



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Thursday, November 18, 2016
Independence City Hall**

Minutes were approved by the Board at its meeting of April 6, 2017

1. Board Meeting Called to Order:

President Shafer called the Board Meeting to order at 12:33 p.m.

2. Roll Call by Sign-In Sheet:

Members:	Title:	Attended:
Dale Shafer, Nehalem	President	✓
Debbie Hamilton, CMC, Sutherlin	1st Vice-President/Conference Chair	✓
Nicole Morris, CMC, Tualatin	2nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Kimberlyn Collins, Jacksonville	Treasurer	Absent
Michele Eldridge, CMC, Harrisburg	Immediate Past President	✓ (Non-Voting)
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	Absent
Angie Lanter, CMC, Banks	Region II Director/City Recorder	✓
	Procedure Manual	
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Kelli Weese, Florence	Region IV Director	✓
Karen Spoons, MMC, Medford	Region V Director	✓ (via phone)
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	Absent
Nancy Parker, CMC, Athena	Region VII Director/Mentoring	✓ (via phone)
Tracy Davis, MMC, Keizer	Region IX Director	✓
Karin Johnson, MMC, Independence	Audit Chair/Professional Growth & Development/NCI Education	✓
Abigail Donowho, Tillamook	Bylaws Chair	Absent
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	Absent
Melissa Kiefer, Nehalem	Internet Chair	✓
Peggy Hawker, MMC, Newport	Education Chair/NCI Education	✓
Mary Dibble, MMC, Albany	Membership Chair	Absent
Anna Ruggles, CMC, Forest Grove	Nominating Chair	Absent
Ruth Post, MMC, Philomath	NCI Education	✓
Scott Stauffer, Milwaukie	Records Management Chair	Absent
Carol Weir, MMC, Rogue River	Retired Clerks Chair	Absent
Nanci Moyo, CMC, Beaverton	Scholarship Chair	Absent
Diane Harris, Sutherlin		✓

3. Region Directors VII and II Oaths of Office:

Past President, Michele Eldridge, CMC, Harrisburg, swore in Nancy Parker as Region VII Region Director via over the phone. Michele then swore in Angie Lanter as Region II Region Director in person.

4. Officer Reports:

President Dale Shafer, Nehalem, went over the 2016 Conference Report. She said the association saved about \$3,000 on the conference from what was budgeted. She said for next year's conference, the cost of each speaker's expenses needed to be broken out to determine how much was spent on each individual speaker. She said the number of attendees was down and didn't know if it had to do with the location of the conference.

1st Vice-President, Debbie Hamilton, CMC, Sutherlin said the conference committee meeting had met this morning. She said they discussed the 2016 conference evaluations and went over the 2017 conference. They came up with the theme of the 2017 conference, "Lighting the Future". She said the committee had 32 members who would be assigned to various sub-committees. She said they also discussed vendors and sponsor fees and the site tour and dinner at the April board meeting and decided to only have a tour.

Debbie said she had only received 2 re-bids for the 2018 conference site, Holiday Inn Portland Airport and Monarch Hotel & Conference Center, which are attached hereto and marked Exhibit "A". She said she had also sent requests to Mt. Hood Resort in Welches, Sheridan at the Airport, Heathman Hotel, Shilo Inn at the Airport, University Place and Seaside Convention Center and Rivertides. She said the Holiday Inn Portland Airport had lowered their bid for food and beverage to \$14,000 from their previous bid.

Discussion was held on the 2018 conference site. Dale suggested having an e-meeting before Mid-Year to vote on the site. Ruth Post suggested having a teleconference instead of an e-meeting to allow members who weren't on the board to comment. Nicole suggested having an e-meeting or teleconference the week of December 5, 2016 to vote on the 2018 conference site.

2nd Vice-President, Nicole Morris, CMC, Tualatin, said the special projects and fundraising committee had met this morning and they had set \$13,000 as their goal and \$15,000 as their stretch goal. She said she had been working with Debbie on the 2018 conference site and on the ad-hoc conference committee. She encouraged everyone to shop for raffle basket items.

Treasurer, Kimberlyn Collins, wasn't present at the meeting, but had written a request for the Board to consider the purchase of a new computer. She provided the Board with 3 quotes which she had discussed with Melissa Thompson-Kiefer. It was the suggestion of both Kimberlyn and Melissa to purchase option #1, an HP Pavilion 15-au123cl Touchscreen Laptop – Intel Core i5 at the cost of \$549.00.

MOTION: Second Vice-President Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to approve the purchase of a HP Pavilion 15-au123cl

Touchscreen Laptop – Intel Core i5 in the amount of \$549.00. MOTION CARRIED UNANIMOUSLY by voice vote.

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

1. March 22, 2016, Board E-Meeting Minutes
2. August 30, 2016 Board E-Meeting Minutes
3. August 31, 2016 Board E-Meeting Minutes
4. October 13, 2016 Board E-Meeting Minutes

MOTION: Region III Director, Phyllis Bolman, MMC, Monmouth, moved, seconded by Region VII Director, Nancy Parker, CMC, Athena, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

5. Region Director Reports:

Region I: Kathy Payne, CMC, St. Helens, was not in attendance. President Shafer said Warrenton City Recorder Linda Engbretson had been hired as the new City Manager.

Region II: Angie Lanter, CMC, Banks said she had nothing to add to her report. No Board action required.

Region III: Phyllis Bolman, MMC, Monmouth, said she had nothing to add to her report. No Board action required.

Region IV: Kelli Weese, Florence, said the region was having their Christmas ornament exchange and meeting on December 2nd and would discuss training ideas for 2017. No Board action required.

Region V: Karen Spoons, MMC, Medford, said they had a meeting on November 9, 2016 with records management with the Secretary of State's office and had a large turnout. She said they were having a Christmas luncheon on December 9, 2016. No Board action required.

Region VI: Lisa Morgan, Prineville, was not in attendance. No Board action required.

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

6. Committee Reports

Audit: Karin Johnson, MMC, Independence, said the Audit Committee met this morning and would have a report to the Board at a later date. She said the profit and loss statement from the Treasurer's report was changed and she provided new updated figures to the Board which is attached hereto and marked Exhibit "B". She said there

were some expenses that had been put in the annual conference that should have been included in the conference academy.

Karin said there were invoices from Kathy Novak and Joan Tilton for expenses for last fiscal year that would be paid from the current fiscal year. She said there would have to be adjustments to the budget for those expenses.

Karin said the committee had recommendations for conference registrations. She said there had been an issue with people signing up for the conference to pay by invoice and then they didn't come to the conference and the association was responsible for their meal expense. She said Nancy had billed the meal costs to those people who did pay the invoice. She said it was also an issue with members who had been awarded scholarships and then didn't attend and the association had to pay for their meals as well. She said the committee was recommending:

1) That if a member was awarded a scholarship, they didn't receive the funds until after they had attended the conference. She said that if there were more members requesting scholarships then there were funds and someone who had been awarded a scholarship ended up not attending, the next person on the list could be awarded the scholarship and reimbursed for attending.

2) If someone signed up to pay by check, they needed to pay by a deadline. She said if their check wasn't received by the deadline, their registration would be cancelled. This would avoid the association having to pay for their meals for members who signed up to attend but didn't pay their registration fee in time.

Nicole asked if Karin thought that more people would pay with a credit card if there were no fees and Karin said she did.

Melissa said the fee to use a credit card for conference registration was \$15.00 and it was the cheapest that had been found.

Discussion was held on the fees for using credit cards for payment of registration and membership renewal fees and changing the deadline for registering by check.

Nancy expressed her concerns over receiving a scholarship and not getting the funds until after she had attended the conference and having to pay with funds from her budget.

Nicole asked about having a policy that if someone were awarded a scholarship and then didn't attend the conference, they wouldn't be eligible to apply for another scholarship for a certain amount of time.

Discussion was held on setting a deadline for members to pay by check for the mid-year academy and annual conference.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to set the deadline to pay by check thirty (30) days before the deadline to register for the Annual Conference. Nicole amended her motion to include registration for Mid-Year Academy which was seconded by Debbie. MOTION CARRIED UNANIMOUSLY by voice vote.

Melissa asked if we wanted to continue to charge a late fee after a certain date or have the credit card fees serve as the late fee.

Consensus was to leave the \$50 late fee in place.

Bylaws: Abigail Donowho, Tillamook, was not in attendance. No Board action required.

City Recorder's Procedures: Angie Lanter, Banks, said she didn't have anything to add. No Board action required.

Conference Committee: Debbie Hamilton, CMC, Sutherlin, said the committee had met this morning and all members had been updated and contacted.

Education Committee: Peggy Hawker, Newport, said there had been discussion among the committee to have an Athenian Leadership Dialogue associated with or adjacent to either before or after the Mid-Year Academy. She said they found a facilitator who would charge only for his travel costs which would be about \$650. She said there was \$500 budgeted for On the Road Workshops which we didn't do anymore. Her proposal was to reallocate that money to a Mid-Year Athenian Leadership Dialogue and charge \$75 per person to attend.

Discussion was held on Athenian Leadership Dialogues and whether we should schedule one before or after Mid-Year Academy and what to charge participants.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by Region IV Director Kelli Weese, to move \$500 from On the Road Workshops to Athenian Leadership Dialogue.

Discussion was held on when to have the Athenian Leadership Dialogue in conjunction with the Mid-Year Academy.

MOTION CARRIED UNANIMOUSLY by voice vote.

Historical Preservation: Lisa Stoll, CMC, St. Helens, was not in attendance. No Board action required.

Internet: Melissa Kiefer, Nehalem, said the Board had historically used USB flash drives to store and transfer documents and data during transitions of positions. She said the committee had discussed changing to cloud-based data storage and she provided three options, Box, Google Gsuite (Drive), and DropBox and the costs for each option. She

showed the Board how cloud storage would work and the difference between each of the options.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to approve the use of Box for cloud-based document storage. MOTION CARRIED UNANIMOUSLY by voice vote.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to transfer \$84 from Contingency to the Internet Committee Budget for cloud-based data storage costs. MOTION CARRIED UNANIMOUSLY by voice vote.

Melissa talked about the membership online renewal and said the email went out yesterday and 53 members had already completed the online application. She talked about issues with members paying by check versus paying by credit card.

Melissa said Kathy Novak had contacted her after the conference in Ashland regarding Apricot and said Colorado had initiated a trial and if they signed up OAMR would get a 10% commission monthly for 2 years.

Legislative: Lisa Morgan, Prineville, was not in attendance. In her report the committee was recommending that members sign up for email alerts from Oregon Legislative Information System (OLIS) @ <https://olis.leg.state.or.us/liz/201511> No Board action required.

Membership: Mary Dibble, MMC, Albany, was not in attendance. No Board action required.

Mentoring: Nancy Parker, Athena, said she had received several names and would be contacting them. No Board action required.

Ruth Post asked Nancy for a list of first time attendees for the NCI.

Newsletter: Kathy Payne, CMC, St. Helens, was not in attendance. No Board action required.

Nominating: Anna Ruggles, CMC, Forest Grove, was not in attendance. No Board action required.

NCI Education: Ruth Post, MMC, Philomath, said the committee had a teleconference with Washington and Alaska counterparts and Joann Tilton, NCI Director. She said they reviewed the 2016 course evaluations. She said they were scheduled to meet next week to make final recommendations for the 2017 Institute. She said PD IV was a disappointment and didn't have the attendees they thought they would get. No Board action required.

Professional Growth & Leadership Development, Karin Johnson, MMC, Independence, gave a recap of the LOC Conference. She said the association had misplaced the digital picture frame and a box of brochures. It was suggested that maybe the picture frame had been discarded as it wasn't working. She said she would like to create for next year's conference some kind of slide show of recorders for city managers and councils to view. She thanked those who worked in the booth and talked about issues with the location of the booth. She read her evaluation of the conference to the Board.

Records Management: Scott Stauffer, Milwaukie, was not in attendance. No Board action required.

Retired Clerks: Carol Weir, MMC, Rogue River, was not in attendance. No Board action required.

Scholarship: Nanci Moyo, Beaverton, was not in attendance. No Board action required.

Michele Eldridge said to make sure that scholarship recipients had signed up for either the conference committee or the fundraising committee.

Discussion was held on the procedure to follow when a scholarship recipient didn't sign up or participate on the conference or fundraising committees. Consensus was to have the Chair of the Scholarship Committee follow up to make sure scholarship recipients signed up for one of the committees. It was also suggested to have added to the committee sign-up sheets, a place for email addresses.

Special Projects/Fundraising: Nicole Morris, CMC, Tualatin, said her committee met this morning and the goal was \$13,000 with a stretch goal of \$15,000. She went over the different fund raising projects they had scheduled for this year:

- 1) Kathy Walk
- 2) Raffle baskets – Region III at mid-year and the rest at annual conference. All tickets go into the same drawing and the first ticket drawn would get first choice, second ticket second choice and so on until all baskets chosen
- 3) Mid-Year - Mystery box live auction at lunch
- 4) Mid-Year - Premium parking pass live auction during the break
- 5) Annual Conference - oral and silent auctions – OMAR is joining the Amazon Associate program where people shop through a link that would be sent out to everyone and a percentage would go to OAMR
- 6) Setting up non-profit donation affiliates through Fred Meyer and Safeway
- 7) Annual Conference - live auction paddle raise and purse centerpiece auction
- 8) Annual Conference – Mystery box live auction
- 9) No store at annual conference but at mid-year an OAMR going out of business garage sale
- 10) Order OAMR logo gear through a website
- 11) No charm
- 12) Discontinuing the online store

- 13) Pampered Chef – looking for consultant
- 14) No Board challenge
- 15) Annual Conference - 50/50 Bead Necklaces

7. Other Business:

A. Conference Bidding & Locations Ad-hoc Committee, Ruth Post, MMC went over her report. She said the ad-hoc committee was made up past-presidents and Nicole Morris. She said the Board had the responsibility of making sure OAMR could find conference locations where we didn't go over the budget and didn't put the association in a position where we could lose money. She said the ad-hoc committee went over five sections to address: room nights; food and beverage expense; conference siting rotation; conference bidding and selection process; and conference RFP document. The attached RFP marked Exhibit C showed the proposed changes. She said the conference siting rotation had already been fixed at the November 2014 Board meeting but there were still questions if the schedule would work. She said we should go through the entire rotation and evaluate it after the 2020 conference.

Ruth said currently the conference siting process was assigned to the 2nd Vice-President who didn't have any experience in planning a conference.

Nicole asked about the Treasurer position and the discussion in the past about bidding that position to an outside firm. She said if that position was moved to an outside firm, what would the possibility be of having them also do the conference bidding process.

Michele Eldridge said the Treasurer Ad-Hoc Committee was still in existence and they were letting the Treasurer, Kimberlyn Collins, assimilate into the position and see how much time it actually took. She said she had copies of contracts for the AAMC and CCAC who both contract out the Treasurer position and conference siting. She said it would be brought before the Board at Mid-Year.

Nicole recommended forming a committee to bid the 2019 conference and to continue to explore a contractor.

Karin recommended that the Immediate Past President didn't have many duties and should be the Chair of the 2019 Site Selection Committee. If that person is no longer a member of OAMR, that it would be a presidential appointment.

Discussion was held on how to proceed with the bidding of the 2019 conference.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by 1st Vice-President Debbie Hamilton, to update the RFP as proposed. MOTION CARRIED UNANIMOUSLY by voice vote.

MOTION: 2nd Vice-President, Nicole Morris moved, seconded by Region VII Director Nancy Parker, to form a 2019 conference bidding ad-hoc committee with members to be appointed by the President. MOTION CARRIED UNANIMOUSLY by voice vote.

B. Conference Registration Cancellation Policy

President Dale Shafer said this had already been discussed.

8. Future Meetings:

- A. February 17, 2017 at 12:30 pm; Keizer City Hall, Keizer, Oregon if needed
- B. April 7, 2017 at 2:30 pm at Agate Beach Best Western, Newport, Oregon

1st Vice-President, Debbie Hamilton, asked why the Past President had no voting privileges.

Michele Eldridge said it was written in the By-Laws that way.

9. Adjournment:

President Shafer adjourned the meeting at 2:25 pm.



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



Holiday Inn

Portland Airport Hotel

September 28, 2016

PROPOSAL

NAME: Oregon Association of Municipal Recorders
 NAME OF EVENT: Oregon Association of Municipal Recorders
 DATE: 09/18/2018 - 09/23/2018
 CONTACT: Debbie Hamilton
 ADDRESS: 126 E. Central Avenue
 Sutherlin, OR 97479
 TELEPHONE: 541-459-2856

Thank you for the opportunity to submit a proposal for Oregon Association of Municipal Recorders. We currently have your guestrooms and meeting space available, and believe our Hotel is the best choice to host this event. The following information reflects our enthusiasm in making your event successful.

DAY	DATE	TOTAL RMS	Run of House
Tuesday	09/18/2018	50	50
Wednesday	09/19/2018	80	80
Thursday	09/20/2018	100	100
Friday	09/21/2018	80	80

RATES:

The Holiday Inn Portland Airport Hotel will honor the following:

\$129.00	Run of House
----------	--------------

- All rates are per night and subject to the prevailing city occupancy tax currently 15.3%
- The room rates offered above are net, non-commissionable
- Complimentary parking will be provided for all registered guests
- Complimentary internet access in all guest rooms and public spaces



RESERVATION METHOD AND CUT OFF DATE:

Reservations must be received by: 08/28/2018
 Reservation method: Individual Call In.
 Check -in Time: 3:00PM
 Check-out Time: 12:00PM

The Holiday Inn Portland Airport is fully ADA compliant. As a full service Hotel, we offer an on-site sundries shop, restaurant, lounge, and room service. Every guest room includes dual data ports, Internet access, Web TV, in room coffee makers, hairdryer, iron and ironing board and full-length mirrors. The Hotel also maintains an indoor salt water filtrated swimming pool, a 24-Hour Fitness Center and on site coin-operated laundry facility.

HOTEL LOCATION & PARKING AVAILABILITY

The Hotel is conveniently located 15 minutes east of downtown Portland, and 10 minutes South of Vancouver, WA. Located near Interstate I-205 and I-84 the Hotel provides easy access from all directions without the hassle of downtown traffic. The MAX Light Rail is connected to the Portland International Airport. This allows our guests easy access to downtown Portland and Washington Park. The Holiday Inn Portland Airport has over (700) free parking spaces. The Hotel also provides complimentary 24-hour transportation to and from the Portland International Airport.

SHOPPING AND ENTERTAINMENT

Cascade Station is poised to emerge as one of Portland's premier destinations for shopping, entertainment, restaurants and culture. Imagine over 120 acres of high quality, vibrant mixed-used project space at the 'gateway' of Portland International Airport planned specifically for your needs and wants. Nearby Cascade Station offers specialty fashion shops, bookstores, consumer electronics, sporting goods, walking trails and delicious eateries. Shuttle from our door to the Station, then connect with Portland's MAX Light Rail System and go anywhere you like in the Greater Portland area.

MEETING FACILITIES AND AGENDA

A selection of meeting rooms ensures your organization of just the right atmosphere whether you need a function space for (3) or (1200) guests.

FUNCTIONS SPACE:

The following outlines our understanding of your program and function space requirements:

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Tuesday	9/18/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	\$500.00
Tuesday	9/18/2018	11:00 AM	05:00 PM	Registration	Atrium	Registration	5	
Tuesday	9/18/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Wednesday	9/19/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	
Wednesday	9/19/2018	08:00 AM	05:00 PM	Meeting	Multnomah & Wahkeena	Classroom	100	\$500.00
Wednesday	9/19/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Wednesday	9/19/2018	12:00 PM	01:00 PM	Lunch	Atrium	Round 8	100	
Wednesday	9/19/2018	06:00 PM	09:00 PM	Reception	Latourell	Reception	50	
Thursday	9/20/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	
Thursday	9/20/2018	12:00 PM	01:00 PM	Lunch	Atrium	Round 8	100	
Thursday	9/20/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Thursday	9/20/2018	08:00 AM	05:00 PM	Meeting	Multnomah & Wahkeena	Classroom	100	\$500.00
Thursday	9/20/2018	08:00 AM	11:00 PM	Displays	Atrium	Displays	20	
Friday	9/21/2018	08:00 AM	11:59 PM	Storage	Mt St. Helens	Displays	5	
Friday	9/21/2018	08:00 AM	05:00 PM	Meeting	Multnomah & Wahkeena	Classroom	100	\$500.00
Friday	9/21/2018	08:00 AM	11:00 PM	Displays	Atrium	Displays	20	
Friday	9/21/2018	08:00 AM	05:00 PM	Office	Mt. Bachelor	Conference	15	\$250.00
Friday	9/21/2018	06:00 PM	09:00 PM	Dinner	Bridal Veil & Latourell	Round 8	100	
Saturday	9/22/2018	08:00 AM	12:00 PM	Conference	Mt. Bachelor	Conference	30	\$250.00
Saturday	9/22/2018	08:00 AM	12:00 PM	Storage	Mt St. Helens	Displays	5	

ROOM RENTAL

Meeting room rental for the program outline above will be waived if the Food and Beverage minimum is met. If the Food and Beverage minimum is not met the room rental fees will be applicable.

SERVICE CHARGE

All catered food and beverage, meeting room rental and audiovisual charges are subject to a service charge, currently twenty-three percent (23%).

AUDIOVISUAL

The Holiday Inn Portland Airport will provide on-site service for your audio visual equipment needs. The hotel will also allow the group to provide their own audio visual equipment.

FOOD AND BEVERAGE

As a member of the Association of Catering and Event Professionals, our experienced staff is ready to assist you in making your event a great success. The hotel's varied banquet menus, professional staff and ability to fill specific needs have brought outstanding reviews and guests back to the Hotel time and time again.

FOOD AND BEVERAGE MINIMUM

Your food and beverage minimum is based upon average current menu pricing and anticipated catered meals. The Hotel anticipates a minimum of \$14,000 in total catered food and beverage revenue for this event. All hosted functions contribute towards this minimum. If the actualized food and beverage falls short of the required minimum the difference will be charged as room rental.

Debbie, we appreciate your loyalty to the Holiday Inn Portland-Airport Hotel and Conference Center! I hope this proposal shows our enthusiasm in making your upcoming event a success. We are offering this proposal to you on a first right of refusal until September 05, 2016.

If you have any questions or require additional information, please don't hesitate to call me at (503) 914-5250.

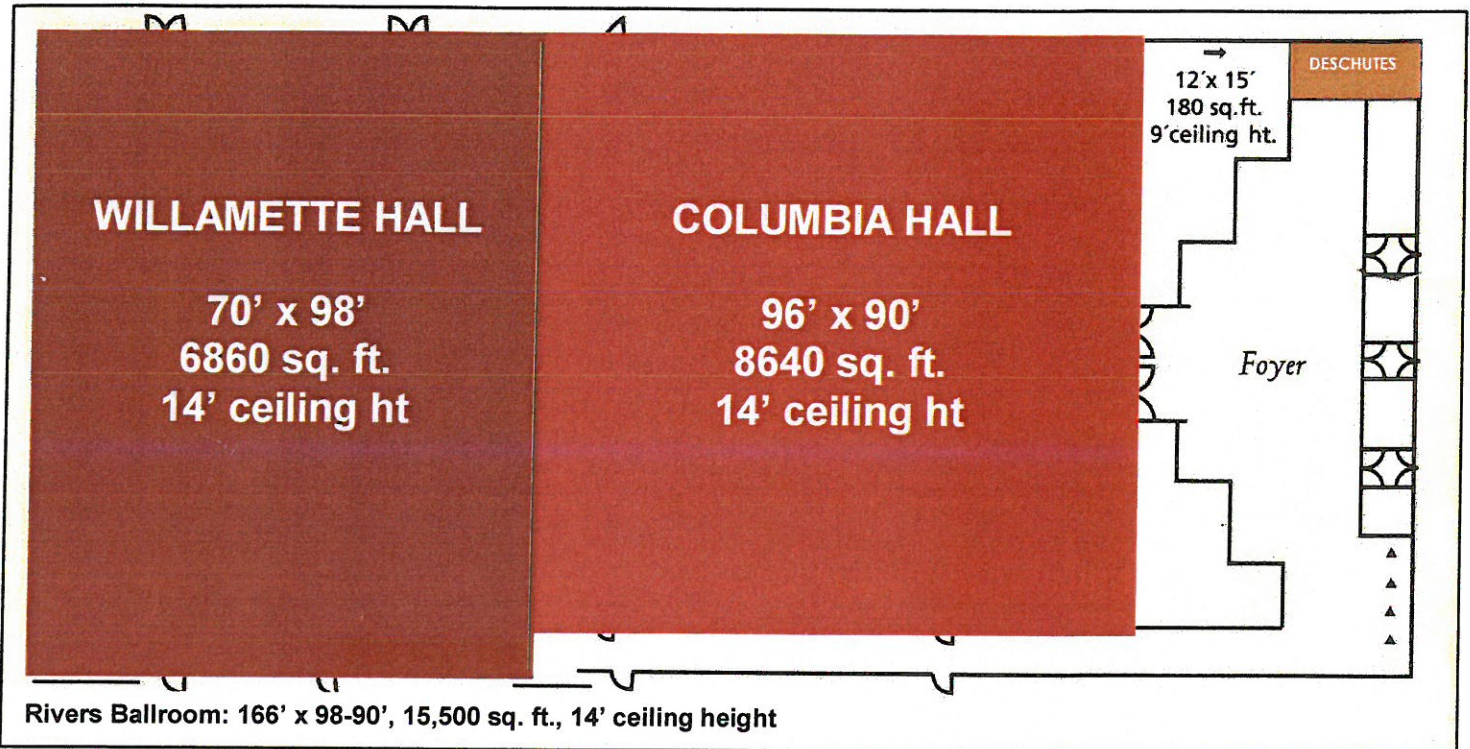
Sincerely,

Natasha

Natasha Grey
Task Force Area Sales Manager
Holiday Inn Portland Airport

COLUMBIA CONFERENCE CENTER

www.columbiaconferencecenterportland.com



Room	8 x 10 Booths	Rounds	Classroom	Theater	Reception
Rivers Ballroom	110	1060	760	1420	1100
Columbia Hall	65	580	400	780	650
Willamette Hall	45	480	360	640	450
Deschutes Room	X	X	6	12	X

HOTEL DETAILS

- 284 Guestrooms & Suites
- 30,000 sq. ft of Meeting and Banquet Space
- Latitude 45° Restaurant & Lounge
- Complimentary Airport Transportation
- Complimentary Wi-Fi
- Heated Indoor Saltwater Pool
- 24 Hour Business Center & Fitness Center
- Complimentary Parking





November 14, 2017

Ms. Debbie Hamilton, CMC
OAMR First Vice President
c/o City of Sutherlin
126 E. Central Avenue
Sutherlin, OR 97479

Via E-mail: d.hamilton@ci.sutherlin.or.us

Dear Debbie:

Please find enclosed our invitation to host the **Oregon Association of Municipal Recordors** at the **Monarch Hotel & Conference Center**. We currently have space available for your 37th Annual Conference on your preferred dates of September 19-21, 2018.

Overnight Accommodations

We are pleased to offer a net/non-commissionable group rate of \$139.00 single or double occupancy, plus tax (currently 7.8%), for this event. This rate will be available 2 days before and after your event. Cut-off date for guest room reservations will be 3 weeks prior to your event (client will publish four weeks). Reservations made after cut-off will be at prevailing rate provided guest rooms are available. For reference, the October 2016-October 2017 per diem for Clackamas County is \$116.00.

Based on your projected room block of 310 room nights (Tue-50/Wed-80/Thur-100/Fri-80), the Monarch will require a minimum guest room pick up of 200 accumulative room nights. In the event that 200 room nights are not achieved the difference to achieve 200 room nights will be billed, with tax, to your master bill.

The Monarch will provide one complimentary room night per every 40 paid cumulative room nights. In addition, one complimentary suite will be provided for 4 nights (Tuesday check-in, Saturday check-out) during your conference. One complimentary night will also be provided for the 2nd Vice President for a pre-qualification site visit.

The conference rate will be extended to attendees wishing to stay over during potential OAMR meetings held throughout the year (i.e., site visits, Board/Conference committee meetings).

Transportation and Parking

The Monarch Hotel is 12.8 miles South of PDX with an approximate commute time of 20-30 minutes. We do offer complimentary airport transportation (PDX) for our overnight guests. This service is offered 24 hours a day and is subject to availability.

The Monarch has ample, on-site complimentary parking. Parking is an open lot and self-park (no valet).

12566 SE 93rd Avenue ▪ Clackamas, OR 97015 ▪ 503-652-1515 ▪ Fax 503-513-9556 ▪ www.monarchhotel.cc

Meeting Facilities

Proposed room usage would be as follows:

Tuesday-Saturday	Registration and OAMR Store	Columbia Room (2,000 sq.ft.)
Tuesday-Saturday	Conference Material Assembly & Storage	Troutdale 218 (330 sq.ft.)
Wednesday-Friday	Meetings/Lunch/Vendors	Either 2/3 Pac. Ballroom + Mon. Hall Double-set the Monarch Hall
Wednesday	Reception	Sandy/Willamette (2,000 sq.ft.)
Friday	Banquet	Sandy/Will./Clackamas (4,000 sq.ft) or Monarch Hall
Saturday Morning	Meeting	1/3 of Pacific Ballroom

Your meeting room rental will be waived if your catered food and beverage service (excluding alcohol and service charge) meets or exceeds \$10,000 over the course of your event. If \$10,000 in catered food and beverage is not purchased, the difference to achieve \$10,000 will be billed as meeting room rental.

Vendors

The Monarch will provide up to (25) 6' x 30" vendor tables with two chairs each and (15) 6' x 30" auction tables at no charge. Tables will be draped and skirted. Additional tables will be at a rental fee of approximately \$15.00 each. We do have various colors of table skirting and will provide what we have available at no charge. If one color is required throughout your event and/or you exhaust our inventory, you will be responsible for rental fees of additional skirting. We do not have 8' tables.

Audio-Visual

The Monarch provides one podium with corded, handheld microphone in each room at no charge. Up to (12) pieces of 6' x 8' staging and a 15' x 15' dance floor are also available on a complimentary basis. Additional audio visual equipment is available at a rental fee. OAMR is welcome to provide any of their own audio visual equipment and/or independently contract with their own audio visual provider at no additional charge or fee. Complimentary Wi-Fi is provided throughout the entire hotel.

Debbie, all of us here at the Monarch welcome the opportunity of working with you. Please do not hesitate to contact me with any questions.

Best regards,

Tammy Thompson

Tammy Thompson
Director of Sales & Catering

enc: Catering menus
Floor plan
Sample contract

CONFERENCE AND GUEST ROOM REQUIREMENT

1. **Reservations:** To receive the special discounted group rate, reservations may be made by calling the hotel direct at 503-652-1515 or 800-495-8700 or by using group code **XXXXX** on the Monarch Hotel website (www.monarchhotel.cc). Room rates are net non-commissionable.

24 hour advance cancellation required on all guest room reservations. Otherwise, one nights room and tax will be billed to the individual guest's credit card. All reservations are to be guaranteed for the first nights arrival by credit card or a one-night advance deposit. No shows will be billed. Guests will be required to present a valid credit card or debit card, bearing their name, upon arrival. Pre-paid visa cards/gift cards are not permitted.

Check-in time is after 3pm, subject to availability. Check-out time is 12Noon.

Reservations guaranteed by the group contact for speakers, VIPs, staff, etc which result in a no-show will be billed to the group master account for one night room and tax. Reinstatement will be made upon confirmation with the group contact.

Sixty (60) days in advance of your cut-off date we will review your room block with you, making any necessary adjustments based on the pick-up at that time. Rooming list or individual reservations not in by the cut-off date will be accepted as space is available. All rooms that remain unused in the room block after the cut-off date will be automatically released. Room night guarantees will still apply. ~~(XX)~~ room nights guaranteed by group. Any unused rooms will be billed to the master account with room and tax. Group rate is available three days pre and post event.

- 2. **Indemnity:** Each party agrees to indemnify and hold harmless the other party from any claims, liabilities, losses, damages and expenses (including, without limitation, reasonable attorneys' fees) asserted against the other party and arising out of the indemnifying party's negligent performance of, or failure to perform, any of it's duties or obligations under this agreement. The provisions of this indemnification are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.
- 3. **Force Majeure:** Neither party shall be responsible for any failure of performance due to acts of God, War, Government regulations, Disaster, or Civil disorder. This agreement may be terminated without a cancellation charge for any of the stated reasons by written notice from one party to the other.
- 4. **Cancellation Policy:** Under the terms of this agreement, The Monarch Hotel & Conference Center is reserving the room block and public space as described. In the event these reserved facilities are not used, the Monarch Hotel & Conference Center will experience significant monetary losses. Should **Oxford Houses of Oregon** find it necessary to cancel a definite booking, the following fees will be imposed, based on room minimums and food & beverage minimums as described in this agreement:

181-365 days prior	No Fee
91-180 days prior	25%
31-90 days prior	50%
0-30 days prior	100%

There shall be no right of cancellation of this agreement for the sole purpose of holding this event in another facility in the greater Portland/Vancouver metropolitan area. The amounts shall constitute full settlement of any and all obligations arising out of the non-performance of this agreement.

- 5. **Changes Notice:** Any changes to these terms must be made in writing and signed by both parties to be effective. Any modifications, additions, or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties.
- 6. **Billing:** Direct bill must be pre-arranged at least 60 days in advance. Direct bill privileges are extended only to those groups who have completed our credit application. Otherwise, payment is due as noted: **XXXXX**
- 7. **Transportation/Parking:** Airport transportation is provided on a complimentary basis. Upon arrival guests should collect baggage before calling (800) 492-8700. The Hotel Staff will direct guests to the designated pick up area and advise the approximate wait time. Due to Port of Portland restrictions, the Hotel cannot meet flights and is limited on time in the pick up area. As we do not guarantee wait times, guests may want to consider other transportation options as space is always limited on complimentary services. On-site parking provided at no charge for overnight guests and meeting attendees. Overnight RV parking is made available only to registered guests of the hotel on a limited basis.
- 8. **The Monarch Hotel & Conference Center is a 100% SMOKE FREE and PET FREE facility.** The Monarch Hotel reserves the right to charge the individuals guest room credit card a \$200.00 cleaning fee if anyone smokes (including cannabis/marijuana), burns incense/candles or brings a pet into the Hotel (excluding service animals as permitted by law).
- 9. **Event Space/Catering:** Your function room will be held for your use only during the time indicated on your sales contract and subsequent catering contract. You must make arrangements if you need access to the room before or after the time indicated, as the same space may be scheduled for other functions prior to and/or following your event.

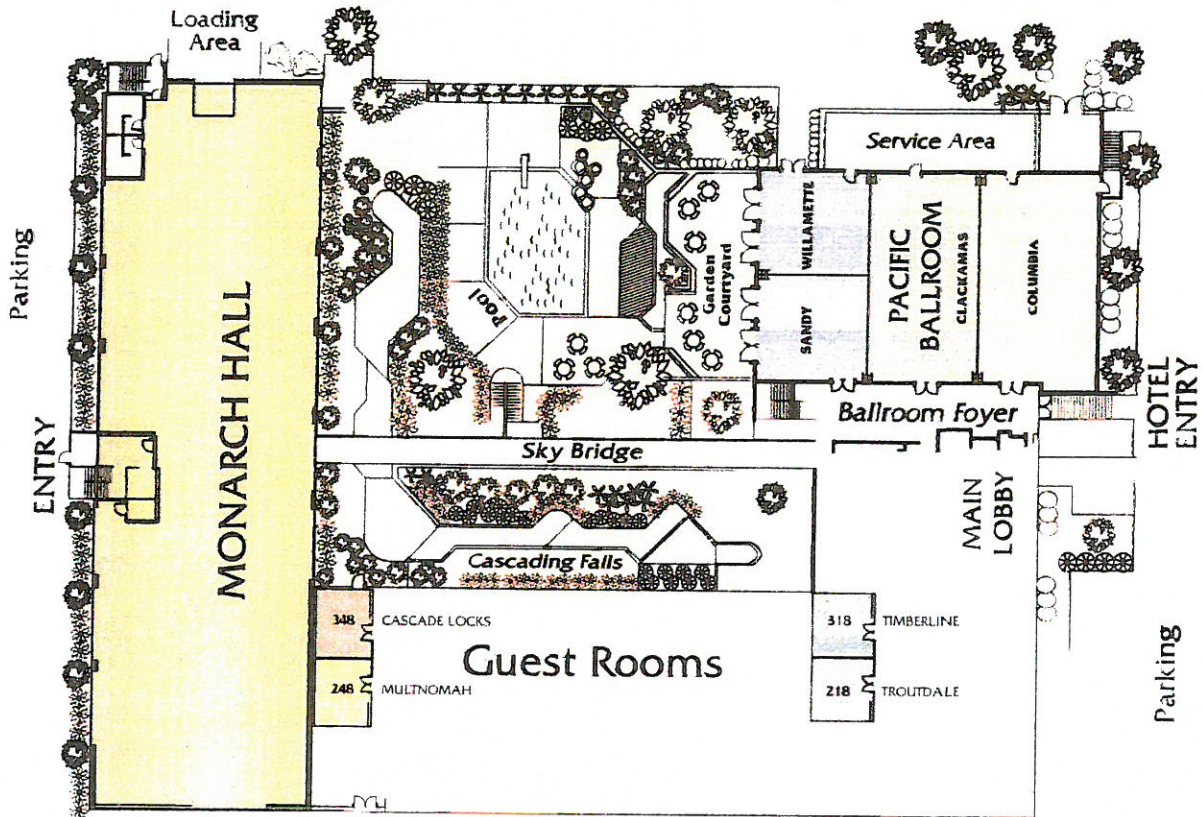
Revenue from bars and hotel service charge are not applied to the minimum expenditure set which is **XXXXXX** Any difference will be billed as room rental.

10. If you agree to the arrangements above and on the reverse side, please sign and return a copy of this agreement by: XXXXXXXX. Upon receipt of this signed agreement, we will consider this booking definite. UNTIL THEN WE ARE HOLDING THE SPACE ON A TENTATIVE BASIS.

SIGNATURE:	DATE:
CONTACT:	GROUP:

MONARCH HOTEL & CONFERENCE CENTER MEETING & BANQUET FACILITIES

Name of Room	Dimensions	Sq. Ft.	Ceiling	Theatre Style	Classroom Style	Round Tables	Dinner Dance	Conference Style	Hollow Square	U Shape	Meeting Rounds	Exhibits 8x10 / 10x10
Monarch Hall	62' x 221'	13,000	9'	800	350	700	600	—	72	60	258	55 / 54
Pacific Ballroom	100' x 60'	6,000	9'4" to 10'9"	650	300	400	360	—	102	84	246	34 / 26
Sandy	33' x 30'	1,000		100	48	50	100	28	30	24	54	18 / 18 Combined with Clackamas
Willamette	33' x 30'	1,000		100	48	50		28	30	24		
Clackamas	33' x 60'	2,000		200	100	140	100	48	54	45	54	17 / 17 Combined
Columbia	33' x 60'	2,000		200	100	140	120	48	54	45	54	
Troutdale	18' 6" x 18'	333	8'2"	25	12	10	—	16	—	12	—	—
Timberline	18' 6" x 18'	333	8'2"	25	12	10	—	16	—	12	—	—
Multnomah	19' x 16'	304	8'2"	25	12	10	—	16	—	—	—	—
Cascade Locks	19' x 16'	304	8'2"	25	12	10	—	16	—	—	—	—



1-800-492-8700 www.monarchhotel.cc



CATERING GUIDELINES



THE STAFF OF THE MONARCH HOTEL LOOKS FORWARD TO THE OPPORTUNITY OF SERVING YOU. IN ORDER FOR US TO PROVIDE THE HIGHEST QUALITY PRODUCTS AND SERVICE FOR YOUR GROUP, THE FOLLOWING POLICIES HAVE BEEN ESTABLISHED.

FOOD SERVICES AND GUARANTEES: THE MONARCH HOTEL IS THE EXCLUSIVE CATERER FOR ALL HOTEL GUEST EVENTS. NO FOOD OR BEVERAGE MAY BE BROUGHT INTO THE HOTEL'S PUBLIC AREAS OR BANQUET FACILITIES WITHOUT SPECIAL PERMISSION FROM THE CATERING OFFICE.

OUR CATERING DEPARTMENT SHOULD RECEIVE YOUR MENU SELECTION AT LEAST ONE MONTH IN ADVANCE OF YOUR FUNCTION, OR AS SOON AS POSSIBLE AFTER MAKING A RESERVATION. A FINAL GUARANTEED MEAL COUNT MUST BE GIVEN NO LATER THAN NOON, 72 HOURS (3 WORKING DAYS) PRIOR TO YOUR FUNCTION. ONCE THE CATERING DEPARTMENT HAS RECEIVED YOUR GUARANTEE, IT IS NOT SUBJECT TO REDUCTION. IF NO GUARANTEE IS RECEIVED, THE EXPECTED ATTENDANCE PROVIDED THE HOTEL WHEN PLANNING THE EVENT WILL BECOME THE GUARANTEE. WE WILL PREPARE SERVICE AND SEATING FOR 5% ABOVE YOUR GUARANTEE NUMBER, TO A MAXIMUM OF TEN PEOPLE, TO ALLOW FOR LAST MINUTE ADDITIONS. YOU WILL BE CHARGED FOR THE GUARANTEED NUMBER OF GUESTS, OR THE NUMBER OF GUESTS SERVED, WHICHEVER IS GREATER.

PRINTED MENUS ARE OFFERED AS A GUIDELINE. WE WILL BE HAPPY TO PREPARE A MENU TO MEET YOUR NEEDS. DUE TO MARKET FLUCTUATIONS, PRICES CANNOT BE CONFIRMED UNTIL SIX (6) MONTHS PRIOR TO YOUR FUNCTION, AT WHICH TIME CURRENT PRICES CAN BE PROVIDED. MENU ITEMS ARE SUBJECT TO CHANGE AND BASED UPON AVAILABILITY. A 21% SERVICE CHARGE WILL BE APPLIED TO YOUR FINAL BILL. CHILDREN'S MEALS (CHILDREN 12 AND UNDER), VEGETARIAN MEALS AND SPECIAL DIETARY MEALS ARE AVAILABLE AND SHOULD BE REQUESTED PRIOR TO YOUR EVENT.

ALCOHOLIC BEVERAGES: OREGON LIQUOR CONTROL COMMISSION REGULATIONS REQUIRE THAT WE PROVIDE A BARTENDER TO DISPENSE ALL ALCOHOLIC BEVERAGES. OREGON LAW REQUIRES OUR STAFF TO REQUEST PROPER IDENTIFICATION (PHOTO I.D.) OF ANY PERSON OF QUESTIONABLE AGE AND REFUSE ALCOHOLIC BEVERAGE SERVICE IF THE PERSON IS EITHER UNDERAGE OR IF PROPER I.D. CANNOT BE PRODUCED. SERVICE WILL BE REFUSED TO ANY PERSON WHO, IN THE COMPANY'S JUDGMENT, APPEARS INTOXICATED.

BILLING PROCEDURES, DEPOSITS & CANCELLATIONS: DIRECT BILLING PRIVILEGES ARE EXTENDED TO GROUPS WHO HAVE COMPLETED OUR CREDIT APPLICATION PROCEDURES THIRTY (30) DAYS PRIOR TO THEIR FUNCTION. GROUPS WHO DO NOT HAVE BILLING PRIVILEGES ARE RESPONSIBLE FOR THE TOTAL BALANCE PRIOR TO THEIR EVENT.

THE MONARCH RESERVES THE RIGHT TO REQUIRE AN ADVANCE DEPOSIT ON ANY BOOKING. ALL BOOKING DEPOSITS ARE NON-REFUNDABLE/ NON-TRANSFERABLE AND WILL BE APPLIED TOWARD YOUR FINAL BALANCE. SECURITY OR CLEANING DEPOSITS MAY BE REFUNDABLE.

WHEN A CANCELLATION IS MADE THIRTY (30) DAYS OR MORE PRIOR TO THE FUNCTION, THERE WILL BE NO CANCELLATION FEE. FULL ROOM RENTAL WILL APPLY TO GROUPS CANCELLING WITHIN TWO WEEKS OF EVENT.

INDEMNIFICATION: TO THE EXTENT PERMITTED BY LAW, EACH PARTY HEREBY AGREES TO PROTECT, INDEMNIFY, DEFEND AND HOLD THE OTHER HARMLESS FROM ANY LOSS, LIABILITY, COSTS OR DAMAGES ARISING FROM ACTUAL OR THREATENED CLAIMS OR CAUSES OF ACTIONS RESULTING FROM THE NEGLIGENCE OR INTENTIONAL MISCONDUCT OF SUCH PARTY OR ITS RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, CONTRACTORS, MEMBERS OR PARTICIPANTS (AS APPLICABLE).

LIABILITY: THE HOTEL RESERVES THE RIGHT TO INSPECT AND CONTROL ALL PRIVATE FUNCTIONS. EACH GROUP ASSUMES RESPONSIBILITY FOR DAMAGES MADE TO THE PREMISES DURING THE TIME THEY ARE USING THE FACILITY. DAMAGES TO THE PREMISES WILL BE CHARGED ACCORDINGLY. THE MONARCH HOTEL CANNOT BE HELD RESPONSIBLE FOR DAMAGES OR LOSS OF PROPERTY LEFT IN THE HOTEL BEFORE, DURING OR FOLLOWING YOUR FUNCTION OR FOR LOSS OR DAMAGE TO AUTOMOBILES OR THEIR CONTENTS WHILE PARKED ON HOTEL PROPERTY.

FUNCTION SPACE: ROOM CAPACITIES ARE BASED ON SPECIFIC SEATING LAYOUTS. SPECIAL DESIGNS, PRESENTATION REQUIREMENTS AND AUDIO VISUAL ARRANGEMENTS WILL IMPACT THE NUMBER OF GUESTS THAT EACH ROOM CAN COMFORTABLY ACCOMMODATE. IF THE NUMBER OF GUESTS ANTICIPATED CHANGES FROM YOUR ESTIMATE, PLEASE CONTACT THE CATERING OFFICE. ARRANGEMENTS MAY NEED TO BE MADE FOR A LARGER OR SMALLER ROOM.

YOUR FUNCTION ROOM WILL BE HELD FOR YOUR USE ONLY DURING THE TIME INDICATED ON YOUR CATERING CONTRACT. YOU MUST MAKE ARRANGEMENTS IF YOU NEED ACCESS TO THE ROOM BEFORE OR AFTER THE TIME INDICATED AS THE SAME SPACE MAY BE SCHEDULED FOR OTHER PROGRAMS PRIOR TO AND/OR FOLLOWING YOUR EVENT. CATERING CONTRACTS WILL BE FORWARDED TO YOU UPON COMPLETION OF FINAL ARRANGEMENTS. IN ORDER TO CONFIRM YOUR FUNCTION, THE CATERING CONTRACT MUST BE SIGNED AND RETURNED TO THE MONARCH HOTEL'S CATERING DEPARTMENT.

PARCEL DELIVERIES: DUE TO LIMITED STORAGE SPACE, THE MONARCH HOTEL WILL NOT ACCEPT ANY PARCELS, CRATES, ETC., MORE THAN TWO (2) DAYS PRIOR TO THE FUNCTION DATE. ALL PACKAGES SHOULD BE ADDRESSED TO THE ATTENTION OF YOUR CONTACT IN THE CATERING DEPARTMENT. IN ADDITION, THESE PACKAGES SHOULD BE CLEARLY LABELED WITH GROUP NAME, DATE OF FUNCTION AND TOTAL NUMBER OF PACKAGES BEING SHIPPED. PLEASE NOTE THAT THE MONARCH HOTEL DOES NOT HAVE A LOADING DOCK. PLEASE MAKE ARRANGEMENTS WITH YOUR SHIPPING COMPANY FOR LIFT GATES AND/OR PALLET JACKS IF NEEDED. BOXES LEFT ON PREMISES FOR LONGER THAN ONE WEEK AFTER DEPARTURE WITHOUT SHIPPING INSTRUCTIONS WILL BE DISCARDED.

[MH & CC - 01/15]

CONTINENTAL & A LA CARTE SELECTIONS



BASIC CONTINENTAL CHEF'S BAKERY ASSORTMENT SERVED WITH BUTTER, PRESERVES AND CREAM CHEESE ASSORTED CHILLED FRUIT JUICES AND COFFEE SERVICE WITH AN ASSORTMENT OF TEAS <i>CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1 1/2 HOURS.</i>	\$8.95 PER PERSON
MONARCH CONTINENTAL CHEF'S BAKERY ASSORTMENT SERVED WITH BUTTER, PRESERVES AND CREAM CHEESE FRESH SEASONAL FRUIT TRAY, ASSORTED CHILLED FRUIT JUICES AND COFFEE SERVICE WITH AN ASSORTMENT OF TEAS <i>CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1 1/2 HOURS.</i>	\$11.95 PER PERSON
HEALTH NUT CONTINENTAL LOW-FAT VANILLA YOGURT WITH OUR HOUSEMADE GRANOLA FRESH SEASONAL FRUIT TRAY, ASSORTED BAGELS WITH CREAM CHEESE ASSORTED CHILLED FRUIT JUICES AND COFFEE SERVICE WITH AN ASSORTMENT OF TEAS <i>CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1 1/2 HOURS.</i>	\$13.95 PER PERSON
ADD SCRAMBLED EGGS AND BREAKFAST POTATOES TO YOUR CONTINENTAL	\$ 3.00 PER PERSON
ADD BREAKFAST BURRITOS TO YOUR CONTINENTAL <i>SCRAMBLED EGGS WITH HAM, CHEESE & BELL PEPPER OR VEGETARIAN, SERVED WITH SALSA</i>	\$ 4.25 EACH
FRESHLY BREWED COFFEE, DECAFFEINATED COFFEE AND ASSORTED STASH TEAS <i>(ONE GALLON SERVES 18-20, ONE AIRPOT SERVES 8-10)</i>	\$36.00 PER GALLON \$18.00 PER AIRPOT
BREWED ICED TEA AND LEMONADE <i>(ONE GALLON SERVES 18-20, ONE PITCHER SERVES 8-10)</i>	\$36.00 PER GALLON \$18.00 PER PITCHER
ASSORTED CHILLED FRUIT JUICES <i>(ORANGE, APPLE, CRANBERRY, GRAPEFRUIT, TOMATO & V-8)</i> <i>(ONE GALLON SERVES 18-20, ONE PITCHER SERVES 8-10)</i>	\$38.00 PER GALLON \$19.00 PER PITCHER
INDIVIDUAL BOTTLES OF FRUIT JUICE	\$ 3.00 PER BOTTLE
ASSORTED PASTRY, MUFFINS, BREAKFAST BREADS & BAGELS WITH CREAM CHEESE	\$ 2.50 EA. / \$28.00 DOZ.
ASSORTED FRESH BAKED COOKIES	\$ 2.25 EA. / \$24.00 DOZ.
ASSORTED DESSERT BARS & BROWNIES	\$30.00 PER DOZEN
ASSORTED WHOLE FRUITS	\$ 2.00 PER PIECE
INDIVIDUAL ASSORTED FRUIT YOGURTS	\$ 2.00 EACH
INDIVIDUAL GREEK, SOY OR LACTOSE-FREE YOGURTS	\$ 3.00 EACH
ASSORTED SOFT DRINKS <i>(COCA COLA PRODUCTS)</i> OR BOTTLED WATER	\$ 2.50 EACH
INDIVIDUAL BAGS OF POTATO CHIPS, PRETZELS OR POPCORN	\$ 1.50 PER BAG
BOWL POTATO CHIPS OR PRETZELS <i>(SERVES APPROXIMATELY 20 PEOPLE)</i>	\$20.00 PER BOWL
CHILLED VEGETABLES WITH RANCH DIP	\$ 3.25 PER PERSON
FRESH SEASONAL FRUIT TRAY	\$ 3.75 PER PERSON
CHEESEBOARD WITH ASSORTED CRACKERS	\$ 4.25 PER PERSON

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

MEETING PACKAGES



CONTINENTAL BREAKFAST SERVICE IS LIMITED TO 1½ HOURS

BEVERAGE PACKAGE	\$ 6.95
MORNING BREAK SERVICE OF COFFEE, TEA AND DECAFFEINATED COFFEE, A MID-MORNING REFRESH OF COFFEE SERVICE AND AN AFTERNOON BREAK OF COFFEE SERVICE AND CHILLED SODAS/BOTTLED WATERS.	
CONTINENTAL BREAK PACKAGE	\$17.95
CONTINENTAL BREAKFAST OF ASSORTED PASTRY, FRESH FRUIT TRAY, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, FRESH BAKED COOKIES AND CHILLED SODAS/BOTTLED WATERS.	
HEALTH NUT PACKAGE	\$20.95
CONTINENTAL OF LOW-FAT VANILLA YOGURT WITH HOUSEMADE GRANOLA, FRESH FRUIT TRAY, ASSORTED BAGELS WITH CREAM CHEESE, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, VEGETABLES WITH HUMMUS AND CHILLED SODAS/BOTTLED WATERS.	
AFTERNOON BREAK	\$11.95
WHOLE FRESH FRUITS, CHILLED VEGETABLES WITH HUMMUS, ASSORTED ENERGY BARS, COFFEE SERVICE AND CHILLED SODAS/BOTTLED WATERS.	
MEETING PLANNER'S PACKAGE	\$33.95
CONTINENTAL BREAKFAST OF ASSORTED PASTRY, FRESH FRUIT TRAY, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, DELI BUFFET LUNCH: TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS · POTATO SALAD · ROAST BEEF, HAM AND ROASTED TURKEY · SWISS, CHEDDAR, MONTEREY JACK AND PEPPER JACK CHEESES · VARIETY OF DELI BREADS · COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, FRESH BAKED COOKIES AND CHILLED SODAS/BOTTLED WATERS.	
EXECUTIVE MEETING PLANNER'S PACKAGE	\$36.95
CONTINENTAL BREAKFAST OF ASSORTED PASTRY, FRESH FRUIT TRAY, CHILLED FRUIT JUICES AND COFFEE SERVICE, A MID-MORNING REFRESH OF COFFEE SERVICE, MT. HOOD LUNCH BUFFET: INCLUDING: MONARCH SIGNATURE SALAD · FRESH FRUIT TRAY · PETITE FILET OF SALMON · LONDON BROIL WITH PINOT NOIR DEMI-GLACE · SEASONAL VEGETABLES · BABY RED POTATOES · ROLLS WITH BUTTER · COFFEE SERVICE, AND AN AFTERNOON BREAK OF COFFEE SERVICE, FRESH BAKED COOKIES AND CHILLED SODAS/BOTTLED WATERS.	

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

BREAKFAST & BRUNCH SELECTIONS



IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE WHEN OFFERING A SERVED MEAL,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL SERVED SELECTIONS INCLUDE BEVERAGE SERVICE OF COFFEE, TEA AND CHILLED ORANGE JUICE

MONARCH BOUNTY BREAKFAST \$14.25
SCRAMBLED EGGS AND BREAKFAST POTATOES WITH A CHOICE OF COUNTRY HAM,
TWO SLICES OF THICK BACON OR TWO SAUSAGE LINKS. SERVED WITH A FRESH BAKED MUFFIN.

BISCUITS AND GRAVY \$12.95
SERVED WITH SCRAMBLED EGGS AND TWO SAUSAGE LINKS.

FRENCH TOAST \$12.95
SPRINKLED WITH POWDERED SUGAR. ACCOMPANIED BY MAPLE SYRUP.
SERVED WITH YOUR CHOICE OF TWO SLICES OF THICK BACON OR TWO SAUSAGE LINKS.

VEGETARIAN SCRAMBLE \$13.25
SCRAMBLED EGGS WITH RED AND GREEN BELL PEPPER, ONIONS, MUSHROOMS, TOMATOES
AND TILLAMOOK CHEDDAR. SERVED WITH BREAKFAST POTATOES AND A FRESH BAKED MUFFIN.

SUNNYSIDE BUFFET (MINIMUM 10 PEOPLE) \$16.95
SCRAMBLED EGGS WITH CHEESE · CRISP BACON AND LINK SAUSAGE · BREAKFAST POTATOES ·
FRESH SEASONAL FRUIT TRAY · BAKERY ASSORTMENT WITH BUTTER AND FRUIT PRESERVES ·
ASSORTED CHILLED FRUIT JUICES · COFFEE, TEA, DECAFFEINATED COFFEE.

CHEF'S BUFFET (MINIMUM 10 PEOPLE) \$18.95
EGGS BENEDICT WITH HOLLANDAISE SAUCE · SCRAMBLED EGGS · CRISP BACON AND LINK SAUSAGE ·
FRENCH TOAST WITH MAPLE SYRUP · BREAKFAST POTATOES · FRESH SEASONAL FRUIT TRAY ·
BAKERY ASSORTMENT WITH BUTTER AND FRUIT PRESERVES · ASSORTED CHILLED FRUIT JUICES ·
COFFEE, TEA, DECAFFEINATED COFFEE.

ADD A CHEF ATTENDED OMELETTE STATION TO THE SUNNYSIDE OR CHEF'S BUFFET - \$4.00/PERSON
INCLUDES: HAM, CHEESE, MUSHROOMS, GREEN ONIONS, GREEN BELL PEPPER AND SALSA.

MONARCH BRUNCH BUFFET (MINIMUM 35 PEOPLE) \$28.95
SCRAMBLED EGGS · FRENCH TOAST WITH MAPLE SYRUP, STRAWBERRIES & WHIPPED CREAM ·
BREAKFAST POTATOES · FRESH SEASONAL FRUIT TRAY · CRISP BACON AND LINK SAUSAGE ·
MONARCH SIGNATURE SALAD · CAESAR SALAD · CHILLED POACHED SALMON · CHICKEN MONARCH ·
RICE PILAF · ASSORTED DESSERTS · ASSORTED CHILLED FRUIT JUICES · COFFEE, TEA, DECAFFEINATED COFFEE.

**CHEF ATTENDED OMELETTE STATION INCLUDING: HAM, CHEESE, MUSHROOMS, GREEN ONIONS,
GREEN BELL PEPPER AND SALSA.**

CHEF ATTENDED CARVING STATION FEATURING: STEAMSHIP ROUND OF BEEF WITH ROLLS & CONDIMENTS.

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

BOXED LUNCH SELECTIONS



IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL BOXED LUNCHES INCLUDE A COOKIE FOR DESSERT AND SODA OR BOTTLED WATER

DELI SANDWICH \$12.95
CHOICE OF ROAST BEEF, HAM, TURKEY OR VEGETARIAN WITH MONTEREY JACK CHEESE, SERVED ON SOURDOUGH OR WHOLE WHEAT BREAD. ACCOMPANIED BY POTATO SALAD AND BAG OF CHIPS.

B.L.T.T. \$13.95
BACON, LETTUCE, TOMATO AND TURKEY WITH MONTEREY JACK CHEESE ON SOURDOUGH BREAD. ACCOMPANIED BY POTATO SALAD AND BAG OF CHIPS.

HOAGIE SANDWICH \$14.95
ROAST BEEF, HAM, TURKEY AND MONTEREY JACK CHEESE WITH LETTUCE AND TOMATO, SERVED ON A HOAGIE ROLL. ACCOMPANIED BY POTATO SALAD AND BAG OF CHIPS.

CHEF'S SALAD \$15.95
CRISP GREENS TOPPED WITH JULIENNE TURKEY, HAM, SALAMI, SWISS AND TILLAMOOK CHEDDAR, GARNISHED WITH HARD COOKED EGG AND TOMATO. SERVED WITH ROLL AND BUTTER.

CHICKEN SALAD WRAP \$13.95
OUR HOUSEMADE CHICKEN SALAD AND CRISP LETTUCE ROLLED IN A SOFT FLOUR TORTILLA. SERVED WITH RED GRAPES.

CHICKEN CAESAR WRAP \$13.95
CRISP ROMAINE, GRILLED CHICKEN BREAST AND SHREDDED PARMESAN TOSSED WITH CREAMY DRESSING AND ROLLED IN A SOFT FLOUR TORTILLA. SERVED WITH RED GRAPES.

ORIENTAL CHICKEN PASTA SALAD \$14.95
ANGEL HAIR PASTA AND ASIAN SLAW TOSSED WITH SESAME GINGER DRESSING, TOPPED WITH SLICED CHICKEN BREAST, MANDARIN ORANGES, SESAME SEEDS & CRISP WONTONS.

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

LUNCH ENTREES



IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL ENTREES INCLUDE COFFEE, TEA, DECAF OR ICED TEA
HOT SELECTIONS INCLUDE STARTER GARDEN SALAD AND ROLLS WITH BUTTER

DELI SANDWICH ROAST BEEF, HAM, TURKEY <i>OR</i> VEGETARIAN WITH MONTEREY JACK CHEESE, SERVED ON SOURDOUGH <i>OR</i> WHOLE WHEAT BREAD. ACCOMPANIED BY CHEF'S CHOICE OF PASTA <i>OR</i> POTATO SALAD.	\$12.95
COBB SALAD TOPPED WITH GRILLED CHICKEN BREAST. SERVED WITH ROLL AND BUTTER.	\$16.95
CHEF'S SALAD A TRADITIONAL FAVORITE. SERVED WITH ROLL AND BUTTER.	\$15.95
ROASTED PORK LOIN WITH APPLE DEMI-GLACE ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$16.95
CHICKEN MONARCH BREADED AND BAKED BREAST OF CHICKEN FILLED WITH SPINACH, MOZZARELLA AND PARMESAN, TOPPED WITH MORNAY SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$17.95
SLOW ROASTED POT ROAST ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$15.95
CHICKEN PICCATA ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$16.95
VEGETARIAN PASTA PRIMAVERA PENNE PASTA, FRESH VEGETABLES AND SUN DRIED TOMATOES WITH ALFREDO SAUCE.	\$15.95
CHICKEN CHAMPIGNON SAUTÉED BREAST OF CHICKEN TOPPED WITH A WHITE WINE-MUSHROOM SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$16.95
LONDON BROIL WITH PINOT NOIR DEMI-GLACE ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$17.95
GRILLED SALMON FINISHED WITH LEMON BUTTER. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$19.95

ADD DESSERT TO COMPLEMENT YOUR LUNCH - \$3.00

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

LUNCH BUFFET SELECTIONS



MINIMUM OF 25 PEOPLE REQUIRED FOR BUFFET SERVICE, EXCEPT FOR DELI BUFFET
BUFFETS ARE BASED ON A MAXIMUM OF 1½ HOURS SERVICE TIME

ALL LUNCH BUFFETS INCLUDE COFFEE, TEA, DECAFFEINATED COFFEE AND ICED TEA

DELI BUFFET (MINIMUM 10 PEOPLE) TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS · POTATO SALAD · ROAST BEEF, HAM AND ROASTED TURKEY · SWISS, CHEDDAR, MONTEREY JACK AND PEPPER JACK CHEESES · SLICED ONION, LETTUCE AND TOMATO · MAYONNAISE, YELLOW MUSTARD AND DIJON · VARIETY OF DELI BREADS.	\$16.95
LITTLE ITALY CAESAR SALAD WITH GARLIC CROUTONS · ANTIPASTO PLATTER · CHICKEN PARMESAN · PENNE PASTA PRIMAVERA · PESTO LINGUINE · GARLIC BREADSTICKS.	\$16.95
BAKED POTATO & CAESAR SALAD BAR CAESAR SALAD WITH GARLIC CROUTONS · FRESH FRUIT TRAY · BAKED POTATOES SERVED WITH: SOUR CREAM, RANCH DRESSING, WHIPPED BUTTER, CHIVES, GRATED CHEDDAR CHEESE, BACON CRUMBLES, DICED CHICKEN BREAST, STEAMED BROCCOLI & TACO SEASONED GROUND BEEF · ROLLS WITH BUTTER.	\$17.95
BARBECUE BUFFET TOMATO-CUCUMBER SALAD WITH VINAIGRETTE DRESSING · POTATO SALAD · WATERMELON WEDGES · HONEY BARBECUE GLAZED CHICKEN BREAST · PULLED PORK WITH TRADITIONAL BBQ SAUCE · SLIDER BUNS · COLE SLAW · BAKED BEANS.	\$17.95
TEX MEX BUFFET TOSSED GREENS WITH TOMATOES, CUCUMBER AND CHIPOTLE RANCH DRESSING · CHEESE ENCHILADAS · CHICKEN FAJITAS WITH BELL PEPPERS AND ONIONS · SOUR CREAM · CHIPS AND SALSA · WARM FLOUR TORTILLAS · FIESTA RICE · SEASONED BLACK BEANS.	\$17.95
NORTHWEST BUFFET CAESAR SALAD WITH GARLIC CROUTONS · FRESH FRUIT TRAY · CHICKEN CHAMPIGNON · ROASTED PORK LOIN WITH APPLE DEMI-GLACE · RICE PILAF · FRESH SEASONAL VEGETABLES · ROLLS WITH BUTTER.	\$18.95
MT. HOOD BUFFET MIXED GREENS WITH BALSAMIC VINAIGRETTE, BLEU CHEESE AND CANDIED WALNUTS · FRESH FRUIT TRAY · PETITE FILET OF SALMON <i>OR</i> CHICKEN MONARCH (<i>CHOICE OF ONE FOR GROUP</i>) · LONDON BROIL WITH PINOT NOIR DEMI-GLACE · BABY RED POTATOES · FRESH SEASONAL VEGETABLES ROLLS WITH BUTTER.	\$19.95

ADD DESSERT TO COMPLEMENT YOUR LUNCH - \$3.00

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

DESSERT SELECTIONS



PLEASE MAKE ONE SELECTION PER GROUP WHEN SERVING A PLATED MEAL
CHEF'S SELECTION OF ASSORTED DESSERTS WILL BE OFFERED WITH BUFFET MEALS
SPECIFIC DESSERT SELECTIONS REQUIRE A MINIMUM OF THREE BUSINESS DAYS NOTICE

SLICED CAKES & TORTES

CHOCOLATE MOUSSE CAKE

DARK CHOCOLATE CAKE FILLED WITH CHOCOLATE MOUSSE

PEPPERMINT PATTY CAKE

WHITE AND CHOCOLATE CAKE FILLED WITH MINTY BUTTERCREAM, FINISHED WITH DARK CHOCOLATE GANACHE

GERMAN CHOCOLATE CAKE

DARK CHOCOLATE CAKE FILLED AND TOPPED WITH GERMAN PRALINE FILLING

CHOCOLATE GANACHE TORTE

DARK CHOCOLATE CAKE FILLED AND ICED WITH BITTERSWEET CHOCOLATE GANACHE

CHOCOLATE RASPBERRY STAR TORTE

DARK CHOCOLATE CAKE WITH RASPBERRY BUTTERCREAM, FINISHED WITH DARK CHOCOLATE GANACHE

HARVEST CARROT CAKE

RICH CARROT CAKE WITH WALNUTS, FILLED AND ICED WITH CREAM CHEESE ICING

BANANA CREAM CAKE

LEMON, RASPBERRY OR ORANGE POPPYSEED CAKE

CHEESECAKES

TRADITIONAL NEW YORK, OREGON MARIONBERRY SWIRL, CHOCOLATE, LEMON-RASPBERRY

CUPCAKES

WHITE, CHOCOLATE, STRAWBERRY OR LEMON

MOUSSES

CHOCOLATE OR LEMON SERVED IN A CHAMPAGNE SHELL GLASS

SLICED PIES

APPLE, MIXED BERRY, CHERRY, PECAN, PUMPKIN

[MH & CC - 01/15]

DINNER ENTREES



IN ORDER TO PROVIDE THE BEST QUALITY AND SERVICE POSSIBLE,
A MAXIMUM OF TWO ENTRÉE CHOICES CAN BE SELECTED FOR EACH FUNCTION

ALL SELECTIONS INCLUDE CHOICE OF GREEN SALAD OR CAESAR SALAD, ROLLS WITH BUTTER, CHEF'S DESSERT AND COFFEE SERVICE

CHICKEN PICCATA GRILLED BREAST OF CHICKEN, FINISHED WITH A LEMON-CAPER CREAM SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$21.95
GRILLED SALMON FINISHED WITH LEMON BUTTER. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$24.95
CHICKEN CHAMPIGNON SAUTÉED BREAST OF CHICKEN TOPPED WITH A WHITE WINE-MUSHROOM SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$21.95
CHICKEN MONARCH BREADED AND BAKED BREAST OF CHICKEN FILLED WITH SPINACH, MOZZARELLA AND PARMESAN, TOPPED WITH MORNAY SAUCE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$22.95
ROASTED PORK LOIN WITH APPLE DEMI-GLACE ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$21.95
VEGETARIAN PASTA PRIMAVERA PENNE PASTA, FRESH VEGETABLES AND SUN DRIED TOMATOES WITH ALFREDO SAUCE.	\$19.95
CITRUS GINGER CHICKEN GRILLED BREAST OF CHICKEN FINISHED WITH A CITRUS-GINGER GLAZE. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$21.95
GRILLED HALIBUT FINISHED WITH CHARDONNAY BUTTER. ACCOMPANIED BY RICE PILAF AND SEASONAL VEGETABLES.	\$31.95
SLOW ROASTED POT ROAST SERVED WITH ROASTED GARLIC MASHED POTATOES WITH GRAVY AND SEASONAL VEGETABLES.	\$20.95
LONDON BROIL WITH PINOT NOIR DEMI-GLACE ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$22.95
SLOW ROASTED 8OZ PRIME RIB SERVED WITH CREAMED HORSERADISH. ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$29.95
10OZ NEW YORK STRIP ACCOMPANIED BY ROASTED GARLIC MASHED POTATOES AND SEASONAL VEGETABLES.	\$29.95

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

DINNER BUFFET SELECTIONS



MINIMUM OF 25 PEOPLE REQUIRED FOR BUFFET SERVICE
BUFFETS ARE BASED ON A MAXIMUM OF 1½ HOURS SERVICE TIME

ALL DINNER BUFFET SELECTIONS INCLUDE CHEF'S SELECTION OF DESSERTS AND COFFEE, TEA, DECAF OR ICED TEA

BARBECUE BUFFET \$23.95
TOMATO-CUCUMBER SALAD WITH VINAIGRETTE DRESSING · POTATO SALAD · WATERMELON WEDGES ·
HONEY BARBECUE GLAZED CHICKEN BREAST · PULLED PORK WITH TRADITIONAL BBQ SAUCE ·
HAMBURGER BUNS · COLE SLAW · BAKED BEANS · ROASTED RED POTATO WEDGES.

ITALIAN BUFFET \$25.95
TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND ITALIAN DRESSINGS ·
CAESAR SALAD · ANTIPASTO PLATTER · CHICKEN PARMESAN WITH MARINARA ·
CHEF ATTENDED PASTA STATION FEATURING: CHEESE TORTELLINI WITH ALFREDO SAUCE,
CREAMY PESTO LINGUINE AND PENNE PASTA WITH OUR HOUSEMADE MARINARA ·
FRESH SEASONAL VEGETABLES · GARLIC BREAD STICKS.

CASCADE BUFFET \$27.95
TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS ·
CAESAR SALAD · FRESH SEASONAL FRUIT TRAY · CHICKEN CHAMPIGNON ·
ROASTED PORK LOIN WITH APPLE DEMI-GLACE · FRESH SEASONAL VEGETABLES ·
BABY RED POTATOES · ROLLS WITH BUTTER.

MT. HOOD BUFFET \$30.95
MIXED GREENS WITH BALSAMIC VINAIGRETTE, BLEU CHEESE AND CANDIED WALNUTS ·
TOSSED GREENS WITH TOMATOES, CUCUMBER, RANCH AND 1,000 ISLAND DRESSINGS ·
FRESH SEASONAL FRUIT TRAY · LONDON BROIL WITH PINOT NOIR DEMI-GLACE ·
FILET OF HALIBUT WITH CHARDONNAY BUTTER · FRESH SEASONAL VEGETABLES ·
BABY RED POTATOES · RICE PILAF · ROLLS AND BUTTER.

COLUMBIA BUFFET \$36.95
MIXED GREENS WITH BALSAMIC VINAIGRETTE, BLEU CHEESE AND CANDIED WALNUTS ·
CAESAR SALAD WITH GARLIC CROUTONS · FRESH SEASONAL FRUIT TRAY · CHICKEN MONARCH ·
FILET OF SALMON WITH LEMON BUTTER · SLOW ROASTED PRIME RIB, CARVED IN THE ROOM ·
FRESH SEASONAL VEGETABLES · RICE PILAF · YUKON GOLD SCALLOPED POTATOES · ROLLS WITH BUTTER.

ADD A CARVING STATION WITH STEAMSHIP ROUND OF BEEF TO ANY OF THE ABOVE - \$4.00 PER PERSON.
ADD A CARVING STATION WITH SLOW ROASTED PRIME RIB TO ANY OF THE ABOVE - \$6.00 PER PERSON.

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

HORS D' OEUUVRES



RECOMMENDED QUANTITIES

PRE-DINNER/COCKTAIL HOUR HORS D'OEUVRES 3-5 PIECES PER PERSON
LIGHT HORS D'OEUVRES 6-9 PIECES PER PERSON, HEAVY HORS D'OEUVRES 12-14 PIECES PER PERSON

COLD SELECTIONS (MINIMUM OF 25 PIECES PER ITEM ORDERED)

\$30.00/25 PIECES

SMOKED SALMON MOUSSE OR CHICKEN SALAD IN A PHYLLO CUP · DEVILLED EGGS ·
CHERRY TOMATOES STUFFED WITH PESTO CREAM CHEESE · ASSORTED FINGER SANDWICHES ·
BABY RED POTATOES STUFFED WITH SOUR CREAM, BACON & CHIVES · CAPRESE BITES ·
BRUSCHETTA WITH OLIVE TAPENADE · CLASSIC BRUSCHETTA WITH TOMATO & BASIL ·
CRISP WONTONS TOPPED WITH WASABI CREAM CHEESE & CITRUS-GINGER CHICKEN

HOT SELECTIONS (MINIMUM OF 25 PIECES PER ITEM ORDERED)

\$40.00/25 PIECES

YOUR CHOICE OF TERIYAKI, ITALIAN, BARBECUE, SWEET & SOUR OR SWEDISH MEATBALLS ·
PETITE QUICHE · PARMESAN CHICKEN STRIPS WITH MARINARA · VEGETARIAN EGG ROLLS ·
COCONUT CHICKEN STRIPS WITH MANGO CHUTNEY · BEEF TERIYAKI SKEWERS ·
CHILE-LIME PRAWN SKEWERS · VEGETABLE SKEWERS · BUFFALO OR TERIYAKI WINGS ·
MINI CRAB & SHRIMP CAKES WITH DIJON SAUCE.

PREMIUM SELECTIONS

PRAWNS ON ICE, SERVED WITH COCKTAIL SAUCE AND LEMON WEDGES

\$100.00/50 PIECES

CARVED SELECTIONS (4OZ PORTIONS, SERVED WITH ROLLS AND CONDIMENTS)

PLEASE NOTE THAT A \$75.00 CHEF'S FEE WILL APPLY ON ALL CARVING STATIONS.

ROASTED BREAST OF TURKEY FOR 50 GUESTS	\$175.00
HERBED MUSTARD BAKED HAM FOR 50 GUESTS	\$175.00
STEAMSHIP ROUND OF BEEF FOR 50 GUESTS	\$200.00
PRIME RIB OF BEEF FOR 50 GUESTS	\$300.00

TRAYED SELECTIONS (PRICED PER 25 GUESTS)

HUMMUS WITH PITA BREAD	\$75.00
CHILLED VEGETABLES WITH RANCH DIP	\$75.00
ANTIPASTO PLATTER WITH SALAMI, PROVOLONE, PEPPERONCINI, GREEN & BLACK OLIVES	\$90.00
MARINATED MUSHROOM CAPS AND ARTICHOKE HEARTS	
FRESH SEASONAL FRUIT TRAY	\$90.00
CHEESEBOARD WITH ASSORTED CRACKERS	\$100.00
DELI TRAY – ROLLED TURKEY, HAM AND ROAST BEEF SERVED WITH PETITE ROLLS & CONDIMENTS	\$125.00
CHILLED POACHED SALMON WITH RED ONIONS, LEMON AND CAPERS	\$125.00

MONARCH HOTEL AND CONFERENCE CENTER

A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE

PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED

GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

BAR / BEVERAGE



IN COMPLIANCE WITH OLCC REGULATIONS, ALL ALCOHOLIC BEVERAGES MUST BE DISPENSED BY LICENSED HOTEL STAFF.
BARS WILL BE CLOSED A MINIMUM OF 30 MINUTES PRIOR TO THE SCHEDULED CONCLUSION OF THE FUNCTION.

ALL BARS ARE SUBJECT TO A \$250.00 MINIMUM OR A \$75.00 BARTENDER FEE WILL APPLY.

HOUSE BRANDS	\$4.75
MONARCH BRAND RUM, VODKA, TEQUILA, GIN, BOURBON, BRANDY HOUSE OF STUART SCOTCH, PEACH SCHNAPPS	
CALL BRANDS	\$5.50-\$6.00
SEAGRAM'S 7, ABSOLUT VODKA, TANQUERAY GIN, CUERVO GOLD TEQUILA, BACARDI LIGHT RUM, JACK DANIELS, J & B SCOTCH	
LIQUEURS	\$6.00-\$6.50
KAHLUA, BAILEY'S IRISH CREAM	
BOTTLED DOMESTIC BEER (<i>COORS LIGHT, O'DOULS</i>)	\$4.00
IMPORTED BOTTLED BEER & MICROBREWS (<i>DROP TOP AMBER ALE, MIRROR POND PALE ALE, CORONA</i>)	\$4.75
HOUSE WINE BY THE GLASS	\$5.50
<i>CHARDONNAY, CABERNET SAUVIGNON AND WHITE ZINFANDEL (MERLOT AVAILABLE UPON REQUEST)</i>	
DOMESTIC KEG OF BEER (<i>APPROXIMATELY 180 SERVINGS</i>)	\$295.00
MICROBREW OR IMPORTED KEG OF BEER (<i>APPROXIMATELY 180 SERVINGS</i>)	\$395.00

WINES BY THE BOTTLE

RED WINES

ERATH VINEYARDS PINOT NOIR - WILLAMETTE VALLEY, OREGON	\$ 36.00
RED DOOR PINOT NOIR - WILLAMETTE VALLEY, OREGON	\$ 32.00
COLUMBIA CREST CABERNET SAUVIGNON - WASHINGTON	\$ 28.00
14 HANDS MERLOT - COLUMBIA VALLEY, WASHINGTON	\$ 24.00
NOTEBOOK RED BLEND - COLUMBIA VALLEY, WASHINGTON	\$ 24.00

WHITE & BLUSH WINES

1805 CHARDONNAY - COLUMBIA VALLEY, WASHINGTON	\$ 26.00
KENDALL JACKSON CHARDONNAY - CALIFORNIA	\$ 31.00
CHATEAU STE. MICHELLE RIESLING - COLUMBIA VALLEY, WASHINGTON	\$ 21.00
OAK KNOLL PINOT GRIS - WILLAMETTE VALLEY, OREGON	\$ 27.00
BERINGER WHITE ZINFANDEL - CALIFORNIA	\$ 21.00

CHAMPAGNE AND SPARKLING WINES

WYCLIFF BRUT - CALIFORNIA	\$ 16.00
FREIXENET CORDON NEGRO BRUT - SPAIN	\$ 26.00
MOET ET CHANDON BRUT IMPERIAL - FRANCE	\$ 68.00

A \$15.00 PER 750ML BOTTLE CORKAGE FEE WILL BE ASSESSED FOR ANY WINE NOT PROVIDED BY THE HOTEL. PRIOR AUTHORIZATION MUST BE OBTAINED BEFORE ANY OUTSIDE WINE IS PERMITTED TO BE ON THE PREMISES.

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL. MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

[MH & CC - 01/15]

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

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	8,250.00	9,000.00	-750.00	91.7%
Athenian Leadership Dialogue	525.00	1,000.00	-475.00	52.5%
Mid-Year	8,580.00	8,250.00	330.00	104.0%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Session	17,355.00	19,250.00	-1,895.00	90.2%
Annual Conference Revenue				
Exhibitors	4,250.00	3,000.00	1,250.00	141.7%
Registration	22,564.00	27,000.00	-4,436.00	83.6%
Sponsors	5,000.00	5,000.00	0.00	100.0%
Total Annual Conference Revenue	31,814.00	35,000.00	-3,186.00	90.9%
Cash Carried Forward	0.00	41,327.00	-41,327.00	0.0%
Education/Scholarships				
Auction	3,452.00	3,500.00	-48.00	98.6%
Donations General	1,373.38	1,300.00	73.38	105.6%
Kathy Ishiara Education Fund	820.00	1,000.00	-180.00	82.0%
Other Fundraising	566.00	3,000.00	-2,434.00	18.9%
Raffle	1,721.00	5,000.00	-3,279.00	34.4%
Special Scholarship	0.00	3,750.00	-3,750.00	0.0%
Store Sales	1,012.00	1,250.00	-238.00	81.0%
Education/Scholarships - Other	15.00	1,250.00	-1,235.00	0.0%
Total Education/Scholarships	8,959.38	18,800.00	-9,840.62	47.7%
Interest Income				
Membership Dues	369.80	150.00	219.80	246.5%
Miscellaneous	10,660.00	10,000.00	660.00	106.6%
Newsletter Advertising	682.00	350.00	332.00	194.9%
Total Income	925.00	1,000.00	-75.00	92.5%
Expense	70,765.18	125,877.00	-55,111.82	56.2%
Academy/Education Sessions				
Athenian Leadership	0.00	1,000.00	-1,000.00	0.0%
Conference Academy	6,123.73	7,000.00	-876.27	87.5%
Mid-Year Academy	5,031.28	7,000.00	-1,968.72	71.9%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Sessions	11,155.01	16,000.00	-4,844.99	69.7%

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

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Annual Conference Expenses				
Awards				
Banquet Expenses	177.00	250.00	-73.00	70.8%
Conference Chair Expense	707.79	600.00	107.79	118.0%
Food & Beverage/Site fees	154.93	500.00	-345.07	31.0%
Freebies/Conference Bags	14,287.50	16,000.00	-1,712.50	89.3%
Future Conference Site Deposits	570.25	1,000.00	-429.75	57.0%
Hospitality	1,500.00	1,500.00	0.00	100.0%
Miscellaneous Conference Exp	2,871.45	4,130.00	-1,258.55	69.5%
Postage-Conference	298.64	200.00	98.64	149.3%
Pres. Reception/Special Event	0.00	100.00	-100.00	0.0%
Print-Conference	944.04	1,000.00	-55.96	94.4%
Speaker Expenses	513.95	700.00	-186.05	73.4%
Total Annual Conference Expenses	24,383.64	27,980.00	-3,596.36	87.1%
Contingency	0.00	23,392.00	-23,392.00	0.0%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	61.65	250.00	-188.35	24.7%
Prize Expenses-Trip or Gift Car	0.00	1,750.00	-1,750.00	0.0%
Total Raffle Expenses	61.65	2,150.00	-2,088.35	2.9%
Store Merchandise	1,683.76	2,000.00	-316.24	84.2%
Total Fundraising Expenses	1,745.41	4,150.00	-2,404.59	42.1%
Internet/Web Page	72.00	100.00	-28.00	72.0%
MCEF Annual Donation	500.00	600.00	-100.00	83.3%
Membership Expenses				
Supplies-Memberships	214.00	150.00	64.00	142.7%
Total Membership Expenses	214.00	150.00	64.00	142.7%
Miscellaneous	287.94	150.00	64.00	142.7%
Square and PayPal Fees	474.24	64.00	64.00	142.7%
Miscellaneous - Other	287.94	64.00	64.00	142.7%
Total Miscellaneous	762.18	2,000.00	-1,525.76	23.7%
Newsletter				
Postage-Newsletter	32.77	2,000.00	-1,237.82	38.1%
Printing-Newsletters	20.75	100.00	-67.23	32.8%
Supplies-Newsletters	5.00	100.00	-79.25	20.8%
Total Newsletter	58.52	50.00	-45.00	10.0%
NW Clerks Institute Director	1,416.79	250.00	-191.48	23.4%
OAMR Ambassadors	550.00	4,000.00	-2,583.21	35.4%
		500.00	50.00	110.0%

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

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Officer Supplies				
Misc/Equipment-Officers	150.03	500.00	-349.97	30.0%
Postage-Officers	270.30	50.00	220.30	540.6%
Supplies-Officers	0.00	100.00	-100.00	0.0%
Total Officer Supplies	420.33	650.00	-229.67	64.7%
Officers Expenses				
1st Vice Pres-IIMC Conference	1,633.60	1,700.00	-66.40	96.1%
2nd Vice Pres Conf. Site Tours	333.27	400.00	-66.73	83.3%
Director Region IX	1,105.00	3,230.00	-2,125.00	34.2%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	1,317.33	2,450.00	-1,132.67	53.8%
OAMR Representation-President	464.58	1,000.00	-535.42	46.5%
Region IX Conference-President	2,887.57	3,475.00	-587.43	83.1%
President's Expenses - Other	39.45			
Total President's Expenses	4,708.93	6,925.00	-2,216.07	68.0%
Total Officers Expenses	7,780.80	12,405.00	-4,624.20	62.7%
Photography/Historian Scholarships	79.63	850.00	-770.37	9.4%
IIMC Certification Programs	14,675.00	14,675.00	0.00	100.0%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,200.00	1,325.00	-125.00	90.6%
OAMR Conference/Academy Session	5,385.86	10,500.00	-5,114.14	51.3%
President Awards Scholarship	300.00	600.00	-300.00	50.0%
Special Scholarship	1,275.00	1,250.00	25.00	102.0%
Special Scholarship Reserve	0.00	2,500.00	-2,500.00	0.0%
Total Scholarships	23,835.86	32,850.00	-9,014.14	72.6%
Total Expense	72,974.17	125,877.00	-52,902.83	58.0%
Net Ordinary Income	-2,208.99	0.00	-2,208.99	100.0%
Other Income/Expense				
Other Income	5,439.22			
Donations for Fundraising	5,439.22			
Total Other Income	10,878.44			

10:43 AM
 11/18/16
 Accrual Basis

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

	Nov '15 - Oct 16	Budget	\$ Over Budget	% of Budget
Other Expense				
Donations used in Fundraising	5,439.22			
Total Other Expense	5,439.22			
Net Other Income	0.00			
Net Income	-2,208.99	0.00	-2,208.99	100.0%



Oregon Association of Municipal Recordors

37th Annual Conference

September 18-23, 2018

The Oregon Association of Municipal Recordors
Has the pleasure to announce it is soliciting bids
for its 37th Annual Conference to be held
September 18-21, 2018

PROCESS TO SUBMIT A BID:

- Your bid and supplemental material for the 2018 Annual OAMR Conference must be received by the OAMR 2nd Vice-President no later than **Monday, June 6, 2016**.
- You will be contacted no later than **Friday, June 20, 2016**, by the OAMR 2nd Vice-President to schedule a Pre-Qualification Site Visit.
- The decision on the 2018 conference site is made by the OAMR membership at the **2016 Annual Conference Business Meeting on Friday, September 23, 2016**.
- Further information may be obtained by contacting Debbie Hamilton, CMC, OAMR 2nd Vice-President: telephone – Work 541-459-2856 Ext 207; Cell – 541-580-5489; fax - 541-459-9363; or by e-mail: d.hamilton@ci.sutherlin.or.us
- **Please return bid packet with supplemental material, by Monday, June 6, 2016, to:**
Debbie Hamilton, CMC
OAMR 2nd Vice President
c/o City of Sutherlin
126 E. Central Avenue
Sutherlin, OR 97479
Phone: 541-459-2856
e-mail: d.hamilton@ci.sutherlin.or.us

MEETING REQUIREMENTS:

- **Tuesday – Saturday:** Secured room to include space for a minimum of **14 - 6'** tables for Registration and OAMR store. Other items **6 - 6'** tables needed - **total tables needed: 20**
- **Tuesday Afternoon:** space to put together conference materials and store/auction items.
- **Wednesday Minimums:**
 - Morning and Afternoon Session: 1 session room for 80, classroom style, with A/V
 - Lunch: ~~1 session room for 100~~ **Plated or buffet for 80**, rounds of **8-10**, A/V.
 - Reception: stand-up and casual seating for 50 (~~see F&B requirements below~~).
- **Thursday Minimums:**
 - **Breakfast: Buffet for 40**
 - Early Morning Session: 1 session room for 100, ~~classroom style~~ **theatre style**, head table for 7 on risers, A/V.
 - Late Morning Session: 1 session room for 100 or 2 session rooms for ~~80~~ **50**, classroom style, A/V.
 - Lunch: 1 session room for ~~400~~ **115**, rounds of **8-10**, head table for **6** on risers, A/V (~~see F&B requirements below~~).
 - Afternoon Session: 1 session room for 100 or 2 session rooms for ~~80~~ **50**, classroom style, A/V.
- **Friday Minimums:**
 - Early Morning Meeting/Lunch **Breakfast:** 1 session room for 100, rounds of **8-10**, head table for 10 on risers, A/V (~~see F&B requirements below~~).

- Late Morning Meeting: 1 session room for 100 or 2 session rooms for 8050, classroom style, A/V.
- Lunch: Plated or buffet for 100, rounds of 8-10
- Afternoon Sessions: 1 session room for 100 or 2 session rooms for 8050, classroom style, A/V.
- Evening Dinner Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, A/V.
- Saturday
 - Morning Meeting: casual seating space for 3020, OAMR move-out.

EXHIBIT SPACE REQUIREMENTS:

- Space must be accessible to internet and power outlets.
- Exhibitor Set-Up: Wednesday evening
- Exhibit Hall Open: Thursday and Friday
- Exhibitor Move-Out: Friday afternoon
- Minimum of fifteen 8' skirted tables with 2 chairs at each required
- Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks and 40-42 8-10 tables of auction items.

FOOD & BEVERAGE REQUIREMENTS (subject to change):

Minimum Food & Beverage not to exceed \$15,000

- Wednesday:
 - Lunch: ~~Buffet~~ Plated or buffet lunch for 40080
 - Reception: Hors d'oeuvres for 8050
- Thursday:
 - Breakfast: Plated or buffet for 40
 - Lunch: Plated or buffet for 120
 - ~~Reception: Hors d'oeuvres for 100~~
- Friday Banquet:
 - Breakfast: Plated or buffet for 100
 - Lunch: Plated or buffet for 100
 - Dinner: Plated for 120???? With cash bar and possibly a dance floor with DJ setup area
- Additional Meals:
 - Breaks: Beverage and small snack or hors d'oeuvres
- To give OAMR a perspective on menu/catering costs, please provide current catering charges including tax, service charge, and gratuity for the following:
 - One galloon coffee
 - ~~Continental breakfast~~ Plated breakfast
 - Luncheon club sandwich with beverage and dessert
 - Banquet of appetizer, salad, 40 oz. Prime Rib Dinner beef entrée (or chicken or fish) with dessert

ROOM BLOCK:

- 40090 rooms peak night(s).
- Group rate to be available one day prior to and one day following conference.
- OAMR prefers to house all attendees at same location.
- Estimated rooms by night:
 - Tuesday – 50 rooms
 - Wednesday – 80 rooms
 - Thursday – 40090 rooms

- Friday – 8070 rooms
- Quote current year group rate and government rate for single and double rooms.

HOTEL TO PROVIDE:

- One complimentary Presidential suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out)
- Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received).
- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 2).
- Complimentary valet and/or parking.
- Complimentary WIFI/Internet access in guest rooms and for vendors.
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- Quote projected group rate for the year 2018.
- Extend conference rates to attendees one day prior and one day after conference.
- Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1 and 2).
- Room blocks must be held until 21 days prior to opening of conference (a four week cut-off date will be published to the attendees).

SUPPLEMENTAL MATERIAL:

- Floor plan with location of all facilities.
- Sample contract.
- Distance from nearest airport in miles and drive time.
- Method of transportation to/from airport and applicable charges.

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recordors also holds a Mid-Year Educational Session the **first Friday in April** in the same year as the conference. The educational session is preceded by an OAMR Board meeting on Thursday afternoon.

If awarded the Annual Conference, the Mid-Year Academy Session will also be held at your facility; the proposed dates are:

- April 5, 2018 (Board Meeting)
- April 6, 2018 (Mid-Year Session)

REQUIREMENTS INCLUDE:

- Thursday, 1:00 pm – 6:00 pm: one meeting room for board meeting; horseshoe set up for {25 people}
- ~~Thursday, 5:30 pm: dinner for 20~~
- Friday, 7:00 am – 5:00 pm: one session room for 60-80, classroom style, with AV
- Friday, Noon – 1:00 pm: lunch for 60-80
- Room block: 50?? rooms Thursday night, 15?? rooms Friday night
- One Presidential Suite to be provided complimentary for Wednesday through Friday night

~~**Addendum 2.** Two or more OAMR Board/Conference Committee meetings are held prior to the Mid-Year Session. These meetings are generally held from 10:00 a.m. to 5:00 p.m. at the conference site, one in November, 2017, and one in February, 2018. Dates will be confirmed upon bid award.~~

REQUIREMENTS INCLUDE:

- ~~Meeting space for 30 people: complimentary~~
- ~~Lunch for 30 people~~