected. [Amended October 11, 1985; September 13, 1991]*

*A vacancy in the office of First Vice President shall be filled by the Second Vice President.*

*A vacancy in the office of the Second Vice President shall be filled by appointment by the Board until the next annual meeting at which time he/she shall become First Vice President and an election for Second Vice President shall be held. [Amended October 11, 1985; September 13, 1991; September 24, 1999]*

The following action needs to be formalized by the board:  
Kathy Payne, MMC, will succeed to the position of 1<sup>st</sup> VP.

This action thus vacates the seat for Second Vice President. It is my recommendation the board appoint Marina Baker to the position of 2<sup>nd</sup> VP. Marina is currently the only candidate running for the seat at the upcoming September election.

### PRESIDENT RECOMMENDATION

I recommend that Kathy Payne continue to carry on the duties of the 2<sup>nd</sup> VP and Marina Baker take on the responsibilities of the 1<sup>st</sup> VP. I think assigning duties in this manner will help ensure a smooth transition for both of these positions as we are partially through the planning process for both.

### SUGGESTED MOTIONS

Motion One:

I move to approve Kathy Payne, MMC, as the first Vice President.

Motion Two:

I move to appoint Marina Baker as Second Vice President.

Motion Three:

I move to appoint Melissa Thompson-Kiefer as Treasurer.