

Oregon Association of Municipal Recorders
Draft Executive Board Meeting Minutes
Valley River Inn, Eugene, Oregon
Thursday, April 2, 2009

I. CALL TO ORDER:

President Kathy Louie called the Executive Board meeting of the Oregon Association of Municipal Recorders (OAMR) to order at 3:34 pm.

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, MMC, Independence; Secretary Stacie Cook, CMC, Mill City; Treasurer Nancy Batchelder, MMC, Yachats; Region I Director Susan Reeves, CMC, Scappoose; Region II Director Debby Roth, CMC, Cornelius; Region III Director Mary Dibble, MMC, Albany; Region IV Director Amy Sowa, CMC, Springfield; Region V Director Shirley Kappas, MMC, 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; Laurie Boyce, Aurora; Denise Carey, MMC, Estacada; Tracy Davis, MMC, Keizer; Michelle Eldridge, CMC, Harrisburg; Mary Feldman, CMC, Eugene; Peggy Hawker, MMC, Newport; Sandy King, MMC, Wilsonville; Betty Langwell, MMC, Albany; Debbie Lockhart, CMC, Keizer; Debbie Manning, Dundee; Elisa Olson, MMC, Klamath Falls; Debbie Werner, Hillsboro; Kitty Vodrup, CMC, Junction City; and Gail Waibel, MMC, Hillsboro (Retired).

III. PRESIDENT'S REPORT:

President Louie congratulated Karin Johnson on her recent MMC designation and Amber Ames on her pregnancy.

A. President Louie said she attended the Washington Clerks Association Conference in March. It was a very good conference and had many leadership, communications, and customer service sessions. At the Washington conference, President Louie stated a meeting was held between Region IX states, Region IX Directors, and the NCI Director to discuss the increased education points for attendance at the 2009 IIMC conference. Region IX presidents agreed to send a letter to IIMC expressing their concern with the education points to be awarded. Discussion also included education points granted for attendance at various state conferences. Ms. Davis stated the additional points for attendance at this year's IIMC conference were implemented to encourage more people to attend. President Louie noted the deadline for registration at the IIMC conference has been extended. President Louie also said she had the opportunity to speak with the Idaho Clerks Association President and heard there has been discussion regarding bringing Idaho into Region IX.

B. At the Washington conference, it was found that the VCPI conference is scheduled for the same week as the OAMR conference. This could cause issues with recorders having to make a choice as to which conference to attend, as well as with VCPI attending the OAMR conference as a vendor and sponsor. Ms. Post stated that OAMR should promote the fact that sponsors will be able to submit information for our conference folders, with the hope that VCPI will at least be a sponsor if they are unable to attend. She also suggested forwarding the dates for next year's OAMR conference to VCPI to avoid this same scenario in 2010.

C. President Louie said she will be attending the California Clerks Association conference in April and the IIMC conference in Chicago next month.

IV. APPROVAL OF MINUTES:

Ms. Post asked if the records are still in Hillsboro as stated in the minutes. It was stated that they are.

Executive Board Meeting of February 6 – MOTION: Ms. Johnson moved/Ms. Barnett seconded to approve the Executive Board meeting minutes of February 6, 2009. Motion APPROVED.

V. OFFICERS' REPORTS:

A. 2nd Vice President's Report: 2nd Vice President Karin Johnson, Independence, said that she sent out nine RFPs for the 2011 conference. Only three were returned. Two of those bids, in Portland, have alternate dates. The third bid was in Tigard with regular dates and rooms at \$114.00 per night. The Hilton, \$159.00 per night, and the Red Lion at the Convention Center, \$129.00 per night, were the other two bids. Ms. Johnson said that she would like to accept late bids if the Board sees fit. Ms. Waibel suggested speaking with Travel Oregon to see if they can help with the 2011 bid. Ms. Alley said that a high-end spa was just completed in Newberg and may be able to accommodate OAMR for 2011. Ms. Barnett said that she would like to see the conference schedule go back to the dates it should be. President Louie noted that, given the LOC's 2010 conference will occur the week after the OAMR conference, the Board may need to be flexible for future conferences.

B. Treasurer's Report – Ms. Batchelder said that she had made the change in the expense report as was suggested at the previous meeting. Ms. Batchelder said that the proposed policy she has presented reduces registration cost for both the Treasurer and Registration Chair from \$250.00 to \$158.00. The purpose of the reduction was to allow some relief to the member cities whose recorders spend so much time away from the conference covering the registration tables.

MOTION: Ms. Post moved/Ms. Sowa seconded to approve an amendment to OAMR Expense Policy allowing for a reduced conference registration fee for the Registration Chair and Treasurer to only cover the amounts of meals, social events, and the banquet.

Ms. Carey said that the reduction should be a fixed amount, as the attendees are still receiving some items under the meal category such as bags. Ms. Barnett suggested a flat reduction of \$100. Ms. Post moved/Ms. Sowa seconded to amend the motion to reduce the Treasurer and Registration Chair conference registration fees by \$100.

President Louie called for the vote. Motion APPROVED.

VI. COMMITTEE REPORTS:

A. Audit Committee – No report.

B. Bylaws Committee – No report.

- C. City Recorder's Procedure Manual** – Michele Eldridge, Chair, said that one of the goals for this Committee is to make sure that each of the new recorders who attend OAMR conferences receives a copy of the City Recorder's Procedure Manual. Ms. Eldridge stated that the spiral bound manual costs \$9.35 each with discounts for orders of 25 or more. A 5x8 three ring binder option is \$9.64 per manual. The third option is to print and tab only, with no binding, at a rate of \$6.12 per set. The manual would need to be updated on a yearly basis. Consensus was reached to go with the small three ring binders. Ms. Batchelder asked where the funds to pay for these will come from. It was decided that the binders to be sold in the store will come out of the store budget while the binders for new members will be taken out of the miscellaneous line item.

MOTION: Ms. Barnett moved/Ms. Johnson seconded to approve printing of 5X8 ring bound City Recorders Procedure Manual for new recorders and placement in the OAMR store. Motion APPROVED.

Ms. Eldridge asked if proposed changes should be run by the Board via email or if they should wait until the September meeting. It was decided that any minor changes can be done, with major changes to be approved via email.

- D. Conference Committee** – Ms. Post said that the registration form will need to have a few minor changes: change banquet meal cost to \$45.00, add a line stating "Not Attending" under the banquet choice. It was noted that the "non member" registration fee needs to be included in future registration forms.

MOTION: Ms. Barnett moved/Ms. Post seconded to approve 2009 Annual Academy and Conference registration form as presented and further moved that the Annual Conference registration fee be set at \$250.00. Motion APPROVED.

- E. Education Committee** – No report.

- F. Historical Preservation Committee** – No report.

- G. IIMC Conference Committee** – No report.

- H. Internet Committee** – No report.

- I. Legislative Committee** – Ms. Langwell stated that the Committee has been following five Senate bills. SB 29, regarding city voting systems, is stuck in committee. SB 30, Ethics Reform, has been passed by the Senate and is now before the House Committee. HB 2092, Public Records Management Funds, is stuck in committee. HB 2420, establishing certain cancers as occupational diseases, passed and was signed by the Governor on March 19th. This will increase costs for many cities throughout Oregon. HB 2971 increases fees for recording and filing certain documents with the county clerk and is stuck in committee.

- J. Membership Committee** – Ms. Cook stated that there are currently 177 OAMR members, with 5 being life members and 16 new members.

- K. Mentoring & Leadership Development Committee** – Ms. Vodrup said the Committee is submitting a revised "how to" manual for Board approval which includes a job description, a resource guide, and a mentoring guide. One of the changes moves the writing of welcome letters from the Mentoring Committee to the

Membership Committee. Other changes include additional language to accurately reflect the duties of the Committee such as writing executive reports, attending meetings, preparing first-timer gift bags, and welcoming members.

MOTION: Ms. Reeves moved/Ms. Barnett seconded to approve the revisions to the Mentoring and Leadership Development Committee "How to Manual" and Job Description and to approve the Resource and Mentoring Guides. Motion APPROVED.

L. NCI Education Committee – Ms. Davis said that OAMR's nominee for Institute Director of the Year was not chosen. President Louie commended Ms. Davis for the great application and noted it could be used for the following year.

M. Newsletter Committee – No report.

N. Nominating Committee – No report.

O. Professional Growth & Development Committee – Ms. Hawker said that the cost for a booth at the LOC conference is \$750. The Committee has asked if it is a good use of OAMR's funds to continue to have a booth. Ms. Davis said that in previous years the vendor booths had minimal hours they were open. This year vendors will be open all day. Ms. Waibel said that with the 2012 IIMC conference in Portland the Board should consider continuing to have a booth at LOC because of the need for support for the conference. Ms. Johnson said it may be better for OAMR to host a hospitality suite instead of having a vendor booth. Ms. Carey suggested finding out if OAMR can share the registration area for no cost. Ms. Batchelder said that she feels a hospitality suite wouldn't show the professionalism that OAMR wants to project.

P. Records Management Committee – No report.

Q. Retired Clerks Committee – Ms. Waibel said that the Retired Clerks Committee is recommending that the membership dues for retired clerks be reduced to \$25.00. The committee will be looking into ways to keep retired clerks involved in OAMR. The definition of *retired member* needs to be reviewed by the By-laws Committee for possible inclusion in the OAMR By-laws. Ms. Post asked if it makes more sense to have the By-laws revised before adopting a reduced fee. Consensus was reached to have the By-laws Committee look at a definition for *retired member* and bring a recommendation back in September.

R. Scholarship Committee – Ms. King said that the Scholarship Committee feels there may be more applications than there is funding for in the future, due to the current economy. The Committee recommends that applicants who do not receive a scholarship be placed on a waiting list in case someone is unable to use theirs. Since the Scholarship Committee report was submitted, one scholarship recipient has said that she will be unable to attend PD this year. A late application was received from Dena Roberts, Eagle Point, for PD II. Ms. Roberts stated in her application that drastic budget cuts prohibited funding to cover the costs of PD. Ms. King stated that the Scholarship Committee did not have a consensus as to whether or not to fund this application. Ms. King asked if this application should be approved. Ms. Carey asked if Ms. Roberts had intended to use city funds to pay for PD. Ms. King said that Ms. Roberts had planned to use city funds but was denied due to budget cuts. Travel costs will be borne by Ms. Roberts, should the scholarship be awarded.

MOTION: Ms. Johnson moved/Ms. Kappas seconded to award a scholarship for PD II to Dena Roberts, City of Eagle Point. Motion APPROVED.

MOTION: Ms. Johnson moved/Ms. Post seconded to ratify Board approval of Professional Development and Mid-Year Academy scholarships. Motion APPROVED.

S. Special Projects & Fundraising Committee – No report.

VII. REGION DIRECTOR REPORTS:

REGION I REPORT: No report.

REGION II REPORT: Region II Director Debby Roth said she continues to send out emails requesting basket and auction donations.

REGION III REPORT: Region III Director Mary Dibble said that she is trying to schedule an *Effective Email Communication* session. Ms. Dibble said that there was an email asking about Dry Doc's bags, used to line storage boxes, keeping documents dry, and she was able to get samples for anyone who is interested in seeing them. It was suggested that a pool of recorders be put on the OAMR Web site for recorders seeking coverage when their offices will not be covered. Ms. Waibel said that this is the type of thing retired clerks could be of help with, depending on the distance. Ms. Eldridge will begin working on this.

REGION IV REPORT: Region IV Director Amy Sowa said she is sending out email reminders for trainings and fund raisers. An ethics training session was recently held. The trainer has advised that she is able to tailor her sessions to fit many different ethics issues.

REGION V REPORT: Region V Director Shirley Kappas said she is setting up an ethics class for her region.

REGION VI REPORT: No report.

REGION VII REPORT: No report.

VIII. OTHER BUSINESS:

A. Region IX dinner: Ms. Batchelder said she has received eight registrations for the Region IX pizza dinner meeting. The cost is \$38.00 including pizza, pasta, salad, dessert, and soft drinks. President Louie said the dinner will be held Wednesday, May 20, 2009, 6:00 pm and encouraged everyone to attend. A flyer has gone out advising all Region IX members of this dinner. President Louie added she will continue to promote this dinner during her travels to other state conferences.

B. Minute-taker pool: Discussed above.

IX. FUTURE MEETINGS: September 18, 2009, Valley River Inn, Eugene, 8:00 am.

X. ADJOURNMENT:

There being no further business, President Louie adjourned the OAMR Executive Board meeting at 5:21 pm.

Respectfully Submitted,

Stacie Cook, CMC, Secretary