



Conference Committee Agenda
November 17, 2017, at 11:30 a.m. Springfield City Hall
Conference Phone # if unable to attend 541.726.3752

1. Welcome
 - a. Introductions
 - b. Committee Assignments (see attached list)
 - c. Committee Job Assignments Descriptions
2. Host Recorder Selection
 - a. City of Tigard- Carol Krager, CMC
3. 2018 Conference Theme Selection
 - a. Conference Theme Suggestions (attached)
 - b. Conference Logo
4. 2017 Conference Evaluations (attached)
 - a. Recommendations for improvements and lessons learned
5. Education Updates
 - a. Mid-Year Academy- Speaker TBD
 - b. Athenian Dialogues
 1. Mid-Year: Anthony Mejia/ "It Worked for Me" by Colin Powell
 2. Annual Conference: Mary Lynn Stratta/ "Shoot Like a Girl," by Mary Jennings Hegar
 - c. Annual Academy: Bethanne Kronick, from Simplify
 - d. Annual Conference: Sessions TBD
6. Special Events
 - a. Presidents Corner
 - b. Banquet
 - c. Honored Guest Dinner
 1. Site Selection @ Mid-Year
7. Other
8. Next Meeting
 - a. February 16-if needed
 - b. April 5- Time TBD, Holiday Inn at the Airport



Conference Committee – 2017/2018

Nicole Morris, Tualatin, Chair, 603.691.3011 (w), 541.961.2526 (c), nmorris@tualatin.gov

Carol Krager, Tigard, Host Recorder 503.718.2419, carolk@tigard-or.gov

Registration/Information:

Deanna Casey, Team Leader, 541.423.1026 deanna.casey@centralpoint.gov

Tori Barnett, Ontario

Stacie Cook, Mill City

Anna Ruggles, Forest Grove, Room Share

Carla Holzworth, Corvallis

Dawn Russ, Glendale

Facility

Susan Reeves, Scappoose

Aubrey Minear, Hillsboro

Debby Roth, Cornelius

Dawne Shaw, Warrenton

Sponsors/Vendors

Carol Weir, Rogue River, Team Leader

Kimberlyn Collins, Talent

Karen Spoons, Medford

Ronnie Smith, King City

Cathy Nelson, Waterloo

Marina Baker, Multnomah

Karen Howton, Island City

Speakers

Peggy Hawker, Newport, Team Leader, 541.574.0613, p.hawker@newportoregon.gov

Education Committee

Kitt Vodrup, Junction City

Debby Roth, Cornelius

Conference Material

Kailin Honea, Rogue River, Handbook/Portfolio Contents Team Leader, 541.582.4401,

khonea@cityofrogueriver.org

TBD, Conference Signs

Kathy Payne, St. Helens

Lisa Scholl, St. Helens

Kitt Vodrup, Junction City

Bonnie Pickett, Shady Cove

Melissa Thompson-Kiefer, Nehalem

Dawn Bennett, Canyonville

Hospitality/Transportation/Publicity

Karin Johnson, Independence, Publicity Team Leader, 503.837.1172

kjohnson@ci.independence.or.us

Ruth Post, Philomath, Hospitality Team Leader, 541.929.6148, ruth.post@ci.philomath.or.us

TBD, Transportation Team Leader

Melissa Huhtala, Ashland

Special Events/Entertainment

Carol Krager, Team Leader Honored Guests Dinner

Amy Sowa, Springfield, President's Reception Team Leader

Scott Stauffer, Milwaukie

Teri Davis, Brookings

Trudy Borrevik

Roberta Tharp

Diane Harris

Michele Eldridge, Harrisburg, Banquet Team Leader,

Colleen Riggs, Cannon Beach, Presidents Corner/Decorations

Phyllis Bolman, Monmouth, Presidents Corner/Decorations

Amy Aschenbrenner, Milwaukie, Decorations

Hannah Wells, Milwaukie, Decorations

Jamie Reed, Oregon City, Decorations

Karin Johnson, Independence, Entertainment

Jennifer Nelson, Carlton

Nancy Parker, Athena, Mentor/Mentee Breakfast Team Leader, 541.566.3862,

nancy@cityofathena.com

Carla Holzworth, Corvallis

Finance- Budget Meeting Members

Kimberlyn Collins, Talent, Team Leader, 541.535.1566, kcollins@cityoftalent.org

Nicole Morris, Tualatin

Kelli Weese, Florence

Debbie Hamilton, Sutherlin

Karin Johnson, Independence

Incoming 2nd VP

Michele Eldridge, Harrisburg

Members to be assigned:

Stephanie Borst, Vernonia

Devree Leymaster, Fairview

Michelle Fox, Athena

OREGON ASSOCIATION OF MUNICIPAL RECORDERS

CONFERENCE PLANNING MANUAL

Section 2

CONFERENCE COMMITTEE ASSIGNMENTS

- A. Conference Committee. The OAMR Conference Committee, chaired by the First Vice-President, is responsible for developing all aspects of the annual conference. The Second Vice President chairs the Special Projects/Fundraising Committee and works very closely with the Conference Committee.

Following the first Conference Committee meeting, usually held in conjunction with the winter board meeting, the Chair will schedule a site visit to tour the facility. All Conference Committee members should be invited to attend the tour; however, it is not required. The Chairs of the Facility, Vendors, Speakers, and Registration/Information subcommittees should be encouraged to attend the facility tour.

The Conference Committee Chair is responsible for providing updates to the OAMR Board regarding the conference status. A report will be filed or given at each Board meeting throughout the year. At the Spring Board meeting, the Chair will submit the conference agenda and all costs (including meals, give away items, conference bags, special event costs, etc.) associated with conference registration. The Board must approve the registration costs based on this information. A recommended Registration Form will also be provided. Upon approval, the Conference Committee Chair will provide the conference registration information and form to the OAMR Newsletter Committee and to the OAMR Internet Committee.

- B. Host Recorder- The Host Recorder will be the City Recorder from the conference site City or if that City Recorder is not an active member, the First Vice-President will appoint a Host Recorder from a neighboring City or the Region. The Host Recorder will assist the First Vice-President and Conference Subcommittees with various events such as the Opening Ceremony, Honored Guest Dinner, Special Events, and other local resources for the conference. The Host Recorder will also provide local area information for the conference bags. This information could include a map of the city, restaurant information, places of interest, or nearby retail outlets. The Host Recorder will be seated at the head table during opening ceremony to introduce the Mayor, or other dignitary giving the welcome address. The Host Recorder will also be invited to attend the Honored Guest Dinner for a brief welcome and provide general highlights of the host city.

- C. Subcommittees. Subcommittees of the Conference Committee and their related duties are outlined in this section. The Committee Chair (First Vice-President) is responsible for assigning subcommittee chairs and members to each subcommittee.

The subcommittees of the Conference Committee are: Registration and Information; Facility; Sponsors & Exhibitors; Speakers; Conference Materials; Hospitality, Transportation & Publicity; Special Events; and Finance.

1. Registration/Information Subcommittee

This subcommittee is responsible for setting up, organizing, and covering the registration table prior to and during the conference. The registration table will track conference attendees, distribute conference materials, and serve as the centralized information desk during the conference. Coverage of the registration table should include the OAMR Treasurer, or a designated member of the Finance Committee to help Registration collect monies for various items, such as late registration fees, purchasing additional meal or event tickets, and collection of raffle ticket monies, auction items, and store sale receipts.

The Registration area should, at a minimum, include two (2) skirted tables, four (4) chairs, a trashcan, and access (when possible) to a power outlet.

Specific Responsibilities and Duties Include:

- Prior to the conference, the Registration Chair, or designee, shall work with the OAMR Treasurer and Conference Committee Chair to:
 - prepare the Registration Form for the Annual Conference. (Sample in Ex. 17). The form, both hard-copy and online versions, must include the following:
 - Name, Title, CMC/MMC, Municipality, Address, Email, Phone;
 - Attending:
 - Academy
 - Full Conference or one-day registration
 - Athenian
 - Cancer Walk
 - Guest Registration: name, meals/events attending
 - Other donations
 - Banquet meal choice and any dietary restrictions
 - If this is first Conference
 - If a new member
 - prepare a modified Registration Form for Sponsors/Exhibitors:
 - Name, address of business
 - If Sponsor, Exhibitor or both
 - Full name and title of conference attendee(s), with contact phone & email
 - Meals attending, including banquet
 - obtain a listing of attendees, and prepare the conference name badges, including the purchase of lanyards and/or ribbons if the supply is low, and meal tickets.

During set up for the Annual Conference, the Registration Subcommittee shall set up tables in a centralized location, designated by the Conference Committee and determined at the mid-year facility walk-through. Set up will include the assembly of the name badges, including attaching ribbons on the badges (i.e. board member, special guest, speaker, etc.) inserting the specified meal ticket, attaching or including the "First Timers" designation as provided by the Membership Committee, and assembly of Conference bags.

The registration table will include collection boxes for vendor door prize sheets, Plan Your Next Conference forms, and Conference Evaluation forms. Extra copies of the Business Meeting Packet, the Lost & Found bin, and forms for signing up for next year's Committees, shall be located in the Registration area.

Once the conference bags are assembled, they shall be placed behind the registration table, along with any special bags/gifts (if given) for the first time conference attendees.

Registration shall be responsible for distributing the conference bags and for tracking attendees.

All Registration supplies must be inventoried at the conclusion of the conference, and copies of the inventory provided to the President and Secretary. The President shall select the Chair of Registration for the next conference, and assign the task of reordering necessary items, transportation and storage of Registration supplies.

The Registration area should also be the location for the collection of items donated to whichever community project is selected. This area should be separate from the Registration tables, but should include two (2) additional skirted tables, with information regarding the project placed on display, and some type of collection bins/boxes/tubs for receipt of items. The community project should be coordinated with and/or through the President, to include set-up, supplies, pick-up, and the invitation to lunch for the specific project recipient manager or their designee.

2. Facility Subcommittee

This subcommittee is chaired by the First Vice-President, who works with the Host Recorder, and is responsible for coordination of the facility during the annual conference. They will serve as the official contact between OAMR and the Facility Manager during the conference. The subcommittee will meet with the conference Facility Manager well in advance of the annual conference for a tour of the facility, overview of the contract arrangements, parking situation, room block dates and rates, meal selections, and discussion of the room assignments and configuration for sessions, meals, banquets, and other space necessary for the conference. Audio/video needs shall be addressed in conjunction with the Speaker subcommittee (Section 8).

Specific Responsibilities and Duties Include:

The subcommittee will determine and disperse information to the conference subcommittees regarding the location and room configuration for educational sessions, meals, registration,

vendors, store merchandise, photographs, and any other displays needed for the annual conference.

The subcommittee selects the menu for each meal during the conference as well as refreshment breaks, based on conference budget allocations. As set forth in the Conference Facility Agreement, the subcommittee will provide meal counts to the Facility Manager, by a date determined by the Manager. Whenever a room configuration includes the use of a head table, request that it be placed upon risers, and those seated at the head table be served their meal first. When room permits, the Banquet shall include the head table on risers, with tables below, facing out, for the Region Directors (and guest, when applicable.) They shall be served their meals subsequent to the head table.

With information obtained from the Speaker subcommittee, arrangements will be made with the Facility Manager for all audio-visual needs, which shall include microphones for all sessions. Water will also be placed on tables for each of the session speakers and attendees.

The subcommittee shall have all display, vendor, and registration tables skirted for the conference.

3. Sponsors and Exhibitors Subcommittee

This subcommittee is responsible for securing exhibitors and soliciting businesses to help sponsor portions of the OAMR conference. Sponsor money is important to help defray costs associated with such events as the Meet and Greet, President's Reception, and Pre-Banquet Social Hour. The projected revenue from exhibitors and sponsors is included in the annual budget and sets out the goal level of exhibitors and sponsorship needed.

Specific Responsibilities and Duties Include:

The subcommittee will create/update a list of past, current and potential businesses and individuals who have sponsored/supported OAMR in the past. Contact should be made with the Host Recorder for business names and addresses in the local community that currently or previously worked with their municipality for potential exhibitors and sponsorships. An article should be placed in the OAMR newsletter and on the OAMR listserv asking the membership for suggestions for new exhibitors and/or sponsor contacts. Initial contact should be made with all potential exhibitors and sponsors no later than February. An example letter is included in Exhibit #22. Personal contact and follow up is encouraged. A letter of thanks should be sent to confirmed sponsors and a confirmation letter should be sent to registered exhibitors which outlines any additional conference information including: exhibitor meal policy, hotel information and conference schedule.

The subcommittee should tour the conference facility as early as possible to determine the amount of space available for exhibitors. Discuss with the conference facility manager the electrical, internet, table sizes, and other potential needs for the exhibitors.

The subcommittee will provide a list of secured sponsors and exhibitors to the Conference Materials subcommittee for inclusion in the conference handbook, as well as to the President for verbal recognition during the conference. In addition, the list of the sponsors and exhibitors is to be provided to the Internet Committee for posting on the OAMR website.

CONFERENCE:

Exhibitors: During pre-conference set up, the subcommittee will assign tables to each of the exhibitors. The table should be set up in a location that accommodates their electrical or internet needs. A conference handbook along with the exhibitor name badges will be placed on each table. An exhibitor door prize sheet will be created and included in the conference information/bags. The exhibitor door prize should be secured from an exhibitor.

The subcommittee will produce a table tent sign for each of the conference vendors for the vendor lunch. Each vendor will be introduced at the lunch and given a brief opportunity for an overview of their product or services.

Sponsors: A sign denoting sponsorship shall be posted at each event/break which has been funded by assistance of a sponsor. The sign shall state who the sponsor is and the level of sponsorship provided.

Following the conference, the subcommittee will provide a list of sponsors and exhibitors to the President, who will send thank you letters to each of the sponsors and exhibitors, along with information on the location and dates for the next annual conference.

5. Speakers Subcommittee

This subcommittee consists of the OAMR Education Committee and any additional members to provide speakers for the opening session and educational sessions during the conference. (The annual Academy Session will be coordinated by the OAMR Education Committee.) The OAMR Education Chair or his/her designee, shall be the Chair of the Speaker Subcommittee.

Specific Responsibilities and Duties Include:

Opening Session

The subcommittee will work with the Host Recorder and appropriate Region Director to secure opening session speakers. The opening session will include an invocation, presentation of the flags, singing of the national anthem, the pledge of allegiance, a welcome by the host city, and an optional keynote speaker or entertainment. If the keynote speaker will also be teaching an educational session, then the Speakers Subcommittee will coordinate this speaker. Each of these presentations should be made by local groups or dignitaries and of no cost to OAMR. It is optional to provide a small token gift to each and/or a complimentary breakfast, if served, to each. The Hospitality Subcommittee shall be advised of the number of gifts needed so purchases can be made.

The head table for the opening ceremony should accommodate the opening ceremony participants including the Host Recorder as well the OAMR President, First Vice President, and Second Vice President. Seats at the front of the room should be reserved for the remaining OAMR Board members and the Honored Guests. The Conference Materials Subcommittee shall be advised of all speakers including: name, title and when speaking so that name placards can be made.

If a keynote speaker is desired, it should be coordinated with the Conference Chair to ensure there is enough time scheduled. If a fee is paid for a keynote speaker, it should be included and approved in the overall conference costs.

Educational Sessions

The subcommittee will review the prior year "Help Plan Your Conference" evaluation form to determine the interests and topics for the educational sessions. Based upon the space available at the conference facility, general and concurrent session topics should be selected and speakers of expertise sought. The subcommittee should monitor the conference budget for speaker expense allocation and is encouraged to seek instructors who will not charge a speaking fee or use panels of experienced City Recorders when appropriate. Speaker expense guidelines are outlined in OAMR Finance Policy 2.5.

The subcommittee is responsible for securing names and requirements of all speakers. When speakers have been secured, the subcommittee will send an email confirming the date, time, and topic of the session, obtain biographies of each speaker, secure session materials, and audio visual needs. Audio visual needs will be relayed to the facility subcommittee.

The subcommittee will prepare and display conference session signs near the entrance to each room. If the speaker will not provide copies of their materials for the session, the subcommittee should arrange for copies to be made. The subcommittee shall prepare a certificate of appreciation for each of the speakers, which will be signed by the Education Committee Chair and the OAMR President. A small gift will be provided for each speaker. Coordinate gift purchase with hospitality subcommittee.

The subcommittee shall prepare folders for each speaker which includes; speaker certificates of appreciation, bios for introduction, hand out materials (if not provided by the speaker) and any miscellaneous items pertinent to the specific speaker. The Hospitality Subcommittee will provide a gift for each speaker.

The subcommittee shall arrange for a convener for each session. Conveners will be given the speaker folder outlined above. The convener shall greet the speaker upon arrival, direct the speaker to the location of the session, and assure all audio visual needs are in place and working. At the designated time, the convener will begin the introduction and provide any additional assistance needed by the speaker.

Upon conclusion of the conference, the subcommittee:

- will provide a list of non-education session speakers to the President who will send a thank you letter to the speaker. A sample letter is included in Exhibit #20.
- shall produce OAMR Conference Attendance certificates; the OAMR Treasurer will forward a list of the conference attendees after conclusion of the conference to the subcommittee chair.

6. Conference Materials Subcommittee

This subcommittee shall be responsible for the production of the conference handbook, conference forms, name tents, and certificates.

Conference Handbook

The conference handbook will include:

- a welcome message from the OAMR President;
- a detailed conference agenda;
- conference information;
- OAMR Executive Board;
- Honored Guests;
- Past OAMR Presidents;
- OAMR Conference Committee list;
- Sponsor list;
- Exhibitor list;
- New IIMC Certifications (CMC-MMC);
- OAMR Special Recognition (past year Recorder of the Year and President Award winners);
- OAMR Mission and Goals;
- OAMR scholarship program awardees;
- Information about the local non-profit outreach project; and
- a map of the facility.

A separate agenda program may be prepared for the conference opening session.

Conference Forms

The subcommittee shall produce the Conference Evaluation form, Plan Your Next Conference form, and the OAMR Committee signup sheets.

Certificates

The subcommittee shall produce certificates for all OAMR committee members and any other certificates requested by the OAMR President.

Name Tents

The subcommittee shall produce all name tents for the opening ceremony, lunch head table, business meeting, and banquet.

For the opening ceremony, name tents shall be prepared for all participants, including local officials; the Keynote Speaker; the Host Recorder, the OAMR President, 1st Vice-President, and the 2nd Vice President.

For the lunch head table, name tents shall be made for the OAMR President, 1st Vice-President, and 2nd Vice President and any other participants in that lunch agenda.

For the business meeting, table tents will be displayed on each table for each of the seven regions (some regions may require 2-3 tables & signs depending on the size of the region), the OAMR Executive Board members, and Special Guests.

For the banquet, name tents shall be produced for the incoming OAMR Executive Board members (a separate table tent if Region Directors are not sitting at the head table), Honored Guests, OAMR Past Presidents, and Reserved signs for the award recipient tables.

7. Hospitality/Transportation/Publicity Subcommittee

This subcommittee is responsible for coordinating any requests for sharing of hotel rooms for conference attendees, publicity for the annual conference, purchase of gifts for conference participants, and assisting the OAMR President with hospitality and transportation needs for the out of state/honored guests.

Specific Responsibilities and Duties Include:

The subcommittee will provide an article for the OAMR newsletter offering assistance in coordinating room share. When assistance is requested, the subcommittee will match potential roommates.

The subcommittee will provide conference information for the IIMC newsletter/website, the League of Oregon Cities newsletter/website, and the OAMR website.

If the OAMR President determines a gift will be provided to the honored guests, this subcommittee will provide assistance. The gifts will be assembled, wrapped and delivered to the hotel desk to be placed in each of the guest rooms prior to their arrival. A welcome note from the President, including an itinerary of conference events, should be included with the gift. In addition, the subcommittee will purchase gifts for the honored guest dinner, opening session participants, Host Recorder, speakers, business meeting parliamentarian, banquet installing officer, and any other gifts requested by the OAMR President. Refer to the OAMR Expense Policy for gift guidelines.

The subcommittee will coordinate transportation to and from the conference site for the honored guests. Transportation may be provided by a hotel shuttle or OAMR members. Information regarding travel itineraries can be obtained from the OAMR President.

8. Special Events Subcommittee

This subcommittee is responsible for planning and decorating for all special events, including the President's Reception (coordinated by the First Vice President), pre-banquet social hour, Honored Guest dinner, and the OAMR Banquet.

Specific Responsibilities and Duties Include:

Honored Guest Dinner

With assistance from the President and Host Recorder, the subcommittee will select a local restaurant or venue to host the dinner. This event will include the honored guests, OAMR Board, and the Host Recorder (approximately 20-25 people). After the facility is selected, choose a menu item with two or three selections. If decorations are needed and allowed by the facility, they should be oriented toward the conference theme. If a small gift or token from the conference city is given, it shall be wrapped, and placed at each place setting.

Provide the OAMR President with location and menu information at least 6 weeks prior to the conference. Coordinate transportation with the conference facility or arrange for carpooling.

President's Reception

This event should be coordinated with the First-Vice President, who serves as the host for this event. Determine the location for this event - at the conference facility or another local venue. Work with the facility manager on catering options for dinner. The cost of this event can be charged separately on the registration form or funds may be allocated in the OAMR budget for this event. Arrange for transportation if the event is held away from the conference site. After checking with the facility on decoration guidelines, decorate the facility for the event. Purchase a guest book and corsage for the OAMR President. Provide information on the event to the Conference Materials Subcommittee. Arrange with the OAMR Newsletter committee to take pictures at the event. At the conclusion of the event, clean up the facility.

Conference Banquet

Coordinate the set up of the room with the First Vice-President and facility manager. This will include the placement of the head table for the OAMR Board, a no-host bar area, silent auction tables, raffle basket tables, and photo area. The OAMR First Vice-President will select the banquet meal when other conference meals are chosen. Decorations should be oriented towards the conference theme or a theme chosen by the President. Decorations such as center pieces can be used as door prizes or used as a silent auction item.

Provide corsages for the incoming and outgoing board, current president, Host Recorder, Installing Officer and honored guests in attendance at the conference. Invite a local pastor or OAMR member to open the banquet with an invocation or few words of inspiration. Banquet seating at the head table is outlined in exhibit 11. If a two-tiered head table is not available a table near the front of the room should be reserved for Region Directors. Provide names of incoming board members and their guests to the Conference Materials subcommittee for preparation of name tents. Reserved signs should be placed on tables for the guests of the award winners, past presidents, and honored guests. A banquet program is prepared and placed at each place setting.

The information for the program is coordinated with the President. A sample program can be seen in exhibit #01. The incoming President shall select the installing officer. The installing officer should be seated near the head table. A small gift for the installing officer may be given by the Incoming President. The oath of office forms are prepared by the Nominating Committee. A pre-banquet social hour is traditional, along with a no-host bar. During this time, the Special Projects/Fundraising Committee will hold a silent auction.

9. Finance Subcommittee

This subcommittee will be chaired by the OAMR Treasurer and will be responsible for all incoming and outgoing monies associated with the conference. The subcommittee will coordinate with other conference subcommittees regarding the distribution of registration information, track revenue for the Fundraising/Special Projects Committee, and payment of invoices for conference-related expenses.

Specific Responsibilities and Duties:

When conference registrations are submitted, the subcommittee will provide a copy to the Conference Chair, Registration/Information Chair, Education Chair, and Fundraising/Special Projects Committee Chair. If a registration includes an order for a permanent name badge, the information is to be sent to the Membership Committee Chair for placing of the order.

During conference set up, arrange for an area at the registration table to collect late registration fees, purchase of additional meal or event tickets, and collect monies from the sale of raffle tickets, silent auction, and store items.

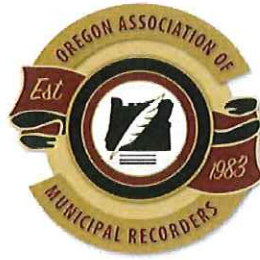
Review and pay all conference invoices.

Prepare a list of conference attendees for placement in the digital conference packet and the conference information board.

Forward list of confirmed conference attendees to Conference Materials subcommittee chair.

Theme Ideas

A World of Opportunities
A Whole New World
A Celebration of Success
Anything is Possible
Back to the Future
Back On Top
Becoming Agents of Change
Better and Consistent
Beyond All Limits
Breakthrough To Excellence
Breaking Barriers
Breaking Down Barriers
Breakthrough Performance
Building on the Best
Building for the Future
Commitment to Excellence
Creating Customer Connections
Creating Connections-Building Bridges...Together
Charting the Course
Discovering Natural Treasures
Dedicated To Your Success
Develop the Possibilities
Discover the Difference
Don't Stop Believing
Evolving With Our Business
Everything Counts
Expect the Best
Exceeding the Vision
Explore the Possibilities
Exploring the Possibilities
Facing the Future - Together
Facing Forward
Facing the Challenges
Focus on Success
Focus on the Future
Getting It Done
Getting You Prepared for 200__
Got Momentum
Growing Your Business
Great Expectations
Higher, Faster, Stronger
It Starts with Us
Igniting Team Spirit
Ingenuity @ Work
Innovate, Integrate, Motivate
Innovation Integration
Journey To the Top
Leadership Next: Defying Gravity
Leadership: Share the Vision
Leadership: Precision & Performance
Leadership Challenge
Leading the Way
Leadership: Sharing the Vision
Meeting the Challenge
Making a Difference
Make Every Connection Matter!
Millennium: Honoring the Past, Treasuring the Present, Shaping the Future
Navigating the Future
Next Generation Leadership
People, Process & Performance
Peak Performance
Partners in Excellence
People, Purpose & Passion: The Pathway to Success
Partners in Progress
Pride and Performance
Portraits of Success
Power of the Past – Force of the Future
Peak Performance
Power Up!
Quality Connections Ready, Set, Grow
Right time - Right now
Sharing Solutions
Share the Vision
Shaping the Future
Success Oriented
Shoot for the Stars
Strategies for Success
Service You Can Trust
Together Towards Tomorrow
The Challenge of Change
The Power of You
The _____ Experience
The Pride and the Promise
The Power of Performance
The Future is Today
The Measure of Tomorrow
Taking Charge of Change
Today's Vision: Tomorrow's Reality
Think Big
Take Action
Understanding What's Important
We Create Opportunity
We've Got the Power
Winning Together
Working Together Wins
Yes We Can
Your Most Important Asset – People



HELP PLAN YOUR NEXT OAMR CONFERENCE

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

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

Other suggestions:

OTHER SUGGESTIONS:

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

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

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

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

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

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

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

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

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

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

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

Other comments or input for upcoming conferences?

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

2017 OAMR CONFERENCE EVALUATION FORM
Best Western Agate Beach Inn – Newport, Oregon

Please rate on a scale of 1 (lowest) to 5 (highest).

PROGRAM	VALUE OF TOPIC FOR ME	STYLE OF PRESENTATION	OVERALL RATING
Thursday, 9/21, 9:45am Concurrent Session: Welcome to OAMR! Dale Shafer, Tracy Davis, Sheri Pierce, Joann Tilton	1- 2- 3- 4-II 5-II	1- 2- 3- 4-II 5-II	1- 2- 3- 4-II 5-II
Thursday, 9/21, 9:45am Concurrent Session: Emergency/Disaster Planning Rob Murphy, Laura Swanson, Spencer Nebel	1- 2-III 3-I 4- 5-I	1- 2-III 3-II 4- 5-I	1- 2-III 3-I 4- 5-I
Thursday, 9/21, 9:45am Concurrent Session: Helping People Who Don't Look Like You Have Successful Local Government Careers Kirsten Wyatt, Katie Babits	1- 2-I 3-II 4-I 5-I	1- 2-I 3- 4-I 5-III	1- 2-I 3- 4-II 5-II
Thursday, 9/21, 1pm General Session: Public Records Oregon State Archives Staff and OAMR RMC Members	1- 2- 3- 4-III 5-	1- 2- 3-II 4-III 5-	1- 2- 3- 4-III 5-
Thursday, 9/21, 3pm General Session: Public Meetings Chad Jacobs	1- 2- 3- 4-III 5-	1- 2- 3-II 4-I 5-	1- 2- 3- 4-II 5-

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

Which session did you find most useful and why?

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

Which session did you find least useful and why?

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

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

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

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

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

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

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

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

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

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

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

Any further comments or input for upcoming conferences?

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

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

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