



OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
**ANNUAL BUSINESS MEETING**  
Friday, October 1, 2021, at 8:00 A.M.  
Zoom

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**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of the September 25, 2020, Annual Business Meeting
- IV. 2023 Conference Site
- V. Adoption of 2021-2022 OAMR Budget
- VI. Resolution Consideration for Banking Signatures 2021-2022
  - a. Resolution No. 2021-01
- VII. Annual Reports from Board Members and Committee Chairs
- VIII. 2020-2021 Executive Board Elections – *Debby Roth*
  - a. Offices of Second Vice President and Secretary
  - b. Region Directors for Regions II, IV and VI.
- IX. Executive Board 2021-2022 Oaths of Offices – *Tracy Davis*
- X. Adjournment

**2020-2021 Board**

- Angie Lanter, MMC - President
- Cathy Nelson, CMC - 1<sup>st</sup> Vice President
- Karen Howton, CMC - 2<sup>nd</sup> Vice President
- Kim Wollenburg - Secretary
- Melissa Thompson-Kiefer, CMC - Treasurer
- Kathy Payne, MMC - Immediate Past President
- Stephanie Borst, CMC - Region I Director
- Scott Stauffer, CMC - Region II Director
- Carla Holzworth - Region III Director
- Sammy Egbert - Region IV Director
- Melissa Huhtala - Region V Director
- Izetta Grossman, CMC - Region VI Director
- Donna Biggerstaff, CMC - Region VII Director

**2020-2021 Committee Chairs**

- Linda Galeazzi, CMC - Audit
- Anna Ruggles, CMC - Bylaws
- Lori Lesmeister - City Recordors Procedure Manual
- Cathy Nelson, CMC - Conference
- Peggy Hawker, MMC - Education
- Gloria Tucker - Historical Preservation
- Kayla Duddy - Internet
- Lisa Morgan - Legislative
- Phyllis Bolman, MMC - Membership
- Sylvia Murphy, MMC - Mentoring
- Lisa Scholl, MMC - Newsletter
- Debby Roth, MMC - Nominating
- Ruth Post, MMC; Peggy Hawker, MMC; and Karin Johnson, MMC - NW Clerks Institute
- Karin Johnson, MMC - Professional Growth & Leadership Development
- Kattie Riggs, CMC, and Sue Ryan, CMC - Records Management
- Diane Harris, CMC, and Melanie Masterfield - Retired Clerks
- Debby Roth, CMC - Scholarship
- Karen Howton, CMC - Special Projects & Fundraising



# OAMR BOARD REPORT

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Meeting Date: October 1, 2021  
Source of Item: Secretary

Contact: Kim Wollenburg  
Contact Telephone Number: 458-233-6300  
Contact E-Mail: [kwollenb@cityofmillersburg.org](mailto:kwollenb@cityofmillersburg.org)

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## BACKGROUND

Approval of the following Board Meeting Minutes:

1. September 25, 2020, Annual Business 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

“Motion to approve the above-noted Board Meeting Minutes as presented/amended”

## ATTACHMENTS

- A. September 25, 2020, Annual Business Meeting Minutes.



**OREGON ASSOCIATION  
OF MUNICIPAL RECORDERS  
ANNUAL BUSINESS MEETING  
September 25, 2020 8:00 a.m.  
2020 Virtual Conference Via Zoom**

*Not Approved by the Board*

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

President Kathy Payne, MMC, City of St. Helens, called the Annual Business Meeting to order at 8:00 am. Dawn Russ, Glendale, Region IV, served as Parliamentarian.

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

Kathy Payne, MMC, President, St. Helens, Region I  
Cathy Steere, MMC, 1<sup>st</sup> Vice-President, City of Lincoln City, Region III  
Angie Langer, MMC, City of Banks, Region all  
Melissa Thompson-Kieffer, CMC, Treasurer, Nehalem, Region I  
Debbie Bernard, CMC, Secretary, City of Willamina, Region III  
Nicole Morris, MMC, President, Tualatin, Region II  
Dawn Russ, Parliamentarian, Glendale, Region IV  
Stephanie Borst, CMC, City of Vernonia, Region I Director  
Scott Stauffer, CMC, City of Milwaukie, Region II Director  
Karin Johnson, MMC, Independence, Region III Director  
Sammy Egbert, Coburg, Region IV Director  
Melissa Huhtala, Ashland, Region V Director  
Izetta Grossman, CMC, The Dalles, Region VI Director  
Vacant, Region VII Director  
Mary Johnston, MMC, IIMC President  
Dawn Abrahamson, MMC, IIMC Region IX Director  
Scott Passey, MMC, IIMC Region IX Director  
Joann Tilton, MMC, NCI Director  
Melissa Jacobsen, MMC, Alaska President  
Anthony Mejia, MMC, California President  
Debbie Jermann, MMC, Washington President  
Susan Reeves, MMC, Scappoose, Region I  
Lisa Scholl, CMC, St. Helens, Region I  
Trudy Borrick, CMC, Cottage Grove  
Sadie Main, CMC, Estacada, Region II  
Kimberly Veliz, Wilsonville, Region II  
Hannah Wells, Milwaukie, Region II  
Natasha Johnson, Amity, Region II

Julie Fisher, Sweet Home, Region II  
Christie DeSantis, Molalla, Region II  
Amber Ames, MMC, Hillsboro, Region II  
Tami Bannick, Gladstone, Region II  
Kari Linder, Lake Oswego, Region II  
Lori Lesmeister, North Plains, Region II  
Kara Kerpan, Happy Valley, Region II  
Amy Aschenbrenner, Milwaukie, Region II  
Debby Roth, MMC, Cornelius, Region II  
Kattie Riggs, CMC, Oregon City, Region II  
Aubrey Minear, CMC, Hillsboro, Region II  
Sheril Jensen, Hillsboro, Region II  
Sandra King, MMC, Wilsonville (Retired) Region II  
Marcie Lumley, Sheridan, Region II  
Tracy Davis, MMC, Keizer, Region III  
Ruth Post, MMC, Philomath, Region III  
Peggy Hawker, MMC, Newport, Region III  
Vickie Nogle, MMC, Hubbard, Region III  
Phyllis Bolman, MMC, Monmouth, Region III  
Gloria Tucker, Newport, Region III  
Carla Holzworth, Corvallis, Region III  
Donna Trippett, Lebanon, Region III  
Taylor Smoker, Dallas, Region III  
Debbie Lockhart, MMC, Keizer, Region III  
Heather Pierson, CMC, Woodburn, Region III  
Katie Scott, Sublimity, Region III  
Kimmie Jackson, Yachats, Region III  
Ruth Ann Stellmaker, Salem, Region III  
Angela Speier, Silverton, Region III  
Diane Harris, CMC, Sutherlin, Region IV  
Terri Long, Oakland, Region IV  
Roberta Tharp, CMC, Creswell, Region IV  
AJ Ripka, Springfield, Region IV  
Amy Sowa, MMC, Roseburg, Region IV  
Wendy Smith, Creswell, Region IV  
Melanie Masterfield, Sutherlin, Region IV  
Deanna Casey, MMC, Central Point, Region V  
Carol Weir, MMC, Rogue River, Region V  
Jennifer Rose-Stolz, Coquille, Region V  
Melissa Olson, Coos Bay, Region V  
Karen Spoons, MMC, Medford, Region V  
Rita Ritz, Brookings, Region V  
Trish Pinkerton, Redmond, Region VI

Kathy Woosley, Cascade Locks, Region VI  
Marilyn Place, Cascade Locks, Region VI  
Kerry Prosser, Sisters, Region VI  
Tori Barnett, MMC, Ontario, Region VII  
Lilly Alacon-Strong, CMC, Hermiston, VII  
Katie LaFavor, Baker City, Region VII  
Karen Howton, Island City, Region VII  
Nanci Sandoval, Umatilla, Region VII  
Michelle Fox, CMC, Athena, Region VII  
Karin Johnson, MMC, Independence  
Marla Roberts, CMC, Nyssa, Region VII  
Sheila Jaspersen, Weston, Region VII  
Teri Bacus, Pilot Rock, Region VII  
Donna Biggerstaff, City of Pendleton

**2020 OAMR Annual Business Meeting**  
By President Kathy Payne, MMC

**I. CALL TO ORDER**

President Kathy Payne called the September 25, 2020 Annual Business Meeting of the Oregon Association of Municipal Recordors to order via Zoom at 8:00 am. President Payne said this meeting is the first of its kind for our organization. We are holding our Annual Meeting virtually due to the COVID-19 pandemic. Before we begin with business, I would like to remind everyone to please place your cell phones on vibrate and mute yourself unless you need to speak. If you make a motion or second a motion, please state your name and city, loudly and clearly, for the record. President Payne asks when I call for the vote, please physically raise your hands so that our Secretary can see you. Additionally, whenever you would like to speak to any subject on the agenda, please raise your virtual hand or give a virtual thumbs-up using the reactions at the bottom of the Zoom screen. President Payne asks for everyone's patience as the organization's experiences the first official annual business meeting via Zoom, so your patience is most appreciated as we navigate through this new endeavor.

**II. ROLL CALL – Virtual**

President Payne reminded everyone to please turn on their video, and your first and last name indicated, so we have an accurate record of everyone in attendance.

President Payne stated that the meeting packet is available on the OAMR website under the Conference webpage or in the Document Center.

President Payne thanked Dawn Russ, for serving as our Parliamentarian.

### III. APPROVAL OF MINUTES OF THE SEPTEMBER 20, 2019 ANNUAL BUSINESS MEETING

President Payne asked if there any corrections or amendments to the minutes that were in the packet? She said, if yes, restate, and agreement? If no modifications, go straight to the motion

President Payne said hearing none; I would entertain a motion to approve the September 20, 2019 OAMR Annual Business Meeting minutes.

**Approval of Minutes of September 20, 2019, Annual Business Meeting**  
Secretary Trudy Borrick, CMC, Cottage Grove, presented the above-noted minutes for consideration.

**MOTION:** Karin Johnson, MMC, Independence, Region III Director, moved, seconded by Trudy Borrick, CMC, Coe Grove, to approve the minutes of September 20, 2019, Annual Business Meeting, as amended. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

President Payne asked for any discussion on the motion?

She said, hearing none:

All those in favor say, "aye."

All opposed, "nay."

President Payne said the motion passes, and September 20, 2019, OAMR Annual Business Meeting minutes are approved.

### IV. SELECTION OF THE 2022 CONFERENCE SITE

President Payne called on Second Vice President Angie Lanter to present the 2022 Annual Conference and Mid-Year Academy conference site bids.

Angie reported that a bid notice/request for Proposals for the 2022 OAMR Annual Conference was developed and sent to hotels in Region I & II. A copy of the RFP was attached in the Board Packet.

She received 4 bids which included:

- Best Western Plus Ocean View Resort - Seaside
- Benson Hotel - Portland
- Seaside Civic and Convention Center
- Riverside Suites

Angie reported on the pros and cons of each and concluded with a recommendation for the Seaside Civic and Convention Center Seaside to host. Along with Angie, Karin Johnson, and Melissa Thompson-Keifer reviewed the RVP's and said that either of the sites in Seaside would suffice.

Angie said with a little the maneuver of matching dates with accommodations. The Seaside Convention Center has availability for our Mid-Year Academy March 28-31, 2022, or March 18-24, 2022. Also, availability for our Annual Conference on September 12-15, 2022, or September 19-22, 2022. The Rivertide Suites does not have meeting rooms that would accommodate our needs. The Benson Hotel could accommodate our needs but believe it could serve our needs for both conference and rooms. Angie recommended The Best Western Plus Ocean View Resort in Seaside who has recently been remodeled and could well serve our needs for both conference and rooms. Angie added that an additional attribute is the Rivertide Suites is owned by the Best Western Plus Ocean View Resort and they could support additional rooms if needed.

Any questions for Angie pertaining to the presentation?

Is there any further discussion on this item?

Karen Johnson commented on the rooms at the Best Western Plus Ocean View Resort and said that the rooms are on the Boardwalk so we would have views and the rooms are large and adequate.

Angie clarified that this commitment would be for mid-year and annual conference 2022. Angie then clarified that the 2021 Mid-Year Conference is Virtual.

I will now entertain a motion to award the 2022 OAMR Mid-Year Academy and Annual Conference.

**Approval of the 2022 Annual Conference and Mid-Year Academy conference site bids.**

**MOTION:** Debbie Lockhart, MMC, Keizer, Region III moved to award the 2022 OAMR Mid-Year Academy and Annual Conference to the Best Western Plus Ocean View Resort in Seaside. Karin Johnson, MMC, Independence, Region III Director, seconded. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

President Payne asked if there were any discussion on the motion. She said hearing none, all those in favor say “aye” and all those opposed, say “nay”.

President Payne stated, the motion passes, and the 2022 OAMR Mid-Year Academy and Annual Conference will be held at the Best Western Plus Ocean View Hotel in Seaside.

## **V. ADOPTION OF 2020-2021 OAMR BUDGET**

President called Treasurer Melissa Thompson-Kiefer to present the 2020-2021 OAMR Budget. Melissa commented that despite the challenging year of wildfires and covid-19, financially OAMR is ending the year in good shape. She said as you see from the report the proposed balance budget \$159,980 for 2020-2021 year. She said that this is \$8,279 more than the Adopted Budget for 2019-2020. Also, the proposed contingency for 2020-2021 is \$33,700, more than double the \$15,000 required by policy. The only thing additional the board yesterday held an e meeting they voted to allocate money for 10 scholarships at \$100 each, so that is more good news.

Melissa asked for questions.

As a member of an IIMC Foundation Board Member, Tracy wanted to thank OAMR for their generous donations and a restricted endowment over the years. She added that those dollars are used to fund scholarships on top of OAMR Scholarships.

She was now taking off her foundation hat and added a thank you for putting in the two IIMC conference of \$2500.00, offering more educational opportunities.

Tracy Davis commented that she is a member of the IIMC Board. She thanked OAMR for their generous contributions over the years and established a restricted endowment; she said for those who don't know, these dollars can be used in addition to the regular OAMR scholarships. Tracy thanked the OAMR Board for putting in the two \$2,500 scholarships in the budget. Tracy added the \$2,500 is enough to cover a member attending a conference. Again, she said thank you!

Dale Shafer said that she was incredibly pleased with the whole budget and was pleased that Scholarships were front and center.

Ruth Post thanked the Board for approving the 10 \$100 scholarships for classes offered in October. Melissa Thompson-Keifer clarified that the \$100 scholarships are on a reimbursement basis.

Cathy Steere said she wanted on the record; she did not receive an email regarding the board meeting yesterday.

Nicole said that the Budget Committee worked extremely hard on these Scholarships. She hopes that the increased amount to \$2500 will encourage members to apply.

President Payne asked if there are any questions for Melissa about the presentation? She said, hearing none, I will entertain a motion to adopt the 2020-2021 OAMR Budget as presented/amended.

**Approval of the 2020-2021 OAMR Budget as presented/amended**

**MOTION:** Ruth Post, MMC, Philomath, Region III, moved, Scott Stauffer, CMC, Milwaukie, seconded to approve the 2020-2021 OAMR Budget as presented/amended. **MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

President Payne asked for any discussion on the motion? She said, hearing none all those in favor say “aye.” and all opposed, “nay.”.

President Payne stated that the motion passes, and the 2020-2021 OAMR Budget is adopted.

**VI. RESOLUTION CONSIDERATION FOR BANKING SIGNATURES 2020-2021**

President Payne commented on Banking Resolution No. 2020-02, which authorizes incoming President Angie Lanter or Treasurer Melissa Thompson-Kiefer or, in their absence, incoming First Vice President Cathy Nelson to sign on behalf of OAMR orders for payment or withdrawal of money.

President Payne called for a motion to adopt Resolution No. 2020-02, authorizing signatures for banking services on behalf of the Oregon Association of Municipal Recorders.

**Resolution No. 2020-02 authorizing signatures for banking services.**

**MOTION:** Tori Barnett, MMC, Ontario, moved, seconded by Amy Sowa, MMC, Roseburg, to adopt Resolution No. 2020-02 authorizing signatures for banking services on behalf of the Oregon Association of Municipal Recorders.  
**MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

President Payne asked for any discussion on the motion? She said, hearing none all those in favor say “aye” and all opposed, “nay.”

The motion passes, and Resolution No. 2020-02 is adopted.

## VII. ANNUAL REPORTS FROM BOARD MEMBERS AND COMMITTEE CHAIRS

President Payne expressed her sincere appreciation to each Board member and Committee Chair for their participation and support over the past year. She said that we have worked great as a team, and everyone helped make this year successful; despite its challenges, has been nothing short of amazing.

### OAMR Executive Board

1. President Kathy Payne, MMC, St. Helens, said she had nothing to add to her report.
2. First Vice President Cathy Steere, Cathy Steere, MMC, City of Lincoln City, said she had nothing to add to her report.
3. Second Vice President Angie Lanter thanked everyone who participated in fundraising this year.
4. Secretary Debbie Bernard said she had nothing to add to her report.
5. Treasurer Melissa Thompson-Kiefer said credits would be refunded **by October 31, 2020**.
6. Immediate Past President Nicole Morris said she had nothing to add to her report.
7. Region I Director Stephanie Borst was not present for reporting.
8. Region II Director Scott Stauffer said he had nothing to add.
9. Region III Director Karin Johnson reporting on the new member Stewart Rogers City of Aurora and announce his welcome.
10. Region IV Director Sammy Egbert---nothing to add
11. Region V Director Melissa Huhtala---nothing to add
12. Region VI Director Izetta Grossman---not present
13. Region VII – Vacant

### OAMR Committee Chairs

1. Audit Committee Chair Angie Lanter----nothing further to add
3. Bylaws Committee Chair Aubrey Minear – no report.
4. City Recorder's Procedure Manual Committee Chair Lori Lesmeister was not present to report.
5. Conference Committee Chair Cathy Steere thanked everyone who helped and worked together to make things happen this year.
6. Education Committee Chair Peggy Hawker thanked everyone on the committee to make it successful.
7. Historical Preservation Committee Chair Gloria Tucker said she had nothing to add.

8. Internet Committee Co-Chairs Melissa Thompson-Kiefer and Kayla Duddy said she had nothing to add.
9. Legislative Committee Chair Lisa Morgan----not present
10. Membership Committee Chair Phyllis Bolman----since the report, we have added two new members, Julie Adams Eugene, City of Talent, Bridget Menley, City of Sheridan.
11. Mentoring Committee Chair Stephanie Borst ---not present to report.
12. Newsletter Committee Chair Lisa Scholl---Lisa said we are going to take pictures at the end of the conference.
13. Nominating Committee Chair Debby Roth---nothing more to add
14. Northwest Clerk's Institute Committee Chairs Karin Johnson, Ruth Post, and Peggy Hawker, nothing added.
15. Prof. Growth & Leadership, Dev. Committee Chair Karin Johnson----nothing to add.
16. Records Management Committee Chair Scott Stauffer---nothing to add.
17. Retired Clerks Committee Chair Diane Harris----nothing to add
18. Scholarship Committee Chair Debby Roth said that we would have scholarship applications online on a first-come, first-come basis for the MCI virtual training sessions.
19. Special Projects/Fundraising Committee Chair Second Vice President Angie thanked everyone who served on the fundraising committee. She said nothing would have helped without all the member

President Payne as if there were any questions from the floor. There were none.

President Payne thanked everyone who served on committees this year!

Angie Lanter is sending out a link to all members to sign up for committees after the conference. President Payne commented that we need volunteers to serve OAMR and please consider joining a committee or running for the Board. It is enriching!

President Payne commented on a significant point and asked members to sign up for either the conference Committee or the Special Projects/Fundraising Committee if they had received a scholarship from OAMR in the past year's pre-requisites of scholarships.

### **VIII. 2020-2021 BOARD ELECTIONS**

Nominating Committee Chair Debby Roth conducted the Second Vice President, Treasurer, and Regions I, III, V, and VII Directors and the IIMC Region IX Director for 2021-2024.

Debby explained the duties of the nominating committee and their responsibilities for providing candidates.

She said the Nominating Committee is responsible for providing a slate of candidates for open offices at the Annual Business Meeting. An announcement for Second Vice-President, Treasurer, and Regions I, III, V, and VII Directors was published in the winter and spring newsletters. The applications received are in the Board packet for this meeting.

Debby announced the candidates' slate for the 2020-2021 year and asked the candidates to please raise their hand as she called their name. Debbie encourages applause.

First Vice President – First Vice President Cathy Steere, MMC, will be resigning after today; therefore, Cathy Nelson, CMC, City of Waterloo, and Harrisburg, who is running for Second Vice President, will be sworn in as First Vice President  
Second Vice President – We did not have any submissions for Second Vice President  
Treasurer – Melissa Thompson-Kiefer, CMC, City of Nehalem (Incumbent)  
Region I Director – Stephanie Borst, CMC, City of Vernonia  
Region III Director – Carla Holzworth, City of Corvallis  
Region V Director – Melissa Huhtala, City of Ashland (Incumbent)  
Region VII Director – We did not have any submissions for Region VII Director  
IIMC Region IX Director – Ruth Post, MMC, City of Philomath

Debby added, in addition to the annual slate of candidates for the OAMR Board positions, every six years, OAMR selects a nominee for the IIMC Board of Directors representing Region IX – the states of Oregon, Washington, California, and Alaska. This year, we have one candidate qualified to represent Oregon and the other Region IX states on the IIMC Board of Directors. The term will begin in May 2021 and end in May 2024. Our candidate is Ruth Post, MMC – City of Philomath.

Everyone gave applause for Ruth. Karen Johnson said to everyone about the first rotation OAMR has. She has known Ruth professionally and personally and said she cares for her fellow members.

President Payne stated that the Nominating Committee recommends:  
STEPHANIE BORST, CMC, CITY OF VERNONIA, FOR THE OFFICE OF REGION I DIRECTOR

Are there further nominations from the floor?

If none: Hearing none, nominations for Region I Director are closed.

President Payne continued; the Nominating Committee recommends:  
CARLA HOLZWORTH, CITY OF CORVALLIS, FOR THE OFFICE OF REGION III DIRECTOR

Are there further nominations from the floor?

If none: Hearing none, nominations for Region III Director are closed.

President Payne added that the Nominating Committee recommends:  
**MELISSA HUHTALA, CITY OF ASHLAND, FOR THE OFFICE OF REGION V  
DIRECTOR**

Are there further nominations from the floor?

If none: Hearing none, nominations for Region V Director are closed.

### **THE POSITION OF REGION VII DIRECTOR IS CURRENTLY VACANT**

Are there any nominations from the floor?

*If none:* Hearing none, the position of Region VII Director is declared vacant.

*If nomination:* Karen Howton nominated Donna Biggerstaff, Tori Barnett, MMC, Ontario seconded has been nominated for Region VII Director.

Are there any further nominations from the floor? We received a nomination for Donna Biggerstaff as Region 7 Directors. Hearing none, Donna Biggerstaff, City of Pendleton will be appointed to the position of Region VII Director.

### **THE POSITION OF SECOND VICE PRESIDENT IS CURRENTLY VACANT**

President Payne asked for any nominations from the floor?

*If none:* Hearing none, the position of Second Vice President is declared vacant.

*If nomination:* Angie Lanter nominated Karen Howton, Island City, Tori Ontario Seconded. Karen was present and accepted the nomination

President Payne stated if there are any further nominations from the floor?

Hearing none, Karen Howton, Island City is appointed to the position of Second Vice President.

### **President Payne commented that the Nominating Committee recommends: RUTH POST, MMC, CITY OF PHILOMATH, FOR THE IIMC REGION IX DIRECTOR POSITION**

Are there further nominations from the floor?

*If none:* Hearing none, nominations for IIMC Region IX Director are closed.

Debby closed the region 9 Director Ruth Post will be recommended to go to. A letter of Recommended will be sent to Washington and Alaska. Thank you, Ruth, for taking on that position.

The OAMR Elections for 2020-2021 are declared closed and the recommended Officers and Directors are hereby elected to office and in accordance with the OAMR Bylaws (Article V, Section 1):

- Angie Lanter, MMC, City of Banks, will succeed to the office of President
- Cathy Nelson, CMC, City of Waterloo, and Harrisburg, will succeed to the office of First Vice-President
- Karen Howton, Karen Howton, Island City will be sworn in as Second Vice-President

- Melissa Thompson-Kiefer, CMC, City of Nehalem, will be sworn in as Treasurer
- Stephanie Borst, CMC, City of Vernonia, will be sworn in as Region I Director
- Carla Holzworth, City of Corvallis, will be sworn in as Region III Director
- Melissa Huhtala, City of Ashland, will be sworn in as Region V Director
- Donna Biggerstaff, City of Pendleton, will be sworn in as Region VII Director
- Scott Stauffer will be officially sworn in as Region II Director
- Ruth Post, MMC, City of Philomath as the IIMC Region IX Director nominee for the May 2021-2024 term of office.
- The nomination of Ruth Post will be forwarded to the other Region IX states for confirmation and then submitted to IIMC. Swearing in of the Region IX Director will occur next May at the IIMC Conference in Grand Rapids, Michigan.

President Payne thanked everyone and introduced Tracy Davis, who is going to instruct the Oath of Office. Tracy asked all Region II Directors to gather together. Scott Stauffer, Donna Biggerstaff, Melissa Huhtala, Stefanie Borst. The region directors together repeated the following:

I do solemnly swear I will perform the duties of Region II director of the Oregon association of municipal records. And will uphold and defend the constitution and code of ethics of the Oregon Association of Municipal Records, so help me, God. Congratulations.

#### **IX. 2020-2021 EXECUTIVE BOARD OATHS OF OFFICES**

Tracy Davis, MMC, City of Keizer, administered the Oaths of Office to our new 2020-21 OAMR Executive Board members.

Next, Melissa Thompson-Keifer was sworn in as Treasurer. Karen Howton took the oath for Second Vice President. Cathy Nelson took the Oath of Office for First Vice President, and Angie Lanter took the Oath office for President.

President Payne stated a congratulation to our new incoming Board members. Your participation is very much appreciated, and I assure you that your journey will be rewarding.

#### **X. OTHER BUSINESS**

President Payne asked if there any other business to come before the Association? There was none.

#### **XI. ADJOURNMENT**

President Kathy Payne, MMC, St. Helens, adjourned the Annual Business Meeting at 9:00 am.

Respectfully submitted,  
Debbie Bernard, CMC, City of Willamina  
OAMR Secretary

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2021-2022 ANNUAL BUDGET**

Proposed 2021-2022 Budget  
October 1, 2021

**REVENUES**

2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ADOPTED	2020-2021 Estimated Actual	DESCRIPTION	2021-2022 PROPOSED	2021-2022 ADOPTED	Comments
Bend	Virtual	Virtual	Virtual	<b>Academy/Education Sessions</b>	Newport	Newport	
\$ 11,895.00	\$ 6,820.00	\$ 5,400.00	\$ 7,740.00	Mid-Year Academy	\$ 7,500.00		Based on 60 registrants @ \$150
\$ 2,175.00	\$ 1,260.00	\$ 1,500.00	\$ 2,950.00	Mid-Year Athenian Dialogue	\$ 2,250.00		Based on 30 registrants @ \$75
\$ 1,170.00	\$ 1,250.00	\$ 1,050.00	\$ 1,250.00	Annual Athenian Leadership	\$ 1,050.00		Based on 30 registrants @ \$35 (\$50 if ALD only)
\$ 10,825.00	\$ 5,920.00	\$ 12,000.00	\$ 8,125.00	Annual Academy	\$ 12,000.00		Based on 80 registrants @\$150
<b>\$ 26,065.00</b>	<b>\$ 15,250.00</b>	<b>\$ 19,950.00</b>	<b>\$ 20,065.00</b>	<b>Total Academy Sessions</b>	<b>\$ 22,800.00</b>	<b>\$ -</b>	
Bend	Virtual	Newport	Virtual	<b>Annual Conference</b>	Newport	Newport	
\$ 37,508.00		\$ 31,000.00	\$ 11,250.00	Registration	\$ 31,000.00		Based on 80 registrants @\$350, 10 @ \$300
\$ 3,575.00		\$ 3,000.00	\$ 800.00	Exhibitors	\$ 1,200.00		Exhibit only. 2021 payments carried over to 2022.
\$ 9,450.00	\$ 6,400.00	\$ 5,500.00	\$ 8,450.00	Sponsors	\$ 1,500.00		2021 payments carried over to 2022 conference
<b>\$ 50,533.00</b>	<b>\$ 6,400.00</b>	<b>\$ 39,500.00</b>	<b>\$ 20,500.00</b>	<b>Total Annual Conference</b>	<b>\$ 33,700.00</b>	<b>\$ -</b>	
Bend	Virtual	Newport	Virtual	<b>Education/Scholarships</b>	Newport	Newport	
\$ 3,933.00	\$ 2,071.00	\$ 4,500.00	\$ 1,000.00	Auctions	\$ 3,500.00		
\$ 2,483.00	\$ 2,780.00	\$ 3,000.00	\$ 2,000.00	Basket Raffle	\$ 2,500.00		
\$ 1,200.00	\$ 1,050.00	\$ 1,000.00	\$ 1,000.00	Pink Walk- Kathy Ishiara Fund	\$ 1,000.00		
\$ 697.66	\$ 2,291.65	\$ 1,000.00	\$ 600.00	Donations - General	\$ 1,000.00		
\$ 2,255.55	\$ 338.45	\$ 1,700.00	\$ 200.00	Other Fundraising	\$ 1,000.00		Card cut, AmazonSmile, Fred Meyer
\$ 30.00		\$ -		Misc Sales/Phone Ringing	\$ -	\$ -	
<b>\$ 10,599.21</b>	<b>\$ 8,531.10</b>	<b>\$ 11,200.00</b>	<b>\$ 4,800.00</b>	<b>Total Education/Scholarship</b>	<b>\$ 9,000.00</b>	<b>\$ -</b>	
<b>\$ 1,192.52</b>	<b>\$ 763.27</b>	<b>\$ 500.00</b>	<b>\$ 380.00</b>	<b>Interest</b>	<b>\$ 300.00</b>		
<b>\$ 13,595.00</b>	<b>\$ 13,655.00</b>	<b>\$ 12,800.00</b>	<b>\$ 13,015.00</b>	<b>Membership Dues</b>	<b>\$ 13,000.00</b>		
<b>\$ 5,328.17</b>	<b>\$ 631.76</b>	<b>\$ 500.00</b>	<b>\$ 348.00</b>	<b>Miscellaneous</b>	<b>\$ 350.00</b>		
<b>\$ 800.00</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ 950.00</b>	<b>Newsletter Advertising</b>	<b>\$ 400.00</b>		
<b>\$ 108,112.90</b>	<b>\$ 45,631.13</b>	<b>\$ 84,850.00</b>	<b>\$ 60,058.00</b>	<b>TOTAL REVENUES</b>	<b>\$ 79,550.00</b>	<b>\$ -</b>	
\$ 59,096.63	\$ 77,245.18	\$ 75,130.00	\$ 92,979.79	Beginning Fund Balance	\$ 98,902.79	\$ 98,902.79	
<b>\$ 167,209.53</b>	<b>\$ 122,876.31</b>	<b>\$ 159,980.00</b>	<b>\$ 153,037.79</b>	<b>GRAND TOTAL REVENUES</b>	<b>\$ 178,452.79</b>	<b>\$ 98,902.79</b>	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2021-2022 ANNUAL BUDGET**

Proposed 2021-2022 Budget  
October 1, 2021

**EXPENSES**

2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ADOPTED	2020-2021 Estimated ACTUAL	DESCRIPTION	2021-2022 PROPOSED	2021-2022 ADOPTED	Comments
<b>Academy/Education Sessions</b>							
Bend	Virtual	Virtual	Virtual	<b>Mid-Year Expenses</b>	Newport	Newport	<i>NOTE: Mid-Year 2021 Virtual</i>
\$ 1,916.45	\$ 200.00	\$ 200.00	\$ 200.00	Athenian Leadership Speaker Expenses	\$ 700.00		18-19 Spkr Exp includes AV, Food & Bev
\$ 6,410.11	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	Academy Speaker Expenses	\$ 5,000.00		
	\$ -	\$ -	\$ -	ALD & Academy Food & Beverage	\$ 3,700.00		
	\$ 74.95	\$ -	\$ -	AV	\$ 360.00		
<b>\$ 8,326.56</b>	<b>\$ 4,274.95</b>	<b>\$ 4,700.00</b>	<b>\$ 4,700.00</b>	<b>Total Mid-Year Expenses</b>	<b>\$ 9,760.00</b>	<b>\$ -</b>	
<b>Annual ALD &amp; Academy Sessions</b>							
Bend	Virtual	Newport	Virtual	<b>Annual ALD &amp; Academy Sessions</b>	Newport	Newport	
\$ 266.26	\$ 601.40	\$ 200.00	\$ 200.00	Annual Athenian Leadership Speaker Exp	\$ 700.00		Travel expenses erroneously missing from adopted 2020-2021
		\$ 300.00	\$ -	ALD AV	\$ 360.00		
\$ 8,623.14	\$ 3,312.50	\$ 5,500.00	\$ 5,500.00	Annual Academy Speaker Expenses	\$ 6,100.00		
	\$ -	\$ 2,700.00	\$ -	Annual Academy Food & Bev	\$ 3,300.00		
	\$ 74.95	\$ 360.00	\$ 360.00	Academy AV	\$ 360.00		
	<b>\$ 3,988.85</b>	<b>\$ 9,060.00</b>	<b>\$ 6,060.00</b>	<b>Total Annual ALD &amp; Academy Expenses</b>	<b>\$ 10,820.00</b>	<b>\$ -</b>	
<b>\$ 8,326.56</b>	<b>\$ 8,263.80</b>	<b>\$ 13,760.00</b>	<b>\$ 10,760.00</b>	<b>Total Academy/Education Sessions</b>	<b>\$ 20,580.00</b>	<b>\$ -</b>	
<b>Annual Conference</b>							
Bend	Virtual	Newport	Virtual	<b>Annual Conference</b>	Newport	Newport	<i>NOTE: 2020 &amp; 2021 Conference Virtual due to COVID-19</i>
	\$ 929.36	\$ 1,200.00	\$ -	Audio-Visual	\$ 1,200.00		19-20 actual includes Zoom costs
\$ 311.44	\$ 219.25	\$ 250.00	\$ 250.00	Awards	\$ 300.00		
\$ 586.42	\$ -	\$ 875.00	\$ -	Banquet Expenses	\$ 875.00		
\$ 247.44	\$ 262.09	\$ 360.00	\$ 360.00	Conference Chair Expense	\$ 360.00		
\$ -	\$ 345.00	\$ 2,500.00	\$ 2,500.00	Conference Swag	\$ 2,000.00		Conference Bags, first-timer swag, attendee swag
	\$ -	\$ 450.00	\$ -	Exhibitor Tables	\$ 450.00		
\$ -	\$ 1,250.00	\$ 2,500.00	\$ 2,500.00	Future Conference Site Deposits	\$ 2,500.00		
\$ 3,792.45	\$ 787.55	\$ 4,600.00	\$ -	Hospitality	\$ 4,600.00		Honored Guest Conf registration, dinner, gifts.
\$ 21,996.78	\$ -	\$ 15,500.00	\$ -	Food & Beverage	\$ 17,500.00		
	\$ -	\$ 800.00	\$ -	Meeting Setup	\$ 1,000.00		
\$ 300.00	\$ 400.00	\$ 500.00	\$ 500.00	Miscellaneous	\$ 600.00		Includes conference logo
\$ -	\$ -	\$ -	\$ -	Postage	\$ -		
\$ 2,479.32	\$ -	\$ 1,500.00	\$ -	Welcome Reception/Special Event	\$ 1,500.00		
\$ 843.00	\$ 100.00	\$ 750.00	\$ -	Printing Handbook	\$ 800.00		Handbook only
\$ 2,719.02	\$ -	\$ 6,650.00	\$ 6,650.00	Speaker Expenses	\$ 7,325.00		Concurrent/Gen Academy/Future Deposits
<b>\$ 33,275.87</b>	<b>\$ 4,293.25</b>	<b>\$ 38,435.00</b>	<b>\$ 12,760.00</b>	<b>Total Annual Conference</b>	<b>\$ 41,010.00</b>	<b>\$ -</b>	
<b>\$ 2,007.90</b>	<b>\$ 72.00</b>	<b>\$ 7,650.00</b>	<b>\$ 2,420.00</b>	<b>Internet/Website</b>	<b>\$ 1,800.00</b>		Website fees not due until 21-22
<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>IIMC Foundation Unrestricted Donation</b>	<b>\$ -</b>	<b>\$ -</b>	\$600 elimated and moved to IIMC scholarship
<b>Membership</b>							
\$ -	\$ 15.00	\$ 25.00	\$ 25.00	Postage	\$ 25.00		
\$ -	\$ 25.00	\$ 25.00	\$ 25.00	Printing	\$ 25.00		
\$ 153.00	\$ 210.00	\$ 250.00	\$ 250.00	Supplies	\$ 250.00		Name tags, danglies, etc.
<b>\$ 153.00</b>	<b>\$ 250.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>Total Membership</b>	<b>\$ 300.00</b>	<b>\$ -</b>	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2021-2022 ANNUAL BUDGET**

Proposed 2021-2022 Budget  
October 1, 2021

**EXPENSES**

2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ADOPTED	2020-2021 Estimated ACTUAL	DESCRIPTION	2021-2022 PROPOSED	2021-2022 ADOPTED	Comments
<b>Miscellaneous</b>							
\$ 1,079.93	\$ 1,215.58	\$ 1,800.00	\$ 1,800.00	Credit Card Fees	\$ 2,000.00		
\$ 800.00	\$ 1,023.00	\$ 1,200.00	\$ 1,200.00	Tax Accountant/Bookkeeping Consultant	\$ 1,200.00		
	\$ 300.00	\$ 430.00	\$ 430.00	Annual Filing Fees & Insurance	\$ 450.00		
\$ 495.99	\$ 201.41	\$ 500.00	\$ 500.00	Other	\$ 750.00		Condolence flowers/Misc bank fees
<b>\$ 2,375.92</b>	<b>\$ 2,739.99</b>	<b>\$ 3,930.00</b>	<b>\$ 3,930.00</b>	<b>Total Miscellaneous</b>	<b>\$ 4,400.00</b>	<b>\$ -</b>	
<b>Newsletter</b>							
\$ -	\$ -	\$ -	\$ -	Postage			
\$ 25.58	\$ 28.54	\$ 50.00	\$ 50.00	Advertiser Printing & Postage	\$ 50.00		
	\$ -	\$ -	\$ -	Supplies			
<b>\$ 25.58</b>	<b>\$ 28.54</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>Total Newsletter</b>	<b>\$ 50.00</b>	<b>\$ -</b>	
<b>\$ 2,071.50</b>	<b>\$ 8,437.74</b>	<b>\$ 2,200.00</b>	<b>\$ 2,200.00</b>	<b>NW Clerks Institute Director</b>	<b>\$ 2,500.00</b>		1/3 share of IIMC travel reimbursement; Mid-Year reg. & Conf registration and lodging.  19-20 includes NCI cancellation invoice WSU (04/27/2020)
<b>Office Supplies</b>							
\$ -	\$ 26.05	\$ 50.00	\$ 50.00	Postage	\$ 50.00		
\$ 29.26	\$ 18.00	\$ 280.00	\$ 280.00	Supplies/Stationary/Envelopes/etc.	\$ 100.00		19-20 Included Treasurer checks, deposit slips & stamp
\$ 49.00	\$ 75.00	\$ 100.00	\$ 100.00	Miscellaneous	\$ 100.00		
<b>\$ 78.26</b>	<b>\$ 119.05</b>	<b>\$ 430.00</b>	<b>\$ 430.00</b>	<b>Total Office Supplies</b>	<b>\$ 250.00</b>	<b>\$ -</b>	
<b>Officers Expenses</b>							
<b>1st Vice President</b>							
\$ -	\$ -	\$ 2,000.00	\$ 545.00	IIMC Conference	\$ 2,000.00		Travel and lodging only
<b>2nd Vice President</b>							
\$ 238.96	\$ 64.29	\$ 500.00	\$ 200.00	Future Conference Site Tours	\$ 500.00		
<b>Director - Region IX</b>							
\$ 1,250.00		\$ 1,350.00	\$ 1,350.00	Region IX, IIMC, Meetings, Assmnt, Etc.	\$ 1,400.00		Outgoing Reg IX Dir Gift (\$100), Reg IX Assessment (\$5 per member)
<b>President</b>							
\$ 2,532.21	\$ -	\$ 2,600.00	\$ 2,250.00	IIMC Annual Conference	\$ 2,600.00		
\$ -	\$ 150.00	\$ 500.00	\$ -	OAMR Representation (President)	\$ 500.00		Other non-Reg IX meetings, such as OCCMA.
\$ 2,768.88	\$ 1,357.46	\$ 3,000.00	\$ 625.00	Region IX Conferences (AK, CA, WA)	\$ 3,000.00		
\$ 191.40		\$ -		Other			
<b>\$ 5,492.49</b>	<b>\$ 1,507.46</b>	<b>\$ 6,100.00</b>	<b>\$ 2,875.00</b>	<b>Total President Expenses</b>	<b>\$ 6,100.00</b>	<b>\$ -</b>	
	\$ -	\$ 150.00	\$ -	OAMR Region Directors	\$ 700.00		
	\$ -	\$ 750.00	\$ -	OAMR Representation (LOC, other assoc)	\$ 750.00		OAMR booth
<b>\$ 6,981.45</b>	<b>\$ 1,571.75</b>	<b>\$ 10,850.00</b>	<b>\$ 4,970.00</b>	<b>Total Officers Expenses</b>	<b>\$ 11,450.00</b>	<b>\$ -</b>	
<b>\$ -</b>		<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>Photography/Historian</b>	<b>\$ 100.00</b>		

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
2021-2022 ANNUAL BUDGET**

Proposed 2021-2022 Budget  
October 1, 2021

**EXPENSES**

2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ADOPTED	2020-2021 Estimated ACTUAL	DESCRIPTION	2021-2022 PROPOSED	2021-2022 ADOPTED	Comments
<b>Fundraising Expenses</b>							
\$ 53.91	\$ 150.00	\$ 150.00	\$ 150.00	Misc	\$ 150.00		2VP Discretion
\$ -	\$ 165.40	\$ 250.00	\$ 200.00	Printing or online hosting	\$ 350.00		Auction Sheets or Online Auction
<b>\$ 53.91</b>	<b>\$ 315.40</b>	<b>\$ 400.00</b>	<b>\$ 350.00</b>	<b>Total Fundraising Expense</b>	<b>\$ 500.00</b>	<b>\$ -</b>	
<b>Scholarships</b>							
\$ 9,175.00	\$ -	\$ 25,000.00	\$ 1,950.00	IIMC Certification Programs (PD)	\$ 30,650.00		39 PD @ \$625 (PD I-III); 5 @ \$475 (PD IV); 3 PD @ 1300
\$ 1,000.00	\$ -	\$ -	\$ -	Kathy Ishiara Scholarship	\$ -		See OAMR IIMC Conference Scholarships
\$ 1,200.00	\$ 665.00	\$ 1,875.00	\$ 90.00	Mid-Year Academy	\$ 1,500.00		10 scholarships @ \$150
\$ 700.00		\$ 700.00	\$ 350.00	President Awards Scholarships	\$ 1,400.00		PAD and ROY (includes 2020 recipients)
\$ 7,100.00	\$ 540.00	\$ 10,000.00	\$ 10,000.00	OAMR Conference/Academy Session	\$ 7,500.00		15 Academy & 15 Conference
\$ 1,150.00	\$ -	\$ -	\$ -	Davis/Harris Scholarship	\$ -		See IIMC Certification Program Scholarships
\$ 2,450.00	\$ -	\$ 2,600.00	\$ 475.00	Continuation Davis/Harris Scholarship	\$ 1,300.00		One remaining FY 21-22 to fund @ \$1300
		\$ 6,000.00	\$ 1,000.00	OAMR IIMC Conference Scholarships	\$ 6,000.00		2 @ \$2500 ; 1 @ \$1000
\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	IIMC Foundation-OAMR Edu. Endowment Fund	\$ 4,000.00		
<b>\$ 24,775.00</b>	<b>\$ 3,205.00</b>	<b>\$ 48,175.00</b>	<b>\$ 15,865.00</b>	<b>Total Scholarships</b>	<b>\$ 52,350.00</b>	<b>\$ -</b>	
\$ 80,724.95	\$ 29,896.52	\$ 126,280.00	\$ 54,135.00	Total Expenditures before Contingency	\$ 135,290.00	\$ -	
		<b>\$ 33,700.00</b>	<b>\$ -</b>	<b>Contingency</b>	<b>\$ 43,162.79</b>		
<b>\$ 80,724.95</b>	<b>\$ 29,896.52</b>	<b>\$ 159,980.00</b>	<b>\$ 54,135.00</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 178,452.79</b>	<b>\$ -</b>	
<b>\$ 167,209.53</b>	<b>\$ 122,876.31</b>	<b>\$ 159,980.00</b>	<b>\$ 153,037.79</b>	<b>Revenues (from front page)</b>	<b>\$ 178,452.79</b>	<b>\$ 98,902.79</b>	
<b>86,484.58</b>	<b>92,979.79</b>	<b>0.00</b>	<b>98,902.79</b>	<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 98,902.79</b>	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2021-2022**

**REVENUES**

**ACADEMY/EDUCATION SESSIONS**

- **Mid-Year Academy** – Registration fees paid by OAMR Mid-Year Academy attendees.
- **Mid-Year Athenian Leadership Dialogue (ALD)** – Registration fees paid by OAMR Mid-Year ALD attendees.
- **Annual ALD** – Registration fees paid by OAMR Annual ALD attendees
- **Annual Academy** – Registration fees paid by OAMR Annual Conference Academy Session attendees

**ANNUAL CONFERENCE**

- **Registration** – Fees paid to attend the Annual OAMR Conference
- **Exhibitors** – Fees paid by businesses to be an exhibitor during the Annual OAMR Conference
- **Sponsors** – Money given to OAMR to sponsor certain activities during the Mid-Year Academy and Annual Conference in exchange for advertising in conference brochures and at some events.

**EDUCATION-SCHOLARSHIP FUNDRAISERS**

- **Auction** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
  - **Silent Auction.** The silent auction generally consists of a smaller Thursday or Friday auction which closes after the afternoon break and larger auction during the banquet.
  - **Live Auction.** The live auction (which may or may not occur from year-to-year) is an oral competitive bidding process of larger donated items (i.e. overnight stays, trips, large baskets, high-end products such as Coach Purses) which takes place during the banquet.
- **Raffles** – Revenue earned from the sale of tickets, for various raffles which are decided on by the Special Projects/Fundraising Committee. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.
  - **Basket Raffle.** The baskets typically consist of items that have been donated by the membership or businesses through solicitation by OAMR members. Drawing for this raffle is done at the Mid-Year Academy and/or the Annual Conference.
- **Pink Walk-Kathy Ishiara Education Fund** – This fund was merged into “OAMR IIMC Scholarships.” Money received through private donations or the Pink Walk fundraiser and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder Kathy Ishiara who passed away in 1998 after a long battle with breast cancer.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.
- **Other Fundraising** Other fundraising has included 50/50 card cut, AmazonSmile & Fred Meyer rewards.

**INTEREST** Money OAMR earns from investment of funds.

**MEMBERSHIP DUES** Money received directly from payment of membership dues.

**MISCELLANEOUS** Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

**NEWSLETTER ADVERTISING** Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

**BEGINNING FUND BALANCE** The amount of cash carry over anticipated as the beginning fund balance for the next fiscal year.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2021-2022**

**EXPENDITURES**

**ACADEMY/EDUCATION SESSIONS**

**Mid-Year Expenses**

- **Mid-Year Athenian Leadership Dialogue Speaker Expense** – Speaker honorarium, fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Mid-Year Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Mid-Year ALD & Academy Food & Beverage** - Meals and breaks during the Mid-Year Academy & ALD.
- **Mid-Year AV** – Audio-Visual costs for the Mid-Year ALD and Academy.

**Annual ALD & Academy Expenses:**

- **Annual Athenian Leadership Dialogue Speaker Expense** – Speaker honorarium, fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Annual ALD AV** - Audio-Visual costs for the Annual ALD.
- **Annual Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Annual Academy Food & Beverage** - Meals and breaks during the Annual Academy.
- **Annual Academy AV** - Audio-Visual costs for the Annual Academy.

**ANNUAL CONFERENCE**

- **Audio-Visual** – Audio-Visual costs for the Annual Conference
- **Awards** – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President’s Award, and committee or other certificates.
- **Banquet Expenses** – Money used to decorate and buy special items for the Annual Conference Banquet, including programs, and post-banquet entertainment. (Does not include dinner costs).
- **Conference Chair Expense** – The cost of a gift for the outgoing President, installing officer, Host Recorder, and others as appropriate.
- **Conference Swag** – The cost of conference bags and small items purchased by the Special Projects/Fundraising Committee Chair, Conference Chair, or President for first-timers, and conference attendees.
- **Exhibitor Tables** – Covers cost charged by hotel for vendor/exhibitor tables with power.
- **Future Conference Site Deposits** – This line item is used to cover the deposit required for future conference sites.
- **Hospitality** – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests dinner, travel expenses, or other expenses as outlined in the finance policy.
- **Food & Beverage** – This line item is used to pay for the meals and breaks during the annual conference.
- **Meeting Setup** – Room setup fees charged by the hotel.
- **Miscellaneous** – Includes the conference logo and any unanticipated conference-related expense.
- **Postage** – Conference related postage costs.
- **Welcome Reception/Special Event** – Cost of hosting the Welcome Reception and/or All-Conference event.
- **Printing Handbook** – The cost of printing and producing the Annual Conference handbook. Other conference registration materials are typically printed by members.
- **Speaker Expenses** – Speaker fees and expenses such as hotel, rental vehicle, and air fare for the concurrent sessions and General Academy Session that is included in the conference registration (Friday). Also covers deposits advanced to secure speakers for future conferences.

**INTERNET/WEBSITE** – Cost to maintain the OAMR Listserv and Wild Apricot website/membership management software. Listserv hosting is paid annually. The domain name registration and Wild Apricot are paid in 2-year subscriptions. Zoom costs of \$5, 600 are included in the 2020-2021 FY estimate.

**IIMC FOUNDATION DONATION** – Unrestricted annual donation to the IIMC Foundation. The Foundation provides scholarships for Municipal Clerks. This is being reallocated to the OAMR IIMC Scholarship line item.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2021-2022**

**EXPENDITURES (cont.)**

**MEMBERSHIP**

- **Postage** – The cost of mailing OAMR information or name tags to new members.
- **Printing** – The cost of printing items for the general membership or for new members attending the Annual Conference.
- **Supplies** – Supplies needed for such things as OAMR name tags, dangles, etc.

**MISCELLANEOUS**

- **Credit Card Fees** – Processing fees charged by Wild Apricot Payments (Affinipay), Stripe and Square. The website credit card processing moved from PayPal to Wild Apricot Payments in 2019-2020. Online auctions use Stripe.
- **Tax Accountant/Bookkeeping Consulting** – Accountant fees for tax preparation and filing. Also includes cost for bookkeeping/QuickBooks consultant to assist with old adjustments and new account setup.
- **Annual Filing Fees & Insurance** – Filing fees for annual state business registration, DOJ filing, and insurance coverage.
- **Other** - Any other miscellaneous expenses, such as condolence flowers and other unanticipated expenses.

**NEWSLETTER**

- **Postage** – consolidated below.
- **Advertiser Printing & Postage** – The cost of printing and mailing the newsletter to advertisers.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter – none budgeted.

**NW CLERKS INSTITUTE DIRECTOR** – Assists with the costs associated with the NCI Director's attendance at the IIMC Annual Conference and the OAMR Mid-Year and Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk's Institute, and in the adopted OAMR Finance Policy.

**OFFICER SUPPLIES**

- **Postage** – Used by the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – Supplies such as stationery and envelopes, Treasurer checks, deposit slips and endorsement stamp.
- **Miscellaneous/Equipment** – Any unanticipated expense incurred by an OAMR Officer.

**OFFICERS**

**1<sup>ST</sup> VICE-PRESIDENT**

- **IIMC Conference** – Event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

**2<sup>ND</sup> VICE-PRESIDENT**

- **Future Conference Site Tours** – Covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected. \*Note: The room cost should be complimentary.

**REGION IX DIRECTOR**

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a \$5.00 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance at the Region IX state conferences. For the years when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the Annual IIMC Conference, as outlined in OAMR's finance policy. Also covers OAMR's share of the cost of a gift for the outgoing Region IX Director in years when that occurs.

**PRESIDENT**

- **IIMC Annual Conference** – The cost, as outlined in the OAMR Finance Policy, for the OAMR President to attend the annual IIMC Conference. Also covers the cost of an item for the IIMC Foundation auction, if unable to obtain through donation.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2021-2022**

**EXPENDITURES (cont.)**

- **OAMR Representation (President)** – The costs associated with the OAMR President, or the President’s designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference, Oregon City/County Management Association Conference, Oregon Mayors Association Conference or other professional organizations or meetings as determined necessary by the President. This line item was combined with OAMR Ambassadors as they were so similar.
- **Region IX Conferences (WA, AK and CA)** – The cost, as outlined in the OAMR Expense Policy, for the President’s attendance at all Region IX state conferences, which includes complimentary registration to the Oregon Annual Conference.

**REGION DIRECTORS** - This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings and other supplies as necessary.

**OAMR REPRESENTATION** – Covers the cost for an OAMR booth at other conference, such as the League of Oregon Cities (LOC). This cost was separated from the President’s OAMR Representation.

**PHOTOGRAPHY/HISTORICAL RECORDS** – This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs.

**FUNDRAISING EXPENSES** (formerly “Raffle Expenses”)

- **Misc** – Miscellaneous fundraising expenses to be used at the discretion of the 2<sup>nd</sup> Vice President.
- **Printing** – Cost for printing materials required for fundraising, such as the auction sheets or online auction for fundraising. (Members typically print basket raffle tickets on their own.)

**SCHOLARSHIPS**

- **IIMC Certification Programs** – Scholarships awarded for attendance at the IIMC certification program (Professional Development). Funds may be used in part for new virtual NCI programs in 2020-2021.
- **Kathy Ishiara Scholarship** – merged into new “OAMR IIMC Scholarships” line item.
- **Mid-Year Academy Session** – Scholarships to be awarded for members’ attendance at an OAMR academy session
- **President Awarded Scholarships** – This represents the scholarship to the following year’s conference to the recipients of the “President’s Award of Distinction” and the “Recorder of the Year”.
- **OAMR Conference/Academy Session** – Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows.
- **Davis/Harris Scholarship** – This scholarship has been fulfilled.
- **Continuation Dacis/Harris Scholarship** – Covers the cost for two previous Harris-Davis Scholarship recipients to complete PD II and PD III. There will be one remaining PD III to fund in FY 2021-2022.
- **OAMR IIMC Scholarships** – This intended to award two IIMC scholarships at \$2500 each. This will also fund the \$1,000 IIMC scholarship that was awarded in 2020.
- **IIMC Foundation – OAMR Restricted Endowment Fund** – Annual donation to the IIMC Foundation - OAMR Restricted Endowment Fund. This endowment fund provides educational scholarships for OAMR members.

**CONTINGENCY** - Funds set aside to cover emergency expenses. A \$15,000 minimum amount is required by the expense policy.

**RESOLUTION NO. 2021-01**

**A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES  
ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS**

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the Oregon Association of Municipal Recorders (OAMR), orders for payment or withdrawal of money: 2021-22 OAMR President Catherine Nelson, CMC, OAMR Treasurer Melissa Thompson-Kiefer, CMC, or in their absence, 2021-22 OAMR First Vice-President, Karen Howton, CMC.

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of the Oregon Association of Municipal Recorders.

SECTION 2. All prior authorizations are superseded.

SECTION 3. Any designated depository ("Bank") of the Oregon Association of Municipal Recorders is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the association when bearing the signatures of the persons listed in Section One of this resolution. The Bank is authorized and directed to honor and to charge the association for such checks, drafts, or other orders for the payment of money, duly certified to and filed with the Bank by the OAMR Treasurer or other officer of the association.

SECTION 4. This Resolution takes effect upon signing by the President of OAMR.

SIGNED and APPROVED this 1<sup>st</sup> day of October, 2021.

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Angie Lanter, MMC, OAMR President

ATTEST:

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Kim Wollenburg, OAMR Secretary



# OAMR BOARD REPORT

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## OAMR TREASURER

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Meeting Date: October 1, 2021  
Source of Item: OAMR Treasurer

Contact: Melissa Thompson-Kiefer, CMC  
Contact Telephone Number: 503-368-5627  
Contact E-Mail : mthompson@nehalem.gov

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### ISSUE STATEMENT

Treasurer's Annual Business Meeting Report for Fiscal Year 2020-2021.

### BACKGROUND

#### Financial Reporting

Financial reports for the 2020-2021 Fiscal Year through August 31, 2021 are attached. The Board decided in early September to cancel the in-person Annual Academy & Conference and offer the two Academies and the Athenian Leadership Dialogue (ALD) virtually via Zoom. I sent a survey to registrants with options to attend the virtual sessions or receive a refund. I am adjusting fees, invoices, and refunds accordingly. It is not possible to report on the Virtual Academies and ALD currently because the total income and expenses are unknown.

#### Treasurer Activities

In February, I transitioned the OAMR books from QuickBooks Desktop to QuickBooks Online. It has helped increase efficiency in bookkeeping. After Board approval in April, I established an Intuit (QuickBooks) payment processing account so that conference tab invoices created in QuickBooks could be paid online by credit card and the transactions could be reconciled automatically in QuickBooks. Since the Annual Conference was not held in person, I was unable to implement this new process.

### ATTACHMENTS

- A. Budget vs Actual Report – *as of August 31, 2021*
- B. Profit and Loss Report – *as of August 31, 2021*
- C. Balance Sheet – *as of August 31, 2021*

# Oregon Association of Municipal Recordors (OAMR)

Budget vs. Actuals: FY\_2020\_2021 - FY21 P&L

November 2020 - August 2021

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
<b>Income</b>						
Academy/Education Session						
Annual Academy	7,575.00	12,000.00	-4,425.00	4,425.00	63.13 %	36.88 %
Annual Athenian Dialogue	710.00	1,050.00	-340.00	340.00	67.62 %	32.38 %
Mid-Year	7,740.00	5,400.00	2,340.00	-2,340.00	143.33 %	-43.33 %
Mid-Year Athenian Dialogue	2,950.00	1,500.00	1,450.00	-1,450.00	196.67 %	-96.67 %
<b>Total Academy/Education Session</b>	<b>18,975.00</b>	<b>19,950.00</b>	<b>-975.00</b>	<b>975.00</b>	<b>95.11 %</b>	<b>4.89 %</b>
Annual Conference Revenue						
Exhibitors	1,200.00	3,000.00	-1,800.00	1,800.00	40.00 %	60.00 %
Registration	26,185.00	31,000.00	-4,815.00	4,815.00	84.47 %	15.53 %
Sponsors	9,450.00	5,500.00	3,950.00	-3,950.00	171.82 %	-71.82 %
<b>Total Annual Conference Revenue</b>	<b>36,835.00</b>	<b>39,500.00</b>	<b>-2,665.00</b>	<b>2,665.00</b>	<b>93.25 %</b>	<b>6.75 %</b>
Cash Carried Forward		75,130.00	-75,130.00	75,130.00		100.00 %
Education/Scholarships						
Auction		4,500.00	-4,500.00	4,500.00		100.00 %
Donations General	407.00	1,000.00	-593.00	593.00	40.70 %	59.30 %
Kathy Ishiara (Pink Walk) Education Fund	400.00	1,000.00	-600.00	600.00	40.00 %	60.00 %
Other Fundraising	189.35	1,700.00	-1,510.65	1,510.65	11.14 %	88.86 %
Raffle	835.00	3,000.00	-2,165.00	2,165.00	27.83 %	72.17 %
<b>Total Education/Scholarships</b>	<b>1,831.35</b>	<b>11,200.00</b>	<b>-9,368.65</b>	<b>9,368.65</b>	<b>16.35 %</b>	<b>83.65 %</b>
Interest Income	344.24	500.00	-155.76	155.76	68.85 %	31.15 %
Membership Dues	13,075.00	12,800.00	275.00	-275.00	102.15 %	-2.15 %
Miscellaneous	372.00	500.00	-128.00	128.00	74.40 %	25.60 %
Newsletter Advertising	950.00	400.00	550.00	-550.00	237.50 %	-137.50 %
Sales	25.00		25.00	-25.00		
<b>Total Income</b>	<b>\$72,407.59</b>	<b>\$159,980.00</b>	<b>\$ -87,572.41</b>	<b>\$87,572.41</b>	<b>45.26 %</b>	<b>54.74 %</b>
<b>GROSS PROFIT</b>	<b>\$72,407.59</b>	<b>\$159,980.00</b>	<b>\$ -87,572.41</b>	<b>\$87,572.41</b>	<b>45.26 %</b>	<b>54.74 %</b>
<b>Expenses</b>						
Annual ALD & Academy Expenses						
Annual Academy AV Expenses		360.00	-360.00	360.00		100.00 %
Annual Academy Food & Bev		2,700.00	-2,700.00	2,700.00		100.00 %
Annual Academy Speaker Expnses		5,500.00	-5,500.00	5,500.00		100.00 %
Annual ALD AV Expense		300.00	-300.00	300.00		100.00 %
Annual ALD Speaker Expense		200.00	-200.00	200.00		100.00 %
<b>Total Annual ALD &amp; Academy Expenses</b>		<b>9,060.00</b>	<b>-9,060.00</b>	<b>9,060.00</b>		<b>100.00 %</b>
Annual Conference Expenses						
Audio-Visual for Annual Conf		1,200.00	-1,200.00	1,200.00		100.00 %
Awards		250.00	-250.00	250.00		100.00 %
Banquet Expenses		875.00	-875.00	875.00		100.00 %
Conference Chair Expense		360.00	-360.00	360.00		100.00 %
Conference Swag	862.11	2,500.00	-1,637.89	1,637.89	34.48 %	65.52 %
Exhibitor Tables/Booths		450.00	-450.00	450.00		100.00 %

# Oregon Association of Municipal Recordors (OAMR)

Budget vs. Actuals: FY\_2020\_2021 - FY21 P&L

November 2020 - August 2021

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Food & Beverage		15,500.00	-15,500.00	15,500.00		100.00 %
Future Conference Site Deposits		2,500.00	-2,500.00	2,500.00		100.00 %
Hospitality	350.15	4,600.00	-4,249.85	4,249.85	7.61 %	92.39 %
Meeting Setup		800.00	-800.00	800.00		100.00 %
Miscellaneous Conference Exp	300.00	500.00	-200.00	200.00	60.00 %	40.00 %
Print-Handbook		750.00	-750.00	750.00		100.00 %
Speaker Expenses - Annual Conf		6,650.00	-6,650.00	6,650.00		100.00 %
Welcome Reception/Special Event		1,500.00	-1,500.00	1,500.00		100.00 %
<b>Total Annual Conference Expenses</b>	<b>1,512.26</b>	<b>38,435.00</b>	<b>-36,922.74</b>	<b>36,922.74</b>	<b>3.93 %</b>	<b>96.07 %</b>
Contingency		32,700.00	-32,700.00	32,700.00		100.00 %
Fundraising Expenses						
Miscellaneous Fundraising Exp	-23.25	150.00	-173.25	173.25	-15.50 %	115.50 %
Printing-Auction Sheets		250.00	-250.00	250.00		100.00 %
<b>Total Fundraising Expenses</b>	<b>-23.25</b>	<b>400.00</b>	<b>-423.25</b>	<b>423.25</b>	<b>-5.81 %</b>	<b>105.81 %</b>
Internet/Website	2,419.75	7,650.00	-5,230.25	5,230.25	31.63 %	68.37 %
Membership Expenses						
Postage-Membership		25.00	-25.00	25.00		100.00 %
Printing-Memberships		25.00	-25.00	25.00		100.00 %
Supplies-Memberships	105.50	250.00	-144.50	144.50	42.20 %	57.80 %
<b>Total Membership Expenses</b>	<b>105.50</b>	<b>300.00</b>	<b>-194.50</b>	<b>194.50</b>	<b>35.17 %</b>	<b>64.83 %</b>
Mid-Year ALD & Academy Expenses						
Mid-Year Academy Speaker Expns	4,500.00	4,500.00	0.00	0.00	100.00 %	0.00 %
Mid-Year ALD Speaker Expenses		200.00	-200.00	200.00		100.00 %
<b>Total Mid-Year ALD &amp; Academy Expenses</b>	<b>4,500.00</b>	<b>4,700.00</b>	<b>-200.00</b>	<b>200.00</b>	<b>95.74 %</b>	<b>4.26 %</b>
Miscellaneous Expenses						
Annual Filing Fees & Insurance	359.00	430.00	-71.00	71.00	83.49 %	16.51 %
Credit Card Processing Fees	1,571.95	1,800.00	-228.05	228.05	87.33 %	12.67 %
Other - Miscellaneous	302.20	500.00	-197.80	197.80	60.44 %	39.56 %
Tax Accountant & QB Consultant	950.00	1,200.00	-250.00	250.00	79.17 %	20.83 %
<b>Total Miscellaneous Expenses</b>	<b>3,183.15</b>	<b>3,930.00</b>	<b>-746.85</b>	<b>746.85</b>	<b>81.00 %</b>	<b>19.00 %</b>
Newsletter						
Printing-Postage-Newsletters	20.30	50.00	-29.70	29.70	40.60 %	59.40 %
<b>Total Newsletter</b>	<b>20.30</b>	<b>50.00</b>	<b>-29.70</b>	<b>29.70</b>	<b>40.60 %</b>	<b>59.40 %</b>
NW Clerks Institute Director		2,200.00	-2,200.00	2,200.00		100.00 %
Officer Supplies						
Misc/Equipment-Officers		100.00	-100.00	100.00		100.00 %
Postage-Officers	7.95	50.00	-42.05	42.05	15.90 %	84.10 %
Supplies-Stationary-Officers	272.18	280.00	-7.82	7.82	97.21 %	2.79 %
<b>Total Officer Supplies</b>	<b>280.13</b>	<b>430.00</b>	<b>-149.87</b>	<b>149.87</b>	<b>65.15 %</b>	<b>34.85 %</b>
Officers Expenses						
1st Vice Pres-IIMC Confrence	542.76	2,000.00	-1,457.24	1,457.24	27.14 %	72.86 %

# Oregon Association of Municipal Recorders (OAMR)

Budget vs. Actuals: FY\_2020\_2021 - FY21 P&L

November 2020 - August 2021

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
2nd Vice Pres Conf. Site Tours		500.00	-500.00	500.00		100.00 %
Director Region IX	88.25	2,350.00	-2,261.75	2,261.75	3.76 %	96.24 %
OAMR Region Directors		150.00	-150.00	150.00		100.00 %
OAMR Representation (LOC/other)		750.00	-750.00	750.00		100.00 %
President's Expenses						
IIMC Conference-President	2,249.61	2,600.00	-350.39	350.39	86.52 %	13.48 %
OAMR Representation-President		500.00	-500.00	500.00		100.00 %
Region IX Conferences-President	261.05	3,000.00	-2,738.95	2,738.95	8.70 %	91.30 %
<b>Total President's Expenses</b>	<b>2,510.66</b>	<b>6,100.00</b>	<b>-3,589.34</b>	<b>3,589.34</b>	<b>41.16 %</b>	<b>58.84 %</b>
<b>Total Officers Expenses</b>	<b>3,141.67</b>	<b>11,850.00</b>	<b>-8,708.33</b>	<b>8,708.33</b>	<b>26.51 %</b>	<b>73.49 %</b>
Photography/Historian		100.00	-100.00	100.00		100.00 %
Scholarships						
Cont. Davis/Harris Scholarship	475.00	2,600.00	-2,125.00	2,125.00	18.27 %	81.73 %
IIMC Certification Programs	1,950.00	25,000.00	-23,050.00	23,050.00	7.80 %	92.20 %
Mid-Year Academy Scholarship	90.00	1,875.00	-1,785.00	1,785.00	4.80 %	95.20 %
OAMR Conference/Academy Session		10,000.00	-10,000.00	10,000.00		100.00 %
OAMR Edu. Endowment Fund (IIMC Foun.)	2,000.00	2,000.00	0.00	0.00	100.00 %	0.00 %
OAMR IIMC Scholarships	1,000.00	6,000.00	-5,000.00	5,000.00	16.67 %	83.33 %
President Awards Scholarship		700.00	-700.00	700.00		100.00 %
<b>Total Scholarships</b>	<b>5,515.00</b>	<b>48,175.00</b>	<b>-42,660.00</b>	<b>42,660.00</b>	<b>11.45 %</b>	<b>88.55 %</b>
<b>Total Expenses</b>	<b>\$20,654.51</b>	<b>\$159,980.00</b>	<b>\$ -139,325.49</b>	<b>\$139,325.49</b>	<b>12.91 %</b>	<b>87.09 %</b>
NET OPERATING INCOME	<b>\$51,753.08</b>	<b>\$0.00</b>	<b>\$51,753.08</b>	<b>\$ -51,753.08</b>	<b>0.00%</b>	<b>0.00%</b>
NET INCOME	<b>\$51,753.08</b>	<b>\$0.00</b>	<b>\$51,753.08</b>	<b>\$ -51,753.08</b>	<b>0.00%</b>	<b>0.00%</b>

# Oregon Association of Municipal Recordors (OAMR)

## Statement of Activity - Profit & Loss

November 2020 - August 2021

	TOTAL
Income	
Academy/Education Session	
Annual Academy	7,575.00
Annual Athenian Dialogue	710.00
Mid-Year	7,740.00
Mid-Year Athenian Dialogue	2,950.00
<b>Total Academy/Education Session</b>	<b>18,975.00</b>
Annual Conference Revenue	
Exhibitors	1,200.00
Registration	26,185.00
Sponsors	9,450.00
<b>Total Annual Conference Revenue</b>	<b>36,835.00</b>
Education/Scholarships	
Donations General	407.00
Kathy Ishiara (Pink Walk) Education Fund	400.00
Other Fundraising	189.35
Raffle	835.00
<b>Total Education/Scholarships</b>	<b>1,831.35</b>
Interest Income	344.24
Membership Dues	13,075.00
Miscellaneous	372.00
Newsletter Advertising	950.00
Sales	25.00
<b>Total Income</b>	<b>\$72,407.59</b>
<b>GROSS PROFIT</b>	<b>\$72,407.59</b>
Expenses	
Annual Conference Expenses	
Conference Swag	862.11
Hospitality	350.15
Miscellaneous Conference Exp	300.00
<b>Total Annual Conference Expenses</b>	<b>1,512.26</b>
Fundraising Expenses	
Miscellaneous Fundraising Exp	-23.25
<b>Total Fundraising Expenses</b>	<b>-23.25</b>
Internet/Website	2,419.75
Membership Expenses	
Supplies-Memberships	105.50
<b>Total Membership Expenses</b>	<b>105.50</b>

# Oregon Association of Municipal Recordors (OAMR)

## Statement of Activity - Profit & Loss

November 2020 - August 2021

	TOTAL
Mid-Year ALD & Academy Expenses	
Mid-Year Academy Speaker Expns	4,500.00
<b>Total Mid-Year ALD &amp; Academy Expenses</b>	<b>4,500.00</b>
Miscellaneous Expenses	
Annual Filing Fees & Insurance	359.00
Credit Card Processing Fees	1,571.95
Other - Miscellaneous	302.20
Tax Accountant & QB Consultant	950.00
<b>Total Miscellaneous Expenses</b>	<b>3,183.15</b>
Newsletter	
Printing-Postage-Newsletters	20.30
<b>Total Newsletter</b>	<b>20.30</b>
Officer Supplies	
Postage-Officers	7.95
Supplies-Stationary-Officers	272.18
<b>Total Officer Supplies</b>	<b>280.13</b>
Officers Expenses	
1st Vice Pres-IIMC Confrence	542.76
Director Region IX	88.25
President's Expenses	
IIMC Conference-President	2,249.61
Region IX Conferences-President	261.05
<b>Total President's Expenses</b>	<b>2,510.66</b>
<b>Total Officers Expenses</b>	<b>3,141.67</b>
Scholarships	
Cont. Davis/Harris Scholarship	475.00
IIMC Certification Programs	1,950.00
Mid-Year Academy Scholarship	90.00
OAMR Edu. Endowment Fund (IIMC Foun.)	2,000.00
OAMR IIMC Scholarships	1,000.00
<b>Total Scholarships</b>	<b>5,515.00</b>
<b>Total Expenses</b>	<b>\$20,654.51</b>
NET OPERATING INCOME	<b>\$51,753.08</b>
NET INCOME	<b>\$51,753.08</b>

# Oregon Association of Municipal Recordors (OAMR)

## Statement of Financial Position: Balance Sheet

As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Donations Auctioned or Raffled	0.00
LGIP	70,936.19
U S Bank	72,659.68
<b>Total Bank Accounts</b>	<b>\$143,595.87</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Undeposited Funds	987.00
<b>Total Other Current Assets</b>	<b>\$987.00</b>
<b>Total Current Assets</b>	<b>\$144,582.87</b>
<b>TOTAL ASSETS</b>	<b>\$144,582.87</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	92,829.79
Net Income	51,753.08
<b>Total Equity</b>	<b>\$144,582.87</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$144,582.87</b>



## OAMR BOARD REPORT

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Meeting Date: September 10, 2021  
Source of Item: Region II

Contact: Scott Stauffer, CMC, City of Milwaukie  
Contact Telephone Number: 503-786-7502  
Contact E-Mail: [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)

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### INFORMATION ONLY

Greetings OAMR Colleagues! We hope this report finds the board and our friends across the start doing well. We in Region II continue to serve our communities as we deal with the ongoing pandemic, the return of in-person school, and the great resignation of 2021. We're being asked to do more as our organizations adjust to the choices many of our friends, family members, and coworkers make on their career paths. It's an interesting time – and for recorders a super fantastically busy one! *Hang in their friends, our cities need us!*

**News.** See our [summer OAMR newsletter report](#) for various news items... including new members, awards, and local sports headlines. Since our newsletter update, we welcomed new neighbors Zaira Muniz at Newberg and Grace Jelks at Gresham. *Hello Zaira and Grace!*

For many these last couple of summer months represented the first chance in nearly two years to take a vacation – so we didn't meet-up as a region and July-August saw many of our neighbors out (safely, distanced) enjoying themselves.

**Next Up.** Region II is working on collecting basket items for our virtual raffle – although it won't be in person, we hope to catch-up with all our OAMR friends at our virtual conference!

*Be well OAMR!*



# OAMR BOARD REPORT

## REGION III REPORT

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Meeting Date: October 1, 2021  
Source of Item: Region III Director

Contact: Carla Holzworth, Corvallis  
Contact Telephone Number: 541-766-6729 x 5075  
Contact E-Mail: [carla.holzworth@corvallisoregon.gov](mailto:carla.holzworth@corvallisoregon.gov)

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*Region III covers Benton, Lincoln, Linn, Marion, and Polk Counties*

### INFORMATION REPORT:

Region III is pleased to welcome new members Lori Ross, City Recorder/Municipal Court Clerk with the City of Harrisburg; Jamie Young, City Recorder with the City of Lincoln City; and Denise Dahlberg, City Recorder with the City of Gervais.

### RECOGNITION:

Tracy Davis, MMC, with the City of Keizer was inducted into the International Association of Municipal Clerks Athenian Leadership Society Fellowship. To become a Fellow, you must be an IIMC member in good standing and complete 10 Dialogues.

Kelly Galbraith from Detroit was recognized on the 2021 International Association of Municipal Clerks Foundation Hall of Honor for her work following the destruction to the City of Detroit in last year's fires.

Thank you to Angie Lanter for her service as our leader this past year! She has navigated this difficult year with grace despite the continued challenges associated with COVID-19. We are all so sad that the in-person 2021 Conference was canceled, but given the circumstances, it was the right thing to do.

I'd also like to thank every OAMR member who has served on a committee. Some are more time-consuming than others, but regardless it takes attention and dedication. The result is the continuation of this amazing, all volunteer group that ensures that City Records can learn from each other and advance in our profession. I hope you will consider serving on a committee, or two, or three in 2022!



# OAMR BOARD REPORT

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Meeting Date: Annual Conference  
Source of Item: Region VII

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

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## BACKGROUND

Currently, as of this writing, we have a total of 27 active members in Region VII. And with that, a few members are "new" due to transitions and transfers in membership.

With the limitations on in person meetings we did not connect as a group over this past year, we did however take advantage of ZOOMING in to "SEE" one another twice this year. There were some fun and some productive conversations that took place.

Due to the current, ongoing situation ~ I would presume later this fall I will once again try and orchestrate a time when members in this region might get together for a ZOOM meeting. My hope is that we'll have an opportunity to meet up some time in the near future, in person

## BOARD OPTIONS

- None.

## ATTACHMENTS

- Page 2, Region VII Members

## **REGION VII MEMBER LIST**

Toni Clary - City of Lostine  
Donna Grimes -City of Adams  
Dawn Crafts - City of Burns  
Nanci Sandoval - City of Umatilla  
Karen Howton - City of Island City  
Lacey McQuead- City of Enterprise  
Dorothy Jordan- City of Monument  
Dallas Brockett - City of Baker  
Sandra Patterson - City of LaGrande  
Salli Hysell City of Halfway  
Lilly Alarcon-Strong, - City of Hermiston  
Marla Roberts - City of Nyssa  
Toni Barnett, - City of Ontario  
ReNae Cameron – City of Sumpter  
Donna Neuman - City of Ukiah  
Teri Bacus – City of Pilot Rock  
Michelle Fox – City of Athena  
Lea Walker - City of Fossil  
Sherry Riley - City of Cove  
Heather Berglund- City of Imbler  
Tami Kowing – City of Mt. Vernon  
Jennifer Young – City of Huntington  
Leanne Steadman - City of Milton-Freewater  
Sheila Jasperson – City of Weston  
Heather Baumgartner – City of Boardman  
Valerie Russell – City of Haines  
Donna Biggerstaff – City of Pendleton



# OAMR BOARD REPORT

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Meeting Date: October 1, 2021  
Source of Item: OAMR Bylaws Committee Report

Contact: Anna Ruggles, CMC, Chair  
Contact Telephone Number: 503.992.3235  
Contact E-Mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

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## **BACKGROUND**

The members of the 2020-2021 OAMR Bylaws Committee Members:

- Sammy Egbert, Coburg; Carol Weir, MMC, Rogue River; Cathy Steere, MMC, Honorary Retired Member; and Chair Anna Ruggles, CMC, Forest Grove.

## **RELATED POLICIES/BUDGET CONSIDERATIONS**

No policy or budget considerations are requested at this time. The adopted [Bylaws](#) are published on the OAMR website.

## **BOARD OPTIONS**

None at this time.

## **CHAIR OR DIRECTOR'S RECOMMENDATION**

None at this time.

## **SUGGESTED MOTION**

None at this time.

## **ATTACHMENTS**

None.



# OAMR BOARD REPORT

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## PROCEDURE MANUAL COMMITTEE REPORT

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Meeting Date: Annual Conference 2021 - Virtual  
Source of Item:

Contact: Lori Lesmeister – City of North Plains  
Contact Telephone Number: 503-504-5900  
Contact E-Mail: [Lori.lesmeister@northplains.org](mailto:Lori.lesmeister@northplains.org)

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### ISSUE STATEMENT

The Committee chose four sections of the City Recorder Procedural Manual that they felt needed to be reviewed and possibly updated.

### BACKGROUND

The four chapters that were reviewed were:

Chapter 1.10 – Multiple Roles of the Recorder  
Chapters 3.02 and 3.04 – Records Management Requirements  
Chapter 4.08 – Elections  
Chapter 7.04 – Recorder’s Personal Resource Network

### RELATED POLICIES/BUDGET CONSIDERATIONS

No financial implications at this time.

### BOARD OPTIONS

There are minor additions/changes to each of the chapters above.

### CHAIR OR DIRECTOR’S RECOMMENDATION

I need to find out the process for making changes to the manual.

### SUGGESTED MOTION

N/A



# OAMR BOARD REPORT OR REQUEST FOR ACTION

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## Conference Committee

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Meeting Date: October 1, 2021  
Source of Item: Conference Committee Chair

Contact: Cathy Nelson, CMC, First Vice President  
Contact Telephone Number: (541) 995-6655  
Contact E-Mail: [cnelson@ci.harrisburg.or.us](mailto:cnelson@ci.harrisburg.or.us)

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### ISSUE STATEMENT

The purpose of the Conference Committee is to plan the Annual conference.

### The 2020-2021 Conference Committee members are:

Allison Liesse, CMC, Albany	Kayla Duddy, CMC, Bend	Michele Eldridge, CMC, Harrisburg
Angela Watson, Jacksonville	Kathy Payne, MMC, St. Helens	Michelle Fox, CMC, Athena
Amy Sowa, MMC, Roseburg	Katie Scott, Sublimity	Nicole Morris, MMC, Tualatin
Anna Ruggles, CMC, Forest Grove	Laurel Casey, Oak Lodge Water Service District	Peggy Hawker, MMC, Newport
Carol Weir, MMC, Rogue River	Linda Galeazzi, CMC, Salem Mass Transit	Roberta Tharp, CMC, Creswell
Dawn Russ, Glendale	Lisa Scholl, CMC, St. Helens	Ronnie Smith, King City
Deanna Casey, MMC, Central Point	Mary Dibble, MMC, Albany	Ruth Post, MMC, Philomath
Gloria Tucker, Newport	Melanie Masterfield, Sutherlin	Salli Hysell, Halfway
Heather Pierson, CMC, Woodburn	Melissa Thompson-Keifer, CMC, Nehalem	Sammy Egbert, Coburg
Jackie Sims, CMC, Oakridge		Sheila Jasperson, Weston
Karin Johnson, MMC, Independence		Stephanie Borst, CMC, Vernonia
		Susan Reeves, MMC, Scappoose

I am grateful to each member for donating their time and effort and working together towards another successful virtual academy and conference.

### BACKGROUND

The Committee has held several virtual meetings and corresponded via e-mail discussing planning the Annual Academy and Conference in Newport. After almost completing the entire process of planning and prepping for a live in-person conference, the Board had to make the very hard decision to cancel the live event and go back to a virtual platform. The Conference Committee was exceptional in their efforts to assist this transition.

I encourage every member of the Conference Committee to sign-up again for the 2021-2022 year. The effort that was put into planning this year's conference was not vail and will be used for next year. I know that our in-coming 1<sup>st</sup> VP, Karen Howton, would appreciate picking up where we had to stop.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

None.

### CHAIR OR DIRECTOR'S RECOMMENDATION

None.



# OAMR BOARD REPORT

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## Education Committee

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Meeting Date: October 1, 2021  
Source of Item: Education Committee

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

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### ISSUE STATEMENT

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

The 2020/2021 Education Committee members are: Tori Barnett, MMC, City of Ontario; Joanna Billbrey, City of Myrtle Creek; Stephanie Borst, CMC, City of Vernonia; Tracy Davis, MMC, City of Keizer; Michele Eldridge, CMC, City of Harrisburg; Izetta Grossman, CMC, City of The Dalles; Karen Howton, CMC, City of Island City; Karin Johnson, MMC, City of Independence; Carol Krager, CMC, City of Tigard; Angie Lanter, MMC, City of Banks; Nicole Morris, MMC, City of Tualatin; Ruth Post, MMC, City of Philomath; Cathy Steere, MMC, Retired Member; Gloria Tucker, CMC, Port of Newport; and Kimberly Wollenburg, City of Millersburg.

### BACKGROUND

COVID-19 really threw us a curve ball in 2020. Mid-Year was canceled, and there were high hopes that the annual Conference would be an in-person event. As we all know, that did not happen. Fortunately, OAMR was able to present two Academy Sessions and two Athenian Leadership Dialogues, by combining the Mid-Year sessions and the annual sessions, at its virtual annual Conference. While it is not the same, the educational sessions were greatly appreciated, and members enjoyed seeing one another – even if virtually.

The Education Committee got to work soon after the 2020 Conference in planning the 2021 Mid-Year and Conference.

The Mid-Year Conference was held virtually and consisted of one Academy Session and two Athenian Leadership Dialogues.

The 2021 Annual Conference was scheduled for September 29 through October 1, at the Agate Beach Inn, in Newport. This was planned as an in-person learning and networking opportunity. We now know that COVID-19, and its Delta Variant, had other ideas, and the difficult decision was made to hold this Conference virtually.

This Conference consists of a virtual Academy Session on Wednesday, September 29. This session is entitled Leveraging Strengths to Maximize Individual and Team Performance, and the presenter is Daniel Hiltz. Dr. Hiltz is charging \$2,500, plus \$16 per participant for materials, and his travel from northern Kentucky (Dr. Hiltz had a nonrefundable ticket, so OAMR will be reimbursing him for this expense).

By the end of Dr. Hiltz's session, each participant will have developed a:

- Plan to turn natural talents into consistently applicable strengths that can deliver outstanding performance every day.
- Draft individual action plan to leverage his/her strengths by taking specific actions in support of measurable, individual performance deliverables.
- Personalized plan for using his/her strengths to manage time and energy.
- Draft individual action plan for making effective decisions using his/her strengths.

Team Member Profile describing:

- What he/she brings to the team.
- What he/she needs from the team.
- What roles on the team will maximize his/her effectiveness.

On Thursday, September 30, there were two sets of concurrent sessions with a track for new City Recorders, and a track for more seasoned City Recorders. These shorter concurrent sessions have been canceled.

On September 30, there is also an Athenian Leadership Dialogue. The book selected is The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II, by Denise Kiernan. This ALD will be facilitated by Mary Lynne Stratta, former IIMC President, and City Clerk for Bryan, Texas. Mary Lynne has graciously agreed (once again) to facilitate this session for travel costs only.

A general Academy Session is scheduled for Friday, October 1. This session is entitled, Advancing Workforce Equity and Inclusion, and the presenter is Dion Jordan. The cost for the session is \$4,000.

This session promotes diversity, inclusion, equity, and justice. The goal is to help organizations ensure access, equity, and inclusion in all services, policies, and procedures while helping all employees lean into the work. The session will begin by building some trust and bravery around engaging in courageous conversations and then progressing into bringing awareness around the implicit bias we all carry, and then end the session by talking about what it takes to advance equity work within your workforce. This training provides useful tools that will help further incorporate core values into all work serving the community. Woven throughout this training are goals and action items. These are the irreplaceable ideals of being (1) people and mission-focused; (2) accountable and transparent; (3) racially just and trauma-informed; (4) focused where the need is the greatest; and (5) dedicated to bringing a sense of belonging to all.

The objectives of this session include:

- Implicit Bias Training.
- Understand definitions, getting past defensiveness, and finding direction.
- Introduce intersectionality: Where race, gender, disabilities, sexual orientation, age, and, veteran status meet.
- Recognize personal biases and prejudices.
- How to override default thinking and assumptions.
- Create new norms.
- How to effectively and respectfully call out discrimination.
- How to get comfortable being uncomfortable.
- How to facilitate difficult conversations.

The session outcomes include:

- Build a shared racial vocabulary.
- Create an Equity Strategic Proposal.

- Address disparities in the workplace.
- Decrease micro aggressions and discrimination.
- Facilitate difficult conversations.
- Recruit, retain, and onboard diverse candidates.
- Develop equity leadership within your organization.
- Help create a culture of trust, bravery, and belonging.
- Strategies to help the resistant to be engaged.
- Resources & tools to advance your equity efforts.
- Mediation strategies and best practices.
- Cultural competency.
- Decenter white-dominant culture.

The Committee is always looking for new educational opportunities for the Oregon Association of Municipal Recorders. It regularly receives recommendations from folks interested in presenting for OAMR. Selection of speakers is based on a number of factors, including the budget.

After the Annual Conference, the Committee will begin preliminary work on the 2022 Mid-Year and Annual Conference educational sessions.

### **Thank You**

It is an honor to chair the Education Committee this year. It is a hardworking Committee of individuals committed to continuing Recorder education.



# OAMR BOARD REPORT

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## INTERNET COMMITTEE REPORT

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**Meeting Date:** October 1, 2021

**Source of Item:**

Internet Committee Chair

**Contacts:** Kayla Duddy, CMC, Chair

**Contact Telephone Number:**

(541) 388-5505

**Contact E-Mail:**

[kduddy@bendoregon.gov](mailto:kduddy@bendoregon.gov)

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### ISSUE STATEMENT

This is an informational report.

### BACKGROUND

- **Kayla Duddy, Chairs of the Internet Committee**  
Please send any Internet Committee requests to Kayla.
- **2020-2021 Internet Committee Members:**  
Christie Teets, Molalla  
Debby Roth, MMC, Cornelius  
Hannah Wells, Milwaukie  
Kathy Payne, MMC, St. Helens  
Lisa Figueroa, CMC, Toledo  
Susan Reeves, MMC, Scappoose  
Melissa Thomas-Kiefer, Nehalem

### RELATED POLICIES/BUDGET CONSIDERATIONS

None

### BOARD OPTIONS

Possible website training for Board

### CHAIR OR DIRECTOR'S RECOMMENDATION

- Could members please login and update or add their profile picture. This helps people identify you, especially with the newsletters and scrapbooks.
- Request for the Jobs Link: Once a city's position has been filled, please email Christie Teets at [cteets@cityofmolalla.com](mailto:cteets@cityofmolalla.com) to remove the posting.

We encourage the Board and all OAMR members to provide their comments and suggestions for improving the OAMR website.

If you need technical assistance with online membership renewal, please email Melissa at [recorder@ci.nehalem.or.us](mailto:recorder@ci.nehalem.or.us) or call (503)368-5627 and if you need technical assistance with the OAMR website, please email Kayla at [kduddy@bendoregon.gov](mailto:kduddy@bendoregon.gov) or call (541) 388-5505.



# OAMR BOARD REPORT

## Membership Committee

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Meeting Date: October 1, 2021  
Source of Item: Membership Committee Chair

Contact: Phyllis Bolman, MMC  
Contact Telephone Number: 503-751-0145  
Contact E-Mail: [pbolman@ci.monmouth.or.us](mailto:pbolman@ci.monmouth.or.us)

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### INFORMATION ONLY

OAMR welcomes the following new members:

#### **REGION I**

Juliet Hyams, City Manager, City of Garibaldi  
Rebecca Sprengler, Deputy City Recorder, City of Warrenton

#### **REGION II**

Omega Rodela Garces, City Recorder, City of Sheridan  
Kenny Hallquist, Deputy City Recorder, City of Lake Oswego  
Jesse Raymundo, Deputy City Recorder, City of Tigard  
Zaira Robles Muniz, Administrative Assistant/Court Clerk, City of Newberg

#### **REGION III**

Julie Hedden, Administrative Assistant/Court Clerk, City of Hubbard  
Jennifer Foster, City Recorder, City of Monroe  
Jamie Young, City Recorder, City of Lincoln City  
Lori Ross, City Recorder, City of Harrisburg  
Gloria Tucker, Administrative Assistant, Port of Newport  
Melissa Molek, City Recorder, City of Silverton

#### **REGION IV**

Koree Tate, Management Assistant, City of Roseburg  
Lindsey White, City Recorder, City of Florence  
Isaac Nunn, City Recorder, City of Malin

#### **REGION V**

Kelly Benson, City Recorder, City of Coquille

#### **REGION VI**

Jamie Kraft, City Recorder, City of LaPine  
Tasha Alegre, City Recorder, City of Metolius

#### **REGION VII**

Sandra Patterson, City Recorder, City of LaGrande  
Dallas Brockett, City Recorder, City of Baker City

### BOARD OPTIONS

Please take the time to welcome our new members!



# OAMR BOARD REPORT

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## Mentoring Committee – Board Report

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Meeting Date: September 17, 2021  
Source of Item: Committee Report

Contact: Sylvia Murphy, Chair  
Contact Telephone Number: 503-625-4246  
Contact E-Mail: [Murphys@Sherwoodoregon.gov](mailto:Murphys@Sherwoodoregon.gov)

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### COMMITTEE MEMBERS

**Members of the 2020/2021 OAMR Mentoring Committee:** Donna Biggerstaff, CMC, Pendleton; Phyllis Bolman, MMC, Monmouth; Stephanie Borst, CMC, Vernonia; Deanna Casey, MMC, Central Point; Sammy Egbert, Coburg; Peggy Hawker, MMC, Newport; Carla Holzworth, Corvallis; Karen Howton, CMC, Island City; Angie Lanter, MMC, Banks; Amber Mathiesen, MMC, Mid-Willamette Valley Council of Governments; Nicole Morris, MMC, Tualatin; Cathy Nelson, CMC, Harrisburg; Susan Reeves, MMC, Scappoose; Amy Sowa, MMC, Roseburg; Kitty Vodrup, MMC, Junction City, and Carol Weir, MMC, Rogue River.

**ISSUE STATEMENT** - The Mentoring committee continually seeks mentors who are interested in sharing their knowledge and expertise to those who are new to our profession. If you, or someone you know would be willing to serve on this committee please contact me. With recent requests for mentors with elections experience, I'd like to develop a mentoring committee with presentation from various Oregon counties as there are many counties not represented on the committee. I will be soliciting membership at the upcoming conference.

### COMMITTEE ACTIVITY

**Updates** – To date the Committee has received 8 requests for mentors and has assigned 7 mentors within a week of receiving the requests. The following are our mentees and mentors. The remaining 8<sup>th</sup> request is pending OAMR member registration.

#### Mentee

Yuriy Ukhach, City Recorder, City of Tillamook  
Linda Hansen, City Clerk, City of Turner  
Barbara Chestler, City Recorder, City of Depoe Bay  
Heather Berglund, City Manager-Recorder, City of Imbler  
Courteney Halstead, Deputy City Recorder, City of Reedsport  
David Grabicki, City Recorder, City of Veneta  
Melissa Molek, Asst. to City Mgr./City Clerk, City of Silverton

#### Mentor

Deanna Casey, City Recorder, City of Central Point  
Amber Mathiesen, Mid-Willamette Valley Council of Gov.  
Peggy Hawker, City Recorder, City of Newport  
Karen Howton, City Recorder, Island City  
Deanna Casey, City Recorder, City of Central Point  
Amy Sowa, Asst. City Mgr./City Recorder, City of Roseburg  
Amber Mathiesen, Mid-Willamette Valley Council of Gov

**Outreach** – The Mentoring Committee will continue to provide support and expertise to the OAMR membership. As new members join OAMR, we will reach out and inform of the support available through the Mentoring Committee.

**Future Activities** - The committee is looking forward to supporting current and new OAMR members and assisting them with becoming acquainted with OAMR and the profession.

**CHAIR OR DIRECTOR'S RECOMMENDATION** – None at this time.

# OAMR BOARD REPORT



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## Scholarship Committee

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Report Date: October 1, 2021  
Source of Item: Scholarship Committee

Contact: Debby Roth, MMC, Chair  
Contact Telephone Number: 503-992-5305  
Contact Email: debby.roth@corneliusor.gov

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### ISSUE STATEMENT

This is an informational report for 2020-2021

Scholarship Committee members:

Susan Reeves, MMC, Scappoose; Cathy Nelson, CMC, Harrisburg; Marla Roberts, CMC, Nyssa  
Kari Linder, Lake Oswego; Kelly Morse, MMC, Redmond; Anna Ruggles, CMC, Forest Grove.

### BACKGROUND

OAMR's mission includes enhancing the quality of the office of municipal recorder and encouraging dedication to the profession by providing educational experiences of the highest quality. As part of our ongoing focus of providing our members with educational opportunities, several scholarships offer financial assistance to members who might not participate due to funding restrictions.

Scholarships for 2021 look a little different, yet continue to support the membership in providing valuable educational opportunities—the OAMR Board-approved reimbursable scholarships. Awards will be reimbursed upon successfully completing requirements; scholarship recipients will be required to complete a KTAP or report within 30 days of training.

2021 OAMR Academy and Conference

- Academy  
Zaira Robles Muniz, City of Newburg  
Sheila Jaspersen, City of Weston  
Lisa Scholl, City of St Helens  
Cathy Nelson, City of Harrisburg
- Conference  
Wendy Woody, City of Waterloo  
Zaira Robles Muniz, City of Newburg  
Melanie Masterfield, City of Sutherlin  
Sheila Jaspersen, City of Weston  
Lisa Scholl, City of St. Helens

2021 Professional Development Scholarships Awarded:

- PD I:  
Laural Casey: Oak Lodge Water Service District  
Jennifer Young: City of Huntington  
KayLee Marone: City of North Bend  
Jamie Ward: Fall City  
Lacey McQuead: City of Enterprise

Scholarship Award For The 2020 IIMC Conference.

- IIMC 2021- IIMC 2020 Conference Cancelled  
Tori Barnett, City of Ontario

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



# OAMR BOARD REPORT

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## NEWSLETTER COMMITTEE

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Meeting Date: October 1, 2021  
Source of Item: Newsletter Committee Chair

Contact: Lisa Scholl, MMC  
Contact Telephone Number: 503-366-8216  
Contact E-Mail: lscholl@sthelensoregon.gov

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### ISSUE STATEMENT

This is information only.

### BACKGROUND

The Newsletter Committee has published four newsletters over the last year. I could not have done it without timely submittals from OAMR members and Newsletter Committee members with top-notch writing skills and a keen eye for proofreading.

Please consider joining us! The biggest commitment is reviewing and editing the draft newsletter once a quarter, and interviewing members via email when they receive their CMC and MMC designations and then writing an article. Of course, anyone is welcome to write additional articles that would be beneficial to members. We love to see members brag on themselves or their OAMR friends!

The deadline for the Fall Newsletter is October 8, 2021.

Thank you to our 2020-21 members:

- Dawn Bennett, Canyonville
- Phyllis Bolman, MMC, Monmouth
- Allison Liesse, CMC, Albany
- Kathy Payne, MMC, St. Helens
- Susan Reeves, MMC, Scappoose

### RELATED POLICIES/BUDGET CONSIDERATIONS

None.

### BOARD OPTIONS

None.

### CHAIR OR DIRECTOR'S RECOMMENDATION

None.

### SUGGESTED MOTION

None.

### ATTACHMENTS

None.

## OAMR BOARD REPORT



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### Nominating Committee

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Report Date: October 1, 2021  
Source of Item: Nominating Committee

Contact: Debby Roth, MMC, Chair  
Contact Telephone Number: 503-992-5305  
Contact E-Mail: debby.roth@corneliusor.gov

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### ISSUE STATEMENT

OAMR Second Vice-President, Secretary, and Region Directors for Region II, Region IV, Region VI, and Region VII are open for 2021-2023.

Nominating Committee members include Anna Ruggles, CMC, Forest Grove; Cathy Nelson, CMC, Harrisburg; Susan Reeves, MMC, Scappoose; and Carla Holzworth, Corvallis.

### BACKGROUND

The announcement and qualification material for the above-listed board positions was published in the Winter 2020 and Spring 2021 Newsletter. Candidate information ran in the Summer 2021 Newsletter. Kitty Vodrup and Kim Wollenburg came in after the newsletter. Kim was appointed Secretary due to an opening, and she agreed to continue. Kitty Vodrup graciously stepped forward to represent Region IV.

Unfortunately, at this time, no one has shown interest in Second Vice President.

Positions open for the 2021-2023 year and declared candidates are:

**SECOND VICE-PRESIDENT: Vacant**

**SECRETARY:** Kimberly Wollenburg, City of Millersburg

**REGION II DIRECTOR:** Scott Stauffer, CMC, City of Milwaukie  
Region 2 (Clackamas, Multnomah, Washington, and Yamhill Counties)

**REGION IV DIRECTOR:** Kitty Vodrup, MMC, City of Junction City  
Region 4 (Lane and Douglas Counties)

**REGION VI DIRECTOR:** Kayla Duddy, CMC, City of Bend  
Region 6 (Crook, Deschutes, Hood River, Jefferson, Sherman & Wasco Counties)

No Board action is requested at this time.

Thank you for the opportunity to serve on the Nominating Committee. I encourage members, both new and seasoned, to volunteer. OAMR reflects people who care about the association and have a passion for continued growth and education. Step up, and you will be happy you took that first step.



## DECLARATION OF CANDIDACY

(Extended Nomination Deadline: August 2, 2021, 5:00 p.m.)

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2021-2022 OAMR BOARD OF DIRECTORS:

NAME (as it appears on ballot): Kimberly Wollenburg  
TITLE (CMC/MMC): City Recorder  
MUNICIPALITY: City of Millersburg  
MAILING ADDRESS: 4222 NE Old Salem Rd Albany 97301  
E-MAIL ADDRESS: Kwollenb@cityofmillersburg.org

### CANDIDATE FOR POSITION OF:

- SECOND VICE PRESIDENT:** Three-year term of office commitment
- SECRETARY:** Two-year term of office
- REGION II DIRECTOR:** Two-year term of office  
*Clackamas, Multnomah, Washington, and Yamhill Counties*
- REGION IV DIRECTOR:** Two-year term of office  
*Lane and Douglas Counties*
- REGION VI DIRECTOR:** Two-year term of office  
*Hood River, Sherman, Wasco, Jefferson, Crook, and Deschutes County*

**Submit Candidacy Packet by August 2, 2021, 5:00 p.m., to:**  
Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N. Barlow Street  
Cornelius, Oregon 97113

Or by email: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## CANDIDATE'S STATEMENT FOR BOARD POSITION

**(Extended Nomination Deadline: August 2, 2021, 5pm)**

**STEP 2:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

- Declaration of Candidacy form.
- Candidate Statement form and minimum requirements, include:
- Number of years as an active member of OAMR;
  - Whether you are currently participating or have completed professional development certification program.
  - List other professional organizations and/or activities in which you participate;
  - List current and past OAMR committees and/or board activities (include dates);
  - Describe leadership abilities and other expertise that you would bring to the position; and
  - State what you believe the objectives of OAMR should include.
- Letter of Support from Mayor or municipality you represent.
- Recent photograph (high quality digital color photograph).
- Attach copies of OAMR certificates issued for active participation on OAMR Committees for two years, within the past four years.

NAME (as it appears on ballot):

Kimberly Wollenburg

CANDIDATE FOR POSITION OF:

Secretary

**CANDIDATE'S STATEMENT:**

*Additional pages may be attached.*



Kevin Kreitman, City Manager  
Janelle Booth, Assistant City Manager/City Engineer  
Jim Lepin, Mayor

## OAMR Secretary Position – Candidate Statement

I'm writing to express my candidacy to serve as OAMR's Secretary. While I have many varied experiences, when I joined the City of Millersburg as the City Recorder, I knew little about all of the pieces that make up the whole of a City Recorder. Since then, via the OAMR chapter, I've learned so much and am in awe of how giving everyone is. I want to give back to the group that has helped me so much.

Obviously, as City Recorder, I take the minutes for the City Council and other commissions and committees of the City of Millersburg, plus I support the City Manager and City Council with correspondence and other documents. Beyond that, I've been involved in many non-profit and public organizations where I've served on a board in a variety of positions, including as president and secretary for a few of them so I'm very familiar with board service to an organization.

I believe OAMR is an important organization and a key component to the success of City Recorders throughout the State of Oregon, and I would be thrilled to serve as Secretary for the next two years.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly Wollenburg". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Kimberly Wollenburg  
City Recorder



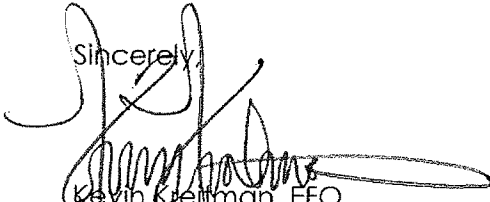


Kevin Kreitman, City Manager  
Janelle Booth, Assistant City Manager/City Engineer  
Jim Lepin, Mayor

September 22, 2021

The City of Millersburg supports the candidacy of Kimberly Wollenburg, City Recorder for the City of Millersburg, for Secretary of the Oregon Association of Municipal Recorders.

Sincerely,



Kevin Kreitman, EFO  
City Manager



## DECLARATION OF CANDIDACY

**(Nomination Deadline will be March 3, 2021:**

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2021-2022 OAMR BOARD OF DIRECTORS:

NAME (as it appears on ballot): Scott Stauffer

TITLE (CMC/MMC): City Recorder (CMC)

MUNICIPALITY: Milwaukie

MAILING ADDRESS: 10722 SE Main St, Milwaukie, OR 97222

E-MAIL ADDRESS: [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)

#### CANDIDATE FOR POSITION OF:

- SECOND VICE PRESIDENT:** Three-year term of office commitment.
- SECRETARY:** Two-year term of office
- REGION II DIRECTOR:** Two-year term of office  
*Clackamas, Multnomah, Washington, and Yamhill Counties*
- REGION IV DIRECTOR:** Two-year term of office  
*Lane and Douglas Counties*
- REGION VI DIRECTOR:** Two-year term of office  
*Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes Counties*

#### **Submit Candidacy Packet by March 3, 5:00 p.m., to:**

Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N Barlow Street  
Cornelius, Oregon 97113  
503-992-5305 or by E-mail: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## CANDIDATE'S STATEMENT FOR BOARD POSITION

**(Nomination Deadline will be March 3, 2021:**

**STEP 2:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

- Declaration of Candidacy Form**
- Candidate Statement form and minimum requirements, include:
  - Number of years as an active member of OAMR;
  - Whether you are currently participating or have completed professional development certification program.
  - List other professional organizations and/or activities in which you participate;
  - List current and past OAMR committees and/or board activities (include dates);
  - Describe leadership abilities and other expertise that you would bring to the position; and
  - State what you believe the objectives of OAMR should include.
- Letter of Support from Mayor or municipality you represent.
- Recent photograph (high quality digital color photograph).
- Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

NAME (as it appears on ballot): Scott Stauffer

CANDIDATE FOR POSITION OF: Region II Director

Candidates Statement (on next page)

**CANDIDATE'S STATEMENT:**

Greetings OAMR colleagues. I am very happy to declare my candidacy for the position of Region II Director. It has been my pleasure to serve as a region director for the past year (and what a year it has been!) and I look forward to the opportunity to continue serving in this role.

I have been an active member of OAMR since 2014. During this time, I have served on the records management and legislative committees and proudly served as chair of the records management committee (RMC) from 2015-2020. I became a certified municipal clerk in 2017 and I am actively seeking credits to earn the master municipal clerk (MMC) designation. I have also completed eight Athenian Leadership Dialogues (ALDs) and I look forward to doing more soon!

Outside of work and recorder-related activities, I currently serve on the board of the Portland Boy Choir, which both my sons are members of, and in recent years I have also served on my church council (as secretary of course).

As I stated in my 2020 letter of interest to serve as interim regional director, I believe in public service. I believe that we, as municipal recorders, play a critical role in the work our cities do. This has been underscored in the last year when many of us transitioned to working from home while quickly becoming video conferencing experts. Our lives – like everyone across the globe – were upended, and what did we do? We responded, we figured it out, and we kept our communities going. Sure, we're not the ones making the remarks during council meetings, we're not necessarily the ones calling all the shots, but if it weren't for our steady devotion and consistency in such times, just think about where we'd be. We've lived through a pandemic and we kept our cities functioning by allowing for the (virtual) spaces to exist for our local leaders to do their jobs. I take comfort in knowing that there are over 200 of us across Oregon working hard every day to get the job done. It's not always flashy, it's often overlooked, but the role we play is critical.

My job as your region director is to help ensure that you're seen and heard by your neighbors, and that you know your colleagues are here for you. As an organization OAMR does many different things – from education and networking to testifying at the state capitol and providing guidance to new and experienced recorders alike. As a regional director my job is promote your work, the work of our OAMR colleagues, and to help keep us connected to each other.

My leadership depends on you and our colleagues being there for each other. I thank you for the chance to have served as Region II Director and I ask for your vote at the 2021 OAMR annual conference so that I may continue to be a voice for you and our neighbors.

*Additional pages may be attached.*



**Scott Stauffer**  
CITY RECORDER



February 17, 2021

Attn: Debby Roth, City Recorder  
OAMR Nominating Committee  
City of Cornelius  
1355 N Barlow Street  
Cornelius, OR 97113

To Whom it May Concern:

This letter is to express the City of Milwaukie's support for Scott Stauffer's candidacy for election as the Oregon Association of Municipal Recorders (OAMR) Region II Director. I appreciate the thoughtful process Scott has undertaken in determining his availability for this position. I believe Scott's involvement is to the benefit of both the city and OAMR.

Please reach out if you need anything further.

A handwritten signature in black ink, appearing to read "Ann Ober".

Ann Ober  
City Manager



*Oregon Association of Municipal Recordors*

***CERTIFICATE OF APPRECIATION***

*Presented to*

***Scott Stauffer***

*For efforts and contributions made while serving on*  
***OAMR LEGISLATIVE COMMITTEE***

*2018-2019*

*Nicole Morris*

---

*Nicole Morris, OAMR President*



*Oregon Association of Municipal Recordors*

***CERTIFICATE OF APPRECIATION***

*Presented to*

***Scott Stauffer***

*For efforts and contributions made while Chair of the*  
***OAMR RECORDS MANAGEMENT COMMITTEE***

*2018-2019*

*Nicole Morris*

---

*Nicole Morris, OAMR President*



*Oregon Association of Municipal Recordors*

*Certificate of Appreciation*

*Presented to*

*Scott Stauffer, CMC*

*For efforts and contributions made while serving as the Chair on the*

*Records Management Committee*

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



*Oregon Association of Municipal Recordors*

***Certificate of Appreciation***

*Presented to*

***Scott Stauffer, CMC***

*For efforts and contributions made while serving on the*

***Legislative Committee***

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



*Oregon Association of Municipal Recordors*

***Certificate of Appreciation***

*Presented to*

***Scott Stauffer, CMC***

*For efforts and contributions made while serving as the*

***Region II Director***

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



## DECLARATION OF CANDIDACY

**(Extended Nomination Deadline: August 2, 2021, 5:00 p.m.)**

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference. The Election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association, in good standing, shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2021-2022 OAMR BOARD OF DIRECTORS:

**NAME** (as it appears on ballot): Kitty Vodrup

**TITLE (CMC/MMC):** City Recorder, MMC

**MUNICIPALITY:** City of Junction City

**MAILING ADDRESS:** PO Box 250, Junction City, OR 97448

**E-MAIL ADDRESS:** kvodrup@ci.junction-city.or.us

### CANDIDATE FOR POSITION OF:

- SECOND VICE PRESIDENT:** Three-year term of office commitment
- SECRETARY:** Two-year term of office
- REGION II DIRECTOR:** Two-year term of office  
*Clackamas, Multnomah, Washington, and Yamhill Counties*
- REGION IV DIRECTOR:** Two-year term of office  
*Lane and Douglas Counties*
- REGION VI DIRECTOR:** Two-year term of office  
*Hood River, Sherman, Wasco, Jefferson, Crook, and Deschutes County*

**Submit Candidacy Packet by August 2, 2021, 5:00 p.m., to:**

Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N. Barlow Street  
Cornelius, Oregon 97113

Or by email: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## CANDIDATE'S STATEMENT FOR BOARD POSITION

**(Extended Nomination Deadline: August 2, 2021, 5pm)**

**STEP 2:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement and the following items listed below to the Nominating Committee by the deadline date to be considered for the election at the annual meeting in September. The following information provided by the candidate will be published in the newsletter and annual conference program.

- Declaration of Candidacy form.
- Candidate Statement form and minimum requirements, include:
  - Number of years as an active member of OAMR;
  - Whether you are currently participating or have completed professional development certification program.
  - List other professional organizations and/or activities in which you participate;
  - List current and past OAMR committees and/or board activities (include dates);
  - Describe leadership abilities and other expertise that you would bring to the position; and
  - State what you believe the objectives of OAMR should include.
- Letter of Support from Mayor or municipality you represent.
- Recent photograph (high quality digital color photograph).
- Attach copies of OAMR certificates issued for active participation on OAMR Committees for two years, within the past four years.

**NAME (as it appears on ballot):** Kitty Vodrup

**CANDIDATE FOR POSITION OF:** Region IV Director

### **CANDIDATE'S STATEMENT:**

Please see attached.

*Additional pages may be attached.*



**CITY OF JUNCTION CITY**  
**680 Greenwood**  
**PO Box 250**  
**Junction City OR 97448**  
**Phone: 541-998-2153**  
**Fax: 541-998-3140**

## **Candidate's Statement**

Dear OAMR Members,

It is with pleasure that I submit my declaration of candidacy for the position of Region IV Director. I have been a member of OAMR since 2004 and have loved being a part of this wonderful organization. The educational opportunities, networking, and lifelong friendships that I have found through OAMR have greatly enriched my professional and personal life. I was able to obtain my Certified Municipal Clerk (CMC) designation in March of 2009 and obtained my Master Municipal Clerk (MMC) designation in September of 2018.

Outside of my work duties, I have volunteered my time with the American Red Cross, working with the Disaster Relief Team. I am also a member of the Litas, which is a women's motorcycle collective, where women can come together to share their love of motorcycles and also contribute to community efforts, such as giving gift cards to residents of our local Veteran's Home or picking up litter under the Adopt a Highway program.

I have had the privilege of participating in OAMR Committees over the years and they include: 2004-2005 Scholarship/Fundraising Committee – Kathy Walk Co-Chair; 2005-2006 Scholarship/Fundraising Committee; 2006-2007 Scholarship/Fundraising Committee – Kathy Walk Chair; 2007-2008 Mentoring Committee Chair; 2007-2008 Conference Committee; 2008-2009 Mentoring Committee Chair; 2008-2009 Membership Committee; 2008-2009 Conference Committee; 2009-2010 Membership Committee Chair; 2009-2010 Internet Committee; 2009-2010 Mentoring Committee; 2009-2010 Nominating Committee; 2009-2010 Special Projects/Fundraising Committee; 2015-2016 Nominating Committee; 2015-2016 Scholarship Committee; 2015-2016 Special Projects/Fundraising Committee; 2015-2016 Conference Committee; 2016-2017 Conference Committee; 2017-2018 Conference Committee; 2018-2019 Conference Committee; 2019-2020 Mentoring Committee; 2019-2020 Scholarship Committee; 2019-2020 Membership Committee; 2020-2021 Membership Committee; and 2020-2021 Mentoring Committee.

The leadership abilities I would bring to this position include being a good listener, caring about people and building relationships, and being reliable and detail oriented. My years of experience, as well as the fantastic mentoring I have received from others in OAMR, have provided me with the insight to encourage and mentor others.

I strongly support the mission, goals, objectives, and code of ethics of OAMR, as listed on the OAMR website, and I would be honored to serve the members in Region IV.

Sincerely,

Kitty Vodrup, MMC





**CITY OF JUNCTION CITY**

680 Greenwood  
PO Box 250  
Junction City OR 97448  
Phone: 541-998-2153  
Fax: 541-998-3140

September 22, 2021

Debby Roth  
OAMR Nominating Committee Chair  
1355 N. Barlow Street  
Cornelius, Oregon 97113

RE: OAMR Region IV Director Letter of Support

Dear Ms. Roth,

I am writing in support of City Recorder Kitty Vodrup's declaration of candidacy for the position of Region IV Director.

Recorder Vodrup has been a member of OAMR since 2004 and obtained her Master Municipal Clerk's designation in September of 2018. She has greatly benefitted from her membership, education, and activities in OAMR and desires to continue her professional development and serve the organization.

I fully support Recorder Vodrup's declaration of candidacy and all activities necessary to fulfill her duties, should she be elected to the position of Region IV Director.

Sincerely,

  
Jason F. Knope  
City Administrator



*Oregon Association of Municipal Recordors*

*Certificate of Appreciation*

*Presented to*

*Kit Vodrup, CMC*

*For efforts and contributions made while serving on*

*OAMR Conference Committee*

*September 2017-September 2018*

*Debbie Hamilton, CMC*

*Debbie Hamilton, OAMR President*



*Oregon Association of Municipal Recordors*  
***CERTIFICATE OF APPRECIATION***

*Presented to*

*Kitty Vodrup*

*For efforts and contributions made while serving on*  
***OAMR CONFERENCE COMMITTEE***

2018-2019

*Nicole Morris*

---

*Nicole Morris, OAMR President*



*Oregon Association of Municipal Recordors*

## *Certificate of Appreciation*

*Presented to*

***Kitty Vodrup, MMC***

*For efforts and contributions made while serving on the*

### ***Membership Committee***

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



*Oregon Association of Municipal Recordors*

***Certificate of Appreciation***

*Presented to*

***Kitty Vodrup, MMC***

*For efforts and contributions made while serving on the*

***Mentoring Committee***

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



*Oregon Association of Municipal Recordors*

## *Certificate of Appreciation*

*Presented to*

***Kitty Vodrup, MMC***

*For efforts and contributions made while serving on the*

### *Scholarship Committee*

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



## DECLARATION OF CANDIDACY

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### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2021-2022 OAMR BOARD OF DIRECTORS:

**NAME** (as it appears on ballot): Kayla Duddy

**TITLE (CMC/MMC):** CMC

**MUNICIPALITY:** City of Bend

**MAILING ADDRESS:** 710 NW Wall Street, Bend, OR 97703

**E-MAIL ADDRESS:** kduddy@bendoregon.gov

### CANDIDATE FOR POSITION OF:

**SECOND VICE PRESIDENT:** Three-year term of office commitment

**SECRETARY:** Two-year term of office

**REGION II DIRECTOR:** Two-year term of office  
*Clackamas, Multnomah, Washington, and Yamhill Counties*

**REGION IV DIRECTOR:** Two-year term of office  
*Lane and Douglas Counties*

**REGION VI DIRECTOR:** Two-year term of office  
*Hood River, Sherman, Wasco, Jefferson, Crook, and Deschutes County*

### **Submit Candidacy Packet by August 2, 2021, 5:00 p.m., to:**

Debby Roth, City Recorder, OAMR Nominating Committee Chair  
City of Cornelius  
1355 N. Barlow Street  
Cornelius, Oregon 97113

Or by email: [debby.roth@corneliusor.gov](mailto:debby.roth@corneliusor.gov)



## CANDIDATE'S STATEMENT FOR BOARD POSITION

**(Extended Nomination Deadline: August 2, 2021, 5pm)**

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  - State what you believe the objectives of OAMR should include.
- Letter of Support from Mayor or municipality you represent.
- Recent photograph (high quality digital color photograph).
- Attach copies of OAMR certificates issued for active participation on OAMR Committees for two years, within the past four years.

**NAME** (as it appears on ballot): Kayla Duddy

**CANDIDATE FOR POSITION OF:** Region VI Director

### **CANDIDATE'S STATEMENT:**

*Additional pages may be attached.*

Hello OAMR Team!

I, Kayla Duddy, am officially declaring my candidacy for the Oregon Association of Municipal Recorders Region VI Director position.

I am the Deputy City Recorder for the City of Bend and have been an active member of the OAMR for almost four years. I have completed the Northwest Clerks Institute Professional Development I and II and will be finished with Professional Development III the end of June 2021. My goal is to receive my CMC from the IIMC Professional Development Certification Program July 2021 and plan start working towards pursuing my MMC which becoming a Region Director will help me in achieving that goal.

My OAMR Committee activities include: Conference Committee (2018-present), Conference Committee Sponsorship Subcommittee Co-Chair (2020-present), Internet Committee Co-chair (2019-2020) and Internet Committee Chair (2020-present).

Before working for the City of Bend, I did not know what it was like to work for a local government and what it took to run a City. By attending OAMR Mid-Year and Annual Conferences, Professional Development Courses, and being a co-chair and chair for the Internet Committee, I feel that I have learned the knowledge and skills to be an excellent candidate for the Region VI Director position.

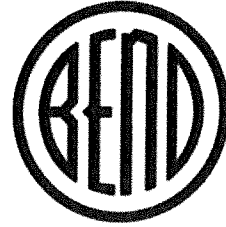
OAMR is a place where people can learn, grow, and network with a great group of people, keep track of changes in the State government and a place for members to go with questions or concerns.

A City Recorder is not just about minute taking and meeting packets, a City Recorder is the City's historian and the glue that keeps everything together. These past four years I have had the opportunity to meet some amazing City Recorders and Deputy City Recorders all across the beautiful State of Oregon who have not just become friends, but family.

I have enjoyed being a part of this incredible organization and would be honored to serve as your Region VI Director.

Thank you for your consideration.

Kayla M. Duddy  
Deputy City Record  
City of Bend



## CITY OF BEND

June 22, 2021

710 NW WALL STREET  
PO BOX 431  
BEND, OR 97709  
(541) 388-5505 tel  
Relay Users Dial 7-1-1  
(541) 385-6676 fax  
bendoregon.gov

MAYOR  
Sally Russell

MAYOR PRO TEM  
Gena Goodman-Campbell

CITY COUNCILORS  
Melanie Kebler  
Anthony Broadman  
Megan Perkins  
Rita Schenkelberg  
Barb Campbell

CITY MANAGER  
Eric King

Debby Roth  
OAMR Nominating Committee Chair  
City of Cornelius  
1355 N Barlow Street  
Cornelius, Oregon 97442

Dear Debbie and Nominating Committee,

My name is Eric King, City Manager for the City of Bend, and I am writing in support of Kayla Duddy's application for the Oregon Association of Municipal Records Region VI Director.

Kayla has worked for the City of Bend for over three years and has been a hardworking, motivated and a dedicated employee. Kayla would be an asset to the OAMR Board and I am confident that Kayla would be a great OAMR Region VI Director.

Sincerely,

Eric King,  
City Manager





*Oregon Association of Municipal Recordors*

***CERTIFICATE OF APPRECIATION***

*Presented to*

***Kayla Duddy***

*For efforts and contributions made while serving on*  
***OAMR CONFERENCE COMMITTEE***

2018-2019

*Nicole Morris*

---

*Nicole Morris, OAMR President*



*Oregon Association of Municipal Recordors*

## *Certificate of Appreciation*

*Presented to*

***Kayla Duddy***

*For efforts and contributions made while serving on the*

### *Conference Committee*

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



*Oregon Association of Municipal Recordors*

## *Certificate of Appreciation*

*Presented to*

***Kayla Duddy***

*For efforts and contributions made while serving as the Co-Chair on the*

### ***Internet Committee***

*September 2019-September 2020*

*Kathy Payne*

*Kathy Payne, MMC, OAMR President*



# OAMR BOARD REPORT

## NORTHWEST CLERKS INSTITUTE EDUCATION COMMITTEE REPORT

Meeting Date: October 1, 2021  
Source of Item: NCI Education Committee

Contact: Karin Johnson, MMC, City of Independence  
Contact Telephone Number: 503-837-1172  
Contact email: kjohnson@ci.independencence.or.us

### ISSUE STATEMENT

The annual report, which summarizes 2020-21 activities for the Northwest Clerks Institute (NCI) Education Committee, is respectfully submitted to the OAMR Board.

### BACKGROUND

The OAMR committee is comprised of the Professional Growth & Leadership Development Committee chair (Karin Johnson, MMC); the OAMR Education Committee Chair (Peggy Hawker, MMC); and an appointment by the OAMR President (Ruth Post, MMC). As Ruth Post was elected to serve as one of our Region 9 Directors, Angie Lanter agreed to fill her spot for the second half of the year.

The OAMR committee plus 3 members each from WMCA and AAMC, forms the multi-state partnership. This committee works with the Institute Director Joann Tilton to ensure professional development courses meet the current needs of today’s city recorders/clerks and meets criteria set out by the International Institute of Municipal Clerks.

### ACTIVITIES

1. The 3-state NCI committee met on August 26<sup>th</sup> to review the 2021 virtual institute; to review and approve a new agreement with Washington State University (WSU) for 2022-24; to discuss 2022 NCI Professional Development planning; and to prepare the 2022 preliminary budget.
  - Due to COVID-19, the 2021 Institute had a modified program this year. Classes were held virtually; PDI, PDII and PDIII extended over a two-week period, with three 4-hour days per week. PDIV consisted of three 4-hour days. The virtual summer institute was record setting, with 239 registered / 233 attending:

PD I	65 registered, with 61 attending
PD II	60 registered, with 59 attending
PD III	60 registered, with 60 attending
PD IV	54 registered, with 53 attending

The comments from participants were mostly on the very favorable side. Trainers were rated at an overall high, with some specific feedback provided where improvements could be made. Feedback will be shared so adjustments can be made by trainers for future programs.

- The NCI operates as a program of WSU on a 3-year contract. Our 2019-21 agreement has concluded; a proposed agreement has been reviewed and approved by the committee, and a final version will be presented to the Board at this meeting. There are minor changes from the previous contract – some fees are being increased by WSU: the registration management fee increases from \$10 to \$12 per registrant; Management Fee – this fee will increase from \$18,000 to \$21,000 and covers the direct costs of WSU staff for the administration of our program; and merchant transaction use of a credit card by registrants will increase from 3% to 3.5%

At the completion of each three-year contract, any financial deficit must be paid; additionally, any surplus is divided between the three states. In 2018, there was a surplus of \$43,885.06; \$20,000 was kept as contingency with the remaining divided between the three states. In 2020 there was liability of \$25,280.28 (nearly \$8,500 per state) for the cancellation of the PD series (due to COVID). The previous surplus distribution helped, although it was provided in a previous year. It is unknown what June, 2022 will look like, and the committee is recommending keeping the surplus at this time to help provide for any uncertainties there may be for the 2021-22 year.

- That the virtual training was well-received is not in doubt; however, it is the opinion of our professional director and the committee that not all courses transfer well to a virtual format - many hours in front of a computer are not ideal for optimum learning. It is the committee's recommendation to plan for an in-person institute in 2022.
  - A 2022 Budget is being prepared based on in-person attendance, with reduced numbers. Once adopted, the budget can be amended should circumstances arise.
2. The contract with our Institute Director is also a three-year contract and is up for renewal consideration. A final, proposed contract - once fully reviewed by the committee - will be forwarded to the various state boards for adoption consideration.

#### **RECOMMENDATIONS FOR FUTURE**

It is vital that OAMR be an active partner & participant in the decisions made for the Institute. Our three-state partnership is unique and provides outstanding education opportunities for our entire membership. Maintaining a strong commitment and active participation in the Institute should remain an OAMR priority.

Many thanks to President Angie Lanter for appointing me to this important, valued committee and for the contributions of Peggy Hawker, Ruth Post and Angie Lanter that ensures OAMR is well-represented.

**SUGGESTED MOTION.** N/A – report for information only.



# OAMR BOARD REPORT

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## NCI COMMITTEE REPORT - ADDENDUM

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Meeting Date: October 1, 2021  
Source of Item: NCI Committee

Contact: Karin Johnson, MMC, City of Independence  
Contact Telephone Number: 503-606-1172  
Contact email: kjohnson@ci.independence.or.us

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### PROPOSED ACTION:

As discussed in the Board report, a proposed 3-year contract with Washington State University for operation of the Professional Development programs at the University of Puget Sound is attached.

The agreement outlines the services to be provided by WSU in conjunction with the Institute Director for the Northwest Clerks Institute. The attached agreement for 2022-2024 mirrors the prior agreement with the following changes:

- WMCA President is updated to Susan Duncan as the signatory. WMCA takes the lead on the agreement for our 3-States.
- Page 2, 3C Registration – the registration management fee increases from \$10 to \$12 per registrant
- Page 4, 8A Management Fee – this fee will increase from \$18,000 to \$21,000 and covers the direct costs of WSU staff for the administration of our program
- Page 5, 8C.b – the merchant transaction use of a credit card by registrants will increase from 3% to 3.5%

Please noted, Page 5, D Administrative Fee – remains unchanged as an 8% administrative fee on all revenue generated by the program.

This agreement is presented with the in-person Institute model in mind. Joann Tilton, Institute Director, is comfortable with the language and the proposed changes in the agreement. Should the need arise or direction change regarding the format of the Institute, another agreement or an addendum will be prepared outlining the format and responsibilities of all parties.

The three-state NCI committee reviewed the contract and unanimously recommends approval by OAMR, WMCA and AAMC.

### ATTACHMENTS

- A. Proposed contract.



**WASHINGTON STATE UNIVERSITY PROFESSIONAL EDUCATION  
CONFERENCE AGREEMENT  
for  
NORTHWEST CLERKS INSTITUTE**

Washington State University by and through its Professional Education Department (“WSU-PE”) provides conference services to WSU colleges and departments, and to other public agencies or non-profit organizations made up of public agencies, on a fee for service basis. Washington Municipal Clerks Association (“Agency”) is a public agency that wishes to engage WSU-PE to assist it in preparing for and administering its Institute. This Agreement (“Agreement”), between WSU-PE and Agency confirms the arrangements and obligations of the parties for the event titled Northwest Clerks Institute (“Institute”) to be held on the following dates:

- 2022:
  - PDI June 05-10, 2022
  - PDII June 12-17, 2022
  - PDII June 19-24, 2022
  - PDIV June 13-16, 2022
- 2023:
  - PD I June 4-9, 2023
  - PD II June 11-16, 2023
  - PD III June 18-23, 2023
  - PD IV June 12-15, 2023
- 2024:
  - PD I June 2-7, 2024
  - PD II June 9-14, 2024
  - PD III June 16-21, 2024
  - PD IV June 10-13, 2024

**1. PURPOSE:**

The purpose of the Northwest Clerks Institute is to provide a comprehensive curriculum in public administration management, technical skills and professional/personal development to support continuing education toward certification as a Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC).

The target audience for the Institute is clerks in local government in the States of Washington, Oregon, and Alaska.

**2. AGREEMENT ADMINISTRATION:**

The following individual(s) have the authority to administer this Agreement and be responsible for tracking performance of this Agreement, and shall serve as the contact person(s) for all billings and communications regarding this Agreement:

**For Agency:**

Susan Duncan, President, WMCA  
Joann Tilton, Director, NW Clerks Institute 209-456-7855

[susanduncan@cityofferndale.org](mailto:susanduncan@cityofferndale.org)  
[joann.tilton@wsu.edu](mailto:joann.tilton@wsu.edu)

**For WSU-PE:**

Brianne Wyatt, Senior Conference Manager 253-445-4629  
Jennifer Cook, Director 509-335-5792

[brianne.wyatt@wsu.edu](mailto:brianne.wyatt@wsu.edu)  
[jencook@wsu.edu](mailto:jencook@wsu.edu)

**3. WSU-PE SERVICES:**

WSU-PE will provide the following services to Agency for the Institute:

**A. PROGRAM DEVELOPMENT SUPPORT**

- Assist in developing the institute format.
- Provide guidance on program format and environment to achieve institute objectives.
- Attend monthly calls with the Institute Director or as needed and directed. As event gets closer, meeting will be bi-weekly.
- Handle customer questions related to institute activities.
- Prepare all PDI, PDII, PDIII and PDIV materials every year.
- Prepare and disseminate session and overall surveys. Collect data and report to Institute Director.
- Process travel for the Institute Director.

**B. FINANCIAL MANAGEMENT & CONTRACT NEGOTIATIONS**

*WSU implements an 8% administrative service charge and credit card revenue is subject to a 3% service charge. These fees will be the responsibility of the Agency.*

- Meet with NCI Education Committee to establish an institute budget and timeline.
- Financial reporting and management of registration funds within the budget provided by the institute committee.
- Review and approve final facility bill.
- Provide an annual financial report.
- Review and approve expenses with Institute Director prior to payment.
- Pay regular invoices from Director for Director's services rendered as detailed in the NCI Agreement with the Institute Director.
- Ensure that all payments have a supporting contract and invoice so that you may be ensured that all payment meet strict auditing requirements.
- Final accounting of all revenue and expenses for the event.

**C. REGISTRATION**

*An additional registration management fee of \$12 is charged on all registrants who submit a record on the institute registration page.*

- Receive and process registrations by mail, phone, or online.
- Registration will include PDI, PDII, PDIII, and PDIV annually.
- Registration will include early and late check out for dorms.
- Receive and process registration fee payments via Visa, Mastercard, Discover Card, and check.
- Provide a toll free 800 number for potential participant registration and questions.
- E-mail registration confirmation letters upon receipt of registration.



- Send reminder information to registered attendees as needed.
- Respond to letters, telephone calls, and e-mails regarding registration.
- Prepare final roster of registrants with name, address, and affiliation.
- Prepare name tags with registrant's name, company name, city, state.
- Provide access for the Institute Director to obtain online, up-to-date information regarding registrations.
- Provide collection services up to three months after the event.
- The attendee will have the option to pay with multiple funding sources, i.e. credit card and check in one transaction.

#### D. FACILITY MANAGEMENT/CONTRACT NEGOTIATION

- As approved by the Institute Director, sign contracts with facility for:
  - Dorm room nights
  - Meeting and dining room facilities
  - Classrooms
  - Reception space
- Assist Institute Director in facility cut off dates for counts
- Collect banquet meal and Sunday box lunch choices and provide Institute Director with lists of choices.

#### E. FOOD AND BEVERAGE MANAGEMENT

- Assistant Institute Director in preparing reception, dinner and break functions.

#### F. MARKETING

- Produce, publish and distribute all printed institute materials, including registration brochure, program/agenda, workshop description, speaker bios, attendee list, etc. (Printing of materials will be a line item in the budget and is not covered by the management fee).
- Design institute logo/banner.
- Work with external vendors to print materials.
- Prepare certificates.

#### G. SPEAKER MANAGEMENT

- Facilitate communications with secured speakers as directed.
- Execute speaker contracts as directed by the Institute Director.
- Reimburse travel arrangements/hotel accommodations for presenters/speakers as directed by the Institute Director.
- Solicit from speaker's handouts, biographies, and information to promote the session online and for print manuals.
- Provide speaker name badge ribbons.

#### H. ONSITE MANAGEMENT

- Provide one staff member for PDI check-in and as an on-call resource during normal business hours.



#### 4. AGENCY RESPONSIBILITIES

The Institute Director will plan and conduct all aspects of the program not assigned to WSU-PE as listed above and will cooperate with WSU-PE in carrying out its duties under this Agreement.

#### 5. CONFERENCE BUDGET

WSU-PE and Agency will jointly establish a budget for all anticipated costs, expenses, and revenue (incurred or received) in connection with the Institute.

The Institute will be budgeted to include all anticipated program and management costs and expenses, as outlined in the budget. Any surplus revenue or deficit resulting from the Institute, after all costs and expenses have been paid and revenue received, will be assumed by the Agency.

#### 6. CONTRACTS AND FINANCIAL RESPONSIBILITY

Except as otherwise provided in this Agreement, WSU-PE has authority to negotiate and execute contracts, to commit expenditures, and to collect revenue in accordance with, and to accomplish the activities set forth in, the established Institute budget.

The Agency accepts 100% of the financial risk for this Institute. If revenues are not sufficient to pay all costs and expenses of the Institute, including payments to WSU-PE or any liabilities arising from the Institute, Agency shall pay the amount necessary to make up the difference.

#### 7. CONFERENCE ACCOUNT

WSU-PE will establish an account for the Institute. All revenue and expenses will be managed from this account, and regular comprehensive fiscal reports will be provided to the Committee.

Any surplus remaining following the event will be either refunded to the Agency or transferred to the follow year's conference account, as directed by the WMCA President.

#### 8. PAYMENT BY AGENCY TO WSU-PE

##### A. MANAGEMENT FEE

Agency will pay WSU-PE \$21,000 per year for the Institute to cover WSU-PE's direct costs associated with the management of the Institute.

In addition to the Management Fee, the Agency shall pay the direct costs including, but not limited to, travel expenses incurred by WSU-PE staff, overtime (if incurred), printing, shipping, and mailing.

##### B. Additional Compensation for Additional Services

Payment to WSU-PE shall not exceed the amount stated above unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be exceeded. If the fee is not increased, the extra work will not be performed.

##### C. Expenses

- a. Agency will pay WSU-PE a registration management fee of \$12 per registration records submitted for the Institute.



b. Agency will pay WSU-PE the 3.5% merchant transaction fee on all revenue collected via credit card.

D. Administrative Fee

WSU-PE uses the services of Washington State University Controller’s Office to manage the accounts under this Agreement. WSU charges an 8% administrative fee on all revenue retained by WSU to cover expenses. This includes the management fee, per person fee, credit card fee, and any direct expenses.

E. Cancellation

In the unlikely event the Institute is cancelled or Agency decides to terminate this agreement with WSU-PE, Agency will pay WSU-PE in accordance with the following scale:

Signing to 365 days before Institute	50% of the Management Fee Plus 100% of costs, administrative fees, and direct expenses actually incurred or not cancellable
364 days to 180 days before Institute	75% of the Management Fee Plus 100% of costs, administrative fees, and direct expenses actually incurred or not cancellable
180 days to start of Institute	100% of the Management Fee Plus 100% of costs, administrative fees, and direct expenses actually incurred or not cancellable

9. GENERAL PROVISIONS

A. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence upon signing of this Agreement by both parties and be completed approximately 150 days after the close of the event unless terminated sooner as provided herein.

B. RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. Retention of all books, records, documents, and other material relevant to this Agreement will be for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

C. TERMINATION

Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the cancellation policy outline above will be in effect.



## D. HOLD HARMLESS

Except as expressly set forth herein, each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees, and agents in the performance of this Agreement. Neither party shall be responsible for the acts and omissions of those entities or individuals not a party to this Agreement.

## E. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state of Washington.

## F. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement that the parties can't resolve, they shall allow the dispute to be decided by a Dispute Panel in the following manner: Each party to this Agreement shall appoint one member to the Dispute Panel. The members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the parties hereto. There shall be no charge to the parties for these services of the Dispute Panel.

## G. NO DISCRIMINATION

There will be no discrimination in the performance of this Agreement on the basis of race, religion, creed, color, national origin; sex; marital status; sexual orientation (including gender identity); age; genetic history; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal by a person with a disability; or any other protected status, in compliance with applicable state and federal law.

## H. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in writing signed by an authorized representative of the party and attached to this Agreement.

## I. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

## J. AMENDMENTS

This Agreement may only be amended by the mutual written consent of the parties, set forth in writing, signed by individuals authorized to bind each party.

## K. SIGNATURES



Each party affirms that the individual signing this Agreement on that party's behalf has been granted the authority to do so, and by his/her signature affirms that the party will comply with the terms and conditions hereof.

**WSU-PE**

**AGENCY**

**APPROVED BY:**

**APPROVED BY:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Brianne Wyatt

Name: Susan Duncan

Title: Senior Conference Manager

Title: President, WA Municipal Clerks Association

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Joann Tilton

Title: Director, NW Clerks Institute

Date: \_\_\_\_\_



# OAMR BOARD REPORT

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## PROFESSIONAL GROWTH & LEADERSHIP DEVELOPMENT COMMITTEE REPORT

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Meeting Date: October 1, 2021  
Source of Item: PG&LD Committee

Contact: Karin Johnson, MMC, City of Independence  
Contact Telephone Number: 503-837-1172  
Contact email: kjohnson@ci.independence.or.us

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### ISSUE STATEMENT

The annual report, which summarizes the 2020-21 activities for the Professional Growth & Leadership Development Committee, is respectfully submitted to the OAMR Board.

### BACKGROUND

I would like to thank the members of this year's committee: Tori Barnett, MMC, Michele Eldridge, CMC, Peggy Hawker, MMC, Angie Lanter, MMC, Ruth Post, MMC, Marla Roberts, CMC, Carol Weir, MMC, and Kimberly Wollenburg for their support on this committee. Unfortunately, COVID prevented the committee from having its in-person presence at the LOC and other professional conferences.

### INFORMATION

#### 2020-21 Committee Projects:

- Newly elected 2020-21 Board members were provided with leadership mentors.
- Due to COVID-19, the 2021 League of Oregon Cities Annual Conference will be virtual this year, so OAMR will not be staffing a booth.
- Provided materials to the Spring Newsletter for promotion of Municipal Clerks Week.
- Provided information in April, 2021 to the Board and membership and to the OAMR Spring Newsletter about the NCI 2021 virtual institute.

#### Northwest Clerks Institute:

Due to COVID-19, the 2021 Professional Development series at the Northwest Clerks Institute on the University of Puget Sound campus was held virtually this year. The NCI Committee Report will provide details on the institute; the bottom line is that the virtual institute was very successful. Planning for an in-person institute for 2022 has begun.

# OAMR BUSINESS MEETING REPORT



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## Records Management Committee

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Meeting Date: October 1, 2021  
Source of Item: Records Management Committee (RMC)

Contact: Sue Ryan, Co-Chair  
Contact Telephone Number: 503-537-1283  
Contact Email: [Sue.Ryan@newbergoregon.gov](mailto:Sue.Ryan@newbergoregon.gov)

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### ISSUE STATEMENT

This is an informational report of the activities of the RMC and does not include any Board action.

### BACKGROUND

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

The committee met virtually this year due to the COVID-19 pandemic. This committee typically meets four times per year Fall (November/December), Winter (February/March), Spring (April/May), and Summer (July/August).

Co-Chair Kattie Riggs resigned due to taking a new job with Clackamas Community College. The committee is re-thinking its work on the Electronic Records Manual. Due to many changes including the unique stressors of the pandemic and societal change, the committee focused more on dialogue and relationship building this year. The committee has decided to initiate the review process of the city retention schedule through a subcommittee.

The RMC also continued to maintain its relationships with the Oregon Law Enforcement Records Association (OLERA), Oregon State Archives, the Oregon Public Records Advocate Office, and other OAMR committees. As in years past, we continued to monitor the development of records policy in Salem.

### RELATED POLICIES/BUDGET CONSIDERATIONS

There are no related policies or budget considerations associated with this report.

### BOARD OPTIONS

The Board is asked to receive this report and provide any necessary feedback and direction.

### CHAIR'S RECOMMENDATION

It is the chair's recommendation that the Board accept this report.

### SUGGESTED MOTION

(none)

### ATTACHMENTS

1. (none)

# OAMR BOARD REPORT



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## RETIRED CLERKS COMMITTEE

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September 2021

Source of Item: Committee Report

Contact: Diane Harris, City Recorder  
Melanie Masterfield, Deputy City Recorder  
Contact Telephone Number: 541.459.2856  
Contact E-Mail: [d.harris@ci.sutherlin.or.us](mailto:d.harris@ci.sutherlin.or.us)  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)

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**COMMITTEE CO-CHAIRS & MEMBERS:** Co-Chairs, City Recorder, Diane Harris, CMC, and Deputy City Recorder, Melanie Masterfield, Sutherlin; and members City Recorder, Deanna Casey, MMC, Central Point; Retired City Recorder, Debbie Hamilton, CMC, Sutherlin; City Recorder, Dale Shafer, Nehalem; City Recorder, Carol Weir, MMC, Rogue River

### ISSUE STATEMENT

**2020-21 Retirees:** No new information, since the last board report.

### BACKGROUND

N/A.

### RELATED POLICIES/BUDGET CONSIDERATIONS

None

### BOARD OPTIONS

None

### CHAIR OR DIRECTOR'S RECOMMENDATION

None at this time.

### SUGGESTED MOTION

None

### ATTACHMENTS

None

# OAMR BOARD REPORT



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## Scholarship Committee

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Report Date: October 1, 2021  
Source of Item: Scholarship Committee

Contact: Debby Roth, MMC, Chair  
Contact Telephone Number: 503-992-5305  
Contact Email: debby.roth@corneliusor.gov

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### ISSUE STATEMENT

This is an informational report for 2020-2021

Scholarship Committee members:

Susan Reeves, MMC, Scappoose; Cathy Nelson, CMC, Harrisburg; Marla Roberts, CMC, Nyssa  
Kari Linder, Lake Oswego; Kelly Morse, MMC, Redmond; Anna Ruggles, CMC, Forest Grove.

### BACKGROUND

OAMR's mission includes enhancing the quality of the office of municipal recorder and encouraging dedication to the profession by providing educational experiences of the highest quality. As part of our ongoing focus of providing our members with educational opportunities, several scholarships offer financial assistance to members who might not participate due to funding restrictions.

Scholarships for 2021 look a little different, yet continue to support the membership in providing valuable educational opportunities—the OAMR Board-approved reimbursable scholarships. Awards will be reimbursed upon successfully completing requirements; scholarship recipients will be required to complete a KTAP or report within 30 days of training.

2021 OAMR Academy and Conference

- Academy  
Zaira Robles Muniz, City of Newburg  
Sheila Jasperson, City of Weston  
Lisa Scholl, City of St Helens  
Cathy Nelson, City of Harrisburg
- Conference  
Wendy Woody, City of Waterloo  
Zaira Robles Muniz, City of Newburg  
Melanie Masterfield, City of Sutherlin  
Sheila Jasperson, City of Weston  
Lisa Scholl, City of St. Helens

2021 Professional Development Scholarships Awarded:

- PD I:  
Laural Casey: Oak Lodge Water Service District  
Jennifer Young: City of Huntington  
KayLee Marone: City of North Bend  
Jamie Ward: Fall City  
Lacey McQuead: City of Enterprise

Scholarship Award For The 2020 IIMC Conference.

- IIMC 2021- IIMC 2020 Conference Cancelled  
Tori Barnett, City of Ontario

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