



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
ANNUAL BUSINESS MEETING  
September 17, 2015, 8:00 a.m.  
Seaside Convention Center

Minutes were approved by the Membership at its meeting of September 23, 2016.

**1. Annual Business Meeting Called to Order:**

President Amy Sowa, MMC, Springfield, Region IV, called the Annual Business Meeting to order at 8:25 a.m. Secretary Anna Ruggles, CMC, Forest Grove, Region II, served as Parliamentarian.

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

Amy Sowa, MMC, President, Springfield, Region IV  
Michele Eldridge, CMC, First Vice President, Harrisburg, Region III (Conference Committee Chair)  
Dale Shafer, Second Vice President, Nehalem, Region I (Special Projects/Fundraising Committee Chair)  
Nancy Batchelder, MMC, Treasurer, Yachats, Region III  
Anna Ruggles, CMC, Secretary, Forest Grove, Region II  
Norma Alley, MMC, Immediate Past President, Region II

Kathy Payne, CMC, St. Helens, Region 1 Director (Newsletter Committee Chair)  
Debbie Manning, MMC, Dundee, Region II Director  
Phyllis Bolman, MMC, Monmouth, Region III Director  
Trudy Borrevik, CMC, Cottage Grove, Region IV Director  
Deanna Casey, MMC, Central Point, Region V Director (Historical Preservation Committee Chair)  
Lisa Morgan, Region VI Director (Legislative Committee Chair) - Absent  
Nancy Parker, City of Athena, Region VII Director (Mentoring Committee Chair)

Alice Attwood, MMC, Tonasket, WA  
Debbie Burke, MMC, City of Normandy Park, WA  
Monica Martinez Simmons, MMC, City of Seattle, WA  
Byron Pope, MMC, City of Beverly Hills, CA

Abby Donowho, Tillamook, Region I  
Linda Engretson, CMC, Warrenton, Region I  
Kim Jordan, Seaside, Region I  
Melissa Kiefer, Nehalem, Region I (Internet Committee Chair)  
Terri Michel, Rockaway Beach, Region I  
Susan Reeves, MMC, Scappoose, Region I  
Colleen Riggs, Cannon Beach, Region I  
Lisa Scholl, CMC, St. Helens, Region I  
Dawne Shaw, Warrenton, Region I

Amber Ames, MMC, Hillsboro, Region II  
Pat DuVal, CMC, Milwaukie, Region II (Records Management Committee Chair)  
Jane Garvin, MMC, Retired, Region II  
Sandra King, MMC, Wilsonville, Region II  
Angie Lanter, Banks, Region II  
Nicole Morris, CMC, Tualatin, Region II  
Jenn Nelson, CMC, Carlton, Region II  
Rochelle Roaden, Dayton, Region II  
Margaret Reh, North Plains, Region II  
Colleen Resch, Sherwood, Region II  
Debby Roth, MMC, Cornelius, Region II  
Kim Scheafer, MMC, Canby, Region II  
Scott Stauffer, Milwaukie, Region II

Heidi Bell, Donald, Region III  
Stacie Cook, MMC, Mill City, Region III (Conference Planning)  
Tracy Davis, MMC, Keizer, Region III (Northwest Clerks Institute)  
Lisa Figueroa, Silverton, Region III  
Karen Hewitt, Port of Newport, Region III  
Justin Hogue, Mt. Angel, Region III  
Kimmie Jackson, Yachats, Region III  
Barb James, Newport, Region III  
Karin Johnson, MMC, Independence, Region III (Audit Committee Chair),  
Debbie Lockhart, MMC, Keizer, Region III  
Cathy Nelson, Waterloo, Region III  
Vickie Nogle, MMC, Hubbard, Region III  
Sheila Jordan, Siletz, Region III  
Ruth Post, MMC, Philomath, Region III (Northwest Clerk Institute; Professional  
Growth and Leadership Committee Chair)  
Kelly Richardson, CMC, Aurora, Region III  
Cathy Steere, MMC, Lincoln City, Region III  
Sheryl Simmons, Siletz, Region III  
Linda Wangsness, Yachats, Region III

Mandy Balcom, Coburg, Region IV  
Sheila Cox, MMC, Roseburg, Region IV  
Sammy Egbert, Coburg, Region IV  
Debbie Hamilton, CMC, Sutherlin, Region IV (Retired Clerks Committee Chair)  
Diane Harris, Sutherlin, Region IV  
Darci Henneman, Veneta, Region IV  
Rebecca Lawson, Glendale, Region IV  
Terri Long, Oakland, IV  
Carolyn Shields, CMC, Myrtle Creek, Region IV  
Roberta Tharp, CMC, Creswell, Region IV  
Kitty Vodrup, CMC, Junction City, Region IV  
Kelli Weese, Florence, Region IV

Janette Booth, Phoenix, Region V  
Barb Christensen, CMC, Ashland, Region V  
Karen Spoons, Medford, Region V

Jennifer Gray, Hood River, Region VI

Donna Biggerstaff, Pendleton, Region VII  
Tori Barnett, MMC, Ontario, Region VII (Conference Planning)  
Teri Porter, Pilot Rock, Region VII  
Debi Russell, Weston, Region VII (Scholarship Committee Chair)

3. **Approval of Minutes of September 19, 2014, Annual Business Meeting:**  
Secretary Anna Ruggles presented the above-noted minutes for consideration.

Hearing no amendments from the open floor, the following motion was made.

**MOTION:** Deanna Casey moved, seconded by Tori Barnett, to approve the minutes of September 19, 2014, Annual Business Meeting as presented.

**MOTION CARRIED UNANIMOUSLY by voice vote.**

4. **Resolution No. 2015-01 of Appreciation to the 2015 OAMR Conference Committee and the Seaside Convention Center:**  
President Amy Sowa read the resolution in its entirety and presented a copy of the resolution in appreciation to the staff of the Seaside Convention Center.

**MOTION:** Susan Reeves moved, seconded by Debbie Manning, to adopt Resolution No. 2015-01 of Appreciation to the 2015 OAMR Conference Committee and the Seaside Convention Center. **MOTION CARRIED UNANIMOUSLY by voice vote.**

5. **Consideration of Proposed Bylaws Amendments:**  
Tori Barnett, on behalf of Bylaws Committee Chair Julie Krueger, referenced Attachment A, proposed 2014-15 Bylaws with proposed amendments, and gave a summary report, noting the Board requested the Committee pursue a legal review of the bylaws, which was conducted by Stephen Lawrence, retired attorney, at no

cost to OAMR. In addition, Barnett referenced the significant amendments to the proposed bylaws as follows:

- New Article XI, Tax Exemption Provisions;
- New Article XII, Liability and Indemnification;
- New Article XIV, Construction and Terms; and
- Other minor housekeeping items.

Hearing no discussion from the open floor, the following motion was made.

**MOTION:** Ruth Post moved, seconded by Karin Johnson, to approve the proposed 2014-15 Bylaws as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

**6. Selection of the 2017 Conference Site:**

Second Vice President Dale Shafer referenced Attachment A, 2017 Bid Notice, and Attachment B, Response Matrix, and gave a summary report, noting the ad-hoc committee received the following bids for Region III:

- Oregon Garden Resort
- Salem Convention Center
- Salishan Spa 7 Golf Resort
- Hallmark Resort at Agate Beach

Upon conclusion of the open floor discussion, the following motion was made.

**MOTION:** Nicole Morris moved, seconded by Karin Johnson, to award the 2017 OAMR Mid-Year Academy and Annual Conference to Hallmark Resort at Agate Beach. **MOTION CARRIED UNANIMOUSLY by voice vote.**

**7. Adoption of 2015-16 OAMR Budget:**

First Vice President Michele Eldridge referenced Attachment A, 2015-16 Budget, Attachment B, 2015-16 Budget Narrative, and gave a summary report, noting the Budget Committee is requesting the membership consider approving the proposed budget for 2015-16 totaling \$128,127, an increase of \$327 from 2014-15 adopted budget in anticipation of increased education expenses. Eldridge reported a new revenue and expense line has been created to reflect the Athenian Leadership Dialogues with a proposed budget of \$1,000 for 2015-16, which has been split out from academies and conference budget. In addition, Eldridge advised the committee is also proposing to increase the annual conference registration fee by \$25 in 2016, noting the last fee increase of \$25 occurred five years ago and typically, the Board increases registration fees every three years or so.

President Amy Sowa opened the floor and discussion ensued pertaining to the Budget Committee's proposal to increase the annual conference registration fee by \$25 for 2016, to which numerous concerns were voiced that the increase was

unwarranted. Upon conclusion of the open floor discussion, the following motion was made.

**MOTION:** Ruth Post moved, seconded by Tracy Davis, to amend the 2015-16 Budget by decreasing annual conference registration line item by \$2,250 (from \$29,250 to \$27,000) and amending the proposed Budget for 2015-16 from \$128,127 to \$125,877. **MOTION CARRIED UNANIMOUSLY by voice vote.**

**8. Resolution No. 2015-02 Consideration of Banking Signature**

President Amy Sowa referenced Attachment A, Resolution No. 2015-02, noting the above-noted resolution is authorizing Michele Eldridge, 2015-16 President; Nancy Batchelder, 2015-16 Treasurer, or in their absence, Dale Shafer, 2015-16 First Vice President, to sign on behalf of OAMR orders for payment or withdrawal of money.

Hearing no discussion from the open floor, the following motion was made.

**MOTION:** Tori Barnett moved, seconded by Karin Johnson, to approve Resolution No. 2015-02 Authorizing Signatures for Banking Services on behalf of the OAMR. **MOTION CARRIED UNANIMOUSLY by voice vote.**

**9. 2015-16 Board Elections:**

Susan Reeves, on behalf of Nominating Committee Chair Joann Thompson who was absent, referenced Attachment A, slate of candidates' nomination packets, and gave a summary report of the Board positions the Nominating Committee received for Fiscal Year 2015-16 election.

Hearing no nominations from the floor, nominations were closed, and the following candidates were declared elected:

Second Vice President: Debbie Hamilton, CMC, Sutherlin

Secretary: Trudy Borrevik, CMC, Cottage Grove

Region Director of Region II: Margaret Reh, North Plains

Region Director of Region IV: Carolyn Shields, CMC, Myrtle Creek

Region Director of VI: Lisa Morgan, Prineville

The above-noted members will be sworn-in at the annual banquet, with the exception of Lisa Morgan who was absent and will be sworn-in at the November board meeting.

**10. Treasurer's Report and Audit Briefing for Fiscal Year 2014-15:**

Treasurer Nancy Batchelder referenced Attachment A, titled "Profit and Loss November 2014 through October 2015", and gave a summary of the Treasurer's Financial Annual Report for Fiscal Year 2014-15 through August 31, 2015, noting there was \$53,680.48 in Cash Carried Forward to begin the 2014-15 Fiscal Year. In addition, Batchelder reported OAMR made \$3,341.28 on the Mid-Year Academy Session and \$2,100 was set aside for scholarships this year and \$23,175 was awarded.

Hearing no discussion from the open floor, the following motion was made.

**MOTION:** Barbara Christensen moved, seconded by Debbie Manning, to approve the Treasurer's Report and Audit Briefing or Fiscal Year 2014-15 as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

**11. Annual Reports from Board Members and Committee Chairs:**

President Amy Sowa referenced the President's Annual Report, gave a summary report, and commended the work of the Conference Committee. No action required and no additional oral report given.

Region I: Director Kathy Payne referenced Region I's Annual Report and gave a summary report. No action required and no additional oral report given.

Region II: Director Debbie Manning referenced Region II's Annual Report and gave a summary report. No action required and no additional oral report given.

Region III: Director Phyllis Bolman referenced Region III's Annual Report and gave a summary report. No action required and no additional oral report given.

Region IV: Director Trudy Borrevik referenced Region IV's Annual Report and gave a summary report. No action required and no additional oral report given.

Region V: Director Deanna Casey referenced Region V's Annual Report and gave summary report. No action required and no additional oral report given.

Region VI: President Amy Sowa referenced Region VI's Annual Report on behalf of Director Lisa Morgan who was absent. No action required and no additional oral report given.

Region VII: Director Nancy Parker referenced Region VII's Annual Report and gave a summary report. No action required and no additional oral report given.

Audit: Chair Karin Johnson referenced the Audit Committee's Annual Report, referenced Attachment A, Annual Audit Report, Fiscal Year Ending October 31, 2014, and gave a summary report. In addition, Johnson advised the Audit Committee is recommending to approve the Audit Report for Fiscal Year Ending October 31, 2014, and is proposing the following recommendations:

1. Policy #4. Refunds. The Finance Policy should clearly state that "no purchase/reimbursement" of alcoholic-related expenses is to include corkage fees (\$100 was expended on a wine corkage fee). If sponsorship funds were received to offset costs, it should be clearly noted.
2. To avoid confusion regarding cancellation of attendance at the Annual Conference or any Academies, the cancellation deadline should be stated clearly on all registration forms.

Hearing no objections from the floor, President Amy Sowa postponed the Committee's proposed recommendations to the November Board meeting.

Bylaws: The Bylaws Committee's Annual Report was heard under Agenda Item 5.

City Recorder's Procedure Manual: Chair Kelly Morse was absent. Hearing no objections from the floor, President Amy Sowa postponed the Committee's proposed revisions to the City Recorder's Procedure Manual, which was referenced as Attachment A, to the November Board meeting.

Conference Committee: First Vice President Michele Eldridge referenced the Conference Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Conference Planning Manual Ad-Hoc Committee: Co-Chair Karin Johnson referenced the Conference Planning Ad-Hoc Committee's Report and gave a summary report. Hearing no objections from the floor, President Amy Sowa postponed the Committee's proposed revisions to the Conference Planning Manual, which was referenced as Attachment A, to the November Board meeting.

Education: Chair Peggy Hawker referenced the Education Committee's Annual Report, referenced Attachment A, Compilation of results of the educational costs survey, and gave a summary report. No action required and no additional oral report given.

Historical Preservation: Chair Deanna Casey referenced the Historical Preservation Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Internet: Chair Melissa Kiefer referenced the Internet Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Legislative: President Amy Sowa referenced the Legislative Committee's Annual Report on behalf of Chair Lisa Morgan who was absent. No action required and no additional oral report given.

Membership: President Amy Sowa referenced the Membership Committee's Annual Report on behalf of Chair Mary Dibble who was absent. No action required and no additional oral report given.

Mentoring: Chair Nancy Parker referenced the Mentoring Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Newsletter: Chair Kathy Payne referenced the Newsletter Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Nominating: Nominating Committee's Annual Report was heard under Agenda Item 9.

NCI Education: Chair Tracy Davis referenced the Northwest Clerks Institute (NCI) Education Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Professional Growth & Leadership Development: Chair Ruth Post referenced the Professional Growth and Leadership Development Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Records Management: Chair Pat DuVal referenced the Records Management Committee's Annual Report, Attachment A, Letter regarding HB3505, and gave a summary report. No action required and no additional oral report given.

Retired Clerks: Chair Debbie Hamilton referenced the Retired Clerk's Annual Report and gave a summary report. No action required and no additional oral report given.

Scholarship: Chair Debi Russell referenced the Scholarship Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Special Projects/Fundraising: Second Vice President Dale Shafer referenced the Special Projects/Fundraising Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

**12. Other Business:**

Hearing no objections from the floor, President Amy Sowa postponed the following to the November Board meeting.

- a) Request for Support of IIMC Vice President – Approve sending a letter of support for the nomination of Roxanne Schneider for the position of IIMC Vice President on behalf of OAMR.

**13. Adjournment:**

President Amy Sowa adjourned the Annual Business Meeting at 9:35 a.m.



Respectfully submitted,  
Anna D. Ruggles, CMC, City of Forest Grove  
2014-15 OAMR Secretary