OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING - ZOOM
February 9, 2026

BOARD MEMBERS	TITLE	ATTENDING
Scott Stauffer, CMC, Milwaukie	President	Present
Claudia Cisneros, CMC, McMinnville	Vice President	Present
Kim Herring, Dallas	Treasurer	Present
Melissa Bisset, MMC, Keizer	Secretary	Present
Kayla Duddy, CMC, Redmond	Immediate Past President	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Absent
Krystal Stevens, Willamina	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
Allyson Pulido, Springfield	Region IV Director	Present
Winnie Shepard, CMC, Eagle Point	Region V Director	Present
Keli Pollock, Madras	Region VI Director	Absent
Karen Howton, CMC, Island City	Region VII Director	Present

1. CALLED TO ORDER/ ROLL CALL

President Scott Stauffer, Milwaukie, called the OAMR Board Meeting of February 9, 2026, to order at 2:02 p.m. Virtual Roll was taken for OAMR Board Members.

2. ACTION ITEMS

a. Approval of November 21, 2025 Minutes

MOTION: Claudia Cisneros, McMinnville, moved to approve the minutes of the November 21, 2025 meeting; seconded by Kayla Duddy, Redmond. Motion passed unanimously.

3. OFFICER REPORTS

a. President – Scott Stauffer, Milwaukie, reported that he had attend the Alaska Association of Municipal Clerks Annual Conference Clerks Annual Conference and it went well. The Washington Municipal Clerks Association will try out adding a Region IX Conference at their Annual Conference in 2027 and then OAMR can decide the following year about including a Region IX Conference at the OAMR Annual Conference. Pins and stickers for the IIMC Annual Conference had been purchased.
b. Vice President – Claudia Cisneros, McMinnville, had nothing to report.
c. Treasurer – Kim Herring, Dallas, had nothing further to report. Scott Staffer expressed his gratitude for Kim Herring's work.

b. Secretary – Melissa Bisset, Keizer, had nothing to report.
d. Immediate Past President – Kayla Duddy, Redmond, had nothing to report.

4. REGION DIRECTORS

a. Region I – Lisa Scholl, St. Helens, was not present. Scott Stauffer reported that Lisa Scholl was working on rescheduling their meeting and that she had attended Dawn Shaw's retirement party. Lisa's home had experienced fire damage, and there were support opportunities for her family if anyone felt so inclined.
b. Region II – Krystal Stevens, Willamina, was having a Region lunch in Tigard, and there were two locations in Region II, Newberg and Beaverton, that were hosting the virtual OAMR Mid-Year Conference.
c. Region III – Gloria Tucker, Port of Newport, Region III planned on hosting a site for the virtual OAMR Mid-Year Conference.
d. Region IV – Allyson Pulido, Springfield, shared she was invited to hear Oregon Secretary of State Tobias Read speak about elections. At the Shedd Institute in Eugene, Oregon Attorney General Dan Rayfield would be speaking about Elections. Scott Stauffer added that Secretary Read verbally agreed to attend the OAMR Annual Conference in the Fall. He would follow up with the Secretary to confirm his attendance.
e. Region V – Winnie Shepard, reported that they would be holding a small Elections Training following the scheduled April 1 Elections Training.
f. Region VI – Keli Pollock, Madras, was not present.
g. Region VII - Karen Howton, Island City, shared that she had completed breast cancer treatment and she encouraged others who were fighting breast cancer. She would be touching base with her members soon.

5. COMMITTEE REPORTS

a. Audit – Yuriy Ukhach, Nehalem, was not present.
b. Budget – Kim Herring, explained that in November 2025, OAMR received a bequest from the estate of Gregory Dudiak. There needed to be guidance from the Board on what to do with the money. She suggested moving the funds to the Local Government Investment Pool (LGIP) account to begin earning interest. Appreciation was expressed for Gregory Dudiak's generosity.

MOTION: Kayla Duddy, Redmond, moved to transfer the bequest to the Local Government Investment Pool (LGIP) to begin earning interest. The principal amount will be reserved so that the accrued interest can be utilized for scholarships or other designated uses as determined by the board; seconded by Gloria Tucker, Newport. Motion passed unanimously.

Sylvia Murphy shared that Gregory Dudiak was with LexisNexis and provided Code services for the City of Sherwood in the past. She recalled that he was amazing to work with as a vendor and hands-on with OAMR. A thank you card would be prepared.

c. Bylaws – Aimee Amerson, nothing to report.

d. Digital Assets – Lisa Figueroa, was not present.
e. Education – Ronnie Smith, was not present.
f. Events & Fundraising – Susan Reeves, Krystal Stevens, had nothing to report. Exhibitor and Sponsors Subcommittee Co-Chair Melissa Bisset explained that at the annual business meeting there was a suggestion to review the sponsor and exhibitor fees. The packages were reviewed by the Subcommittee and they compared packages to the Washington Municipal Clerks Association (WMCA). She reviewed the suggested packages as outlined in the Board Packet. All of the packages would be increasing in price with the exception of the Advertising package.

MOTION: Kayla Duddy, Redmond, moved to approve the Sponsor/Exhibitor fee recommendations as mentioned in the report, and further direct the Board President and Co-Chairs of the Events and Fundraising Committee to work with the Sponsor/Exhibitor Subcommittee to develop the detailed sponsorship packages; seconded by Kim Herring, Dallas. Motion passed unanimously.

g. Membership – June Hinojosa, was not present. Stacey Stockhoff had nothing further to report. Scott Stauffer thanked the Membership Committee for their work.
h. Mentoring & Retired Clerks – Sylvia Murphy, had nothing to report.
i. Nominating – Christie Teets, had nothing to report.
j. Publications – Gloria Tucker, had nothing to report.
k. Records & Regulations (RRC) – Alex Downing, was collaborating with the Education Committee for an Elections Training. Directors were encouraged to promote the training.
l. Scholarships – Cathy Nelson, reported applications were currently being accepted for Professional Development. Four scholarship applications to attend the IIMC Annual Conference and two scholarships were awarded.
m. Strategic Planning Group – Cathy Nelson, shared there would be additional conversation about Regional Directors.

6. DISCUSSION ITEMS

a. IIMC Annual Conference VP/ Designee Designation

Scott Stauffer explained the current Financial Policy regarding some financial support for the Vice President to attend the IIMC Annual Conference. Vice President Claudia Cisneros was unable to attend the IIMC Annual Conference this year. Per the Financial Policy the board can designate a member to be a designee and receive the same financial support. There was interest by Cathy Nelson to attend. He asked if there were others interested in being the designee. No other interest was expressed.

MOTION: Kim Herring, Dallas, moved to designate Cathy Nelson, Harrisburg, as the delegate to travel to the IIMC Annual Conference in Reno in May and to receive the financial support as outlined in the Financial Policy; seconded by Kayla Duddy, Redmond. Motion passed unanimously.

b. Financial Policy:
    1. Treasurer conference registration comped.
        a. Change Policy Language?
        b. Comp Secretary and IPP registration fee too?

Scott Stauffer explained that in the Financial Policy, Annual Conference registration fees were comped for some positions. He noted that the word may was included in the language related to comping the Treasurer. There was a suggestion to change the word from may to will. There were no objections by the Board. Scott Stauffer would with work Kim Herring on the language related to the OAMR Treasurer.

There was discussion about including the Immediate Past President and Secretary in the list of positions for comped registration fee at the annual conference.

Cathy Nelson and Christie Teets expressed their support for comping the Secretary and Immediate Past President registration fees. There was no objection from the Board to work on changing the policy language and bringing it back to the Board.

c. Mid-Year 2026: planning update
    1. Regional Gatherings!

There were approximately 26 registrants for the Virtual Mid-Year Conference. Reminders would be sent out and the registration lists would be provided to Region Directors. Appreciation for the Education Committee, Region Directors was expressed.

    2. Lunch

If there were enough registrations, it might be possible to include lunch in the registration fee.

7. OTHER BUSINESS

a. Position Roles – Discussion
    1. IPP – Draft to Review and Approve

Kayla Duddy, Redmond, explained that there had been discussion about how to add more responsibilities to the Immediate Past President. She was happy to provide support where needed. It was recommended that the Board share any suggestions with Scott Stauffer or Claudia Cisneros and noted that it was a working Job Description.

There was a question about which Committees they would serve as a board liaison. The idea was that the IPP would have the opportunity to continue to share, and it could be left open to give flexibility. There was support for keeping it open.

MOTION: Claudia Cisneros, McMinnville moved to adopt the updated Immediate Past President job description as presented; seconded by Kim Herring, Dallas. Motion passed unanimously.

2. Regional Directors – Discussion

The Strategic Planning Group (SPG) would have discussion about the Regional Directors at the next SPG meeting.

8. FUTURE BOARD MEETINGS

- ~~a. November 21~~
- ~~b. February 9~~
- c. April
- d. July
- e. As Needed

Scott Stauffer would send out a doodle poll to schedule the next meeting.

The next SPG would be held on March 4 at 3:00 p.m.

9. ADJOURNMENT

President Scott Stauffer, Milwaukie, adjourned the meeting at 3:01 p.m.

Submitted By: Melissa Bisset, MMC, Keizer
OAMR Secretary