

Oregon Association of Municipal Recordors
Draft Executive Board Meeting Minutes
Valley River Inn, Eugene, OR
Friday, February 6, 2009

I. CALL TO ORDER:

President Kathy Louie called the Executive Board meeting of the Oregon Association of Municipal Recordors (OAMR) to order at 10:02 am.

II. ROLL CALL:

Roll call was by sign-in sheet.

EXECUTIVE BOARD PRESENT: President Kathy Louie, MMC, Corvallis; First Vice-President Ruth Post, CMC, Philomath; Second Vice-President Karin Johnson, CMC, Independence; Secretary Stacie Cook, CMC, Mill City; Treasurer Nancy Batchelder, MMC, Yachats; Region I Director Susan Reeves, CMC, Scappoose; Region III Director, Mary Dibble, MMC, Albany; Region IV Director Amy Sowa, CMC, Springfield; Region V Director Shirley Kappas, CMC, Klamath Falls; Region VI Director Julie Krueger, MMC, The Dalles; and Region VII Director Tori Barnett, MMC, Ontario.

OAMR MEMBERS PRESENT: Norma Alley, CMC, Newberg; Amber Ames, CMC, Hillsboro; Denise Carey, MMC, Estacada; Tracy Davis, MMC, Keizer; Michelle Eldridge, CMC, Harrisburg; Mary Feldman, CMC, Eugene; Sandy King, MMC, Wilsonville; Betty Langwell, MMC, Albany; Debbie Lockhart, CMC, Keizer; Debbie Manning, Dundee; Elisa Olson, MMC, Klamath Falls; Debbie Werner, Hillsboro; and Kitty Vodrup, Junction City.

III. PRESIDENT'S REPORT:

- A. President Louie said the IIMC Region IX Director Agreement started last year and reviewed at the last Board meeting was finally signed by all State Presidents. The \$4.00 per member assessment cost will remain in the Agreement.
- B. President Louie distributed Colleen Nicol's note of thanks to OAMR for the donation to her campaign for Vice President. She reported that Ms. Nicol was running unopposed, as the other candidate withdrew, and will be sworn in at the Chicago conference and will preside as IIMC President at the 2012 conference in Portland.
- C. President Louie also distributed the seasons' greeting card she received from IIMC President Dyanne Reese.
- D. President Louie said she was excited to attend and represent OAMR at the Washington Municipal Clerks Association conference March 17-20 and the City Clerks Association of California conference April 21-24.
- E. President Louie said she wrote a letter on OAMR's behalf in support of Peggy Hawker's Region IX Director nomination packet. Ms. Hawker will be sworn in at the Chicago conference.

IV. APPROVAL OF MINUTES:

- A. Executive Board Meeting of November 21, 2008 – MOTION:** Ms. Johnson moved/Ms. Barnett seconded to approve the Executive Board meeting minutes of November 21, 2008. Motion APPROVED.

Executive Board Meeting of January 6, 2009 – MOTION: Ms. Krueger moved/Ms. Post seconded to approve the January 6, 2009, E-Meeting minutes. Motion APPROVED.

V. OFFICERS' REPORTS:

- A. 2nd Vice President's Report:** 2nd Vice President Karin Johnson, CMC, Independence, provided an update on the 2010 conference contract. She said the \$300 set-up fee had been reduced to \$200 for the Mid-Year Academy. Meeting rooms would be available for any OAMR meetings. Room rates would be \$89 per night for both the Mid-Year Academy and the Annual Conference. Vendor tables (up to 20) were free. Ms. Post stated that the free vendor tables compensated for the \$200 set-up fee at Mid-Year. President Louie asked about the size of the board room for the annual meeting. Ms. Johnson said it probably would not be big enough to do all of the work; however, the entire conference center would be available to OAMR, so other areas could be used.

Susan Reeves arrived at 10:15 a.m.

President Louie said she received a comment about the conference dates. Ms. Olson stated that the conference dates for the next two years were a week off from when the conferences are normally held. Conferences are generally held the third full week of the month. Ms. Barnett felt the reason for the date change was availability at the conference site. Ms. Johnson said part of the scheduling involved date conflicts with the League of Oregon Cities conference. President Louie said part of the reason for the 2009 conference date change was the schedule of University of Oregon home football games. Ms. Post asked that flexibility be used when planning annual conferences to allow for members who attend the LOC conference. President Louie noted that the 2010 LOC conference would be held September 22-26 and would conflict with the OAMR conference, if it were held during the third full week of September. Ms. Post suggested getting the LOC 2011 conference dates as soon as possible.

- B. Treasurer's Report** – Ms. Batchelder noted that the additional IIMC Scholarships line item as requested at the last meeting had not been made. The bank and Investment Pool balances were \$63,006.72. Ms. Batchelder requested clarification as to where in the budget to place the computer and software that was purchased. Ms. Carey noted that a line item could exceed the budget without any necessary adjustments, provided the final numbers did not change. Ms. Post asked if an updated budget showing the 2007-2008 actuals and 2008-2009 adopted budget would be available to place on the Web site. Ms. Batchelder said the new software required her to start from scratch, so the old information was not posted. She said a spreadsheet could be created to show this information.

- C. Secretary's Report** – Ms. Cook said the Board needed to ratify interim approval of Resolution 2009-01.

MOTION: Ms. Cook moved/Ms. Johnson seconded to ratify the OAMR Board interim approval of Resolution No. 2009-01: A resolution authorizing signatures for banking

services on behalf of the Oregon Association of Municipal Recordors. Motion APPROVED.

VI. COMMITTEE REPORTS:

- A. **Audit Committee** – No report.
- B. **Bylaws Committee** – Ms. Olson, Chair, explained that the Committee was charged with reviewing the Bylaws to determine if language was needed regarding filling a Board vacancy where no “qualified” candidate was available and if language was necessary requiring two-year terms for committee chairs. It was determined that the current Bylaws allowed for the President to appoint someone to fill a vacancy; no additional language was needed. The two-year committee chair issue should be a policy, rather than added to the Bylaws.
- C. **City Recorder’s Procedure Manual** – Michelle Eldridge, Chair, asked about the possibility of preparing a bound, hardcopy of the manual for new members attending the conference for the first time. Ms. Eldridge said she would provide the Board with cost estimates. Ms. Dibble said coil-bound manuals would be easier to use.
- D. **Conference Committee** – Ms. Post, Chair, said the room block for the Mid-Year Academy this year was 70 rooms, and OAMR must meet at least 90% of that or be charged the difference. Ms. Olson said that reservations and registrations would increase in March. President Louie said OAMR could release rooms before the deadline and not be charged for them. Discussion regarding releasing the Saturday night rooms for the annual conference ensued. Ms. Post and President Louie offered to review the contract to determine if the rooms could be released. Ms. Langwell noted that the economic conditions caused some cities to forego paying for hotel rooms for events within short driving distances. President Louie suggested mentioning room sharing again this year. Ms. Post thanked the City of Albany for the fantastic logo for the 2009 OAMR Conference.
- E. **Education Committee** – Ms. Davis, Chair, said 16 registrations were received for the Mid-Year Academy so far. There was a request for a records management on-the-road workshop. Dema Harris was working on the annual academy approval.
- F. **Historical Preservation Committee** – Ms. Batchelder, Chair, said two additional members joined the Committee since the last board meeting.
- G. **IIMC Conference Committee** – Ms. Carey, Chair, said a manual was available from IIMC; however, she was working to make the duties more detailed. Ms. Carey asked all the past and future presidents to stay after the conference meeting to discuss the IIMC 2012 conference theme. Ms. Carey was informed that the costs for the 2012 conference should not be as high as she expected. The Committee will assemble baskets as give-away items for OAMR’s booth at the IIMC conference. The committee would also like to purchase banners for the booth. President Louie said approximately 17 Oregon members would attend the IIMC conference. Ms. Carey said the task lists and descriptions should be available by the end of February.
- H. **Internet Committee** – No Report.
- I. **Legislative Committee** – President Louie congratulated Ms. Langwell on receiving her MMC. Ms. Langwell, Chair, said 29 bills were going before the Legislature; several of those could affect cities regarding elections, ethics, and employee rights. There were also several finance and tax bills. Ms. Post commented that the 2009 sample ethics form did not include the sections regarding household members and relatives.

- J. Membership Committee** – Ms. Cook, Chair, reported 138 OAMR members, including five life members and 12 new members so far this year.
- K. Mentoring & Leadership Development Committee** – Kitty Vodrup, Chair, said the Committee was contacting new members. In addition, work began on the leadership development portion of the Committee. Ms. Vodrup said she would create sub-committees to work on Meet-and-Greet activities, as well as greeting new members at the Annual Conference.
- L. NCI Education Committee** – Tracy Davis, Chair, said the Professional Development brochures should be out by the end of February. The Institute Director nomination packet was sent and received by IIMC. California nominated David Jones for this award, as well. Ms. Davis said the testimonials within the packet were very interesting and heartwarming. IIMC criteria stated that they would notify the Institute Directors. Ms. Davis said she would check for the date of IIMC notification and get the completed nomination packet to our nominee beforehand.
- M. Newsletter Committee** – Debbie Werner, Chair, said the Committee's job description was streamlined, and they were asking for approval today. Ms. Werner asked that the Committee's camera be included as auction items at the Annual Conference. Ms. Post said the four issues format was included in the job description and asked if there was any feedback from the membership about having only three issues this year. Ms. Werner said she did not receive any comments on this issue. Ms. Krueger said continuing with four issues would be good; the more contact with members, the better.
- MOTION** – Ms. Krueger moved/Ms. Kappas seconded to approve the revised Newsletter Committee job description and manual as presented. Motion APPROVED.
- MOTION** – Ms. Post moved/Ms. Barnett seconded to declare the OAMR Newsletter Committee camera surplus and to add it to the silent auction items. Motion APPROVED.
- Ms. Werner said she received comments about adding other organizations' meeting dates in the newsletter, as well as a "Recorder's World" section notifying members of marriages, births, etc. Ms. Alley noted her agreement with the suggestion of allowing personal news in the newsletter.
- N. Nominating Committee** – Amber Ames, Chair, said the Committee made some suggestions for changes to the job description. There was at least one candidate for each open Board position this year.
- MOTION** – Ms. Johnson moved/Ms. Sowa seconded to approve the Nominating Committee job description and manual as presented. Motion APPROVED.
- O. Professional Growth & Development Committee** – President Louie noted that Ms. Hawker was not available today. Ms. Post read Chair Peggy Hawker's email update, noting that Sandy King agreed to be a presenter at the OMFOA conference at Salishan.
- P. Records Management Committee** – Ms. Alley, Co-Chair, said she and Co-Chair Ms. Boyce split the duties for the year. The Committee cleaned up the records and purged unneeded items. At the Annual Conference, the Committee would like to receive all records, so the purging and filing could be done before the records were sent to storage in Hillsboro.

MOTION – Ms. Krueger moved/Ms. Barnett seconded to approve the updated OAMR Records Retention and Disposition Schedule, Records Transmittal and Receipt Form, and Records Management Manual as presented.

In response to President Louie's inquiry, Ms. Lockhart said the microfilm information in the Records Management Manual was changed to keep the detail more generalized, as some of it was outdated. Motion APPROVED.

- Q. Retired Clerks Committee** – President Louie said the Committee hoped to come before the Board in April with requests relating to retired member fees and dues for retired members.
- R. Scholarship Committee** – Ms. King, Chair, said she received three additional scholarship applications, in addition to those listed in her report. Recommendations for scholarships should come through to the Board near the end of February.
- S. Special Projects & Fundraising Committee** – Ms. Johnson, Chair, said the quilt would be raffled at the Mid-Year Academy. A prize basket would be given to the member who sold the most raffle tickets. Ms. Johnson displayed the completed quilt for the group. The traditional trip raffle was replaced with two \$500 and one \$1,000 Visa cards, giving a person three chances to win. The region baskets were replaced this year with five themed baskets. New OAMR Store items include denim shirts, along with new charms for the year and a few small items. A McMinnville-based company made the shirts, eliminating shipping costs. Conference bags would be duffle style in black with a water bottle.

VII. REGION DIRECTOR REPORTS:

- A. Region I** – No report.
 - B. Region II** – No report.
 - C. Region III** – Region III Director Mary Dibble said a holiday ornament exchange was held. The tentatively planned rules and grammar training session might not occur.
 - D. Region IV** – Region IV Director Amy Sowa said a holiday meeting was held. A scheduled ethics training session was canceled but might be re-scheduled.
 - E. Region V** – Region V Director Shirley Kappas said a holiday luncheon was held. She said she would check on the type of training her region members would like.
 - F. Region VI** – No report.
- Region VII** – Region VII Director Tori Barnett said she was trying to get participation from her region for the theme baskets. One member who dropped out of the organization for a few years returned this year.

VIII. OTHER BUSINESS:

- A. Region IX dinner:** President Louie said she polled the Region IX Directors and State Presidents regarding whether a Region IX dinner would be supported, as suggested at the last Board meeting. She said everyone wanted to hold a dinner during the IIMC Conference. Peggy Hawker located a pizza restaurant, one block from the hotel, that would accommodate at least 65 people. The dinner would cost \$38 and include pizza, pasta, salad, dessert and soft drinks. The dinner would be Wednesday, May 20, at 6:00 pm. President Louie said she paid a deposit to reserve the room, and a flyer will be sent to region members soon.

B. Non-Profit 501 (C)(3): President Louie opined that a 501(C)(3) status was important and inquired about the status. Ms. Batchelder said OAMR would need to re-apply. She and Ms. Boyce would meet at the Mid-Year Academy to review the application. Ms. Carey suggested getting a copy of the Washington Clerks application to use as a reference.

C. Website Music: President Louie said she received an e-mail stating that the music on the Web site detracts from the professionalism of the site and requested a discussion. Ms. Alley said she personally liked the music but could understand that it might be distracting to some. It was suggested that the volume be reduced, so it did not disturb someone when the site was opened. Ms. Krueger suggested putting a poll on the Web site asking if the music was appropriate, should be changed, or should be removed. President Louie agreed with adding a survey on the site. Ms. Lockhart said she would add a survey and try to adjust the volume.

IX. FUTURE MEETINGS:

April 2, 2009, Valley River Inn, Eugene, at 3:30 pm.

X. ADJOURNMENT:

There being no further business, President Louie adjourned the OAMR Executive Board meeting at 11:49 a.m.

Respectfully Submitted,

Stacie Cook, CMC, Secretary