



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
 Thursday, April 5, 2018
 Holiday Inn at the Airport

Minutes were approved by the Board at its meeting of November 9, 2018

I. Board meeting Called to Order:

President Hamilton called the Board Meeting to order at 5:24 p.m.

II. Roll Call by Sign-In Sheet:

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

Officer Reports:

President, Debbie Hamilton, CMC, Sutherlin, said she had sent around a card for people to sign for Sheila Cox who was retiring 4/30/18.

Debbie said she was moving the committee report for the Nominating Committee as Tori Barnett, MMC, Ontario, Chair, had to catch a flight home.

Nominating: Tori Barnett, MMC, Ontario said that Kimberlyn Collins, Treasurer, was not running for Treasurer and no one had expressed an interest in running. She said Michelle Eldridge, CMC, Harrisburg, had worked with an ad hoc committee and looked at the possibility of outsourcing the Treasurer position and would report their findings to the Board.

She said regarding the 2nd Vice-President position, there were two individuals who submitted their intent to run, however neither of them were fully qualified. She said one individual would only have one year as a member in September and the other individual would have two years as a member in September. She said either way, it would require a waiver from the Board. She said the two individuals were Ronnie Smith from King City and Teri Davis from Brookings.

Nancy Parker, CMC, Region VI Director, Athena, said she thought the individual with two years' experience would be the better choice.

Nicole Morris, MMC, 1st Vice-President, Tualatin, expressed her disappointment in the membership for not stepping up to run for the 2nd Vice-President position. She said there were a lot of members who had been in the organization for years and had the experience and leadership skills. She said she had nothing against the individuals who applied, however the qualifications to run for an office were put in place for a reason.

Tori said she had spoken with members, made phone calls and sent emails, and the response she received the most was they didn't have the support of their City Manager or Mayor and Council or the timing wasn't right.

Discussion was held and members expressed their opinions, concerns, etc.

Tori said it wasn't very well known, but Past Presidents had formed their own mentoring committee for Board members and Committee Chairs.

Kathy Payne, MMC, Region I Director, St. Helens, commented that she had the support of her Mayor and Council and City Manager, however to her it was overwhelming.

Kelli Weese, CMC, 2nd-Vice President, Florence, commented that she wasn't as outspoken as some and hadn't reached out as much as she should have. She said the Past Presidents mentoring was a great idea. She said maybe the organization wasn't doing a good enough job of explaining to the membership the resources and how they can access them. She said members might be interested, however they felt it was a bigger commitment than they could take on.

Nicole and several Past Presidents commented that they hadn't felt stressed and relied on their team leaders and trusted their committee members, that there were enough members on the Conference Committee that the tasks were spread out.

Ruth Post, MMC, Philomath, commented that the Immediate Past President position wasn't addressed in OAMR's By-Laws and there was no mandatory attendance. She said it was more of a ceremonial position and therefore, the commitment was really only three years.

Tracy Davis, MMC, Region IX Director, Keizer, said the Past President played an important support role. She said when she was 2nd Vice-President she wasn't comfortable speaking in front of a group, but she grew into herself.

Several Past Presidents commented on their succession from 2nd Vice-President to President and their duties and time commitment.

Tori said the deadline to apply for both the 2nd Vice-President position and the Treasurer position was May 11, 2018.

Ad Hoc Committee – Treasurer's Position Research, Michele Eldridge, CMC, Harrisburg reported on the findings of the committee. She talked about how the AAMC and CCAC handle their Treasurer duties. She said the WMCA is similar to OAMR, in that they have an in-house Treasurer. She said one of the conclusions the committee came to in order to reduce the number of hours for the Treasurer was to hire an accounting firm to assist with the tax accounting duties. She said the committee had received three quotes, which were outlined in her report, to provide tax accounting services. She said if the Board was in agreement, she was recommending the Board approve RAS Group, LLC, CPA's and said they were very succinct and professional and provided a flat fee quote. She said it was something that could be budgeted for in the next fiscal year.

She said Melissa Thompson-Kiefer, Internet Committee Chair and Kimberly Collins, Treasurer, were working together on the website and an easier way to work with PayPal and the Wild Apricot software.

She said the Treasurer played a key role to OAMR and needed to work closely with the 1st VP and the 2nd VP, especially in relation to fundraisers and be included in all communication when money was involved.

Michele said if the association had problems attracting a Treasurer, it could consider paying a consultant, however she had heard from numerous members in the past that the association didn't want to affect the education and scholarship funds. She said it was important to find someone within the membership for the Treasurer position. She said Nancy Batchelder had indicated that she might be interested if OAMR hired a consultant for the Treasurer position. Michelle said it wasn't something that should be considered unless we were absolutely sure we couldn't fill the position from the membership.

Kimberlyn Collins, Treasurer, said she thought OAMR should send out a confidential survey to the membership to find out why members weren't applying for the positions.

Nancy Parker, CMC, Region VII Director, Athena, asked if OAMR had ever talked about having Co-Treasurers.

Michele said it had been discussed in the past to have a Deputy Treasurer but there were other things to consider such as if that person would be on the Board, would they be elected or a person on the committee that could succeed to the Treasurer position.

Kimberlyn said she had people to help her with the finances at the annual conference and she didn't need anyone at mid-year.

Nancy asked if Past Presidents could run again for an elected office.

Tori said yes, they could run for any office a second time.

Nicole Morris, MMC, 1st Vice-President, Tualatin, expressed her thoughts on the Treasurer position. She said she was in favor of OAMR moving in the direction to hire someone to do the reconciliations and taxes. She said the Treasurer would still handle everything at mid-year and the annual conference and would be an oversight of the hired person.

Michele said OCCMA recently contracted with LOC to handle their finances, but it ended up being very expensive and they ended up losing control over their own funds. She said OAMR would need to be very careful and methodical if the Board decided to contract out the finances.

Discussion was held on how to proceed with the Treasurer position.

MOTION: 1st Vice-President, Nicole Morris, MMC, Tualatin, moved that OAMR move forward to pursue a consultant and redo the Treasurer job description to see oversight of the consultant. Motion died for a lack of a second.

Nancy suggested that information be sent out to the membership about the Treasurer position and that the Board was looking to reduce the load and possibly make changes to the job description. She suggested letting the membership know that if someone didn't step up to run for the Treasurer position, that we might have to hire a consultant which could affect the scholarship and education budgets.

Izetta Grossman, Region VI Director, The Dalles, commented that since she'd been in OAMR, the Treasurer position had been an issue and it didn't seem we were moving forward.

It was discussed in length what a consultant's duties would be versus the Treasurer duties.

MOTION: 2nd Vice-President, Kelli Weese, CMC, Florence, moved, seconded by Region VII Director, Nancy Parker, CMC, Athena, to approve RAS Group, LLC, to do OAMR's taxes and to put out a bulletin to the membership to see if anyone is interested in the Treasurer position with options being pursued to reduce the number of hours. Also to wait until May 11, 2018 to see if anyone applies for the Treasurer position and if no one expresses interest, to hold a Board e-meeting to discuss moving forward with an RFQ for the Treasurer duties.

Nicole said she would be voting no and explained why.

MOTION CARRIED 8-3 WITH NICOLE MORRIS, DEBBIE HAMILTON AND SAMMY EGBERT VOTING NO BY VOICE VOTE.

Michele said she would look at the contract to see if there was a deadline. She thought it would be a good idea for the committee to look into what it would take to have a Deputy Treasurer.

Kimberlyn said she would contact RAS Group, LLC and let them know their agency was approved but we are holding off signing the contract until other issues are resolved. She said she would also ask if they had a deadline to meet the price quoted.

President, Debbie Hamilton, CMC, Sutherlin said she didn't have anything else to add to her report. She said she just returned from the Washington Conference several weeks ago and was getting ready to leave for the California Conference.

1st Vice-President & Conference Committee, Nicole Morris, MMC, Tualatin, said they had a good conference committee meeting and talked about what was discussed. She provided those present with a copy of the proposed registration

form and said they weren't proposing any increase in the registration fee. She suggested forming a sub-committee to evaluate the registration fees based on what the conferences were actually costing and present any proposed changes at the Annual Business meeting. Her recommendation was that nothing be done now until the sub-committee could meet.

2nd Vice-President, Kelli Weese, CMC, Florence, said she had done research for conference locations in 2020 in Regions IV and V and would be sending out the bid documents in the next week with a due date for June 1, 2018. She asked if a committee was formed to review the conference location bid documents.

Discussion was held and it was determined that a committee was formed that consisted of the Immediate Past President and a Past President from the area being reviewed. Kelli said she would send her RFP to Amy Sowa, Debbie Hamilton and Ruth Post to review prior to sending to the potential locations.

It was mentioned that in the past some members were adamantly opposed to having another conference at a casino. Kelli said she understood but didn't want to rule anyone out until the bids were received and reviewed.

Treasurer, Kimberlyn Collins, Jacksonville, said she had nothing to add.

MOTION: Region IV Director, Sammy Egbert, Coburg, moved, seconded by 2nd Vice-President, Kelli Weese, CMC, Florence, to accept the Treasurer's report as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

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

November 17, 2017 Board Meeting

MOTION: 2nd Vice-President, Kelli Weese, CMC, Florence, moved, seconded by Region VII Director, Nancy Parker, CMC, Athena, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

III. Region Director Reports:

Region I: Kathy Payne, CMC, St. Helens said she had nothing to add.

Region II: Angie Lanter, CMC, Banks said she had nothing to add.

Region III: Phyllis Bolman, MMC, Monmouth said she had nothing to add.

Region IV: Sammy Egbert, Coburg, said she had nothing to add.

Region V: Karen Spoons, MMC, Medford was absent.

Region VI: Izetta Grossman, The Dalles, said she had nothing to add.

Region VII: Nancy Parker, CMC, Athena said she had nothing to add.

IV. Committee Reports:

Audit: Angie Lanter, CMC, Banks, talked about the financial notes and recommendations and policy considerations and recommendations discussed in her report. She talked about scholarships and the suggestion that recipients would be required to write a KTAP and when it was completed and turned in, their City would be reimbursed.

Nancy Parker, CMC, Region VII Director, Athena, said she had an issue with the committee's suggestion and asked how many scholarship recipients they were talking about and what the reasons were for not attending. She said it wasn't a scholarship if it wasn't paid up front.

Kimberlyn Collins, Treasurer, Phoenix, said there were at least one to three and the reasons were mostly medical. She talked about PD and how she paid the scholarships last year and issues she had with a suggestion that the scholarships be paid after recipients had attended PD and turned in their KTAP.

Peggy Hawker, MMC, Newport, said she worked with the Institute Director as Education Chair and she heard who hadn't submitted KTAPs. She said it was a requirement of getting a scholarship and asked who was monitoring that.

Nancy Moyo, CMC, Scholarship Chair, Beaverton, said she kept track of who turned in their KTAPs.

Debbie Hamilton, CMC, President, Sutherlin, talked about the requirement that scholarship recipients also have to serve on the Conference or Special Projects Committees. She asked who was keeping track if they served or not.

Discussion was held on how to keep track of scholarship recipients if they served on one of the required committees and the remedies if they didn't participate. Suggestions were made to have the recipient mark on the committee sign-up sheet if they received a scholarship and then the chair of the committee would be responsible for keeping track if they participate and to not provide certificates of participation.

MOTION: Region VII Director, Nancy Parker, CMC, Athena, moved, that the Board approve the Audit Report for FYE October 31, 2017 as presented, and the Committee recommendations as presented and a registration is

void if payment is not received by the meal deadline date and the City billed if they don't pay and do not attend.

Melissa Thompson-Kiefer, said the registration, cancellation and payment deadline were set by the Board at the last meeting. She said if the payment was not received by the deadline, the registration was void. She said when the deadline is set, that it was done with enough time to get the meal counts.

Nancy rescinded her motion.

MOTION: Region VII Director, Nancy Parker, CMC, Athena, moved, seconded by Treasurer, Kimberlyn Collins, Phoenix, that the Board approve the Audit Report for FYE October 31, 2017, and accept:

Recommendation #1, "The expense categories that exceeded the budgeted amounts be looked at more closely during the next budgeting process, and adjusted accordingly;" and

Recommendation #2, "The Conference Committee chair should ensure that all conference invoices are properly allocated at the end of the conference, utilizing the facility manager to assist in determining costs. This will aid the Treasurer in properly allocating the expenses."

But not approve the policy consideration recommendations.

Kelli Weese, 2nd Vice-President, CMC, Florence, asked what the repercussions were if someone received a scholarship, but didn't attend.

Discussion was held on the hard costs for the conference and what those who signed up for the conference but didn't attend should be required to reimburse OAMR. It was suggested to just charge them food costs plus ten percent.

MOTION CARRIED UNANIMOUSLY by voice vote.

MOTION: 2nd Vice-President, Kelli Weese, CMC, Florence, moved, seconded by Region VII Director, Nancy Parker, CMC, Athena, that when a conference attendee cancels their scholarship, after the conference registration deadline, that their City is billed for the cost of meals plus ten percent.

MOTION CARRIED UNANIMOUSLY by voice vote.

It was noted that the motion needed to be added to the Finance Policy by the Audit Committee and Scholarship Application.

By-Laws: Aubrey Minear, Hillsboro, said at the last Board meeting it was requested that the By-Laws Committee look into the Immediate Past President's ability to vote. She said a draft was prepared in 2017 but never fully executed so

the committee would be drafting a new petition. She asked if the request was still in place and if the Board wanted the committee to proceed with the draft.

Ruth Post, MMC, Philomath, said she didn't see a reason for the Immediate Past President to have a vote as they weren't required to attend meetings and the position wasn't addressed in the By-Laws.

Discussion was held regarding the role of the Immediate Past President and if they should have voting rights.

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

Education Committee: Peggy Hawker, MMC, Newport, said there would be three concurrent sessions on Friday, one would be the Athenian Dialogue.

Historical Preservation: Lisa Stoll, CMC, St. Helens, said she had nothing to add.

Internet: Melissa Thompson-Kiefer, CMC, Nehalem, said Wild Apricot, the website/membership software, was making a price change but she thought it was till an excellent value for the money. She said the prices were increasing, however if OAMR prepaid for two years, we would receive a 15% discount.

MOTION: 2nd Vice-President, Kelli Weese, CMC, Florence, moved,
seconded by Region VII Director, Nancy Parker, CMC, Athena, to
transfer \$1136.00 from contingency to the Internet Committee budget to
pay Wild Apricot for two years. MOTION CARRIED UNANIMOUSLY by voice
vote.

Legislative: Lisa Morgan, Prineville, was not in attendance. No report.

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

Mentoring: Nancy Parker, CMC, Athena, said she was requesting a few minor changes to the Mentor Follow-Up Checklist which were outlined in her report.

MOTION: Region III Director, Phyllis Bolman, MMC, Monmouth, moved,
seconded by Secretary, Trudy Borrevik, CMC, Cottage Grove, that the
proposed changes to the Mentor Follow-Up Checklist be amended as per
the recommendation of the Mentor Committee, Nancy Parker, Chair.
MOTION PASSED UNANIMOUSLY by voice vote.

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

NCI Education: Ruth Post, MMC, Philomath, talked about PD IV for 2018 and said it was going to be an excellent session. She said last year there wasn't a PD IV due to attendance concerns, however there were 33 registered for 2018. She said in the future, if there aren't the numbers for PD IV, it could be cancelled. She said the Board might want to discuss scholarships for PD IV during the Scholarship Committee report.

Professional Growth & Leadership Development: Karin Johnson, MMC, Independence, said she had nothing to add.

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

Retired Clerks: Diane Harris, CMC, Sutherlin, was not in attendance.

Scholarship Committee: Nanci Moyo, CMC, Beaverton, said in her report she said there was \$900 available in the budget from Mid-Year scholarships, however it was \$1050.00 due to a cancellation. She said that money could go towards PD scholarships. She said there was one person in PD III that was short \$75.00 to fully fund their scholarship. She said there wasn't enough money to fund any PD IV scholarships.

MOTION: Region VII Director, Nancy Parker, CMC, Athena, moved, seconded by Treasurer, Kimberlyn Collins, Phoenix, to move \$1050 from Mid-Year Scholarships to PD Scholarships. MOTION PASSED UNANIMOUSLY by voice vote.

MOTION: Region VII Director, Nancy Parker, CMC, Athena, moved, seconded by Region II Director, Angie Lanter, CMC, Banks, to move \$75 from contingency to the Scholarship Fund to fully fund the final PD III scholarship recipient. MOTION PASSED UNANIMOUSLY by voice vote.

Ruth Post, MMC, Philomath, asked when the association started fully funding all PD I scholarships before funding other PD scholarships. She said there was a time when there was more money budgeted for PD scholarships than there were applications. She thought it was decided to take the extra money and split it evenly on the PD I scholarships towards their lodging to encourage new members to attend PD. She asked if it was a policy or if OAMR was fully funding all the PD I lodging costs in exchange sacrificing the PD IV scholarships.

Nanci said yes that was what happened this year. She said in the past there was enough money and this was the first year there wasn't enough money to fund all the PD scholarships.

There was a lengthy discussion on funding the lodging for PD I scholarship recipients vs. funding PD IV scholarships.

Ruth suggested that a motion be considered to fund the PD IV scholarships out of contingency for 2018 and the Scholarship Committee review the criteria for the lodging portion for PD I that it be contingent upon funding available after all registration fees had been covered for all PD scholarships.

MOTION: Region I Director, Kathy Payne, MMC, St. Helens, moved, seconded by Region IV Director, Sammy Egbert, that money be transferred from Contingency to Scholarships to fund the 2018 PD IV scholarship requests.

2nd Vice-President, Kelli Weese, CMC, Florence, asked what the best practice was for how much the association maintained in the contingency account.

It was stated that \$15,000 was required but there was no best practice amount.

MOTION PASSED UNANIMOUSLY by voice vote.

Nanci asked when the recipient for the Harris-Davis Scholarship was announced.

Debbie said it would be announced at lunch tomorrow and that either she or Tracy Davis would award the scholarship.

Special Projects/Fundraising: Kelli Weese, CMC, Florence, said she had nothing to add.

V. Other Business:

Debbie said Jennie Messmer, who worked for the League of Cities, had recently passed away and her services were April 14, 2018 at 1:00 pm at Mt. Angel Community Festhalle. She asked if the association wanted to send flowers or a donation to the Pancreatic Cancer Organization.

It was decided to take up a collection for those who wanted to donate.

Debbie said requests had been received for two refunds. She said one was from Susanjoy Wright who was rushed to the hospital on April 2, 2018 and was told to be on bed rest through the week and had tests scheduled. She asked if the association wanted to refund her registration fee.

Consensus was to refund Susanjoy Wright everything but the cost of meals.

Debbie said the other request was from Angela Watson from Jacksonville.

Treasurer, Kimberlyn Collins, Phoenix, said she talked to Angela this morning while she was at work and she said she had sent her check to Kimberlyn but was

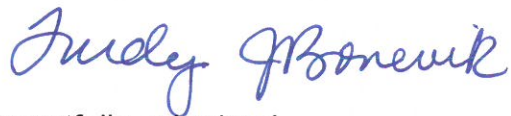
asking for it to be returned as she wasn't able to attend due to medical issues. She said Angela didn't provide any other information.

Consensus was to not refund the registration fee for Angela Watson.

Debbie said Sheila Cox was retiring effective April 27, 2018 and Roseburg was having a retirement reception. She said she would let the membership know when the exact time was set.

Debbie said Amy Sowa would be replacing Sheila in Roseburg.

President Debbie Hamilton adjourned the meeting at 7:39 pm.



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