

Oregon Association of Municipal Recorders
Draft Executive Board Meeting Minutes
The Running Y Resort, Klamath Falls, OR
Thursday, April 3, 2008

I. CALL TO ORDER:

President Mary Feldman called the Executive Board meeting of the Oregon Association of Municipal Recorders (OAMR) to order at 4:08 p.m.

II. ROLL CALL:

Roll call was by sign-in sheet.

EXECUTIVE BOARD PRESENT: President Mary Feldman, CMC, Eugene; First Vice-President Kathy Louie, MMC, Corvallis; Second Vice-President Angie Kellar, CMC, North Bend; Secretary Ruth Post, CMC, Philomath; Treasurer Karin Johnson, CMC, Independence; Region I Director Susan Pentecost; Region II Director Debby Roth, Cornelius; Region IV Director Amy Sowa, Springfield; Region V Director Elisa Olson, MMC, Klamath Falls; Region VI Director Julie Krueger, MMC, The Dalles; and Region VII Director Tori Barnett, CMC, Ontario.

OAMR MEMBERS PRESENT: Laurie Boyce, Aurora; Stacie Cook, CMC, Mill City; Tracy Davis, MMC, Keizer; Mary Dibble, CMC, Albany; Peggy Hawker, CMC, Newport; Debbie Jermann, MMC, Gresham; Betty Langwell, CMC, Albany; Karen Spoons, CMC, Medford; Norma Alley, CMC, Newberg; Kitty Vodrup, Junction City; Cathy Steere, CMC, Lincoln City; Nancy Batchelder, MMC, Yachats; and Amber Deming, CMC, Hillsboro.

III. APPROVAL OF MINUTES:

Executive Board Meeting of February 8, 2008 – President Feldman noted the following change to Page 6 of the February 8, 2008, minutes: K. Nominating Committee ... "candidate for Region XII Director: corrected to "candidate for Region VII Director."

MOTION: Ms. Krueger moved/Ms. Johnson second to approve the Executive Board meeting minutes of February 8, 2008, as amended. Motion APPROVED.

IV. PRESIDENT'S REPORT:

A. President Feldman reported on her recent attendance at the Washington Municipal Clerks Association (WMCA) conference and said it was a great conference. She noted that she really feels like OAMR provides our honored guests with special treatment. She stated that IIMC Vice-President Candidate Sharon Cassler, MMC, Cambridge, Ohio, attended the WMCA conference also and at her own expense. President Feldman said Ms. Cassler enjoys the Pacific Northwest and, if elected, wants to return the focus of IIMC to the needs of the membership. President Feldman had the opportunity to meet vendors at the WMCA Conference that OAMR hasn't yet tapped and some provided quite a bit of sponsorship money. She has invited some of these vendors to Eugene for demonstrations and will encourage them to consider OAMR sponsorship.

Also at the WMCA Conference, President Feldman reported the Region IX Presidents met with IIMC President Charles Tokar and the British Columbia association director. During that meeting, the British Columbia association director explained that the position of their 800 members is that a lot of the requirements for the IIMC certification process don't meet their needs in the form of pure leadership training; and they are thinking of withdrawing from IIMC. Ms. Davis said the IIMC Region Boundary Restructuring Task Force had considered this issue. There was discussion about training that is offered in Region IX being beneficial to members of the British Columbia association and potential boundary restructuring.

B. President Feldman reported on the Northwest Regional Managers Conference in March at which OAMR made a joint presentation with WMCA on E-Issues. She thanked Peggy

Hawker, CMC, Newport, and Sandy King, MMC, Wilsonville, for serving as panelists; and she thanked Tracy Davis, MMC, Keizer, for her assistance in planning the training. She stated this was the first joint training effort with the WMCA representatives. Ms. Hawker said there were about 70 in attendance at the session. There was discussion about compliments that have since been received from City Managers who attended the session.

C. President Feldman updated the Board on the status of the Region IX Director appointment process and criteria. She will ask Ms. Gregory to put the information on the OAMR website.

D. President Feldman stated she has conversed several times with IIMC President Elect Dyanne Reese, CMC, Savannah, Georgia, to determine if she will be in attendance at the OAMR Annual Conference. President Feldman suggested that any member who would like to volunteer for an IIMC committee should contact Ms. Reese directly by e-mail.

E. President Feldman congratulated Debbie Jermann, MMC, Gresham, on the new opportunity she is embarking on at the Vancouver Transit District. Ms. Kellar noted Ms. Jermann is a prime example of someone using the professional skills learned from this organization for personal growth. Ms. Jermann commented that the transit district requested candidates have a bachelor's degree but considered her CMC and MMC certifications as acceptable substitutes.

F. President Feldman announced she had just received notification that Kathy Louie, Corvallis, had received her MMC designation. Ms. Louie received congratulations from those in attendance.

V. OFFICERS' REPORTS:

A. Treasurer's Report – Ms. Johnson stated there were no changes to the written report in the packet. Ms. Louie suggested the airfare for the President and First Vice-President to Atlanta should be allocated individually.

VI. ACTION ITEMS:

A. Affirmation of Interim Actions: Scholarship Approval – President Feldman requested affirmation of the scholarships approved via e-mail. Ms. Deming reported that Ms. Louie had withdrawn her scholarship request for Master Academy.

MOTION: Ms. Post moved/Ms. Johnson second to affirm the interim action of approval of the Scholarship Committee's recommendation for Mid-Year and Professional Development Scholarships. Motion APPROVED.

B. 2009 Mid-Year Academy Session – Ms. Hawker reviewed her report included in the agenda packet. Ms. Louie recommended future budgets allocate the food expense line item separately from speaker expenses. She said the Valley River Inn's menu is quite similar to the Running Y Resort. Ms. Hawker recommended increasing the academy fee to \$150. Ms. Louie noted breakfast will not need to be provided at the Valley River Inn due to availability of an on-site restaurant and recommended \$2,200 be budgeted for food expense for the 2009 Mid-Year Academy. There was discussion about separating the line items for speaker, food, and other. This was a consensus recommendation by the Board to the Budget Committee.

MOTION: Ms. Olson moved/Ms. Kellar second to approve the request submitted by the OAMR Education Committee to allocate \$4,850 for the educational component of the 2009 mid-year academy session, and authorize the President to sign the agreement with

Agreement Dynamics, Inc., for the services of Rhonda Hilyer, to present "Success Signals," on April 3, 2009, in Eugene, Oregon. Motion APPROVED.

C. Expense Policy Amendment – Ms. Johnson explained she was presenting this amendment as a starting place for discussion. She would like to have some set policy with relation to meals, airfare and lodging reimbursements. She included a new General Provision excluding gratuities because some cities do not allow reimbursement for them. Ms. Louie requested an explanation of federal per diem. Ms. Johnson explained her city uses federal guidelines to limit per diem to a maximum. She provided the breakdown explanation. There was discussion about different scenarios for capping reimbursements and about the federal rate allowing different amounts in different cities.

President Feldman said she would hope those serving OAMR would represent the organization appropriately and that gratuities are an expectation. Discussion resulted in agreement that gratuities be reimbursed to a maximum of 20%.

Ms. Johnson suggested changing General Provisions 7(d) to read "detailed receipts." President Feldman said there are times you don't get a detailed receipt back, particularly in restaurants. Ms. Johnson said those are covered under Policy Exceptions.

Ms. Johnson suggested adding the following text to General Provision 8 to allow for donations: This policy is not meant to limit sponsoring donations for social events.

President Feldman recommended adding the following text to General Provision 6: Actual cost not to exceed single room rate agreed upon.

Ms. Louie suggested under Payment of Expenses to change I(F)(2) to read: Corsages or boutonnières for incoming Executive Board members, host recorder, and installing officer.

President Feldman noted that the complimentary conference registration for the OAMR President is in the current expense policy but isn't in this proposed amendment. It was agreed that it should be added back in.

President Feldman suggested changing I(F)(5) to read: Vendors will receive two meal tickets to attend the Vendor Event.

President Feldman recommended rewording VI(B)(1) to: Death of a member or a family member.

Ms. Johnson noted the proposed addition of VI(B)(3) for birth of a child of a member. Ms. Langwell recommended adding "or adoption."

Ms. Louie suggested a clean draft be submitted to the Board. There was discussion about approving the conceptual revised policy.

MOTION: Ms. Post moved/Ms. Louie second to conditionally approve the OAMR Expense Policy as amended pending receipt of a final draft. Motion APPROVED.

D. 2011, 2012 Academy/Conference Adjustments – President Feldman explained that Denise Carey, MMC, Estacada, was unable to attend the meeting but would be submitting a proposal related to the 2011 and 2012 conferences. She stated the proposal would probably recommend 2011 mini-conference be held in Portland and the 2012 mini-conference in Region VII. This proposal would be presented to the Annual Conference during the business meeting. She stated there would be a mini vendor booth at Atlanta IIMC to preview the 2012 IIMC Portland conference.

E. Budget Adjustments

1. Membership Brochure Contingency Request – Ms. Cook said most of the new pamphlets were passed out at the February Board meeting and the second printing order

would exceed the budget by \$270. She suggested budgeting in the future for the pamphlets out of a different line item because they are being used by other committees.

MOTION: Ms. Krueger moved/Ms. Olson second to approve the transfer of \$270 from the contingency line item to membership printing. Motion APPROVED.

President Feldman recommended the Budget Committee consider different funding in the future.

2. Conference/Fall 2008 Academy – Ms. Louie reported conference expenses are within budget but the Academy does not have sufficient funds to cover expenses. She recommended increasing the budget for the 2008 Conference Academy by \$1,300. She said some of speaker Scott Marcus' expenses have been allocated to Conference Speaker expenses because he is giving a keynote session. Ms. Hawker reviewed Mr. Marcus' expenses but said his audio/visual needs are still unknown. Ms. Olson said this has become a recent challenge with speakers and there is a need to get that audio/visual information up front. There was discussion about technology costs associated with speakers. Ms. Jermann suggested a request form for speakers to submit. Ms. Sowa questioned if the corresponding scholarship amount would also increase. It was agreed that it would.

MOTION: Ms. Louie moved/Ms. Olson second to approve increasing the adopted Conference Academy line item budget from \$6,000 to \$7,300; and approve increasing the Academy registration fee from \$125 to \$150.

Ms. Johnson suggested increasing the revenue line item for Annual Academy by \$1,300. It was agreed to increase the expense line and the revenue line items to \$7,750 to balance.

AMENDMENT TO MOTION: Ms. Louie amended her motion to increase the budget line items to \$7,750. Motion APPROVED.

Main Motion APPROVED.

F. City Recorder's Procedure Manual Revisions – Mary Dibble reviewed her Committee's submission and the replacement pages for Titles I and IV. She asked if the Board wanted her to review the specific changes. President Feldman thanked the Committee for the tremendous amount of work put into updating the manual and recommended focusing on specific content questions. Minor corrections were recommended.

MOTION: Ms. Johnson moved/Ms. Krueger second to approve the Preface and Titles I, IV, V, and VI with changes as noted. Motion APPROVED.

Regarding changes to the remaining chapters, Ms. Post questioned if the Committee could be given approval to make "housekeeping" changes without Board approval. It was agreed by consensus that the Committee should do that and present substantive changes to the Board electronically for review and approval.

Ms. Dibble reviewed the results of the job duties survey. She requested Board direction for the next step. She suggested that sections could possibly be added to existing titles in the document. There was discussion about keeping the document within a reasonable format and size and adding the sections within the existing titles.

Ms. Dibble suggested adding a reference to the City Recorder's Procedure Manual in the Conference Handbook and was directed to go ahead with that idea.

G. Newsletter Guidelines & Manual – Ms. Jermann thanked Debbie Werner, Hillsboro, for developing the Stylebook to create uniformity in articles. President Feldman suggested conducting Board training at the beginning of the year.

MOTION: Ms. Olson moved/Ms. Barnett second to approve the amended OAMR Newsletter Manual and Editing Guide Stylebook." Motion APPROVED.

H. Records Procedure & Retention Schedule – President Feldman noted that Committee Chair Sandra King, MMC, Wilsonville, was unable to attend due to her upcoming presentation at the ARMA conference. Ms. Steere and Ms. Boyce were in attendance to represent the Committee. Ms. Steere reviewed the current Records Retention Administrative Procedure. She noted that the City of Keizer has offered to store OAMR records when its new City Hall is constructed. Ms. Boyce requested that duplicate records be purged and cleaned up according to the retention schedule before delivery to the Committee at the Annual Conference. The Records Management Committee offered to then prepare the record certificates for signature by the President. President Feldman applauded the Committee for tackling this task. There was discussion about separating documents into correct categories. Ms. Krueger recommended adding to each Committee and Officer Job Description the responsibility for transferring records.

Ms. Langwell questioned about OAMR's electronic records. Ms. Alley suggested that OAMR not utilize electronic records and should rely solely on hard copies. Ms. Batchelder described a database she created electronically several years ago as the Historic Preservation Chair that has now been lost. There was discussion about annually burning a CD for each Committee for electronic records. Ms. Steere suggested the Records Management Committee address this issue and come back to the Board with recommendations.

MOTION: Ms. Post moved/Ms. Pentecost second to reconfirm the use of the Administrative Procedure and Retention Schedule for the maintenance of the associations' records, and ask that records be brought to the September conference to be reviewed by members of the Records Management Committee and their disposition determined. Motion APPROVED.

VII. BOARD TRAINING ON OAMR RECORDS:

See discussion under VI(H) above.

VIII. REVISED JOB DESCRIPTIONS:

A. President/Immediate Past President – President Feldman explained that the February 8 Board meeting included reviews of the Professional Development Committee, Scholarship Committee, and Secretary job descriptions. She stated that because there were no changes made to those documents they were not re-included in the April 3 meeting packet. She said the Region Director description did have changes but was not resubmitted. There was review of the Region Director job description changes that were recommended at the Feb. 8 meeting. President Feldman suggested a motion to approve those job descriptions as reviewed in February in addition to the job descriptions being considered at this meeting. Ms. Krueger suggested that the Secretary make those changes. Ms. Deming suggested a standardized format be used for all of the job descriptions. Ms. Post offered to work with President Feldman to uniformly reformat all of the descriptions.

Ms. Krueger suggested adding to the President's Calendar Section G "election of officers." President Feldman explained that duty was currently in the Nominating Committee's job description. Ms. Olson agreed letters to mayors or city managers regarding election of their recorder to OAMR office should come from the President.

B. First Vice-President – In addition to the proposed job description, Ms. Louie added changes to include transfer of records and consistency of verbiage as seen in the President's job description. She suggested adding the duty to sign documents in the President's absence. Ms. Langwell said the By-laws Committee would be making a recommendation relative to that issue in addition to other changes to Section 8. It was agreed not to add this to the First Vice-President's job description until the By-laws Committee addresses it.

C. Treasurer – Ms. Johnson said she found many things to add to the Treasurer’s job description during the course of her first full year in office. There was agreement to add “Mentoring Committee” to the conference registration distribution in Responsibilities (H).

D. Retired Clerks Committee – President Feldman noted Gail Waibel, MMC, Hillsboro (retired), was unable to attend but requested that the job description and policy be reviewed. President Feldman stated there was minimal budget impact for the certificates in the policy.

MOTION: Ms. Louie moved/Ms. Johnson second to approve the Retired Clerks Committee purpose and responsibilities and the Retiree Recognition Policy. Motion APPROVED.

E. Special Projects/Second Vice-President – Ms. Kellar explained that she made a few minor changes from the version presented at the February 8 meeting.

F. Scholarship – Ms. Deming reviewed the proposed minor changes to the job description. She is working with the Internet Committee to include all scholarship deadlines to the website events calendar at the beginning of the year. She recommended adding that task to the job description.

G. Nominating – Ms. Olson noted a typographical correction to Responsibilities (h). President Feldman corrected that same section to read all criteria “are” met. Ms. Jermann recommended amending Responsibilities (k) because it has been added to the President’s job description and change to “provide the President with a copy of the oath of office.”

Ms. Batchelder questioned if the Historical Preservation Committee’s job description needed to be updated because the version she downloaded off the website was minimal. There was discussion about bringing that job description to the next Board meeting.

MOTION: Ms. Olson moved/Ms. Barnett second to approve the following Officer and Committee job descriptions as amended: President, First Vice-President, Special Projects/Second Vice-President, Secretary, Treasurer, Professional Development, Scholarship, and Nominating. Motion APPROVED.

President Feldman directed each officer and chair to transmit an electronic copy of the revised version to the President, and she would coordinate with the Secretary to uniformly revise the formats.

IX. REPORTS

A. Second Vice-President – Ms. Kellar listed the conference facilities that she had sent Requests for Proposals to for the 2010 Annual Conference in Region III. She said the rate at Salishan was substantially high and they were unwilling to renegotiate it down. She reported the Salem Conference Center is previously booked for our dates and this removes those two properties from consideration. She said the Lincoln City Convention Bureau forwarded the RFP to The Inn at Spanish Head, Rip Tide, and Chinook Winds. She has received a proposal from Agate Beach Best Western. There was discussion about obtaining additional bids. Ms. Davis said there is a location in Keizer that could submit a bid. Ms. Kellar stated she would make additional contacts with the goal of presenting at least three bids to the membership in September. There was discussion about the deadline for bids being May 23.

B. Region Directors

No verbal reports.

C. Committees

President Feldman requested any verbal reports from Committee Chairs.

9. Membership – Ms. Cook reported OAMR has a total of 25 new members this year.

10. Mentoring & Leadership Development – Ms. Vodrup distributed copies of the New Member Feedback Report. (Supplemental agenda document filed with packet.)

13. Professional Growth & Development/Northwest Clerks Institute – Ms. Davis reported on the IIMC e-mail blast regarding education points.

X. NEW AND FUTURE BUSINESS:

Ms. Johnson stated the non-profit status group would be meeting.

Ms. Krueger requested the Secretary either distribute copies of the complete OAMR Policies or submit them to the Internet Committee for website posting. Ms. Post stated she would submit all of the Policies she is aware of to Ms. Gregory for posting.

XI. ADJOURNMENT:

There being no further business, President Feldman adjourned the OAMR Executive Board meeting at 6:22 p.m.

Respectfully Submitted,
Ruth Post, CMC, Secretary