



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(2018 Conference Site)
Tuesday, February 21, 2017

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

| Board Members: | Title: | via E-mail: |
|------------------------------------|--|-------------|
| Dale Shafer, Nehalem | President | ✓ |
| Debbie Hamilton, CMC, Sutherlin | 1st Vice-President/Conference Chair | ✓ |
| Nicole Morris, CMC, Tualatin | 2 nd 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 | ✓ |
| Angie Lanter, CMC, Banks | Region II Director | ✓ |
| Phyllis Bolman, MMC, Monmouth | Region III Director | ✓ |
| Kelli Weese, Florence | Region IV Director | ✓ |
| Karen Spoons, MMC, Medford | Region V Director | ✓ |
| Lisa Morgan, Prineville | Region VI Director/Legislative Chair | ✓ |
| Nancy Parker, CMC, Athena | Region VII Director/Mentoring | ✓ |

1. E-MEETING CALLED TO ORDER:

On February 21, 2017, at 3:14 p.m. President Dale Shafer called to order an e-meeting for the Board to choose a conference site for the 2018 Mid-Year and Annual Conference.

Background: At the Annual Business Meeting on September 23, 2016, the membership voted to re-bid the 2018 Conference location and bring it to the Board at the meeting in November. At the November 18, 2016 Board meeting, 1st Vice-President Debbie Hamilton advised that she had only received bids from 2 hotels. After discussion, the Board asked Debbie to re-bid the 2018 Conference location and provide information to the Board at a later date to vote on via an e-meeting.

On January 5, 2017, Debbie provided to the board, via email, proposals from the Shilo Inn & Suites Portland Airport, Holiday Inn at Airport and Monarch Hotel & Conference Center. A summary of the bids are attached as Exhibit "A". Detailed information on all 3 bids is available on request. The consensus of the Board was that the Monarch Hotel looked like the best proposal, however since Debbie hadn't visited the hotel, 2nd Vice-President, Nicole Morris, said she would go visit the hotel and report back to the Board. After the site visit, Nicole reported that the Monarch Hotel couldn't accommodate our needs. Discussion was held on how to proceed and it was suggested that Debbie contact The Grand Hotel in Salem, to get a proposal from them. Debbie reported to the Board, via email, on February 16, 2017 that The Grand Hotel in Salem was too expensive for our conference but that she had received a revised proposal from the Holiday Inn at Airport. The Board reviewed the new information and consensus was to hold the 2018 Mid-Year and Annual Conference at the Holiday Inn at Airport.

MOTION: 2nd Vice-President Nicole Morris, moved, seconded by 1st Vice-President Debbie Hamilton, to approve the Holiday Inn at the Airport as the 2018 Conference Site. MOTION CARRIED UNANIMOUSLY.

2. Adjournment:

President Dale Shafer adjourned the e-meeting on February 21, 2017, at 4:41 p.m.



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

2018 OAMR Conference Proposal Re-bids

Conference Dates: Sept 19-22, 2018

Mid-Year Dates: April 6, 2018

| Guest Room Costs | Shilo Inn & Suites Portland Airport | Holiday Inn at Airport | Monarch Hotel & Conference Center |
|--------------------------------------|-------------------------------------|---------------------------|-----------------------------------|
| Pres Suite Complimentary x4 nights | No req at \$95 | Yes | YES |
| Room Rates + Transient Lodging Tax | \$119 + 15.3% | \$129.00 + 15.3% TRT | \$139 + 7.8% TRT +200 rm min |
| Projected Rates in 2018 | \$119.00 | \$129.00 | \$139.00 |
| 1 Room Comp per ? Booked | 20 | 50 | 40 |
| Internet WiFi | Complimentary | guest rooms/public spaces | Complimentary |
| Parking | Complimentary | Complimentary | Complimentary |
| Room Blocks Held | minimum 10 rooms per night | 50/80/100/80/Aug 28, 2018 | 50/80/100/80 |
| Floor Plan Provided | Yes | Yes | YES |
| Sample Contract Provided | no, prelim w/deposit | No | YES |
| Group Rate Before & After Conference | | tdb | YES |
| Attrition | None | 80% | 65% |

| | | | |
|---|-------------------------------|------------------------------------|-------------------------------|
| Transportation Provided to and from Conf Site | Airport Shuttle Complimentary | Airport & Cascade Station for iMax | Airport Shuttle Complimentary |
| Airport Distance | 2.5 miles | 2 miles | 12.8 miles |
| Transportation Provided & Cost | Airport Shuttle Complimentary | To & from airport complimentary | Airport Shuttle Complimentary |

| Meal Costs (Gratuity Not Included) | | | |
|--|--|---|---|
| Food & Beverage Minimum *includes gratuity | \$12,300 + 22% service charge | \$14,000 + 23% Service Charge | \$10,000 + 21% Service Chg |
| Gallon Coffee | \$26.00 | \$44.00 | \$36.00 |
| Continental Breakfast | \$13.00 - \$19.00 pp | \$14.00-\$24.50 pp | \$8.95-\$13.95 |
| Club Sandwich, w/Beverage & Dessert | boxed lunch w/cookie, chips,soda or water \$15.00 pp | box lunch \$17.00 or deli plate \$18.00 + bev/dessert | \$12.95 box lunch/chips,cookie, soda or water |
| Prime Rib with Everything | \$40.00 pp | \$37.00 | \$29.95 |
| Appetizer/Snack (Breaks) | \$10.00-\$12.00 pp | \$8.50 - \$47.00 pp | \$11.95 |
| Gratuity/Service Charge | 22% | 23% | 21% |

| Conference Room Rates & Needs | | | |
|--|-------|-----------------------|-----------------|
| Secure Area for Registration & Store | Yes | Yes | Yes |
| Tuesday Set Up | Yes | tdb | Yes |
| Meets Reg/Store 6' Table Needs (11) & Cost | N/C | \$10 per table | 25 @ NC |
| Meets Vendor 8' Table Needs (15) & Cost | N/C | \$10 per table | 6 @ NC |
| Meets Auction 8' Table Needs (10) & Cost | N/C | \$10 per table | Yes |
| Saturday Transition Meeting & Cost | \$300 | Waived if F/B min met | Yes |
| A/V Costs (Estimated Minimum Costs) | 100 + | Complimentary | Podium & mic NC |

| | | | |
|--|---------|-----------------------|----------------|
| Comp Space Board Meeting Nov '17 & Feb. '18 | No | separate proposal | Comp |
| Comp Space Meetings (2 Days) Apr. 6 '18 (Mid-Year) | No | separate proposal | " |
| Room Rental Fees | \$300 | Waived if F/B min met | N/C if FB met |
| Room Set Up Service Charge | None | Waived if F/B min met | N/C |
| Menu Deadline | 30-days | 60-days | 60-90 days |
| Final Conference Count Deadline | 3-days | 3-days | 3-working days |