OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING - ZOOM
November 21, 2025

BOARD MEMBERS	TITLE	ATTENDING
Scott Stauffer, CMC, Milwaukie	President	Present
Claudia Cisneros, CMC, McMinnville	Vice President	Present
Kim Herring, Dallas	Treasurer	Present
Melissa Bisset, MMC, Keizer	Secretary	Present
Kayla Duddy, CMC, Redmond	Immediate Past President	Absent
Lisa Scholl, MMC, St. Helens	Region I Director	Present
Krystal Stevens, Willamina	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
Allyson Pulido, Springfield	Region IV Director	Present
Winnie Shepard, CMC, Eagle Point	Region V Director	Present
Keli Pollock, Madras	Region VI Director	Present
Karen Howton, CMC, Island City	Region VII Director	Present

1. CALLED TO ORDER/ ROLL CALL

President Scott Stauffer, Milwaukie, called the OAMR Board Meeting of November 21, 2025, to order at 9:05 a.m. Virtual Roll was taken for OAMR Board Members.

2. ACTION ITEMS

a. Approval of Minutes – There were no minutes to approve.
b. Appointment of Keli Pollock, Madras, as Region VI Director

MOTION: Allyson Pulido, Springfield, moved to appoint Keli Pollock to serve as Region VI Director; seconded by Claudia Cisneros, McMinnville. Motion passed unanimously.

3. OFFICER REPORTS

a. President – Scott Stauffer, Milwaukie, Reported on scheduling meetings, attending committee meetings, and purchasing buttons and stickers for distribution at conferences.
b. Vice President – Claudia Cisneros, McMinnville, had nothing to report.
c. Treasurer – Kim Herring, Dallas, had nothing further to report.
b. Secretary – Melissa Bisset, Keizer, had nothing to report.
d. Immediate Past President – Kayla Duddy, was not present. President Stauffer reported that they had plans to update the Immediate Past President Job Description.

4. REGION DIRECTORS

a. Region I – Lisa Scholl, St. Helens, shared that Region I will host a Holiday Luncheon in Astoria, and they were expecting a good turnout.
b. Region II – Krystal Stevens, Willamina, shared that she had sent out a group survey to Region II, and they were getting to know each other. She was planning on scheduling a meeting.
c. Region III – Gloria Tucker, Port of Newport, had nothing further to report.
d. Region IV – Allyson Pulido, Springfield, shared that Region IV will host a Holiday Luncheon in Cottage Grove. There was discussion regarding the Region lists.
e. Region V – Winnie Shepard, reported that Region V had met by Zoom and will be meeting every other month.
f. Region VI – Keli Pollock, Madras, shared that Region VI had not yet met. As a new director, she inquired about tips for getting started. President Stauffer would share the Director Position Description. There was discussion about the challenges of geographically large regions.
g. Region VII - Karen Howton, Island City, was working to schedule a date for Region VII to meet and was looking forward to the year.

5. COMMITTEE REPORTS

a. Audit – Yuriy Ukhach, Nehalem, was not present.
b. Budget – Claudia Cisneros, Kim Herring, had not met yet.
c. Bylaws – Aimee Amerson, was not present.
d. Digital Assets – Lisa Figueroa, had nothing to report.
e. Education – Ronnie Smith, had nothing further to report.
    1. NW Clerks Institute (NCI), President Stauffer shared that he had signed a new agreement with NCI. PD IV had been put on hold.
f. Events & Fundraising – Susan Reeves, Krystal Stevens, reported that subcommittees were being formed. The hosts for the annual conference would be Jamie Young, Lincoln City City Recorder and Shannon Macias, Lincoln City Deputy City Recorder.
g. Membership – June Hinojosa, Stacey Stockhoff, were not present. President Stauffer reported that the Membership Committee had a healthy roster and that they would be meeting soon.
h. Mentoring & Retired Clerks – Sylvia Murphy, reported the committee had been working on the mentoring checklist, mentoring committee guide, and updated language on the website related to mentoring. It was noted that it was the first year of the merged Mentoring & Retired Clerks Committees. There would be future discussions about the Membership Dues structure.
i. Nominating – Christie Teets, reported that there was a lot of interest in serving on the Nominating Committee. She suggested that the Committee be capped at five to reflect the amount of work there was for the Committee. The Committee had not yet met. The election timing for the IIMC Region IX Director position was discussed.
j. Publications – Gloria Tucker, had nothing further to report.
k. Records & Regulations (RRC) – Alex Downing reported that there was great participation from the members. The Committee had made a request to the Secretary of the State for

them to host an Elections Training in early 2026. The RRC was tracking legislative updates and would update the Board if there was advocacy needed by OAMR.

l. Scholarships – Cathy Nelson, was not present.

m. Strategic Planning Group – It was noted that the Strategic Planning Group included the Board and any folks who had been interested in the process.

6. DISCUSSION ITEMS

a. Mid-Year 2026: planning a hybrid meeting (Krystal, Susan, Ronnie)
   1. Set the date!
   2. Regional Gatherings!

Ronnie Smith, shared that Stephanie Staples had been selected as the speaker for Mid-Year. The Committee would be meeting with Ms. Staples in January. They were looking at how to make things run smoothly in the new virtual format.

Discussion ensued regarding gatherings for Mid-Year, including locations and whether or not to include a lunch option.

MOTION: Gloria Tucker, Port of Newport, moved to set the Mid-Year Virtual Academy date as March 12; seconded by Lisa Scholl, St. Helens. Motion passed unanimously.

There was a suggestion to publish a list of in-person gathering options once they were determined.

b. Annual conference: Renew Whova App Contract for 2026 (Lisa, Rachel)

Lisa Scholl, shared that the App was very successful and she had a lot of good feedback about it. If the Board wished to use the App again and lock in the price, Whova would need to be noticed by December 5th. The cost would be $2,599 in order to have the App in the same format as the last year. She explained that there would be some items that would be nice to add on. She felt the best way to add on items, would be to increase the costs for sponsors and exhibitors. She explained the additional options, including allowing all of the sponsors and exhibitors to be included in the App and a self check-in feature.

Discussion ensued regarding various check-in options.

There were no objections from the Board to move forward with the baseline plan of $2,599.

c. IIMC Region IX Conference Proposal – Feedback Request (Scott)

Scott Stauffer, shared that there was some interest in a Region IX Conference. Feedback from a survey about a potential Region IX Conference was shared. The Proposal included rotating amongst the four states. The idea was to add a region IX Conference to one state conference every year and it would rotate through each state. The first year would be Washington.

Concern was expressed about out of state travel, limited travel budgets, the increased amount of time out of the office as a result of attending another conference, and challenges with conference space.

There was a suggestion to have Washington and California wanted to try it first and Oregon could see how it goes and reevaluate at a later time.

7. OTHER BUSINESS

a. Past Due Membership Balances

There were plans being put in place to send out renewals out and follow up in January, February and March. There was some record keeping that would be done to clean up the Past Due Memberships.

b. Bookkeeper Services – Next Steps (Scott, Kim)

There was a reminder that the Board would be considering Bookkeeper Services.

c. Role of the IPP (Scott, Kayla)

Scott Stauffer and Kayla Duddy would be working on the Role of the IPP.

8. FUTURE BOARD MEETINGS

a. November
b. February
c. April
d. July
e. As Needed

Scott Staffer would send out a doodle poll to schedule the next meeting.

9. ADJOURNMENT

President Scott Stauffer, Milwaukie, adjourned the meeting at 10:19 a.m.

Submitted By: Melissa Bisset, MMC, Keizer
OAMR Secretary