



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
 Friday, November 17, 2017
 Springfield City Hall, Springfield, Oregon

Minutes were approved by the Board at its meeting of April 5, 2018

I. Board meeting Called to Order:

President Hamilton called the Board Meeting to order at 12:37 p.m.

II. Roll Call by Sign-In Sheet:

Members:	Title:	Attended:
Debbie Hamilton, CMC, Sutherlin	President	√
Nicole Morris, MMC, Tualatin	1st Vice-President/Conference Chair	√
Kelli Weese, CMC, Florence	2nd Vice-President/Fundraising Chair	√
Trudy Borrevik, CMC, Cottage Grove	Secretary	√
Kimberlyn Collins, Phoenix	Treasurer	√
Dale Shafer, Nehalem	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter Chair	Absent
Angie Lanter, CMC, Banks	Region II Director/Audit Chair/ City Recordors' Manual Chair	√
Phyllis, Bolman, MMC, Monmouth	Region III Director	√
Sammy Egbert, Coburg	Region IV Director	√
Karen Spoons, MMC, Medford	Region V Director	Absent
Izetta Grossman, The Dalles	Region VI Director	√
Nancy Parker, CMC, Athena	Region VII Director/Mentoring Chair	Phone
Tracy Davis, MMC, Keizer	Region IX Director	Absent
Karin Johnson, MMC, Independence	Professional Growth & Development Chair/NCI Education	√
Aubrey Minear, Hillsboro	Bylaws Chair	Phone
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	Absent
Melissa Kiefer, CMC, Nehalem	Internet Chair	Phone
Peggy Hawker, MMC, Newport	Education Chair/NCI Education	√
Lisa Morgan, Prineville	Legislative Chair	Absent
Donna Biggerstaff, Pendleton	Membership Chair	Absent
Tori Barnett, MMC, Ontario	Nominating Chair	Absent
Lisa Figueroa, Silverton	Newsletter Chair	Absent
Ruth Post, MMC, Philomath	NCI Education	√
Scott Stauffer, Milwaukie	Records Management Chair	Absent
Diane Harris, CMC, Sutherlin	Retired Clerks Chair	√
Nanci Moyo, CMC, Beaverton	Scholarship Chair	Absent
Carol Krager, CMC, Tigard		√
Amy Sowa, MMC, Springfield		√
Debbie Bernard, Willamina		√

III. Officer Reports:

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President, Debbie Hamilton, CMC, Sutherlin, congratulated Jaime Reed, Diane Harris and Kelli Weese on obtaining their CMC. She also congratulated Nicole Morris and Kathy Payne who obtained their MMC. She had nothing to add to her report.

1st Vice-President, Nicole Morris, MMC, Tualatin, had nothing to add to her report.

2nd Vice-President, Kelli Weese, CMC, Florence, had nothing to add to her report. She thanked everyone who had been answering all her questions.

Treasurer, Kimberlyn Collins, Phoenix, provided her report, which wasn't in the packet. She said the cash carried forward was \$61,077.13 which was different from what she reported at the conference. She said her report included her first year as Treasurer and suggestions she had regarding her position. She talked about the conference and issues that she had.

Nicole asked if the Ad-hoc Treasurer Committee was still in existence.

Michele Eldridge, CMC, Harrisburg, said her intention was to have a full analysis of the Treasurer position but she'd been sick so she would have it for the Board at the mid-year Board meeting. She said issues that Kimberlyn had identified in her report would be discussed at the mid-year meeting. She said the reason the committee was created was the organization was having trouble finding someone who fit the position and to see if any changes needed to be made to the description.

There was a lengthy discussion about the issues that Kimberlyn encountered with the collection of money from the fundraisers and the use of charge slips. There were several ideas and suggestions presented. It was decided that the current Fundraising Committee would work with Kimberlyn on the 2018 Annual Conference to make it easier for the collection of money. It was also decided that Kimberlyn have someone who would help her the night of the banquet for the silent and oral auctions.

Kimberlyn suggested that OAMR hire someone to do the filing of the taxes and said she would get some quotes for the Board to vote on at the mid-year meeting.

Kimberlyn talked about the registration process and issues she was having when attendees were registered by someone else. She said her preference would be that if someone was registering more than themselves, that they pay by check and send a list of everyone that they were registering.

Melissa Kiefer, CMC, Internet Chair, said there were some things she could do to help Kimberlyn with the registration process.

Debbie said she had received an email from a member who had concerns about making the membership renewal check out to Kimberlyn. It was determined that it says to make the check out to OAMR, in care of Kimberlyn.

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

April 6, 2017 Board Meeting
June 12, 2017 E-Board Meeting

MOTION: 2nd Vice-President, Kelli Weese, CMC, Florence, moved, seconded by Region II Director, Angie Lanter, CMC, Banks, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

IV. Region Director Reports:

Region I: Kathy Payne, CMC, St. Helens was not in attendance.

Region II: Angie Lanter, CMC, Banks had nothing to add to her report.

Region III: Phyllis Bolman, MMC, Monmouth had nothing to add to her report.

Region IV: Sammy Egbert, Coburg, had nothing to add to her report.

Region V: Karen Spoons, MMC, Medford was not in attendance.

Region VI: Izetta Grossman, The Dalles had nothing to add to her report.

Region VII: Nancy Parker, CMC, Athena had nothing to add to her report.

V. Committee Reports:

Audit: Angie Lanter, CMC, Banks, said the committee was meeting after the Board Meeting.

By-Laws: Aubrey Minear, Hillsboro, had nothing to add to her report. She said there was a question during the Business Meeting at the Annual Conference regarding scholarships and not using it due to an emergency. She said she found where it was addressed at the April 6, 2017 Board Meeting under the Audit Committee report.

Karin Johnson, MMC, Independence, said it would be updated in the OAMR Policies.

President Debbie Hamilton, CMC, Sutherlin, said it had been discussed in the past to give the Immediate Past President voting rights.

Discussion was held and one issue was it would make the board an even number and there could be issues with a tie vote. It was decided that the By-Laws Committee would look into having the Immediate Past President vote.

City Recorder's Procedures: Angie Lanter, CMC, Banks, had nothing to add to her report.

Conference Committee: Nicole Morris, MMC, Tualatin said the Committee had selected "Runway to Success" as the theme for the 2018 Annual Conference. She said Carol Krager, Tigard, would be the host recorder.

Education: Peggy Hawker, MMC, Newport, was not in attendance.

Historical Preservation: Lisa Stoll, CMC, St. Helens, was not in attendance.

Internet: Melissa Kiefer, CMC, Nehalem, had nothing to add to her report other than the Committee was testing a new website, OAOMR.wildapricot.org.

Legislative: Lisa Morgan, Prineville was not in attendance.

Membership: Donna Biggerstaff, Pendleton, was not in attendance.

Mentoring: Nancy Parker, CMC, Athena, had nothing to add to her report.

Newsletter Committee: Lisa Figueroa, Silverton, was not in attendance.

President Debbie Hamilton, CMC, Sutherlin said previous Newsletter Committee Chair, Kathy Payne, had proposed updates to the Newsletter Committee Job Description and the Manual which were included in the packet.

MOTION: 1st Vice-President, Nicole Morris, MMC, Tualatin, moved, seconded by Region VII Director, Nancy Parker, CMC, Athena, to approve the changes to the Newsletter Committee Job Description and Manual as proposed. MOTION CARRIED UNANIMOUSLY by voice vote.

Ruth Post, MMC, Philomath, said it was best if job descriptions, etc. were handled at the Board level and not at the Business meeting.

Nominating Committee: Tori Barnett, MMC, Ontario, was not in attendance.

Karin Johnson, MMC, Independence, said if anyone knew someone who was interested in running for an office to sign up.

NCI Education: Ruth Post, MMC, Philomath, said in her report was the issue of approving \$800 toward NCI Director, Joann Tilton's housing at the 2018 Institute in Tacoma at an AirBnB. She said the NCI Education Committee would be holding a conference call in late November or early December to review the proposed budget and she anticipated Joann asking for each state to contribute \$800 for the AirBnB.

MOTION: 1st Vice-President, Nicole Morris, MMC, Tualatin, moved,
seconded by Region IV Director, Sammy Egbert, Coburg, that OAMR
authorize the expenditure of up to \$800 payable to NCI Director Joann
Tilton's housing expense for an AirBnB for the 2018 Institute. MOTION
CARRIED UNANIMOUSLY by voice vote.

Ruth said it should be included when the budget was being formalized and included in the narrative. She said when the three-year contract was up and if there was a surplus, it would be divided among the three states based on the number of attendees for PD from each state.

Professional Growth & Leadership Development: Karen Johnson, MMC,
Independence, said she had nothing to add, except the OAMR booth at the LOC Conference was in a better location.

Records Management Committee, Scott Stauffer, Milwaukie, was not in attendance.

Retired Clerks Committee: Diane Harris, Sutherlin had nothing to add to her report.

Scholarship Committee: Nanci Moyo, CMC, Beaverton, was not in attendance.

Immediate Past President, Dale Shafer, said there was a question about the Harris/Davis Scholarship and when the recipient should be announced.

Discussion was held and it was decided that it should be announced at both the Mid-Year Academy and Annual Conference.

The name of the scholarship was also discussed and if it should be changed to the Davis-Harris Scholarship instead of the Harris-Davis Scholarship. It was decided that Tracy Davis should be consulted before the name was changed.

1st Vice-President, Nicole Morris, MMC, Tualatin, asked what the follow-up was for those who received scholarships to make sure they were completing the KTAPs within thirty days.

Region VII Director, Nancy Parker, CMC, Athena, said Nancy Moyo was auditing it for the Scholarship Committee.

Discussion was held and it was suggested that the Scholarship Committee work with the Conference Committee and Special Projects and Fundraising Committee regarding scholarship recipients to make sure they are participating on the committees.

Special Projects and Fundraising Committee: Kelli Weese, CMC, Florence, said they had an awesome first meeting. She reminded everyone to shop the sales during the holidays. She talked about OAMR fundraising through Amazon Smile and Fred Meyer.

VI. Other Business:

Ruth Post, MMC, Philomath, said it was Tracy Davis' last year as IIMC Region IX Director and asked if OAMR could recognize her at the Annual Conference with a nice parting gift.

Ruth said the incoming Region IX Director from California was hearing impaired and used a service dog and she wanted the Conference Committee to be aware.

Ruth also talked about the IIMC Quill Award and said she and four Past Presidents would like OAMR to nominate Peggy Hawker. She asked the Board was okay with the nomination and consensus was for her to proceed.

VII. Information Sharing

VIII. Future Meetings

- A. February 16, 2018 at 11:00 a.m. (if needed)
- B. April 5, 2018 at 2:30 p.m. Holiday Inn at the Airport = Portland

IX. Adjourn

President Debbie Hamilton adjourned the meeting at 1:40 p.m.



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