



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BOARD MEETING  
Thursday, March 31<sup>st</sup>, 2016  
02:30 PM  
Ashland Hills & Suites Conference Center  
Ashland, Oregon**

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## **AGENDA**

- I. Call to Order**
- II. Roll Call – By sign-in sheet**
- III. Officer Reports**
  - A. President: Michele Eldridge, CMC (10 Minutes)
    - A. *Letter to the Oregon Attorney General on behalf of OAMR*
  - B. First Vice-President: Dale Shafer, Nehalem
  - C. Second Vice-President: Debbie Hamilton, CMC, Sutherlin
  - D. Treasurer: Nancy Batchelder, MMC, Yachats – **ACTION** (02 Minutes)
    - 1. ***Motion to Accept the Treasurer's Report***
  - E. Secretary: Trudy Borrevik, CMC, Cottage Grove - **ACTION** (05 Minutes)
    - 1. ***Motion to approve the OAMR Board Meeting Minutes as presented/amended***
      - A. *Board Minutes for November 13, 2015*
      - B. *Board E-Minutes for December 10, 2015, Attorney General Public Records Law Reform Task Force*
      - C. *Board E-Minutes for February 2, 2016, House Bill 4130 Opposition Testimony Letter*
      - D. *Board E-Minutes for February 23, 2016, Region IX Director/AAMC*
- IV. Region Director Oath of Office**
  - A. Swear in Region VI Director Lisa Morgan, Prineville (02 Minutes)
- V. Region Director Reports**
  - A. Region I: Kathy Payne, CMC, St. Helens
  - B. Region II: Margaret Reh, North Plains
  - C. Region III: Phyllis Bolman, MMC, Monmouth
  - D. Region IV: Carolyn Shields, CMC, Myrtle Creek (Report Not Available)
  - E. Region V: Deanna Casey, MMC, Central Point
  - F. Region VI: Lisa Morgan, Prineville
  - G. Region VII: Nancy Parker, Athena

## VI. Committee Reports

- A. Audit: Denise Carey, MMC, Estacada – **ACTION** (Five Minutes)
  - 1. **Motion to approve the Audit Report for the year ending October 31, 2015**
- B. Bylaws: Abigail Donowho, Tillamook – *Board Report to be provided*
- C. City Recorder's Procedure Manual: Angie Lanter, Banks
- D. Conference: Dale Shafer, Nehalem – **ACTION** (Ten Minutes)
  - 1. **Motion to approve the 2016 Conference Registration Fees as determined at the Conference Committee Meeting held prior to the board meeting.**
- E. Education: Peggy Hawker, MMC, Newport
  - A. Draft Annual Conference Schedule showing Educational Sessions
  - B. Information regarding the Mid-Year Academy Session
  - C. Information Regarding the Annual Academy Session
- F. Historical Preservation: Lisa Scholl, CMC, St. Helens
- G. Internet: Melissa Kiefer, Nehalem
- H. Legislative: Lisa Morgan, Prineville (Ten Minutes)
  - A. Legislative Committee Job Description
- I. Membership: Mary Dibble, MMC, Albany (Two Minutes)
- J. Mentoring: Nancy Parker, Athena (Ten Minutes)
  - A. Mentoring Committee Job Description
  - B. Mentoring Committee Follow-up Checklist
- K. Newsletter: Kathy Payne, CMC, St. Helens (Five Minutes)
- L. Nominating: Amber Ames, MMC, Hillsboro (Five Minutes)
- M. NCI Education: Ruth Post, MMC, Chair (Two Minutes)
  - A. NCI Agreement Between WMCA, AAMC, OAMR and Joann Tilton
  - B. WSU Conference Management Agreement for NCI with WMCA
- N. Professional Growth & Leadership Development: Karin Johnson, MMC, Independence
- O. Records Management: Scott Stauffer, Milwaukie (Five Minutes)
  - A. 2015-2016 RMC Roster
  - B. February 5, 2016 Letter from President Eldridge regarding HB4130
- P. Retired Clerks: Carol Weir, MMC, Rogue River (Two Minutes)
  - A. Retired and Honorary Clerks List
- Q. Scholarship: Nanci Moyo, Beaverton – **Approved on March 22<sup>nd</sup>, 2016** (Five Minutes)
  - 1. **Motion to allow the transfer of \$1,675 from the Mid-Year Academy Scholarship Line, to the IIMC Certification Programs Scholarship Line**
- R. Special Projects/Fundraising: Debbie Hamilton, CMC, Sutherlin (Ten Minutes)
  - A. 2016 Mid-Year Raffle Flyer

## VII. Other Business

- A. Ad Hoc Committee – Attorney General's Public Records Law Reform Task Force (Ten Min's)
- B. Possible Appointment of Honorary Members - **ACTION** (Ten Minutes)
  - 1. **Move to appoint former OAMR Presidents Julie Krueger and Denise Carey to Honorary Member Status**
- C. Request for Support for an IIMC Vice President Candidate – **ACTION** (Ten Minutes)
  - 1. **Move to direct the OAMR President to send a letter of support for the nomination of Roxanne Schneider or support for the nomination of Stephanie Kelly for the position of IIMC Vice President on behalf of OAMR.**
- D. Insurance – Discussion of whether or not to purchase General Liability Insurance, and how to interpret the indemnification clause in the OAMR By-Laws. – **ACTION** (Ten Minutes)
  - 1. **To be decided**

## VIII. Future Meetings

- A. September 23<sup>rd</sup>, 2016 Business Meeting in Ashland, Oregon



# OAMR BOARD REPORT

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## President's Board Report

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Meeting Date: March 31, 2016  
Source of Item: President's Report

Contact: Michele Eldridge, CMC, President  
Contact Telephone Number: 541-995-6655  
Contact E-Mail: [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)

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### BACKGROUND

As President of OAMR, I am reporting on the 2015 AAMC Conference, 2016 WMCA Conference, LOC Board meetings, recent events in the state that are of concern to OAMR, and other activities.

**Alaska Association of Municipal Clerks (AAMC) Conference, November 15 to November 18, 2016 in Anchorage:** I traveled to Alaska with Region IX Director Tracy Davis, MMC. AAMC was celebrating their 50<sup>th</sup> Anniversary! I attended advanced sessions, including 'Improving your Negotiations Tool Kit', which was a very interesting session, and another favorite session was 'Supervision – The "No Jerk Rule" Building a Civilized Workplace'. The Alaska clerks are always lots of fun, and I enjoyed seeing outgoing President McKechnie, CMC, as well as meeting incoming President Laurie Sica, MMC.

**LOC Board Meetings:** I attended the LOC Board Meeting in Salem on December 3<sup>rd</sup>, 2015, and again, at the spring meeting, held on February 26, 2016. The December meeting included discussion of City dues for 2016-2017, appointment of the LOC Foundation Board of Directors, and the recommendation of Suzanne Weber to the governor for appointment to the NW Regional Solutions Advisory Committee. The short session was discussed, with ongoing concern in regards to marijuana legislation, the increase of the Oregon minimum wage, property tax reform, and public records reform, amongst several other issues. At the February meeting, the LOC approved their financial report and FY 2014-2015 audit, introduced the new LGPI Executive Director, Robb Van Cleave, and appointed Don Hudson as City Financial Official on the 2016-2017 Budget Committee. They also worked on the strategic plan, and unveiled some new resources available on their website. The legislature was in short session full swing, so we also heard a legislative overview, as well as concerns in regards to 'serial public meetings'.

**Region Meetings:** I was able to attend the December Region IV Holiday Luncheon and ornament exchange, and had plans to attend Region I and Region II. Unfortunately, the weather changed the dates of the Region I event, and Region II conflicted with the LOC Meeting. Region III waited until February to hold their region meeting. It was a great event on the coast; thank you again to Region Director Phyllis Bolman for putting together a fun event.

**Scholarship Award:** On February 9<sup>th</sup>, I accompanied our Region IX Director, Tracy Davis MMC, on a trip to the City of Waterloo. Tracy awarded the Harris-Davis Scholarship award to Cathy Nelson at the beginning of the Waterloo City Council meeting. It was a special evening for Cathy, and I shared her thank you with the membership on the OAMR listserv. I just want to say again, how much I appreciate Tracy Davis for creating and funding this scholarship. OAMR is such a wonderful organization, with incredibly generous members. Thank you to all who contributed to the scholarship.

**Attorney Generals Public Records Law Reform Task Force:** On December 10<sup>th</sup>, 2015, the OAMR Board held an E-Board meeting, and approved a letter that was drafted by the Record Management Committee (RMC) to send to the Attorney General (AG). The AG of Oregon is pursuing Public Records Reform, and assembled the 'Attorney Generals Public Records Law Reform Task Force', starting in October. OAMR became aware of the task force, and members attended most of the subsequent meetings. (Many thanks to Karin Johnson, Sue Ryan, Linda Galeazzi, and Amber Mathiesen for attending on behalf of OAMR.) The board agreed to nominate member Karin Johnson, MMC, to be added as a member of the task force. I sent a letter to the AG asking for that appointment. While the task force

is overly large, the chairperson, Michael Kron indicated that people might leave the committee in the future, and it might be possible to appoint our nominee when that occurs. He did add us to the distribution list. The last meeting was held on March 15<sup>th</sup>; Karin Johnson will report on that at our upcoming board meeting. Please make sure that you watch for her email requests; the committee is currently looking at exemptions, and they have been asking for our feedback. I've attached a copy of the original letter that was sent to the AG.

**House Bill (HB) 4130:** Thanks again to Scott Stauffer and members of the awesome Records Management Committee (RMC), we caught that the short session, which typically doesn't tackle reform, was discussing a proposed house bill that would change public records law, and as proposed, would negatively impact municipalities. HB4130 became very concerning to our members, because as submitted, and with subsequent amendments, was trying to change the timeframes for complying with requests, included onerous fines for non-compliance, changed the retention laws that had just been updated, and reduced our abilities to recoup expenses for public records requests. The OAMR Board approved a letter in opposition to submit as testimony against HB4130 on February 2, 2016. You can find a copy of the letter in the RMC Board Report; they did a terrific job with a drafted letter that the board subsequently approved. Members Karin Johnson, Sue Ryan, Linda Galeazzi, Carla Holzworth, and I, attended various House Committee on Rules meetings. I also sent information via the listserv, and asked other cities and our members to submit letters in opposition. Thanks to that testimony, and the efforts of OAMR partners, like State Archivist Mary Beth Herkert, some of what we considered the worst attributes of HB4130 was removed. The bill was adopted, and has now proceeded on to the Joint Committee on Ways and Means. OAMR will continue to monitor this bill, and will report on the changes the bill creates in Public Records Law in the future.

**Nomination of a Region IX Director from the Alaska Association of Municipal Clerks (AAMC):** The OAMR Board also approved the candidate submitted by the AAMC to be the second Region IX Director when Alice Atwood's term ends in May. On February 23, 2016, the Board approved of candidate nominee Sheri Pierce, MMC, and I sent a letter in support of her nomination to AAMC and to IIMC. The prior candidate for AAMC, unfortunately, became ineligible due to moving away from Alaska. We are very happy to support Sheri as the AAMC nominee, and look forward to seeing her again later this year.

**Letter to Seaside:** I submitted a letter to Seaside on behalf of OAMR, to give them condolences for their loss of police Sergeant Jason Goodding, who was lost in the line of duty in February. OAMR spent a week in Seaside, and met not only our host recorder, Kim Jordan, but also Mayor Larson. Our thoughts and prayers continue to be with them as they grieve.

**Future Events:**

- Washington Municipal Clerks Association Conference: I will spend a week in Spokane at the WMCA Conference from the 14<sup>th</sup> through the 18<sup>th</sup>. I look forward to representing OAMR at their conference, and plan on informing them of some of our recent actions.
- OAMR Mid-Year Conference and Board meeting: We will hold our next board meeting in Ashland on the 31<sup>st</sup> of March, and the Mid-Year Academy session will be held on April 1<sup>st</sup>, 2016. OAMR has not met in Ashland before; we are looking forward to a great event, and visiting their beautiful City.
- California City Clerks Association Conference: I will spend a week in California in April, from the 26<sup>th</sup> through the 29<sup>th</sup>. The conference is being held at Newport Beach. I'm looking forward to attending the conference; they are implementing new CCAC guidelines for preparation of minutes, and have a session on the steps involved in creating a strategic plan for the City Clerk's office, amongst other offerings.
- International Institute of Municipal Clerks: I will be attending the IIMC Conference from May 21<sup>st</sup> to May 25<sup>th</sup>. I look forward to representing OAMR at the conference in Omaha, and to another great week of professional development.
- LOC Board meeting – Since I will be in California, either 1<sup>st</sup> VP Dale Shafer will attend the April 29<sup>th</sup> meeting in Jacksonville, or 2<sup>nd</sup> VP Debbie Hamilton will attend in her place. I will be attending the June 17<sup>th</sup> board meeting in Salem.
- OAMR Annual Conference, September 19<sup>th</sup>-September 24<sup>th</sup>. I look forward to attending the annual conference, and to the great sessions our Education Committee has planned for us!

**RELATED POLICIES/BUDGET CONSIDERATIONS:** None

**BOARD OPTIONS:** None

**CHAIR OR DIRECTOR'S RECOMMENDATION:** None

**SUGGESTED MOTION:** None

**ATTACHMENTS:**

A.) Letter to Attorney General on behalf of OAMR

The Honorable Ellen F. Rosenblum  
Attorney General of Oregon  
Oregon Department of Justice  
1162 Court Street NE  
Salem, OR 97301-4096



Dear Ms. Rosenblum Attorney General;

Shortly before the November 13, 2015 Oregon Association of Municipal Records (OAMR) Board meeting, one of our members was sent a link to the Attorney Generals website, to a meeting notification for the Attorney General's Public Records Law Reform Task Force. It was there that our organization first learned that you had decided to reform the Public Records Law, by assembling a Task Force. We read with interest the minutes from your first meetings in October and November; we applaud efforts to create transparency in government actions. We work very closely with the citizens of our communities, and encourage them to use the rights they have to know how their government works.

As City Recorders, City Clerks, and the other myriad of titles (City Administrators/Managers, City Treasurers, Human Resources, Assistant City Administrators, Risk Controllers, etc.) that our members hold, we are a vital part of local government in Oregon. Most of our cities are considered small, and don't have a City Attorney to which public records requests are routed. Even in cities that are large enough to have an attorney on their staff, public records requests will many times start in the City Recorders' office. For those of us who have hired an outside City Attorney, we will not route a public records request in their direction unless it is exempt, and the requestor is questioning the exemption. As such, we are all very well acquainted with public records law; and in fact, many of us work with public records requests on a daily basis.

In partnership with the League of Oregon Cities (LOC), we were opposed to last year's HB3505, and helped to testify against the bill. While we agreed with the need for reform, the bill that was suggested would have placed an undue financial burden on municipalities. It obviously is time to once again consider the exemptions that apply to public disclosure, and we applaud the efforts to reform this complicated law. Currently, your task force has only one member of the local government on it; Scott Winkels from the LOC. While your meetings are public, we hope that you might consider adding another local government representative to the task force.

We would like to formally ask that a member of our organization be appointed to serve on the Attorney General's Public Records Law Reform Task Force. OAMR has a terrific candidate for the task force, who has testified before the Oregon Legislature at various times in the past. Karin Johnson, MMC, is the City Recorder for the City of Independence, as well as a past President of OAMR. She is currently a member of our Legislative Committee, and is the Chair of the Professional Growth and Leadership Development Committee. She is also an important participant on our Records Management Committee; in fact, she has taught public records law to members of our organization at our conferences, and On-The-Road Workshops. Our Records Management Committee already works in conjunction with the State Archives, and as Mary Beth Herkert, the State Archivist would agree, OAMR is dedicated to Public Records Laws, and to an open and transparent government. We would also ask that you consider

Amber Mathiesen, City Recorder for the City of Salem, to serve as an alternate member of the Task Force from OAMR.

While we realize that the meetings are public, and that anyone can attend, we feel that we can better help guide policy reform to make public records requests, and the laws that govern them more clear and efficient for all involved, if we actually have a member on the task force. We recognize that the issue will not likely proceed to legislation until 2017, and are willing to stay the course with the rest of the task force. Public Records Law Reform is needed; we at OAMR hope that you will include us, and will allow us to be part of this Task Force, where we can do the most good for our citizens.

Thank you for the opportunity to be included in the Public Records Request Task Force.

Best Regards;

Michele Eldridge, CMC  
City of Harrisburg  
PO Box 378  
Harrisburg, OR 97446  
OAMR President 2015/2016  
[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)  
[www.oamr.org](http://www.oamr.org)

cc:  
Michael Kron  
Office of the Attorney General  
Oregon Department of Justice  
1162 Court Street NE  
Salem, OR 97301-4096



# OAMR BOARD REPORT

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First Vice-President

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Meeting Date: 03/31/2016  
Source of Item: 1<sup>st</sup> Vice-President

Contact: Dale Shafer  
Contact Telephone Number: 503-368-5627  
Contact E-Mail: manager@ci.nehalem.or.us

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## ISSUE STATEMENT

First-Vice President's Report, informational only

## BACKGROUND

I have been working on the Conference with wonderful assistance from Barbara Christensen. I spent 3 weeks in and out of the hospital in January and February so her help is very much appreciated. I don't have anything to add to my Conference Committee Report.

## RELATED POLICIES/BUDGET CONSIDERATIONS

None

## BOARD OPTIONS

N/A

## CHAIR OR DIRECTOR'S RECOMMENDATION

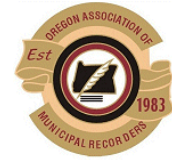
None

## SUGGESTED MOTION

None

## ATTACHMENTS

A. None



# OAMR BOARD REPORT

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Meeting Date: March 31, 2016  
Source of Item: **2<sup>nd</sup> Vice President**

Contact: Debbie Hamilton, CMC, 2<sup>nd</sup> VP  
Contact Telephone Number: 541.459.2856  
Contact E-Mail: d.hamilton@ci.sutherlin.or.us

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## BACKGROUND

The 2nd Vice President is responsible for the 2016 Annual Conference Bids. I will be sending out soon the 2018 Conference Bids to eight hotels/conference centers in Region I & II with a deadline for a response of June 1<sup>st</sup>, 2016. I will be requesting suggestions for suitable sites from the Region Directors and their members. I hope to have packets late March or early April. I will be asking the nominee for 2nd Vice President to join me for site visitations early summer or late spring. Per approved considerations we will be looking for the following:

- There is enough room to offer concurrent sessions during conference.
- Sessions and lodging should be in the same location.
- An on-site restaurant and free parking is important
- Eliminating casinos that can't offer smoke free access to ALL conference events, including restaurants and restrooms.

## RELATED POLICIES/BUDGET CONSIDERATIONS

None

## BOARD OPTIONS

## CHAIR OR DIRECTOR'S RECOMMENDATION

If there is a prospective site that you believe will meet OAMR's requirements please contact me with that information. Affordability is definitely important to both our members, as well as to OAMR.

## SUGGESTED MOTION

None

## ATTACHMENTS

- A. None

# OAMR BOARD REPORT

## OAMR Treasurer's Report



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Meeting Date: 03-31-2016  
Source of Item: Financial Records

Contact: Nancy Batchelder, MMC  
Contact Telephone Number: 541-547-3565  
Contact E-Mail: nancy@ci.yachats.or.us

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### ISSUE STATEMENT

#### *Report on the activities of the Treasurer*

- By the time you read this report, I will have completed the annual tax reports – The Federal 990 and the State Department of Justice CT-12 and submitted them. Those returns are due by March 15 each year.
- The Annual State Corporation Report will be due in April. I have not yet received the form from the State to complete.

### ATTACHMENTS

The Budget to Actual, Balance Sheet and Profit and Loss Reports from the beginning of the Fiscal Year through February 29, 2016 are attached.

Oregon Association of Municipal Recordors  
**Balance Sheet**  
As of October 31, 2016

	<u>Oct 31, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank of the West	22,644.51
LGIP	51,633.81
Total Checking/Savings	<u>74,278.32</u>
Accounts Receivable	
Accounts Receivable	186.70
Total Accounts Receivable	<u>186.70</u>
Other Current Assets	
Undeposited Funds	300.00
Total Other Current Assets	<u>300.00</u>
Total Current Assets	<u>74,765.02</u>
<b>TOTAL ASSETS</b>	<b><u>74,765.02</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	63,209.17
Net Income	11,555.85
Total Equity	<u>74,765.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>74,765.02</u></b>

3:20 PM

03/07/16

Accrual Basis

**Oregon Association of Municipal Recorders  
Profit & Loss Budget vs. Actual  
November 2015 through October 2016**

	Nov '15 - Oct 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Academy/Education Session</b>			
Annual Academy	0.00	9,000.00	-9,000.00
Athenian Leadership Dialogue	0.00	1,000.00	-1,000.00
Mid-Year	5,430.00	8,250.00	-2,820.00
On-the Road Workshops	0.00	1,000.00	-1,000.00
<b>Total Academy/Education Session</b>	5,430.00	19,250.00	-13,820.00
<b>Annual Conference Revenue</b>			
Exhibitors	0.00	3,000.00	-3,000.00
Registration	-300.00	27,000.00	-27,300.00
Sponsors	0.00	5,000.00	-5,000.00
<b>Total Annual Conference Revenue</b>	-300.00	35,000.00	-35,300.00
<b>Cash Carried Forward</b>	0.00	41,327.00	-41,327.00
<b>Education/Scholarships</b>			
Auction	0.00	3,500.00	-3,500.00
Donations General	501.80	1,300.00	-798.20
Kathy Ishiara Education Fund	0.00	1,000.00	-1,000.00
Other Fundraising	0.00	3,000.00	-3,000.00
Raffle	0.00	5,000.00	-5,000.00
Special Scholarship	0.00	3,750.00	-3,750.00
Store Sales	0.00	1,250.00	-1,250.00
<b>Total Education/Scholarships</b>	501.80	18,800.00	-18,298.20
<b>Interest Income</b>	74.69	150.00	-75.31
<b>Membership Dues</b>	8,910.00	10,000.00	-1,090.00
<b>Miscellaneous</b>	237.75	350.00	-112.25
<b>Newsletter Advertising</b>	0.00	1,000.00	-1,000.00
<b>Total Income</b>	14,854.24	125,877.00	-111,022.76
<b>Expense</b>			
<b>Academy/Education Sessions</b>			
Athenian Leadership	0.00	1,000.00	-1,000.00
Conference Academy	150.00	7,000.00	-6,850.00
Mid-Year Academy	0.00	7,000.00	-7,000.00
On-the Road Workshops	0.00	1,000.00	-1,000.00
<b>Total Academy/Education Sessions</b>	150.00	16,000.00	-15,850.00

**Oregon Association of Municipal Recorders  
Profit & Loss Budget vs. Actual  
November 2015 through October 2016**

	Nov '15 - Oct 16	Budget	\$ Over Budget
<b>Annual Conference Expenses</b>			
Awards	0.00	250.00	-250.00
Banquet Expenses	0.00	600.00	-600.00
Conference Chair Expense	0.00	500.00	-500.00
Food & Beverage/Site fees	0.00	16,000.00	-16,000.00
Freebies/Conference Bags	0.00	1,000.00	-1,000.00
Future Conference Site Deposits	1,500.00	1,500.00	0.00
Hospitality	0.00	4,130.00	-4,130.00
Miscellaneous Conference Exp	0.00	200.00	-200.00
Postage-Conference	0.00	100.00	-100.00
Pres. Reception/Special Event	0.00	1,000.00	-1,000.00
Print-Conference	0.00	700.00	-700.00
Speaker Expenses	0.00	2,000.00	-2,000.00
<b>Total Annual Conference Expenses</b>	1,500.00	27,980.00	-26,480.00
Contingency	0.00	23,392.00	-23,392.00
<b>Fundraising Expenses</b>			
Raffle Expenses			
Postage & Supplies	0.00	150.00	-150.00
Printing	0.00	250.00	-250.00
Prize Expenses-Trip or Gift Car	0.00	1,750.00	-1,750.00
<b>Total Raffle Expenses</b>	0.00	2,150.00	-2,150.00
Store Merchandise	102.50	2,000.00	-1,897.50
<b>Total Fundraising Expenses</b>	102.50	4,150.00	-4,047.50
Internet/Web Page	72.00	100.00	-28.00
MCEF Annual Donation	500.00	600.00	-100.00
<b>Membership Expenses</b>			
Supplies-Memberships	68.00	150.00	-82.00
<b>Total Membership Expenses</b>	68.00	150.00	-82.00
<b>Micellaneous</b>			
Square and PayPal Fees	110.92		
Micellaneous - Other	-24.35	2,000.00	-2,024.35
<b>Total Micellaneous</b>	86.57	2,000.00	-1,913.43
<b>Newsletter</b>			
Postage-Newsletter	21.85	100.00	-78.15
Printing-Newsletters	9.46	100.00	-90.54
Supplies-Newsletters	3.18	50.00	-46.82
<b>Total Newsletter</b>	34.49	250.00	-215.51
NW Clerks Institute Director	0.00	4,000.00	-4,000.00
OAMR Ambassadors	0.00	500.00	-500.00

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03/07/16

Accrual Basis

**Oregon Association of Municipal Recorders  
Profit & Loss Budget vs. Actual  
November 2015 through October 2016**

	<u>Nov '15 - Oct 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Officer Supplies</b>			
Misc/Equipment-Officers	30.05	500.00	-469.95
Postage-Officers	0.00	50.00	-50.00
Supplies-Officers	0.00	100.00	-100.00
<b>Total Officer Supplies</b>	<u>30.05</u>	<u>650.00</u>	<u>-619.95</u>
<b>Officers Expenses</b>			
1st Vice Pres-IIMC Confrence	0.00	1,700.00	-1,700.00
2nd Vice Pres Conf. Site Tours	0.00	400.00	-400.00
Director Region IX	0.00	3,230.00	-3,230.00
OAMR Region Directors	0.00	150.00	-150.00
<b>President's Expenses</b>			
IIMC Conference-President	0.00	2,450.00	-2,450.00
OAMR Representation-President	19.79	1,000.00	-980.21
Region IX Conference-President	703.29	3,475.00	-2,771.71
<b>Total President's Expenses</b>	<u>723.08</u>	<u>6,925.00</u>	<u>-6,201.92</u>
<b>Total Officers Expenses</b>	<u>723.08</u>	<u>12,405.00</u>	<u>-11,681.92</u>
Photography/Historian	0.00	850.00	-850.00
Reconciliation Discrepancies	31.70		
<b>Scholarships</b>			
IIMC Certification Programs	0.00	13,000.00	-13,000.00
Kathy Ishiara Scholarship	0.00	1,000.00	-1,000.00
Marge Price Scholarship	0.00	1,000.00	-1,000.00
Mid-Year Academy Scholarship	0.00	3,000.00	-3,000.00
OAMR Conference/Academy Session	0.00	10,500.00	-10,500.00
President Awards Scholarship	0.00	600.00	-600.00
Special Scholarship	0.00	1,250.00	-1,250.00
Special Scholarship Reserve	0.00	2,500.00	-2,500.00
<b>Total Scholarships</b>	<u>0.00</u>	<u>32,850.00</u>	<u>-32,850.00</u>
<b>Total Expense</b>	<u>3,298.39</u>	<u>125,877.00</u>	<u>-122,578.61</u>
<b>Net Ordinary Income</b>	<u>11,555.85</u>	<u>0.00</u>	<u>11,555.85</u>
<b>Net Income</b>	<u><u>11,555.85</u></u>	<u><u>0.00</u></u>	<u><u>11,555.85</u></u>

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03/07/16

Accrual Basis

**Oregon Association of Municipal Recorders**  
**Profit & Loss Budget vs. Actual**  
 November 2015 through October 2016

	% of Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Academy/Education Session</b>	
Annual Academy	0.0%
Athenian Leadership Dialogue	0.0%
Mid-Year	65.8%
On-the Road Workshops	0.0%
<b>Total Academy/Education Session</b>	28.2%
<b>Annual Conference Revenue</b>	
Exhibitors	0.0%
Registration	-1.1%
Sponsors	0.0%
<b>Total Annual Conference Revenue</b>	-0.9%
<b>Cash Carried Forward</b>	0.0%
<b>Education/Scholarships</b>	
Auction	0.0%
Donations General	38.6%
Kathy Ishiara Education Fund	0.0%
Other Fundraising	0.0%
Raffle	0.0%
Special Scholarship	0.0%
Store Sales	0.0%
<b>Total Education/Scholarships</b>	2.7%
<b>Interest Income</b>	49.8%
<b>Membership Dues</b>	89.1%
<b>Miscellaneous</b>	67.9%
<b>Newsletter Advertising</b>	0.0%
<b>Total Income</b>	11.8%
<b>Expense</b>	
<b>Academy/Education Sessions</b>	
Athenian Leadership	0.0%
Conference Academy	2.1%
Mid-Year Academy	0.0%
On-the Road Workshops	0.0%
<b>Total Academy/Education Sessions</b>	0.9%

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03/07/16

Accrual Basis

**Oregon Association of Municipal Recorders**  
**Profit & Loss Budget vs. Actual**  
 November 2015 through October 2016

	% of Budget
<b>Annual Conference Expenses</b>	
Awards	0.0%
Banquet Expenses	0.0%
Conference Chair Expense	0.0%
Food & Beverage/Site fees	0.0%
Freebies/Conference Bags	0.0%
Future Conference Site Deposits	100.0%
Hospitality	0.0%
Miscellaneous Conference Exp	0.0%
Postage-Conference	0.0%
Pres. Reception/Special Event	0.0%
Print-Conference	0.0%
Speaker Expenses	0.0%
<b>Total Annual Conference Expenses</b>	5.4%
<b>Contingency</b>	0.0%
<b>Fundraising Expenses</b>	
Raffle Expenses	
Postage & Supplies	0.0%
Printing	0.0%
Prize Expenses-Trip or Gift Car	0.0%
<b>Total Raffle Expenses</b>	0.0%
<b>Store Merchandise</b>	5.1%
<b>Total Fundraising Expenses</b>	2.5%
<b>Internet/Web Page</b>	72.0%
<b>MCEF Annual Donation</b>	83.3%
<b>Membership Expenses</b>	
Supplies-Memberships	45.3%
<b>Total Membership Expenses</b>	45.3%
<b>Micellaneous</b>	
Square and PayPal Fees	
Micellaneous - Other	-1.2%
<b>Total Micellaneous</b>	4.3%
<b>Newsletter</b>	
Postage-Newsletter	21.9%
Printing-Newsletters	9.5%
Supplies-Newsletters	6.4%
<b>Total Newsletter</b>	13.8%
<b>NW Clerks Institute Director</b>	0.0%
<b>OAMR Ambassadors</b>	0.0%

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03/07/16

Accrual Basis

**Oregon Association of Municipal Recorders**  
**Profit & Loss Budget vs. Actual**  
 November 2015 through October 2016

	% of Budget
<b>Officer Supplies</b>	
Misc/Equipment-Officers	6.0%
Postage-Officers	0.0%
Supplies-Officers	0.0%
<b>Total Officer Supplies</b>	4.6%
<b>Officers Expenses</b>	
1st Vice Pres-IIMC Confrence	0.0%
2nd Vice Pres Conf. Site Tours	0.0%
Director Region IX	0.0%
OAMR Region Directors	0.0%
<b>President's Expenses</b>	
IIMC Conference-President	0.0%
OAMR Representation-President	2.0%
Region IX Conference-President	20.2%
<b>Total President's Expenses</b>	10.4%
<b>Total Officers Expenses</b>	5.8%
<b>Photography/Historian</b>	0.0%
<b>Reconciliation Discrepancies</b>	
<b>Scholarships</b>	
IIMC Certification Programs	0.0%
Kathy Ishiara Scholarship	0.0%
Marge Price Scholarship	0.0%
Mid-Year Academy Scholarship	0.0%
OAMR Conference/Academy Session	0.0%
President Awards Scholarship	0.0%
Special Scholarship	0.0%
Special Scholarship Reserve	0.0%
<b>Total Scholarships</b>	0.0%
<b>Total Expense</b>	2.6%
<b>Net Ordinary Income</b>	100.0%
<b>Net Income</b>	100.0%

**Oregon Association of Municipal Recorders**  
**Profit & Loss**  
 November 2015 through October 2016

	Nov '15 - Oct 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Academy/Education Session Mid-Year	5,430.00
<b>Total Academy/Education Session</b>	5,430.00
Annual Conference Revenue Registration	-300.00
<b>Total Annual Conference Revenue</b>	-300.00
Education/Scholarships Donations General	501.80
<b>Total Education/Scholarships</b>	501.80
Interest Income	74.69
Membership Dues	8,910.00
Miscellaneous	237.75
<b>Total Income</b>	14,854.24
<b>Expense</b>	
Academy/Education Sessions Conference Academy	150.00
<b>Total Academy/Education Sessions</b>	150.00
Annual Conference Expenses Future Conference Site Deposits	1,500.00
<b>Total Annual Conference Expenses</b>	1,500.00
Fundraising Expenses Store Merchandise	102.50
<b>Total Fundraising Expenses</b>	102.50
Internet/Web Page	72.00
MCEF Annual Donation	500.00
Membership Expenses Supplies-Memberships	68.00
<b>Total Membership Expenses</b>	68.00
Micellaneous Square and PayPal Fees	110.92
Micellaneous - Other	-24.35
<b>Total Micellaneous</b>	86.57
Newsletter Postage-Newsletter	21.85
Printing-Newsletters	9.46
Supplies-Newsletters	3.18
<b>Total Newsletter</b>	34.49
Officer Supplies Misc/Equipment-Officers	30.05
<b>Total Officer Supplies</b>	30.05
Officers Expenses President's Expenses OAMR Representation-President	19.79
Region IX Conference-President	703.29
<b>Total President's Expenses</b>	723.08
<b>Total Officers Expenses</b>	723.08

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03/07/16  
Accrual Basis

**Oregon Association of Municipal Recorders**  
**Profit & Loss**  
**November 2015 through October 2016**

	<u>Nov '15 - Oct 16</u>
Reconciliation Discrepancies	31.70
Total Expense	<u>3,298.39</u>
Net Ordinary Income	<u>11,555.85</u>
Net Income	<u><u>11,555.85</u></u>



# OAMR BOARD REPORT

Meeting Date: March 31, 2016  
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City Recorder  
Contact Telephone Number: 541.942.5501  
Contact E-Mail: cityrecorder@cottagegrove.org

## BACKGROUND

Approval of the following Board Meeting Minutes:

1. November 13, 2015, Board Meeting
2. December 10, 2015, E-Board Meeting (Public Records Law Reform Task Force)
3. February 2, 2016, E-Board Meeting ( HB4130 Opposition Letter)
4. February 23, 2016, E-Board Meeting (Region IX – Alaska Representative)

## RELATED POLICIES/BUDGET CONSIDERATIONS

## BOARD OPTIONS

The Board may approve the above-noted minutes as presented; the Board may make amendments and approve the minutes as amended; or the Board may take no action.

## CHAIR OR DIRECTOR'S RECOMMENDATION

Approve the above-noted Board Meeting Minutes as presented/amended.

## SUGGESTED MOTION

1. Motion to approve the above-noted Board Meeting Minutes as presented/amended.

## ATTACHMENTS

- A. November 13, 2015, Board Meeting
- B. December 10, 2015, E-Board Meeting (Public Records Law Reform Task Force)
- C. February 2, 2016, E-Board Meeting ( HB4130 Opposition Letter)
- D. February 23, 2016, E-Board Meeting (Region IX – Alaska Representative)



*Minutes are unofficial until approved by the Board.*

**1. Board Meeting Called to Order:**

President Eldridge called the Board Meeting to order at 1:40 p.m.

**2. Roll Call by Sign-In Sheet:**

Members:	Title:	Attended:
<b>Michele Eldridge, CMC, Harrisburg</b>	<b>President</b>	✓
<b>Dale Shafer, Nehalem</b>	<b>1st Vice-President/Conference Chair</b>	✓
<b>Debbie Hamilton, CMC, Sutherlin</b>	<b>2<sup>nd</sup> Vice-President/Fundraising Chair</b>	✓
<b>Trudy Borrevik, CMC, Cottage Grove</b>	<b>Secretary</b>	✓
<b>Nancy Batchelder, MMC, Yachats</b>	<b>Treasurer</b>	✓
<b>Amy Sowa, MMC, Springfield</b>	<b>Immediate Past President</b>	✓ (Non-Voting)
<b>Kathy Payne, CMC, St. Helens</b>	<b>Region I Director/Newsletter</b>	✓
<b>Margaret Reh, North Plains</b>	<b>Region II Director</b>	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	Absent
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	Absent
<b>Deanna Casey, MMC, Central Point</b>	<b>Region V Director</b>	✓
<b>Lisa Morgan, Prineville</b>	<b>Region VI Director/Legislative Chair</b>	✓ (via phone)
<b>Nancy Parker, Athena</b>	<b>Region VII Director/Mentoring</b>	✓ (via phone)
<b>Tracy Davis, MMC, Keizer</b>	<b>Region IX Director</b>	✓
Denise Carey, MMC, Estacada	Audit Chair	Absent
Abigail Donowho, Tillamook	Bylaws Chair	Absent
Angie Lanter, Banks	City Recorder's Procedures Chair	Absent
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	Absent
<b>Melissa Kiefer, Nehalem</b>	<b>Internet Chair</b>	✓
Peggy Hawker, MMC, Newport	Education Chair	Absent
Karin Johnson, MMC, Independence	Professional Growth & Development Chair	Absent
<b>Mary Dibble, MMC, Albany</b>	<b>Membership Chair</b>	✓
Amber Ames, MMC, Hillsboro	Nominating Chair	Absent
Ruth Post, MMC, Philomath	NCI Education	Absent
<b>Scott Stauffer, Milwaukie</b>	<b>Records Management Chair</b>	✓
Carol Weir, MMC, Rogue River	Retired Clerks Chair	Absent
Debi Russell, Weston	Scholarship Chair	Absent
<b>Sadie Cramer, MMC, Molalla</b>		✓
<b>Debby Roth, MMC, Cornelius</b>		✓
<b>Diane Harris, Sutherlin</b>		✓
<b>Nicole Morris, Tualatin</b>		✓ (via phone)

**3. Officer Reports:**

President, Michele Eldridge, CMC, Harrisburg, reminded everyone to turn off their cellphones during the meeting. She talked about the LOC Board meeting she attended

in September and highlighted the topics that were discussed that would be focused on during the 2016 Legislative Short Session. She referenced Attachment A, 2015 OAMR Conference Summary which was held in Seaside at the Convention Center, September 15-17, 2015.

Michele talked about an email that Karen Spoon sent out to the list serve regarding the Attorney General's Public Records Reform Task Force. She said she researched the website and was able to locate minutes, agendas, etc. She spoke about the task force and the need to have someone from OAMR on the task force or at least attending the meetings. She said they were having a meeting on November 18, 2015 from 1:00 to 3:00 pm and asked if anyone would be able to attend the meeting. No one present at the meeting could attend and Michele said she would try to find someone to attend.

Scott Stauffer said the Records Management Committee was meeting on November 20, 2015 in Wilsonville and the State Archivist would be in attendance and he would ask her what she knew about the task force.

First Vice-President: Dale Shafer, Nehalem, said she didn't have anything to add to her report.

Second Vice-President: Debbie Hamilton, CMC, Sutherlin, said several in her committee had met this morning and they were looking at some new items for the store. She said they were bringing back the quilt raffle which was popular in the past and had decided not to do the Visa raffle because it didn't go over very well this last year. She said they were doing the region baskets against this year and at Mid-Year they would have Regions IV and V bring their baskets.

Secretary: Trudy Borrevik, CMC, Cottage Grove, requested the Board approve the following minutes:

1. April 2, 2015, Board Meeting Minutes
2. May 6, 2015, E-Board Meeting Minutes (Website/Membership Software)
3. June 8, 2015, E-Board Meeting Minutes(By-Laws Amendment)
4. August 6, 2015, E-Board Meeting Minutes (Conference Funds/Region IX Director/On-line Membership Renewals Fee)
5. August 27, 2016, E-Board Meeting Minutes (Conference Registration Emergency Fee)

**MOTION: Second Vice-President Debbie Hamilton moved, seconded by Director Deanna Casey, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.**

Treasurer: Nancy Batchelder, MMC, Yachats, said she hadn't done anything with the signature cards since the conference. She said the Bank of the West closed and the City had purchased the building and were hoping to get another financial institution but

hadn't had any luck yet. She said she would send around the signature cards to those who sign on the account.

Debbie Hamilton asked about using the square for cell phones and Nancy said we already used one and paid a transaction fee on each transaction.

President Michele Eldridge talked about Nancy's report showing that OAMR made \$20,390.55 on Mid-Year Academy, Annual Academy and the Annual Conference.

She talked about the motion being proposed to move \$1,822.34 from contingency to future conference site deposits. She said due to the larger than normal deposit requested by Ashland Hills where the 2016 conference will be held, it exceeded the budget by \$3,500.00. She said the budget shows the conference being over budget which was due to the deposit for the 2016 conference. She said there was more than enough money in contingency to cover the transfer.

**MOTION: First Vice-President Dale Shafer moved, seconded by Second Vice-President Debbie Hamilton, to move \$1,823.00 from contingency to future conference site deposits. MOTION CARRIED UNANIMOUSLY by voice vote.**

**MOTION: Director Deanna Casey moved, seconded by First Vice-President Dale Shafer, to accept the treasurer's report. MOTION CARRIED UNANIMOUSLY by voice vote.**

## **5. Committee Reports:**

Region I: Kathy Payne, CMC, St. Helens, said they were scheduled to meet on December 11, 2015 in Tillamook for their holiday lunch and ornament exchange. No Board action required.

Region II: Margaret Reh, North Plains, said they were scheduled to meet on December 4, 2015 for their holiday lunch and ornament exchange. No Board action required.

Region III: Phyllis Bolman, MMC, Monmouth, was not in attendance. No Board action required and no additional oral report given.

Region IV: Carolyn Shields, CMC, Myrtle Creek, was not in attendance. No Board action required and no additional oral report given.

Region V: Deanna Casey, MMC, Central Point, said they were scheduled to meet on December 4, 2015 for their holiday lunch. She said they were also having a separate one on the coast the following week. No Board action required.

Region VII: Nancy Parker, Athena, said she had nothing additional to report. No Board action required and no additional oral report given.

Second Vice-President Debbie Hamilton said she neglected to mention when the minutes were being approved, that the April 2, 2015 meeting minutes showed she was absent, however she was at the meeting.

It was determined that it was a housekeeping issue and there didn't need to be another motion made to make that change.

#### 4. Region Director Oath of Office

Tracy Davis swore in Lisa Morgan, Region VI Director, over the phone.

#### 5. Region Director Reports

Region VI: Lisa Morgan, Prineville, said she didn't have anything to add to her report. No Board action required and no additional oral report given.

#### 6. Committee Reports

Audit: Denise Carey, MMC, Estacada, was not in attendance. Michele said they were having an audit meeting on November 23, 2015 at Keizer City Hall.

Bylaws: Abigail Donowho, Tillamook, was not in attendance. Michele said the membership just adopted changes to the Bylaws which was based on a legal review.

City Recorder's Procedures: Angie Lanter, Banks, was not in attendance. Michele said the manual was brought to the Board meeting in September but it was held back to allow everyone an opportunity to review it. She said being on the committee was a lot of work, trying to keep it updated and online so it was available to everyone as a resource.

Debby Roth said there was the addition of looking into an online resource such as Manula for a small annual fee of just under \$100, however she didn't know exactly how it work differently than putting it on the website. She said she was new on the committee but there were only a few minor changes.

**MOTION: Director Kathy Payne moved, seconded by Second Vice-President Debbie Hamilton, to approve the revisions to the City Recorder's Procedure Manual as presented. MOTION CARRIED UNANIMOUSLY by voice vote.**

Deanna Casey asked if the manual was provided to new members in a paper copy.

Discussion was held on providing the manual to new members and the suggestion to include it in information provided to them at the new member's breakfast.

Conference Committee: Dale Shafer, Nehalem, said the committee had come up with a theme for the conference in Ashland, "Unmask the Future" and they were going to use the tragedy/comedy mask as the logo. She said sub-committees had been appointed

but they were still looking for a chair of the vendors committee. She said they were moving right along.

Education Committee: Peggy Hawker, Newport, was not in attendance. Michele said Peggy was concerned about information in the report because they were trying to get another Athenian Dialogue. She said they had tried to look at doing one in Ashland just after mid-year but there wasn't enough interest. She said there were costs involved in having an ALD and it had been estimated that there would need to be at least 30 people attending to break even. They were considering scheduling one in the Portland area on either March 12<sup>th</sup> or 19<sup>th</sup> with a cost of \$75/per person which included lunch. She said both dates were only a couple of weeks before mid-year which might be a problem. She said the ALD also provided more education points.

Deanna asked if there were any specific topics for on the road workshops.

Michele said records management and elections were two that members had expressed interest in. She said the committee was always looking for suggestions.

Historical Preservation: Lisa Stoll, CMC, St. Helens, was not in attendance. There was nothing to add.

Internet: Melissa Kiefer, Nehalem, provided a PowerPoint presentation on the new online membership program. She went over the whole process of renewing membership and said the first renewal email would go out on November 17, 2015. Members would have two options to pay, one by check with no additional fee or by credit card with a fee of \$1.75.

Nicole Morris asked about the fees and why it was \$15 to register online for the conferences and only \$1.75 for membership renewal.

Melissa said the fee was based on what OAMR was being charged from Pay Pal. She said the standard Pay Pal processing charge was 2.9% of the transaction amount plus an additional \$.30 per transaction. She said the \$15 fee worked out to be a little more than the typical conference charge.

Nicole was in favor of online membership renewal but wondered if there had been any research done for other payment options that didn't cost so much.

Discussion was held on online payment fees. It was discussed that the fee could be included in the conference registration, membership fee, etc. and would be absorbed by all the membership. Some present thought this would be unfair to the people who paid by check as they would be paying more for their registration fee just to allow those who paid by credit card to have no additional fees. It was brought up several times that people weren't required to pay online, they had to renew online but could send a check to pay the fee without any additional charges.

It was brought up by Mary Dibble that renewing online for membership was more accurate as the information was entered by the member and not the Chair who had to enter everything from the membership form.

There was discussion and suggestions about the information that could be found in the program such as the date someone joined OAMR and a list of non-members.

Melissa went over the conference online registration and showed how someone who was awarded a scholarship would register online and use the coupon code for the scholarship. She said the advantage to the program was that multiple administrators could be on at the same time reviewing information in one place on the membership.

**MOTION: Director Deanna Casey moved, seconded by Second Vice-President Debbie Hamilton, to move all conference registrations online. MOTION CARRIED UNANIMOUSLY by voice vote.**

Legislative: Lisa Morgan, Prineville, left the meeting via phone but Michele said the committee was looking for more members.

She mentioned there were several other committees that were in need of members.

Membership: Mary Dibble, MMC, Albany, talked about using contacts in the Apricot program to track non-member cities. She said it had been suggested to use a different color application form at LOC conferences and then give those recorders who signed up using that form, a discount on their first year membership fee.

Melissa suggested giving them a code as memberships would all be done online.

Mary said if anyone had any suggestions for getting new members to contact her.

Mentoring: Nancy Parker, Athena, said she had nothing else to report. She said they did have one new member who was looking for a mentor. She said they needed mentors from smaller cities and asked anyone interested to contact her.

Newsletter: Kathy Payne, CMC, St. Helens, said she had nothing else to report. Everyone said she was doing a great job.

Nominating: Amber Ames, MMC, Hillsboro, was not present. Michele said there were offices open for Second Vice-President, Treasurer, Region Directors for I, III, V and VII.

NCI Education: Ruth Post, MMC, Philomath, was not present. Tracy Davis said Ruth had prepared the report and an addendum. She provided some history on NCI and said in 2005, Washington, Alaska and Oregon joined into one institute, when they signed a letter of agreement. She provided background on the agreement with Washington State University and reasons why it needed to be updated. She said at the end of the three year agreement there was a surplus of a little over \$17,000 which was being rolled over

into the next three year agreement. She recommended the Board approve the new agreement.

**MOTION: Second Vice-President Debbie Hamilton moved, seconded by Secretary Trudy Borrevik, to approve the WSU Conference Management Agreement. MOTION CARRIED UNANIMOUSLY by voice vote.**

Tracy talked about the travel expenses for the NCI Director and said OAMR paid for the travel for the Director to come to the annual conference, which wasn't in the expense policy.

She said deficits and surplus for the program were included in the compensation and budget. She said the NCI committee decided to make it proportionate and if there were a surplus at the end of the three year agreement, the money would be distributed back to the associations on a per attendee scale. She said if there were a deficit it would be split equally as it was every state's responsibility to make sure there are enough members attending the institutes.

Tracy said it used to be that the academy outline had to be sent to IIMC to get the actual points for the academies. She said IIMC gave the responsibility to the institute directors to approve which happened in 2011.

**MOTION: Director Deanna Casey moved, seconded by Director Kathy Payne, to approve the three year state contract between OAMR, WMCA, AAMC and Institute Director Joan Tilton for the Northwest Clerks Institute. MOTION CARRIED UNANIMOUSLY by voice vote.**

Professional Growth & Leadership Development, Karin Johnson, MMC, Independence, was not present. Michele said the material for the LOC Conference display was in need of updating and Karin would be working on getting it replaced.

Records Management: Scott Stauffer, Milwaukie, said he had nothing to add to his report. He said they had almost thirty members on the committee and were having their first meeting next week in Wilsonville. He said the item presented for action was a housekeeping item. He said the committee wanted to make sure the retention schedule that governed OAMR's records complied with the State law, which it did. He said there was one column that had some abbreviations that no one knew what they stood for, so they removed the column.

**MOTION: Director Kathy Payne moved, seconded by First Vice-President Dale Shafer, to adopt the OAMR Records Retention Schedule as revised by the Records Management Committee. MOTION CARRIED UNANIMOUSLY by voice vote.**

Retired Clerks: Carol Weir, MMC, Rogue River, was not present. Michele said the committee didn't need to be made up of people who were getting ready to retire. She talked about the page that was going on the League of Oregon Cities website under Members Services that would provide information for cities looking for interim records or cities who needed temporary coverage.

Scholarship: Nanci Moyo, Beaverton, was not present. Dale Shafer said the committee had talked about the KTAP language and adding it to the scholarship guidelines. She said scholarship recipients would be required to submit a KTAP to the NCI Director within thirty days of attendance. She said if the recipient failed to submit a report, they would be ineligible to apply for another scholarship for one calendar year.

Nicole Morris asked if the requirement for the scholarship report was being replaced by the KTAP.

Michele said at the April Board meeting, there was a motion and action that removed the scholarship report requirement. She said one reason it was removed because everyone already had to submit a KTAP. She said when it was taken out, there wasn't any process to make sure the KTAP's were being submitted. She said conference scholarships would still have a scholarship report requirement.

**MOTION: First Vice-President Dale Shafer moved, seconded by Director Deanna Casey, to approve the insertion of KTAP language to the scholarship guidelines for 2016 for PDI, II, III and IV, Annual Academy and Mid-Year Academy and to reinstate the scholarship report language in the Annual Conference guidelines. MOTION CARRIED UNANIMOUSLY by voice vote.**

Special Projects/Fundraising: Debbie Hamilton, CMC, Sutherlin, said the committee hadn't set a fundraising goal but she had set it at \$15,000.

Nicole Morris asked how much had been raised for scholarships last year.

Michele said net cash proceeds for scholarships were \$14,388.00 before deducting donations for the Harris-Davis Scholarship which lowered that to \$10,376.58.

Treasurer Nancy Batchelder said \$14,388.00 was raised and if you took away the amount donated the members brought for raffle items, etc. \$10,376.58 was raised.

Melissa Kiefer said there was a donation form on the Fundraising Opportunity page on the OAMR website which was set up to accept donations but could only be done with a credit card.

**7. Other Business**

A. Succession Planning for Committee Chairs

Michele reminded everyone that Region Directors and Committee Chairs need to be looking at those on their committee or in their region for future Chairs and Directors.

**8. Information Sharing**

A. Conference Planning Manual Ad-hoc Committee, Karin Johnson, MMC, Independence

Michele said Karin Johnson, Stacey Cook and Tori Barnett were working on a manual that broke down the entire conference into the different segments and who was responsible for what.

**9. Future Meetings**

A. February 19, 2016 at 12:30 pm; Keizer City Hall, Keizer, Oregon

B. March 31, 2016 at 2:30 pm; Ashland Hills & Suites, Ashland, Oregon

**10. Adjournment:**

President Eldridge adjourned the meeting at 3:45 pm.

Respectfully submitted,  
Trudy J. Borrevik, CMC, City of Cottage Grove  
OAMR Secretary



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BOARD E-MEETING  
(Request for OAMR Member on Public Records Law Reform Task Force)  
Thursday, December 10, 2015

*Minutes are unofficial until approved by the Board.*

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Board Members:	Title:	via E-mail:
Michele Eldridge, CMC, Harrisburg	President	✓
Dale Shafer, Nehalem	1st Vice-President/Conference Chair	✓
Debbie Hamilton, CMC, Sutherlin	2 <sup>nd</sup> Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Amy Sowa, MMC, Springfield	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Margaret Reh, North Plains	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	Absent
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	Absent
Deanna Casey, MMC, Central Point	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	✓

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1. **E-MEETING CALLED TO ORDER:** On December 10, 2015, at 9:28 a.m., President Michele Eldridge requested via e-meeting for the Board to consider sending a letter to the Attorney General requesting that a member of OAMR be appointed to the Public Records Law Reform Task Force.

**MOTION:** Director Lisa Morgan moved, seconded by Treasurer Nancy Batchelder, to authorize the OAMR President to write a letter to the Oregon Attorney General's office, asking to appoint a member of OAMR to the Attorney General's Public Records Law Reform Task Force. **MOTION CARRIED 9-0 by e-vote.**

2. **Adjournment:**  
President Michele Eldridge adjourned the e-meeting on December 10, 2015, at 3:25 p.m.

Respectfully submitted,  
Trudy J. Borrevik, CMC, City of Cottage Grove  
OAMR Secretary



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BOARD E-MEETING  
(HB4130 Opposition Letter)  
Tuesday, February 2, 2016

*Minutes are unofficial until approved by the Board.*

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Board Members:	Title:	via E-mail:
Michele Eldridge, CMC, Harrisburg	President	✓
Dale Shafer, Nehalem	1st Vice-President/Conference Chair	✓
Debbie Hamilton, CMC, Sutherlin	2 <sup>nd</sup> Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Amy Sowa, MMC, Springfield	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Margaret Reh, North Plains	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	Absent

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1. **E-MEETING CALLED TO ORDER:** On February 2, 2016, at 8:35 p.m., President Michele Eldridge requested via e-meeting for the Board to consider sending a letter in opposition to HB4130 regarding public records requests.

**MOTION:** Director Nancy Parker moved, seconded by Director Kathy Payne, to approve OAMR sending an official letter in opposition to HB4130 regarding public records requests. **MOTION CARRIED 10-0 by e-vote.**

2. **Adjournment:**  
President Michele Eldridge adjourned the e-meeting on February 3, 2016, at 3:08 p.m.

Respectfully submitted,  
Trudy J. Borrevik, CMC, City of Cottage Grove  
OAMR Secretary



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BOARD E-MEETING  
(Region IX – Alaska Representative)  
Tuesday, February 23, 2016

*Minutes are unofficial until approved by the Board.*

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Board Members:	Title:	via E-mail:
Michele Eldridge, CMC, Harrisburg	President	✓
Dale Shafer, Nehalem	1st Vice-President/Conference Chair	✓
Debbie Hamilton, CMC, Sutherlin	2 <sup>nd</sup> Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Amy Sowa, MMC, Springfield	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Margaret Reh, North Plains	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	Absent
Deanna Casey, MMC, Central Point	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	Absent

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- E-MEETING CALLED TO ORDER:** On February 23, 2016, 4:22 p.m., President Michele Eldridge requested via e-meeting for the Board to consider sending a letter to the Alaska Association of Municipal Clerks (AAMC) confirming OAMR's support for their candidate for Region IX Director, Sheri Pierce.

**MOTION:** Director Phyllis Bolman moved, seconded by Director Kathy Payne, to approve OAMR sending an official letter to AAMC in support of their candidate for Region IX Director, Sheri Pierce. **MOTION CARRIED 9-0 by e-vote** (Directors Carolyn Shields and Nancy Parker no response).

- Adjournment:**

President Michele Eldridge adjourned the e-meeting on February 24, 2016, at 11:15 a.m.

Respectfully submitted,  
Trudy J. Borrevik, CMC, City of Cottage Grove  
OAMR Secretary



# OAMR BOARD REPORT

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## REGION I REPORT

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Meeting Date: March 31, 2016  
Source of Item: Region I Director

Contact: Kathy Payne, CMC  
Contact Telephone Number: 503-366-8217  
Contact E-Mail: [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)

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### ISSUE STATEMENT

This item is informational only.

### BACKGROUND

Region I was hit pretty hard by the weather this winter. Many communities suffered severe flooding. But being the resilient communities that we are, we will recover.

We tried to have our annual holiday lunch in Tillamook but the weather and flooding did not cooperate. We ended up having it at Camp 18 in Elsie just outside of Seaside. It was a pretty wet day but we sure enjoyed the ornament exchange and the comradery with our peers.

We will be getting together this spring in Tillamook for a meeting.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

None.

### CHAIR OR DIRECTOR'S RECOMMENDATION

None.

### SUGGESTED MOTION

None.

### ATTACHMENTS

None.



## OAMR BOARD REPORT

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### Region II

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Meeting Date: March 31, 2016  
Source of Item: Region II

Contact: Margaret L. Reh  
Contact Telephone Number: 503-647-5555  
Contact E-Mail: [margaret@northplains.org](mailto:margaret@northplains.org)

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#### **Informational Only**

Region II met in early December for our Christmas luncheon and ornament gift exchange. We met at Applebee's in Lake Oswego. It was another wonderful and uplifting OAMR event. I love being a part of this organization.

Sue Ryan has informed us that the City of Newberg is currently recruiting for a City Manager. The Council will be reviewing applications in March and conducting interviews in April. A selection is expected to be made by June 2016.

Margaret Reh has notified us that the City of North Plains is having their annual City Wide Garage Sale on Saturday, May 7, 2016 – You can hit 30+ garage sales within a one mile radius! Come and check it out! You can make it a day trip and head on out to Seaside afterward!

The City of Milwaukie has some exciting events coming up this spring. The Dogwood Dash--5K & 1K will be held on Saturday, April 2 beginning at 9:00 a.m. For more information check out this URL: <http://www.milwaukieoregon.gov/citymanager/dogwood-dash-5k-1k>

Then on Saturday, April 23 come participate in the Milwaukie Earth Day Volunteer Event from 9:00 a.m. to noon. Details are still being worked on, but it will take place near the new pedestrian bridge over Kellogg Creek. The dedication of the new bridge will also be part of the event. More details for this event can be found at: <http://www.milwaukieoregon.gov/citymanager/milwaukie-earth-day-volunteer-event>



## OAMR BOARD REPORT

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### REGION III

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Meeting Date: March 31, 2016  
Source of Item: Region III

Contact: Phyllis Bolman, MMC  
Contact Telephone Number: 503-751-0145  
Contact E-Mail: [pbolman@ci.monmouth.or.us](mailto:pbolman@ci.monmouth.or.us)

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### BACKGROUND

This is an information only report.

On Saturday February 20, Region III members, who were available, met for our annual “meeting”. Instead of meeting in December, we opted to meet in February. We met at the coast so that it was easier for coast members to attend!

We met at The Eventuary in Lincoln City for a Party and Paint! We definitely had a lot of fun, made some new friends and created art! In attendance were: Peggy Hawker, Lisa Figueroa, Ruth Post, Karin Johnson, Miki Valentine, Phyllis Bolman, Judy Smith, Michele Eldridge (our illustrious president), Carla Holzworth and Cathy Steere. We decided we would not quit our jobs to become artists!



# OAMR BOARD REPORT

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## Region V

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Meeting Date: March 31, 2016  
Source of Item: Director

Contact: Deanna Casey, MMC  
Contact Telephone Number: 541-423-1026  
Contact E-Mail: Deanna.casey@centralpointoregon.gov

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### ISSUE STATEMENT

There are no issues to report in Region V.

### BACKGROUND

I have scheduled an elections training for Region V members. I have also invited special districts and the County elections official to attend on March 16, 2016. State Elections Officials will be in attendance to update us on changes to the rules for Referendum, Referrals and Candidate filings.

The region members have been working hard to gather items for our Region Basket which will be raffled at Mid-Year in Ashland. There are several gift certificates for local businesses and goodies to include in the basket.

City Recorder Barb Christenson has been working to find a location for the Kathy Walk for the Annual Conference. Ashland is a beautiful location and we are confident it will be a beautiful event.

### RELATED POLICIES/BUDGET CONSIDERATIONS - None

### BOARD OPTIONS

No board action is required at this time.

### CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations at this time.

### SUGGESTED MOTION - None

### ATTACHMENTS - None



# OAMR BOARD REPORT

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## Region VI Report

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Meeting Date: March 31, 2016  
Source of Item: Region VI

Contact: Lisa Morgan  
Contact Telephone Number: 541.447.5627  
Contact E-Mail: lmorgan@cityofprineville.com

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### ISSUE STATEMENT

This report is for informational purposes only.

### BACKGROUND

There are not any significant items to report except that Julie Krueger, MMC in The Dalles has taken the position of City Manager. I would like to take this opportunity to thank her for everything she has done for OAMR over these many years and for being such a valuable member of OAMR. I know for myself, the couple of times I needed quick information or direction, she was always right there, as I am sure she has been for many of you. I encourage everyone to reach out and congratulate Julie and wish her well in her career.

With Julie's new role as City Manager, we have another new face to welcome to OAMR. Izetta Grossman has assumed the role of City Clerk and Administrative Assistant to City Manager. Izetta and I have communicated and she is really looking forward to meeting all of us at the annual conference in September.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

N/A

### CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

### SUGGESTED MOTION

N/A

### ATTACHMENTS

A. None.



# OAMR BOARD REPORT

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## REGION VII

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Meeting Date: March 31, 2016  
Source of Item: Region VII

Contact: Nancy Parker  
Contact Telephone Number: 541-566-3862  
Contact E-Mail: nancy@cityofathena.com

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### ISSUE STATEMENT

This is the Region VII report for March 31, 2016 and is for informational purposes only.

### BACKGROUND

The Region will conduct a training session in April, and will host the Oregon Department of Revenue and the State Social Security Program in Island City on July 27<sup>th</sup>. This will be an open forum for employer training and will include cities, school, counties and other interested parties. Pamela Johnson is excited to bring this training opportunity to our side of the state. The maximum capacity is 70, so be sure to register early.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None

### BOARD OPTIONS

No action requested

### CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

### SUGGESTED MOTION

N/A



## OAMR BOARD REPORT

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Meeting Date: March 31, 2016  
Source of Item: Audit Committee

Contact: Denise Carey, MMC  
Contact Telephone Number: 503-630-8270  
Contact E-Mail: [carey@cityofestacada.org](mailto:carey@cityofestacada.org)

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### BACKGROUND

An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. The financial statements should present fairly the financial position of the Association's activities and the respective changes in financial position and cash flows.

The audit committee is comprised of three members appointed by the President and this year's members are Dale Shafer, City of Nehalem; Lori Gilmore, City of Yamhill; and Denise Carey, City of Estacada.

### RELATED POLICIES/BUDGET CONSIDERATIONS

The members of the OAMR Audit Committee audited the financial statements for the Oregon Association of Municipal Recorders for the year ended October 31, 2015. In our opinion, the financial statements present fairly the financial position of the Association's activities, and the respective changes in financial position and cash flows.

#### *Financial notes:*

- Revenues for the 2015 conference exceeded budgeted in all three categories: exhibitors, registration and sponsors. Overall conference revenues exceeded expenditures by \$13,559.35. (Everyone loves a conference at the beach!!)
- A total of \$23,767.24 was awarded for scholarships.
- Total revenues for the year exceeded the budgeted amount by \$7,581 and total expenditures came in \$17,150 less than budgeted leaving a healthy beginning fund balance of \$63,209 for the 2015-16 budget year.

#### *Recommendations:*

- The Finance Policy (7.1) requires that all reimbursements for expenses MUST include an OAMR Expense Reimbursement Form with itemized receipts attached. There were a number of payments made without any or part of this paperwork. The form is available on the website for all members to access and should be filled out COMPLETELY. It is the Audit Committee's recommendation that the treasurer return any requests submitted that do not have all the required paperwork completed and receipts attached.

### BOARD OPTIONS

- Approval of the audit Report FYE October 31, 2015.

### CHAIR OR DIRECTOR'S RECOMMENDATION

- The Committee recommends approval of the audit report.

### SUGGESTED MOTION

"I move to approve the Audit Report for the year ending October 31, 2015."

### ATTACHMENTS

- A. October 31, 2015 Balance Sheet
- B. Profit & Loss Report FY 2014-15
- C. Trial Balance FY 2014-15
- D. Finance Policy

# Exhibit A

3:38 PM  
01/07/16  
Accrual Basis

## Oregon Association of Municipal Recorders Balance Sheet As of October 31, 2015

	<u>Oct 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of the West	23,393.90
LGIP	38,645.27
<b>Total Checking/Savings</b>	62,039.17
<b>Accounts Receivable</b>	
Accounts Receivable	1,170.00
<b>Total Accounts Receivable</b>	1,170.00
<b>Total Current Assets</b>	63,209.17
<b>TOTAL ASSETS</b>	<b><u>63,209.17</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	63,209.17
<b>Total Equity</b>	63,209.17
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>63,209.17</u></b>

# Exhibit B

3:38 PM  
01/07/16  
Accrual Basis

## Oregon Association of Municipal Recorders Profit & Loss November 2014 through October 2015

	Nov '14 - Oct 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Academy/Education Session	
Annual Academy	9,450.00
Mid-Year	7,650.00
<b>Total Academy/Education Session</b>	17,100.00
Annual Conference Revenue	
Exhibitors	4,931.70
Registration	28,056.00
Sponsors	6,743.99
<b>Total Annual Conference Revenue</b>	39,731.69
Cash Carried Forward	53,530.48
Education/Scholarships	
Auction	2,812.00
Donations General	1,838.00
Kathy Ishiara Education Fund	975.00
Other Fundraising	1,605.00
Raffle	4,437.00
Special Scholarship	4,202.50
Store Sales	658.50
Education/Scholarships - Other	130.00
<b>Total Education/Scholarships</b>	16,658.00
Interest Income	208.09
Membership Dues	10,235.00
Miscellaneous	648.50
Newsletter Advertising	800.00
<b>Total Income</b>	138,911.76
<b>Expense</b>	
Academy/Education Sessions	
Conference Academy	5,511.05
Mid-Year Academy	4,308.72
<b>Total Academy/Education Sessions</b>	9,819.77
Annual Conference Expenses	
Awards	259.00
Banquet Expenses	604.64
Conference Chair Expense	145.00
Food & Beverage/Site fees	12,935.09
Freebies/Conference Bags	31.70
Future Conference Site Deposits	6,000.00
Hospitality	2,508.84
Miscellaneous Conference Exp	723.54
Pres. Reception/Special Event	549.30
Print-Conference	414.66
Speaker Expenses	2,000.57
<b>Total Annual Conference Expenses</b>	26,172.34
Fundraising Expenses	
Raffle Expenses	
Printing	62.35
Prize Expenses-Trip or Gift Car	1,527.65
<b>Total Raffle Expenses</b>	1,590.00
Store Merchandise	679.82
<b>Total Fundraising Expenses</b>	2,269.82
Internet/Web Page	1,692.00
MCEF Annual Donation	500.00

3:38 PM  
 01/07/16  
 Accrual Basis

**Oregon Association of Municipal Recorders**  
**Profit & Loss**  
 November 2014 through October 2015

	Nov '14 - Oct 15
<b>Membership Expenses</b>	
Postage-Membership	5.46
Printing-Memberships	14.48
Supplies-Memberships	215.83
<b>Total Membership Expenses</b>	235.77
<b>Micellaneous</b>	
Square and PayPal Fees	371.55
Miscellaneous - Other	451.92
<b>Total Miscellaneous</b>	823.47
<b>Newsletter</b>	
Postage-Newsletter	29.12
Printing-Newsletters	29.24
Supplies-Newsletters	5.29
<b>Total Newsletter</b>	63.65
<b>NW Clerks Institute Director</b>	1,788.19
<b>OAMR Ambassadors</b>	550.00
<b>Officer Supplies</b>	
Misc/Equipment-Officers	120.10
<b>Total Officer Supplies</b>	120.10
<b>Officers Expenses</b>	
1st Vice Pres-IIMC Confrence	1,674.98
2nd Vice Pres Conf. Site Tours	391.38
Director Region IX	1,130.00
OAMR Region Directors	25.00
<b>President's Expenses</b>	
IIMC Conference-President	2,245.44
OAMR Representation-President	201.18
Region IX Conference-President	2,232.16
<b>Total President's Expenses</b>	4,678.78
<b>Total Officers Expenses</b>	7,900.14
<b>Scholarships</b>	
IIMC Certification Programs	12,475.00
Kathy Ishiara Scholarship	1,000.00
Marge Price Scholarship	1,000.00
Mid-Year Academy Scholarship	1,650.00
OAMR Conference/Academy Session	7,042.34
President Awards Scholarship	600.00
<b>Total Scholarships</b>	23,767.34
<b>Total Expense</b>	75,702.59
<b>Net Ordinary Income</b>	63,209.17
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Donations for Fundraising	4,011.60
<b>Total Other Income</b>	4,011.60
<b>Other Expense</b>	
Donations used in Fundraising	4,011.60
<b>Total Other Expense</b>	4,011.60
<b>Net Other Income</b>	0.00
<b>Net Income</b>	63,209.17

8:59 AM  
 11/23/15  
 Accrual Basis

Oregon Association of Municipal Recordors  
**Trial Balance**  
 As of October 31, 2015

# Exhibit C

	Oct 31, 15	
	Debit	Credit
Bank of America	0.00	
Bank of the West	22,943.90	
Donations Auctioned or Raffled	0.00	
LGIP	38,645.27	
Accounts Receivable	1,170.00	
Undeposited Funds	0.00	
Accounts Payable	0.00	
Opening Balance Equity	0.00	
Retained Earnings	0.00	
Academy/Education Session:Annual Academy		9,300.00
Academy/Education Session:Mid-Year		7,650.00
Annual Conference Revenue:Exhibitors		4,931.70
Annual Conference Revenue:Registration		27,756.00
Annual Conference Revenue:Sponsors		6,743.99
Cash Carried Forward		53,530.48
Education/Scholarships		130.00
Education/Scholarships:Auction		2,812.00
Education/Scholarships:Donations General		1,838.00
Education/Scholarships:Kathy Ishiara Education Fund		975.00
Education/Scholarships:Other Fundraising		1,605.00
Education/Scholarships:Raffle		4,437.00
Education/Scholarships:Special Scholarship		4,202.50
Education/Scholarships:Store Sales		658.50
Interest Income		208.09
Membership Dues		10,235.00
Miscellaneous		648.50
Newsletter Advertising		800.00
Academy/Education Sessions:Conference Academy	5,511.05	
Academy/Education Sessions:Mid-Year Academy	4,308.72	
Annual Conference Expenses:Awards	259.00	
Annual Conference Expenses:Banquet Expenses	604.64	
Annual Conference Expenses:Conference Chair Expense	145.00	
Annual Conference Expenses:Food & Beverage/Site fees	12,935.09	
Annual Conference Expenses:Freebies/Conference Bags	31.70	
Annual Conference Expenses:Future Conference Site Deposits	6,000.00	
Annual Conference Expenses:Hospitality	2,508.84	
Annual Conference Expenses:Miscellaneous Conference Exp	723.54	
Annual Conference Expenses:Pres. Reception/Special Event	549.30	
Annual Conference Expenses:Print-Conference	414.66	
Annual Conference Expenses:Speaker Expenses	2,000.57	
Fundraising Expenses:Raffle Expenses:Printing	62.35	
Fundraising Expenses:Raffle Expenses:Prize Expenses-Trip or Gift Car	1,527.65	
Fundraising Expenses:Store Merchandise	679.82	
Internet/Web Page	1,692.00	

8:59 AM  
 11/23/15  
 Accrual Basis

**Oregon Association of Municipal Recorders**  
**Trial Balance**  
 As of October 31, 2015

	Oct 31, 15	
	Debit	Credit
MCEF Annual Donation	500.00	
Membership Expenses:Postage-Membership	5.46	
Membership Expenses:Printing-Memberships	14.48	
Membership Expenses:Supplies-Memberships	215.83	
Micellaneous	451.92	
Micellaneous:Square and PayPal Fees	371.55	
Newsletter:Postage-Newsletter	29.12	
Newsletter:Printing-Newsletters	29.24	
Newsletter:Supplies-Newsletters	5.29	
NW Clerks Institute Director	1,788.19	
OAMR Ambassadors	550.00	
Officer Supplies:Misc/Equipment-Officers	120.10	
Officers Expenses:1st Vice Pres-IIMC Confrence	1,674.98	
Officers Expenses:2nd Vice Pres Conf. Site Tours	391.38	
Officers Expenses:Director Region IX	1,130.00	
Officers Expenses:OAMR Region Directors	25.00	
Officers Expenses:President's Expenses:IIMC Conference-President	2,245.44	
Officers Expenses:President's Expenses:OAMR Representation-President	201.18	
Officers Expenses:President's Expenses:Region IX Conference-President	2,232.16	
Scholarships:IIMC Certification Programs	12,475.00	
Scholarships:Kathy Ishiara Scholarship	1,000.00	
Scholarships:Marge Price Scholarship	1,000.00	
Scholarships:Mid-Year Academy Scholarship	1,650.00	
Scholarships:OAMR Conference/Academy Session	7,042.34	
Scholarships:President Awards Scholarship	600.00	
Donations for Fundraising		4,011.60
Donations used in Fundraising	4,011.60	
<b>TOTAL</b>	<b>142,473.36</b>	<b>142,473.36</b>

# Exhibit D

## PURPOSE

To provide standards regarding reimbursement of OAMR related expenses and to provide the OAMR Treasurer guidelines for payment of said expenses.

## APPLICABILITY

- 1.1 This policy applies to all OAMR members and authorized individuals conducting OAMR business.
- 1.2 This policy repeals the following policies:
  - 1.2.1 Policy No. 2000-01 known as the Expense Policy.
  - 1.2.2 Policy No. 2012-10 known as the Conference Refund Policy.
  - 1.2.3 Policy No. 2012-11 known as the IIMC Region IX President Academy Session Audit.
- 1.3 Approved this 3<sup>rd</sup> day of April, 2013.

## POLICY

### 1 TRAVEL

#### 1.1. IIMC Annual Conference

OAMR will pay the costs for the President and 1<sup>st</sup> Vice President or other designee ("delegate") to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 1.1.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate, provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.1.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.1.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.1.4. **For the President only**, full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies or any other additional classes/events not included in registration.
- 1.1.5. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.1.6. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.1.7. MCEF auction item(s), approximately \$25 in value, if unable to obtain through donations.

**1.2. Annual Conferences of Other Associations**

OAMR will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerks Association of California Annual Conference
- Washington Municipal Clerks Association Annual Conference

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference. Paid expenses shall include the following:

- 1.2.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.2.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.2.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.2.4. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.2.5. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.2.6. Gifts, approximately \$25.00 in value each, for the incoming and outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.
- 1.2.7. Auction item(s), approximately \$25.00 in total value, for auctions held at other associations' conferences.

**1.3. Affiliate Meetings/Presentations**

OAMR will pay for the President or designee to attend the following:

- OAMR Regional meetings
- League of Oregon Cities Board meetings

Paid expenses shall include the following:

- 1.3.1. If the meeting/presentation is more than 50 miles from the President's or designee's office, one (1) night lodging not to exceed single room rates. Lodging in advance of or after the meeting or conference for personal events is to be paid by the delegate.
- 1.3.2. All regular meals, which are not part of the scheduled activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

**1.4. OAMR Board Meetings**

- 1.4.1. OAMR will not pay travel, lodging, or meal expenses for members of the Board to attend regularly scheduled OAMR Board meetings.

**1.5. Region IX Director Travel Expenses**

- 1.5.1. Per the IIMC Region IX Director Agreement, OAMR shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors to attend Region IX state conferences. Registration and conference events are normally paid by the hosting Conference State.

1.5.2. If an IIMC Region Director is from Oregon, OAMR will pay for travel and lodging to the IIMC Conference if they have no other funding available.

**1.6. Committee Travel Expenses**

Travel for the performance of duties associated with service on a committee is usually not paid for by OAMR.

**2 OAMR ANNUAL CONFERENCE EXPENSES**

**2.1. Conference Registration**

**2.1.1. Complimentary Conference and Annual Academy Registration**

Complimentary registration and annual academy registration (including meals offered at the conference) will be offered to the:

- OAMR President
- Margery Price
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Mid-Year will also be provided to the NCI Director)
- IIMC President or designee

**2.1.2. Complimentary Conference Registrations**

Complimentary registration for the annual conference (including meals offered at the conference) will be offered to the:

- OAMR 1<sup>st</sup> Vice President
- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerks Association of California
- President or designee of the Washington Municipal Clerks Association
- President's Award of Distinction recipient from the previous year's conference
- Recorder of the Year recipient from the previous year's conference

**2.1.3. Partial Complimentary Conference Registration**

The conference registration fee minus the cost of meals may be complimentary for the following:

- OAMR Treasurer

**2.2. Lodging Accommodations**

OAMR will provide the following:

- 2.2.1. Lodging accommodations at the conference, including the period of the annual academy session, for the OAMR President.
- 2.2.2. Up to four (4) nights lodging for an OAMR member serving as a Region IX Director of IIMC.
- 2.2.3. Up to four (4) nights lodging for the NCI Director.
- 2.2.4. Up to four (4) nights lodging for the IIMC President or designee.
- 2.2.5. Up to four (4) nights lodging for the Host Recorder (as designated by host region)

**2.3. Travel**

- 2.3.1. OAMR will provide travel to and from the nearest airport to the conference site for the IIMC President or designee.
- 2.3.2. OAMR will provide travel expenses to the OAMR President to the annual conference.

**2.4. Gifts**

- 2.4.1. The President-Elect is responsible for purchasing a gift, approximately \$40.00 in value, for the following individuals:
  - President or designee of the Alaska Association of Municipal Clerks
  - President or designee of the City Clerks Association of California
  - President or designee of the Washington Municipal Clerks Association

- Margery Price
  - Two Region IX Directors
  - Northwest Clerks Institute (NCI) Director
  - IIMC President or designee
- 2.4.2. The 1<sup>st</sup> Vice President is responsible for purchasing the following gifts:
- For the Immediate Past President, in an amount not to exceed \$100.00 to present at the annual banquet, along with the President's Plaque.
  - For the Host Recorder and the person giving the Oaths of Office, in an amount not to exceed \$30 each, to be presented at the annual banquet.

**2.5. Speakers**

- 2.5.1. The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).
- 2.5.2. OAMR will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.
- 2.5.3. OAMR will provide a gift or honorarium to unpaid speakers not to exceed \$15.00. The Conference Committee is responsible for purchasing and distributing the gifts.
- 2.5.4. Travel is not normally reimbursed; however vehicle mileage may be reimbursed at the Federal mileage rate, at the discretion of the Conference Committee and if budgeted funds are available.

**2.6. VIP Dinner**

OAMR shall pay for a dinner for the OAMR Board, Region IX Directors, State Presidents or their designee, NW Clerks Institute Director, and Margery Price during the annual conference. No charges for alcoholic beverages will be allowed.

**2.7. Vendors**

- 2.7.1. OAMR will provide one (1) complimentary vendor booth for IIMC.
- 2.7.2. Each vendor will receive two (2) tickets to attend the Vendor event.

**3. MISCELLANEOUS EXPENSES**

**3.1 Condolences:**

- 3.1.1. At the discretion of the OAMR President, flowers/plants, not to exceed \$50.00, will be sent on behalf of OAMR upon the death of:
- A past president, or
  - Any member or their immediate family member.
- 3.1.2. Flowers/plant not to exceed \$50 along with a certificate of appreciation will be sent for the retirement of an active OAMR member.

**3.2. Committee Chair Expenses:**

The annual budget shall provide an allocation for expenses incurred by OAMR Committee Chairs in the performance of their duties.

**3.3. OAMR Region Director Expenses:**

The annual budget shall provide an allocation for expenses incurred by OAMR region directors to facilitate a region meeting. Each region is allotted \$50.00 annually.

**3.4. 2<sup>nd</sup> Vice President Expenses – Future Conference Site Tours:**

The annual budget shall provide an allocation for expenses incurred by the 2<sup>nd</sup> Vice President, or their designee, for future conference site tours. Paid expenses shall include the following:

- 3.4.1. Transportation to and from the conference sites. Mileage shall be reimbursed at the Federal mileage rate.
- 3.4.2. Lodging if not provided by facility.
- 3.4.3. Meals . Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

#### 4. REFUNDS

- 4.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.
- 4.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by OAMR as a result of this transfer shall be paid by the registrant.
- 4.3. To receive a refund, less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the OAMR Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.
- 4.4. No refunds will be given after the deadline stated on the registration form with the exception of the death of a spouse, child or parent. The refund for these exceptions is 50% of the registration fee.
- 4.5. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

#### 5. BUDGET POLICIES

When the 1<sup>st</sup> Vice President is preparing the budget for the upcoming year, the following policies adopted by the OAMR Board shall be included:

**5.1. Future Conference Site Deposits**

An amount shall be included for a deposit for a future conference site if needed. The 1<sup>st</sup> Vice President will work with the 2<sup>nd</sup> Vice President to determine the amount needed.

**5.2. Scholarships**

Appropriate \$2,000 annually to fund the Marge Price and Kathy Ishiara Scholarships.

**5.3 Contingency Safety Net**

Appropriate \$15,000 annually in Contingency as a safety net.

**5.4. Municipal Clerks Education Fund (MCEF) Donation**

Appropriate \$500 annually for a cash donation to the MCEF.

**5.5. IIMC Region IX Director Agreement**

Appropriate funds for the Region IX Director pool as per the agreement (the amount agreed upon per member).

**5.6. IIMC Region IX Director from Oregon**

In addition to the funds appropriated for the Region IX Director Agreement, appropriate funds to send the Region IX Director from Oregon to the IIMC Conference and cover expenses not covered by the Region IX Director Assessment pool.

**5.7. Outgoing Region IX Director Gift**

Appropriate \$100 toward a gift for an outgoing Region IX Director.

**5.8. NCI Director Agreement**

Appropriate funds necessary to cover the costs as outlined in the NCI Director Agreement.

**5.9. Washington State University Agreement**

Appropriate funds necessary to cover the cost of a possible deficit for the PD classes.

**5.10. Dues**

A member joining OAMR and paying the annual dues between November 1 and December 31 will be considered paid through the following calendar year.

#### 6. OAMR SCHOLARSHIP FUNDING POLICIES

- 6.1. The number of scholarships to be offered in any given year is left to the discretion of the President. During the

preparation of the next year's budget, scholarships for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference, Marge Price Scholarship and the Kathy Ishiara Scholarship shall be included. The proposed budget is reviewed by the OAMR Board and subsequently presented to the general membership at the Annual Business Meeting for adoption.

- 6.2. Should the Board decide to offer more scholarships than budgeted, the Board shall make the difference up from Contingency.
- 6.3. Scholarships are for registration costs only, unless the applicant is a first-time attendee for the OAMR Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging (up to \$300 for annual conference) at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 6.4. Scholarships are non-transferable by the recipient.
- 6.5. Specific criteria, as approved by the Board, shall be used to consider scholarship applications.
- 6.6. IIMC Scholarships are reimbursable after the conference with the submittal of itemized receipts attached to the OAMR Expense Reimbursement Form, proof of attendance and the required Scholarship Report.

#### **7. GENERAL PROVISIONS**

- 7.1. All reimbursed expenses are incurred for official OAMR business only. The delegate must attach all itemized receipts for reimbursement on the OAMR Expense Reimbursement Form and submit to the Treasurer within sixty (60) working days of purchase or travel. Scanned copies emailed to the Treasurer are acceptable.
- 7.2. All excess payments or travel advances must be returned in a reasonable timeframe.
- 7.3. Vehicle travel reimbursement shall be at the Federal mileage rate.
- 7.4. Detailed receipts must be provided for all meal reimbursements. Gratuities will be included in the reimbursement.
- 7.5. The Treasurer may request review by the President, Board or Audit Committee for reimbursement requests prior to issuing the reimbursement.
- 7.6. Financial policy exceptions or approval for expenses in excess of the adopted budget may be made by the Board on a case-by-case basis to meet OAMR business needs.



# OAMR BOARD REPORT

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## City Recorder's Procedure Manual Committee

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Meeting Date: March 31, 2016

Source of Item: City Recorder's Procedure Manual Committee

Contact: Angie Lanter

Contact Telephone Number: 503-324-5112

Contact E-Mail: [alanter@cityofbanks.org](mailto:alanter@cityofbanks.org)

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### ISSUE STATEMENT

The purpose of this report is to update membership on items being worked on by the City Recorder's Procedure Manual Committee.

### BACKGROUND

The 2015-2016 City Recorder's Procedure Manual Committee (Committee) members are: Kelly Morse MMC, Redmond; Debby Roth MMC, Cornelius; Carol Weir, MMC, Rogue River; and Carolyn Shields CMC, Myrtle Creek.

The Committee is responsible for ensuring that the manual is kept up-to-date with current information, guidelines and resources. We monitor the OAMR list serve to insure pertinent issues and concerns are answered in the Manual.

Committee Members will soon begin researching ways to take this manual to the next level. One idea would be to create a dynamic online procedure reference. The Committee will look at options such as creating a searchable pdf, and exploring online service options.

We are hoping to have our research completed, and be prepared to present our findings to the Board and Membership at the September 2016 OAMR Board Meeting.

### RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

### BOARD OPTIONS

N/A

### CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

### SUGGESTED MOTION

N/A

### ATTACHMENTS

N/A



# OAMR BOARD REPORT

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## Conference Committee Report

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Meeting Date: March 31, 2016  
Source of Item: 1<sup>st</sup> Vice President

Contact: Dale Shafer  
Contact Telephone Number: 503-368-5627  
Contact E-Mail: manager@ci.nehalem.or.us

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### ISSUE STATEMENT

The Conference Committee is moving forward on several items in preparation for the 2016 Annual Conference in Ashland. A full report will be provided verbally during the Board Meeting.

### BACKGROUND

The Conference Committee held its first meeting on November 13, 2015. During that meeting a Conference Theme was selected (“Unmasking the Future”) and Matt has done his usual fantastic job with our logo, using the tragedy and comedy masks. Meals are more expensive at the Ashland Hotel & Suites, but the membership was informed of this at the time they voted to accept the bid from the Ashland Hotel & Suites.

I don’t have the information needed on the classes or meal costs at this time, so we will send out an email blast when the online registration has been approved by the Board and is set up and available for the membership. Remember that you can choose to pay by check or with a credit card, but paying by credit card does generate an additional fee to cover the costs of the transaction.

### RELATED POLICIES/BUDGET CONSIDERATIONS

The proposed Conference Registration will be brought to the Board for approval, with a recommended motion to set the registration fee for the 2016 Annual Conference at an amount estimated to cover conference expenses keeping OAMR in the positive for conference revenue.

### BOARD OPTIONS

1. Approve the 2016 Annual Conference Registration Fees as determined at the Conference Committee meeting

### CHAIR OR DIRECTOR’S RECOMMENDATION

The registration form needs to be put online. We will need to determine the registration fee for that purpose.

### SUGGESTED MOTION

Approve the 2016 Annual Conference Registration Fees set as (numbers to be determined at the Conference Committee Meeting prior to the Board Meeting.

### ATTACHMENTS

None



## OAMR BOARD REPORT

Meeting Date: March 31, 2016  
Source of Item: Education Committee

Contact: Peggy Hawker, Chair  
Contact #: 541.574.0613  
Contact E-Mail: p.hawker@newportoregon.gov

### BACKGROUND

The purpose of the Education Committee is to encourage and support the OAMR membership by providing educational opportunities.

The 2014/2015 Education Committee members are: Abby Donowho, Tillamook; Cathy Steere, MMC, Lincoln City; Debi Russell, Weston; Debby Roth, MMC, Cornelius; Karen Hewitt, Port of Newport, Karin Johnson, MMC, Independence, Kim Jordan, Seaside, Nancy Parker, Athena, Nicole Morris, CMC, Tualatin, Ruth Post, MMC, Philomath, Sandy King, MMC, Wilsonville, Stacie Cook, MMC, Mill City, Sue Ryan, CMC, Newberg, Tori Barnett, MMC, Ontario, Tracy Davis, MMC, Keizer. Each of these members are active participants in the work of the Education Committee.

The OAMR Education Committee is work diligently on behalf of education of its members. Toward that end, the Committee has:

- Obtained Academy Session speakers for the Mid-Year and Annual Academy Sessions  
Jan Carothers – Mid-Year Academy Session  
Jan Harrison – Annual Academy Session;
- Received approval for LOC Local Government Management Certificate credits for the OAMR Mid-Year Academy Session;
- Drafted an educational program for the upcoming OAMR Conference concurrent sessions;
- Discussed the selection of a book for the Athenian Leadership Dialogue to be held at the annual OAMR Conference;
- Begun work on a series of On-the-Road Workshops to focus on elections and minute-taking and other typical responsibilities;
- Prepared an MCEF grant application on behalf of OAMR (sadly, we were not awarded this grant).

### ATTACHMENTS

For the Board's information, the following items are attached to this report:

- A. Draft annual conference schedule showing educational sessions;
- B. Information regarding the Mid-Year Academy session;
- C. Information regarding the Annual Academy session.

**2016 OAMR CONFERENCE SCHEDULE**  
Updated February 5, 2016

Date	Time	Session	Speaker	Convener	Room	Setup & AV Needs
Tues. 9/20	2 – 5 PM	Set-up Registration/Store/Silent Auction, and prepare conference/first timer bags		Dale Shafer		
Weds. 9/21	8 AM	Registration Opens	Tori Barnett/Stacie Cook			
	8 AM	Store Opens		Debbie Hamilton		Four 8 ft. tables around room Ten 8 ft. tables for auction/other
	9 AM – 12 PM	Title: Get Organized; Know Your Priorities; and Never Break a Sweat	Jan Harrison	Peggy Hawker		Classroom for 80 AV: Screen, Projector, Laptop, Flip Charts
	10:30-10:45 AM	Break				One/Two 8 ft tables for refreshments
	12 – 1 PM	Lunch				Rounds of 8 for 80
	1 – 4 PM	Title: Get Organized; Know Your Priorities; and Never Break a Sweat	Jan Harrison	Peggy Hawker		Classroom for 80 AV: Screen, Projector, Laptop, Flip Charts
	3:00-3:15 PM	Break				One/Two 8 ft tables for refreshments
	5:00 – 6:30 PM	<b>Presidents Welcome Reception</b> All members invitation		Michele Eldridge		Two 8 ft. tables for food Cocktail tables seating for 80
	5 PM	Exhibitor Set-up		Kimberlyn Collins		?? 8 ft tables
	6:00 PM	Honored Guests Dinner (Other attendees: dinner on your own)		Michele Eldridge	Meet in hotel lobby	

**2016 OAMR CONFERENCE SCHEDULE**  
Updated February 5, 2016

Date	Time	Session	Speaker	Convener	Room	Setup & AV Needs
Thurs. 9/22		Breakfast on own (Guests receive complimentary Continental breakfast)				
	7:00 – 8:00 AM	<b>Mentor/Mentee/1<sup>st</sup> Time Attendee Breakfast</b> *Registration bags & lanyards at breakfast?? Includes New attendees, mentors and mentee's, executive board, IIMC Region directors, institute director, honored guests	Michele Eldridge/Nancy Parker	Dale Shafer		Rounds of 8 for 50 – Rear area Mic
	7:00 AM	Registration Opens		Tori Barnett/Stacie Cook		
	7:00 AM	Store Opens		Debbie Hamilton		
	8:00 – 9:30 AM (1.5 hrs.)	<b>Opening Ceremonies:</b> Presentation of Flag Invocation National Anthem Pledge of Allegiance Mayor's Welcome Introductions Announcement of Board Candidates	Pres. of Flag: Invocation: NA: Welcome: Introductions: Pres. Michele Eldridge Bd. Candidates: New Chair	President Michele Eldridge		Theater for 100 – Near stage Head Table for 8 with lectern, lectern Mic & 2 wireless mics, screen pkg & speakers
	9:30 – 9:45 AM (15 min)	Break Visit Exhibitors Silent Auction Opens for viewing				Two 8 ft. tables for refreshments 10 Tables for Silent Auction
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Welcome to OAMR – Session for New Members on OAMR, IIMC, Northwest Clerks Institute, Certification, Etc.	President Michele Eldridge, Tracy Davis and Alice Attwood (IIMC Region IX Directors), Joann Tilton, Institute Director			Classroom for 30 AV - TBD
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Safety Committee (Working Title)	Sharlene Stephens, Risk Management Specialist, City of Ashland	Barbara Christensen		Classroom for 40 AV - TBD
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Diversity and Community Outreach	Shawn Irvine, Economic Development Director, City of Independence			Classroom for 40 AV - TBD

**2016 OAMR CONFERENCE SCHEDULE**  
Updated February 5, 2016

Date	Time	Session	Speaker	Convener	Room	Setup & AV Needs
	11:30 AM - 12:45 PM (1.25 hrs.)	Lunch: Exhibitor Presentations – possible 15+ Invite to 2017 Newport Conference	Kimberlyn Collins/Exhibitors Debbie Hamilton/2017 Conf.			Rounds of 8 for 100 & Head Table AV - TBD
Thurs. Cont.	1:00 PM	Silent Auction Opens	Karin Johnson/Ruth Post			10 Tables for Silent Auction
	1:00 – 3:00 PM (2 hrs.)	General Session: Title: Dealing With Difficult People	Dr. Rick Kirschner	Barbara Christensen		Rounds of 8 for 100 AV - TBD
	3:00 – 3:15 PM	Break Visit Exhibitors Bid on the Silent Auction				Two 8 ft. tables for refreshments 10 Tables for Auction
	3:15 – 5:00 PM (1.75 hrs.)	Concurrent Session: Title: Safety Committee (Working Title)	Sharlene Stephens, Risk Management Specialist, City of Ashland			Classroom for 40 AV - TBD
	3:15 – 5:00 PM (1.75 hrs.)	Concurrent Session: Title: Diversity and Community Outreach	Shawn Irvine, Economic Development Director, City of Independence			Classroom for 40 AV - TBD
	3:15 – 5:00 PM (1.75 hrs.)	Concurrent Session: Title: Public Art/Percent for the Arts Programs; City Arts Committees	Heidi Henry, Peggy Hawker, Ruth Post			Classroom for 40 AV - TBD
	5:30 P.M.	Kathy Walk Dinner on Own				

**2016 OAMR CONFERENCE SCHEDULE**  
Updated February 5, 2016

Date	Time	Session	Speaker	Convener	Room	Setup & AV Needs
Fri. 9/23	7:45 AM	Registration Open		Tori Barnett/Stacie Cook		
	8 – 9:30 AM (1.5 hrs.)	Plated Breakfast: OAMR Business Meeting	Michele Eldridge	Parliamentarian:		Rounds of 8 for 100 & Head Table for 8 AV - Mic on floor, lectern, Mic at lectern.
	9:30 – 9:45 AM (15 min.)	Break Visit Exhibitors Region Pictures - ALL Store Opens Bid on the Silent Auction			Break – Pictures – Store –	Two 8 ft. tables for refreshments
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Athenian Leadership Dialogue	Facilitator: Kathie Novak	Tori Barnett		Tables set in a rectangle for 35 AV - TBD
	9:45 – 11:30 AM (1.75 hrs.)	Concurrent Session: Title: Public Art/Percent for the Arts Programs, City Arts Committees				Classroom for 40 AV - TBD
	9:45 -11:30 AM (1.75 hrs.)	Concurrent Session: Title: Grants				
	11:30 – 1:00 PM (1.5 hrs.)	Lunch: IIMC Region IX Meeting Message from IIMC President State President's Reports NW Clerks Institute Update		President Michele Eldridge		Rounds of 8 for 100 & Head Table for 7 Lectern & Mic
	1:00 – 2:45 PM (1.75 hrs.)	Concurrent Session: Title: Athenian Leadership Dialogue	Facilitator: Kathie Novak			Tables set in a rectangle for 35 AV - TBD
	1:00 – 2:45 PM (1.75 hrs.)	Concurrent Session: Title: Elections				
	1:00 – 2:45 PM (1.75 hrs.)	Concurrent Session: Title: Grants				

**2016 OAMR CONFERENCE SCHEDULE**  
Updated February 5, 2016

<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Speaker</b>	<b>Convenor</b>	<b>Room</b>	<b>Setup &amp; AV Needs</b>
	2:45 – 3:00 PM (15 min.)	Break Visit Exhibitors – Announce Exhibitor Winner Pictures – Any Not Captured at morning break Kathy Ishiara Scholarship Event Ends at 3:00 PM Silent Auction closes at 3:15PM			Pictures -	Two 8 ft. tables for refreshments
	3:00 – 5:30 PM (2.5 hrs.)	Concurrent Session: Title: Athenian Leadership Dialogue	Facilitator: Kathie Novak			
	3:00 – 4:45 PM (1.75 hrs.)	Concurrent Session: Title: Drafting Evaluations – From Start to Finish – The Good; Bad; and The Ugly	Mike Snyder, Human Resources Director, City of Medford			Classroom for 40 AV - TBD
	3:00 – 4:45 PM (1.75 hrs.)	Concurrent Session: Title:				Classroom for 40 AV - TBD
<b>Fri. Cont.</b>	6:00 PM	Silent Auction and No-Host Bar President's Corner Pictures: Board & Honored Guests		President: Michele Eldridge Kathy Payne/Susan Reeves		10 8 ft. tables for auction 3 8 ft. tables for raffle
	7:00-10:00 PM	Banquet Welcome Invocation President's Introduction of Honored Guests Presentation of Awards Installation of 2015/16 Officers Outgoing President's Remarks Passing of the Gavel New President's Remarks Auction Results & Raffle Drawings		President Michele Eldridge Invocation: Installation Officer: Incoming President: Dale Shafer		Rounds of 8 for 100 & multiple tier Head Table for 26 (Top Tier 6 Exec. Bd., lower tier 7 Region Directors, and guests for each) Lectern w/ Wireless Mic - MC
<b>Sat.</b>	8:00 AM	Pack-up		Debbie Hamilton		
	9-10:30 AM	Transition Meeting for Executive Board & Committee Chairs (New & Old)		Dale Shafer		Rectangle for 30 & one 6 ft. table for refreshments



# Jan Carothers CPC

TRAINING, COACHING, SPEAKING, FACILITATION

To Peggy Hawker, City Recorder  
City of Newport, Oregon  
OAMR Education Committee Chair  
And to the Members of the Education Committee  
Oregon Association of Municipal Recorders

July 3, 2015

Hello Peggy and OAMR Education Committee Members,

It was great to reconnect with you when I was in Newport leading my League of Oregon Cities class in your beautiful city hall. I enjoyed our conversation and appreciated your discussing a valuable professional education topic for your spring (or autumn) 2016 OAMR Academy session – the topic of **Excellent Coaching and Influence Skills for Municipal Recorders.**

Having spoken at your international conference a couple years ago, I would be delighted to have the opportunity to also speak to the members of the Oregon chapter bringing you a different professional development program. I am hoping this proposal is reaching to you in time for your Education Committee discussions on booking your April 2016 session.

As you may know, our firm Carothers, Bornefeld and Associates, Inc. focuses most of our training, coaching and facilitation on serving local government clients – cities, counties, special district staffs and governing boards and councils as well as community non-profits and businesses that specifically serve local government.

Through my 20+ years of instruction, consulting and facilitation assignments, I find the municipal recorders I have met often hold central leadership roles on their city staffs, and they all carry broad responsibilities. Most are in positions where they must engage and influence others - around operational efficiency, supporting system-wide changes, and adhering to state record-keeping mandates, as well assuring compliance with their own city ordinances and policies.

In addition, they must constantly balance and meet multiple councilor needs and support effective record management systems.

In larger cities, municipal recorders may function solely as the chief record keeping systems officer, but in smaller cities like most in Oregon – your members play a number of additional roles. Our municipal recorders are central figures, often interacting with all levels of local government, citizens advisory boards and taskforces, the business stakeholders and individuals seeking licenses, property documentation and other public records, etc.

In your profession, you all wear a lot of hats - enforcing regulations set for the good of the entire community, maintaining in-depth records and systems, leading special projects, often handling HR and whatever else your City Managers delegate to you.

Carothers, Bornefeld and Assoc., Inc.  
P.O. Box 2094, Portland, OR 97208

1. [Jan@jancarothers.com](mailto:Jan@jancarothers.com)  
Voice 503-786-9132, Cell 503-516-3519



# Jan Carothers CPC

TRAINING, COACHING, SPEAKING, FACILITATION

You often work long hours, attending multiple meetings, assuring the ongoing transparency and historical accuracy of public records and transactions.

As a long-term business partner and faculty member of the League of Oregon Cities, I'm committed to the success of city clerks and municipal recorders. Your members, along with city managers, finance and planning directors, are the key staff leaders who bridge elected officials' decision-making to their community, by implementing, communicating and maintaining those policies with the citizenry.

Municipal recorders do not generally manage other staff members. So you must get a large amount of systems work done by influence, enrolling and coaching others. So an essential leadership skill that will benefit every city recorder is the ability to coach and motivate others – to positively influencing them to do the right thing, follow proscribed procedures, to adhere to policies, and in some cases to reexamine and change systems and policies, without becoming dictatorial. Leadership coaching is an influential communication skill that doesn't depend on a title or position of authority. Rather, it builds upon a respectful understanding of human nature, and speaking to others while taking into account each one's interests as their prime motivating forces.

These days there is a high public sensitivity to the demands on citizens by from local government. Which means all government staff are especially conscious of the need to skillfully communicate enforcing rules, regulations, policies and procedures, without appearing dictatorial.

Though you are in an enforcement role, with the authority of law behind you, you generally make most positive progress through your encouraging, anticipation, coaching and influence skills – with colleagues, elected officials, and citizens. Good leaders know how to recognize, appreciate and work with the needs and underlying concerns of others. Enhancing your coaching skills not only allows you to serve others, but to help them cooperate and collaboratively accomplish the things you want.

You will probably agree, that few cities are over-staffed! Most municipal recorders are working at top capacity, and many must draw on the additional assistance of other staff members. How can you enroll others' discretionary effort while maintaining the quality you need? How do you effectively delegate tasks to others without micro-managing. It requires great communication, coaching and motivating skills.

Specific course information, benefits and content begins on page 3.



### **Proposed OAMR Program for 2016**

Here is an overview of a day-long seminar in which your member participants will get to actively delve into this topic and practice skills they can apply to most of their influential communication and leadership work.

Following you'll find four possible titles each with a slightly different emphasis. In my experience, certain titles resonate better with different people. And of course I am completely open to your suggestions and focusing feedback on the titles and course content.

#### **Four Title Selections:**

#### **Excellent Coaching and Influence Skills for Municipal Recordors**

Option 2.

#### **Coaching Great Performance for Municipal Recordors: Influencing Results Worth Celebrating.**

Option 3.

#### **Influencing from the Center: Excellent Coaching Skills for Municipal Recordors**

Option 4.

#### **Bringing Out the Best in Others: Great Coaching Skills for Municipal Recordors**

Municipal recordors must have and use graceful communication and influence skills. You need to be able to support and often coach other influential people to recognize important operational and records management issues, and also to enroll others to invest their discretionary effort and political capital on problem analysis and solutions.

Clerks and recordors need to be able and willing to communicate both practical technical information and visionary ideas, to help others overcome inertia and resistance and take on and resolve crucial city issues.

Every municipal recorder is in a position to see what needs to be done in your city and to apply influence to help get it done; by skillfully and committedly enrolling, coaching and encouraging others.

Coaching skills can be invaluable when one is influencing from the center of a staff, without having the ultimate authority. Coaching skills rely on one's ability to:

- Balance advocacy with inquiry,
- Lead a challenging conversation effectively,
- Develop your best facilitation skills to guide people making decisions together,
- To move ideas into action and support follow through
- And to produce winning results together.



# Jan Carothers CPC

TRAINING, COACHING, SPEAKING, FACILITATION

Often city clerks are called on to manage special projects and lead initiatives. This means you pull together representatives of varied, and sometimes competing, interests and lead the processes to bring others to agreement and into effective action.

This course will be very targeted; customized to focus on current scenarios relevant to municipal recorders across a wide range of experience levels and city sizes.

### **The material will support you in:**

- Bringing out the best in yourself and others,
- Influencing others to go beyond where they might want to stop

### **You'll explore key questions and apply tools for successful mentoring and training**

- Under conditions do adults learn best?
- How are people influenced most effectively?
- How do people make changes? What changes people's minds?
- Specific powerful conversational tools for everyday coaching.
- Repairing strained relationships and renewing trust.
- Transforming complaints into positive action
- Coaching for commitment.

### **Other topics you'll cover:**

- • What makes a great coach?
- • Decide who, when and why to coach
- • Match your leadership style to the development of the individuals you coach.
- • Why and how to lead with vision?
- • Setting targets and goals
- • Giving feedback & acknowledgment.
- • Create a climate for people to thrive

As veteran staff members, municipal recorders often are called on to mentor and train; to help less experienced professionals become more effective in your own city's systems and also move effectively into the culture of local government.

You'll discover coaching skills are not just for improving problem areas; they help you support good people to become great performers, develop effective teams, and produce inspiring results together with your community and staff.

During this daylong seminar, you'll learn and practice specific coaching distinctions and approaches that help you reach others in empowering ways that guide, but also let others discover their own solutions.

### **How You Will Benefit:**

- Gain solid ideas to apply immediately in your work:
- Discover how to bring out people's energy and commitment

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4.

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# Jan Carothers CPC

TRAINING, COACHING, SPEAKING, FACILITATION

- Be able to enroll people to willingly participate in a coaching relationship
- Become excited and encouraged about your own coaching ability
- Maximize your coaching time and effort.

## **Investment:**

As we discussed, my fee for your full day Conference / Academy program is \$2500 plus direct expenses for travel and learning materials.

## **Summary**

Peggy, as you and your colleagues discuss this training and development option, I wanted your Education Committee members some background information on the work my partner and I have done for other local governments agencies and professional associations. Attached you'll find a selected list of Public Clients we've served and some of their comments about our work for them.

I have appreciated your friendship and your interest in what I can bring your members. Fortunately over the years, I have met several of you through the League and many have attended my OLLI classes.

You can count on me to bring you an active, lively relevant program, targeted to the meet the development requirements of your profession. Your members will leave with useful tools for being even more effective and influential in their own city and in their association work, whatever their experience, personality and communication style.

I am proud to say that most participants in my classes over the years give me positive evaluations and recommendations as a high value educational investment. I appreciate that so many report they were engaged, had fun, learned a lot they can use and that the time flew by.

Thank you for asking me to submit this training proposal to you and I look forward to hearing how I can serve you next year. It would be a pleasure to enhance your members' education and professional development goals, in further developing their coaching, influence and communication skills and enhancing their ability to promote and support positive change in their cities.

All the best,

Jan C.

**Attachments:** Selected Public Client List  
Our Client Comments

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## Proposal for Training for



## Peggy Hawker, Oregon Municipal Recorders

*Delivery date: September 21, 2016; Ashland*

**PROJECT PURPOSE:** Your association members are asking for advanced training in organizational and time management skills, which will be delivered in a six-hour, one-day training in Ashland, in advance of their annual meeting.

**SCOPE:** JHarrison Solutions (JHS) will create a six-hour training program to:

- Significantly increase attendees' abilities to manage time, organize their work and work tools, and reduce the distraction of junk;
- Ensure the training is flexible to be valuable to all—those who are organized already, and those who consider themselves completely disorganized;
- Customize each session based on the stated needs of those in attendance;
- Create and email a PDF workbook no later than 30 days prior to training; and
- Deliver the training in a lively, interactive, interesting manner to keep the attendees engaged for all six hours.

**PRICING:**

Project fee: \$1,850. One half is due no later than 60 days prior to program delivery. The second half is due within 30 days after delivery. All reasonable travel expenses (airfare, hotel, taxi or rental car) will be included in the final invoice. (If you prefer to pre-pay with 2015 monies that can be arranged too.)

I have attached a draft outline for the day. As we discussed in our conference call, this appears to meet your needs, but you and I can work to refine that at a later date.

I look forward to working with you,

*Jan*

Please indicate your acceptance of this proposal with your signature and date, then return to JHS so work may begin.



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360-340-2195 [jan@jharrisonsolutions.com](mailto:jan@jharrisonsolutions.com)  
[www.jharrisonsolutions.com](http://www.jharrisonsolutions.com)

## Draft training outline



1. Rethinking time: A lot of it's in your head/ Myths about time
  - a. Three ways to get time on your side
2. Setting goals that are realistic and achievable
3. Procrastination: Everybody does it. How to beat it
4. Minimizing interruptions: Tricks to get "those" people to leave you alone
  - a. For managers, how to delegate so "they" leave you alone
  - b. For all clerks, how to incorporate interruptions into work plans
5. Identifying priorities: *(This is the coolest part of the day. Attendees will learn how to identify their priorities for any aspect of their lives, every time, without waiting for someone to tell them. Based on S. Covey principles, this section always blows people's minds.)*
  - a. Creating your purpose statement: What unique, critical role does your position represent to your organization?
6. Dumping your junk: stuff, commitments, time suckers, people—an approach to getting it all under control that reduces the need to "get organized" ever again *(This is the segment that truly changes some people's lives. I've actually had people sobbing because they feel they've found a way to get control over all their junk...not that I like to make people cry! ☺)*
7. Motivating others: Personality types and how they use (or misuse) time...and how to use that knowledge to your advantage
  - a. How to say no and preserve the relationship—including to your boss
8. Meetings: The giant time trap—a five-minute, end of meeting activity that will make every meeting more effective.
9. Piles & piles of paper, and files & files of electronics—getting organized for good
10. Stress & clutter—There is a connection. How to reduce your stress response to the chaos around you, without killing anyone

I always start these classes asking people what their problem areas are—or what their bosses want them to change—and customize from there. I have a ton of knowledge (okay, a little obsessive) so it's easy to adjust to meet the needs of the people in the room.



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## OAMR BOARD REPORT

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Meeting Date: March 31, 2016  
Source of Item: Historical Preservation Committee

Contact: Lisa Scholl, CMC, Chair  
Contact Telephone Number: 503-366-8216  
Contact E-Mail: [lisas@ci.st-helens.or.us](mailto:lisas@ci.st-helens.or.us)

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### BACKGROUND

This is an informational report.

The members of the 2015-16 Historical Preservation Committee are: Deanna Casey, MMC, Central Point; Trudy Borrevik, CMC, Cottage Grove; Roberta Tharp, CMC, Creswell; Jenn Nelson, CMC, Carlton; Lisa Figueroa, Silverton; and Lisa Scholl, CMC, St. Helens.

Members have been working on the 2015 conference scrapbook. This talented group is putting together some fantastic pages.

Deanna Casey is continuing to update a committee participation spreadsheet. It will be a great historic resource.



# OAMR BOARD REPORT

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## Internet Committee

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Meeting Date: March 31, 2016  
Source of Item: Internet Committee

Contact: Melissa Thompson-Kiefer, Chair  
Contact Telephone Number: (503) 368-5627  
Contact E-Mail: recorder@ci.nehalem.or.us

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### ISSUE STATEMENT

This is an informational report.

### BACKGROUND

- **Online Membership Management**  
All membership renewals for 2016 moved online to the OAMR website. Overall the process worked very well for our Membership Chair and for the vast majority of members. Some of the issues we experienced included two members reporting a PayPal error, some requiring assistance logging into the website and some disliking the invoice format. Several members inadvertently selected the pay by check option, and then paid by credit card. I will continue to work with Membership Chair Mary Dibble, MMC, City of Albany, to streamline the online membership process.
- **Online Conference Registration**  
All conference registrations moved online to the OAMR website, beginning with the 2016 Mid-Year Academy. So far, the process is working very well and member feedback has been positive. As of 3/4/2016, there were 53 people registered for the Mid-Year Academy. I generate a weekly event registration report. If you are not currently receiving the report and would like to be added to the distribution list for the Annual Conference, please let me know.
- **Online Document Storage**  
In the coming months, the Internet Committee will research online document storage options for the Board and Committee Chairs.



# OAMR BOARD REPORT

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## Legislative Committee

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Meeting Date: March 31, 2016  
Source of Item: Legislative Committee

Contact: Lisa Morgan, Chair  
Contact Telephone Number: 541.447.5627  
Contact E-Mail: lmorgan@cityofprineville.com

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### ISSUE STATEMENT

This report is for informational purposes only.

### BACKGROUND

The League of Oregon Cities provided a very good summary found in the [March 4, 2016 LOC Bulletin](#) for this short whirlwind session, that I would recommend reading. As seems true for many previous sessions, public records came up again. As the Legislative Committee Chair, I would like to thank the hard work of Scott Stauffer, Michele Eldridge, CMC, Amber Mathiesen, CMC, Carla Holzworth, Karin Johnson, MMC, Linda Galeazzi, CMC, Shelia Cox, MMC, and Sue Ryan, CMC. Between these passionate OAMR members in this outstanding group, HB4130 had several amendments introduced on this bill that made it somewhat reasonable for cities in responding to public records requests. This bill as originally introduced would have been a nightmare to cities.

This also leads me to encourage more members on the OAMR Legislative Committee again. With only two people originally (Karin Johnson, MMC and myself), and so many moving pieces in these sessions. It is virtually impossible for a two person committee to track. We are now up to three members thanks to Linda Galeazzi, CMC joining us. Please consider joining, so we don't let something slip through.

Another item I would like to bring your attention to watch this November is known right now as IP28. The group [A Better Oregon](#) is confident that they will get enough signatures to get on the ballot for November. In a recent presentation by the [Tax Foundation](#), they had determined that this will cause Oregon to drop significantly in rating as a good economic environment for development. They expect if this passes, that many businesses will be faced with laying people off and worse have companies find other states to run their business. Their analysis should be available at their website any time, so if it isn't on there yet, keep checking. In the meantime, the websites provide some good background information on these groups.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

N/A

### CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

### SUGGESTED MOTION

N/A

## ATTACHMENTS

- A. Legislative Committee Job Description



# Oregon Association of Municipal Recordors

## LEGISLATIVE COMMITTEE

### OREGON ASSOCIATION OF MUNICIPAL RECORDERS (OAMR) LEGISLATIVE COMMITTEE JOB DESCRIPTION AND PROCEDURES *(Revised April 2007)*

**I. Purpose:** It shall be the duty of the Legislative Committee to stimulate interest and activity in legislation affecting municipal government and to study proposed legislation and report to the OAMR Executive Board and membership. The committee maintains a close working relationship with the League of Oregon Cities (LOC) to receive committee training and monitor legislation that affects jurisdictions and the profession of municipal recorder. Appointment to the OAMR Legislative Committee is a two (2) year appointment.

#### II. Responsibilities

In September of odd numbered years, the OAMR President will appoint a committee chair and sufficient committee members to accomplish the responsibilities of the committee. Appointments to the committee will be for the term of two (2) years

The chair will arrange for training of the committee membership, including but not limited to how legislative bills are drafted, obtaining sponsorship for a bill and how a bill becomes law.

Committee members will monitor legislation, in particular, those proposed bills which might be beneficial or detrimental to the interests of cities, and the profession of the Municipal Recorder.

Committee members will send information to members via the OAMR email or list serve, flagging proposed legislation which may require follow up and possible action by the members or city officials.

The chair or their designee will be OAMR's representative to the LOC Legislative Committee. Committee members should also ask to be on the distribution lists for the LOC Legislative Updates which are issued on a regular basis during session.

Committee members should contact their legislators to get on the legislative mailing

lists to receive (during session) the Weekly Cumulative Index, and the Senate and House legislative Calendars. This will enable members to track legislation and have access to the lists of which legislators are assigned to each House and Senate committees.

### **III. When Legislature is Not in Session:**

Request suggestions from all OAMR members for issues affecting municipalities and for issues that may come before the legislature. Gathering suggestions for issues to follow or bring forward should be an ongoing process throughout the year

The chair will contact League of Oregon Cities staff or other resources to provide training to the members on the legislative process.

### **IV. Action Required When Legislature is in Session:**

The chair will contact LOC legislative staff to see if the issue is being tracked and what LOC's position is on the issue.

Committee members will contact members via OAMR email and/or list serve notifying them of the issues, so all members can contact their local legislators to heighten awareness of the issue and generate interest in either bringing legislation forward or opposing legislation. It would be important for members to be able to respond within a minimum of two (2) days, particularly when legislative actions are scheduled to occur with short notice.

If so directed by the OAMR Executive Board, the committee will draft correspondence addressing the proposed legislation. The draft letter will be provided to the Board by the most timely method, including e-mail, fax, or during a board meeting. The final correspondence will be formatted for signature by the OAMR President. If the legislation affects an area that pertains to another OAMR committee's realm, the OAMR committee could be asked for input and/or to draft the correspondence.

The chair or designee will be responsible for providing updates to the membership in the quarterly OAMR Newsletter and provide an annual report to the membership in September at the Annual Business Meeting.

<http://oamr.org/Committees/LegislativeList.pdf>



# OAMR BOARD REPORT

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Meeting Date: March 31, 2016  
Source of Item: Membership Committee

Contact: Mary Dibble  
Contact Telephone Number: 541-917-7532  
Contact E-Mail: mary.dibble@cityofalbany.net

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## BACKGROUND

I am pleased to report that the Wild Apricot online membership renewal for went well! There were some hiccups to work through but thanks to Melissa Kiefer, City of Nehalem, all the oddities were worked out in short order. "Welcome to OAMR" emails to new members and other standard notifications continued throughout the renewal process.

There is some housekeeping issues I still need to take care of as we transition from the previous paper and Excel system to Wild Apricot, such as:

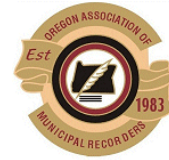
- Finalizing a set of instructions for future Membership Chairs
- Getting "member since" dates from Region Directors to fill in gaps
- Finessing the renewal process for non-standard members
- Learning how to run/use reports
- Coordinate documents for records retention

I plan to tackle these projects in 2016 so that we have a very smooth process for the next renewal year.

## BOARD OPTIONS

- None.

## ATTACHMENTS



# OAMR BOARD REPORT

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Meeting Date: March 31, 2016  
Source of Item: Mentoring Committee

Contact: Nancy Parker, Chair  
Contact Telephone Number: 541-566-3862  
Contact E-Mail: nancy@cityofathena.com

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## COMMITTEE MEMBERS

The members of the 2015/2016 OAMR Mentoring Committee : Phyllis Bolman, CMC, Monmouth; Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; Cathy Nelson, Waterloo; Kim Scheafer, MMC, Canby; Teri Porter, Pilot Rock; Debi Russell, Weston; Amber Mathiesen, CMC, Salem; Nicole Morris, CMC, Tualatin; Michelle Young, Enterprise; Jamie Reed, Oregon City; Domenica Protheroe, Falls City and Debra Dudley, Rainier.

**ISSUE STATEMENT** - The Mentoring committee is always looking for mentors to share their knowledge and expertise with those new to our profession. If you, or someone you know would be willing to serve on this committee please contact me at 541-566-3862.

## COMMITTEE ACTIVITY

**Updates** – We’ve added three new members; Jamie Reed, Domenica Protheroe and Debra Dudley. Welcome ladies, and thank you for answering the call to mentor new members!! Your expertise is invaluable.

The committee met via email in February to review the OAMR Mentoring Committee Job Description, the Mentoring Guide, and the Mentor Follow-up Checklist.

**Outreach/Future Activities** – Continued outreach to new members, providing professional resources and support. New members are contacted and encouraged to participate in being assigned a mentor.

**CHAIR OR DIRECTOR’S RECOMMENDATION** – Please see the minor recommended changes (in red) to the attached Mentoring Committee Job Description and the Mentor Follow-up Checklist.

Attachments:

- A. Mentoring Committee Job Description
- B. Mentoring Committee Follow-up Checklist



## **JOB DESCRIPTION**

### **OAMR MENTORING COMMITTEE**

**PURPOSE:** To encourage professional growth and development of new City Recordors through the OAMR Mentoring Program.

**COMMITTEE MEMBERSHIP:** The Committee should be primarily comprised of experienced OAMR members who are qualified and willing to act as a mentor to new members and/or who have held at least one position on the OAMR Board. Mentors should have a minimum of three years of experience in the profession.

#### **GENERAL RESPONSIBILITIES**

- A. The Committee will coordinate the Mentoring Program.
- B. With Board approval, the Committee may take on any project that will serve to promote the mission of the Committee.
- C. The Committee will work in conjunction with other OAMR committees such as the Education Committee, Professional Growth & Development Committee, and the Membership Committee to provide information and coordination of like projects.
- D. The Committee Chair will provide newsletter articles regarding Committee activities.
- E. The Committee will meet as needed. Much of the communication between Committee members will be done by telephone, e-mail and/or fax.
- F. The Committee Chair will give committee reports and attend Board meetings.
- G. The Committee Chair will give a Committee Report at the Annual Conference Business Meeting or provide a written report to the President for presentation at the Annual Business Meeting.

#### **OAMR MENTORING PROGRAM HOW TO:**

**Program Guidelines:** The Mentoring Program is designed to assist new City Recordors become more informed and comfortable with the duties and responsibilities of the profession and to educate them on the organizational make-up of OAMR and benefits of membership. The Mentoring Program will provide new City Recordors ("Mentees") with both formal and informal knowledge and support from experienced City Recordors ("Mentors") who will serve as both teachers and coaches to assist the new City Recordors in their professional development.

**Program Application:** Through the Mentoring Program, the Committee Chair will assign an experienced Recorder (“Mentor”) in a similar position, preferably from a similar sized city in close proximity to each new member of the organization (“Mentee”). Preference will be to assign a Committee Member in the same region as the new member. The Mentor will provide their Mentee with professional resources and support, share both the formal and informal knowledge necessary to effectively and efficiently perform the duties of the position, and assist their Mentee in reaching their personal and professional goals. The Mentor will give their Mentee professional advice, support and assistance to help their Mentee become strong, self-confident and self-sufficient in the administration of their duties. The Mentor may need to simply offer moral support and encouragement; or the Mentor could be called upon to instruct the Mentee on matters such as how to properly draft agendas, minutes and ordinances; explain public meetings and records law, election laws and parliamentary procedures; or offer advice on how to deal with the media, etc.

Mentors will also encourage their Mentee to participate in OAMR's educational programs and provide information about such opportunities. The Mentor will serve as a guide to their Mentee at OAMR Regional Meetings, the Annual Conference, Academy Sessions and all other OAMR events. As such guide, the Mentor shall take the time to get to know their Mentee on a more personal level, introduce the new member to other members and involve them in activities throughout the event. Prior to the annual conference or any OAMR event, the Mentor should advise the Mentee on such things as what is considered appropriate dress for the event and what types of activities will be held during the event (i.e. raffle sales, the auction, scholarship walk, all conference event, etc.). The Mentor should also arrange a time and place to meet with their Mentee once they arrive at the event and exchange room numbers if an over-night stay is involved. The Mentor should strive to do everything possible to make their Mentee feel welcomed and comfortable in the OAMR environment. The Mentor should also be willing to continue serving their Mentee for as long as their Mentee feels the Mentor's assistance is needed.

**Program Tasks:**

- a. The Committee will work with the Membership Committee to receive information regarding any new members joining OAMR. The Committee Chair will send new members an introductory letter, welcoming them to OAMR, explaining the Mentoring Program and encouraging them to participate as a Mentee of the Program. The letter shall ask for a response to the question of participation as a Mentee. If the response is affirmative, the Chair shall then select a Mentor for the Mentee.
- b. The Committee Chair will work with Committee Members within the same OAMR Region as the new member to determine an appropriate Mentor for the new member. Committee Members shall be the first to volunteer to serve as the new member's Mentor until all Committee Members within a given region have been assigned Mentor responsibilities. The Committee Chair will then contact the Director of the new member's Region for a recommendation on whom within the Region would qualify as a Mentor. The Committee Chair shall then contact the member recommended by the Chair to confirm acceptance of assignment.
- c. The Committee Chair shall send a welcome message to the new member introducing them to their Mentor. The Committee Chair shall maintain a list of all new members and the Mentors assigned to them.
- d. Mentors will make contact with Mentees within 5 days of an assignment. The Mentor

should attempt to schedule time to meet the new member in person on the soonest possible date (maybe just to have lunch and get to know each other a little). If this cannot be accomplished, the Mentor should contact the Mentee again within two weeks of the original contact to see how the Mentee is adjusting to the job and to see if further assistance of any type is needed.

- e. The Committee will organize and conduct a ~~Meet-N-Greet~~ **1<sup>st</sup> Time Conference Attendees and Mentor/Mentee Breakfast** at the Annual Conference to honor new members in conjunction with the Mentor Program. Mentors will be responsible for making sure their Mentee is aware of the ~~Meet-N-Greet~~ **breakfast**. Both Mentees and Mentors will be publicly recognized at the event.

### **COMMITTEE EVALUATIONS**

At the beginning of a new fiscal year, the Committee Chair shall send a Mentee Feedback Questionnaire to all participating members from the prior fiscal year. The forms will ask comments on the effectiveness of the mentoring program and suggestions for improvements. The Chair will request that all evaluation forms be returned within 30 days of the date they are sent out. Within six to eight weeks of sending out the evaluations, the Chair will call a meeting of the Committee to review the comments received and develop a plan to implement any recommended improvements in the program. Personal information contained on the evaluations shall be kept confidential by the Committee.

Board Approved:

Update: ~~March 2010~~ **February 2016**

Revised: ~~April 2014~~ **March 2016**

## Mentor Follow-up Checklist

Date	Contact	Completed ✓
Within 5 days of assignment	<ul style="list-style-type: none"> <li>Schedule time to contact new member, by phone, email or in person, if possible. Schedule follow up phone call for approximately 2 weeks later. <i>This would be a good time to review the OAMR Resource Guide.</i></li> </ul>	
Anytime	<ul style="list-style-type: none"> <li>Schedule Key dates on your calendar, and if your mentee uses Microsoft Outlook, add those dates on the mentee's schedule through an 'invite'.</li> <li>If your mentee is close enough to your location, invite them to your City hall to see your filing practices, archives facility, etc.</li> <li>Make sure to contact your mentee on a consistent basis, via email or phone, even if it's just to check in with them and see how they're doing.</li> </ul>	
January 1	<ul style="list-style-type: none"> <li>Email or call mentee related to upcoming scholarship deadlines and answer any questions about the training/certification process. Encourage mentee to attend professional development classes.</li> <li>If election year, answer any questions on process and provide samples on that process or any other process (agenda or parliamentary procedures) the mentee requests assistance with.</li> </ul>	
February 1	<ul style="list-style-type: none"> <li>Email or call mentee to check in about their mid year academy plans such as room sharing and carpooling.</li> </ul>	
May 1	<ul style="list-style-type: none"> <li>If mentee is attending professional development classes in June, share personal experiences and offer any advice.</li> </ul>	
August 15	<ul style="list-style-type: none"> <li>Give mentee conference information on appropriate dress, activities and schedule time to meet after mentee has arrived and settled at the conference.</li> <li>Answer any question on the organization. Plan to introduce mentees to board and other members at the conference.</li> </ul>	
During Conference	<ul style="list-style-type: none"> <li>Meet with mentee after their arrival at registration desk or the night before if they arrive earlier. Leave a note at the registration desk with your room number, and cell phone number, so they <b>can</b> contact you if they would like.</li> <li>If you can't be available at the registration desk or on their first day, find a conference greeter or another member of the committee that can look for them.</li> <li>Invite them personally to the <b>Meet &amp; Greet function 1<sup>st</sup> Time</b></li> </ul>	

	<p><b>Attendees and Mentor/Mentee Breakfast</b>, and plan on introducing them to other members.</p> <ul style="list-style-type: none"> <li>• Verify their understanding of the new recorder track educational sessions, or other sessions that are available, and answer questions. Go through the contents of their conference bag with them, to make sure they are comfortable with the schedule, or if they have any other questions.</li> <li>• Try to make your mentee feel comfortable and welcome during all conference events, and be sure to include them as much as possible. Spend 30 minutes with your mentee each day outside of conference activities, if at all possible. Invite them to sit with you at events; our goal is to extend our hospitality, and to get them involved in OAMR from the beginning! (See the Mentoring Guide for more tips.)</li> <li>• Encourage your mentee to join a committee and be active in</li> </ul>	
October 15	<ul style="list-style-type: none"> <li>• Follow up with mentee via phone call after conference to answer any questions and offer assistance for the coming year. <i>Other potential discussion points are included in the Mentoring Guide.</i></li> </ul>	

\*\*\* The schedule is based on the calendar year but can be tailored to your scheduled term of mentorship.



# OAMR BOARD REPORT

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## NEWSLETTER COMMITTEE

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Meeting Date: March 31, 2016  
Source of Item: Newsletter Committee Chair

Contact: Kathy Payne, CMC  
Contact Telephone Number: 503-366-8217  
Contact E-Mail: [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)

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### ISSUE STATEMENT

This is information only.

### BACKGROUND

The Newsletter Committee produced the fall and winter 2015 editions of the OAMR Newsletter. The fall newsletter was 66 pages. The cost to send a hard copy of the newsletter to three people was \$12.63. The winter newsletter was 63 pages and cost \$12.33 to send to three people.

Our current costs for publishing hard copies of the newsletter are significantly lower than they used to be when we had been sending it out to a much larger mailing list. I had considered requesting that the Board consider advertising in the League of Oregon Cities Local Focus but found that the advertising costs would be \$100 per issue for a ¼-page ad and felt that was a little too steep for our overall budget. Last year, we collected \$800 from advertisers. I wonder if there are any suggestions from the Board as to how we might utilize those funds for advertising OAMR, or if that even interests anybody.

I'm happy to announce that we have recruited two new advertisers for the 2016 newsletters - SolutionsYES and Local Government Personnel Institute (LGPI).

The spring newsletter deadline for submissions is March 11. The Committee will be preparing and proofing it for publication by March 31, 2016.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

None.

### CHAIR OR DIRECTOR'S RECOMMENDATION

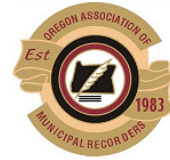
None.

### SUGGESTED MOTION

None.

### ATTACHMENTS

None.



## OAMR BOARD REPORT

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Meeting Date: March 31, 2016  
Source of Item: Nominating Committee

Contact: Amber Ames, Chair  
Contact Telephone Number: 503-681-6117  
Contact E-Mail: [amber.ames@hillsboro-oregon.gov](mailto:amber.ames@hillsboro-oregon.gov)

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### BACKGROUND

*The 2016 slate of candidates has been submitted and will be printed in the OAMR spring newsletter as follows:*

OAMR Positions:

Second VP – Nicole Morris, CMC, Tualatin  
Treasurer – no nominations received at this time.  
Region I Director – Kathy Payne, CMC, St. Helens  
Region III Director – Phyllis Bowman, MMC, Monmouth  
Region V Director – Karen Spoons, MMC, Medford  
Region VII – Nancy Parker, City of Athena

*The open nomination period will be extended for the position of Treasurer until June 3rd. The committee will continue to outreach to the membership. An email blast was sent out in February and other advertising opportunities including notification through OAMR presidential updates will be explored.*

### RELATED POLICIES/BUDGET CONSIDERATIONS

*There are no budget implications at this time.*

### CHAIR OR DIRECTOR'S RECOMMENDATION

*Chair and Committee are supportive of the nominations.*

### SUGGESTED MOTION

*There is no motion needed at this time.*

### ATTACHMENTS

*None*



# OAMR BOARD REPORT

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## NCI Education Committee

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Meeting Date: March 31, 2016  
Source of Item: Committee Report

Contact: Ruth Post, MMC, Philomath  
Contact Telephone Number: 541-929-6148  
Contact E-Mail: ruth.post@ci.philomath.or.us

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### ISSUE STATEMENT

Registration is now open for the 2016 Professional Development series at the Northwest Clerks Institute (NCI). Institute Director Joann Tilton is, “as we speak”, retiring from her position at the city of Manteca, California, and preparing to take the reins from Dema Harris. Dema is prepared to provide on-site support for Joann for the kick-off of PD classes in Tacoma.

### BACKGROUND

On December 11, 2015, copies of the new fully executed 3-year agreements for operation of the NCI were distributed to the presidents of WMCA, AAMC and OAMR. Copies of those agreements are attached for reference. The complete update and acceptance of these new agreements will carry our professional development training through 2018. This is a huge accomplishment and many thanks to former NCI Chair Tracy Davis, MMC, Keizer, for working with Ali Spietz, Mercer Island, WA, and Dema Harris to complete the work.

Dates for the 2016 Northwest Clerks Institute at the University of Puget Sound in Tacoma, WA, are:

- PD I – June 5-10, 2015
- PD II – June 12-17, 2015
- PD III – June 19-24, 2015
- PD IV (Master Academy) – June 13-16, 2015

The 2016 Master Academy is an outstanding 3-day academy presented by Drs. Peter and Susan Glaser on Mastery of Leadership Communication. The Glaser’s have an excellent reputation and their courses are typically beyond the available budget for most members. This academy offers the opportunity to take advantage of the value of the NCI to receive a top-notch training. Whether OAMR members have their MMC or not, this training is a must-do.

The OAMR NCI Education Committee is comprised of the chairs of the Education Committee, Professional Growth & Leadership Development Committee, and either the OAMR President or the President’s appointee. This year, those members are Peggy Hawker, MMC, Newport; Karin Johnson, MMC, Independence; and Ruth Post, MMC, Philomath. It is an honor to represent this group as Chair. The members of this Committee serve with our counterparts from WMCA and AAMC to form the full NCI Education Committee which provides guidance for the Northwest Clerks Institute. Because of her extensive institutional experience, Tracy Davis, MMC, Keizer, and current IIMC Region IX Director continues to be a valuable resource to the Committee; and we thank her for her willingness to make herself available.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

None.

**CHAIR OR DIRECTOR’S RECOMMENDATION**

Register for Professional Development!

**SUGGESTED MOTION**

None.

**ATTACHMENTS**

- A. NCI Agreement between WMCA, AAMC, OAMR and Joann Tilton
- B. WSU Conference Management Agreement for NCI with WMCA

**NORTHWEST CLERKS INSTITUTE AGREEMENT  
BETWEEN  
WASHINGTON MUNICIPAL CLERKS ASSOCIATION, THE ALASKA ASSOCIATION OF MUNICIPAL CLERKS,  
OREGON ASSOCIATION OF MUNICIPAL RECORDERS AND INSTITUTE DIRECTOR JOANN TILTON**

This AGREEMENT is dated effective December 1, 2015 and is between the Washington Municipal Clerks Association (hereinafter referred to as "WMCA"), the Alaska Association of Municipal Clerks (hereinafter referred to as "AAMC"), the Oregon Association of Municipal Recorders (hereinafter referred to as "OAMR") and Institute Director Joann Tilton regarding the Northwest Clerks Institute.

WHEREAS, the Northwest Clerks Institute (NCI) has been established to serve the educational needs and requirements of Municipal Clerks in the States of Washington, Oregon and Alaska; and

WHEREAS, WMCA, AAMC, and OAMR, have agreed that WMCA shall serve as the lead agency and shall sign a contract for services with Washington State University Conference Management (hereinafter referred to as "WSU-CM") for management of the Northwest Clerks Institute (NCI).

WHEREAS, this agreement between WMCA, AAMC, and OAMR and the Institute Director will depict and define the Institute Director's role and responsibilities in program coordination and administration of the Northwest Clerks Institute (NCI); and,

WHEREAS, WMCA, AAMC, and OAMR have established the NCI Education Committee, which consists of three representatives from each association and the Institute Director, and serves in an advisory capacity to review and make recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by the International Institute of Municipal Clerks (IIMC).

NOW, THEREFORE, it is mutually agreed as follows:

**A. INSTITUTE DIRECTOR**

This Institute Director shall be chosen by the three state associations through a request for qualifications process. The Institute Director shall be responsible for program coordination and administration of the Institute, with administrative support from WSU-CM. The Institute Director shall work closely with the NCI Education Committee for program, course content, budget, and schedule approval of the Institute. The Institute Director is also responsible for coordinating with Education Coordinators of State Associations for Master Academy Programs offered throughout the year.

**1. Responsibilities and Duties**

Responsibilities shall include, but are not limited to:

**a. Pre-Institute**

- **For Professional Development I, Professional Development II, and Professional Development III:** Develop course content, materials, and promotional materials in compliance with IIMC Institute Guidelines. Session titles shall clearly describe session content.
- **For Professional Development IV (Master Academy):** Develop course content, materials, and promotional materials in compliance with IIMC Institute Guidelines. PD

IV shall be offered annually upon the recommendation of the NCI Education Committee. A separate budget and accounting will be developed for this program.

- Develop session schedules.
- Recruit instructors.
- Work with hired instructors regarding session content and materials for attendees.
- Develop marketing materials and compile mailing lists.
- Work with state associations (AAMC, OAMR & WMCA) on marketing the Institute.
- Develop attendee assessment (KTAP: Knowledge Transfer Action Plan).
- Develop program evaluation tools.
- In association with the WSU-CM Conference Manager:
  - i. Collect and administer attendee registrations;
  - ii. Forward program related bills for payment; and
  - iii. Coordinate classrooms, housing, meals and parking.
- Provide a copy of the confirmed class schedule (including sessions, instructors, times, locations, etc.) to the NCI Education Committee prior to February 15 of each year.
- Send out pre-session information to each registered participant. Information shall include, but not be limited to:
  - i. a description of the Institute
  - ii. date and time of orientation
  - iii. class program and hours
  - iv. housing accommodations
  - v. appropriate attire
  - vi. map of parking areas
  - vii. list of meals included with registration
  - viii. information regarding IIMC certification
- Work directly with WSU-CM Director and WSU-CM Conference Manager on all matters requiring financial decisions.
- Arrive on campus a few days in advance of the start of the Institute for preparation work.

**b. Institute**

- Reside in Tacoma for a few days prior to the start of the Institute and until the Institute concludes.
- On-site facilitation and operation of all four Institute programs
- On-site coordination with University of Puget Sound and WSU-CM Conference Manager for attendee meals and housing
- Teach and/or lead classes (if needed)
- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.

**c. Post-Institute**

- Review evaluations from all sessions.
- Receive, read, and review all KTAPs (attendee assessments) and electronically send certificates of completion.
- Provide class evaluations and a financial report to the NCI Education Committee within ninety (90) days from the end of each session, outlining the revenue sources and expenditures for the sessions.

- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year for approval.
- Compile and submit the Institute report for IIMC in accordance with the IIMC Institute Guidelines

**d. State Association Master Academy Programs**

- Follow the guidelines set forth in Section C to assist each state association (AAMC, OAMR and WMCA) with the approval process for Master Academy programs, in accordance with IIMC Institute Guidelines. Basic duties include:
  - i. Work with state Education Coordinators to recruit instructors and negotiate fees
  - ii. Approve instructors and course content
  - iii. Attend all master academies attached to state conferences
  - iv. Attend mid-year academies, when feasible
  - v. Develop and administer attendee assessments (KTAP)
  - vi. Receive, review and read KTAPs
  - vii. Send certificates to attendees who completed KTAPs
  - viii. Complete IIMC reporting requirements

**e. Conferences**

- Attend four conferences per year:
  - i. March - WMCA annual conference
  - ii. May - IIMC annual conference
  - iii. September - OAMR annual conference
  - iv. November - AAMC annual conference
- The costs of attending conferences paid for or reimbursed as outlined in the Budget and Compensation section.
- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.
- Make presentations and conduct workshops at state association's conferences to promote attendance at the Institute and explain the process to obtain certification and the value of receiving CMC and MMC certifications.
- Attend the Institute Director Colloquium and Institute Director Meeting at the IIMC Conference.

**f. NCI Budget**

- Be the official budget administrator and have the sole authority to commit Northwest Clerks Institute expenditures
- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year for approval

**g. NCI Education Committee**

- Coordinate with Committee Chair to schedule meetings (conference calls).
- Work with Committee Chair to prepare agenda and reports for meetings, including follow-up after meeting.
- Review the class evaluations and financial report at the October conference call.
- Review the proposed budget at the October conference call.
- Review recommended changes to the program with the NCI Education Committee.

- Review the confirmed class schedule (including sessions, instructors, times, locations, etc.) with the NCI Education Committee.

**h. IIMC Committees**

- Apply for and, if appointed, actively serve on one IIMC Committee each year representing the interests of Institute Directors and the three State Associations (committee appointments begin the first day of the IIMC Annual Conference and are a one-year term).
- Participate in on-going discussions of policy issues with Institute Directors to improve program delivery methods

**i. Clerk Consultations**

- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.
- Review certification documents and respond to emails and telephone inquiries from clerks from all three state associations (AAMC, OAMR & WMCA).

**B. NCI EDUCATION COMMITTEE**

The Northwest Clerks Institute (NCI) Education Committee reviews and makes recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by IIMC.

**1. Membership:**

- There shall be 9 members of the NCI Education Committee as follows:
  - WMCA Education Coordinator
  - WMCA Education Committee Chair
  - WMCA member at-large (with WMCA education experience)
  - OAMR Education Committee Chair
  - OAMR Professional Growth and Leadership Development Committee Chair
  - OAMR member at-large
  - AAMC Education Chair
  - AAMC Past President
  - AAMC member at-large
- The Institute Director attends Committee meetings as advisor to the Committee and will not be a voting member.
- The WSU-CM Conference Manager will attend Committee meetings, when possible, and will not be a voting member.
- At-large members will be appointed by their respective state presidents, in accordance with state policies. The candidate should have education experience and be familiar with the Northwest Clerks Institute.
- The NCI Education Committee as a whole, will select a Chair amongst themselves each year, rotating states.

**2. NCI Committee Member Duties:**

- Attend meetings as scheduled. Meetings will be held as needed by conference call.
- Within ninety (90) days from the end of the Institute:

- Review the class evaluations
- Review the financial report, which outlines the revenue sources and expenditures for the sessions
- c. Review the proposed budget for the following year as provided by the Institute Director in October of each year.
- d. Review and make recommendations regarding the terms of the NCI agreement as needed, with the stipulation that the Institute will remain in Washington State.
- e. On an annual basis, review the feasibility of offering the Master Academy (PD IV) session.
- f. Review the confirmed class schedule (including sessions, instructors, times, locations, etc.) as prepared by the Institute Director by February 15 of each year.
- g. Review and make recommendations on new program materials and guidelines based on changes to the IIMC Education and/or Institute Guidelines
- h. In the event that the Institute Director's travel expenses for the IIMC conference exceed a total of \$2,250 (\$750 per state), the NCI Education Committee will make a recommendation to the state associations about allocating additional funding.
- i. Assist the Institute Director and each state Association in promotion and fundraising efforts to support the Institute and Academy (PD IV) program.
- j. Keep state president and state board informed of the Committee's actions and recommendations.

**3. NCI Committee Chair Duties:**

- a. Coordinate with the Institute Director to schedule meetings and prepare the agenda and reports for Committee meetings.
- b. Designate a member to take the minutes for Committee meetings.

**C. STATE ASSOCIATION MASTER ACADEMIES**

To receive the maximum points required by IIMC or attendance at a state association's Master Academy session, the program must be sponsored by the Northwest Clerks Institute. The state association's Education Coordinator and the Institute Director may work together to collaborate on a session topic or presenter.

- 1. Approval.** The state Education Coordinator or designated person responsible for the Academy must submit the following in a timely manner for pre-approval by the Institute Director:
  - a. Submit Academy program topic and instructor information to the Institute Director. Include instructor's address, contact phone numbers, web-link and email address.
  - b. Submit course description and proposed instruction strategy used by speaker.
  - c. Include course objective(s).
  - d. Include course outcomes.
  - e. The modified KTAP will be used to assure compliance with the assessment requirements from IIMC.
- 2. Administration.**
  - a. Attendance.** The state Education Coordinator will compile an excel spreadsheet of those who have registered for the Academy session. A sign-in sheet will be passed around to those present to make certain everyone who registered has signed in. The Institute Director and/or state Education Coordinator will assure that all in attendance are aware of the requirements to be in the session.

- b. **Certificates.** Certificates of Attendance will be prepared by the state Education Coordinator. The certificate of completion must state the number of hours completed, specify the title and speaker of the program, location, date and signature of the Institute Director. A certificate template has been developed for use by the three states.
  - c. **Evaluations.** Course evaluations will be completed by attendees. The state Education Coordinator will gather and compile the evaluations and send them to the Institute Director. The Institute Director will be responsible for compiling the session report in compliance with the IIMC Education Guidelines and submit the report to IIMC in a timely manner.
3. **KTAP (Knowledge Transfer Action Plan).** The KTAP (the assessment required by IIMC) will be sent electronically to all participants by the Institute Director or the state Education Coordinator after the Academy session. Participants will be given two weeks after completion of the course to submit their KTAP electronically to the Institute Director. Upon successful completion of the KTAP, a Certificate of Completion will be mailed to the participant. Clerks who have their MMC may request their certificate from the Institute Director after the session as they are not required to complete the KTAP.

#### D. COMPENSATION AND BUDGET

1. The Institute Director will be employed by Washington State University (WSU) in a part-time, temporary position requiring “time slip” reporting for twice-monthly compensation through WSU. Compensation is \$2,200 per month, not to exceed \$26,400 per year, unless agreed upon in writing by NCI Education Committee and the WSU-CM Business Operations Manager. The submitted time slips will show 34 hours per pay period (2 pay periods per month).
2. Under the agreement between WSU-CM and WMCA for the Institute:
  - a. WSU-CM will be compensated \$16,000.00 per year to manage the institute and will charge \$8.00 per registered attendee per year per program.
  - b. WSU-CM will also charge an 8% administrative service charge for revenue received by the Northwest Clerks Institute.
  - c. WSU-CM assumes 0% financial responsibility for any surplus or deficits resulting from the program after costs have been met.
  - d. There may be penalties for cancelling the program before the annual start date (June 1).
  - e. Any surplus or deficits resulting from the program after costs have been met will be returned and assumed by WMCA. A surplus may roll over to the next contracted year.
3. Surplus: If, at the end of the fiscal year (January – December), there is a surplus of funds (i.e. the fee collection exceeds expenditures), the excess funds shall be held by WSU-CM for use by the Institute in the following year. If there is a surplus at the end of the three-year agreement, the surplus funds will be rolled into the next three-year agreement with WSU-CM upon a majority vote of the NCI Education Committee. Alternatively, WSU-CM will return the surplus to WMCA (as lead agency) and WMCA will distribute the surplus funds proportionally based upon attendance from each state over the three-year agreement period.
4. Deficit: If, at the end of the fiscal year (January – December), there is a deficit of funds (i.e. the expenditures exceeds the fee collection), the deficit will be included in the Institute budget for the next year. If there is a deficit at the end of the three-year agreement, the three Associations (WMCA, AAMC & OAMR) shall pay WSU-CM equally to cover the deficit.
5. Travel Costs:
  - a. State Conferences: Each state association shall pay (comp) the lodging costs and registration fee for the Institute Director to attend their conference and academy attached to

conference. Travel expenses (mileage, airfare, parking, meals outside of conference) shall be reimbursed upon receipt of adequate documentation and proof of payment (receipts), to the Treasurer of each state association within 30 days of the event.

- b. IIMC Conference: Each state association shall pay one-third (1/3) of the total expenses (lodging, mileage, airfare, parking, meals outside of conference), up to \$750.00 per Association, for the Institute Director to attend the IIMC Conference. In the event that expenses exceed a total of \$2,250 (\$750 per state), the NCI Education Committee will make a recommendation to the state associations about allocating of additional funding. IIMC covers the cost of the conference registration for the Institute Director.
- c. Costs associated with attendance at state or IIMC conferences shall not be paid from the NCI Budget or the account at WSU-CM.
- d. The cost of incidental travel for the NCI Director related to administration of the Institute shall be reimbursed in accordance with WSU-CM policies and shall be part of the annual budget.

**D. TERM**

This Agreement shall be effective as of the date first written above and shall terminate upon written agreement of all four parties.

**E. CHANGES**

No change, alteration, or addition to this Agreement will be effective unless it is in writing and properly signed by all four parties hereto.

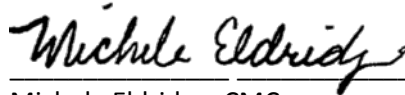
IN WITNESS THEREOF, the parties hereto have signed this Agreement on the day and year first above written.

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION (WMCA)**



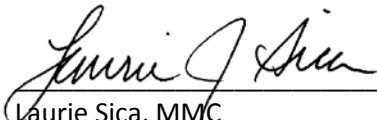
Debbie Burke, MMC  
WMCA President

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS (OAMR)**



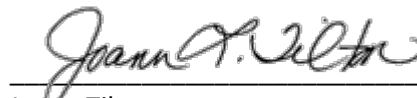
Michele Eldridge, CMC  
OAMR President

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS (AAMC)**



Laurie Sica, MMC  
AAMC President

**NORTHWEST CLERKS INSTITUTE DIRECTOR**



Joann Tilton

contract # 18601



CONFERENCE MANAGEMENT

WSU Conference Management (CM)

for Northwest Clerks Institute

with

Washington Municipal Clerks Association (WMCA)

June 2016: BUDGET NUMBER 09G-4359- 2196
June 2017: BUDGET NUMBER 09G-4359- 2027
June 2018: BUDGET NUMBER 09G-4359- 2018
Tacoma, WA

Prepared by Dana Colwell - WSU Conference Management (CM)

DATE PREPARED: October 1, 2015

WMCA President Debbie Burke 206-248-8248
Business Operations Manager, CM Jennifer Cook 509-335-5792
Conference Manager, CM Dana Colwell 253-507-8506

NOTE: No expense over \$150.00 will be approved or incurred prior to full execution of this agreement by all parties.

This conference agreement between Washington Municipal Clerks Association (WMCA) and Washington State University Conference Management (CM) consists of 4 pages and meets the approval of:

Jennifer Cook 12/1/15 Date

Debbie Burke 11/30/2015 Date

Dana Colwell 12/2/15 Date

## **WSU CONFERENCE MANAGEMENT RESPONSIBILITIES**

### **Committee Facilitation/Program Assistance**

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- Assist in developing the institute format.
- Provide guidance on program format and environment to achieve institute objectives.
- Attend monthly calls with the Institute Director or as needed and directed. As event gets closer, meeting will be bi-weekly.
- Provide adequate staff on site for each check in.
- Handle customer questions related to institute activities.
- Manage on-site registration process. Provide nametags for all attendees, with ribbons for speakers.
- Prepare all on-site hand-out materials.
- Ensure that surveys are included for every session and that a final survey is sent out at the end of the institute.
- Process travel for the Institute Director.

### **Facility Management**

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- As approved by the Institute Director, sign contracts with facility for:
  - Dorm room nights
  - Meeting and dining room facilities
  - Classrooms
  - Receptions
- Assist Institute Director in facility cut off dates for counts.
- Collect banquet meal and Sunday box lunch choices and distribute tickets.

### **Speaker Coordination**

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- Facilitate communications with secured speakers as directed.
- Execute speaker contracts as directed by the Institute Director.
- Make travel arrangements/hotel accommodations for presenters/speakers as directed by the Institute Director.
- Solicit from speakers, handouts, biographies and information to promote the session online and for print manuals.

### **Marketing**

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- Produce, publish and distribute all printed institute materials, including registration brochure, program/agenda, workshop description, speaker bios, attendee list, etc. (Printing of materials will be a line item in the budget and is not covered by the management fee).
- Design institute logo/banner.
- Design and produce institute manuals.
- Work with outside vendors to print materials.
- Prepare certificates.

### **Online Registration Module**

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- Receive and process registrations by mail, fax, phone, or online.
- Registration will include PD1, PD2, PD3, and PD4.
- Registration will include early and late check out for dorms.
- Provide a toll free 800 number for potential participant registration and questions.
- E-mail registration confirmation letters upon receipt of registration.
- Send reminder information to registered attendees as needed.

- Prepare name tags with registrant's name, company name, city, state.
- Respond to letters, telephone calls, and e-mails regarding registration.
- Prepare final roster of registrants with name, address, and affiliation, and dorm room.
- Provide access for the Institute Director to obtain online, up-to-date information regarding registrations.
- Provide collection services up to three months after the event.
- The attendee will have the option to pay with multiple funding sources, i.e. credit card and check in one transaction.

### **Financial Management & Contract Negotiations**

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- Meet with NCI Education Committee to establish an institute budget and timeline.
- Financial reporting and management of registration funds within the budget provided by the institute committee.
- Review and approve final facility bill.
- Provide a detail summary report.
- Review and approve expenses with Institute Director prior to payment.
- Ensure that all payments have a supporting contract and invoice so that you may be ensured that all payment meet strict auditing requirements.
- Final accounting of all revenue and expenses for the event.

### **GENERAL UNDERSTANDINGS**

WMCA authorizes the Institute Director to be the official budget administrator and has the sole authority to commit Northwest Clerks Institute expenditures. Any surplus or deficits resulting from the program after costs have been met will be returned and assumed by WMCA. A surplus may roll over to the next contracted year.

CM will be compensated \$16,000.00 per year to manage the institute and will charge \$8.00 per registered attendee per year per program. CM will also charge an 8% administrative service charge for revenue received by the Northwest Clerks Institute. CM assumes 0% financial responsibility for any surplus or deficits resulting from the program after costs have been met. If the program is cancelled, CM will be reimbursed by the following scale:

Signing - One year prior to start of annual event	50% of management fee + any direct expenses
364 days – 180 days prior to start of annual event	75% of management fee + any direct expenses
180 days – start of annual event	100% of management fee + any direct expenses



## OAMR BOARD REPORT

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Meeting Date: March 31, 2016

Source of Item: Professional Growth & Leadership Development

Contact: Karin Johnson, MMC

Contact Telephone Number: 503-838-1212

Contact E-Mail: [kjohnson@ci.independence.or.us](mailto:kjohnson@ci.independence.or.us)

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### INFORMATION REPORT:

1. There has not been a lot of activity in the committee since November, other than to publicize the Northwest Clerks Institute, encouraging our members to attend. This year, an early-bird registration is offered, with the hope to get a better idea of registration numbers. Dates for the various Professional Development series are:
  - Professional Development I                      June 5-10, 2016
  - Professional Development II                     June 12-17, 2016
  - Professional Development III                    June 19-24, 2016
  - Professional Development IV                    June 13-16, 2016
2. Information on the 47<sup>th</sup> Annual Municipal Clerks Week is submitted for inclusion in the Spring OAMR newsletter, which will be May 1<sup>st</sup> – 7<sup>th</sup>. Information will also be sent via the listserve in April with a sample proclamation and links to IIMC Clerks Week resources.



# OAMR BOARD REPORT

## Records Management Committee

Meeting Date: March 31, 2016  
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair  
Contact Telephone Number: 503-786-7519  
Contact E-Mail: [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)

### ISSUE STATEMENT

This is an informational report on recent RMC activities.

### BACKGROUND

Purpose Statement: *to provide training on Records Management and Retention Schedules.*



The RMC currently has 30 members (see Attachment A), as we added ex-officio members Kris Stenson and Stephanie Clark, both with the State Archives, to our roster.

Since the last Board Report, the RMC met twice at Wilsonville City Hall. On November 20, 2015, we welcomed our new members and continued our review of the Records Management Manual, which the RMC proposes to rename the Information Management Manual (IMM). On February 12, 2016, the group discussed draft guidelines on social media and scanning presented by the State Archives, and heard updates on [House Bill 4130](#) (more below) and [Division 17](#) (proposed changes to the Oregon Administrative Rules (OARs) that would allow electronic storage of permanent records). As of this writing the RMC has made plans to gather at Wilsonville City Hall on April 22, 2016.

The major project before the RMC remains the IMM review, which we anticipate finishing this summer and submitting for Board consideration at Conference in September. Following completion of the IMM review, we will begin a review of the disaster recovery manual created by the State Archives and OAMR in 2007.

Along with the OAMR leadership and Legislative Committee, the RMC has been monitoring the movements of [HB4130](#), which in its initial form would have set time limits on record requests, established a daily fine of \$100 for requests that exceeded 30 days, and capped what agencies could charge for providing requested records. In the first days of the State Legislature’s 2016 Short Session, HB4130 was amended fairly extensively, with most of our concerns being addressed or removed. Please refer to the letter from President Eldridge noting OAMR’s concerns regarding HB4130 as initially proposed (Attachment B). For the latest version and status of HB4130 click on this link: <https://olis.leg.state.or.us/liz/2016R1/Measures/Overview/HB4130> Thank you to President Eldridge, RMC members Amber Mathiesen, Salem, Karin Johnson, Independence, and Sue Ryan, Newberg, and Linda Galeazzi, Salem-Keizer Transit, for their diligent work to track this legislation and to attend hearings at the Capitol.

### **Thank You!**

### RELATED POLICIES/BUDGET CONSIDERATIONS

None to report.

### BOARD OPTIONS

Acknowledge and file report.

### MOTION

None proposed.

### CHAIR OR DIRECTOR’S RECOMMENDATION

The RMC is pleased to submit this report to the OAMR Board for consideration.

### SUGGESTED MOTION

None proposed.

### ATTACHMENTS

- A. 2015-2016 RMC Roster
- B. February 5, 2016, Letter from President Eldridge regarding HB4130

## 2015-2016 OAMR RECORDS MANAGEMENT COMMITTEE (RMC)

Purpose: to provide training on records management and retention schedules.

**Committee Chair: Scott Stauffer, Milwaukie**

Subcommittee Interest (if known)	Name	City	Prior Service on this Committee?
1	Anne Marie Simpson	Lake Oswego	No
2	Amber Mathiesen, CMC	Salem	Yes
3	Cathy Steere, MMC	Lincoln City	Yes
4	Debbie Lockhart, MMC	Keizer	Yes
5	Debbie Manning, MMC	Dundee	Yes
6	Elisa Olson, MMC	Klamath Falls	Yes
7	Hannah Wells	Milwaukie	Yes
8	Justin Hogue	Mt. Angel	No
9	Karen Howton	Island City	No
10	Karin Johnson, MMC	Independence	Yes
11	Kathy Woosley, MMC	Cascade Locks	Yes
12	Kattie Riggs	Oregon City	Yes
13	Kelli Weese	Florence	No
14	Kim Scheafer, MMC	Canby	Yes
15	Kimmie Jackson	Yachats	No
16	Kitty Vodrup	Junction City	No
17	Lilly Alarcon-Strong	Hermiston	No
18	Linda Kaser, CMC	Lebanon	Yes
19	Lisa Figueroa	Silverton	No
20	Margaret Reh	North Plains	Yes
21	Mary Dibble, MMC	Albany	Yes
22	Pat DuVal, CMC	Milwaukie	Yes
23	Robyn Christie, MMC	Bend	Yes
24	Sandy King, MMC	Wilsonville	Yes
25	Sheila Cox, MMC	Roseburg	Yes
26	Sue Ryan, CMC	Newburg	Yes
27	Teresa Zak, CMC	West Linn	Yes
X	Mary Beth Herkert	State Archivist	Yes
X	Kris Stenson	State Archives	No
X	Stephanie Clark	State Archives	No



February 5, 2016

House Committee on Rules  
Oregon State Capitol Building  
900 Court Street NE  
Salem, Oregon 97301

**Re: House Bill 4130 (HB4130)**

To the Honorable Chair Williamson and Members of the House Committee on Rules,

I am submitting the following comments on behalf of the Oregon Association of Municipal Records (OAMR) in regards to HB4130 as introduced prior to the 2016 Short Session of the Oregon State Legislature. As we understand it, HB4130 would apply to all cities in Oregon, and its adoption brings with it a potential burden for many OAMR members and their agencies. My experience with municipal records officers has shown them to be a dedicated group of individuals who strive to comply with the current Public Records Laws and to act responsibly. The proposals presented in HB4130 seem unnecessary when existing laws and administrative rules are considered, and in light of other state-level efforts to review our Public Records Laws.

Many cities strive to make the most sought after records immediately available by posting them online, allowing for immediate and free access to many records. In the absence of online records, most public record requests are filled immediately, or are acknowledged by a response to the requestor providing information on the estimated length of time required to fill the request and noting any associated costs. In acknowledging the records request the records officer may also seek clarification of the request to help narrow the search, which can add to the length of time required to complete the request.

Oregon has many small cities that have limited staff resources and many records officers have a wide variety of responsibilities. By placing specific time limits for responses to records requests, the records officer may have to make a decision on the least impactful of consequences – researching/fulfilling an extensive records request or letting other job duties, like a City Council agenda packet, meeting minutes, or election filings, slip. Based on our professional experiences as City Recorders – in cities of all sizes – it is difficult to imagine municipal records officers not making good faith efforts to complete or respond to a records request within a reasonable period of time and at the least possible expense to the requestor. We would like to note that most cities have adopted a master fee schedule in which billable hours and copying costs are included and that many records requests are filled electronically making it unnecessary to make copies or to incur postage costs.

HB4130 appears to take the position that in our digital age it is easy to retrieve any record electronically. This position assumes that an agency – or any organization – has maintained their records in an entirely digital format and that all electronic records are well organized. The

reality is that even in 2016 it is not financially or logistically feasible for cities in the State of Oregon – or in most places around the world – to maintain entirely digital archives. The nature of the work done by municipal governments requires paper records – and while we support the move toward a more efficient and paperless operating environment, it is simply not a reality. Both large and small cities continue to maintain a hybrid mix of paper and digital records, and record request response times can be affected by the need to sort through dusty boxes and send materials such as microfilm to third party vendors to reproduce the record for the requestor.

After an extensive review process by the OAMR Records Management Committee, with guidance from State Archivist Mary Beth Herkert, the revised City Records Retention Schedule (Oregon Administrative Rule 166-200-0200) was adopted just over a year ago. We do not see the benefit of creating a minimum retention period of two years when municipal governments have already adjusted their records management programs to the recently adopted schedule. This minimum retention would cause cities who signed service agreements with the Secretary of State's Office for electronic records management support through the State Archives would have to modify their processes. In short, we do not see the need for placing a blanket minimum retention period on all records when each class of record has been thoroughly reviewed and given an appropriate retention period based on the content and use of the record. The reality is that cities may not have the storage capacity to handle expanded minimum retention periods and it seems unnecessary to hold records such as desk calendars for two years.

In addition to the comments above, we believe that limiting cities' ability to recover the cost of providing records serves to create larger budget shortfalls for local government and ultimately hampers our ability to serve our communities.

We also want to acknowledge the ongoing effort of the Attorney General's Public Records Task Force which is working to review these and other issues related to public records requests. We request that HB4130, and any proposal to revise Oregon's Public Records Law, wait for action from that group to better ensure that any changes are made as efficiently as possible.

For these practical reasons, HB4130 as introduced prior to the 2016 Short Session is neither sustainable nor equitable for a significant number of Oregon cities.

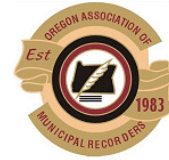
On behalf of OAMR, I thank you for your consideration.

Sincerely,



Michele Eldridge, CMC  
City Recorder/Assistant City Administrator, City of Harrisburg  
President, Oregon Association of Municipal Recorders

CC: Ellen Rosenblum, Attorney General  
Mary Beth Herkert, State Archivist  
Michael Kron, Office of the Attorney General  
LOC: Scott Winkels



# OAMR BOARD REPORT OR REQUEST FOR ACTION

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## Retired Clerks Committee

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Meeting Date: March 31, 2016  
Source of Item: Committee Update

Contact: Carol J. Weir, MMC, Chair  
Contact Telephone Number: 541.582.4401  
Contact E-Mail: cweir@cityofrogueriver.org

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### ISSUE STATEMENT

Information update only

### BACKGROUND

Committee Members: Debbie Hamilton, CMC, Sutherlin, Karen Spoons, MMC, Medford, Sheryl Simmons, Siletz, Jane McGarvin, MMC, Retired (Lake Oswego), Gail Waibel, MMC, Retired (Hillsboro), Nancy Ide, CMC, Retired, (Oregon City), Carol Weir, MMC, Rogue River, Chair

### RELATED POLICIES/BUDGET CONSIDERATIONS

I am happy to report that we are still working closely Member Services Director Susan Muir, with the League of Oregon Cities who's building a web site page section for cities who are looking for interim clerks or clerks who know that they will need to be off work for an extended amount of time and need temporary coverage.

Melissa Kiefer has been doing a great job keeping the Retired and Honorary Clerks Rooster updated along with the great help from Mary Dibble. We have found that some e-mail addresses are no long good so have had to revert back to snail mail for some. It is a goal for this committee to keep in touch with the Retired and Honorary Clerks while they are experiencing their new lives of retirement. We were hoping that our Facebook page would outreach to these people but we may need to do some more research on this option. We ask that the Board Members along with the membership to look over the list and provide us with any information or with a contact to facilitate our search.

### BOARD OPTIONS

None

### CHAIR OR DIRECTOR'S RECOMMENDATION

None

### SUGGESTED MOTION

None

### ATTACHMENTS

- A. Retired and Honorary Clerks List

**Retired Clerks Roster**

First Name	Last Name	Title Retired As	City Retired From	Cert.	Address	City	State	Zip	Phone	Email	Date Retired	DOB	Interim
Beki	Peterson	Retired City Recorder	Stayton	CMC	1440 N. Second Ave.	Stayton	OR	97383	503-910-9547	<a href="mailto:bekipetersen@wvi.com">bekipetersen@wvi.com</a>	5/31/2012	11/29	
Bernie	Sorensen	Retired City Recorder	Tillamook	MMC	1609 4th Street	Tillamook	OR	97141	503-815-8248	no email available	12/31/2007	7/29	
Betty	Langwell	Retired City Recorder	Albany	MMC	865 Emerald Way NW	Albany	OR	97321	541-619-9718	<a href="mailto:bettylangwell@yahoo.com">bettylangwell@yahoo.com</a>	7/1/2012	7/10	
Betty	Stanfield	Retired City Recorder	Glendale	CMC		Glendale	OR			<a href="mailto:dsbsltd@frontier.com">dsbsltd@frontier.com</a>			
Bev	Sandblast-Fisher	Retired City Recorder	Medford	CMC	3353 Hidden Springs Dr.	Medford	OR	97504	541-779-4295	<a href="mailto:fisherdb@charter.net">fisherdb@charter.net</a>	6/1/2003	8/23	
Cathy	Wheatley	Retired City Recorder	Tigard	CMC	14945 SW 100th Avenue	Tigard	OR	97224	503-277-9903	<a href="mailto:ruby731@comcast.net">ruby731@comcast.net</a>	7/7/2014	7/31	
Dyann	Swanson	Retired City Recorder	Athens		PO Box 292	Athens	OR		541-566-3876	<a href="mailto:chas.dy2005@gmail.com">chas.dy2005@gmail.com</a>	12/1/2011	9/29	
Gail	Waibel	Retired City Recorder	Hillsboro	MMC	3218 Lavina Drive	Forest Grove	OR	97116	503-359-2306	<a href="mailto:gail.waibel@comcast.net">gail.waibel@comcast.net</a>	3/31/2007	7/4	
Jackie	Carey	Retired City Recorder	Pilot Rock		695 Gumwood	Pilot Rock	OR	97868	541-443-8551	<a href="mailto:jackiecarey@centurytel.net">jackiecarey@centurytel.net</a>	6/30/2011	9/19	
Jan	Garcia	Retired City Recorder	Jacksonville		3056 Adams Circle	Medford	OR	97504	541-944-6040	<a href="mailto:jangarcia1000@gmail.com">jangarcia1000@gmail.com</a>	8/31/2014	8/13	
Jane	McGarvin	Retired City Recorder	Lake Oswego	MMC	1815 NE 226th Ave	Fairview	OR	97024	503-665-2989	<a href="mailto:GMJM731@AOL.COM">GMJM731@AOL.COM</a>	12/31/2012	5/22	
Joan	Williams	Honorary Member	Sheridan	CMC	Both ltrs retrned no such # 365 NW Cedar	Waldport Reedsport	OR	97394 97467	541-563-7091		1/1/1996		
Kathy	Louie	Retired City Recorder	Corvallis	MMC	<b>Do not publish on website</b> 2879 NW Rolling Green Dr.	Corvallis	OR	97330	541-908-9089	<a href="mailto:kflouie@gmail.com">kflouie@gmail.com</a>	11/26/2013	9/25	
Lila	Killingbeck	Retired City Clerk	Boardman	CMC	PO Box 425	Boardman	OR	97818			5/31/2014	12/16	
Linda	Dvorak	Retired City Recorder	Bay City		6630 Long Prairie Road	Tillamook	OR	97141			12/31/2010		
Margery	Price	Professional Registered Parliamentarian	Kennewick, WA		5711 W. Payette Avenue	Kennewick	WA	99337	509-783-3727	no email available			
Mary	Feldman	Retired City Recorder	Eugene	CMC	55122 Imperial Street	Eugene	OR	97405	541-914-1380	<a href="mailto:feldmanmh@gmail.com">feldmanmh@gmail.com</a>	4/1/2007	4/29	
Pam	Mather	Retired City Recorder	Hines		PO Box 303	Hines	OR	97738	541-573-6085		12/31/2011		
Patty	Stell	Retired City Recorder	Bend	CMC	19987 Rock Bluff Cr.	Bend	OR	97701	541-388-1325	<a href="mailto:stell@bendcable.com">stell@bendcable.com</a>	12/31/2010	10/20	Yes
Penny	Moore	Retired City Recorder	Irrigon	CMC	422 NE Skyview Court	Hermiston	OR	97838	541-289-4640	<a href="mailto:moorepenny44@yahoo.com">moorepenny44@yahoo.com</a>	4/1/2014	11/19	
Vera	Rojas	Honorary Member	Wilsonville	CMC	20935 SW 89th Court	Tualatin	OR	97062	503-692-1743	<a href="mailto:vera-r2@peoplepc.com">vera-r2@peoplepc.com</a>			
Joann	Glass	Retired City Recorder	Vernonia		913 Missouri Avenue	Vernonia	OR	97064	503-789-3614	<a href="mailto:glasshome@frontier.com">glasshome@frontier.com</a>	2/15/2015		Yes
Nancy	Ide	Retired City Recorder	Oregon City	CMC	16333 Oaktree Terrace	Oregon City	OR	97045	503-758-6363	<a href="mailto:ide.nancy@gmail.com">ide.nancy@gmail.com</a>			Yes
Beverly	Lanier	Retired City Recorder	Bandon		PO Box 1530	Bandon	OR	97411	541-252-0703	<a href="mailto:lanier4052@mycomspan.com">lanier4052@mycomspan.com</a>	12/31/2014		

INTERVIEWED

### Retired Clerks Roster

First Name	Last Name	Title Retired As	City Retired From	Cert.	Address	City	State	Zip	Phone	Email	Date Retired	DOB
Sue	Nelson	Retired City Recorder	Beaverton	MMC			OR				1/1/2011	
Karen-Lee	Stolte	Retired City Recorder	North Plains	MMC		Ocean Park	WA		503-310-6250		12/31/2011	
Penny	Morrison	Retired City Recorder	Damascus				OR				6/30/2012	
Chris	Wiley	Retired City Recorder	Sherwood	MMC			OR					



# OAMR BOARD REPORT

[Scholarship Committee]

Meeting Date: March 31, 2016  
Source of Item: Scholarship Committee

Contact: Nanci Moyo  
Contact Telephone Number: 503-526-2650  
Contact E-Mail: nmoyo@beavertonoregon.gov

## COMMITTEE MEMBERS

Debi Russell, Weston; Debby Roth, Cornelius; Susan Reeves, Scappoose; Nancy Parker, Athena; Kitty Vodrip, Junction City; Anna Ruggles, Forest Grove; Sadie Main, Estacada; Teri Porter, Pilot Rock; Donna Biggerstaff, Pendleton; Diane Harris, Sutherlin; Sadie Cramer, Molalla; Kelly Morse, Redmond.

## COMMITTEE ACTIVITY

The Scholarship Committee cleaned up the Scholarship guidelines for the Mid-Year Academy, Annual Academy, Annual Conferences and Professional Development. The Academies and Professional Development scholarships require a KTAP to be sent to the NCI Director and no scholarship report.

In the last few months the Scholarship Committee has been receiving Scholarship Applications for Mid-Year Academy and for the Professional Development I, II, III and IV put on by Northwest Clerk Institute. The Mid-Year Academy had 9 applications submitted and the 8 applicants received scholarships; one could not attend Mid-Year

The recipients are:

Diane Harris  
Jennifer Nelson  
Karen Hewitt  
Kimberlyn Collins  
Margaret Reh  
Nancy Parker  
Scott Stauffer  
Winnie Shepard

\$1200 in scholarships were given to these fine people and there is \$1800 unused scholarships for Mid-Year Academy. The total available scholarships was \$3000.

Professional Development (PD) Scholarship Applications are due on March 7, 2016, by 5 p.m.

The PD Scholarship applications that have been received are:

- PD I – 7 applications (\$600 each) all asking for lodging (\$500 each lodging): the total needed for scholarships is \$7700.00
- PD II – 5 applications (\$600 each): the total needed for scholarships is \$3000.00
- PD III – 4 application (\$600 each): the total is \$2400.00
- PD IV – 3 applications (\$525 each): the total is \$1575.00

The total amount needed for the PD scholarships is \$14,675 and the budget is \$13,000, lacking \$1675 to cover all scholarships. The Mid-Year Scholarship budget was \$3000.00 and OAMR awarded \$1200.00, leaving \$1800.00 unused. The committee would like to suggest that the board transfer \$1,675.00 from the Mid-Year Scholarship Budget to the IIMC Certification Budget. There would still be \$125 left in the Mid-Year Scholarship Budget line.

## BOARD OPTION:

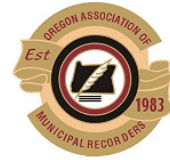
- Approve the transfer of \$1,675 from the Mid-Year Scholarship Budget Line to the IIMC Certification Budget

Line.

- Deny the transfer of \$1,675, and thereby prevent well deserving candidates from being able to attend PD this year.

**SUGGESTED MOTION:**

1. **“Motion to allow the transfer of \$1,675 from the Mid-Year Scholarship Line, to the IIMC Certification Scholarship Line”**



## OAMR BOARD REPORT

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Meeting Date: March 31, 2016

Contact: Debbie Hamilton, CMC - 2nd Vice President

Source of Item: **Special Projects & Fundraising Committee**

Contact Telephone Number: 541.459.2856

Contact E-Mail: d.hamilton@ci.sutherlin.or.us

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### BACKGROUND

This Committee has set a goal of \$15,000 in order to fund the Scholarship Program for 2016-2017. We will be meeting at 11:30 on March 31, 2016, the day prior to Mid-year, in order to discuss store items, and projects for this year up to the Annual Conference being held in Ashland. Fundraising strategies, raffles, quilt, store items and what kind of information the committee would like to pursue to help us meet our goals. Those tips will be sent out later in order to assist you with asking for donations, and/or in selling tickets.

I am working on the bid packets to send out to prospective conference centers in Regions I & II for the 2017-18 Conference. Region Directors will be notified to ask them and their region members for their suggestions of sites they would recommend.

### RELATED POLICIES/BUDGET CONSIDERATIONS

**Raffles:** Headed up by Kimmie Allison & Kim Jordan along with Lisa Figueroa, Sadie Cramer, Linda Wangsness, Kathy Payne, Debby Roth and Susan Reeves. We will have a beautiful table runner with matching placemats, made by Deanna Casey, to raffle at Mid-year. We will have two region baskets available to raffle at Mid-year from Regions IV & V. They are still collecting items so some things will not be listed yet. Tickets for each raffle are \$1 each or 6/\$5. Hope you all will get some and solicit your co-workers, family and friends to do the same!

The other five regions (Region I, II, III, VI and VII) will be putting together a basket each to be raffled off during the Annual Conference this September in Ashland. Donations for the baskets will be taken up to the date of the Conference. Tickets will again be mailed out to all members at the same great price of \$1 each or 6/\$5. Adding back this year to list of raffles will be a beautiful handmade quilt done by Diane Harris and Renea Wells. Diane will have the quilt top at Mid-year for everyone to see and get an idea of what they will have a chance to win! Those tickets will be \$5 each.

**Kathy Ishiara Scholarship Event:** Tori Barnett, Ontario and Staci Cook, Mill City, are the co-leads on this event and have lots of fun things planned. Deanna Casey and Barb Christiansen, who are also helping with this event, will be helping to plan out the route since they will be in attendance at Mid-year. This annual event is a great fund raiser for the Kathy Ishiara Scholarship, besides being a lot of fun for a great cause!

**Store Items:** Heading up the Store are Co-Chairs, Susan Reeves and Debby Roth, along with Angie Lanter, Carol Weir, Rebecca Lawson, Sadie Main and Deanna Casey. Sadie Main took lead on getting the charm for this year and has it ready and available for sale during the Mid-Year Academy. The clown masks adorn the charm this year with our theme being "Unmask the Future". The Special Projects & Fundraising Committee also chose four new items, so far, to add to the store this year: a dual USB Car Charger with OAMR on it, an Aluminum Card case to protect your identity with OAMR on it, a white coffee mug with a red lid and red spoon and OAMR Logo, and a gray Roll-up Blanket with carrying cover and logo on front. We are excited to debut these four new items during Mid-Year. Depending on demand, we may order more for the Annual Conference.

**Online Store:** With our online store up and running we will be discussing at the SPFR meeting if we want to have a monthly special on an item or two. Check out the sale items, there are some great prices! OAMR members can access the store by going to <http://www.oamr.org/Default.aspx?pageId=969551>.

**Auctions:** This year Ruth Post and Karin Johnson will be heading up this area for us along with Lisa Figueroa, Carol Weir and Amber Mathiesen. They are asking that items be dropped off at Conference at your earliest

convenience this year. We will again, have the live auction also and Dale's friend, Karen will be Auctioneer again.

This year there will be no Visa raffle, due to very little return, and no Board Challenge.

**Thanks Special Projects/Fundraising Committee!** I can't say thank you enough to the great group of women who have volunteered to help on this committee. Everyone has been responsive and hardworking, and I know this year will be a great success for OAMR because of them. Those members are:

Carol Weir, Rogue River  
Debby Roth, Cornelius  
Karin Johnson, Independence  
Kitty Vodrup, Junction City  
Nancy Batchelder, Yachats  
Dale Shafer, Nehalem  
Lisa Figueroa, Silverton  
Staci Cook, Mill City  
Amber Mathiesen, Salem  
Donna Biggerstaff, Pendleton  
(My apologies if I forgot anyone, please let me know!)

Diane Harris, Sutherlin  
Deanna Casey, Central Point  
Amy Sowa, Springfield  
Sadie Cramer, Molalla  
Kimmie Allison, Yachats  
Kim Jordon, Seaside  
Kathy Payne, St. Helens  
Terri Long, Oakland  
Barb Christianson, Ashland

Tori Barnett, Ontario  
Cathy Nelson, Waterloo  
Angie Lanter, Banks  
Rebecca Lawson, Glendale  
Ruth Post, Philomath  
Sadie Main, Estacada  
Susan Reeves, Scappoose  
Heidi Bell, Donald  
Dawn Bennett, Canyonville

#### **CHAIR OR DIRECTOR'S RECOMMENDATION**

I encourage everyone to buy tickets for these outstanding baskets and the beautiful quilt!

#### **SUGGESTED MOTION**

None

#### **ATTACHMENTS**

- A. Flyer for Raffles

2016

# OAMR Mid-Year Academy Raffles Ashland, OR



### Region IV Basket ~ "Let Region IV Entertain You" \*

Will include:

- ◆ Theatre tickets
- ◆ Entertainment items
- ◆ Vouchers for over-night stays at the local casinos, 7 Feathers, etc.

\*Basket items may change without notice.

OAMR TICKET

### Tickets:

**\$1.00 each**

**Or**

**6 for \$5.00**

*\*Need not be present to win!*

OAMR TICKET

### Region V Basket ~ "Shop 'Til You Drop Goodies!"\*

Includes:

- ◆ Wine
- ◆ Mill Casino overnight stay
- ◆ 2 Tickets to Rogue Jet Boat Adventures
- ◆ Candles
- ◆ Overnight stay at Ashland Hills and \$50 Dinner Certificate at Larks
- ◆ Bath Salts
- ◆ Pear Champagne Balsamic and Zesty Lemon Avocado Oil

*Table runner*



*placemats*



Tickets are on sale now –

Two fantastic baskets & a Table runner/placemats  
Will be raffled at the OAMR Mid-Year Conference

**All proceeds benefit the OAMR Scholarship Fund**





## OAMR BOARD REPORT

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Meeting Date: March 31, 2016  
Source of Item: Attorney General's Public Records  
Law Reform Task Force

Contact: Karin Johnson, MMC  
Contact Telephone Number: 503-838-1212  
Contact E-Mail: [kjohnson@ci.independence.or.us](mailto:kjohnson@ci.independence.or.us)

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### INFORMATION REPORT:

Members Sue Ryan, Linda Galeazzi and Amber Mathiesen have been attending the meetings of the AG's Public Records Law Reform Task Force (TF). While OAMR does not have a seat at the table, Public Records Law is one of the crucial pieces relevant to our profession. President Eldridge formed an Ad Hoc committee to stay on top of any proposed reforms coming from the Task Force.

The committee will keep you updated as things progress; the next TF meeting is scheduled for March 15<sup>th</sup>, and an oral report will be presented to the Board of any happenings.

The March 15<sup>th</sup> meeting notice stated it will cover:

The subgroup will continue its discussion of specific of exemptions from public disclosure. The subsets consist of exemptions preliminarily categorized as concerning public safety, and other exemptions preliminarily categorized as facilitating government administration. A spreadsheet with these preliminary categorizations is available

at [http://www.doj.state.or.us/public\\_records/xls/revised\\_working\\_catalogue\\_of\\_public\\_records\\_exemptions.xls](http://www.doj.state.or.us/public_records/xls/revised_working_catalogue_of_public_records_exemptions.xls). Other meeting materials will be posted at [http://www.doj.state.or.us/public\\_records/Pages/task\\_force.aspx](http://www.doj.state.or.us/public_records/Pages/task_force.aspx) as they become available.



# OAMR BOARD REPORT

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## Honorary OAMR Membership Request

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Meeting Date: March 31, 2016  
Source of Item: OAMR President

Contact: Michele Eldridge, President, CMC  
Contact Telephone Number: 541-995-6655  
Contact E-Mail: meldridge@ci.harrisburg.or.us

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### ISSUE STATEMENT

It recently came to our attention that former President Julie Krueger no longer met eligibility requirements to be an OAMR member. When the Membership Committee followed up on the situation, Julie realized that she no longer met the standards, but still wanted to have access to the listserv.

### BACKGROUND

Both Membership Committee Chairperson, Mary Dibble, and Internet Committee Chairperson, Melissa Kiefer, brought the situation to my attention. Julie did not qualify under any of our other types of membership categories, and therefore, would be losing her access to the OAMR Listserv, amongst other benefits that OAMR membership brings to its members.

OAMR of course, relies upon the vast experience that our former Presidents bring to the association. Not only does being President require a minimum of four years of serving in a leadership capacity, but also requires active participation on OAMR Committee's prior to that. Many of our former Presidents have chaired multiple committees' prior to running for 2<sup>nd</sup> VP. They have an innate knowledge of how OAMR functions, and having lived the history of OAMR, are incredible resources for our organization.

Currently, any OAMR member who retires and who has held the position of OAMR President automatically qualifies as an Honorary Member. The OAMR Board also has the ability to appoint any individual as an Honorary Member. Article III, Section 4 of the OAMR By-Laws is below.

***Section 4. Honorary Member: Any retired past President or individual designated by the Board shall be an Honorary Member. Honorary Members shall not have the right to vote on fiscal matters or in the election of officers, but may serve, as appointed, on any Association committee. Honorary Members' dues shall be waived. [Added September 20, 1996]***

OAMR has been experiencing an unprecedented number of members who have recently been appointed to be City Manager/Administrator in their cities. Julie Krueger is now the City Manager for The Dalles, and former President Denise Carey, now City Manager for the City of Estacada will also be in the same category as Julie. (She was eligible at the start of this year.) Former President Tori Barnett has also been operating as the pro-tem City Manager for the City of Ontario. We are lucky to have many of our previous presidents still operating as active members of OAMR; the main purpose of this request is to retain the experience of previous presidents who otherwise wouldn't qualify as a member of OAMR according to our By-Laws.

Because the Board has the ability to appoint members as Honorary Members, I am asking that the board consider appointing both Julie Krueger and Denise Carey to be Honorary Members for OAMR. Please note that an honorary member doesn't have to pay member dues, and they don't have voting privileges. However, they do have the ability to serve on any committee, at any capacity.

## **RELATED POLICIES/BUDGET CONSIDERATIONS**

Currently, Denise has paid her dues for 2016. Starting in 2017, she will no longer need to pay them. It will 'cost' OAMR \$100 a year starting in 2017 for appointing these two honorary members. However, what OAMR saves in retaining their leadership skills and experience, is absolutely priceless.

## **BOARD OPTIONS**

The Board can either reject the OAMR Presidents recommendation to appoint both Julie Krueger and Denise Carey as honorary members, or they can appoint them as Honorary Members of OAMR.

## **CHAIR OR DIRECTOR'S RECOMMENDATION**

The OAMR President recommends that the Board approve the motion to appoint both Julie and Denise as Honorary Members of OAMR. Further, the OAMR By-Laws Committee might want to consider adding the definition of 'retirement' in the By-Laws.

## **SUGGESTED MOTION**

Move to appoint both Julie Krueger, MMC, and Denise Carey, MMC, to be Honorary Members of OAMR.

## **ATTACHMENTS**

None

# OAMR BOARD REPORT



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## Request for Support – IIMC Vice President

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Meeting Date: March 31, 2016  
Source of Item: OAMR President

Contact: Michele Eldridge, President, CMC  
Contact Telephone Number: 541-995-6655  
Contact E-Mail: meldridge@ci.harrisburg.or.us

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### ISSUE STATEMENT

Roxanne Schneider, MMC, City of Dysart, Iowa, is requesting support from OAMR for her nomination for candidacy for IIMC Vice President.

### BACKGROUND

Each year, candidates who are members of IIMC and meet set requirements, have the opportunity to run for the office of Vice President of IIMC. The person elected to that position automatically moves into the position of President Elect and then President. The President serves as the representative for the entire membership of IIMC.

It is not uncommon for candidates to send a request for support from State organizations to include in their nomination packets to IIMC. Roxanne submitted her request to President Amy Sowa in the hopes that our membership could discuss this at our Business Meeting during the Annual Conference and choose to support her candidacy. A decision was made to wait until a later date to discuss this request, in case other candidates also requested our support.

Roxanne also sent a request to President Michele Eldridge, asking OAMR again to support her candidacy at the November meeting. I explained to Roxanne that we felt that to be fair to our membership that we should consider who to support for candidacy after the deadline to submit the nomination packets, January 25, 2016, had passed. Roxanne understood our decision, and asked if we would consider her request again, after the deadline.

Before the due date of January 25, 2016, another candidate submitted her packet of candidacy for IIMC Vice President. Her name is Stephanie Kelly, MMC. Stephanie is the City Clerk of the City of Charlotte, North Carolina. She worked previously for 20 years, 17 as City Clerk, for the City of Shelby, North Carolina. She holds a Bachelor of Science Degree in Communications from UNC-Greensboro and a Master of Business Administration Degree from Gardner-Webb University. She has served on the Board of Directors of IIMC from 2007-2010.

Roxanne has contacted OAMR twice to ask for our support; and has stayed in touch with President Michele Eldridge. She also attended as an honored guest at the Washington Municipal Clerks Association, where I was able to meet her in person. Stephanie Kelly, MMC, has not approached OAMR, or been in touch with us. Because there are two candidates for this position, an election will be held at the IIMC Conference in Omaha

### RELATED POLICIES/BUDGET CONSIDERATIONS

There are no policy or budget concerns with this request.

### BOARD OPTIONS

The board has the option to direct the OAMR President to send a letter of support for the nomination of Roxanne Schneider for the position of IIMC Vice President on behalf of the organization or to submit one in support of candidate Stephanie Kelly.

## **CHAIR OR DIRECTOR'S RECOMMENDATION**

Although Roxanne Schneider has touched base with OAMR several times now, and has come to Region IX for one of our conferences, I know virtually nothing about either of the candidates. I would encourage the board to check in with others they know in touch with IIMC to determine who they would like to support.

## **SUGGESTED MOTION**

Move to direct the OAMR President to send a letter of support for the nomination of Roxanne Schneider or support for the nomination of Stephanie Kelly for the position of IIMC Vice President on behalf of OAMR.

## **ATTACHMENTS**

- A. Letter to OAMR President from Roxanne Schneider requesting support of OAMR for her candidacy for the position of IIMC Vice President.
- B. Roxanne Schneider Vice President Announcement.
- C. IIMC News Digest Page with candidate information.

# CITY OF DYSART

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**Pamela D. Thiele, Mayor**

Tim Glenn, Mayor Pro Tem  
Tom Brandt  
Bret Hennessy  
Mary Wankowicz  
Zelen

601 Wilson Street  
PO Box 686  
Dysart, IA 52224

Phone: 319-476-5690  
Fax: 319-476-2529  
E-mail: [dysart@fctc.coop](mailto:dysart@fctc.coop)  
Website: [www.cityofdysartia.com](http://www.cityofdysartia.com)

October 13, 2015

Michele Eldridge, CMC  
President  
Oregon Association of Municipal Recorders  
PO Box 378  
Harrisburg, OR 97446

Dear President Eldridge:

Thank you for allowing me the opportunity to provide information regarding my candidacy for IIMC Vice President. I have attached a copy of the brochure outlining my involvement in IIMC and IMFOA, as well as my personal reasons for seeking this office. I would be happy to send additional hard copies for the OAMR board; please let me know if you would like me to mail those brochures.

IIMC has been an important part of my life as a City Clerk. I firmly believe that IIMC is a member-driven organization. It is not about what I want for IIMC, but rather, listening to the members and learning what they want for IIMC, and what issues are important to them. IIMC has a strong foundation; we can continue to build upon that foundation to ensure the organization will be serving municipal clerks for many years to come.

I would be honored to have the opportunity to serve the members of IIMC as Vice President, and I thank you for your consideration. Please don't hesitate to contact me if you have any questions or concerns.

Sincerely,



Roxanne L. Schneider, MMC  
City Clerk

As a member of IIMC for the past 30 years, and coming from a small municipality of less than 1,400 people, I appreciate the important role IIMC plays in providing opportunities for growth through education, networking and professional support. My decision to run for Vice President comes from a desire to give back to an organization that has been so important in my own professional development. I fully support the mission of IIMC and of our partner, the Municipal Clerks Education Foundation. I want to continue to build on the foundation built by previous leadership, which has resulted in a strong, financially stable organization. Working with MCEF, our Institutes, and our state, provincial and international associations, we can ensure that every clerk has access to educational and professional growth opportunities.



# ROXANNE SCHNEIDER FOR IIMC VICE PRESIDENT 2016

Roxanne L. Schneider, MMC  
City Clerk

City of Dysart, Iowa  
601 Wilson Street  
PO Box 686  
Dysart, IA 52224  
dysart@fctc.coop  
319-476-5690

[www.roxanneforiimc.com](http://www.roxanneforiimc.com)

Visit my website at:  
[www.roxanneforiimc.com](http://www.roxanneforiimc.com)

## IIMC INVOLVEMENT

- Member since 1985**
- Certified Municipal Clerk - 1988**
- Master Municipal Clerk - 2003**
- Athenian Leadership Society Fellow - 2013**
- Region 6 Director - 2011-2014**
- Public Relations/Marketing Committee - 2011-2012**
- Conference Committee - 2012-present**
- Vice Chair - 2014-2015**
- Chair - 2015-2016**
- Supporter of Municipal Clerks Education Foundation**

"As municipal clerks, we have an obligation to serve our communities in a professional, ethical manner. Every clerk should have the opportunity to receive the specialized training necessary to meet that obligation, no matter the size of their municipality. Ever changing duties and expectations mean that lifelong learning is a necessity. Through IIMC and our partners, we can achieve the goal of serving our communities to the best of our ability."



## PARTIAL LIST OF SUPPORTERS

- Marc Lemoine, MMC, Past President
- Brenda Cirtin, MMC, Past President
- Colleen Nicol, MMC, Past President
- Sharon Cassler, MMC, Past President
- Mary Lynne Stratta, MMC, Past President
- Chuck Tokar, MMC, Past President
- Ranette Larsen, MMC, Past President
- Norma Rodriguez, CMC, Past President
- IIMC Region 6 Membership
- Iowa Municipal Finance Officers Assoc.
- Minnesota Clerks & Finance Officers Assoc.
- Wisconsin Municipal Clerks Assoc.
- Cindy Kendall, Iowa Institute Director
- Carol Alexander, MMC, Wisconsin
- Pam DeMouth, CMC, Iowa
- Pattie DuPuis, MMC, Louisiana
- Mary Johnston, MMC, Ohio
- Marian Karr, MMC, Iowa
- Kirtie Kopitke, MMC, Illinois
- Terry Kowal, MMC, Michigan
- Deb Mangen, MMC, Minnesota
- Lana McPherson, MMC, Kansas
- Shari Moore, MMC, Minnesota
- James Mullen, Jr., CMC, Massachusetts
- Jaap Paans, MMC, The Netherlands
- Gail Pomroy, MMC, Newfoundland, Canada
- Linda Rappe, MMC, Minnesota
- Anne Uecker, MMC, Wisconsin

Please check the website for an updated list of supporters.

## IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION INVOLVEMENT

- Member since 1985**
- Iowa Certified Municipal Clerk - 2006**
- Iowa Certified Municipal Clerk - 2010**
- Member Board of Directors - 2003-2013**
- President - 2007**
- Past member of Certification Review Committee**
- Instructor - Iowa Municipal Professionals Institute**
- Mentor - Iowa League of Cities**

## COMMUNITY/CIVIC INVOLVEMENT

- Member of Tama County Community Foundation sub-committee**
- Organist/Pianist at Zion Lutheran Choir Member at Zion Lutheran**

**PLEASE VISIT MY WEBSITE TO LEARN MORE:**

[www.roxanneforiimc.com](http://www.roxanneforiimc.com)



## Candidates For The 2016 - 2019 International Institute of Municipal Clerks Board of Directors

The following Municipal Clerks have announced their intention to seek office on the 2016 - 2019 IIMC Board of Directors. There are two candidates for the office of Vice President. IIMC will conduct a membership-wide election in April for these two candidates. The elected Candidate for the office of Vice President will be announced at the Annual Business Meeting on Wednesday, May 25, 2016 during the Annual Conference in Omaha, NE.

There are seven vacancies for the following Regions I, II, III, V, VIII, IX and X (Canada). IIMC has certified these candidates. Region II has two candidates. IIMC will conduct an election in Region II in April for these two individuals. The elected Region Director will be announced at the Annual Business Meeting on Wednesday, May 25, 2016 during the Annual Conference in Omaha. Region V has notified IIMC that they have a qualified candidate, but we have yet to receive that candidate's materials. Since there is only one candidate for Regions I, III, VIII, IX and X, these individuals will be declared elected at the Conference in Omaha, NE, in May 2016. All Region Directors are elected to serve a three-year term.



### Stephanie C. Kelly, MMC

*City Clerk, Charlotte, NC*

**Candidate for Vice President**

Stephanie C. Kelly is the City Clerk of the City of Charlotte, North Carolina. Prior to working in Charlotte, Stephanie was employed by the City of Shelby, North Carolina, her hometown, for twenty years; seventeen as City Clerk.

Stephanie earned a Bachelor of Science Degree in Communications from UNC-Greensboro and a Master of Business Administration Degree from Gardner-Webb University.

Stephanie has achieved the designation of Master Municipal Clerk through the International Institute of Municipal Clerks. In 2012, she was among the first class of 106 North Carolina Clerks to receive the new designation of North Carolina Certified Municipal Clerk from the UNC School of Government and the North Carolina Association of Municipal Clerks.

Stephanie has been an active member of the North Carolina Association of Municipal Clerks since 1995. Her proudest accomplishment to date came in August 2014 when she was installed as President of NCAMC.

Stephanie has also been a member of the International Institute of Municipal Clerks since 1996. She has demonstrated her interest and commitment to this professional Organization by having attended 13 Annual Conferences and by volunteer service on several committees over the years. She also served on the Board of Directors from 2007 – 2010.



### Roxanne Schneider, MMC

*City Clerk, Dysart, IA*

**Candidate for Vice President**

It is with great enthusiasm that I announce my candidacy for IIMC Vice President. As a member of IIMC for over 30 years, I understand the importance of continuing education and training, and the role IIMC plays in providing those opportunities. IIMC is a strong, financially

*Continued on page 19*

Candidates for the 2016-2019 IIMC Board of Directors... Continued from page 18

sound Organization. I want to build on that strong foundation to continue our membership growth, enhance the educational and networking opportunities available to our members, and ensure continued fiscal responsibility. I would appreciate the opportunity to serve an Organization I am very passionate about.

I've had the honor of serving as City Clerk of my hometown, Dysart, Iowa, for 31 years. I served on the IIMC Board of Directors from 2011 – 2014. I have also served on the Public Relations/Marketing Committee and am currently Chair of the Conference Committee. I hold IIMC's MMC designation, and am also an Iowa Certified Municipal Clerk and Iowa Certified Municipal Finance Officer. I became a Fellow in the Athenian Leadership Society in 2013. I served on the Iowa Municipal Finance Offices Association Board for 10 years, including as President in 2007, and am an instructor at the Iowa Municipal Professionals Institute.



**Julie A. Coelho, CMC**

Town Clerk, Warren, RI

**Candidate for Region I**

**Editor's Note:** Julie A. Coelho, CMC, Town Clerk, Warren, RI, was elected to finish the term of former Region I Director, Paul Bergeron, who retired last June. The term expires in May 2016. According to IIMC's Constitution, Article VI Section 5 - Vacancy in Office, subsection B: *A new Region Director is elected to serve the remainder of the term and is eligible to be a candidate for a consecutive full three-year term.* Coelho is eligible to serve on the IIMC Board for a three-year term.

Julie Coelho is Town Clerk of Warren - the smallest town in the smallest county in the smallest state. The mother of two grown sons, she is a grandmother to four.

Having earned an Associates of Science – Business Administration Degree, she took a job as a clerk in Warren's Town Clerk's Office and two years later became Deputy Clerk. Coelho was instrumental in establishing the Warren Municipal Court and served as Deputy Municipal Court Clerk for three years. In 2003, she became the town's Tax Assessor, serving in that post for four years.

Appointed Town Clerk in 2007, she enrolled in the New England Municipal Clerk's Institute and Academy program to obtain a CMC. She is presently the President of the Rhode Island Town and City Clerk's Association, has served on the New England Conference (Rhode Island Hosting) Committee and as conference chairwoman in 2012.

A strong believer in education and professional development, Coelho was a Board member for the New England Municipal Clerk's Institute and Academy for four years. As Town Clerk, she is responsible for much, much more than town records. Indeed, she describes her job as a "firefighter" because she spends a great deal of time resolving residents' and employee issues which she calls "putting out fires."

*Continued on page 20*

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# OAMR BOARD REPORT



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## Request to Consider the Purchase of Insurance for OAMR

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Meeting Date: March 31, 2016  
Source of Item: OAMR President

Contact: Michele Eldridge, President, CMC  
Contact Telephone Number: 541-995-6655  
Contact E-Mail: meldridge@ci.harrisburg.or.us

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### ISSUE STATEMENT

During the legal update that was recently done on behalf of OAMR, Article XII, Section 3 of the OAMR By-Laws, added an Indemnification clause to the By-Laws.

### BACKGROUND

OAMR purchased insurance for the first time last year, because the Seaside Conference Center is owned by the City of Seaside, and required a general liability insurance naming them as certificate holder. Requiring general liability insurance coverage for rental of public facilities by a non-profit group for a large special event is a standard requirement by most cities, and is part of a good risk management policy.

Because it was required by the contract that the membership approved for the 2015 year, the insurance policy was paid for from the conference budget, and didn't require separate board approval. We purchased the policy last year, prior to the Mid-Year Conference in Seaside.

Because I used our city's insurance broker, Tri-County Insurance, to purchase the liability policy for OAMR, they were in a position of contacting me when the carrier of the insurance notified them of the policy premium coming due, if the insurance was to continue to be carried. Tri-County Insurance is an approved CIS insurance broker, and has worked with other cities, as well as special districts in our nearby communities. The owner of the company is also my former Chamber of Commerce president; of which I am currently the VP of Finance. I can assure the board that I trust them implicitly, and that the broker's only concern was in obtaining a very good premium for our organization.

The policy itself is carried through Liberty Mutual Insurance, and has a \$1,000,000 limit. The policy premium for the 2016 year is only \$250. Tri-County Insurance had automatically forwarded the insurance policy premium due notice to our OAMR Treasurer, Nancy Batchelder. When Nancy looked at the By-Laws, she felt that section 3 referred to a standard non-profit organization requirement, of obtaining Directors and Officers Insurance Coverage. However, when I notified Tri-County Insurance that we wouldn't be continuing the insurance policy, because our current contract with Ashland Hills & Suites doesn't require it, he wanted to make absolutely certain that we didn't want to continue the policy. (Generally, coverage of this size tends to cost around \$450 to \$500.)

Tri-County Insurance asked for a copy of the by-laws to be sent to them, and he analyzed the By-Laws in comparison to the insurance policy itself. They felt that because the word liability showed up in section 2 and 3, that the intent of this section of the by-laws was to require General Liability insurance, rather than Directors and Officers insurance coverage. General liability defends and indemnifies 'insured' against property damage and bodily injury to 3<sup>rd</sup> parties. Directors and officer's insurance defends and indemnifies 'insured' against financial and similar decisions made by the board of directors. Decisions that may lead to a 'member' of the association to file a claim for a board decision that caused financial harm to a member.

A copy of the By-Laws Article XII is below:

## ARTICLE XII – LIABILITY AND INDEMNIFICATION

***Section 1. Non-Liability of Board.*** *The Board shall not be personally liable for debts, liabilities, or other obligations of the corporation.*

***Section 2. Indemnification by Association of Officers and Directors.*** *Subject to the limitations contained in ORS 63.391 through 63.414, this Association shall defend, indemnify, and hold harmless every registered agent, Officer or Director and his or her heirs, executors and administrators, against liability and against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which her or she may be made a party by reason of being or having been an Officer or Director of this Association, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct. The foregoing rights shall be exclusive of other rights to which he or she may be entitled.*

***Section 3. Insurance for Corporate Agents.*** *Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the association (including a director, officer, employee, or other agent of the association) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, by the Bylaws or provisions of law.*

[Article XII Added September 17, 2015]

I've scanned in a copy of the by-laws that our agent wrote on, as well as page 10 and 11 of the actual policy itself. (See Attachment A) On page 10 of the policy, you'll notice that the language seems to refer to the same sort of coverage that is implied by section 3. Because of this, our agent believes that the policy for general liability coverage would have the same outcome as Directors and Officer's insurance. Because many of our board members are responsible for the risk management in their own cities, I'm asking the board to look at the attachments, and decide if they agree with the assessment made by the insurance provider.

### **RELATED POLICIES/BUDGET CONSIDERATIONS**

The policy premium was due on March 25<sup>th</sup>. However, most policies include a grace period, and our agent is monitoring the policy to make sure that it isn't dropped while we have the board discuss this issue. The price for this policy is very low, and is a good option for us. The miscellaneous line is budgeted at \$2,000 this year, and to my knowledge, has not yet been touched. This expense can be paid for out of that line.

If the board feels that the Directors and Officer's insurance is the kind of insurance that we need to purchase, then we will need to return to the board with a resolution to purchase it. This kind of insurance is much higher in cost than general liability. While he hasn't obtained a quote for OAMR, our agent typically provides this kind of insurance coverage at a price of \$600 to \$700 or more. We can choose to obtain an actual quote, and return with a resolution in an E-Board meeting. Again, we can either pay for this expense from the miscellaneous line, or we can pass the resolution, and decide to wait until we are budgeting for 2017-2018.

### **BOARD OPTIONS**

1. Choose to pay the \$250 premium, and to obtain the general liability policy from Liberty Mutual Insurance, to be paid from the miscellaneous expense line.
2. Choose to obtain a quote in relation to Director's and Officer's insurance, and direct the President to return to the board with a resolution to purchase this insurance, to be paid from the miscellaneous expense line.
3. Choose to obtain a quote in relation to Director's and Officer's insurance, and direct the President to return to the board with a resolution to purchase the insurance in the next fiscal budget of 2017-2018.

**CHAIR OR DIRECTOR’S RECOMMENDATION**

I tend to agree with my insurance broker that it looks as though the Liberty Mutual Insurance Policy at \$250 does cover the intent of the By-Laws, especially when looking at section II of the policy language. Because it’s a smaller expense, it can easily be paid out of the miscellaneous line, and I interpret our By-Laws to require a resolution, only if going with the higher priced policy. However, if the board is more comfortable going with the higher priced Director’s and Officer’s Insurance, then I am also comfortable with that decision. The only decision would be whether we should purchase it now, and pay for it from this year’s budget, or to wait until the new fiscal year.

**SUGGESTED MOTION**

To be decided.

**ATTACHMENTS**

A: Liberty Mutual Insurance Policy Segment, and Email

## Sharon Perdue

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**From:** Michele Eldridge <meldridge@ci.harrisburg.or.us>  
**Sent:** Tuesday, March 22, 2016 2:14 PM  
**To:** Jeff Curran; Sharon Perdue  
**Subject:** OAMR By-Laws

### **ARTICLE XII – LIABILITY AND INDEMNIFICATION**

Section 1. Non-Liability of Board. The Board shall not be personally liable for debts, liabilities, or other obligations of the corporation.

Section 2. Indemnification by Association of Officers and Directors. Subject to the limitations contained in ORS 63.391 through 63.414, this Association shall defend, indemnify, and hold harmless every registered agent, Officer or Director and his or her heirs, executors and administrators, against liability and against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which her or she may be made a party by reason of being or having been an Officer or Director of this Association, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct. The foregoing rights shall be exclusive of other rights to which he or she may be entitled.

Section 3. Insurance for Corporate Agents. Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the association (including a director, officer, employee, or other agent of the association) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, by the Bylaws or provisions of law.

[Article XII Added September 17, 2015]



Michele Eldridge, CMC  
City Recorder/Assistant City Administrator  
PO Box 378  
120 Smith St.  
Harrisburg, OR 97446  
541-995-6655

Any mail to and from this address may be subject to Public Records Disclosure Laws

General Liability:

Defends & Indemnifies "Insured" against Property Damage and Bodily Injury to 3<sup>rd</sup> Parties.

Directors & Officers:

Defends & Indemnifies "Insured" against Financial & Similar Decisions made by Board of Directors. Decisions that may lead to a "Member" of the Assoc. to file a claim for Board's decision that caused financial harm to "member".

\* POSSIBLE \$ 600 - \$ 700

Not Directors + Other Coverage

Liberty Mutual Ins. (Current Gen. Liab. Carrier)

\$250 Annually  
\$1,000,000 Limit

- (2) Provides us with written authorization to:
  - (a) Obtain records and other information related to the "suit"; and
  - (b) Conduct and control the defense of the indemnitee in such "suit".

So long as the above conditions are met, attorneys' fees incurred by us in the defense of that indemnitee, necessary litigation expenses incurred by us and necessary litigation expenses incurred by the indemnitee at our request will be paid as Supplementary Payments. Notwithstanding the provisions of Paragraph 2.b.(2) of Section I - Coverage A - Bodily Injury And Property Damage Liability, such payments will not be deemed to be damages for "bodily injury" and "property damage" and will not reduce the limits of insurance.

Our obligation to defend an insured's indemnitee and to pay for attorneys' fees and necessary litigation expenses as Supplementary Payments ends when we have used up the applicable limit of insurance in the payment of judgments or settlements or the conditions set forth above, or the terms of the agreement described in Paragraph f. above, are no longer met.

**SECTION II - WHO IS AN INSURED**

- 1. If you are designated in the Declarations as:
  - a. An individual, you and your spouse are insureds, but only with respect to the conduct of a business of which you are the sole owner.
  - b. A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds, but only with respect to the conduct of your business.
  - c. A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.
  - d. An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.

- e. A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.
- 2. Each of the following is also an insured:
  - a. Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, none of these "employees" or "volunteer workers" are insureds for:
    - (1) "Bodily injury" or "personal and advertising injury":
      - (a) To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
      - (b) To the spouse, child, parent, brother or sister of that co-"employee" or "volunteer worker" as a consequence of Paragraph (1)(a) above;
      - (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (1)(a) or (b) above; or
      - (d) Arising out of his or her providing or failing to provide professional health care services.
    - (2) "Property damage" to property:
      - (a) Owned, occupied or used by;
      - (b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by;
        - you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

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- b. Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.
  - c. Any person or organization having proper temporary custody of your property if you die, but only:
    - (1) With respect to liability arising out of the maintenance or use of that property; and
    - (2) Until your legal representative has been appointed.
  - d. Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this Coverage Part.
3. Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:
- a. Coverage under this provision is afforded only until the 90th day after you acquire or form the organization or the end of the policy period, whichever is earlier;
  - b. Coverage A does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
  - c. Coverage B does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

**SECTION III - LIMITS OF INSURANCE**

- 1. The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:
  - a. Insureds;
  - b. Claims made or "suits" brought; or
  - c. Persons or organizations making claims or bringing "suits".
- 2. The General Aggregate Limit is the most we will pay for the sum of:
  - a. Medical expenses under Coverage C;

- b. Damages under Coverage A, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard"; and
  - c. Damages under Coverage B.
3. The Products-Completed Operations Aggregate Limit is the most we will pay under Coverage A for damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard".
4. Subject to Paragraph 2. above, the Personal And Advertising Injury Limit is the most we will pay under Coverage B for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization.
5. Subject to Paragraph 2. or 3. above, whichever applies, the Each Occurrence Limit is the most we will pay for the sum of:
  - a. Damages under Coverage A; and
  - b. Medical expenses under Coverage C because of all "bodily injury" and "property damage" arising out of any one "occurrence".
6. Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, while rented to you or temporarily occupied by you with permission of the owner.
7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

**SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS**

- 1. **Bankruptcy**  
Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.