



2016-17 CONFERENCE COMMITTEE MEETING AGENDA

**NOVEMBER 18, 2016
11AM – 12:15 PM**

1. 2016-17 Conference Committee roster (Attachment A)
2. Subcommittee assignments and matrix (Attachment B)
3. 2017 Conference theme (Attachment C)
 - a. Possible themes

| | |
|---|----------------------------|
| Diving into Opportunities | Breakthrough to Excellence |
| Power of the Past – Force of the Future | Breaking Barriers |
| Leading the Way in an Ocean of Change | Breaking Out of Your Shell |
| Oceans of Opportunity | Charting the Course |
| Riding the Waves of Change | Lighting the Future |
| OAMR - Innovate – Integrate – Motivate | Navigating the Future |
| Other ideas? | |
 - b. Conference logo
4. 2016 Conference evaluations - summary (Attachment D)
5. Proposed education sessions - Peggy
 - a. General vs. concurrent sessions
 - b. Concurrent sessions geared towards experience levels
6. Review draft conference schedule (Attachment E)
 - a. Breakfast daily?
7. Set vendor fees
 - a. 2017 -- \$375. for 1 person Additional Exhibitors \$100 per person (2016)
 - b. Silver Level Sponsor Exhibitor Fee: \$187.50 for one person
 - c. Gold or Diamond Level Sponsor Exhibitor Fee: Complimentary for 1 person
8. Dinner tasting and mini site tour - April 6th, 2017 at Agate Beach Inn
 - a. Save the date reminder (Attachment F)
9. Other
10. Future meetings
 - a. Friday, February 17, 2017, Location TBA
 - b. Thursday, April 6, 2017, Agate Beach Inn - Newport

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

| <i>Subcommittee Interest</i> | <i>Name</i> | <i>CMC/ MMC</i> | <i>City</i> | <i>Prior service on Committee</i> |
|-------------------------------------|-----------------------------|------------------------|---------------------|--|
| Speakers | Peggy Hawker | MMC | Newport | Yes |
| Banquet Chair | Tracy Davis | MMC | Keizer | Yes |
| President Reception Facilities | Scott Stauffer | | Milwaukie | Yes |
| | Carol Weir | MMC | Rogue River | Yes |
| | Phyllis Bolman | MMC | Monmouth | Yes |
| Decorations | Lilly Alarcon-Strong | | Hermiston | Yes |
| | Anna Ruggles | MMC | Forest Grove | Yes |
| | Marla Roberts | | Nyssa | |
| | | | | |
| | | | | |
| | | | | |

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. In addition, the Second Vice President, chairing the Special Projects/Fundraising Committee 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. The Conference Committee Chair will also provide the conference registration information 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; Vendors; Speakers; Conference Materials; Hospitality, Transportation and 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 record conference attendees, distribute conference materials, and serve as the centralized information desk during the conference. Coverage of the registration table should be coordinated with a member of the Finance and Special Projects/Fundraising Committee to 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.

Specific Responsibilities and Duties Include:

Prior to the conference, the Registration subcommittee shall prepare the conference name badges, including the purchase of lanyards if the supply is low, meal tickets, and a certificate of conference attendance. Information for these items will be obtained from the Finance Subcommittee.

During set up for the annual conference, the Registration Subcommittee shall set up their table in a centralized location. Set up will include the assembly of the name badges, including placing the designation of ribbons on the badges (i.e. board member, special guest, speaker, etc.) and inserting the specified meal ticket. The registration table will include collection boxes for the vendor door prize sheet, plan your next conference form, and conference evaluation form. Once the conference bags are assembled, they shall be placed near the registration table, along with any special bags/gifts (if given) for the first time conference attendees. Conference attendance certificates will be signed by the OAMR President and OAMR Education Committee Chair and distributed to the attendees on the last day of the conference.

2. Facility Subcommittee

This subcommittee is often assigned to the First Vice-President and 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, and discussion of the room assignments for sessions, meals, banquets, and other space necessary for the conference.

Specific Responsibilities and Duties Include:

The subcommittee will determine and disperse information to the conference subcommittees regarding the location and room set up for educational sessions, meals, registration, vendors, store merchandise, photographs, and any other displays needed for the annual conference.

The subcommittee decides 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. Whenever a room configuration includes the use of a head table, request those seated at the head table be served their meal first.

With information obtained from the Speaker subcommittee, arrangements will be made with the facility manager for all audio-visual needs, which include microphones for all sessions. Water should also be made available for each of the session speakers and attendees.

The subcommittee will make arrangements to have all display, vendor, and registration tables skirted for the conference.

3. Sponsors Subcommittee

This subcommittee is responsible for 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, All Conference Event-President's Reception, and Pre-Banquet Social Hour. The projected revenue from sponsors is included in the annual budget and sets out the goal level of sponsorship needed.

Specific Responsibilities and Duties Include:

The subcommittee will create/update a list of businesses and individuals who have 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 sponsorships. An article should be placed in the OAMR newsletter and on the OAMR list serve asking the membership for suggestions for new sponsor contacts. Letters should be sent to all potential sponsors no later than June 1st. An example letter is included in Exhibit #22. Personal contact and follow up is encouraged.

The subcommittee will provide a list of secured sponsors 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 sponsors should be provided to the Internet Committee for posting on the OAMR website.

At the annual conference, the subcommittee will prepare and display signs recognizing the sponsors. Following the conference, provide a list to the President who will send thank you letters to each of the sponsors.

4. Vendor Subcommittee

This subcommittee is responsible for securing vendors for the annual conference, assisting the vendors during the conference, and introducing the vendors during the vendor lunch. The projected revenue from vendors is included in the annual budget, and sets out goal level of vendors needed for the conference.

Specific Responsibilities and Duties Include:

The subcommittee shall update the list of vendors from past conference and solicit new ideas for business vendors. The subcommittee should tour the conference facility as early as possible to determine the amount of space available for vendors. Discuss with the conference facility manager the electrical, internet, table sizes, and other potential needs for the vendors.

The subcommittee shall send letters to all potential vendors by May 1st. The letter will include a list of benefits of being an OAMR vendor, along with the vendor meal policy, hotel information, and a conference schedule. Once vendors are registered, a confirmation letter with any additional conference information should be sent.

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

The subcommittee will provide a list of vendors to the Conference Materials subcommittee for inclusion in the conference handbook, a list to the Internet Committee for posting on the OAMR website, and a list to the OAMR President to verbally recognize the vendors during the conference.

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.

Following the conference, the subcommittee will provide a list to the President, who will send a thank you letter to the vendor, along with information on the location and dates for the next annual conference.

5. Speakers Subcommittee

This subcommittee works in conjunction with the OAMR Education Committee 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.)

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 key note speaker or entertainment. 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. Coordinate with hospitality subcommittee to purchase gifts.

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.

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 Expense Policy.

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 arrange for a convener for each session. Conveners will be given a folder which will include the speaker's name badge, certificate of appreciation, thank you gift, bio for introduction, noted audio visual needs, and handout materials (if not provided by the speaker). The convener shall greet the speaker upon arrival, direct 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 to the President who will send a thank you letter to the speaker. A sample letter is included in exhibit #20.

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, Vendor list, New IIMC Certifications (CMC-MMC), OAMR Special Recognition (past year Recorder of the Year and President Award winners), the OAMR Mission and Goals, scholarship program, conference information, and a map of the facility. A separate agenda program may be prepared for the conference opening session. Prepare a portfolio as outlined in Chapter 6.

Conference Forms

The subcommittee shall produce the conference evaluation form, plan your next conference form, and the 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, Host Recorder, and the OAMR President, 1st Vice-President, and 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 tables may require 2-3 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 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 planning and decorating for all special events, including the President's Reception-All Conference Event (coordinated by the First Vice-President), and the OAMR Banquet.

Specific Responsibilities and Duties Include:

Honored Guest Dinner

With assistance from the 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/All Conference Event

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. If desired, schedule entertainment for the event. Local bands, DJ, drama clubs, comedy acts, high school groups, etc. 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 board, current president, 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 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 Subcommittee, Education Chair, and Fundraising/Special Projects Committee Chair. If a registration includes an order for a permanent name badge, the order should be placed.

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 conference portfolio.

Theme Ideas

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

2016 OAMR CONFERENCE EVALUATION FORM

Ashland Hills Hotel & Suites – Ashland, Oregon

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

| PROGRAM | VALUE OF TOPIC FOR ME | STYLE OF PRESENTATION | OVERALL RATING |
|---|--|--|---|
| Thursday, 9/22, 9:45am Concurrent Session: Welcome to OAMR – Primer for New Members Michele Eldridge, Tracy Davis, Sheri Pierce, Joann Tilton | 5-III 4-I Valuable info for me as a new member | 5-III Appreciated the informal format, easy to ask questions and nice to have extra time to do so. | 5-III 4-I |
| Thursday, 9/22, 9:45am Concurrent Session: Records Management with the State Archivist Mary Beth Herkert | 5-III II 4-III | 5-III 4-III 3-II | 5-III 4-III Geared towards using their product so slightly biased but informative |
| Thursday, 9/22, 9:45am Concurrent Session: Diversity and Community Outreach Shawn Irvine | 4-I 3-II | 4-1 3-III | 4-I 3-II |
| Thursday, 9/22, 1pm General Session: Dealing with Difficult People Dr. Rick Kirschner | 5-III III 4-I 3-III Good info, engaging speaker. Wanted to purchase his book. | 5-III III I 3-I Engaging presentation | 5-III III I 3-I He tried hard but didn't impress me. |
| Thursday, 9/22, 3:15pm Concurrent Session: Records Management with the State Archivist Mary Beth Herkert | 5-III Great info! | 5-II 4-I Would have like a printout of her presentation for note taking in class. Downloaded it later. | 5-III Very valuable class |
| Thursday, 9/22, 3:15pm Concurrent Session: Public Art/Percent for the Arts Programs/City Arts Committees Heidi Henry, Catherine Rickbone | 4-II 2-1 | 4-II 3-I | 4-II 2-I |
| Thursday, 9/22, 3:15pm Concurrent Session: Diversity and Community Outreach Shawn Irvine | 5-II 4-I 3-I | 5-I 4-II 3-I | 5-1 4-I 3-I There are other issues besides Hispanic. |

| PROGRAM | VALUE OF TOPIC FOR ME | STYLE OF PRESENTATION | OVERALL RATING |
|--|--|---|---|
| Friday, 9/23, 9:45am Concurrent Session: Athenian Leadership Dialogue Kathie Novak | 5-II 4-II | 5-III | 5-III Would like something besides "women's" achievements. |
| Friday, 9/23, 9:45am Concurrent Session: Public Art/Percent for the Arts Programs/City Arts Committees Heidi Henry, Catherine Rickbone | | | |
| Friday, 9/23, 9:45am Concurrent Session: Public Meetings Ashley Driscoll, Heather Martin | 5-III I 4-II Very informative | 5-III 4-I 3-II Needed copy of presentation during class for notes. | 5-III 4-I 3-II Glad I took this class |
| Friday, 9/23, 1pm Concurrent Session: Reducing Risks through Effective Safety Committees & Employee Emergency Response Teams Sharlene Stephens | 5-III 4-I 3-1 | 5-I 4-III 2-1 | 5-II 4-II 2-1 |
| Friday, 9/23, 1pm Concurrent Session: Public Meetings Ashley Driscoll, Heather Martin | | | |
| Friday, 9/23, 3pm Concurrent Session: Reducing Risks through Effective Safety Committees & Employee Emergency Response Teams Sharlene Stephens | 5-I Very knowledgeable & received good info. A list of recommended emergency items would have been helpful. Took pic and jotted things down | 5-I | 5-I Brought up a lot of valuable points in this class. |
| Friday, 9/23, 3pm Concurrent Session: Drafting Evaluations – From Start to Finish – The Good; Bad; and The Ugly Mike Snyder | 5-I 4-II 3-I | 5-II 4-II | 5-II 4-II |

CONFERENCE EVALUATION 2016

Which session did you find most useful and why?

- Records Mgt, so much to learn, not enough time. Class was fantastic; agree we would have loved an all-day class on this subject.
- Dealing with Difficult People, we do this all the time. Gaining a different perspective about other and self makes this an easier area to deal with. Our ability to deal with people effectively makes us what we are in the workplace.
- Drafting Evaluations - Have not been a part of it my workplace, useful knowledge.
- Public Meetings-spoke on issues facing many cities.
- Dealing with Difficult People- excellent speaker, great story teller and gave great tips.
- Records Mgt.
- Athenian Leadership Dialogue-It made me think about things I sometimes do sabotage myself. Kathie Novak does a great job as facilitator.
- Records Management with State Archivist. Mary Beth always does a great job presenting information in a way that is helpful and pertinent. Records management is such a huge undertaking the updates and helpful tips are always welcome.
- Totally enjoyed the dialogue in the Athenian session. The book, "Lean In", was such a good book for me to read. It really reinforced my desire to "take a seat at the table". As a woman, I need to be and feel confident in my knowledge and contribution to a discussion.

Which session did you find least useful and why?

- Art. Didn't feel there was a lot of good information.
- Evaluations- mainly because I don't do them, but it was insightful.
- Community Outreach - helpful but didn't pertain to our city. I took away something from each session.
- Evaluations - Least helpful to my position was Drafting Evaluations only because I'm not a supervisor. I still benefited from attending.
- Everything was useful because I'm just beginning the education for City Recorder.
- Dealing with Difficult People
- Diversity & Community Outreach – My community doesn't have a highly diverse population, but I felt it was important for someone to attend this session. 90% of the conference attendees were at the State Archiving session. It should have just been a general session.
- Diversity & Community Outreach and I only say that because my job does not deal specifically with that issue. That being said, I think it was helpful in getting me to think about reaching out to all of our community members, and how we can make everyone feel welcome at City Hall.
- Diversity & Community Outreach session was least useful for me because I live in a small, predominately Caucasian community. The class was good and useful if we had more diversity in our community.

Did you prefer General Sessions or most Concurrent Sessions & why?

- No preference. x2
- General - with higher level speakers such as Dr. Rick. The large groups provide more diversity and better questions/comments by attendees.
- Concurrent sessions, they host good selections for all to learn.
- Concurrent-they allow for more one on one interaction and communication.
- Concurrent - more opportunity to pick and choose. Smaller classes & more discussion.
- Concurrent - smaller groups more able to ask questions.
- I like both, every clerk is at various needs of training. This addresses where you are at.
- General, but please with tables
- I prefer quality sessions over quantity. I'd rather have 3 general sessions that have information I need and my employer wants me to get than to have 9 concurrent sessions just for the sake of having them. We do a disservice to our presenters when there are only 5 people sitting in their session.
- A mix of both. I like general sessions because they are generally longer and can get a little more in depth on a subject. I like concurrent because it offers more choices.
- Found so much value in each class. Since I'm a newbie hard to decide.
- Enjoyed both
-

Do you like the length of the classes this conference, if not what would you prefer?

- Thought they were fine.
- I would have liked to have an all-day session on records management.
- Okay.
- Just the right amount of time.
- Yes
- Yes, liked shorter classes this year.
- Yes they were fine x2
- Yes, good length x2
- Good, some didn't give a break so that would be nice, even if only for 10 mins. Snack like popcorn, cookies, veggies would be nice too
- Yes, they seem to be just right
- Good length
-

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

- 5 star rating, the facility was great, food choices were wonderful, theatre and the dance were memorable. It was definitely a conference that I will always remember and some of the content I will use daily.
- Overall I felt it was good. Would have liked hotel closer to downtown and would have liked to have a few different classes offered that fitted my needs better.

- 4-5-best conference by far out of 3 attended so far. The host hotel was difficult to navigate due to lack of signage. Meals very good, facility good, was disappointed in the Kathy Walk, only 3 participated and not organized at all.
- Conference -2.5 Everything else -5.
- Great conference! I liked the big open room with space for meals, exhibitors, store, raffles & auction. It allowed us to stay together better. Nice having restaurant style.
- Very pleased with conference and content. Facility was very nice.
- Most people I heard stated they were cold. Once it got cold outside there is no reason for the air conditioning. Hotels need to be aware of their customer's needs.
- Very good. Rooms are a bit far from the conference center. Rooms at times very cold.
- On a scale of 1-10, 10 being the highest...I'd give this conference an 8. Food was good, the facility was very nice, the activities were good, and the exhibitors were excellent.
- 5
- I would rate the 2016 Conference as excellent! The facility was really nice. The conference agenda was good. I wish I could have gone to some of the other sessions that were held during the Athenian. The meals were just ok, except for the steak on Friday night was excellent.
- Great conference facility, meals were well done, great agenda. I plan to attend again in the future.

Any further comments or input for the upcoming conferences?

- Love the head or tails game. I think it would be great to have more games in the future, as well as more auction items that start out at a smaller bid amount. Great job! Thank you very much.
- Conference rooms need to identify the classes, many interruptions with attendees looking for correct class. Kathy Walk-Someone should have let us know that it was not happening. We were new and were dropped off downtown and no one showed up to give us directions or lead the group. Had to find a way back to motel.
- Several of us missed sitting by region at least one meal.
- Barb C did a great job of hosting! Kathy Walk was a fail, people were confused and no one was there to direct or explain the route. I don't think anyone actually did it from what I was told; our group of 3 didn't know where to go so we didn't.
- Would like to have more vendors like Office Depot Business Solutions, CIS, RBH and Willamette Dental, etc. Wellness Vendor of some kind. Chiro or free massage?
- Conference Committee did a great job with the conference. The hotel was clean and nice, and the food and service was very good.
- We should have 2 or 3 set options to keep conference more centrally located since the attendance seemed low this year.
- I think a "get to know you" activity or a mixer activity of some sort would be nice on the first day.

2017 OAMR CONFERENCE SCHEDULE

| Date | Time | Session | Speaker | Convener | Room | Setup and AV Needs |
|-----------------------|------------------------|---|------------------------------|--|---|--|
| Tuesday 9/19/17 | 2 - 5 PM | Set-up Registration/Store/Silent Auction Prepare Conference/First- Timer Bags | | Debbie Hamilton | Cove Gallery | |
| Wednesday 9/20/17 | 8 AM | Registration Opens Kathy Walk Registration | | Tori Barnett/Stacie Cook | Hallway (north of the Jasper Room) | Four 8' tables; Waste Basket; Four chairs |
| | 8 AM | Store (if there is one) Opens Auction Drop-off | | Nicole Morris Ruth Post/Karin Johnson | Moss Room | Four 8' tables around room, Twelve 6' tables for auction/other |
| | 9 AM - Noon | Academy Session: Diversity and Change in the Workplace | Dr. Marche Fleming-Randle | Peggy Hawker | Jasper Room | Classroom for 80, Screen, Projector, Mic |
| | 10:30 - 10:45 AM | Break | | | Hallway (outside Onyx Room) | One/Two 8' tables for refreshments |
| | Noon - 1 PM | Lunch | | | Onyx Room | Rounds seating 8 for 80 people |
| | 1 - 4 PM | Academy Session Continued | | | Jasper Room | Classroom for 80, Screen, Projector, Mic |
| | 3 - 3:15 PM | Break | | | Hallway (outside Onyx Room) | One/Two 8' tables for refreshments |
| Wednesday, 9.20/17 | 5 - 6:30 | President's Welcome Reception - All Members | | Dale Shafer | Cove Gallery | Two 8' tables for food; |

2017 OAMR CONFERENCE SCHEDULE

| Date | Time | Session | Speaker | Convener | Room | Setup and AV Needs |
|--------------------------|----------|---|--------------------------|--|------------------------------------|--|
| | PM | invited | | | | cocktail tables seating 60 |
| | 5 PM | Exhibitor Set-Up | | Kimberlyn Collins | Rainbow Room | Already set-up, may need additional electrical strips |
| | 7 PM | Honored Guest Dinner (Other attendees - dinner on your own.) | | | | Offsite: Tables of Content |
| Thursday, 9/21/17 | | Breakfast on own. | | | | |
| | 7 - 8 AM | Mentor/Mentee/1 st Timer Breakfast (Includes new attendees, mentors, and mentees, executive board, IIMC Region Directors, Institute Director, and honored guests.) | Dale Shafer/Nancy Parker | Dale Shafer | Onyx Room | Rounds of 8 for 50. Microphone. |
| | 7 AM | Registration Opens Kathy Walk Registration | | Tori Barnett/Stacie Cook | Hallway (north of the Jasper Room) | Four 8' tables; Waste Basket; Four chairs |
| | 7 AM | Store (if there is one) Opens Auction Drop-off | | Nicole Morris Karin Johnson/Ruth Post | Moss Room | Four 8' tables around room, Twelve 6' tables for auction/other |
| Thursday, 9/21/17 | 8 - 9:30 | Opening Ceremonies: Presentation of Flag by | | Dale Shafer | Jasper Room | Theater style setup for 80 |

2017 OAMR CONFERENCE SCHEDULE

| Date | Time | Session | Speaker | Convener | Room | Setup and AV Needs |
|------------------------------|------------------------------|---|---|-------------------------------|------------------------------|--|
| | AM | USCG; Invocation by National Anthem by Pledge of Allegiance; Mayor's Welcome by Sandra Roumagoux; Introductions; Announcement of Board Candidates | | | | with stage containing head table for 8 with lectern, and lectern mic. |
| | 9:30 - 9:45 AM | Break Visit Exhibitors Silent Auction Opens | | | Rainbow and Moss Rooms | Two 8' tables for refreshments; ten 8' tables for silent auction |
| | 9:45 - 11:30 AM | Concurrent Session: | | | Jasper Room | Theatre seating for 40 |
| | 9:45 - 11:30 AM | Concurrent Session: | | | Cove Gallery | Theatre seating for 40 |
| | 11:30 AM - 12:45 PM | Lunch: Exhibitor Presentations and Invitation to 2018 Conference | Kimberlyn Collins/Exhibitors, Nicole Morris/2018 Conference | | Onyx Room | Rounds of 8 for 110 with head table, podium, and mic. |
| Thursday, 9/21/17 | 1 PM | Silent Auction Opens | | Karin Johnson/Ruth Post | Moss Room | Twelve 6' tables |
| | 1 - | General Session | | | Jasper | Theatre for 80 |

2017 OAMR CONFERENCE SCHEDULE

| Date | Time | Session | Speaker | Convener | Room | Setup and AV Needs |
|-----------------|-------------|--|---------|--------------------------|------------------------------------|---|
| | 2:45 PM | | | | Room | with podium and mic. |
| | 2:45 - 3 PM | Break Visit Exhibitors Bid on Silent Auction Items | | | Moss and Rainbow Rooms | Two 8' tables for refreshments |
| | 3 - 4:45 PM | General Session | | | Jasper Room | Theatre for 80 with podium and mic. |
| | 5:30 PM | Kathy Walk | | | Meet in Hotel Lobby | Carpool to South Beach for Kathy Walk followed by tours of the Rogue Brewery and Distillery |
| | | Dinner on Own | | | | Dinner at the Rogue Brewery or ??? |
| Friday, 9/22/17 | 7:45 AM | Registration Opens | | Tori Barnett/Stacie Cook | Hallway (north of the Jasper Room) | Two 8' tables. |
| Friday, 9/22/17 | 8 - 9:30 AM | Plated Breakfast OAMR Business Meeting | | Dale Shafer | Onyx Room | Rounds of 8 for 80, head table for 8, lectern with mic, and mic on floor. |

2017 OAMR CONFERENCE SCHEDULE

| Date | Time | Session | Speaker | Convener | Room | Setup and AV Needs |
|-----------------|-----------------|---|--------------------|-------------|------------------------|---|
| | 9:30 - 9:45 AM | Break Visit Exhibitors Region Photographs - ALL Store Opens Bid on Silent Auction Items | | | Moss and Rainbow Rooms | Break - Moss and Rainbow Rooms Photographs - TBD |
| | 9:45 - 11:30 AM | Concurrent Session: Athenian Leadership Dialogue (Book - TBD) | Mary Lynne Stratta | | Cove Gallery | Tables set in an open-ended rectangle for 35, Screen, PowerPoint Projector, Flip Charts |
| | 9:45 - 11:30 AM | Concurrent Session: | | | Jasper Room | |
| | 11:30 AM - 1 PM | Lunch: IIMC Region IX Meeting; State President's Reports NCI Update | | Dale Shafer | Onyx Room | Rounds of 8 for 80 with head table, podium, and mic. |
| Friday, 9/22/17 | 1 - 2:45 PM | Concurrent Session: Athenian Leadership Dialogue | Mary Lynne Stratta | | Cove Gallery | Tables set in an open-ended rectangle for 35, Screen, PowerPoint Projector, Flip Charts |

2017 OAMR CONFERENCE SCHEDULE

| Date | Time | Session | Speaker | Convener | Room | Setup and AV Needs |
|-----------------|-------------|---|--------------------|-------------|------------------------|---|
| | 1 - 2:45 PM | Concurrent Session: | | | Jasper Room | |
| | 2:45 - 3 PM | Break Visit Exhibitors - Announce Exhibitor Drawing Winner Make-Up Photographs Silent Auction closes at 3 PM | | | Moss and Rainbow Rooms | Two 8' tables for refreshments |
| | 3 - 5:30 PM | Concurrent Session: Athenian Leadership Dialogue | Mary Lynne Stratta | | Cove Gallery | Tables set in an open-ended rectangle for 35, Screen, PowerPoint Projector, Flip Charts |
| | 3 - 4:45 PM | Concurrent Session: | | | Jasper Room | |
| Friday, 9/22/17 | 6 PM | Silent Auction and No-Host Bar President's Corner Photographs: Board and Honored Guests | | | Agate Ballroom | |
| | 7 - 10 PM | Banquet: Welcome; Invocation; | Dale Shafer | Dale Shafer | | |

2017 OAMR CONFERENCE SCHEDULE

| Date | Time | Session | Speaker | Convener | Room | Setup and AV Needs |
|-------------------|--------------|---|--|-----------------|--------------|--|
| | | President's Introduction of Honored Guests; Presentation of Awards; Installation of 2017/2018 Officers; Outgoing President's Remarks; Passing of the Gavel; New President's Remarks; Auction and Raffle Results | Dale Shafer Dale Shafer Dale Shafer Debbie Hamilton | | | |
| Saturday, 9/23/17 | 8 AM | Pack Up | | | Moss Room | |
| | 9 - 10:30 AM | Transition Meeting for Executive Board and Committee Chairs | | Debbie Hamilton | Cove Gallery | Rectangle tables for 30, and one six foot table for refreshments |



SAVE THE DATE



2017 brings us to the Central Coast in Newport for OAMR's Mid-Year and Annual Conference! We'll be staying at the newly remodeled Best Western Agate Beach Inn where you can enjoy incredible views of the Pacific ocean! We start out with the Academy on Wednesday, September 19th and end with the banquet to close out a week of education, activities, friendships, fabulous views, and saying thanks to our outgoing officers and welcoming the newly installed.

Newport is a charming coastal community centrally located only 91 miles from Eugene, just 81 miles from Salem, 118 miles from Portland and 240 miles from Medford. Amenities include a gift shop, indoor pool, Jacuzzi, 24-hour exercise room, business center, and ocean view dining in the Starfish Grill, Rookie Sports Bar and the Sundowner deck!

Be sure to reserve your room for both Mid-Year and the Annual Conference by calling the Agate Beach Inn toll free (800) 547-3310, please mention you are a member of OAMR for the group rate.

If you haven't been to the Agate Beach Inn you're in for a real treat! Shopping is close by with many specialty shops, and restaurants to choose from. We look forward to an amazing time at the beach in 2017, we hope you'll join us!



**2017 Mid-Year Academy
Friday, April 7, 2017**

**2017 OAMR Conference
Sept. 20th - 22nd, 2017**

Invitation to the
2017 OAMR Conference