



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, May 21, 2021
10:00 am
Zoom Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/88559433716?pwd=dWl6TDJ6b2tGOUpMTHc1Zm9VdWRidz09>

Meeting ID: 885 5943 3716

Passcode: 683498

Join by Phone

1-253-215-8782 US (Tacoma)

Meeting ID: 885 5943 3716

Passcode: 683498

I. Call to Order

II. Roll Call

III. Committee Reports

A. Scholarship: Debby Roth, MMC, Cornelius – **ACTION**

1. ***Motion to accept the amended Scholarship Guidelines as presented.***

IV. Other Business

V. Future Meetings

A. June 11, 2021 (if needed) @ Time/Location TBD

1. Conference Committee and Special Projects/Fundraising Committee may wish to hold meetings.

B. October 1, 2021 @ TBD, Best Western Plus Agate Beach Inn, Newport

VI. Adjourn



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: April 5, 2021
Source of Item: Scholarship Committee

Contact: Debby Roth, Chair
Contact Telephone Number: 503-992-5305
Contact E-Mail: droth@ci.cornelius.or.us

BACKGROUND

The purpose of the Scholarship Committee is to solicit applications and award scholarships based on the funding amounts approved by the OAMR Executive Board for attendance at the professional development institute series, the OAMR mid-year academy, annual academy, annual conference, and the annual IIMC conference.

The 2019/2020 Scholarship Committee members are: Susan Reeves, MMC, Scappoose; Cathy Nelson, CMC, Harrisburg; Kelly Morse, MMC, Redmond; Marla Roberts, Nyssa; and Anna Ruggles, CMC, Forest Grove.

COMMITTEE ACTIVITY

The 2020 OAMR Board approved eligibility to apply for the IIMC Conference scholarship every five years. Allowing different members to attend and encourage member's working on their CMC or MMC to apply.

This last year, outgoing President Payne awarded \$1,500.00 to be spent on scholarships prior to October 31, 2020. Online classes were scheduled by NCI.

This proved to be a challenge, when the board also requested all scholarships reimbursable upon successful completion.

Before you is the proposed Scholarship Guidelines, amended to reflect the board's request.

DISCUSSION

Board Action: Review the amended guidelines and update as requested.

Motion: I make a motion to accept the amended Scholarship Guidelines as presented.

Oregon Association of Municipal Recorders Scholarship Guidelines for Professional Development, Mid-Year Academy, and Annual Academy and Conference

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PURPOSE

The scholarships for Professional Development (PD) I, II, III and the Master Academy (IV) at the Northwest Clerks Institute, Mid-Year Academy, Annual Academy and Conference, and IIMC Conference are designed to encourage, and provide financial support for OAMR members to attend these training sessions with the goal of pursuing professional and personal excellence, and for achieving Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) through the International Institute of Municipal Recorders (IIMC).

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APPLICATION REQUIREMENTS

The scholarship application deadlines are listed on the OAMR website under scholarships. A complete application package includes the completed application and a letter of support from a current supervisor, city manager and/or mayor showing financial need and that the employer is willing to provide support, either partially or in full, for the applicant for lodging and meals, travel expense reimbursement and work time to attend the event. Applications can be submitted by email or mail as indicated on the application within the stated time limit on the OAMR website, under scholarships. Applications submitted prior to the application opening will be returned and applications received after the closing date will not be considered for a scholarship.

AWARDS

Applications will be ranked by the Scholarship Committee by the use of a points system. At the end of each selection criterion below, the point(s) awarded for meeting that criterion is noted. OAMR will award scholarships to Full Members prior to providing scholarship awards to Associate Members (see OAMR Bylaws for qualifications), and Associate Members must be currently employed by a legislative body. The Committee Chair will notify the recipients in a timely manner. Scholarship funds are designed to cover the cost of registration (based on the current budget, scholarships to cover lodging cost may be provided to first-time attendees to Annual Conference and PD I). All other costs are the responsibility of the applicant. ~~Recipients will be asked to notify the OAMR Treasurer once they have sent in their registrations and the Treasurer will write one check for all of the recipients for PDs, Mid Year Academy, Annual Academy and Annual Conference. IIMC scholarship recipients will be reimbursed the cost up to the scholarship awarded; provide the OAMR Treasurer all receipts for reimbursement after the IIMC Conference. All scholarships awarded will be reimbursed upon successful completion.~~

WAITING LIST

If the Scholarship Committee receives more applications than available funding, the Chair will maintain a waiting list and will notify those on the list of their placement in a timely manner. If a scholarship recipient is unable to attend the event, the next person on the waiting list will receive the scholarship funds. The scoring used for the scholarships will determine the ranking for the wait list. In the event of a tie, the date of receipt of the application packet will determine rank.

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SCHOLARSHIP RECIPIENT KNOWLEDGE TRANSFER ACTION PLAN (KTAP) AND REPORT

KTAP:

Scholarship recipients for **PDs and Academies (Mid-Year and Annual)** are required to submit a KTAP to the NCI Director within 30 calendar days of training attendance. In order to be reimbursed, submit your report along with a reimbursement form to the Treasurer and the Scholarship Chair. If a recipient fails to submit a report, he or she is ineligible to ~~apply for another scholarship for one OAMR fiscal year (November 1–October 31), which will be noted on the scholarship tracking sheet~~ receive reimbursement.

REPORT: ~~All~~ Sscholarship recipients for the **Annual Conference and IIMC Conference** are required to submit a report detailing the benefits received from their conference attendance within 30 calendar days of the completion ~~of the conference.~~ In order to be reimbursed, submit your report along with a reimbursement form to the Treasurer and the Scholarship Chair. The report ~~will~~ may be submitted ~~to the Scholarship Committee Chair~~ for distribution to the OAMR Board and for possible publication in an OAMR newsletter or posting on the OAMR website. If a recipient fails to submit a report, he or she is ineligible ~~to apply for another scholarship for one OAMR fiscal year (November 1–October 31), which will be noted on the scholarship tracking sheet~~ to receive reimbursement.

COMMITTEE PARTICIPATION

Scholarship recipients are required to sign up for and participate on either the Special Projects/Fundraising Committee or the Conference Committee the following fiscal year. Recipients must sign up for either committee no later than October 31st. Failure to do so will make recipient ineligible to apply for another scholarship for three fiscal years effective November 1st of the fiscal year following receipt of the scholarship. Failure to participate on either committee despite signing up will make recipient ineligible to apply for another scholarship for three fiscal years from the end of the committee participation year.

CRITERIA*

1. Applicant is a Full Member of OAMR. (1 point)
2. Applicant is a member of IIMC. (1 point)
3. Applicant is pursuing Certified Municipal Clerk (CMC) (5 points) or Master Municipal Clerk (MMC) (1 points) Designation
4. Applicant is a first-time scholarship applicant, or has applied for a scholarship before but has not received it. (3 points)
5. Applicant has not applied for any other scholarships during the OAMR budget year (November 1 to October 31). (1 point)
6. Applicant has attended OAMR conferences. (1 point per year, maximum 5 points)
7. *PD applicants: Only OAMR members who are also IIMC members are eligible to receive this scholarship.
8. * Conference applicants: Applicant has served in the position for less than one year. (2 points)

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9. * IIMC Conference scholarship recipients are eligible to apply every five years.