



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Thursday, April 5, 2018
5:30 PM
Holiday Inn at the Airport
Portland, Oregon

AGENDA

I. Call to Order

II. Roll Call – By sign-in sheet

Officer Reports

- A. President: Debbie Hamilton, CMC, Sutherlin (05 Minutes)
 - A. *Letter to IIMC RE: Dawn Abrahamson*
- B. First Vice-President: Nicole Morris, MMC, Tualatin - No report
- C. Second Vice-President: Kelli Weese, CMC, Florence
- D. Treasurer: Kimberlyn Collins, Phoenix – **ACTION** (05 Minutes)
 - 1. ***Motion to Accept the Treasurer's Report***
- E. Secretary: Trudy Borrevik, CMC, Cottage Grove - **ACTION** (03 Minutes)
 - 1. ***Motion to approve the OAMR Board Meeting Minutes as presented.***
 - A. *Board Minutes for November 17, 2018*

III. Region Director Reports

- A. Region I: Kathy Payne, CMC, St. Helens
- B. Region II: Angie Lanter, CMC, Banks
- C. Region III: Phyllis Bolman, MMC, Monmouth
- D. Region IV: Samantha Egbert, Coburg
- E. Region V: Karen Spoons, MMC, Medford
- F. Region VI: Izetta Grossman, The Dalles
- G. Region VII: Nancy Parker, CMC, Athena

IV. Committee Reports

- A. Audit: Angie Lanter, CMC, Banks – **ACTION** (10 Minutes)
 - 1. ***Motion to approve the Audit Report for FY October 31, 2017 and adopt the Committee recommendations as submitted.***
- B. Bylaws: Aubrey Minear, Hillsboro
- C. City Recorder's Procedure Manual: Angie Lanter, CMC, Banks
- D. Conference: Nicole Morris, MMC, Tualatin - **ACTION** (10 Minutes)
 - 1. ***Motion to approve the 2018 Academy & Conference Registration Fee's and Form***
- E. Education: Peggy Hawker, MMC, Newport
 - A. Draft - Annual Conference Schedule showing Educational Sessions
- F. Historical Preservation: Lisa Scholl, CMC, St. Helens
- G. Internet: Melissa Thompson-Kiefer, CMC, Nehalem - **ACTION** (5 Minutes)
 - 1. ***Motion to approve Wild Apricot rate increase and prepay for two years to save 15% by transferring \$1136.00 from contingency to the Internet Committee Budget.***
- H. Legislative: Lisa Morgan, Prineville - No report
- I. Membership: Donna Biggerstaff, Pendleton
 - A. New members list

- J. Mentoring: Nancy Parker, CMC, Athena - ACTION (3 Minutes)
 - 1. ***Motion to approve proposed changes to the Mentor Follow-up Checklist as amended.***
- K. Newsletter: Lisa Figueroa, Silverton
- L. Nominating: Tori Barnett, MMC, Ontario
- M. NCI Education: Ruth Post, MMC, Philomath
- N. Professional Growth & Leadership Development: Karin Johnson, MMC, Independence
- O. Records Management: Scott Stauffer, CMC, Milwaukie
- P. Retired Clerks: Diane Harris, CMC, Sutherlin
- Q. Scholarship: Nanci Moyo, CMC, Beaverton - ACTION (10 Minutes)
 - 1. ***Motion to approve transfer of monies from one Scholarship fund into another when money is left over to cover scholarships.***
- R. Special Projects/Fundraising: Kelli Weese, CMC, Florence

V. Other Business

- A. Ad Hoc Committee – Treasurer Duties - Michele Eldridge, CMC, Harrisburg (10 Minutes)

VI. Future Meetings

- A. September 20th, 2018 Business Meeting in Portland, Oregon

OAMR BOARD REPORT



President's Board Report

Meeting Date: April 5, 2018
Source of Item: President's Report

Contact: Debbie Hamilton, CMC, President
Contact Telephone Number: 541-459-2856
Contact E-Mail: d.hamilton@ci.sutherlin.or.us

ISSUE STATEMENT

As President I am reporting on my first six months in office; AAMC, WMCA, November Board Meeting, and other activities.

BACKGROUND

AAMC - I've had the pleasure of attending the Alaska Association of Municipal Clerks for my second time November 12-15th. I attended some great classes and spent time with my former PD buddy, President Nova Javier and incoming President, Shellie Saner, along with the "on the road" crew, Tracy Davis, Sheri Pierce, Joan Tilton, WMCA President, Dee Roberts and CCAC President, Wendy Klock-Johnson, always an enjoyable time with these ladies!

Region IV Meeting – I attended the Region IV Holiday Luncheon and ornament exchange at the Parrott House in Roseburg. Hosted by Region Director, Sammy Egbert, there was a great turnout and everyone had a great time at the new venue. Thanks Sammy for hosting this fun event! I was invited to two other Region Holiday gatherings, unfortunately they were held the same day as Region IV's. I'm hoping to make at least one of their meetings in the next few months if the opportunity arises.

Nomination of a Region IX Director from City Clerks Association of California (CCAC) – The OAMR Board approved by consensus the nomination of candidate Dawn Abrahamson to be the second Region IX Director when Tracy Davis' term ends in May. On January 9th, 2018 I was honored to send a letter of support on behalf of OAMR to endorse Dawn as the next Region IX Director. We look forward to working with her. We want to thank Tracy for her outstanding service to Region IX; she definitely represented us very well and will be missed in that role. Fortunately for us she's still a big part of OAMR!!

LOC Board Meetings – Unfortunately, I was not notified of the February 16th Board meeting but have contacted LOC to rectify that and will be attending the April 13th meeting in Salem and again on June 15th in North Bend. After speaking with Meagan George who is new with LOC she stated she wants to work with OAMR as our Liaison with LOC. We will be talking by phone next week to get my perspective of the past and what they can do in the future to strengthen their relationship with OAMR. That's exciting!

On the Road Training – Sheila Cox, MMC, Roseburg and I lead an Elections Training in Roseburg at the Public Safety Center. Our thanks to Peggy Hawker, MMC, Education Chair, for providing an outstanding PowerPoint to present to the attendee's. There were a total of 12 in attendance; we were able to answer their questions, share forms, and share the packets we do for our cities to help with some guidelines. We finished it off with several going to lunch afterwards and doing some more networking.

WMCA – I attended the Washington Municipal Clerks Association Conference March 13-16th, 2018 in Pasco, Washington. The first evening right after arriving I was honored to be part of the Honored Guests dinner which was held at "Cousins" where we enjoyed a great dinner and great conversation. It was fun meeting up with Debbie Jermann who was later in the week installed as Second Vice President. For those who don't know Debbie she is a Past President of OAMR and friend to many! We had a great time! They had a great lineup of classes and activities throughout the week. Wednesday evening was a live auction, raffle and Heads or Tails bead game followed by Karaoke, which was a real hoot! My cheeks hurt from laughing! President Dee Roberts themed her banquet with "Spring Hats and dress"; there was quite a wide variety of both which brought laughter and a prize for her favorite hat. Incoming President, Virginia Olsen, was sworn in along with the rest of the

officers. President Olsen plans to attend our Conference in September.

FUTURE EVENTS –

- OAMR Mid-Year Academy & Athenian Leadership Dialogue and Board meeting on April 5-6th, 2018 in Portland at the Holiday Inn at the Airport. There will also be a SPFR Committee at 3:30pm and Conference Committee meeting at 4:30pm prior to the Board meeting at 5:30pm on April 5th.
- LOC Board meeting in Salem – Friday, April 13th, 2018 from 9am – 4pm.
- City Clerks Assn. of California Conference in Berkley, California – April 17-20th, 2018
- IIMC Conference in Norfolk, VA May 20-24th, 2018
- LOC Board meeting in North Bend, Friday, June 15th, 2018 9am – 4pm.
- OAMR Annual Conference, Academy, & Athenian Leadership Dialogue – September 18-22, 2018 in Portland at the Holiday Inn at the Airport.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

- A. Letter of support to CCAC President, Wendy Klock-Johnson for incoming candidate IIMC Region IX Director, Dawn Abrahamson.



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

January 5, 2018

Wendy Klock-Johnson, MMC, President
City Clerks Association of California (CCAC)
915 I Street - 5th Floor
Sacramento, California 95814

Re: OAMR Endorsement of Dawn Abrahamson, MMC, for Region IX Director

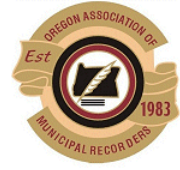
Dear Wendy,

On behalf of the Oregon Association of Municipal Recordors (OAMR), I am pleased to announce our endorsement of Dawn Abrahamson, MMC, for the position of Region IX Director.

OAMR looks forward to Ms. Abrahamson's installation at the IIMC Conference in Norfolk, Virginia, May 2018. We thank her for representing us and our neighbors in Region IX.

Sincerely,

Debbie Hamilton, CMC
OAMR President
Senior City Recorder
Community Relations Director
City of Sutherlin
126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
d.hamilton@ci.sutherlin.or.us



OAMR BOARD REPORT OR REQUEST FOR ACTION

2nd Vice President

Meeting Date: April 5, 2018
Source of Item: 2nd Vice-President

Contact: Kelli Weese, CMC, 2nd Vice President
Contact Telephone Number: 541-997-3437
Contact E-Mail: kelli.weese@ci.florence.or.us

ISSUE STATEMENT

The 2nd Vice President is responsible for the 2020 Annual Conference bids. I have queried the Region Directors for Regions IV and V and will soon be sending out the 2020 Conference bids to seven hotels / conference centers with a deadline for a response of June 1st, 2018 (see list below). I will be working on assembling a site selection committee with the potential to perform site visitations in late spring / early summer.

Potential locations to include:

- Region IV: Valley River Inn, Florence Events Center / Driftwood Shores, Three Rivers Casino, Seven Feathers Casino, Mill Casino
- Region V: Ashland Springs Hotel, Running Y Ranch

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

If there is a potential site that would meet OAMR's requirements please contact me with that information.

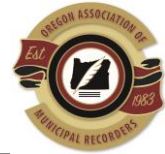
SUGGESTED MOTION

None.

ATTACHMENTS

None.

OAMR BOARD REPORT



Date: April 6, 2018
Source of Item: OAMR Treasurer

Contact: Kimberlyn Collins
Contact Telephone Number: 541-480-0054
Contact E-Mail: Kimberlyn.collins@phoenixoregon.gov

ISSUE STATEMENT

Financial and Activity Reports

BACKGROUND

- I have completed the annual tax reports – The Federal 990 and the State Department of Justice CT-12 and submitted them. Those returns are due by March 15 each year.
- The Annual State Corporation Report will be due in April. I have not yet received the form from the State to complete.
- The General Liability Insurance through Liberty Mutual has been paid.
- All memberships are current.
- Money continues to come in for Mid-year and I anticipate we will exceed our anticipated income by \$100.00.

Since I volunteered to be Treasurer for OAMR I have come across some challenges with my City not being very supportive of my role with the organization. Currently, I do not have a permanent City Manager that I can speak to about submitting my application for another two year term as Treasurer. I will know who this person will be by the end of June.

If anyone has ever thought of taking on the role of Treasurer I want to encourage them to ask me the “tough questions.” It’s a rewarding position and one that is really needed in order to continue offering scholarships and education. This is a great opportunity to get involved and a chance to keep the funds within the organization!!!

Since I am in my second year as Treasurer I am pretty familiar with the books and the needs of the organization. Things have been running smoothly so there is little to report.

ATTACHMENTS

Budget vs Actual Report – March 23, 2017

Profit and Loss Report – March 23, 2017

Balance Sheet – March 23, 2017

Oregon Association of Municipal Recorders

Profit & Loss Budget vs. Actual

03/20/18

November 1, 2017 through March 20, 2018

Accrual Basis

	Nov 1, '17 - ...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	0.00	9,000.00	-9,000.00	0.0%
Annual Athenian Dialogue	0.00	750.00	-750.00	0.0%
Mid-Year	8,100.00	10,000.00	-1,900.00	81.0%
Mid-Year Athenian Dialogue	1,970.80	2,000.00	-29.20	98.5%
On-the Road Workshops	0.00	0.00	0.00	0.0%
Academy/Education Session - Other	0.00	0.00	0.00	0.0%
Total Academy/Education Session	10,070.80	21,750.00	-11,679.20	46.3%
Annual Conference Revenue				
Exhibitors	0.00	3,500.00	-3,500.00	0.0%
Registration				
refund of conference expense pd	0.00	0.00	0.00	0.0%
Registration - Other	225.00	27,000.00	-26,775.00	0.8%
Total Registration	225.00	27,000.00	-26,775.00	0.8%
Sponsors	0.00	5,000.00	-5,000.00	0.0%
Annual Conference Revenue - Other	0.00	0.00	0.00	0.0%
Total Annual Conference Revenue	225.00	35,500.00	-35,275.00	0.6%
Cash Carried Forward	0.00	61,077.13	-61,077.13	0.0%
Education/Scholarships				
Auction	0.00	3,000.00	-3,000.00	0.0%
Donations General	121.63	1,000.00	-878.37	12.2%
Kathy Ishiara Education Fund	0.00	1,000.00	-1,000.00	0.0%
Other Fundraising	22.26	1,700.00	-1,677.74	1.3%
Raffle	0.00	3,000.00	-3,000.00	0.0%
Special Scholarship	0.00	1,000.00	-1,000.00	0.0%
Store Sales	0.00	0.00	0.00	0.0%
Education/Scholarships - Other	0.00	0.00	0.00	0.0%
Total Education/Scholarships	143.89	10,700.00	-10,556.11	1.3%
IIMC 2012 Fund Raising	0.00	0.00	0.00	0.0%
Interest Income	217.40	250.00	-32.60	87.0%
Membership Dues	10,335.00	10,250.00	85.00	100.8%
Miscellaneous				
Returned Check Charges	0.00	0.00	0.00	0.0%
Miscellaneous - Other	295.25	900.00	-604.75	32.8%
Total Miscellaneous	295.25	900.00	-604.75	32.8%
Newsletter Advertising	1,000.00	800.00	200.00	125.0%
Total Income	22,287.34	141,227.13	-118,939.79	15.8%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	22,287.34	141,227.13	-118,939.79	15.8%
Expense				
Academy/Education Sessions				
Annual Athenian Dialogue	0.00	1,500.00	-1,500.00	0.0%
Conference Academy	1,500.00	7,000.00	-5,500.00	21.4%
Mid-Year Academy	0.00	7,000.00	-7,000.00	0.0%
Mid-Year Athenian Dialogue	0.00	1,500.00	-1,500.00	0.0%
On-the Road Workshops	0.00	0.00	0.00	0.0%
Academy/Education Sessions - Other	0.00	0.00	0.00	0.0%
Total Academy/Education Sessions	1,500.00	17,000.00	-15,500.00	8.8%

Oregon Association of Municipal Recorders

Profit & Loss Budget vs. Actual

03/20/18

November 1, 2017 through March 20, 2018

Accrual Basis

	Nov 1, '17 - ...	Budget	\$ Over Bud...	% of Budget
Annual Conference Expenses				
Awards	0.00	250.00	-250.00	0.0%
Banquet Expenses	0.00	850.00	-850.00	0.0%
Conference Chair Expense	0.00	500.00	-500.00	0.0%
Food & Beverage/Site fees	0.00	14,000.00	-14,000.00	0.0%
Freebies/Conference Bags	0.00	1,000.00	-1,000.00	0.0%
Future Conference Site Deposits	0.00	2,500.00	-2,500.00	0.0%
Hospitality	297.89	4,000.00	-3,702.11	7.4%
Miscellaneous Conference Exp	51.30	500.00	-448.70	10.3%
Photography	0.00	0.00	0.00	0.0%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	81.85	1,000.00	-918.15	8.2%
Print-Conference	0.00	700.00	-700.00	0.0%
Speaker Expenses	0.00	5,000.00	-5,000.00	0.0%
Annual Conference Expenses - Other	0.00	0.00	0.00	0.0%
Total Annual Conference Expenses	431.04	30,400.00	-29,968.96	1.4%
Contingency	0.00	0.00	0.00	0.0%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	0.00	250.00	-250.00	0.0%
Prize Expenses-Trip or Gift Car	0.00	0.00	0.00	0.0%
Raffle Expenses - Other	0.00	0.00	0.00	0.0%
Total Raffle Expenses	0.00	400.00	-400.00	0.0%
Store Merchandise	0.00	0.00	0.00	0.0%
Fundraising Expenses - Other	0.00	0.00	0.00	0.0%
Total Fundraising Expenses	0.00	400.00	-400.00	0.0%
IIMC 2012 Expenses	0.00	0.00	0.00	0.0%
IIMC FNDN Unrestricted Donation	600.00	600.00	0.00	100.0%
Internet/Web Page	828.00	772.00	56.00	107.3%
Membership Expenses				
Postage-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	23.00	175.00	-152.00	13.1%
Membership Expenses - Other	0.00	0.00	0.00	0.0%
Total Membership Expenses	23.00	225.00	-202.00	10.2%
Micellaneous				
Square and PayPal Fees	203.32	0.00	203.32	100.0%
Miscellaneous - Other	550.00	2,000.00	-1,450.00	27.5%
Total Miscellaneous	753.32	2,000.00	-1,246.68	37.7%
Newsletter				
Postage-Newsletter	18.53	50.00	-31.47	37.1%
Printing-Newsletters	4.03	50.00	-45.97	8.1%
Supplies-Newsletters	2.53	20.00	-17.47	12.7%
Newsletter - Other	0.00	0.00	0.00	0.0%
Total Newsletter	25.09	120.00	-94.91	20.9%
NW Clerks Institute Director	727.71	2,000.00	-1,272.29	36.4%
OAMR Ambassadors	0.00	0.00	0.00	0.0%
Officer Supplies				
Misc/Equipment-Officers	0.00	300.00	-300.00	0.0%
Postage-Officers	0.00	50.00	-50.00	0.0%
Printing-Officers	0.00	0.00	0.00	0.0%
Supplies-Officers	0.00	100.00	-100.00	0.0%
Officer Supplies - Other	0.00	0.00	0.00	0.0%
Total Officer Supplies	0.00	450.00	-450.00	0.0%

Oregon Association of Municipal Recorders

Profit & Loss Budget vs. Actual

November 1, 2017 through March 20, 2018

03/20/18

Accrual Basis

	Nov 1, '17 - ...	Budget	\$ Over Bud...	% of Budget
Officers Expenses				
1st Vice Pres-IIMC Conference	0.00	2,000.00	-2,000.00	0.0%
2nd Vice Pres Conf. Site Tours	0.00	800.00	-800.00	0.0%
Director Region IX	0.00	3,200.00	-3,200.00	0.0%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	721.40	2,800.00	-2,078.60	25.8%
OAMR Representation-President	0.00	1,550.00	-1,550.00	0.0%
Region IX Conference-President	1,675.44	3,500.00	-1,824.56	47.9%
President's Expenses - Other	0.00	0.00	0.00	0.0%
Total President's Expenses	2,396.84	7,850.00	-5,453.16	30.5%
Officers Expenses - Other	0.00	0.00	0.00	0.0%
Total Officers Expenses	2,396.84	14,000.00	-11,603.16	17.1%
Photography/Historian	0.00	1,000.00	-1,000.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Scholarships				
Cont. Davis/Harris Scholarship	0.00	3,450.00	-3,450.00	0.0%
Davis/Harris Scholarship	0.00	1,250.00	-1,250.00	0.0%
IIMC 2012 Scholarship	0.00	0.00	0.00	0.0%
IIMC Certification Programs	0.00	15,000.00	-15,000.00	0.0%
Kathy Ishiara Scholarship	0.00	1,000.00	-1,000.00	0.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	2,100.00	3,000.00	-900.00	70.0%
OAMR Conference/Academy Session	0.00	10,500.00	-10,500.00	0.0%
OAMR Edu. Endowment Fund	10,000.00	10,000.00	0.00	100.0%
President Awards Scholarship	0.00	600.00	-600.00	0.0%
Scholarships - Other	0.00	0.00	0.00	0.0%
Total Scholarships	12,100.00	45,800.00	-33,700.00	26.4%
Total Expense	19,385.00	114,767.00	-95,382.00	16.9%
Net Ordinary Income	2,902.34	26,460.13	-23,557.79	11.0%
Other Income/Expense				
Other Income				
Donations for Fundraising	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Donations-Conference Expenses	0.00	0.00	0.00	0.0%
Donations given to other 501c3	0.00	0.00	0.00	0.0%
Donations used in Fundraising	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,902.34	26,460.13	-23,557.79	11.0%

Oregon Association of Municipal Recorders

Profit & Loss

03/20/18

November 2017 through October 2018

Accrual Basis

	<u>Nov '17 - Oct 18</u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Mid-Year	8,100.00
Mid-Year Athenian Dialogue	1,970.80
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Total Academy/Education Session	10,070.80
Annual Conference Revenue	
Registration	225.00
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Total Annual Conference Revenue	225.00
Education/Scholarships	
Donations General	121.63
Other Fundraising	22.26
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Total Education/Scholarships	143.89
Interest Income	217.40
Membership Dues	10,335.00
Miscellaneous	295.25
Newsletter Advertising	1,000.00
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Total Income	22,287.34
Gross Profit	22,287.34
Expense	
Academy/Education Sessions	
Conference Academy	1,500.00
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Total Academy/Education Sessions	1,500.00
Annual Conference Expenses	
Hospitality	297.89
Miscellaneous Conference Exp	51.30
Pres. Reception/Special Event	81.85
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Total Annual Conference Expenses	431.04
IIMC FNDN Unrestricted Donation	600.00
Internet/Web Page	828.00
Membership Expenses	
Supplies-Memberships	23.00
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Total Membership Expenses	23.00
Micellaneous	
Square and PayPal Fees	203.32
Micellaneous - Other	550.00
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Total Micellaneous	753.32
Newsletter	
Postage-Newsletter	18.53
Printing-Newsletters	4.03
Supplies-Newsletters	2.53
	<hr/>
Total Newsletter	25.09
NW Clerks Institute Director	727.71
Officers Expenses	
President's Expenses	
IIMC Conference-President	721.40
Region IX Conference-President	1,675.44
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Total President's Expenses	2,396.84
Total Officers Expenses	2,396.84

5:16 PM

Oregon Association of Municipal Recordors

Profit & Loss

03/20/18

November 2017 through October 2018

Accrual Basis

	<u>Nov '17 - Oct 18</u>
Scholarships	
Mid-Year Academy Scholarship	2,100.00
OAMR Edu. Endowment Fund	<u>10,000.00</u>
Total Scholarships	<u>12,100.00</u>
Total Expense	<u>19,385.00</u>
Net Ordinary Income	<u>2,902.34</u>
Net Income	<u><u>2,902.34</u></u>

Oregon Association of Municipal Recorders

03/20/18

Balance Sheet

Accrual Basis

As of March 20, 2018

	<u>Mar 20, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP	52,672.05
U S Bank	20,502.02
Total Checking/Savings	<u>73,174.07</u>
Accounts Receivable	
Accounts Receivable	2.63
Total Accounts Receivable	<u>2.63</u>
Total Current Assets	<u>73,176.70</u>
TOTAL ASSETS	<u>73,176.70</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	70,274.36
Net Income	2,902.34
Total Equity	<u>73,176.70</u>
TOTAL LIABILITIES & EQUITY	<u>73,176.70</u>



OAMR BOARD REPORT

Meeting Date: April 5, 2018
Source of Item: **Secretary**

Contact: Trudy Borrevik, CMC, City Recorder
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

BACKGROUND

Approval of the following Board Meeting Minutes:

1. November 17, 2017 Board Meeting

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS

The Board may approve the above-noted minutes as presented; the Board may make amendments and approve the minutes as amended; or the Board may take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Approve the above-noted Board Meeting Minutes as presented/amended.

SUGGESTED MOTION

1. Motion to approve the above-noted Board Meeting Minutes as presented/amended.

ATTACHMENTS

- A. November 17, 2017 Board Meeting Minutes



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Friday, November 17, 2017
Springfield City Hall, Springfield, Oregon

Minutes are unofficial until approved by the Board.

I. Board meeting Called to Order:

President Hamilton called the Board Meeting to order at 12:37 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	√
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter Chair	Absent
Angie Lanter, CMC, Banks	Region II Director/Audit Chair/ City Recordors' Manual Chair	√
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	Phone
Tracy Davis, MMC, Keizer	Region IX Director	Absent
Karin Johnson, MMC, Independence	Professional Growth & Development Chair/NCI Education	√
Aubrey Minear, Hillsboro	Bylaws Chair	Phone
Lisa Scholl, CMC, St. Helens	Historical Preservation Chair	Absent
Melissa Kiefer, CMC, Nehalem	Internet Chair	Phone
Peggy Hawker, MMC, Newport	Education Chair/NCI Education	√
Lisa Morgan, Prineville	Legislative Chair	Absent
Donna Biggerstaff, Pendleton	Membership Chair	Absent
Tori Barnett, MMC, Ontario	Nominating Chair	Absent
Lisa Figueroa, Silverton	Newsletter Chair	Absent
Ruth Post, MMC, Philomath	NCI Education	√
Scott Stauffer, Milwaukie	Records Management Chair	Absent
Diane Harris, CMC, Sutherlin	Retired Clerks Chair	√
Nanci Moyo, CMC, Beaverton	Scholarship Chair	Absent
Carol Krager, CMC, Tigard		√
Amy Sowa, MMC, Springfield		√
Debbie Bernard, Willamina		√

III. Officer Reports:

President, Debbie Hamilton, CMC, Sutherlin, congratulated Jaime Reed, Diane Harris and Kelli Weese on obtaining their CMC. She also congratulated Nicole Morris and Kathy Payne who obtained their MMC. She had nothing to add to her report.

1st Vice-President, Nicole Morris, MMC, Tualatin, had nothing to add to her report.

2nd Vice-President, Kelli Weese, CMC, Florence, had nothing to add to her report. She thanked everyone who had been answering all her questions.

Treasurer, Kimberlyn Collins, Phoenix, provided her report, which wasn't in the packet. She said the cash carried forward was \$61,077.13 which was different from what she reported at the conference. She said her report included her first year as Treasurer and suggestions she had regarding her position. She talked about the conference and issues that she had.

Nicole asked if the Ad-hoc Treasurer Committee was still in existence.

Michele Eldridge, CMC, Harrisburg, said her intention was to have a full analysis of the Treasurer position but she'd been sick so she would have it for the Board at the mid-year Board meeting. She said issues that Kimberlyn had identified in her report would be discussed at the mid-year meeting. She said the reason the committee was created was the organization was having trouble finding someone who fit the position and to see if any changes needed to be made to the description.

There was a lengthy discussion about the issues that Kimberlyn encountered with the collection of money from the fundraisers and the use of charge slips. There were several ideas and suggestions presented. It was decided that the current Fundraising Committee would work with Kimberlyn on the 2018 Annual Conference to make it easier for the collection of money. It was also decided that Kimberlyn have someone who would help her the night of the banquet for the silent and oral auctions.

Kimberlyn suggested that OAMR hire someone to do the filing of the taxes and said she would get some quotes for the Board to vote on at the mid-year meeting.

Kimberlyn talked about the registration process and issues she was having when attendees were registered by someone else. She said her preference would be that if someone was registering more than themselves, that they pay by check and send a list of everyone that they were registering.

Melissa Kiefer, CMC, Internet Chair, said there were some things she could do to help Kimberlyn with the registration process.

Debbie said she had received an email from a member who had concerns about making the membership renewal check out to Kimberlyn. It was determined that it says to make the check out to OAMR, in care of Kimberlyn.

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

April 6, 2017 Board Meeting
June 12, 2017 E-Board Meeting

MOTION: 2nd Vice-President, Kelli Weese, CMC, Florence, moved, seconded by **Region II Director, Angie Lanter, CMC, Banks,** to approve the above-noted minutes as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

IV. Region Director Reports:

Region I: Kathy Payne, CMC, St. Helens was not in attendance.

Region II: Angie Lanter, CMC, Banks had nothing to add to her report.

Region III: Phyllis Bolman, MMC, Monmouth had nothing to add to her report.

Region IV: Sammy Egbert, Coburg, had nothing to add to her report.

Region V: Karen Spoons, MMC, Medford was not in attendance.

Region VI: Izetta Grossman, The Dalles had nothing to add to her report.

Region VII: Nancy Parker, CMC, Athena had nothing to add to her report.

V. Committee Reports:

Audit: Angie Lanter, CMC, Banks, said the committee was meeting after the Board Meeting.

By-Laws: Aubrey Minear, Hillsboro, had nothing to add to her report. She said there was a question during the Business Meeting at the Annual Conference regarding scholarships and not using it due to an emergency. She said she found where it was addressed at the April 6, 2017 Board Meeting under the Audit Committee report.

Karin Johnson, MMC, Independence, said it would be updated in the OAMR Policies.

President Debbie Hamilton, CMC, Sutherlin, said it had been discussed in the past to give the Immediate Past President voting rights.

Discussion was held and one issue was it would make the board an even number and there could be issues with a tie vote. It was decided that the By-Laws Committee would look into having the Immediate Past President vote.

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

Conference Committee: Nicole Morris, MMC, Tualatin said the Committee had selected "Runway to Success" as the theme for the 2018 Annual Conference. She said Carol Krager, Tigard, would be the host recorder.

Education: Peggy Hawker, MMC, Newport, was not in attendance.

Historical Preservation: Lisa Stoll, CMC, St. Helens, was not in attendance.

Internet: Melissa Kiefer, CMC, Nehalem, had nothing to add to her report other than the Committee was testing a new website, OAOMR.wildapricot.org.

Legislative: Lisa Morgan, Prineville was not in attendance.

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

Mentoring: Nancy Parker, CMC, Athena, had nothing to add to her report.

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

President Debbie Hamilton, CMC, Sutherlin said previous Newsletter Committee Chair, Kathy Payne, had proposed updates to the Newsletter Committee Job Description and the Manual which were included in the packet.

MOTION: 1st Vice-President, Nicole Morris, MMC, Tualatin, moved, seconded by Region VII Director, Nancy Parker, CMC, Athena, to approve the changes to the Newsletter Committee Job Description and Manual as proposed. MOTION CARRIED UNANIMOUSLY by voice vote.

Ruth Post, MMC, Philomath, said it was best if job descriptions, etc. were handled at the Board level and not at the Business meeting.

Nominating Committee: Tori Barnett, MMC, Ontario, was not in attendance.

Karin Johnson, MMC, Independence, said if anyone knew someone who was interested in running for an office to sign up.

NCI Education: Ruth Post, MMC, Philomath, said in her report was the issue of approving \$800 toward NCI Director, Joann Tilton's housing at the 2018 Institute in Tacoma at an AirBnB. She said the NCI Education Committee would be holding a conference call in late November or early December to review the proposed budget and she anticipated Joann asking for each state to contribute \$800 for the AirBnB.

MOTION: 1st Vice-President, Nicole Morris, MMC, Tualatin, moved,
seconded by Region IV Director, Sammy Egbert, Coburg, that OAMR
authorize the expenditure of up to \$800 payable to NCI Director Joann
Tilton's housing expense for an AirBnB for the 2018 Institute. MOTION
CARRIED UNANIMOUSLY by voice vote.

Ruth said it should be included when the budget was being formalized and included in the narrative. She said when the three-year contract was up and if there was a surplus, it would be divided among the three states based on the number of attendees for PD from each state.

Professional Growth & Leadership Development: Karen Johnson, MMC,
Independence, said she had nothing to add, except the OAMR booth at the LOC Conference was in a better location.

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

Retired Clerks Committee: Diane Harris, Sutherlin had nothing to add to her report.

Scholarship Committee: Nanci Moyo, CMC, Beaverton, was not in attendance.

Immediate Past President, Dale Shafer, said there was a question about the Harris/Davis Scholarship and when the recipient should be announced.

Discussion was held and it was decided that it should be announced at both the Mid-Year Academy and Annual Conference.

The name of the scholarship was also discussed and if it should be changed to the Davis-Harris Scholarship instead of the Harris-Davis Scholarship. It was decided that Tracy Davis should be consulted before the name was changed.

1st Vice-President, Nicole Morris, MMC, Tualatin, asked what the follow-up was for those who received scholarships to make sure they were completing the KTAPs within thirty days.

Region VII Director, Nancy Parker, CMC, Athena, said Nancy Moyo was auditing it for the Scholarship Committee.

Discussion was held and it was suggested that the Scholarship Committee work with the Conference Committee and Special Projects and Fundraising Committee regarding scholarship recipients to make sure they are participating on the committees.

Special Projects and Fundraising Committee: Kelli Weese, CMC, Florence, said they had an awesome first meeting. She reminded everyone to shop the sales during the holidays. She talked about OAMR fundraising through Amazon Smile and Fred Meyer.

VI. Other Business:

Ruth Post, MMC, Philomath, said it was Tracy Davis' last year as IIMC Region IX Director and asked if OAMR could recognize her at the Annual Conference with a nice parting gift.

Ruth said the incoming Region IX Director from California was deaf and used a service dog and she wanted the Conference Committee to be aware.

Ruth also talked about the IIMC Quill Award and said she and four Past Presidents would like OAMR to nominate Peggy Hawker. She asked the Board was okay with the nomination and consensus was for her to proceed.

VII. Information Sharing

VIII. Future Meetings

- A. February 16, 2018 at 11:00 a.m. (if needed)
- B. April 5, 2018 at 2:30 p.m. Holiday Inn at the Airport = Portland

IX. Adjourn

President Debbie Hamilton adjourned the meeting at 1:40 p.m.

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



OAMR BOARD REPORT

REGION I REPORT

Meeting Date: April 5, 2018
Source of Item: Region I Director

Contact: Kathy Payne, MMC
Contact Telephone Number: 503-366-8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT

This item is informational only.

BACKGROUND

Region I will be holding an On-The-Road Workshop on Elections on May 25, 2018. We will have someone from the State Elections Office doing a webinar and then I will be going through some basics and local level tips and tricks. I am looking forward to this. It will be held at Cannon Beach City Hall.

Region I will be getting together this summer for a summer lunch. Date and location to be determined.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date:
Source of Item: Region II

Contact: Angie Lanter, CMC, City of Banks
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

INFORMATION ONLY

MEMBERS OF REGION II:

Jackie Loos, Amity
Angie Lanter, CMC, Banks
Deborah Baidenmann, Beaverton
Catherine Jansen, MMC, Beaverton
Nanci Moyo, CMC, Beaverton
Kim Scheafer, MMC, Canby
Jennifer Nelson, CMC, Carlton
Debby Roth, MMC, Cornelius
Rochelle Roaden, Dayton
Melissa Lemen, Dundee
Denise Carey, MMC, Estacada
Sadie Main, CMC, Estacada
Traci Hovda, CMC, Estacada
Devree Leymaster, CMC, Fairview
Anna Ruggles, CMC, Forest Grove
Wenonah Blanchette, Gaston
Susanjoy Wright CMC, Gresham
Kara Kerpan, Happy Valley
Aubrey Minear, Hillsboro
Amber Ames, MMC, Hillsboro
Sheril Jensen, Hillsboro

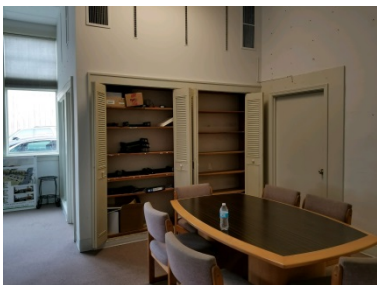
Ronnie Smith, King City
Angela Speier, Lafayette
Anne-Marie Simpson, Lake Oswego
Corinne Strauser, Lake Oswego
Kari Linder, Lake Oswego
Bonnie Davey, Maywood Park
Melissa Grace, McMinnville
Scott Stauffer, CMC, Milwaukie
Hannah Wells, Milwaukie
Amy Aschenbrenner, Milwaukie
Kelly Richardson, CMC, Molalla
Lynda J. Grow, Multnomah County
Marina Baker, Multnomah County
DawnKaren Bevill, Newberg
Sue Ryan, CMC, Newberg
Lori Lesmeister, North Plains
Kattie Riggs, CMC, Oregon City
Jaime Reed, CMC, Oregon City
Karey Milne, Sandy
Marcie Lumley, Sheridan
Yvonne Hamilton, CMC, Sheridan

Colleen Resch, CMC, Sherwood
Sylvia Murphy, MMC, Sherwood
Carol Krager, CMC, Tigard
Kelly Burgoyne, CMC, Tigard
Debra Manning, MMC, Tigard
Sarah Skroch, Troutdale
Kenda Schlaht, Troutdale
Laurel Casey, Tualatin
Nicole Morris, MMC, Tualatin
Teresa Zak, CMC, West Linn
Debbie Bernard, Willamina
Kimberley Veliz, Wilsonville
Lori Gilmore, Yamhill
Gail Waibel, MMC, Hillsboro – Retired
Jane McGarvin, MMC, Lake Oswego – Retired
Nancy Ide, CMC, Oregon City – Retired
Sandra King, MMC, Wilsonville – Retired
Debbie Werner, MMC, Tualatin Valley Water District
Linda Odermott, Dunn & Carney Allen Higgins & Tongue LLP

NEWS

The City of Banks recently completed a remodel of our City Council Chambers.

Before



After



Welcome to our newest member Kari Linder, City Recorder with the City of Lake Oswego, who joined in November 2017.

Kelly Richardson, CMC is the new City Recorder in her hometown of Molalla. Prior to her position in Molalla, Kelly was the City Recorder in Aurora.

Region II had our annual Holiday Luncheon on December 8th at Claim Jumper Restaurant in Tualatin. It was great to get together and enjoy each other's company.



OAMR BOARD REPORT

OAMR REGION III

Meeting Date: April 5, 2018
Source of Item: **Region III**

Contact: Phyllis Bolman
Contact Telephone Number: 503-751-0145
Contact E-Mail: pbolman@ci.monmouth.or.us

INFORMATIONAL ONLY

Region III welcomed new members Jake Gabell, Millersburg; Jodi Coggins, Depoe Bay; and Katie Scott, Sublimity.

Region III sponsored an On the Road Workshop – Elections Training on March 9, 2018 at the Independence Civic Center. There were 54 people in attendance. Brenda Bayes from the Secretary of State's office presented first and reviewed the components of an election. Karin Johnson, Independence and Phyllis Bolman, Monmouth, presented an Elections 101 with information more specific to city recorders.



OAMR BOARD REPORT

Region IV Report

Meeting Date: April 5, 2018
Source of Item: Region IV

Contact: Sammy Egbert
Contact Telephone Number: 541-682-7852
Contact E-Mail: sammy.egbert@ci.coburgt.or.us

ISSUE STATEMENT

This is Region IV board report for the April 5, 2018 meeting it is information only.

BACKGROUND

Region IV had election trainings on March 9, 2018. We were lucky enough to have two options for Region IV. The training was held in Roseburg as well as Independence, they were both well attended and I think we are ready for a successful 2018 General Election. Thank you to everyone who helped coordinate and make these Election trainings a success!

We are gathering some great stuff for the Region IV raffle baskets for mid-year and the annual conference to support fundraising.

Region IV welcomes Anne Frydedall, Office Specialist III from the City of Veneta.

Congratulations to Sheila Cox, MMC who is retiring on April 27th!

RELATED POLICIES/BUDGET CONSIDERATIONS

None

MEMBERSHIP OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None



OAMR BOARD REPORT

Region V

Meeting Date: April 5, 2018
Source of Item: Region Director

Contact: Karen M. Spoons, MMC
Contact Telephone Number: 541-774-2088
Contact E-Mail: Karen.spoons@cityofmedford.org

INFORMATION ONLY

Members of Region V

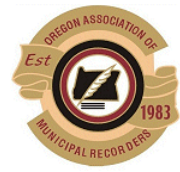
Melissa Huhtala, Ashland	Denise Russell, Bandon	Teri Davis, Brookings
Lori Paxton, Butte Falls	Deanna Casey, MMC, Central Point	Suzanne Baker, Coos Bay
Jennifer Stolz, Coquille	Cindy Hughes, CMC, Eagle Point	Jodi Fritts, Gold Beach
To be determined, Gold Hill	Karen Frerk, Grants Pass	Angie Watson, Jacksonville
Nickole Barrington, Klamath Falls	Kay Neumeyer, Malin	Winnie Shepard, Medford
Karen Spoons, MMC, Medford	Oma Rowley, Merrill	Rene Collins, CMC, North Bend
Janette Booth, Phoenix	Erin Zelinka, Talent	Terrie Richards, Port Orford
Stephanie Patterson, Powers	Kailin Honea, Rogue River	Carol Weir, MMC, Rogue River
Aaron Prunty, Shady Cove	Bonnie Pickett, Shady Cove	Kimberlynn Collins, Phoenix
Rita Ritz, Brookings	Ryan Nolan, Grants Pass	Dawn Roberts, Lakeview
Becky Patton, Cave Junction		

NEWS

We have several new members:

Rita Ritz, Administrative Aide with the City of Brookings and Dawn Roberts, Town Recorder for the City of Lakeview.

Elections training will be held Friday, March 30 from 9:00 a.m. to 1:00 p.m. at the City of Medford. Eric Jorgensen of the Secretary of State's office will be teaching the class. Jackson County Clerk Chris Walker will also be attending to provide the County's input. The meeting will be broadcast and will be available at our website at www.ci.medford.or.us.



OAMR BOARD REPORT

Meeting Date: March 21, 2018
Source of Item: **Region VI**

Contact: Izetta Grossman
Contact Telephone Number: 541-296-5481 x1119
Contact E-Mail: igrossman@ci.the-dalles.or.us

REGION VI REPORT

Greetings from Region VI:

Cascade Locks:
Kathy Woolsey, MMC reports

The City of Cascade Locks is undergoing a water line replacement, placing a new water reservoir, and new wells. Next summer we will begin a wastewater treatment project. A lot of construction going on around here. In 2017 we had 33 residential building permits processed, one industrial building permit processed, and currently working on two large commercial projects. In 2018 so far we have processed two residential building permits and working on seven more.

Things are happenin' in Cascade Locks!!!

The Dalles:
Izetta Grossman, City Clerk reports

On March 7 we held an Elections Training in The Dalles. We had 11 attendees from Region VI and Wasco County. We had a presentation by Brenda Bayes from the State of Oregon, handed out the PowerPoint from OAMR On The Road and did a brainstorming, sharing of documents. I feel it was successful first training attempt. I encourage others to step outside your comfort zone and offer trainings. I did learn it's a lot easier if you contact Peggy Hawker first. Thank you Peggy for holding my hand.

The City of The Dalles is participating in a case study with Open Media Foundation. Over the course of the next year we will be tracking community engagement through Facebook activity, website views and YouTube views.

Open Media Foundation Executive Director, Tony Shawcross "The Dalles is moving to a level of transparency far ahead of the curve for small towns and cities. The tools and technologies make this level of accessibility possible for even the smallest governments, and we are confident that The Dalles can serve as a model for small communities with a genuine desire to expand civic engagement and serve their constituents." During this case study comments and suggestions are welcome at support@open.media

The Dalles is now live streaming and archiving City Council, Planning Commission, Historic Landmarks Commission and Urban Renewal Agency meetings using the Open Media platform. Open Media is a government transparency tool created by Denver nonprofit Open Media Foundation. Using the tool, constituents of The Dalles can search over agenda items and closed captions to find what their representatives are saying about issues they care about, and go directly to specific points of the meeting videos using indexed agenda items. They can also access all meeting materials, including agendas, packets, and minutes. Watch the meetings on The Dalles website at www.thedalles.org/Live_Streaming.



OAMR BOARD REPORT

REGION VII

Meeting Date: April 6, 2018
Source of Item: Region VII

Contact: Nancy Parker
Contact Telephone Number: 541-566-3862
Contact E-Mail: nancy@cityofathena.com

ISSUE STATEMENT

This is the Region VII report for April 2018 and is for informational purposes only.

BACKGROUND

Region VII held Elections Training March 21st in Baker City. We reviewed elections procedures and requirements, then held a roundtable discussion on wants and needs for the region. These discussions are always informative, in addition to allowing us to spend time together and exchange ideas with our peers.

Our very own Teri Porter from Pilot Rock is retiring. While we are sad to lose such a valued member of our team, we wish her good times and safe travels – and lots of time with those grandkids☺. We'll miss you Teri!!

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

No action requested

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A



OAMR BOARD REPORT

Meeting Date: April 5th, 2018
Source of Item: Audit Committee

Contact: Angie Lanter, CMC
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The audit for FYE October 31st, 2017 is submitted for Board review and approval.

BACKGROUND

An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. The financial statements should present fairly the financial position of the Association's activities and the respective changes in financial position and cash flows.

The 2017-2018 Audit Committee is comprised of members Angie Lanter, CMC, City of Banks; Dale Shafer, City of Nehalem; Debbie Bernard, City of Willamina, and OAMR Treasurer Kimberlyn Collins, City of Phoenix.

RELATED POLICIES/BUDGET CONSIDERATIONS

OAMR Bylaws: The audit is to be performed as soon as practical after the fiscal year end, with a report to be made to the Board at its Mid-Year meeting. After Board review, the report will be forwarded to the Newsletter Committee for inclusion in the next edition.

OAMR Finance Policy: Referred to during course of audit.

Budget Narratives, 2016-2017: Referred to during course of audit.

DISCUSSION

The members of the committee audited the OAMR financial statements for fiscal year ending October 31st, 2017, on November 17th, 2017 at the OAMR Board Meeting held at the City of Springfield. The committee reviewed: accounts payable, bank statements/reconciliations, journal entries, and the profit and loss / budget v. actual statement.

In our opinion, the financial statements present fairly the financial position of the Association's activities, and the respective changes in financial position and cash flows. See accompanying notes and recommendations:

1. Financial notes:

- A. Total actual revenues exceeded budgeted totals.
- B. While a few expense categories exceeded the budgeted amounts, total expenditures were significantly under the total budget.
- C. The Audited Ending Fund Balance is \$70,274.56, ensuring that this year's (2017-2018) contingency line item is fully funded.
- D. The Treasurer was unable to determine the correct allocation for Conference and Academy expenses.

RECOMMENDATIONS:

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

2. Policy Considerations:

- A. Conference Scholarships. Two issues, while not a major problem, continue to show up each year:
 - 1. Some non-scholarship attendees cancel attendance after the deadline, and they have already been included in the meal count, creating an expense for OAMR.
 - 2. Some scholarship attendees have been 'no-shows'. They, too, are included in the meal counts, and additionally a scholarship has gone unused that may have been otherwise awarded.

RECOMMENDATIONS:

- 1. Consider that a registration is voided if payment is not received by the meal deadline date.
- 2. Consider that Annual Conference scholarships are reimbursed after attendance at conference. (Once KTAP has been completed, and certificate of attendance has been received by attendee).

OTHER

The Audit Committee wishes to commend Treasurer Kimberlyn Collins for her work this past year. The books were well-managed, and all requested documentation was provided. While juggling the duties of work, life, and OAMR, Kimberlyn has come up with some great suggestions for the Board to look at this next year, to make the Treasurer's position more manageable. Thank you Kimberlyn for all your hard work.

BOARD OPTIONS

- 1. Approval of Audit Report for FYE October 31st, 2017 as presented, and the Committee recommendations as presented; or
- 2. Approval of Audit Report for FYE October 31st, 2017, and denying one or more of the Committee recommendations; or
- 3. Take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

The Committee recommends Option 1.

SUGGESTED MOTION

"I move to approve the Audit Report for FYE October 31st, 2017 and adopt the Committee recommendations as submitted."

ATTACHMENTS

- A. Profit & Loss/Budget V. Actual Report, 2016-2017.
- B. Budget Narratives, 2016-2017.
- C. OAMR Finance Policy.

2:00 PM

11/11/17

Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

	Nov '16 - O...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	11,590.00	9,000.00	2,590.00	126.8%
Annual Athenian Dialogue	1,580.00	750.00	830.00	210.7%
Mid-Year	12,100.00	8,250.00	3,850.00	146.7%
Mid-Year Athenian Dialogue	2,100.00			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Session	27,370.00	18,500.00	8,870.00	147.9%
Annual Conference Revenue				
Exhibitors	3,200.00	3,500.00	-300.00	91.4%
Registration	28,686.00	27,000.00	1,686.00	106.2%
Sponsors	6,660.59	5,000.00	1,660.59	133.2%
Total Annual Conference Revenue	38,546.59	35,500.00	3,046.59	108.6%
Cash Carried Forward	61,077.13			
Education/Scholarships				
Auction	2,854.07	350.00	2,504.07	815.4%
Donations General	436.47	1,500.00	-1,063.53	29.1%
Kathy Ishiara Education Fund	650.00	1,000.00	-350.00	65.0%
Other Fundraising	2,949.19	4,000.00	-1,050.81	73.7%
Raffle	2,303.22	3,000.00	-696.78	76.8%
Special Scholarship	150.00	1,000.00	-850.00	15.0%
Store Sales	432.00	1,250.00	-818.00	34.6%
Education/Scholarships - Other	1,847.97	0.00	1,847.97	100.0%
Total Education/Scholarships	11,622.92	12,100.00	-477.08	96.1%
Interest Income	672.26	150.00	522.26	448.2%
Membership Dues	10,515.00	10,250.00	265.00	102.6%
Miscellaneous	1,057.06	500.00	557.06	213.4%
Newsletter Advertising	900.00	1,000.00	-100.00	90.0%
Total Income	151,770.96	78,000.00	73,770.96	194.6%
Gross Profit	151,770.96	78,000.00	73,770.96	194.6%
Expense				
Academy/Education Sessions				
Annual Athenian Dialogue	1,524.59	2,500.00	-975.41	61.0%
Conference Academy	3,529.48	7,000.00	-3,470.52	50.4%
Mid-Year Academy	4,033.94	7,000.00	-2,966.06	57.6%
Mid-Year Athenian Dialogue	848.79			
On-the Road Workshops	0.00	500.00	-500.00	0.0%
Total Academy/Education Sessions	9,936.80	17,000.00	-7,063.20	58.5%
Annual Conference Expenses				
Awards	287.00	250.00	37.00	114.8%
Banquet Expenses	300.00	850.00	-550.00	35.3%
Conference Chair Expense	0.00	500.00	-500.00	0.0%
Food & Beverage/Site fees	18,495.10	14,000.00	4,495.10	132.1%
Freebies/Conference Bags	104.24	1,000.00	-895.76	10.4%
Future Conference Site Deposits	1,500.00	2,500.00	-1,000.00	60.0%
Hospitality	1,839.86	4,000.00	-2,160.14	46.0%
Miscellaneous Conference Exp	620.97	500.00	120.97	124.2%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	739.20	1,000.00	-260.80	73.9%
Print-Conference	607.15	700.00	-92.85	86.7%
Speaker Expenses	1,223.86	2,500.00	-1,276.14	49.0%
Total Annual Conference Expenses	25,717.38	27,900.00	-2,182.62	92.2%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

	Nov '16 - O...	Budget	\$ Over Bu...	% of Budget
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	71.55	250.00	-178.45	28.6%
Raffle Expenses - Other	110.00			
Total Raffle Expenses	181.55	400.00	-218.45	45.4%
Store Merchandise	0.00	2,000.00	-2,000.00	0.0%
Total Fundraising Expenses	181.55	2,400.00	-2,218.45	7.6%
Internet/Web Page	156.00	100.00	56.00	156.0%
MCEF Annual Donation	600.00	600.00	0.00	100.0%
Membership Expenses				
Postage-Membership	0.00	25.00	-25.00	0.0%
Printing-Memberships	0.00	25.00	-25.00	0.0%
Supplies-Memberships	243.50	150.00	93.50	162.3%
Total Membership Expenses	243.50	200.00	43.50	121.8%
Miscellaneous				
Square and PayPal Fees	574.05	0.00	574.05	100.0%
Miscellaneous - Other	1,092.29	2,000.00	-907.71	54.6%
Total Miscellaneous	1,666.34	2,000.00	-333.66	83.3%
Newsletter				
Postage-Newsletter	36.90	50.00	-13.10	73.8%
Printing-Newsletters	24.32	50.00	-25.68	48.6%
Supplies-Newsletters	5.65	50.00	-44.35	11.3%
Total Newsletter	66.87	150.00	-83.13	44.6%
NW Clerks Institute Director	1,335.26	3,000.00	-1,664.74	44.5%
OAMR Ambassadors	0.00	0.00	0.00	0.0%
Officer Supplies				
Misc/Equipment-Officers	80.00	300.00	-220.00	26.7%
Postage-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	21.60	100.00	-78.40	21.6%
Total Officer Supplies	101.60	450.00	-348.40	22.6%
Officers Expenses				
1st Vice Pres-IIMC Confrence	2,004.62	2,000.00	4.62	100.2%
2nd Vice Pres Conf. Site Tours	287.50	800.00	-512.50	35.9%
Director Region IX	1,090.00	3,200.00	-2,110.00	34.1%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	2,823.16	2,500.00	323.16	112.9%
OAMR Representation-President	810.52	1,550.00	-739.48	52.3%
Region IX Conference-President	3,290.35	3,500.00	-209.65	94.0%
President's Expenses - Other	0.00	0.00	0.00	0.0%
Total President's Expenses	6,924.03	7,550.00	-625.97	91.7%
Total Officers Expenses	10,306.15	13,700.00	-3,393.85	75.2%
Photography/Historian	40.83	1,000.00	-959.17	4.1%

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Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
 November 2016 through October 2017

	Nov '16 - O...	Budget	\$ Over Bu...	% of Budget
Scholarships				
IIMC Certification Programs	12,950.00	15,000.00	-2,050.00	86.3%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	1,000.00	1,000.00	0.00	100.0%
Mid-Year Academy Scholarship	2,550.00	3,000.00	-450.00	85.0%
OAMR Conference/Academy Session	10,544.12	10,500.00	44.12	100.4%
President Awards Scholarship	300.00	600.00	-300.00	50.0%
Special Scholarship	2,800.00	2,500.00	300.00	112.0%
Special Scholarship Reserve	0.00	4,578.00	-4,578.00	0.0%
Total Scholarships	31,144.12	38,178.00	-7,033.88	81.6%
Total Expense	81,496.40	106,678.00	-25,181.60	76.4%
Net Ordinary Income	70,274.56	-28,678.00	98,952.56	-245.0%
Other Income/Expense				
Other Income				
Donations for Fundraising	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Donations used in Fundraising	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	70,274.56	-28,678.00	98,952.56	-245.0%

Oregon Association of Municipal Recorders
Profit & Loss
 November 2016 through October 2017

	<u>Nov '16 - Oct 17</u>
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	11,590.00
Annual Athenian Dialogue	1,580.00
Mid-Year	12,100.00
Mid-Year Athenian Dialogue	2,100.00
Total Academy/Education Session	27,370.00
Annual Conference Revenue	
Exhibitors	3,200.00
Registration	28,686.00
Sponsors	6,660.59
Total Annual Conference Revenue	38,546.59
Cash Carried Forward	61,077.13
Education/Scholarships	
Auction	2,854.07
Donations General	436.47
Kathy Ishlara Education Fund	650.00
Other Fundraising	2,949.19
Raffle	2,303.22
Special Scholarship	150.00
Store Sales	432.00
Education/Scholarships - Other	1,847.97
Total Education/Scholarships	11,622.92
Interest Income	672.26
Membership Dues	10,515.00
Miscellaneous	1,067.06
Newsletter Advertising	900.00
Total Income	151,770.96
Gross Profit	151,770.96
Expense	
Academy/Education Sessions	
Annual Athenian Dialogue	1,524.59
Conference Academy	3,529.48
Mid-Year Academy	4,033.94
Mid-Year Athenian Dialogue	848.79
Total Academy/Education Sessions	9,936.80
Annual Conference Expenses	
Awards	287.00
Banquet Expenses	300.00
Food & Beverage/Site fees	18,495.10
Freebies/Conference Bags	104.24
Future Conference Site Deposits	1,500.00
Hospitality	1,839.86
Miscellaneous Conference Exp	620.97
Pres. Reception/Special Event	739.20
Print-Conference	607.15
Speaker Expenses	1,223.86
Total Annual Conference Expenses	25,717.38

Oregon Association of Municipal Recordors
Profit & Loss
 November 2016 through October 2017

	Nov '16 - Oct 17
Fundraising Expenses	
Raffle Expenses	
Printing	71.55
Raffle Expenses - Other	110.00
Total Raffle Expenses	181.55
Total Fundraising Expenses	181.55
Internet/Web Page	156.00
MCEF Annual Donation	600.00
Membership Expenses	
Supplies-Memberships	243.50
Total Membership Expenses	243.50
Miscellaneous	
Square and PayPal Fees	574.05
Miscellaneous - Other	1,092.29
Total Miscellaneous	1,666.34
Newsletter	
Postage-Newsletter	36.90
Printing-Newsletters	24.32
Supplies-Newsletters	5.65
Total Newsletter	66.87
NW Clerks Institute Director	1,335.26
Officer Supplies	
Misc/Equipment-Officers	80.00
Supplies-Officers	21.60
Total Officer Supplies	101.60
Officers Expenses	
1st Vice Pres-IIMC Conference	2,004.62
2nd Vice Pres Conf. Site Tours	287.50
Director Region IX	1,090.00
President's Expenses	
IIMC Conference-President	2,823.16
OAMR Representation-President	810.52
Region IX Conference-President	3,290.35
Total President's Expenses	6,924.03
Total Officers Expenses	10,306.15
Photography/Historian	40.83
Scholarships	
IIMC Certification Programs	12,950.00
Kathy Ishiara Scholarship	1,000.00
Marge Price Scholarship	1,000.00
Mid-Year Academy Scholarship	2,550.00
OAMR Conference/Academy Session	10,544.12
President Awards Scholarship	300.00
Special Scholarship	2,800.00
Total Scholarships	31,144.12
Total Expense	81,496.40
Net Ordinary Income	70,274.56

Oregon Association of Municipal Recorders
Profit & Loss
November 2016 through October 2017

	<u>Nov '16 - Oct 17</u>
Other Income/Expense	
Other Income	
Donations for Fundraising	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	<u>70,274.56</u>

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Accrual Basis

Oregon Association of Municipal Recorders
Balance Sheet
As of October 31, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP	52,455.40
U S Bank	17,750.93
Total Checking/Savings	<u>70,206.33</u>
Accounts Receivable	
Accounts Receivable	68.03
Total Accounts Receivable	<u>68.03</u>
Total Current Assets	<u>70,274.36</u>
TOTAL ASSETS	<u>70,274.36</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	-0.20
Net Income	70,274.56
Total Equity	<u>70,274.36</u>
TOTAL LIABILITIES & EQUITY	<u>70,274.36</u>

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2016-2017 ANNUAL BUDGET

EXPENDITURES

2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 ACTUAL	DESCRIPTION	2016-2017 PROPOSED	2016-2017 ADOPTED
Academy/Education Sessions						
\$ 106.79		\$ 1,000.00		On-the-Road Workshops	\$ 500.00	\$ 500.00
		\$ 1,000.00	\$ 2,500.00	Athenian Leadership	\$ 2,500.00	\$ 2,500.00
\$ 5,318.29	\$ 4,308.72	\$ 7,000.00	\$ 5,031.28	Mid-Year Academy	\$ 7,000.00	\$ 7,000.00
\$ 3,937.16	\$ 5,511.05	\$ 7,000.00	\$ 2,825.00	Conference Academy	\$ 7,000.00	\$ 7,000.00
\$ 9,362.24	\$ 9,819.77	\$ 16,000.00	\$ 10,356.28	<i>Total Academy/Education Sessions</i>	\$ 17,000.00	\$ 17,000.00
Annual Conference						
Bend	Seaside	Ashland			Newport	
\$ 246.49	\$ 259.00	\$ 250.00	\$ 250.00	Awards	\$250	\$ 250.00
\$ 829.39	\$ 604.64	\$ 600.00	\$ 535.00	Banquet Expenses	\$850	\$ 850.00
\$ 225.18	\$ 145.00	\$ 500.00	\$ 500.00	Conference Chair Expense	\$500	\$ 500.00
\$ 533.85	\$ 31.70	\$ 1,000.00		Freebies/Conference Bags Expense	\$1,000	\$ 1,000.00
\$ 1,225.00	\$ 6,000.00	\$ 1,500.00	\$ 1,500.00	Future Conference Site Deposits	\$2,500	\$ 2,500.00
\$ 2,394.60	\$ 2,508.84	\$ 4,130.00	\$ 2,800.00	Hospitality	\$4,000	\$ 4,000.00
\$ 14,082.29	\$ 12,935.09	\$ 16,000.00	\$ 13,500.00	Food & Beverage/Site Fees	\$14,000	\$ 14,000.00
\$ 513.90	\$ 723.54	\$ 200.00		Miscellaneous	\$500	\$ 500.00
\$ 57.89		\$ 100.00		Postage	\$100	\$ 100.00
\$ 665.58	\$ 549.30	\$ 1,000.00	\$ 150.00	President's Reception/Special Event	\$1,000	\$ 1,000.00
\$ 323.10	\$ 414.66	\$ 700.00	\$ 500.00	Printing	\$700	\$ 700.00
\$ 2,812.19	\$ 2,000.57	\$ 2,000.00	\$ 1,000.00	Speaker Expenses	\$2,500	\$ 2,500.00
\$ 23,909.46	\$ 26,172.34	\$ 27,980.00	\$ 20,735.00	<i>Total Annual Conference</i>	\$ 27,900.00	\$ 27,900.00
\$ 560.22	\$ 1,692.00	\$ 100.00	\$ 72.00	<i>Internet/Web Page</i>	\$ 100.00	\$ 100.00
\$ 530.00	\$ 500.00	\$ 600.00	\$ 500.00	<i>MCEF Annual Donation</i>	\$ 600.00	\$ 600.00
Membership						
\$ -	\$ 5.46			Postage	\$ 25.00	\$ 25.00
\$ -	\$ 14.48			Printing	\$ 25.00	\$ 25.00
\$ 152.00	\$ 215.83	\$ 150.00	\$ 107.00	Supplies	\$ 150.00	\$ 150.00
\$ 152.00	\$ 235.77	\$ 150.00	\$ 107.00	<i>Total Membership</i>	\$ 200.00	\$ 200.00
\$ 675.80	\$ 823.47	\$ 2,000.00	\$ 702.62	<i>Miscellaneous</i>	\$ 2,000.00	\$ 2,000.00
Newsletter						
\$ 35.42	\$ 29.12	\$ 100.00	\$ 32.77	Postage	\$ 50.00	\$ 50.00
\$ 47.38	\$ 29.24	\$ 100.00	\$ 20.75	Printing	\$ 50.00	\$ 50.00
\$ 7.23	\$ 5.29	\$ 50.00	\$ 5.00	Supplies	\$ 50.00	\$ 50.00
\$ 90.03	\$ 63.65	\$ 250.00	\$ 58.52	<i>Total Newsletter</i>	\$ 150.00	\$ 150.00
\$ 1,456.56	\$ 1,788.19	\$ 4,000.00	\$ 3,000.00	<i>NY Clerks Insurance Director</i>	\$ 3,000.00	\$ 3,000.00
\$ 163.61	\$ 550.00	\$ 500.00		<i>OAMR Ambassadors</i>	\$ -	\$ (50.00)

Officer Supplies

\$ 31.42		\$ 50.00		Postage	\$ 50.00	\$ 50.00
\$ 67.97		\$ 100.00		Supplies/Stationary/Envelope/etc	\$ 100.00	\$ 100.00
\$ 416.33	\$ 120.10	\$ 500.00	\$ 110.03	Miscellaneous	\$ 300.00	\$ 300.00
\$ 515.72	\$ 120.10	\$ 650.00	\$ 110.03	Total Office Supplies	\$ 450.00	\$ 450.00

Officers Expense

1st Vice President

\$ 1,619.08	\$ 1,674.98	\$ 1,700.00	\$ 1,559.41	IIMC Conference	\$ 2,000.00	\$ 2,000.00
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2nd Vice President

\$ 588.56	\$ 391.38	\$ 400.00	\$ 600.00	Future Conference Site Tours	\$ 800.00	\$ 800.00
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Director - Region IX

\$ 1,040.00	\$ 1,130.00	\$ 3,230.00		Region IX, IIMC, Meetings, Asstmt, Etc.	\$ 3,200.00	\$ 3,200.00
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President

\$ 2,463.13	\$ 2,245.44	\$ 2,450.00	\$ 1,317.33	IIMC Annual Conference	\$ 2,500.00	\$ 2,500.00
\$ 535.59	\$ 201.18	\$ 1,000.00	\$ 464.58	OAMR Representation	\$ 1,550.00	\$ 1,550.00
\$ 2,671.50	\$ 2,232.16	\$ 3,475.00	\$ 2,887.57	Region IX Conferences (AKCA, IMA)	\$ 3,500.00	\$ 3,500.00
\$ 5,669.92	\$ 4,678.78	\$ 6,925.00	\$ 4,669.48	Total President Expenses	\$ 7,550.00	\$ 7,550.00

\$ 20.00	\$ 25.00	\$ 150.00		OAMR Region Directors	\$ 150.00	\$ 150.00
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\$ 8,937.56	\$ 7,900.14	\$ 12,405.00	\$ 6,828.89	Total Officers Expenses	\$ 13,700.00	\$ 13,700.00
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\$ 701.88		\$ 850.00		Photography/Hisconan	\$ 1,000.00	\$ 1,000.00
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\$ 1,352.85	\$ 679.82	\$ 2,000.00	\$ 1,433.09	State Merchandise	\$ 2,000.00	\$ 2,000.00
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Raffle Expense

\$ 17.00		\$ 150.00	\$ 150.00	Postage & Supplies (basketraffle tickets)	\$ 150.00	\$ 150.00
\$ 162.12	\$ 62.35	\$ 250.00		Printing	\$ 250.00	\$ 250.00
\$ 1,541.65	\$ 1,527.65	\$ 1,750.00		Prize Expense	\$ -	
\$ 1,720.77	\$ 1,590.00	\$ 2,150.00	\$ 150.00	Total Raffle Expense	\$ 400.00	\$ 400.00

Scholarships

\$ 9,975.00	\$ 12,475.00	\$ 13,000.00	\$ 14,675.00	IIMC Certification Programs	\$ 15,000.00	\$ 15,000.00
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Kathy Isibira Scholarship	\$ 1,000.00	\$ 1,000.00
\$ 1,800.00	\$ 1,650.00	\$ 3,000.00	\$ 1,200.00	Mid-Year Academy	\$ 3,000.00	\$ 3,000.00
\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	President Awards Scholarships	\$ 600.00	\$ 600.00
\$ 7,350.00	\$ 7,042.34	\$ 10,500.00	\$ 5,250.00	OAMR Conference/Academy Session	\$ 10,500.00	\$ 10,500.00
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		Marge Price Scholarship	\$ 1,000.00	\$ 1,000.00
\$ -		\$ 1,250.00	\$ 1,125.00	Special Scholarship	\$ 2,500.00	\$ 2,500.00
	\$ -	\$ 2,500.00		Reserved for Future Special Scholarship	\$ 4,578.00	\$ 4,578.00
\$ 21,725.00	\$ 23,767.34	\$ 32,850.00	\$ 23,850.00	Total Scholarships	\$ 38,178.00	\$ 38,178.00

\$ -	\$ -	\$ 23,392.00	\$ -	Contingency	\$ 40,914.00	\$ 40,914.00
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\$ 71,853.70	\$ 75,702.59	\$ 125,877.00	\$ 67,903.43	TOTAL EXPENDITURES	\$ 147,592.00	\$ 147,592.00
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				ENDING FUND BALANCE		
\$ -	\$ -			UNAPPROPRIATED EFB	\$ -	\$ -
\$ 71,853.70	\$ 75,702.59	\$ 125,877.00	\$ 67,903.43	GRAND TOTAL EXPENDITURES	\$ 147,592.00	\$ 147,592.00

PURPOSE

To provide standards regarding reimbursement of OAMR related expenses and to provide the OAMR Treasurer guidelines for payment of said expenses.

APPLICABILITY

- 1.1 This policy applies to all OAMR members and authorized individuals conducting OAMR business.
- 1.2 This policy repeals the following policies:
 - 1.2.1 Policy No. 2000-01 known as the Expense Policy.
 - 1.2.2 Policy No. 2012-10 known as the Conference Refund Policy.
 - 1.2.3 Policy No. 2012-11 known as the IIMC Region IX President Academy Session Audit.
- 1.3 Approved this 3rd day of April, 2013.

POLICY

1 TRAVEL

1.1. IIMC Annual Conference

OAMR will pay the costs for the President and 1st Vice President or other designee ("delegate") to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 1.1.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate, provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.1.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.1.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.1.4. **For the President only**, full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies or any other additional classes/events not included in registration.
- 1.1.5. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.1.6. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.1.7. MCEF auction item(s), approximately \$25 in value, if unable to obtain through donations.

1.2. Annual Conferences of Other Associations

OAMR will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerks Association of California Annual Conference
- Washington Municipal Clerks Association Annual Conference

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference. Paid expenses shall include the following:

- 1.2.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.2.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.2.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.2.4. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.2.5. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.2.6. Gifts, approximately \$25.00 in value each, for the incoming and outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.
- 1.2.7. Auction item(s), approximately \$25.00 in total value, for auctions held at other associations' conferences.

1.3. Affiliate Meetings/Presentations

OAMR will pay for the President or designee to attend the following:

- OAMR Regional meetings
- League of Oregon Cities Board meetings

Paid expenses shall include the following:

- 1.3.1. If the meeting/presentation is more than 50 miles from the President's or designee's office, one (1) night lodging not to exceed single room rates. Lodging in advance of or after the meeting or conference for personal events is to be paid by the delegate.
- 1.3.2. All regular meals, which are not part of the scheduled activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

1.4. OAMR Board Meetings

- 1.4.1. OAMR will not pay travel, lodging, or meal expenses for members of the Board to attend regularly scheduled OAMR Board meetings.

1.5. Region IX Director Travel Expenses

- 1.5.1. Per the IIMC Region IX Director Agreement, OAMR shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors to attend Region IX state conferences. Registration and conference events are normally paid by the hosting Conference State.

1.5.2. If an IIMC Region Director is from Oregon, OAMR will pay for travel and lodging to the IIMC Conference if they have no other funding available.

1.6. Committee Travel Expenses

Travel for the performance of duties associated with service on a committee is usually not paid for by OAMR.

2 OAMR ANNUAL CONFERENCE EXPENSES

2.1. Conference Registration

2.1.1. Complimentary Conference and Annual Academy Registration

Complimentary registration and annual academy registration (including meals offered at the conference) will be offered to the:

- OAMR President
- Margery Price
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Mid-Year will also be provided to the NCI Director)
- IIMC President or designee

2.1.2. Complimentary Conference Registrations

Complimentary registration for the annual conference (including meals offered at the conference) will be offered to the:

- OAMR 1st Vice President
- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerks Association of California
- President or designee of the Washington Municipal Clerks Association
- President's Award of Distinction recipient from the previous year's conference
- Recorder of the Year recipient from the previous year's conference

2.1.3. Partial Complimentary Conference Registration

The conference registration fee minus the cost of meals may be complimentary for the following:

- OAMR Treasurer

2.2. Lodging Accommodations

OAMR will provide the following:

- 2.2.1. Lodging accommodations at the conference, including the period of the annual academy session, for the OAMR President.
- 2.2.2. Up to four (4) nights lodging for an OAMR member serving as a Region IX Director of IIMC.
- 2.2.3. Up to four (4) nights lodging for the NCI Director.
- 2.2.4. Up to four (4) nights lodging for the IIMC President or designee.
- 2.2.5. Up to four (4) nights lodging for the Host Recorder (as designated by host region)

2.3. Travel

- 2.3.1. OAMR will provide travel to and from the nearest airport to the conference site for the IIMC President or designee.
- 2.3.2. OAMR will provide travel expenses to the OAMR President to the annual conference.

2.4. Gifts

- 2.4.1. The President-Elect is responsible for purchasing a gift, approximately \$40.00 in value, for the following individuals:
 - President or designee of the Alaska Association of Municipal Clerks
 - President or designee of the City Clerks Association of California
 - President or designee of the Washington Municipal Clerks Association

- Margery Price
 - Two Region IX Directors
 - Northwest Clerks Institute (NCI) Director
 - IIMC President or designee
- 2.4.2. The 1st Vice President is responsible for purchasing the following gifts:
- For the Immediate Past President, in an amount not to exceed \$100.00 to present at the annual banquet, along with the President's Plaque.
 - For the Host Recorder and the person giving the Oaths of Office, in an amount not to exceed \$30 each, to be presented at the annual banquet.

2.5. Speakers

- 2.5.1. The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).
- 2.5.2. OAMR will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.
- 2.5.3. OAMR will provide a gift or honorarium to unpaid speakers not to exceed \$15.00. The Conference Committee is responsible for purchasing and distributing the gifts.
- 2.5.4. Travel is not normally reimbursed; however vehicle mileage may be reimbursed at the Federal mileage rate, at the discretion of the Conference Committee and if budgeted funds are available.

2.6. VIP Dinner

OAMR shall pay for a dinner for the OAMR Board, Region IX Directors, State Presidents or their designee, NW Clerks Institute Director, and Margery Price during the annual conference. No charges for alcoholic beverages will be allowed.

2.7. Vendors

- 2.7.1. OAMR will provide one (1) complimentary vendor booth for IIMC.
- 2.7.2. Each vendor will receive two (2) tickets to attend the Vendor event.

3. MISCELLANEOUS EXPENSES

3.1 Condolences:

- 3.1.1. At the discretion of the OAMR President, flowers/plants, not to exceed \$50.00, will be sent on behalf of OAMR upon the death of:
- A past president, or
 - Any member or their immediate family member.
- 3.1.2. Flowers/plant not to exceed \$50 along with a certificate of appreciation will be sent for the retirement of an active OAMR member.

3.2. Committee Chair Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR Committee Chairs in the performance of their duties.

3.3. OAMR Region Director Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR region directors to facilitate a region meeting. Each region is allotted \$50.00 annually.

3.4. 2nd Vice President Expenses – Future Conference Site Tours:

The annual budget shall provide an allocation for expenses incurred by the 2nd Vice President, or their designee, for future conference site tours. Paid expenses shall include the following:

- 3.4.1. Transportation to and from the conference sites. Mileage shall be reimbursed at the Federal mileage rate.
- 3.4.2. Lodging if not provided by facility.
- 3.4.3. Meals. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

4. REFUNDS

- 4.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.
- 4.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by OAMR as a result of this transfer shall be paid by the registrant.
- 4.3. To receive a refund, less twenty percent (20%) of registration fee for processing, the registrant must submit a written request to the OAMR Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.
- 4.4. No refunds will be given after the deadline stated on the registration form with the exception of the death of a spouse, child or parent. The refund for these exceptions is 50% of the registration fee.
- 4.5. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

5. BUDGET POLICIES

When the 1st Vice President is preparing the budget for the upcoming year, the following policies adopted by the OAMR Board shall be included:

- 5.1. **Future Conference Site Deposits**
An amount shall be included for a deposit for a future conference site if needed. The 1st Vice President will work with the 2nd Vice President to determine the amount needed.
- 5.2. **Scholarships**
Appropriate \$2,000 annually to fund the Marge Price and Kathy Ishiara Scholarships.
- 5.3. **Contingency Safety Net**
Appropriate \$15,000 annually in Contingency as a safety net.
- 5.4. **Municipal Clerks Education Fund (MCEF) Donation**
Appropriate \$500 annually for a cash donation to the MCEF.
- 5.5. **IIMC Region IX Director Agreement**
Appropriate funds for the Region IX Director pool as per the agreement (the amount agreed upon per member).
- 5.6. **IIMC Region IX Director from Oregon**
In addition to the funds appropriated for the Region IX Director Agreement, appropriate funds to send the Region IX Director from Oregon to the IIMC Conference and cover expenses not covered by the Region IX Director Assessment pool.
- 5.7. **Outgoing Region IX Director Gift**
Appropriate \$100 toward a gift for an outgoing Region IX Director.
- 5.8. **NCI Director Agreement**
Appropriate funds necessary to cover the costs as outlined in the NCI Director Agreement.
- 5.9. **Washington State University Agreement**
Appropriate funds necessary to cover the cost of a possible deficit for the PD classes.
- 5.10. **Dues**
A member joining OAMR and paying the annual dues between November 1 and December 31 will be considered paid through the following calendar year.

6. OAMR SCHOLARSHIP FUNDING POLICIES

- 6.1. The number of scholarships to be offered in any given year is left to the discretion of the President. During the

preparation of the next year's budget, scholarships for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference, Marge Price Scholarship and the Kathy Ishiara Scholarship shall be included. The proposed budget is reviewed by the OAMR Board and subsequently presented to the general membership at the Annual Business Meeting for adoption.

- 6.2. Should the Board decide to offer more scholarships than budgeted, the Board shall make the difference up from Contingency.
- 6.3. Scholarships are for registration costs only, unless the applicant is a first-time attendee for the OAMR Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging (up to \$300 for annual conference) at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 6.4. Scholarships are non-transferable by the recipient.
- 6.5. Specific criteria, as approved by the Board, shall be used to consider scholarship applications.
- 6.6. IIMC Scholarships are reimbursable after the conference with the submittal of itemized receipts attached to the OAMR Expense Reimbursement Form, proof of attendance and the required Scholarship Report.

7. GENERAL PROVISIONS

- 7.1. All reimbursed expenses are incurred for official OAMR business only. The delegate must attach all itemized receipts for reimbursement on the OAMR Expense Reimbursement Form and submit to the Treasurer within sixty (60) working days of purchase or travel. Scanned copies emailed to the Treasurer are acceptable.
- 7.2. All excess payments or travel advances must be returned in a reasonable timeframe.
- 7.3. Vehicle travel reimbursement shall be at the Federal mileage rate.
- 7.4. Detailed receipts must be provided for all meal reimbursements. Gratuities will be included in the reimbursement.
- 7.5. The Treasurer may request review by the President, Board or Audit Committee for reimbursement requests prior to issuing the reimbursement.
- 7.6. Financial policy exceptions or approval for expenses in excess of the adopted budget may be made by the Board on a case-by-case basis to meet OAMR business needs.

OAMR BOARD REPORT



Bylaws Committee

Meeting Date: April 5, 2018
Source of Item: Bylaws Committee Report

Contact: Aubrey Minear, Bylaws Committee Chair
Contact Telephone Number: 503-681-6269
Contact E-Mail: Aubrey.minear@hillsboro-oregon.gov

ISSUE STATEMENT

The OAMR Board requested the Bylaws Committee look into the Immediate Past President's ability to vote. It appears a petition was drafted but never fully executed in 2017. The Bylaws Committee finds the drafted petition to be incomplete and in need of revision.

BACKGROUND

The Bylaws Committee will draft a new petition regarding the Immediate Past President's ability to vote, forward the proposed amendments to the OAMR Board before the 90 day deadline, and publish the proposal in the summer edition of the OAMR newsletter.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Bylaws Committee, at this time, has no related policy/budget considerations regarding the Immediate Past President's ability to vote. However, during the 2017 OAMR Annual Conference, the Board requested that the Bylaws Committee look into registration refunds in the event of an emergency, such as a hospital visit. Many OAMR members were under the impression that this topic had already been addressed. The Bylaws Committee read through the OAMR minutes to confirm if action was taken or not. According to the April 6, 2017 Board Meeting minutes, discussion was held on how to handle such situations. It was moved and seconded to attach a two-year penalty from applying for scholarships for recipients who receive a scholarship but do not show for the conference without notification; and OAMR will bill the recipient's City an invoice for the actual cost of meals. These changes have not been made to the OAMR Finance Policy as of March 2018, but were mentioned during the November 17, 2017 Board Meeting.

BOARD OPTIONS

No action from the board is requested at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations are being made at this time.

ATTACHMENTS

None



OAMR BOARD REPORT

City Recorder's Procedure Manual Committee

Meeting Date: April 5, 2018

Source of Item: City Recorder's Procedure Manual Committee

Contact: Angie Lanter, CMC, City of Banks

Contact Telephone Number: 503-324-5112

Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The purpose of this report is to update membership on items being worked on by the City Recorder's Procedure Manual Committee.

BACKGROUND

The 2017-2018 City Recorder's Procedure Manual Committee (Committee) members are:

- Angie Lanter, CMC, City of Banks (Chair);
- Kelly Morse, MMC, City of Redmond;
- Colleen Riggs, City of Cannon Beach;
- Jennifer Nelson, CMC, City of Carlton;
- Devree Leymaster, CMC, City of Fairview;
- Lisa Figueroa, City of Silverton;
- Carol Weir, MMC, City of Rogue River;
- Debbie Hamilton, CMC, City of Sutherlin.

This Committee is responsible for ensuring that the manual is kept up-to-date with current information, guidelines and resources. We monitor the OAMR list serve to insure pertinent issues and concerns are answered in the Manual.

This year the Committee will once again review the contacts section of the manual to ensure that the most up to date information is listed, and any proposed changes and/or corrections will be presented at the September 2018 Business Meeting.

As always, the CRPM Committee welcomes suggestions on areas of the manual that should be addressed for updates.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

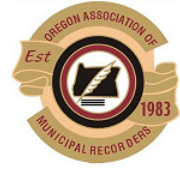
N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

N/A



OAMR BOARD REPORT OR REQUEST FOR ACTION

Conference Committee

Meeting Date: April 5, 2018
Source of Item: Conference Committee

Contact: Nicole Morris, MMC, 1st Vice President
Contact Telephone Number: 503.691.3011
Contact E-Mail: nmorris@tualatin.gov

ISSUE STATEMENT

The purpose of the Conference Committee is to plan the Annual Conference. The committee is responsible for the success of the Annual Conference.

The 2017-2018 Conference Committee members are: Deanna Casey, Central Point; Tori Barnett, Ontario; Stacie Cook, Mill City; Anna Ruggles, Forest Grove; Carla Holzworth, Corvallis; Dawn Russ, Glendale; Susan Reeves, Scappoose; Aubrey Minear, Hillsboro; Debby Roth, Cornelius; Dawne Shaw, Warrenton; Carol Weir, Rogue River; Karen Spoons, Medford; Ronnie Smith, King City; Cathy Nelson, Waterloo; Marina Baker, Multnomah; Karen Howton, Island City; Peggy Hawker, Newport; Kitt Vodrup, Junction City; Debby Roth, Cornelius; Kailin Honea, Rogue River; Kathy Payne, St. Helens; Lisa Scholl, St. Helens; Kitt Vodrup, Junction City; Bonnie Pickett, Shady Cove; Melissa Thompson-Kiefer, Nehalem; Dawn Bennett, Canyonville; Karin Johnson, Independence; Ruth Post, Philomath; Melissa Huhtala, Ashland; Carol Krager, Tigard; Amy Sowa, Springfield; Scott Stauffer, Milwaukie; Teri Davis, Brookings; Trudy Borrevik; Roberta Tharp; Diane Harris; Michele Eldridge, Harrisburg; Colleen Riggs, Cannon Beach; Phyllis Bolman, Monmouth; Amy Aschenbrenner, Milwaukie; Hannah Wells, Milwaukie; Jamie Reed, Oregon City; Karin Johnson, Independence; Jennifer Nelson, Carlton; Nancy Parker, Athena; Carla Holzworth, Corvallis; Kimberly Collins, Talent; Stephanie Borst, Vernonia; Devree Leymaster, Fairview; Michelle Fox, Athena

I am thankful for each member giving their time and look forward to working towards another amazing conference.

BACKGROUND

- Mid-Year is set and prepared for. The Mid-Year sponsor this year is MCCi, they will be making a brief presentation at the luncheon.
- The Conference logo was approved by the Committee. The logo is available from any of the Conference Committee Members.
- The Exhibitor Chair Carol Weir has sent letters to past exhibitors to start scheduling them for Annual Conference. If you have any suggested vendors please let her know.
- Registration Fees for the Academy and Annual Conference will be discussed at the Conference Committee meeting. A proposal will be made orally to the board.
- The Conference Committee will meet prior to the Board meetings. Items scheduled for the meeting include a site tour, conference committee budget review, education updates, and updates from all the sub-committees. I will provide an oral update to the Board on what was discussed at the meeting.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

- Approve the 2018 Academy and Conference Registration Fee and Form
- Change/Modify the 2018 Academy and Conference Registration Fee and Form

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

Motion to approve the 2018 Academy and Conference Registration Fee's and Form.

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: April 5, 2018
Source of Item: Education Committee

Contact: Peggy Hawker, Chair
Contact #: 541.574.0613
Contact E-Mail: p.hawker@newportoregon.gov

BACKGROUND

The purpose of the Education Committee is to encourage and support the OAMR membership by providing educational opportunities.

The 2017/2018 Education Committee members are: Tori Barnett, MMC, City of Ontario; Stacie Cook, MMC, City of Mill City; Tracy Davis, MMC, City of Keizer; Karen Hewitt, Port of Newport; Abby Donowho, City of Tillamook; Teri Davis, City of Brookings; Debi Russell, City of Weston; Izetta Grossman, City of The Dalles; Nancy Parker, CMC, City of Athena; Karen Howton, City of Island City; Susan Reeves, MMC, City of Scappoose; Carla Holtzworth, City of Corvallis; Michele Eldridge, CMC, City of Harrisburg; Ruth Post, MMC, City of Philomath; Karin Johnson, MMC, City of Independence; Gloria Tucker, City of Newport; Cathy Steere, MMC, City of Lincoln City; Colleen Riggs, City of Cannon Beach; Terri Michel, City of Rockaway Beach; Nicole Morris, MMC, City of Tualatin; and Rene Collins, CMC, City of North Bend. Each of these members are active participants in the work of the Education Committee.

The OAMR Education Committee is working diligently on behalf of its members in developing excellent educational opportunities for new and seasoned OAMR members. Toward that end, the Committee has:

- Obtained Academy Session speakers for the Mid-Year and Annual Academy Sessions:

Pamela Miller – Mid-Year Academy Session - “Trust and Leadership: Building Credibility as a Leader through Trust.”

Bethanne Kronick – Annual Academy Session – “Simplified Solutions: Organizing and Productivity for the Workplace.”

- Drafted an educational program for the upcoming OAMR Conference concurrent sessions.
- Scheduled an Athenian Leadership Dialogue at Mid-Year based on the book, “It Worked for Me,” by Colin Powell, and facilitated by Anthony Mejia, MMC, City Clerk, City of Palm Springs, California, and Laura Nieto, MMC, City Clerk, City of Lawndale, California.
- Selected “Shoot Like a Girl,” for the annual Athenian Leadership Dialogue, which will be facilitated by Mary Lynne Stratta, MMC, City Clerk, Bryan, Texas.

ATTACHMENTS

For the Board’s information, the following item is attached to this report:

- A. Draft annual conference schedule showing educational sessions.

2018 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
Tuesday - 9/18/18	3:00 - 5:00 P.M.	Set-Up Registration/Silent Auction Prepare Conference/ First-Timer Bags		Nicole Morris	Mt. St. Helens	
Wednesday - 9/19/18	8:00 A.M.	Registration Opens Pink Walk Registration		Deanna Casey Tori Barnett/ Stacie Cook	Atrium	Four 8' tables; Two 8' tables for Treasurer; Two wastebaskets; Six Chairs
	8:00 A.M.	Auction Drop-off			Latourell	Four 8' tables around room; Twelve 6' tables for auction/other
	9:00 A.M. - Noon	Academy Session: Simplified Solutions: Organizing and Productivity Strategies for the Workplace	Bethanne Kronick	Peggy Hawker	Multnomah and Wahkeena Rooms	Rounds for 90 LCD Projector Screen Speakers
	10:30 - 10:45 A.M.	Break			Multnomah and Wahkeena Rooms	One/Two 8' tables for refreshments
	Noon - 1:00 P.M.	Lunch			Multnomah and Wahkeena Rooms	

2018 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
Wednesday - 9/19/18	1:00 - 4:00 P.M.	Academy Session: Simplified Solutions: Organizing and Productivity Strategies for the Workplace	Bethanne Kronick	Peggy Hawker	Multnomah and Wahkeena Rooms	Rounds for 90 LCD Projector Screen Speakers
	3:00 - 3:15 P.M.	Break			Multnomah and Wahkeena Rooms	One/Two 8' tables for refreshments
	5:00 - 6:30 P.M.	President's Welcome Reception - All Members Invited		Debbie Hamilton	Atrium	Two 8' tables for food; Cocktail tables for 60
	5:00 P.M.	Exhibitor Set-up		Kimberlyn Collins	Bridal Veil	15 8' tables with electrical strips
	7:00 P.M.	Honored Guest Dinner (Other attendees - dinner on your own)				Offsite: TBD
Thursday - 9/20/18	7:00 - 8:00 A.M.	Mentor/Mentee/1 st Timer Breakfast (includes new attendees, mentors, and mentees, executive board, IIMC Region Directors, Institute Director, and honored guests)	Debbie Hamilton/Nancy Parker	Debbie Hamilton		
	7:00 A.M.	Registration Opens		Deanna Casey	Atrium	Already set-up

2018 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
		Pink Walk Registration		Tori Barnett/ Stacie Cook		Already set-up
Thursday - 9/20/18	7:00 A.M.	Auction Dropoff			Latourell	Already set-up
	8:00 - 9:30 A.M.	Opening Ceremonies: Presentation of Flag by??? National Anthem by: ?? Pledge of Allegiance; Mayor's Welcome by:??? City Manager's Welcome (optional)?? Introductions: Debbie Hamilton Announcement of Board Candidates: Tori Barnett		Debbie Hamilton	Multnomah and Wahkeena Rooms	Rounds for 100 with stage containing head table for 8 with lectern and lectern microphone Is 8 at the head table sufficient?
	9:45 - 11:30 A.M.	Concurrent Session: Welcome to OAMR!	Debbie Hamilton, Sheri Pierce, Other Region IX Director, Joann Tilton		Mt. Bachelor Room	
	9:45 - 11:30 A.M.	Concurrent Session: Supervision 101	CIS			
Thursday -	11:30	Lunch:	Kimberlyn		Multnomah	Rounds for

2018 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
9/20/18	A.M. - 12:45 P.M.	Exhibitor Presentations And Invitation to 2019 Conference	Collins/Exhibitors, Kelli Weese/2019 Conference		and Wahkenna Rooms	100 with podium and microphone
	1:00 - 2:45 P.M.	General Session	Tammy Hedrick from the Oregon Government Ethics Commission	Gloria Tucker	Multnomah and Wahkeena Rooms	Rounds for 100 with podium and microphone
	2:45 - 3:00 P.M.	Break Visit Exhibitors Bid on Silent Auction Items			Bridal Veil Room	Two 8' tables for refreshments
	3:00 - 4:45 P.M.	General Session: Public Records	OAMR Records Management Committee	Scott Stauffer	Multnomah and Wahkeena Rooms	Rounds for 100 with podium and microphone
	5:30 P.M.	Pink Walk	Tori Barnett and Stacie Cook		Meet in hotel lobby	
	6:00 P.M.	Dinner on own				
Friday - 9/21/18	7:45 A.M.	Registration opens		Deanna Casey	Atrium	Already set-up
	8 - 9:30 A.M.	Plated Breakfast OAMR Business Meeting - You do NOT need to sit by region!		Debbie Hamilton	Multnomah and Wahkeena Rooms	Rounds of 8 for 80, head table for 8, lectern with microphone, and one floor microphone

2018 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
Friday - 9/21/18	9:30 - 9:45 A.M.	Break Visit Exhibitors Region Photographs Bid on Silent Auction Items			Bridal Veil Room	Atrium stairs
	9:45 - 11:30 A.M.	Concurrent Session: Athenian Leadership Dialogue - Book: "Shoot Like a Girl" - Advance Registration Required (all day session)	Mary Lynne Stratta	Tori Barnett	Mt. Bachelor Room	Tables set in an open-ended rectangle for 35, Screen, PowerPoint Projector, Flip Charts, Markers
	9:45 - 11:30 A.M.	Concurrent Session:				
	11:30 A.M. - 1:00 P.M.	Lunch: IIMC Region IX Directors Reports; NCI Update; Presentation to designated non-profit organization		Debbie Hamilton	Multnomah and Wahkeena Rooms	Rounds of 8 for 100 with head table, podium, and microphone
	1:00 - 2:45 P.M.	Concurrent Session: Athenian Leadership Dialogue	Mary Lynne Stratta	Tori Barnett	Mt. Bachelor Room	Already set-up
	1:00 - 2:45 P.M.	Concurrent Session:			Mt. Adams Room	
Friday - 9/21/18	2:45 - 3:00	Break Visit Exhibitors -			Bridal Veil Room	

2018 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
	P.M.	Announce Exhibitor Drawing Winners Make-up Photographs				
	3:00 - 5:30 P.M.	Concurrent Session: Athenian Leadership Dialogue	Mary Lynne Stratta	Tori Barnett	Mt. Bachelor Room	
	3:00 - 4:45 P.M.	Concurrent Session:			Mt. Adams Room	
	6:00 P.M.	Silent Auction and No- Host Bar President's Corner Photographs: Board and Honored Guests			Multnomah and Wahkeena Rooms	
	7:00 P.M.	Banquet: Welcome; Presidents Introduction of Honored Guests Presentation of Awards; Installation of Officers; Outgoing President's Remarks Passing of the Gavel New President's Remarks; Auction and Raffle Results	Debbie Hamilton Debbie Hamilton Peggy Hawker Debbie Hamilton Debbie Hamilton Nicole Morris	Debbie Hamilton	Multnomah and Wahkeena Rooms	
Saturday, 9/22/18	8:00 A.M.	Pack Up			Mt. St. Helens Room	

2018 OAMR CONFERENCE SCHEDULE

Date	Time	Session	Speaker	Convener	Room	Set-Up and A/V Needs
	9:00 - 10:30 A.M.	Transition Meeting for Executive Board and Committee Chairs		Nicole Morris	Mt. St. Helens Room	



OAMR BOARD REPORT

Meeting Date: April 5, 2018
Source of Item: Historical Preservation Committee

Contact: Lisa Scholl, CMC, Chair
Contact Telephone Number: 503-366-8216
Contact E-Mail: lisas@ci.st-helens.or.us

BACKGROUND

The members of the 2017-18 Historical Preservation Committee are:

Deanna Casey, MMC, Central Point	Roberta Tharp, CMC, Creswell
Lisa Figueroa, Silverton	Carla Holzworth, Corvallis
Marina Baker, Multnomah County	DawnKaren Bevill, CMC, Newberg
Colleen Resch, CMC, Sherwood	Amy Aschenbrenner, Milwaukie

Members are currently working on the 2017 conference scrapbook. This talented group is putting together some fantastic pages.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

No action requested.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations.

SUGGESTED MOTION

No motion requested.



OAMR BOARD REPORT

Meeting Date: April 5, 2018
Source of Item: Internet Committee

Contact: Melissa Thompson-Kiefer, CMC, Chair
Contact Telephone Number: (503) 368-5627
Contact E-Mail: recorder@ci.nehalem.or.us

BACKGROUND

- **2017-2018 Internet Committee Members:**

Anna Ruggles, CMC, Forest Grove
Debby Roth, MMC, Cornelius
Kathy Payne, MMC, St. Helens
Kelli Weese, CMC, Florence

Lisa Figueroa, Silverton
Marina Baker, Multnomah County
Melissa Huhtala, Ashland
Susan Reeves, MMC, Scappoose

- **Wild Apricot Website/Membership Software Price Change– *Request for Action***

Wild Apricot, our website and membership management software, is changing their prices for the second time in their 12-year history. After April 3, our plan will include a mobile member app for iOS, and unlimited admins.

Our current plan cost (including 10% discount): \$756 per year
New plan cost (including 10% discount): \$972 per year
Renewal date: 07 Dec 2018

When our plan comes up for renewal after April 3, we will be given the option to prepay for two years at a 15% discount (\$918 per year).

- **Website Makeover**

The Internet Committee continues to work on a “makeover” of the website. We are reviewing new template themes and will focus on making information easier to find. The website makeover design will be presented to President Debbie Hamilton, CMC, for approval before it “goes live.”

RELATED POLICIES/BUDGET CONSIDERATIONS

Wild Apricot Website/Membership Software Price Change:

The Internet Committee’s current fiscal year budget includes \$700 for Wild Apricot renewal fees. If we prepay for two years, we will save 15% instead of 10% on the new pricing. We would need to transfer \$1136.00 from contingency to the Internet Committee budget to prepay for two years.

BOARD OPTIONS

- 1) Renew Wild Apricot and prepay for **two years** to save 15% instead of 10%. Transfer \$1136.00 from contingency to the Internet Committee budget.
- 2) Renew Wild Apricot for only one year. Transfer \$272.00 from contingency to the Internet Committee budget.

CHAIR OR DIRECTOR'S RECOMMENDATION

The chair recommends that the Board prepay Wild Apricot for **two years** to save 15% instead of 10%. Transfer \$1136.00 from contingency to the Internet Committee budget.

SUGGESTED MOTION

I move to transfer \$1136.00 from contingency to the Internet Committee budget to prepay Wild Apricot for two years.



OAMR BOARD REPORT

Meeting Date: April 2018
Source of Item: **Membership Committee**

Contact: Donna Biggerstaff
Contact Telephone Number: 541-966-0220
Contact E-Mail: donna.biggerstaff@ci.pendleton.or.us

BACKGROUND

As a new Committee Chair, I am enjoying the challenges of learning something new and having fun being part of the WELCOME to OAMR! We've added an additional 18 members to OAMR since my taking over in October ~ nothing I've done, but the reputation of this amazing organization.

My practice has been, new members receive a "Welcome" email which describes OAMR benefits and introduces them to their Region Director.

The Board and Region Directors receive frequent email updates of new members, which prompt other contacts such as the Mentoring Committee. We also answer odd questions about transfers or types of memberships throughout the year.

I provide each new member to with a "new member" questionnaire and ask they return it to me. My committee has been wonderfully supportive in assisting in writing up submissions for the newsletter to introduce our new members to the organization.

I would like to give a shout out to my committee members; Mary Dibble City of Albany, Susan Reeves City of Scappoose and Cathy Nelson City of Waterloo who have been so encouraging and supportive!! I would also wish to acknowledge Melissa Thompson-Kiefer, City of Nehalem; and Kimberlyn Collins, City of Phoenix, for processing memberships and payments.

BOARD OPTIONS

- None.

ATTACHMENTS

- New Membership excel spreadsheet

DATE	EMAIL	V M NAME	TITLE	CITY	REGION
3/6/2018		Kimberly Wollenburg	City Recorder	Millersburg	3
3/6/2018		Rebecca Casey	Planning Assistant	Sandy	2
3/6/2018		Kayla Duddy	Office Specialist	Bend	6
2/13/2018		Rita Ritz	Administrative Aide	Brookings	5
2/13/2018		Jake Gabell	Deputy City Recorder	Millersburg	3
2/13/2018		Jodi Coggins	Accounting Clerk	Depoe Bay	3
2/13/2018		Teri Barcus	City Recorder	Pilot Rock	7
2/6/2018		Katie Scott	City Recorder	Sublimity	3
2/6/2018		Michelle Young	Administration/Recorder	Enterprise	7
2/1/2018		Dawm Roberts	Town Recorder	Lakeview	5
1/8/2018		Erin Zelinka	City Recorder	Talent	5
1/4/2018		Ann Frydedall	Office Specialist III	Veneta	4
12/28/2017		Kelli Burnette	Planning Technician	North Bend	5
12/28/2017		Sarah Johnson	HR/Administrative Manager	Madras	6
12/4/2017		Holly Smith	Adminstrative Assistant	LaPine	6
11/28/2017		Marilyn Place	Deputy City Recorder	Cascade Locks	6
11/27/2017		Kari Linder	Deputy City Recorder	Lake Oswego	2
11/15/2017		Ryan Nolan	Associate Planner	Grants Pass	5



OAMR BOARD REPORT

Mentoring Committee – Board Report

Meeting Date: April 6, 2018
Source of Item: Committee Report

Contact: Nancy Parker, CMC
Contact Telephone Number: 541-566-3862
Contact E-Mail: nancy@cityofathena.com

COMMITTEE MEMBERS

The members of the 2017/2018 OAMR Mentoring Committee : Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; Cathy Nelson, Waterloo; Peggy Hawker, MMC, Newport; Carol Weir, MMC, Rogue River; Colleen Resch, MMC, Sherwood; Lilly Alarcon-Strong, Hermiston; Nicole Morris, MMC, Tualatin; Karen Howton, Island City; Debbie Bernard, Willamina; Stephanie Borst, Vernonia; Sammy Egbert, Coburg; Phyllis Bolman, Monmouth; and Michelle Fox, Athena.

ISSUE STATEMENT - The Mentoring committee is always looking for mentors who are interested in sharing their knowledge and expertise with those new to our profession. If you, or someone you know would be willing to serve on this committee please contact me at 541-566-3862. You will have an opportunity to share your knowledge with others, and will also be surprised at what you will learn!

COMMITTEE ACTIVITY

Updates – The committee is looking forward to assisting new members become better acquainted with OAMR, their job requirements, and helping in any way possible to make their transition to a new position more comfortable. Three mentees have been matched with mentors. Welcome Cindy Olivieri, Erin Zelinka, and Cody DeCamp. We are all here to serve you!

Outreach – Continued outreach to new members, providing professional resources and support. New members are contacted and encouraged to participate in being assigned a mentor.

Future Activities-The committee met via email to review the Mentoring Resource Guide, Mentoring Checklist, Job Description and the How to Manual for recommended additions or changes.

CHAIR OR DIRECTOR’S RECOMMENDATION

I recommend the Board accept the proposed changes to the Mentor Follow-up Checklist, which is attached.

SUGGESTED MOTION

I move that the proposed changes to the Mentor Follow-up Checklist be amended as per the recommendation from the Mentoring Committee, Nancy Parker Chair.

Mentor Follow-up Checklist

Date	Contact	Completed ✓
Within 5 days of assignment	<ul style="list-style-type: none"> Schedule time to contact new member, by phone, email or in person, if possible. Schedule follow up phone call for approximately 2 weeks later. <i>This would be a good time to review the OAMR Resource Guide.</i> 	
Anytime	<ul style="list-style-type: none"> Schedule Key dates on your calendar, and if your mentee uses Microsoft Outlook, add those dates on the mentee's schedule through an 'invite'. If your mentee is close enough to your location, invite them to your City hall to see your filing practices, archives facility, etc. Make sure to contact your mentee on a consistent basis, via email or phone, even if it's just to check in with them and see how they're doing. 	
January 1	<ul style="list-style-type: none"> Email or call mentee related to upcoming scholarship deadlines and answer any questions about the training/certification process. Encourage mentee to attend professional development classes. If election year, answer any questions on process and provide samples on that process or any other process (agenda or parliamentary procedures) the mentee requests assistance with. 	
February 1	<ul style="list-style-type: none"> Email or call mentee to check in about their mid-year academy plans such as room sharing and carpooling. 	
May 1	<ul style="list-style-type: none"> If mentee is attending professional development classes in June, share personal experiences and offer any advice. 	
August 15	<ul style="list-style-type: none"> Give mentee conference information on appropriate dress, activities and schedule time to meet after mentee has arrived and settled at the conference. Answer any question on the organization. Plan to introduce mentees to board and other members at the conference. 	
During Conference	<ul style="list-style-type: none"> Meet with mentee after their arrival at registration desk or the night before if they arrive earlier. Leave a note at the registration desk with your room number, and cell phone number, so they can contact you if they would like. If you can't be available at the registration desk or on their first day, find a conference greeter or another member of the committee that can look for them. Invite them personally to the Meet & Greet function, 1st Time 	

	<p>Attendees and Mentor/Mentee Function, and plan on introducing them to other members.</p> <ul style="list-style-type: none"> • Verify their understanding of the new recorder track educational sessions, or other sessions that are available, and answer questions. Go through the contents of their conference bag with them, to make sure they are comfortable with the schedule, or if they have any other questions. • Try to make your mentee feel comfortable and welcome during all conference events, and be sure to include them as much as possible. Spend 30 minutes with your mentee each day outside of conference activities, if at all possible. Invite them to sit with you at events; our goal is to extend our hospitality, and to get them involved in OAMR from the beginning! (See the Mentoring Guide for more tips.) • Encourage your mentee to join a committee and be active in 	
October 15	<ul style="list-style-type: none"> • Follow up with mentee via phone call after conference to answer any questions and offer assistance for the coming year. <i>Other potential discussion points are included in the Mentoring Guide.</i> 	

*** The schedule is based on the calendar year but can be tailored to your scheduled term of mentorship.

Proposed update 4/6/2018



OAMR BOARD REPORT

NEWSLETTER COMMITTEE

Meeting Date: April 5, 2018
Source of Item: Newsletter Committee Chair

Contact: Lisa Figueroa
Contact Telephone Number: 503-874-2216
Contact E-Mail: lfigueroa@silverton.or.us

ISSUE STATEMENT

This is information only.

BACKGROUND

We collected \$1,000 in advertisements for 2018.

The Committee has published two newsletters, and the Spring Newsletter will be published this month. The Committee is looking at ways to update the newsletter similar to the look of an online magazine with featured articles to highlight the profession of the City Recorder. The Committee is open to any ideas or comments on articles and features the Board or OAMR members would like to see and read about. As we continue to publish upcoming newsletters, there may be additional changes to the format and look of the newsletter.

I want to thank the Committee and everyone who has helped me through the transition.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

OAMR BOARD REPORT



Nominating Committee

Report Date: March 14, 2018
Source of Item: Nominating Committee

Contact: Tori Barnett, MMC, Chair
Contact Telephone Number: 541-881-3232
Contact E-Mail: tori.barnett@ontariooregon.org

ISSUE STATEMENT

The positions of OAMR Second Vice-President, Treasurer, and Region Directors for Region I, Region III, Region V, and Region VII are open for 2018-2019.

Nominating Committee members include Susan Reeves, MMC, Scappoose; Karin Johnson, MMC, Independence; Stacie Cook, MMC, Mill City; Peggy Hawker, MMC, Newport; Anna Ruggles, CMC, Forest Grove; Cindy Hughes, CMC, Eagle Point; Ruth Post, MMC, Philomath; Carol Krager, CMC, Tigard, and Cathy Nelson, Waterloo.

BACKGROUND

The announcement and qualification material for the above listed board positions was published in the Winter 2017 Newsletter, and will run again for the Spring 2018 Newsletter. Submission deadline has been extended due to lack of candidates for the various positions. It is hoped that applications for all the open positions will be received in time to include the slate of candidates in the Summer 2018 Newsletter.

Positions open for the 2018-2019 year are:

Second Vice-President

Treasurer

Region I Director [Clatsop, Columbia, and Tillamook Counties]

Region III Director [Benton, Lincoln, Linn, Marion, and Polk Counties]

Region V Director [Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties]

Region VII Director [Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties]

As of 3/13/2018:

One member has indicated interest in the position of 2nd Vice-President, and the application and criteria were sent for review.

One application has been received for the position of Region I Director, and a verbal commitment (paperwork on the way) for Regions III, V, and VII.

No applications have been received for the position of Treasurer, and no interest has been indicated. Several members have stated it might be prudent for the Board and/or membership to discuss the possibility of outsourcing/contracting the duties of the Treasurer.

The Committee will continue to seek applicants to fill the positions, and will avail themselves to potential candidates for any questions they may have.

No Board action is requested at this time.

Thank you for the opportunity to serve as chair of the Nominating Committee.



OAMR BOARD REPORT

Meeting Date: April 5, 2018
Source of Item: **NCI Education Committee**

Contact: Ruth Post, MMC, Philomath
Contact 541-929-6148
Contact E-Mail: ruth.post@philomathoregon.gov

BACKGROUND

This Committee is OAMR's representation on the Northwest Clerk's Institute (NCI) Education Committee along with three representatives from AAMC, three from WMCA, and Institute Director Joann Tilton. The 2017-2018 OAMR NCI Education Committee is comprised of Professional Growth & Leadership Chair Karin Johnson, MMC, Independence; Education Committee Chair Peggy Hawker, MMC, Newport; and as appointed by OAMR President Debbie Hamilton: Ruth Post, MMC, Philomath.

The full Committee met by teleconference call on December 14, 2017. The budget for the 2018 NCI Professional Development program was approved. The 2018 Professional Development 4/Master Academy session was approved. The course on "Your Evolving Role in the Threat Management and Disaster-Crisis Environment" is a timely topic on challenges faced today and is specifically directed at the role of City Recorders. It should be an excellent session and is highly recommended!

The Institute Director requested approval to use AirBnB again in 2018 for her housing. This was to be paid for by the three states. The OAMR Board had previously approved up to \$800 towards a potential request of this kind. On December 14, an invoice from WMCA for OAMR's \$727.71 share was forwarded to the OAMR Treasurer for payment.

As of March 19, 2018, registration numbers for the Institute are as follows:

PD 1	36 (Budget projection based on 52)
PD 2	21 (Budget projection based on 45)
PD 3	19 (Budget projection based on 35)
PD 4	33 (Budget projection based on 50)

Early bird registration runs through May 2, after that registration goes up \$50. Please see the Professional Growth & Leadership Development Committee's report for session dates.

RELATED POLICIES/BUDGET CONSIDERATIONS

The 2018 Budget Committee should consider addressing the Institute Director's AirBnB housing in the development of the budget.

BOARD OPTIONS

This report is informative only and has no specific requests.

CHAIR OR DIRECTOR'S RECOMMENDATION

None needed.



OAMR BOARD REPORT

Meeting Date: April 5, 2018

Contact: Karin Johnson, MMC

Source of Item: **Professional Growth & Leadership Development**

Contact Telephone Number: 503-838-1212

Contact E-Mail: kjohnson@ci.independence.or.us

INFORMATION REPORT:

The members of the committee are Carol Weir, MMC, Rogue River; Michele Eldridge, CMC, Harrisburg; and Ruth Post, MMC, Philomath.

1. Information provided for the Spring Newsletter:

- Municipal Clerks Week, May 6-12, 2018, information and sample proclamation. Sample press releases, posters, checklists and other helpful items can be found on the IIMC website, at: <https://www.iimc.com/index.aspx?nid=156>.
- Northwest Clerks Institute / Professional Development information. This year, the dates for the PD series are:
 - PD I June 3-8, 2018
 - PD II June 10-15, 2018
 - PD III June 17-22, 2018
 - PD IV June 11-14, 2018(“Your Evolving Role in the Threat Management and Disaster-Crisis Environment”)

Complete NCI information can be found on the NCI website, at: <https://cm.wsu.edu/ehome/index.php?eventid=32981&>.

2. Once a slate of candidates for all OAMR board positions have been announced, the committee will work to provide them with leadership mentors.



OAMR BUSINESS MEETING REPORT

Records Management Committee

Meeting Date: April 5, 2018
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

ISSUE STATEMENT

This is an informational report of the activities of the RMC and does not require OAMR Board action.

BACKGROUND

The RMC provides educational opportunities and guidance in the care and maintenance of city records.

Since Conference in September, the RMC has met twice and has plans for a third meeting in mid-April. We have become a nomadic group, having met gathered at Wilsonville in recent years we have so-far convened at Lake Oswego and Keizer (see photos) this activity year, and our next meetings will be held in Oregon City and then Corvallis. A big thank you to our colleagues who have graciously offered to host our meetings – it's great to visit new places and get those new #CityHallSelfies!



We have continued to work toward completion of our comprehensive review of the [“Public Records: a Manual for Creating a Disaster Preparedness and Recovery Plan”](#). As of our January 2018 meeting, we hope to present a revised document for the OAMR Board to consider adopting in September 2018. And, as noted in previous reports, we are still looking at working with State Archives staff to update two informational videos ([“The Call”](#) and [“What’s in YOUR Inbox”](#)) – watch for future updates on all of these fronts.



Another topic the RMC has focused on is the records management session at Conference. We have sincerely enjoyed planning these sessions and we hope our colleagues across OAMR have found them helpful and hopefully interesting. We are looking forward to sponsoring a session again in Portland!

On the horizon, after the Disaster Manual review is finished, we will review the OAMR-State Archives “E-Mail Policy Manual” (circa 2010) and look at putting together a social media best practices guide. As always, if there is a topic of interest you’d like the RMC to address, please let us know!

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

MEMBERSHIP OPTIONS

The RMC welcomes all OAMR members to join in the records management fun!

CHAIR OR DIRECTOR’S RECOMMENDATION

Thank you to all RMC members for their hard work and constant willingness to engage and help each other to be better servants for our communities!

SUGGESTED MOTION and ATTACHMENTS

None.

OAMR BOARD REPORT



RETIRED CLERKS COMMITTEE

Meeting Date: April 5, 2018
Source of Item: Annual Committee Report

Contact: Diane Harris, City Recorder
Contact Telephone Number: 541.459.2856
Contact E-Mail: d.harris@ci.sutherlin.or.us

ISSUE STATEMENT

Informational update only from the following committee members: Debbie Hamilton, CMC, Sutherlin; Carol Weir, MMC, Rogue River; Retired Clerk Jane McGarvin, MMC, West Linn; Retired Clerk Barbara Christensen, MMC, Ashland; and Retired Clerk, Sandy King, MMC, Wilsonville.

2017-2018 Retirees: An email was sent to OAMR members inquiring about any known new retirees. I have heard from one member who is planning to retire April 2018 and also received a confirmation from Jeanne Schapper who retired from Lane Transit District January 2017. Jeanne has agreed to be listed as an interim, as well!

BACKGROUND

The purpose of this committee is to encourage and develop opportunities for retired clerks/recorders to remain active in OAMR and the profession. To work closely with OAMR'S Membership Committee to maintain a current mailing list. Encourage retirees to maintain membership, to stay active and serve on committees and serve as mentors.

I'd like to take this opportunity to thank President Hamilton and the OAMR Board for allowing me to serve as Committee Chair. I encourage all members to take the opportunity to Chair or me a member of this Committee.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

SUGGESTED MOTION

None

ATTACHMENTS

A. None



OAMR BOARD REPORT AND ACTION REQUEST

Scholarship Committee

Meeting Date: Spring 2018
Source of Item: Scholarship Committee

Contact: Nanci Moyo, Chair
Contact Telephone Number: 503-526-2650
Contact E-Mail: nmoyo@beavertonoregon.gov

COMMITTEE MEMBERS

The members of the 2017/2018 OAMR Scholarship Committee: Nanci Moyo, Beaverton; Susan Reeves, Scappoose; Debby Roth, Cornelius; Nancy Parker, Athena; Sadie Main, Estacada; Kelly Morse, Redmond; Cathy Nelson, Waterloo; Carol Krager, Tigard; Tori Barnett, Ontario; Dawne Shaw, Warrenton; Dale Shafer, Nehalem.

COMMITTEE ACTIVITY

Updates – The committee has given the scholarship application dates and deadlines for the next newsletter and website. The Mid-Year Scholarship recipients were announced and here is the list:

Angie Lanter
Cathy Nelson
Diane Harris
Gloria Tucker
Jennifer Nelson
Kailin Honea
Kimberlyn Collins
Kimmie Jackson
Kitty Vodrup
Lisa Scholl
Nancy Parker
Ronnie Smith
Sadie Main
Tere Andrews

This report was being written before the Professional Development (PD) I, II, III, and IV, and Harris/Davis scholarships recipients were notified. The notification date is March 23, 2018. Currently there is not a list of recipients.

This year there has been a good response for applicants for the Harris/Davis Scholarship and the PDs. The Harris/Davis scholarship had three applicants and one will receive the Scholarship. The PDs have received 27 applicants. There is \$15,000 available for scholarships for all PDs. The requests for PD I total (registration and lodging) \$11,500. One of these recipients will receive the Harris/Davis scholarship so will bring the total down to \$10,350; PD II total is \$3125; PD III total \$3750; and PD IV total is \$3675. The grand total requested is \$21,425. This is \$6,425 over the \$15,000 budgeted.

The Scholarship Committee's consensus is to fully fund as many of the PD I, II, III as possible and if any money is left over fund what can be funded in PD IV.

There is \$900 available in the Budget from Mid-Year that could possibly be moved to the PDs.

We recommend to the Board the leftover scholarship funds from Mid-Year be moved over to the IIMC Certification Program fund to help fund more PD scholarships.

The Scholarship Committee would like to have the authority to move funds around as needed to fund Scholarships, instead of having a motion before the Board each time. Often the timing is late to go to the Board to make this decision. The Scholarship Committee could do this through a motion made within the Scholarship Committee and vote through emails or a phone call.

Discussion item: We recommend to the Board, if possible, to allow the Scholarship Committee permission to move scholarship money to future scholarships, when a previous scholarship has been fully funded and there are funds left over. This would be handled through a motion in the Scholarship Committee and the OAMR treasurer would be advised of the changes.

Future Activities - The committee will meet via email to review the applications that are received for the future Academies, Conferences and PDs.



OAMR BOARD REPORT OR REQUEST FOR ACTION

Special Projects and Fundraising Committee

Meeting Date: April 5, 2018
Source of Item: Special Projects and Fundraising Committee

Contact: Kelli Weese, CMC, 2nd Vice President
Contact Telephone Number: 541-997-3437
Contact E-Mail: kelli.weese@ci.florence.or.us

ISSUE STATEMENT

The purpose of the Special Projects and Fundraising Committee (SPFC) is to raise money for educational scholarships. The committee is fully responsible for raising funds for the benefit of the Association.

The 2017-2018 SPFC members are: Amy Sowa, Springfield; Angie Lanter, Banks; Carol Weir, Rogue River; Cathy Nelson, Waterloo; Diane Harris, Sutherlin; Donna Biggerstaff, Pendleton; Jennifer Nelson, Carlton; Lisa Figueroa, Silverton; Sadie Main, Estacada; Stacie Cook, Mill City; Susan Reeves, Scappoose; Tori Barnett, Ontario; Winnie Shepard, Medford; DawnKaren Bevill, Newberg; Kailin Honea, Rogue River; Lori Lesmeister, North Plains; Melissa Huhtala, Ashland; Michelle Eldridge, Harrisburg; Linda Galeazzi, Salem Area Mass Transit District.

Thank you so much to all our wonderful members who have stepped up to help in all of the different fundraising & special project areas. Particularly, thank you to all the long-time members who have served tirelessly over the years to help keep our scholarship fundraising alive.

BACKGROUND

The Committee met on November 17, 2018 and started discussing the fundraisers that we will hold in order to meet our goals. For Mid-Year, the Committee will be focused on two raffle basket auctions. Regions II and IV will be providing baskets with Region II's basket theme 'April Showers Bring May Flowers' and Region IV's basket theme 'Relax and Regroup'.

For the annual conference, the fundraising committee is looking to continue the Pink Walk and will be working on determining a potential route during the mid-year conference. In addition, the team will be working on five raffle baskets with wonderful themes including; 'Carry On to Success' Region V; and 'Eat, Pray, Love' Region VII. We have such wonderfully creative crew at work!

The Committee will also be presenting both silent and live auctions. The silent auctions will happen during the conference and at the banquet. The live auction at the banquet will bring back the successful designer purse auction paddle raise, and perhaps additional raffle projects such as the wildly successful 50/50 raffle. We are continuing to actively look for donations for these auctions, so if you see a good deal snag it!

We continue to push our passive fundraising programs including the Fred Meyer Community Rewards and Amazon Smile account. For the fourth quarter (10/1/17-12/31/17) the Community Rewards netted OAMR \$16.85 and the Amazon Smile program netted OAMR \$11.03. These passive programs represent a relatively small donation to OAMR but if we continue to push these alternatives could continue to increase revenue in the future. In fact, from March 12 – 31, Amazon Smile will be tripling the donation rate on any first amazon smile purchase, so all the more reason to continue to advocate for these 'easy wins'.

If anyone has any additional fundraising opportunities or ideas they would like the committee to know about please let me know.

RELATED POLICIES/BUDGET CONSIDERATIONS

The SPFC goal is \$13,000, and our stretch goal is \$15,000!

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

None.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Ad Hoc Committee - Treasurer's Position Research

Meeting Date: April 5, 2018
Source of Item: Committee

Contact: Michele Eldridge, CMC
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

ISSUE STATEMENT

The Treasurer position recently has been a very hard one to fill in OAMR. Our previous treasurer, Nancy Batchelder, tried to find another person to be treasurer in her place over six years, but found no one who would apply. Kimberlyn Collins will have been in this position for two years as of September 2018. It was necessary for Kimberlyn to have a minimum of a year to operate in this position, so she would be in a better position to make recommendations to the committee about the conditions of the job. She was at a disadvantage to start in this position, due to the fact that she was new to OAMR and had never been to a conference prior to Mid-Year. She has done a good job with a position that had a steep learning curve. Unfortunately, her new position at the City of Phoenix will no longer allow her to participate as a member of the OAMR board.

This is an important position to OAMR, and one that shouldn't be so hard to fill. Many of our members have the ability to be treasurer, even if they aren't currently working in finances at their city. Most City Recorders have solid budgeting skills and are often innovative in how they integrate job duties. I encourage our members to apply, and to join the board in this important leadership role. Any applicant will have a lot of support from the board, past presidents, treasurers, and the audit committee.

BACKGROUND

To create this report, information has been gathered from our other Region IX organizations, CCAC, WMCA, and AAMC. I want to emphasize again, that it is not this committee's goal to commit to any kind of a contracted position to perform most of the duties of the Treasurer, or to detract from any other element important to the membership, especially education and scholarship funding. Instead, this committee wishes to carefully determine if anything about the treasurer position can be changed to eliminate the amount of time spent on accounting.

Both the past Treasurer, and the current one, have determined generally how much time it takes to process OAMR accounting. Those comparative results are roughly the same. Both AAMC and CCAC contract with other organizations to assist with accounting. AAMC works with the AML, (Alaska Municipal League, which is like our LOC), while CCAC contracts with a professional accounting group. Both contracts show that these relationships include assistance with annual conferences, membership dues, and registration. (Both associations also have treasurers, and membership chairs.) WMCA continues to operate in the same manner as OAMR, with an in-house treasurer who handles all accounting for the association. (Please note that I have provided a copy of the contracts for both CCAC and AAMC in the past, and I also have a copy of all treasurer's job descriptions, as well as the treasurer's hours. I'm happy to provide a copy to any member who would like to obtain them.)

ANALYSIS/CONCLUSIONS:

It's hard to compare OAMR to CCAC, due to the size of their organization. Their annual cost of \$26,735 is an enormous amount, but necessary with a membership with over 1,000 members. In addition, the current treasurer, Susan Domen, has a solid financial background, making it easier for her to lead in this position. The professional management company they hired handles day to day invoicing/bill paying, assists with taxes, and reconciles the checkbook. For such a large organization, and one with a foundation as well, Susan remarked that it's important to the organization because it helps with accountability and reduces the chances of embezzlement.

AAMC is also hard to compare to OAMR. The AML and AAMC Conferences are held at the same time, and at the

same location, making it easier for those organizations to work with each other. For an amount of \$6,500, AML provides banking services, including investments, and also provides invoicing, collection of dues, registration, and assists with the budget. OAMR has relatively a small amount of bills that are paid on behalf of the organization, and most invoicing is concurrent with the conferences themselves.

Conclusion/Solution 1:

The easiest (and most inexpensive) solution to assisting the OAMR Treasurer in performing her job duties, is to have a professional organization assist with the tax accounting duties. The main reason for this suggestion, is because the tax reporting comes during a very busy time for the Treasurer. January through May are typically heavy months for OAMR work due to preparations/follow-up for Mid-Year, as well as receipting membership dues. In preparation to this report, the treasurer did obtain bids from accountants to process the tax paperwork for OAMR. The quotes are for filing federal tax form 990, and Department of Justice form CT-12. The results of that are below in **Table 1**; the quotes themselves are attached to this report.

Table 1:

<i>Name of Accounting Firm</i>	<i>City</i>	<i>Quote</i>
<i>Accuity, LLC; CPA's</i>	Albany	\$750 to \$1,000
<i>RAS Group, LLC, CPA's</i>	Tigard	\$800
<i>Chris Vaughn, CPA</i>	Reedsport	\$300 to \$400

I should note that this action will assist in the future as well, if OAMR decides to file a state raffle license, such as what we did when the IIMC Conference was held in Portland. More importantly, it can help to provide more accountability for the Treasurer's position. If, after discussion, the board agrees with this analysis, my recommendation is to contract with the RAS Group, LLC. The RAS Group, was more succinct (than Accuity), was also professional, and gave us a flat fee quote, with the statement that they would contact us if they needed to vary from that quote. A suggested motion, if desired after further discussion; *motion to have the OAMR Treasurer contract with the RAS Group, LLC, to provide annual tax accounting services for OAMR in fiscal year 2018-2019, and to budget for this expense in the 2018-2019 budget year.*

This would be an expense for fiscal year 2018-2019. The 1st VP can create a budget line under officer expenses, for the treasurer position. Currently, the miscellaneous expense line has a budget of \$2,000, and contingency has a budget of \$29,292.17 in the fiscal year 2017-2018 budget.

Conclusion/Solution 2:

The Treasurer plays a key role to OAMR and needs to work closely with both the 1st VP, and the 2nd VP, especially in relation to fundraisers. Both should be including the treasurer on all committee emails and especially in relation to any suggested fundraisers. Any planning needs to include how proceeds from an event will be recorded in time and to ensure accuracy of the promotion. When the annual conference is still fresh in everyone's minds, the treasurer should provide feedback at the November board meeting, on how the fundraisers played out in relation to accounting, so that the treasurer, 2nd VP, and 1st VP, plus the board, can work on improvements over the following year.

Conclusion/Solution 3:

The Internet Committee Chairperson, and the Treasurer should be working together to find an easier way to work with PayPal, and in correlation with the Wild Apricot software. The Internet Chair has determined in the past, that the Wild Apricot system has other uses that we haven't fully utilized. The Treasurer reports a large amount of time spent on problems in both working on collection of registration fees, as well as membership dues. It's important to find systems in which we can eliminate time spent in our relative job duties in OAMR. The Treasurer and Internet Chair will be working together during Mid-year, and in upcoming months to determine if some improvements might be made to help with registrations. They will specifically be looking at ways in which they can connect our Quickbooks software, with the Wild Apricot system. If this is successful, it would perhaps be something we can set up for the annual conference. The Internet Committee and Treasurer could always look at a different payment system other than PayPal too. It's important to provide the best services to our membership, by finding the easiest system, that causes the least amount of work time.

FUTURE CONSIDERATIONS:

In the future, if the board continues to have problems with attracting a Treasurer to the position, then it could consider paying a consultant to do the work. At least in the first year after her retirement, our former treasurer, Nancy Batchelder, had stated that she would consider performing accounting duties for OAMR as a paid consultant. OAMR also has other members that don't work full-time for their cities, who might be interested in this type of a position. This would not eliminate the Treasurer position for OAMR. That person would still be needed to analyze accounting reports, and to continue to report to the board, as well as to prepare the annual budget in partnership with the 1st VP.

This committee doesn't feel that we can afford to contract with a professional group for accounting services. As stated before. It's important to OAMR to keep our current levels of education and scholarships where they are, and of course, a goal is to increase those, if at all possible. OCCMA recently contracted with the LOC for accounting services. The amount they are paying on a monthly basis is extremely expensive, and OCCMA lost some of the control over the process. Both Denise Carey and Dale Shafer are working to establish an expense policy that will help with that issue.

The board might also want to consider adding a deputy treasurer, or someone who can serve on the finance sub-committee, that can assist with treasurer's duties. This falls into line with previous discussions by the board in regard to succession planning.

BOARD OPTIONS:

If, after discussion, the board does decide that it is worthwhile to obtain a tax accountant service, then a suggested motion is above in this report.

The Treasurer should automatically be looking at ways to be more efficient, and to complete the job duties required by the position in the best ways possible, to provide the best services to OAMR. She has already started working with a group that will assist her at the annual conference in the performance of her job with OAMR. Both conclusion/solutions 2 and 3 above, should be undertaken as a best practice for the position of treasurer.

ATTACHMENTS:

A: Contracts for tax accounting services



Accuity, LLC
CERTIFIED PUBLIC ACCOUNTANTS

March 7, 2018

Oregon Association of Municipal Recorders
772 Summer Glen Dr.
Medford, OR 97501

This letter is to outline the terms of our proposal to provide tax services for the Oregon Association of Municipal Recorders for the year ending October 31, 2018, to clarify the nature and extent of the services we will provide, and to confirm an understanding of our mutual responsibilities.

As part of our engagement we will:

1. Prepare the Oregon Association of Municipal Recorders' 2017 Federal Form 990-EZ and Oregon Form CT-12 exempt organization returns for the year ending October 31, 2018 from information provided by you.
2. Perform any bookkeeping necessary for preparation of the returns.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You represent that the information you provide will be accurate and complete to the best of your knowledge. Our work in connection with the preparation of your returns does not include any procedures designed to discover errors or other irregularities, should any exist. You have the final responsibility for the returns and, therefore, you should carefully review them before you sign and file them.

You should retain all the documents, canceled checks and other data that form the basis of income, deductions, credits and payments shown on the return. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

We will use our judgment to resolve questions in your favor where the tax law is unclear or where there are conflicts between the taxing authorities' interpretation of the law and what seem to be other supportable positions. There may be situations where we are required by law to disclose a position on a tax return. We are not attorneys; therefore, we cannot provide you with a legal opinion on various tax positions. We can, however, advise you of the consequences of different positions. We will adopt whatever position you request on your returns so long as it is consistent with our professional standards and ethics. In the event, however, that you ask us to take an unsupported tax position or refuse to make any required disclosures, we reserve the right to withdraw from the engagement without completing or delivering the tax returns. Such withdrawal would complete our engagement and you agree to pay our fee based on time expended at our standard rates plus all out-of-pocket expenses through the date of withdrawal.

Your returns may be selected for examination or audit by the tax authorities. In the event of such governmental tax examination, we would be pleased to represent you under the terms of a separate engagement letter.

Your return may be electronically filed with the IRS. We will provide you with a copy of your final returns for review prior to electronic transmission. The IRS requires that you sign an e-file authorization form indicating that you have reviewed the return, it is correct to the best of your knowledge, and you authorize us to submit it electronically. We cannot transmit any return until we have the appropriate signed authorizations.

Our fee for these services are based on the actual time spent at our standard hourly rates plus out-of-pocket expenses. We estimate that our fees will be between \$750 and \$1,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience of the personnel assigned to your engagement. We reserve the right to increase or decrease our fees based on the value of services rendered. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination. You will be obligated to compensate us for all time expended and to reimburse us for all out of pocket expenses through the date of termination.

You may terminate this engagement at any time. Should you do so, however, you remain liable for all unpaid fees as discussed above. We reserve the right to withdraw from this engagement at any time because of unpaid fees, the guidance of our professional standards, or for any other reason. We will notify you in advance of any decision by us to withdraw, and will take all reasonable steps to assist in the orderly transfer of your tax services. Otherwise, this engagement will be considered complete upon acceptance of your e-filed returns by the tax authorities. In the event that your returns are not e-filed, you will have final responsibility for mailing your returns to the applicable taxing authorities.

If any of the above sections or clauses are held to be invalid for any reason, or are declared to be null and void, all other sections and clauses of this agreement shall remain valid, will not be nullified, and are hereby further affirmed. Venue of all matters arising from this agreement, this engagement, and subsequent engagements shall reside in Albany, Linn County, Oregon.

Any dispute, controversy, or claim arising out of this agreement shall be settled by binding arbitration under the arbitration rules of the Linn County Circuit Court. There shall be one arbitrator selected from the Circuit Court Panel of Arbitrators and the proceeding shall follow the Oregon Rules of Civil Procedure. The arbitrator shall have the authority to award any remedy or relief that an Oregon court could order or grant, including, without limitation, specific performance of any obligation created under this agreement, the issuance of an injunction, or the imposition of sanctions for abuse or frustration of the arbitration process, except that the arbitrator shall not have authority to award punitive damages or any other amount for the purpose of imposing a penalty as opposed to compensating for actual damages suffered or loss incurred. With respect to any action relating to this agreement, the prevailing party shall be entitled to recover from the losing party its reasonable attorney's fees, paralegal fees, expert fees,

and all other fees, costs, and expenses actually incurred and reasonably necessary in connection with such action as determined by the arbitrator.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us along with your tax information.

If you have any questions, please do not hesitate to contact us. We appreciate the opportunity to work with you.

Sincerely,



Accuity, LLC

RESPONSE:

This letter correctly sets forth the understanding of Oregon Association of Municipal Recorders.

By: _____

Title: _____

Date: _____

Comments or additional requests: _____



12700 SW 72nd Avenue • Tigard, OR 97223 • Office: (503) 684-8421 • (888) 311-1314 • FAX: (503) 684-7523
Website: www.rasgroupllc.com

October 31, 2018

Oregon Association of Municipal Recorders, INC
PO Box 345
Yachats, OR 97498

We will prepare Oregon Association of Municipal Recorders, INC Form 990EZ and CT-12 for the year ended October 31, 2018 from information which you will furnish to us. It is your responsibility to provide all the information required for the preparation of complete and accurate returns.

We assume no responsibility for the accuracy of the information you provide. Because we do not verify the information you give us, you represent that it is accurate and complete to the best of your knowledge. We may, however, need to ask for clarification of some of the data or additional information that may not have been provided originally.

Our work in connection with the preparation of your Form 990EZ does not include any procedures designed to discover defalcations or other irregularities, should any exist. If we discover information that affects your prior-year Form 990EZ, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. Our work in connection with the preparation of your Form 990EZ does not include the consideration of fraud or procedures designed to help identify fraud. We cannot be held responsible for any instances of fraud that affect the information provided to us to be entered into the Form 990EZ.

As you know, your returns are subject to examination by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Therefore, you should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. Additionally, we will make our work papers available upon request of the board. Any proposed adjustments by the examining agent are subject to certain rights of appeal.

If an examination occurs, we will represent you if you so desire; however, these additional services are not included in our fee for preparation of your returns. If in the course of such government tax examination any penalties are assessed as a result of some error on our part, we will pay those penalties. We will not pay interest on any penalties you may owe.

There are occasions when we are asked to mail materials to the Department of Revenue on your behalf. Since mail delivery is not within our control we assume no responsibilities (other than mailing on due dates) that the various taxing agencies will credit items with the proper date or period.

You have the final responsibility for the tax return and, therefore, should review the return carefully before signing and filing.

FEES: We estimate that our fees for preparing the Form 990EZ and CT-12 will be \$800. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional cost. If the services and term outlined above are in accordance with your understanding of our engagement, please sign this letter in the space provided below. This letter must be in our file before we begin your work.

Sincerely,

A handwritten signature in black ink that reads "Roy R. Rogers". The signature is written in a cursive style with a large, stylized "R" at the beginning.

Roy R. Rogers, CPA
RAS Group, LLC

Signature: _____

Title: _____

Date: _____

- M. NCI Education: Ruth Post, MMC, Philomath
- N. Professional Growth & Leadership Development: Karin Johnson, MMC, Independence
- O. Records Management: Scott Stauffer, CMC, Milwaukie
- P. Retired Clerks: Diane Harris, CMC, Sutherlin
- Q. Scholarship: Nanci Moyo, CMC, Beaverton
- R. Special Projects/Fundraising: Kelli Weese, CMC, Florence

V. Other Business

- A. Ad Hoc Committee – Treasurer Duties - Michele Eldridge, CMC, Harrisburg

VI. Future Meetings

- A. September 20th, 2018 Business Meeting in Portland, Oregon