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**OAMR Annual Business Meeting Minutes**  
**Friday, September 19, 2008**  
**The Running Y Resort, Klamath Falls, Oregon**

**I. CALL TO ORDER:**

President Mary Feldman called the annual business meeting of the Oregon Association of Municipal Recorders (OAMR) to order at 8:00 a.m.

**II. ROLL CALL:**

Roll call was by sign-in sheet.

**OAMR Executive Board Present:** President Mary Feldman, CMC, Eugene; First Vice-President Kathy Louie, MMC, Corvallis; Second Vice-President Ruth Post, CMC, Philomath; Treasurer Karin Johnson, CMC, Independence; Secretary Stacie Cook, CMC, Mill City; Region I Director Susan Pentecost, Scappoose; Region II Director Debby Roth, CMC, Cornelius; Region IV Director Amy Sowa, Springfield; Region V Director Elisa Olson, MMC, Klamath Falls; Region VI Director Julie Krueger, MMC, The Dalles (Parliamentarian); and Region VII Director Tori Barnett, MMC, Ontario.

**OAMR Members Present:**

Region I: Linda Engbretson, Warrenton; Karyn Purdue, Clatskanie; and Leahnette Rivers, Columbia City.

Region II: Norma Alley, CMC, Newberg; Amber Ames, CMC, Hillsboro; Denise Carey, MMC, Estacada; Robyn Christie, CMC, Lake Oswego; Sadie Cramer, Molalla; Lisa Gibson, North Plains; Debbie Jermann, MMC, C-Tran; Sandy King, MMC, Wilsonville; Carol Krager, Tigard; Tina Lynch, West Linn; Debbie Manning, Dundee; Amber Mathiesen, Cornelius; Karla Moore-Love, Portland; Sylvia Murphy, Sherwood; Anna Ruggles, CMC, Forest Grove; Starla Schur, CMC, Wilsonville; Maureen Smith, Tualatin; Kim Steele, Yamhill; Karen-Lee Stolte, MMC, North Plains; Gail Waibel, MMC, Hillsboro (Ret.); Debbie Werner, Hillsboro; and Melissa York, Canby.

Region III: Nancy Batchelder, MMC, Yachats; Phyllis Bolman, Monmouth; Laurie Boyce, Aurora; Nancy Bryant, Toledo; Tracy Davis, MMC, Keizer; Mary Dibble, CMC, Albany; Peggy Hawker, CMC, Newport; Barb Johnston, Monroe; Sheila Jordan, Siletz; Betty Langwell, CMC, Albany; Debbie Lockhart, CMC, Keizer; Cathy Nelson, Waterloo; Megan Raymond, Mt. Angel; Colleen Rogers, Aumsville; Sheryl Simmons, Siletz; Cathy Steere, CMC, Lincoln City; Suzanne Studer, Turner; Verna Terry, Monroe; and Julie Wentland, Adair Village.

Region IV: Sheila Cox, MMC, Roseburg; Michele Eldridge, CMC, Harrisburg; Debbie Hamilton, CMC, Sutherlin; Pat Heinze, Florence; Vicki Luther, MMC, Sutherlin; Barb Mock, Oakland; Deanna Schaefer, Reedsport; Carolyn Shields, Myrtle Creek; and Kitty Vodrup, Junction City.

Region V: Deanna Casey, MMC, Central Point; Rene Collins, Coquille; Kathy Greenwood, Phoenix; Shirley Kappas, CMC, Klamath Falls; JoAnne Lepley, Bandon; Kay Neumeyer, Malin; Karen Spoons, CMC, Medford; Vicki Strader, Myrtle Point; Carol Weir, MMC, Rogue River; and Alice White, Jacksonville.

Region VI: Jean Hadley, Mosier City; Jennifer McKenzie, Hood River; Terie Snyder, Redmond; and Kathy Woosley, CMC, Cascade Locks.

Region VII: Becky Fitzpatrick, Baker City; Dauna Wensenk, Burns; and Pam Mather, Hines.

**Guests Present:** IIMC Region IX Director Pam Kolacy, MMC, Port Townsend, WA; IIMC Region IX Director Colleen Nicol, MMC, Riverside, CA; WMCA President Ali Spietz, CMC, Mercer Island, WA; and Northwest Clerks Institute Director Dema Harris.

**III. APPROVAL OF MINUTES OF THE SEPTEMBER 21, 2007, ANNUAL BUSINESS MEETING:**

**MOTION:** Norma Alley, CMC, Newberg/Elisa Olson, MMC, Klamath Falls, moved to approve the minutes of the September 21, 2007, Annual Business Meeting as presented. Motion APPROVED by majority.

**IV. OAMR TREASURER'S REPORT AND AUDIT FOR THE YEAR ENDING OCTOBER 31, 2007:** (The Audit Report was approved by the Executive Board at its November 30, 2007, meeting.)

**MOTION:** Karen Lee Stolte, MMC, North Plains/Debbie Hamilton, CMC, Sutherlin, moved to approve the Treasurer's report as presented. Motion APPROVED by majority voice vote.

**V. CONSIDERATION OF PROPOSED BY-LAWS AMENDMENTS:**

**MOTION:** Julie Krueger, MMC, The Dalles/Susan Pentecost, Scappoose, moved to approve the proposed By-laws amendments. Motion APPROVED by majority voice vote.

**VI. ANNUAL REPORTS FROM OAMR EXECUTIVE BOARD AND COMMITTEE CHAIRS:** (Reports that were submitted to the President are included in the business meeting packet.)

**A. Region Director Reports:**

President Feldman noted that an additional report was distributed from Region II Director Debby Roth. There were no verbal reports from the Region Directors.

**B. Committee Chair Reports:**

President Feldman handed out certificate packets to each Committee Chair and offered an opportunity to make a verbal report.

Audit Committee – Denise Carey, MMC, Estacada – No comment.

Budget Committee – Kathy Louie, MMC, Corvallis – No comment.

By-laws Committee – Betty Langwell, CMC, Albany – No comment.

City Recorders' Procedures Manual Committee – Mary Dibble, CMC, Albany – No comment.

Conference Committee – Kathy Louie, MMC, Corvallis, expressed her thanks to the Committee chairs and members. She acknowledged the major contribution from Host Recorder Elisa Olson, MMC, Klamath Falls, and presented her with a gift of appreciation.

Education Committee – Peggy Hawker, CMC, Newport – No comment.

Historical Preservation Committee – Nancy Batchelder, MMC, Yachats, requested that members send photos to her from the conference.

IIMC Conference Committee – Denise Carey, MMC, Estacada – No comment.

Internet Committee – Deanna Casey, MMC, Central Point – No comment.

Legislative Committee – Debbie Jermann, MMC, C-Tran and Karin Johnson, CMC, Independence – No comment.

Membership Committee – Stacie Cook, CMC, Mill City – No comment.

Mentoring & Leadership Development Committee – Kitty Vodrup, Junction City – No comment.

Newsletter Committee – Debbie Jermann, MMC, C-Tran and Debbie Werner, Hillsboro – Ms. Werner announced region photos would be taken after the meeting.

Nominating Committee – Karen Spoons, CMC, Medford – No comment

NCI Education Committee – Tracy Davis, MMC, Keizer, congratulated all those who achieved their MMC and CMC certifications this year and thanked NCI Institute Director Dema Harris for her dedication to the program.

Professional Growth & Development Committee – Tracy Davis, MMC, Keizer – No comment.

Records Management Committee – Sandra King, MMC, Wilsonville, thanked her Committee. She reviewed the status of the administrative rules change for the records retention schedule.

Retired Clerks Committee – Gail Waibel, MMC, Hillsboro (Ret.), requested that those approaching retirement consider joining the Committee.

Scholarship Committee – Amber Ames, CMC, Hillsboro, thanked her Committee and acknowledged all of the scholarship recipients for the 2007-08 year.

Special Projects/Fundraising Committee – Ruth Post, CMC, Philomath, thanked the members of the Committee on behalf of former Second Vice-President Angie Kellar for all their work throughout the year and for helping with the fundraising efforts throughout the conference.

**MOTION:** Tori Barnet, MMC, Ontario/Jean Hadley, Mosier, moved to approve the annual reports as presented. Motion APPROVED by majority voice vote.

## **VII. 2008-09 OAMR EXECUTIVE BOARD ELECTION:**

**A. Election of Second Vice President and Treasurer:** Ms. Spoons declared Karin Johnson, CMC, Independence, as recommended for Second Vice-President. Hearing no nominations from the floor, nominations were closed; and Karin Johnson was declared elected.

Ms. Spoons declared Nancy Batchelder, MMC, Yachats, as recommended for nomination for Treasurer. Hearing no nominations from the floor, nominations were closed; and Nancy Batchelder was declared elected.

**B. Election of Region I, Region III, Region V, and Region VII Directors:** Nominating Committee Chair Karen Spoons, CMC, Medford, declared there was no recommendation from the Committee for Region I Director.

**MOTION:** Tori Barnett, MMC, Ontario/Denise Carey, MMC, Estacada, moved to nominate Susan Pentecost, Scappoose, for Region I Director. Hearing no further nominations from the floor, Region I Director nominations were closed.

Ms. Spoons declared Mary Dibble, CMC, Albany, as recommended for Region III Director. Hearing no nominations from the floor, nominations were closed.

Ms. Spoons declared Shirley Kappas, CMC, Klamath Falls, as recommended for Region V Director. Hearing no nominations from the floor, nominations were closed.

Ms. Spoons declared there was no recommendation from the Committee for Region VII Director.

**MOTION:** Susan Pentecost, Scappoose/Denise Carey, MMC, Estacada, moved to nominate Tori Barnett, MMC, Ontario, for Region VII Director. Hearing no further nominations from the floor, Region VII Director nominations were closed.

Hearing no other nominations, Susan Pentecost, Mary Dibble, Shirley Kappas, and Tori Barnett were declared elected.

Ms. Spoons reviewed the succession to office of Ruth Post, CMC, Philomath, as First Vice-President, and Kathy Louie, MMC, Corvallis, as President.

**C. IIMC Region IX Director:** President Feldman noted that this is the year in the rotation that Oregon nominates a candidate for IIMC Region IX Director. She stated that a process was developed this year and a By-laws amendment would probably be proposed to the membership next year to adopt the process. President Feldman declared that Peggy Hawker had submitted her application as a candidate and had been endorsed by the Executive Board.

**MOTION:** Gail Waibel, MMC, Hillsboro (Ret.)/Elisa Olson, MMC, Klamath Falls, moved to endorse the OAMR Board's selection of Peggy Hawker, CMC, Newport, as Oregon's nominee for IIMC Region IX Director to be placed on the 2009 IIMC slate of candidates. This endorsement will constitute OAMR's formal election of Peggy Hawker as that nominee. Motion APPROVED by majority voice vote.

Ms. Hawker thanked the membership for their support and stated she looked forward to representing all of Region IX and working with Colleen Nicol and Pam Kolacy as a Region IX Director. She noted that Colleen is a candidate for IIMC Vice-President and would still be around.

## **VIII. ADOPTION OF 2008-09 OAMR BUDGET:**

First Vice-President Kathy Louie, MMC, Corvallis, presented the 2008-09 proposed budget and noted that it includes over \$20,000 in scholarship funding. She stated the budget narrative contained minor amendments.

**MOTION:** Denise Carey, MMC, Estacada/Norma Alley, CMC, Newberg, moved to adopt the 2008-09 OAMR budget and amended changes in the budget narrative as presented. Motion APPROVED by majority voice vote.

## **IX. SELECTION OF 2010 OAMR CONFERENCE SITE (Region III):**

Tracy Davis, MMC, Keizer, introduced the 2010 conference selection bid process. She stated that she had accompanied former Second Vice-President Angie Kellar on the site visits to the

Keizer Renaissance Inn and the Oregon Gardens in Silverton and was OAMR President at the Newport Agate Beach Best Western in 2003. She reviewed the conference space available at each site as outlined in the agenda packet matrix. She stated the hotel at the Oregon Garden opened just last week. She reviewed each of the criteria in the matrix. She stated there is an active OAMR member City Recorder in each city. She noted that the Oregon Gardens was unable to provide a bid for the normal OAMR conference week but had provided a quote for the first full week in September. She also noted the room space availability at the Keizer Renaissance Inn was limited on Thursday and Friday nights. Ms. Davis read a statement from Janet Newport, Silverton City Recorder, offering her support for The Oregon Gardens bid. Ms. Davis stated that she and Keizer Deputy City Recorder Debbie Lockhart would very much enjoy serving as hosts.

Carol Weir, MMC, Rogue River, questioned the room availability at the Renaissance Inn. There was discussion about the room issues. Elisa Olson, MMC, Klamath Falls, noted that its centralized location would lend the Keizer location to be more of a commuter conference site.

Peggy Hawker, CMC, Newport, invited OAMR to the Agate Beach Best Western. She described the benefits of OAMR once again selecting Newport for the 2010 conference site.

**MOTION:** Elisa Olson, MMC, Klamath Falls/Karen Spoons, CMC, Medford, moved to award the 2010 OAMR conference to the Keizer Renaissance Inn. Motion APPROVED by hand vote of 36-30.

#### **X. OTHER BUSINESS/GOOD OF THE ORDER:**

##### **A. Consideration of Conference Schedule Adjustments for 2011 and 2012**

Denise Carey, MMC, Estacada, reminded the membership that Portland received the bid for the 2012 IIMC Conference. She reviewed issues created by the 2011 OAMR Conference and the 2012 IIMC Conference both being within one budget year. She stated there is a need to hold a minimal conference in 2011. She suggested that the 2011 conference be held at the same site as the 2012 IIMC Conference to allow for familiarity with the IIMC site. Ms. Carey noted that Karla Love-Moore, Portland, would probably be the host recorder at the 2011 OAMR Conference in Portland. There was discussion about the site visits and conference planning for the 2011 OAMR Conference.

**MOTION:** Elisa Olson, MMC, Klamath Falls/Karla Love-Moore, Portland, moved to hold the 2011 OAMR Annual Conference in Portland, Oregon, and the 2012 OAMR Annual Conference in Region VII. Karin Johnson, CMC, Independence, suggested amending it to the Portland Metro Area instead of Portland, Oregon. Karla agreed with the amendment. Amendment APPROVED by majority voice vote. Amended motion APPROVED by majority voice vote.

Ms. Carey announced a contest to develop a theme for the 2011 IIMC Conference with a deadline of October 31, 2008. She stated the winner would receive a complimentary conference registration for the 2009 OAMR Conference in Eugene.

##### **B. Resolution of Appreciation to the 2008 OAMR Conference Committee and staff of the Running Y Ranch Resort:**

President Feldman noted that the Running Y staff would be presented with a copy of the resolution at the IIMC Region IX lunch meeting. President Feldman presented a framed copy of Resolution 2008-04 to Conference Committee Chair Kathy Louie.

**MOTION:** Debbie Hamilton, CMC, Sutherlin/Ruth Post, CMC, Philomath, moved to approve the Resolution of Appreciation. Motion APPROVED by majority voice vote.

##### **C. Resolution supporting Colleen Nicol for Vice-President**

President Feldman requested the membership ratify a motion approved by the Executive Board in support of Colleen Nicol as a candidate for IIMC Vice President.

**MOTION:** Denise Carey, MMC, Estacada/Julie Krueger, MMC, The Dalles, moved that OAMR support Colleen Nicol for the position of IIMC Vice President.

##### **D. Recognition of President's Award of Distinction:**

President Feldman noted that this award is normally presented at the Friday night banquet, but this year she would be presenting the award during this meeting. She reviewed the criteria for

eligibility. President Feldman presented the award to Hillsboro Deputy City Recorder Debbie Werner for outstanding support of OAMR by stepping into the role of Newsletter Chair mid-term.

Elisa Olson, MMC, Klamath Falls, thanked the Conference Committee for all their efforts and, particularly her deputy, Shirley Kappas, CMC, Klamath Falls.

**E. Announcements**

A variety of announcements were made regarding the banquet, fundraising, the lanyards, door prizes, and school supply donations.

**XI. ADJOURNMENT:**

President Feldman adjourned the meeting at 9:21 a.m.

Respectfully Submitted,

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Ruth Post, CMC, Second Vice-President