



2016-17 CONFERENCE COMMITTEE MEETING AGENDA

THURSDAY, APRIL 6, 2017
3:15 PM – 4PM

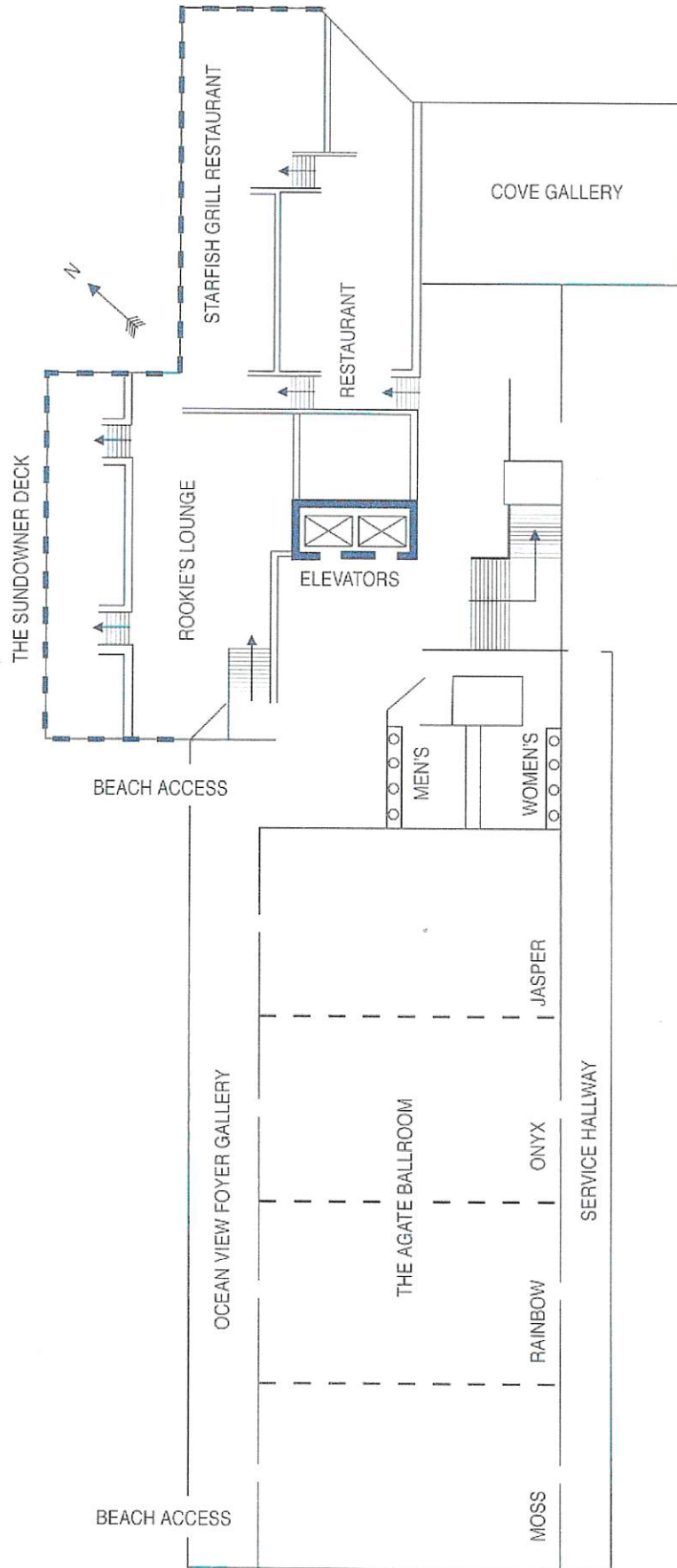
“LIGHTING THE FUTURE”

1. Short Site Tour @ 3pm – (Facilities subcommittee or whoever would like to join us)
2. Discussion of Class locations, Registration, Meals, etc. (Based on site tour)
3. Registration costs, Athenian dialog, Deadlines, Late Fee, Cancellations
4. Review draft conference schedule (Attachment)
5. Draft Conference registration forms
6. Sub-Committee Chair reports/updates
7. Do we want to add the Vendor “speed dating” – new name?
8. Announce “installing officer” for all swearing-in’s during Conference
9. I will provide an oral update to the Board on what was discussed at this meeting and will bring the draft registration form to the Board for consideration and approval.
10. Other
11. Future meetings

Attachments:

Hotel facilities map
Registration pages of website
Updated Committee/sub-committee listing
Draft Conference Schedule
Board Report

hotel facilities



2016-2017 OAMR CONFERENCE COMMITTEE

Purpose: To plan the Annual Conference. Subcommittees include Facility, Finance, Handbook, Hospitality, Registration, Speakers/Entertainment, Special Events, Sponsors, and Vendors.
The 2017 Conference site is at The Agate Beach Inn in Newport.

Committee Chair: Debbie Hamilton, CMC, Sutherlin

Subcommittee Interest (if known)	Name	CMC/MC	City	Prior service on this committee
Hosp/Trans/Publicity	Sandy King	MMC	Wilsonville	Yes
Facilities, Hospitality	Ruth Post	MMC	Philomath	Yes
Facilities, Hospitality	Karin Johnson	MMC	Independence	Yes
Hosp/Trans/Publicity	Aubrey Minear		Hillsboro	No
Conf Materials	Cathy Nelson		Waterloo	Yes
Sponsors/Vendors	Jamie Reed		Oregon City	No
Sponsors/Vendors	Kattie Riggs		Oregon City	No
Chair - Conf. Mat./Handbook	Kathy Payne	CMC	St. Helens	Yes
Conf Materials	Lisa Scholl	CMC	St. Helens	Yes
Special Events - Decorations	Karen Howton		Island City	Yes
Special Events	Izetta Grossman		The Dalles	No
Special Events	Stephanie Borst		Vernonia	No
Registration, Finance	Deanna Casey	MMC	Central Point	Yes
Registration, Kathy Walk- Chair, Spec Events - Banquet	Tori Barnett	MMC	Ontario	Yes
Registration & Kathy Walk, Spec Events - Banquet	Stacie Cook	MMC	Mill City	Yes
Facilities, Spec Events- President Reception	Susan Reeves	MMC	Scappoose	Yes
Hosp/Trans/Publicity	Colleen Riggs		Cannon Beach	Yes
Finance Speakers	Debby Roth	MMC	Cornelius	Yes
Finance	Melissa Thompson-Kiefer	CMC	Nehalem	Yes
Special Events	Debi Russell		Weston	Yes
Sponsors/Vendors	Nancy Parker	CMC	Athena	Yes
Sponsors/Vendors	Karen Spoons	MMC	Medford	Yes
Special Events/ Entertainment	Teri Davis		Brookings	

Subcommittee Interest	Name	CMC/ MMC	City	Prior service on Committee
Speakers – Chair Facility Host Recorder**	Peggy Hawker	MMC	Newport	Yes
Special Events - Chair	Tracy Davis	MMC	Keizer	Yes
Spec Events - President Reception	Scott Stauffer		Milwaukie	Yes
Vendors/Sponsors – Co-Chair	Carol Weir	MMC	Rogue River	Yes
Special Events - President Reception	Phyllis Bolman	MMC	Monmouth	Yes
Special Events- Decorations, President Reception	Lilly Alarcon-Strong		Hermiston	Yes
Chair - Hosp/Trans/Publicity	Anna Ruggles	MMC	Forest Grove	Yes
Hosp/Trans/Publicity	Marla Roberts		Nyssa	
Hosp/Trans/Publicity	Kitty Vodrup		Junction City	YES
Vendors/Sponsors – Co-Chair Finance - Chair	Kimberlyn Collins		Jacksonville	YES
Vendors/Sponsors	Kailin Honea		Rogue River	NO

DRAFT

2017 ANNUAL ACADEMY & CONFERENCE

ONLINE REGISTRATION FORM

[Home](#) [Events](#) [About OAMR](#) [Conference](#) [Resources](#) [Membership](#) [Members Only](#)

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2017 OAMR Annual Academy & Conference

 Start 20 Sep 2017

 End 22 Sep 2017

Location Best Western Agate Beach Inn

Registration

(depends on selected options)

Base fee:

- **NON-MEMBERS**
Cost determined by registration selections. \$50 late fee after September 8.
- **OAMR/REGION IX MEMBERS**
Cost determined by registration selections. \$50 late fee after September 8.

"Lighting the Future" at the Best Western Agate Beach Inn in Newport, Oregon

The 2017 Annual Academy and Conference will be held September 20-22, 2017.

All registrations will be completed online.

Pay by check deadline Monday, August 21, 2017.

NO REFUNDS AFTER SEPTEMBER 8, 2017

Registration late fee after September 8: \$50.

Registration deadline September XX, 2017.

Member base fee for Academy: \$150. (Non-member \$175.)

Member base fee for Conference: \$300. (Non-member \$325.)

Athenian Leadership Dialogue: \$25.

[Learn More](#)

Lodging: Call (541) 482-8310 for hotel reservations and mention you are with "Oregon Municipal Recorders". Reserve by August 29, 2017.

REGISTER



Oregon Association of Municipal Recordors

Q Search site

Melissa Thompson-Kiefer [Change password](#) [Log out](#)



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2017 OAMR Annual Academy & Conference

[Add to my calendar](#)

Event 2017 OAMR Annual Academy & Conference
20 Sep 2017 - 22 Sep 2017
Location: Best Western Agate Beach Inn

Enter registrant email

* Mandatory fields

e-Mail

CANCEL

NEXT

2017 OAMR Annual Academy & Conference

 [Add to my calendar](#)

Event 2017 OAMR Annual Academy & Conference
20 Sep 2017 - 22 Sep 2017
Location: Best Western Agate Beach Inn

Choose registration type

* Mandatory fields

- * Registration
- NON-MEMBERS**
Cost determined by registration selections. \$50 late fee after September 8.
 - OAMR/REGION IX MEMBERS**
Cost determined by registration selections. \$50 late fee after September 8.

CANCEL

BACK

NEXT

ATTENTION!

Please review your payment method above to ensure you correctly selected "Paying by Check " or "Paying by Credit Card"

2017 OAMR Annual Academy & Conference

 [Add to my calendar](#)

Event 2017 OAMR Annual Academy & Conference
20 Sep 2017 - 22 Sep 2017
Location: Best Western Agate Beach Inn

Registration type OAMR/REGION IX MEMBERS

Enter registration information

* Mandatory fields

First name	<input type="text" value="Melissa"/>
Last name	<input type="text" value="Thompson-Kiefer"/>
Organization	<input type="text" value="City of Nehalem"/>
Certification	<input type="text" value="CMC"/>
e-Mail	<input type="text" value="recorder@ci.nehalem.or.us"/>
Phone	<input type="text" value="503-368-5627"/>
Mailing Address	<input type="text" value="PO Box 143"/>
City	<input type="text" value="Nehalem"/>
State	<input type="text" value="OR"/>
Zip	<input type="text" value="97131"/>
FAX	<input type="text" value="503-368-4175"/>
* Job Title	<input type="text"/>
OAMR Region Number	<input type="text"/>

- * How are you paying for registration?
- Paying by check (no extra fee) \$0.00 (USD)
 - Paying by credit card (processing fee applies) \$15.00 (USD)

ANNUAL ACADEMY REGISTRATION

- Wednesday Academy,
September 20 (Includes
Lunch)
- OAMR/REGION IX Members \$150.00 (USD)
 - Non-Members \$175.00 (USD)

ANNUAL CONFERENCE REGISTRATION

- Conference Thursday,
September 21 - Friday,
September 22
- OAMR/Region IX Members \$300.00 (USD)
 - Additional Member from Same City \$250.00 (USD)
 - Non-Members \$325.00 (USD)

Please Indicate Banquet Meal
Choice

Please Indicate Any Dietary
Restrictions

ONE-DAY CONCURRENT SESSION REGISTRATION (If not attending the full conference.)

- Choose One
- Thursday (OAMR/Region IX Member) \$175.00 (USD)
 - Thursday (Non-Member) \$200.00 (USD)
 - Friday-Athenian Dialogue (OAMR/Region IX Member) \$175.00 (USD)
 - Friday-Athenian Dialogue (Non-Member) \$200.00 (USD)
 - Friday (OAMR Region IX Member) \$175.00 (USD)
 - Friday (Non-Member) \$200.00 (USD)

GUEST/RETIRED CLERK MEAL REGISTRATION (IF APPLICABLE)

Guest/Spouse/Retired Clerk
Name

Guest/Spouse/Retired Clerk
Meal Registration Thursday Lunch - Exhibitor Presentations \$18.00 (USD)
 Friday Breakfast - OAMR Annual Business Meeting \$18.00 (USD)
 Friday Lunch - Region IX Business Meeting \$18.00 (USD)
 Friday President's Reception/Banquet (Semi-Formal Attire) \$35.00 (USD)

Guest/Spouse/Retired Clerk
Banquet Meal Choice (if
applicable)

Please indicate Guest/Spouse
/Retired Clerk dietary
restrictions

KATHY ISHIARA MEMORIAL SCHOLARSHIP EVENT

Kathy Ishiara Event Kathy Walk (Thursday Evening) \$25.00 (USD)

DONATION TO THE SCHOLARSHIP/EDUCATION FUND (VOLUNTARY)

Select Voluntary Donation
Amount Ten Dollars \$10.00 (USD)
 Twenty Dollars \$20.00 (USD)
 Thirty Dollars \$30.00 (USD)

Amount

- Twenty Dollars \$20.00 (USD)
- Thirty Dollars \$30.00 (USD)
- Forty Dollars \$40.00 (USD)
- Fifty Dollars \$50.00 (USD)
- Sixty Dollars \$60.00 (USD)
- Seventy Dollars \$70.00 (USD)
- Eighty Dollars \$80.00 (USD)
- Ninety Dollars \$90.00 (USD)
- One Hundred Dollars \$100.00 (USD)

Is this your first OAMR Conference?

First timer? [Clear selection](#)

- Yes
- No

OAMR NAME TAG WITH LOGO (optional)

OAMR Member Name Tag Name Tag \$12.00 (USD)

Specify name if different from
above

BUSINESS MEETING PACKETS

Business meeting packet will
be distributed electronically.
Do you need a paper copy? [Clear selection](#)

- Yes
- No

Educational Session Selections: Thursday, September 21

9:45-11:30 AM Concurrent Sessions-Thurs.

[Clear selection](#)

- Welcome to OAMR-Session for New Members on OAMR, IIMC, etc.
- Emergency/Disaster Planning (same session avail Fri. at 3:00PM)
- Developing Council Orientation Sessions (same session avail Fri. at 3:00PM)

1:00 - 2:45 PM General Session-Thurs.

Public Records

3:00-4:45 PM General Session-Thurs.

Public Meetings

Educational Session Selections: Friday, September 22

9:45AM-5:30PM All Day Session-Fri.

Athenian Leadership Dialogue [We Band of Angels] \$25.00 (USD)

9:45 - 11:30 AM Concurrent Sessions-Fri.

[Clear selection](#)

- Social Media for Local Govts (same session avail at 1:00PM)
- Tourism Promotion (same session avail at 1:00PM)

1:00 - 2:45 PM Concurrent Sessions-Fri.

[Clear selection](#)

- Tourism Promotion (same session avail at 9:45AM)
- Social Media for Local Govts (same session avail at 9:45AM)

3:00 - 4:45 PM Concurrent Sessions-Fri.

[Clear selection](#)

- Emergency/Disaster Planning (same session avail Thurs at 9:45AM)
- Developing Council Orientation Sessions (same session avail Thurs. at 9:45AM)

CANCEL

BACK

NEXT

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OAMR BOARD REPORT

Meeting Date: **April 6, 2017 @ 3:15pm**
Source of Item: **1st Vice President - Conference Committee**

Contact: **Debbie Hamilton, CMC**
Contact Telephone Number: **541-459-2856 x207**
Contact E-Mail: **d.hamilton@ci.sutherlin.or.us**

STATEMENT

- The Conference Committee met via email regarding the menu choices for both Mid-Year and Conference. We also worked on the dinner choices for the Board dinner on April 6th.
- The Conference logo was approved by the Committee after a minor change. This is the first year we paid Matt, from the City of Albany, for his outstanding work. The Committee all agreed to pay Matt for his time and efforts. The logo turned out great!
- The Vendor/Sponsors Co-Chairs Kim Collins and Carol Weir have been busy getting letters out, and also have lined up the two speakers during lunch at Mid-year.
- Held discussions with Facilities Chair Susan Reeves, and Special Events Chair Tracy Davis.
- *Registration forms updated for 2017 Academy and Conference; for board for approval.
- The 2018 Conference - Second round re-bid and site visits for the 2018 Conference were wrapped up. The Board voted on the Holiday Inn at the Airport in Portland. The hotel decreased their rate quite a bit from the original bid and demonstrated their strong desire for OAMR to choose their hotel. The layout is good, there's an on premise restaurant, free Wi-Fi and free parking. I look forward to working with them. Bri, the Sales Manager, was the third one for us to work with through this process and was definitely the most accommodating and easiest to work with.
- Work for the Conference Committee has been fairly slow and quiet to this point, but after Mid-Year they can look forward to many more tasks and emails! My thanks to each member of our committee!

BACKGROUND

*Annual updates to the Academy & Conference Registration Form for 2017.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

Approve changes/make changes to 2017 Academy and Conference Registration form.

CHAIR OR DIRECTOR'S RECOMMENDATION

Once reviewed by Board I recommend review and make needed changes.

SUGGESTED MOTION

Motion to approve the 2017 Academy & Conference Registration Form.

ATTACHMENTS:

2017 Academy & Conference Registration Form