



**OREGON ASSOCIATION OF MUNICIPAL RECORDERS**  
**BOARD MEETING**  
 Thursday, April 2, 2015  
 Seaside Convention Center

*Minutes were approved by the Board at its meeting of November 13, 2015.*

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

President Amy Sowa called the Board Meeting to order at 3:30 p.m.

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

| Members:                                  | Title:   | Attended:           |
|---|--|---------------------|
| <b>Amy Sowa, MMC, Springfield</b>         | <b>President</b>                                       | ✓                   |
| <b>Michele Eldridge, CMC, Harrisburg</b>  | <b>1st Vice-President/Conference Chair</b>             | ✓                   |
| <b>Dale Shafer, Nehalem</b>               | <b>2<sup>nd</sup> Vice-President/Fundraising Chair</b> | ✓                   |
| <b>Anna Ruggles, CMC, Forest Grove</b>    | <b>Secretary</b>                                       | ✓                   |
| <b>Nancy Batchelder, MMC, Yachats</b>     | <b>Treasurer</b>                                       | ✓                   |
| Norma Alley, MMC, Tigard                  | Immediate Past President                               | Absent (non-voting) |
| <b>Kathy Payne, CMC, St. Helens</b>       | <b>Region I Director/Newsletter</b>                    | ✓                   |
| <b>Debbie Manning, MMC, Dundee</b>        | <b>Region II Director</b>                              | ✓                   |
| <b>Phyllis Bolman, MMC, Monmouth</b>      | <b>Region III Director</b>                             | ✓                   |
| <b>Trudy Borrevik, CMC, Cottage Grove</b> | <b>Region IV Director</b>                              | ✓                   |
| Deanna Casey, MMC, Central Point          | Region V Director/Historic Chair                       | Absent              |
| Lisa Morgan, Prineville                   | Region VI Director/Legislative Chair                   | Absent              |
| <b>Nancy Parker, Athena</b>               | <b>Region VII Director/Mentoring</b>                   | ✓                   |
| <b>Karin Johnson, MMC, Independence</b>   | <b>Audit Chair</b>                                     | ✓                   |
| Julie Krueger, MMC, The Dalles            | Bylaws Chair   | Absent              |
| Kelly Morse, MMC, Redmond                 | City Recorder's Procedures Chair                       | Absent              |
| <b>Melissa Kiefer, Nehalem</b>            | <b>Internet Chair</b>                                  | ✓                   |
| <b>Peggy Hawker, MMC, Newport</b>         | <b>NCI Education/Education Chair</b>                   | ✓                   |
| Tracy Davis, MMC, Keizer                  | NCI Education  | Absent              |
| <b>Ruth Post, MMC, Philomath</b>          | <b>NCI Education/Professional Growth</b>               | ✓                   |
| <b>Mary Dibble, MMC, Albany</b>           | <b>Membership Chair</b>                                | ✓                   |
| Joann Thompson, North Bend                | Nominating Chair                                       | Absent              |
| Pat DuVal, CMC, Milwaukee                 | Records Management Chair                               | Absent              |
| Debbie Hamilton, MMC, Sutherlin           | Retired Clerks Chair                                   | ✓                   |
| Debi Russell, Weston                      | Scholarship Chair                                      | Absent              |
| <b>Colleen Riggs, Cannon Beach</b>        |  | ✓                   |
| <b>Devree Leymaster, Fairview</b>         |  | ✓                   |
| <b>Lisa Scholl, CMC, St. Helens</b>       |  | ✓                   |
| <b>Margaret Reh, North Plains</b>         |  | ✓                   |
| <b>Sandy King, Wilsonville</b>            |  | ✓                   |
| <b>Susan Reeves, MMC, Scappoose</b>       |  | ✓                   |

**3. Officer Reports:**

President: Amy Sowa, MMC, Springfield, highlighted various meetings and events she attended and reported on upcoming meetings and events she was planning to attend. No Board action required and no additional oral report given.

First Vice-President: Michele Eldridge, CMC, Harrisburg, gave a summary report and referenced Attachment A, First Vice President Job Description, noting the proposed changes to the job description reflect the merger of the Exhibitor and Sponsor Subcommittees (refer below to Conference Report). Hearing no roundtable discussion, the following motion was made.

**MOTION: Secretary Anna Ruggles moved, seconded by Second Vice President Dale Shafer, to approve the revisions to the First Vice President Job Description as presented. MOTION CARRIED UNANIMOUSLY by voice vote.**

Second Vice-President: Dale Shafer, Nehalem, gave a summary report, noting bid requests have been sent for the 2017 OAMR Conference to facilities in Region III. Shafer also requested the Board approve purchasing two new store items for annual conference. Hearing no roundtable discussion, the following motion was made.

**MOTION: Second Vice President Dale Shafer moved, seconded by Secretary Anna Ruggles, to approve purchasing two new store items for annual conference. MOTION CARRIED UNANIMOUSLY by voice vote.**

Treasurer: Nancy Batchelder, MMC, Yachats, gave a summary report and referenced Attachment A, Budget vs. Actual End, dated November 2014 through February 2015, and Attachment B, Profit and Loss Report, dated November 2014 through February 2015, showing a net fund balance of \$58,230.46. Treasurer Batchelder also referenced Attachment C, Treasurer Job Description, and requested the Board approve the proposed changes to the job description as presented. Hearing no roundtable discussion, the following motion was made.

**MOTION: Second Vice President Dale Shafer moved, seconded by Director Nancy Parker, to approve the Treasurer Job Description as presented. MOTION CARRIED UNANIMOUSLY by voice vote.**

Secretary: Anna Ruggles, CMC, Forest Grove, referenced Attachments A through E and requested the Board approve the following Board minutes:

- A. November 14, 2014, Board Meeting
- B. December 2, 2014, E-Board Meeting (IIMC President's Reception Contribution and OAMR Logo Changes)
- C. December 18, 2014, E-Board Meeting (Scholarship Guidelines)
- D. February 13, 2015, E-Board Meeting (NCI Director Selection)
- E. February 18, 2015, E-Board Meeting (IIMC Region IX Director Agreement)

**MOTION: Secretary Anna Ruggles moved, seconded by Second Vice President Dale Shafer, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.**

Secretary Ruggles also referenced Attachment F, Secretary Job Description, and requested the Board approve the proposed changes to the job description as presented. Hearing no roundtable discussion, the following motion was made.

**MOTION: First Vice President Michele Eldridge moved, seconded by Director Trudy Borrevik, to approve the Secretary Job Description as presented. MOTION CARRIED UNANIMOUSLY by voice vote.**

**4. Region Director Reports:**

Region I: Kathy Payne, CMC, St. Helens, gave a summary report. No Board action required and no additional oral report given.

Region II: Debbie Manning, MMC, Dundee, gave a summary report. No Board action required and no additional oral report given.

Region III: Phyllis Bolman, MMC, Monmouth, gave a summary report. No Board action required and no additional oral report given.

Region IV: Trudy Borrevik, CMC, Cottage Grove, gave a summary report. No Board action required and no additional oral report given.

Region V: Deanna Casey, MMC, Central Point  
President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Region VI: Lisa Morgan, Prineville  
President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Region VII: Nancy Parker, Athena, gave a summary report. No Board action required and no additional oral report given.

**5. Committee Reports:**

Audit: Karin Johnson, MMC, Independence, gave a summary report and referenced Attachment A, Budget vs. Actual End, dated November 2014 through October 2014; Attachment B, Profit and Loss Report, dated November 2014 through October 2014; Attachment C, Trial Balance, dated as of October 1, 2014; and Attachment D, OAMR Finance Policy. Johnson requested the Board approve the proposed amendments to the OAMR Finance Policy 2014-12 as noted below:

- Section 1.2.6, Travel, Annual Conference and Other Associations, adding language underlined, "OAMR will not pay or reimburse for alcohol-related gifts."

- Section 2.1.1, Complimentary Conference and Annual Academy Registration, deleting complimentary annual academy registration for visiting Region IX presidents, and instead offering complementary conference registration under Section 2.1.2 for visiting Region IX presidents.
- Section 2.2, Lodging Accommodations, increasing the number of lodging up to four nights, instead of 3 nights, for OAMR Region IX Director and IIMC President.
- Section 2.4.2, Gifts, adding Host Recorder and person administering Oath of Offices, in an amount not to exceed \$30 each, to be presented at annual banquet.
- Section 2.6, VIP Dinner, adding language underlined, “No charges for alcoholic beverages will be allowed, including corkage fees.”
- Section 4.1, Refunds, adding language requiring all registration forms to state the cancellation deadlines; and
- Recommendation that the Finance Policy be reviewed at least every other year.

At the conclusion of roundtable discussion, the following amendment was accepted from the floor as noted below:

- Section 2.1.3, Partial Complimentary Conference Registrations, add Retired Clerks to this list.

Hearing no further roundtable discussion, the following motion was made.

**MOTION: Director Phyllis Bolman moved, seconded by Director Debbie Manning, to adopt the Finance Policy 2014-12 as amended (as noted above). MOTION CARRIED UNANIMOUSLY by voice vote.**

In addition, Johnson requested the Board approve the Audit Report for Fiscal Year Ending 10/31/2014 as submitted. Hearing no roundtable discussion, the following motion was made.

**MOTION: Treasurer Nancy Batchelder moved, seconded by First Vice President Michele Eldridge, to approve the Audit Report for Fiscal Year Ending 10/31/2014 as submitted. MOTION CARRIED UNANIMOUSLY by voice vote.**

Bylaws: Julie Krueger, MMC, The Dalles

Second Vice President Dale Shafer gave a summary of the report and referenced Attachment A, Bylaws with proposed amendments, noting the Committee has concluded the legal review of the Bylaws, which was conducted by Stephen E. Lawrence at no cost to OAMR. The legal counsel added in compliance with State law new Article XI, Tax Exemption Provisions; Article XII, Liability and Indemnification; and Article XIV, Construction and Terms. Upon conclusion of the roundtable discussion, the following amendments were accepted from the floor as noted below:

- Article V, Section 4, Compensation, to read, “The ~~Officers~~ Board shall serve without compensation, except that reasonable expense reimbursement relating to the operation of the ~~corporation~~ association may be provided by the ~~Board of Directors~~ per the association’s finance policy.”
- Article VI, Section 1(b), to read, “If there is a tie vote during the election of ~~Officers or Directors~~, the decision will be made by the toss of a coin.”
- Article VII, Meetings, Roberts Rules of ~~Oregon~~ should be Roberts Rules of Order.
- Delete and replace throughout document ~~Corporation~~ to Association; ~~Directors~~ to Board; ~~Executive Committee~~ to members of the Board or Board; and ~~expense policy~~ to finance Policy.
- Justify all new paragraphs consistently throughout the document.

At the conclusion of roundtable discussion, the Board collectively concurred to postpone formal action until the Bylaws Committee had time to review the above-noted proposed amendments. President Sowa noted the Board could conduct an e-meeting at a later date to accept the amendments so the Committee could forward the amended Bylaws to the membership for consideration in time of the September annual business meeting.

City Recorder’s Procedure Manual: Kelly Morse, MMC, Redmond

President Sowa referred to the report in the packet and requested the Board direct the Committee to research options for an online procedure manual, to which the Board collectively concurred doing so.

Conference: Michele Eldridge, First Vice-President, CMC, Harrisburg, gave a summary report and requested the Board approve asking the Conference Committee Chair to direct members of the Exhibitor and Sponsor Subcommittees to draft a description for a combined Exhibitor/Sponsor Subcommittee to be included in the Conference Planning Manual. Eldridge explained combining both subcommittees would be more efficient, because they have similar tasks and tend to overlap. Hearing no roundtable discussion, the following motion was made.

**MOTION: Director Trudy Borrevik moved, seconded by Second Vice President Dale Shafer, to approve asking the Conference Committee Chair to direct members of the Exhibitor and Sponsor Subcommittees to draft a description for a combined Exhibitor/Sponsor Subcommittees to be included in the Conference Planning Manual. MOTION CARRIED UNANIMOUSLY by voice vote.**

In addition, First Vice President Eldridge requested the Board approve the 2015 Conference Registration Fees. A correction to the registration form was pointed out, it should read: Seaside Convention Center & Riverside Rivertide Suites. Hearing no further roundtable discussion, the following motion was made.

**MOTION: First Vice President Michele Eldridge moved, seconded by**

**Secretary Anna Ruggles, to approve the 2015 Annual Conference Registration Fees. MOTION CARRIED UNANIMOUSLY by voice vote.**

Education: Peggy Hawker, MMC, Newport, gave a summary report and referenced Attachment A, draft annual conference schedule showing educational sessions; Attachment B, handout to be utilized at the Mid-Year Academy session; Attachment C, Information regarding the Annual Academy session; and Attachment D, compilation of results of the educational costs survey. Hawker requested the Board consider setting a fee for the Athenian Dialogue, to which the Board collectively concurred that \$25 was a good starting point. No other Board action required and no additional oral report given.

Historical Preservation: Deanna Casey, MMC, Central Point  
President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Internet: Melissa Kiefer, Nehalem, gave a summary report. No other Board action required and no additional oral report given.

Legislative: Lisa Morgan, Prineville  
Karin Johnson referred to the report in the packet and reported on House Bill 3505, proposed legislation regarding public records response time and retention. Johnson requested the Board consider taking a position in opposition of HB3505 and encouraged members to testify in opposition before the legislature. Upon conclusion of roundtable discussion, the following motion was made.

**MOTION: Second Vice President Dale Shafer moved, seconded by Director Nancy Parker, to approve submitting a letter on behalf of the OAMR in opposition of HB3505. MOTION CARRIED UNANIMOUSLY by voice vote.**

Membership: Mary Dibble, MMC, Albany, gave a summary report and referenced Attachment A, updated OAMR Membership Brochure, noting she received an informal quote of \$85 to print 100 colored, folded brochures. Upon conclusion of roundtable discussion, Kathy Payne offered to print 100 copies at no charge. No Board action required and no additional oral report given.

Mentoring: Nancy Parker, Athena, gave a summary report. No Board action required and no additional oral report given.

Newsletter: Kathy Payne, CMC, St. Helens, gave a summary report and referenced Attachment A, amended Newsletter Committee Job Description; Attachment B, proposed Newsletter Manual; and Attachment C, proposed Newsletter Submission Guide, and requested the Board approve the proposed changes as presented. Hearing no roundtable discussion, the following motion was made.

**MOTION: Director Kathy Payne moved, seconded by Second Vice President**

**Dale Shafer, to approve the Newsletter Committee Job Description, Newsletter Manual and Newsletter Submission Guide as presented. MOTION CARRIED UNANIMOUSLY by voice vote**

Nominating: Joann Thompson, North Bend

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

NCI Education: Tracy Davis, MMC, Keizer

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Professional Growth & Leadership Development: Ruth Post, MMC, Philomath, gave a summary report and requested the Board consider whether to continue efforts with the League of Oregon Cities (LOC) regarding the LOC's Local Government Management Certificate Credits Program, noting the LOC denied OAMR's last request. Upon conclusion of roundtable discussion, the Board collectively concurred having President Sowa submitted a letter to the LOC Director on behalf of the OAMR asking the LOC to reconsider. No other Board action required and no additional oral report given.

Records Management: Pat DuVal, CMC, Milwaukie

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Retired Clerks: Debbie Hamilton, MMC, Sutherlin

President Sowa referred to the report in the packet. No Board action required and no additional oral report given.

Scholarship: Debi Russell, Weston

President Sowa referred to the report in the packet, noting the Committee is asking the Board to consider amending the scholarship program to require recipients to pay registration costs up front and then reimburse recipients after attendance is completed. Upon conclusion of roundtable discussion, the Board collectively concurred making no changes to the scholarship program. No other Board action required and no additional oral report given.

Special Projects/Fundraising: Dale Shafer, Second Vice President, Nehalem, gave a summary report and requested the Board approve setting up an online store as a one-year pilot program, so that purchases could be made via the internet. Hearing no roundtable discussion, the following motion was made.

**MOTION: Second Vice President Dale Shafer moved, seconded by Director Kathy Payne, to approve setting up an online store (as a one-year pilot program). MOTION CARRIED UNANIMOUSLY by voice vote.**

6. **Other Business:** None.

Gift for Dema Harris' Official Retirement

President Sowa reported last year the Board approved purchasing two nights of lodging, two rounds of golf, spa treatment, and conference meal tickets. Upon conclusion of roundtable discussion, Ruth Post offered to do some research for purchasing gift certificates for golf and spa treatment near Harris' home.

7. **Information Sharing:**

Honorary Member:

President Sowa requested the Board consider making Joann Tilton, new NCI Director, who will start in March 2016, an Honorary Member. Upon hearing no roundtable discussion, the following motion was made.

**MOTION: Dale Shafer moved, seconded by Nancy Batchelder, to approve making Joann Tilton an Honorary Member. MOTION CARRIED UNANIMOUSLY by voice vote.**

8. **Future Meetings:**

September 17, 2015, 8:00 a.m., Annual Business Meeting, Seaside Convention Center, Seaside, Oregon.

9. **Adjournment:**

President Amy Sowa adjourned the meeting at 5:42 p.m.



Respectfully submitted,  
Anna D. Ruggles, CMC, City of Forest Grove  
OAMR Secretary