



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ANNUAL BUSINESS MEETING
September 22, 2017, 8:00 a.m.
Best Western Agate Beach

Minutes were approved by the Membership at its meeting of September 22, 2018

1. Annual Business Meeting Called to Order:

President Dale Shafer, Nehalem, Region I, called the Annual Business Meeting to order at 8:36 a.m. Tracy Davis, MMC, Keizer, Region III & Region IX Director, served as Parliamentarian.

2. Roll Call by Sign-In:

Dale Shafer, President, Nehalem, Region I
Debbie Hamilton, CMC, First Vice-President, Sutherlin, Region IV
Nicole Morris, CMC, Second Vice-President, Tualatin, Region II
Kimberlyn Collins, Treasurer, Talent, Region V
Trudy Borrevik, CMC, Secretary, Cottage Grove, Region IV
Michele Eldridge, CMC, Immediate Past President, Harrisburg, Region III
Tracy Davis, MMC, Parliamentarian, Keizer, Region III, & Region IX Director

Kathy Payne, CMC, St. Helens, Region 1 Director
Angie Lanter, CMC, Banks, Region II Director
Kelli Weese, Florence, Region IV Director
Karen Spoons, Medford, Region V Director
Nancy Parker, Athena, Region VII Director

Tracy Davis, MMC, Keizer, Region IX Director
Joann Tilton, MMC, NCI Director

Melissa Thompson-Kiefer, Nehalem, 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
Terri Michel, Rockaway Beach, Region I
Abigail Donowho, Tillamook, Region I
Cynthia Alamillo, Manzanita, Region I

Jennifer Nelson, CMC, Carlton, Region II
Scott Stauffer, CMC, Milwaukie, Region II
Aubrey Minear, Hillsboro, Region II
Marina Baker, Multnomah County, Region II

Sadie Main, CMC, Estacada, Region II
Kimberly Veliz, Wilsonville, Region II
Kim Scheafer, MMC, Canby, Region II
Karey Milne, Sandy, Region II
DawnKaren Bevill, CMC, Newberg, Region II
Kelly Burgoyne, CMC, Tigard, Region II
Rochelle Roaden, Dayton, Region II
Carol Krager, CMC, Tigard, Region II
Debbie Manning, MMC, Tigard, Region II
Debbie Bernard, Willamina, Region II
Nancy Moyo, CMC, Beaverton, Region II
Anne-Marie Simpson, CMC, Lake Oswego, Region II
Marcie Lumley, Sheridan, Region II
Hannah Wells, Milwaukie, Region II
Lori Lesmeister, North Plains, Region II
Jaime Reed, Oregon City, Region II
Colleen Resch, Sherwood, Region II
Kara Kerpan, Happy Valley, Region II
Amy Aschenbrenner, Milwaukie, Region II
Anna Ruggles, CMC, Forest Grove, Region II

Karin Johnson, MMC, Independence, Region III
Ruth Post, MMC, Philomath, Region III
Cathy Steere, MMC, Lincoln City, Region III
Peggy Hawker, MMC, Newport, Region III
Mary Dibble, MMC, Albany, Region III
Stacie Cook, MMC, Mill City, Region III
Gloria Tucker, Newport, Region III
Cindy Olivieri, Toledo, Region III
Nancy Bryant, Toledo, Region III
Barb James, Newport, Region III
Cathy Nelson, Waterloo, Region III
Carla Holzworth, Corvallis, Region III
Lisa Figueroa, Silverton, Region III
Melanie Nelson, Newport, Region III
Ruth Ann Stellmacher, Salem, Region III
Karen Hewitt, Port of Newport, Region III

Sammy Egbert, Coburg, Region IV
Diane Harris, Sutherlin, Region IV
Terri Long, Oakland, IV
Roberta Tharp, CMC, Creswell, Region IV
Amy Sowa, MMC, Springfield, Region IV
Kitty Vodrup, CMC, Junction City, Region IV
Tere Andrews, Junction City, Region IV
Dawn Russ, Glendale, Region IV

Melissa Huhtala, Ashland, Region V
Cindy Hughes, CMC, Eagle Point, Region V
Teri Davis, Brookings, Region V
Winnie Shepard, Medford, Region V
Angela Watson, Jacksonville, Region V
Terrie Richards, Port Orford, Region V
Vonna Hangaard, Gold Hill, Region V
Deanna Casey, MMC, Central Point, Region V
Denise Russell, Bandon, Region V
Beth Hager, Bandon, Region V
Rene Collins, CMC, North Bend, Region V
Kailin Honea, Rogue River, Region V
Carol Weir, MMC, Rogue River, Region V
Jennifer Stolz, Coquille, Region V

Izetta Grossman, The Dalles, Region VI
Kerry Prosser, Sisters, Region VI
Kathy Woosley, Cascade Locks, Region VI

Tori Barnett, MMC, Ontario, Region VII
Donna Biggerstaff, Pendleton, Region VII
Debi Russell, Weston, Region VII

Wendy Klock Johnson, CCAC President
Shalice Tilton, MMC, Retired California
Sandy King, Retired Oregon

3. **Approval of Minutes of September 23, 2016, Annual Business Meeting;**
Secretary Trudy Borrevik, CMC, Cottage Grove, presented the above-noted minutes for consideration.

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

MOTION: Tori Barnett, MMC, Ontario, moved, seconded by Nancy Parker, CMC, Athena, to approve the minutes of September 23, 2016, Annual Business Meeting, as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

4. **Resolution No. 2017-01 of Appreciation to the 2017 OAMR Conference Committee and Best Western Agate Beach Inn:**
President Dale Shafer read the resolution in its entirety.

MOTION: Peggy Hawker, MMC, Newport, moved, seconded by Debbie Manning, MMC, Tigard, to adopt Resolution No. 2017-01 of Appreciation to the 2017 OAMR Conference Committee and the Best Western Agate Beach Inn. **MOTION CARRIED UNANIMOUSLY by voice vote.**

Dale presented a copy of the resolution in appreciation to the staff of the Best Western Agate Beach Inn.

5. Selection of the 2019 Conference Site:

Second Vice-President Nicole Morris, CMC, Tualatin, said the committee had received bids for the 2019 Conference from the following:

- The Riverhouse – Bend
- The Best Western – Hood River
- Sunriver Resort – Sunriver
- Pendleton Convention Center – Pendleton
- Kah-Nee-Tah Resort – Warm Springs
- Mt. Bachelor Village – Bend

Nicole said the Conference Site Selection Committee consisting of herself and Past Presidents Michele Eldridge, Ruth Post and Tori Barnett, reviewed all the bids and determined that only The Riverhouse, The Best Western and Kah-Nee-Tah Resort met the bid criteria. Nicole provided a PowerPoint presentation of the three facilities.

MOTION: Nancy Parker, CMC, Athena, moved, seconded by Debi Russell, Weston, to award the 2019 OAMR Mid-Year Academy and Annual Conference to The Best Western Plus Hood River Inn in Hood River.

The membership discussed the number of complimentary rooms provided by The Riverhouse versus the complimentary rooms provided by The Hood River Inn. There was also discussion on room tax, host recorder, vendor locations and disability accessibility.

THE VOTE ON THE MOTION FAILED BY VOICE VOTE.

MOTION: Karin Johnson, MMC, Independence, moved, seconded by Peggy Hawker, MMC, Newport, to award the 2019 OAMR Mid-Year Academy and Annual Conference The Riverhouse in Bend.

THE VOTE ON THE MOTION PASSED BY HAND VOTE.

6. Adoption of 2017-18 OAMR Budget:

First Vice-President Debbie Hamilton said Budget Committee Members Dale Shafer, Kimberlyn Collins, and herself met via phone. She said the Budget was provided in the Agenda Packet.

Ruth Post questioned the reduction in the Mid-Year Academy from \$7,000 to \$4,500.

President Dale Shafer said it was reduced based on the actual cost for the 2016/17 Mid-Year Academy of \$4,483.94.

Peggy Hawker, MMC, Newport, spoke about the cost for speakers and said there was a diverse range in speaker fees. She suggested leaving the Mid-Year Academy budget at \$7,000.

Ruth Post, MMC, Philomath, spoke about the Municipal Clerks Education Foundation (MCEF) and said OAMR made a \$600 donation to the foundation each year and the funds were unrestricted. She said the name had been changed to the IIMC Foundation Unrestricted Donation, which should be changed in the budget.

Ruth talked about the Proposed IIMC Donation of \$5,000 in the budget under Scholarships and said the intent was to create a restricted endowment on behalf of OAMR members. She said the NCI Education Committee consisting of Peggy Hawker, Karin Johnson and herself recommended a \$10,000 donation to the endowment. She explained how the endowment would work and said it would only be used by OAMR members.

Ruth suggested to rename the line item from Proposed IIMC Donation to IIMC Foundation Restricted Endowment for OAMR and to add a corresponding narrative. She said OAMR wouldn't have to add to the endowment every year, but suggested it be reviewed each year when the budget was prepared to see if additional funds were available to add to the endowment.

Discussion was held on what the endowment could be used for and Tracy Davis, MMC, Keizer, said it could be set up with criteria as long as it went towards education points for certification. She said scholarship applications would be reviewed by the Region IX Directors.

Discussion was held on how much to budget for the endowment.

Karin Johnson, MMC, Independence, questioned the beginning fund balance in the budget, which after discussion, it was determined the beginning fund balance was actually \$63,000.

Michele Eldridge, CMC, Harrisburg, said the additional requested funds would have to come from the contingency line item and per the OAMR Finance Policy, the contingency minimum was \$15,000.

Peggy Hawker, MMC, Newport, said it was difficult to find speakers for \$2,500 and requested it be increased to \$5,000.

Ruth Post, MMC, Philomath, moved, seconded by Karin Johnson, MMC, Independence, to amend the Mid-Year Academy expense line item to \$7,000. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Tori Barnett, MMC, Ontario, to amend the Conference Speaker expense line item to \$5,000. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Nancy Parker, CMC, Athena, to amend the Proposed IIMC Donation expense line item to \$10,000. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Amy Sowa, MMC, Springfield, to amend the beginning fund balance to \$63,209.37. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Ruth Post, MMC, Philomath, moved, seconded by Izetta Grossman, The Dalles, to amend the name of the MCEF Annual Donation line item to IIMC Foundation Unrestricted Donation and amend the corresponding narrative; and to amend the name of the Proposed IIMC Donation line item to IIMC Foundation Restricted Endowment for OAMR and amend the corresponding narrative. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

Nicole Morris, CMC, Tualatin, moved, seconded by Nancy Parker, CMC, Athena, to approve the budget as amended. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

7. **Resolution 2017-02 Banking Signatures 2017-2018:**

Secretary Trudy Borrevik said she had nothing to add to her report.

Kelli Weese, Florence, moved, seconded by Anna Ruggles, CMC, Forest Grove, to approve Resolution No. 2017-2 Banking Signatures 2017-2018. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

8. **2017-18 Board Elections:**

President, Dale Shafer introduced Anna Ruggles, CMC, Forest Grove, Nominating Committee Chair, who conducted the elections of Second Vice-President, Secretary, and Regions II, IV, and VI. Anna said there was a summary of all the positions in the packet.

She asked if there were any nominations from the floor for the offices of Region II Director, Region IV Director, Region VI Director, Secretary and Second Vice-President. Hearing no nominations from the floor, nominations were closed for all the positions. She declared the 2017-18 Elections were closed and the following were elected to the following offices in accordance with the OAMR By-Laws.

Region II Director: Angie Lanter, CMC, Banks
Region IV Director: Sammy Egbert, Coburg
Region VI Director: Izetta Grossman, The Dalles
Secretary: Trudy Borrevik, CMC, Cottage Grove
Second Vice-President Kelli Weese, Florence

Anna said as outlined in the OAMR Charter, Nicole Morris, CMC, Tualatin, will succeed to the office of First Vice-President and Debbie Hamilton, CMC, Sutherlin, will succeed to the office of President.

The above-noted members, with the exception of Angie Lanter, will be sworn in at the annual banquet this evening.

Michele Eldridge, CMC, Harrisburg, swore in Angie Lanter as Region II Director.

9. **Treasurer's Report for the Year Ending October 31, 2017:**

Treasurer Kimberlyn Collins, Talent, said she had nothing to add to her report.

Karen Hewitt, Port of Newport, moved, seconded by Susan Reeves, MMC, Scappoose, to approve the Treasurer's Report and Audit Briefing for Fiscal Year 2016-17 as presented. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

10. **Annual Reports from Board Members and Committee Chair**

President Dale Shafer, Nehalem, said she had nothing to add to her report.

First Vice-President Debbie Hamilton, CMC, Sutherlin, recognized the Conference Committee.

Second Vice-President Nicole Morris, CMC, Tualatin, asked for a round of applause for everyone who raised funds for scholarships and everyone who contributed.

Secretary Trudy Borrevik, CMC, Cottage Grove, said she had nothing to add to her report.

Treasurer Kimberlyn Collins, Talent, said she had nothing to add to her report.

Immediate Past President Michele Eldridge, CMC, Harrisburg, said she had nothing to add to her report.

Region Directors had nothing to add to their reports.

Tori Barnett, MMC, Ontario, spoke to the membership on behalf of a Region VII member who had to have emergency surgery and was unable to attend the

conference. She said this person had requested a refund which was denied based on OAMR current policies. She felt there should be mitigating circumstances and the membership should consider refunding this person's registration fee.

Discussion was held and several members agreed that the issue of refunds with mitigating circumstances had been discussed in the past but wasn't included in the current policy.

Nicole Morris, CMC, Tualatin, moved, seconded by Stacie Cook, MMC, Mill City, to refund the Pilot Rock City Recorder \$450 for conference registration fees, regardless of the current OAMR policy, due to mitigating circumstances.

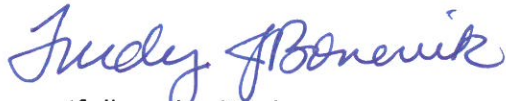
MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.

President Dale Shafer asked if any of the Committee Chairs had anything to add to their reports and no one had anything additional to add.

President Dale Shafer thanked everyone who had served on a committee and said committee sign-up sheets for 2017-18 were at the registration desk. She reminded those who hadn't received their committee certificates from last year to check the registration desk.

11. **Adjournment:**

President Dale Shafer adjourned the Annual Business Meeting at 9:51 am.



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