



Teaming up for tomorrow

**27TH ANNUAL OAMR CONFERENCE**  
**"TEAMING UP FOR TOMORROW"**  
**PRELIMINARY SCHEDULE OF EVENTS**  
**SEPTEMBER 16 – 19, 2009**  
**VALLEY RIVER INN, EUGENE, OREGON**

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**WEDNESDAY, SEPTEMBER 16**

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<b>8:00 – 9:00 am</b>	<b>Academy and Conference Registration</b> <u>Location:</u> Hotel Lobby
<b>8:00 – 9:00 am</b>	<b>Light Breakfast or Breakfast On Your Own</b> <u>Location:</u> West Willamette Room
<b>9:00 – 12:00 pm</b>	<b>Annual Academy – Write to the Top</b> <u>Speaker:</u> Yvonne Lewis Day <u>Description:</u> The professional City Recorder is expected to have a 'master' level of command in the area of written communication. This is especially true, as it relates to specific areas of Recorder responsibility and general municipal government issues. Our written messages also are impacted by the non-verbal messages that we send. To do both with skill requires education and training. This session will provide participants an opportunity to explore and identify style faults that are earmarks of an amateur. It will provide seasoned Recorders an opportunity to continue their learning through the application of new writing approaches as well as focus on 9 key areas of non-verbal communication that are key to the success or failure of operations and relationships. <u>Location:</u> East & Middle Willamette Rooms
<b>12:00 – 1:00 pm</b>	<b>Lunch</b> <u>Location:</u> West Willamette Room
<b>1:00 – 4:00 pm</b>	<b>Annual Academy</b> (continued)
<b>4:30 – 6:00 pm</b>	<b>Meet 'n Greet Social – Informal Welcome Reception</b> Hosted by OAMR Mentoring and Leadership Development Committee <u>Location:</u> President Louie's Suite – Room 312 Light refreshments will be served – Dinner is on your own
<b>6:00 pm</b>	<b>Executive Board and Honored Guests Dinner</b> <u>Location:</u> The Campbell House, Eugene
	<b>Conference Participants – Dinner on your own</b>

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**THURSDAY, SEPTEMBER 17**

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<b>7:30 am</b>	<b>Conference Registration Opens</b> <u>Location:</u> Hotel Lobby
<b>7:30 – 8:30 am</b>	<b>Light Breakfast or Breakfast On Your Own</b> <u>Location:</u> East Willamette Room
<b>8:30 – 10:00 am</b>	<b>Opening Ceremonies</b> Welcome from the President, Presentation of the Colors and National Anthem, Invocation, Welcome from Local Officials, Recognition, and Announcements <u>Keynote Speaker:</u> Carol Schaudt – Olympic Gold Medalist in Women's Basketball <u>Location:</u> West Willamette Room
<b>10:00 – 10:30 am</b>	<b>Break: Visit Vendors / Silent Auction Opens</b> Use this opportunity to visit the vendors and have them sign your door prize sheet. The OAMR Store will also be open for shopping and you can bid on silent auction items. <u>Location:</u> Willamette Ballroom Foyer

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**THURSDAY, SEPTEMBER 17 (continued)**

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- 10:30 – 11:45 am**      **Concurrent Sessions:**  
***New Recordors' Track – OAMR: Who are we and what's in our toolbox?***  
Speakers: Tracy Davis, MMC, Keizer, and Panel of Recordors  
Description: Participants will learn how to get the most out of their OAMR membership. Panelists will review different communication tools available for networking including the OAMR website, list serve, and newsletter. Participants will also learn about membership in IIMC, opportunities for professional development, and certification programs.  
Location: East Willamette Room
- Personnel Issues In Today's Workplace – Harassment Prevention***  
Speaker: Chad Jacobs – League of Oregon Cities General Counsel  
Description: This interactive training session will teach participants to recognize signs of harassment and discrimination issues; understanding what the law says and means; and providing you with the tools you need to ensure that your City has an adequate anti-harassment policy.  
Location: Middle Willamette Room
- 11:45 – 1:30 pm**      **Lunch**  
Executive Board Candidate Presentations, Invitation to 2010 Keizer Conference, and Vendor Presentations  
Location: Willamette West Room
- 1:30 – 1:45 pm**      **Break: Visit Vendors**  
Use this opportunity to visit the vendors, shop in the OAMR Store, and bid on auction items.  
Location: Willamette Ballroom Foyer
- 1:45 – 3:00 pm**      **Concurrent Sessions:**  
***New Recordors' Track – Minutes/Executive Session/Parliamentary Procedures***  
Speakers: Elisa Olson, MMC, Klamath Falls, and Julie Krueger, MMC, The Dalles  
Description: Participants will learn the do's and don'ts of professional minutes preparation and review the statutory requirements of Executive Sessions that will help keep your Council within the letter of the law. This session will also include an overview of effective meeting techniques and parliamentary procedure to keep meetings moving smoothly.  
Location: East Willamette Room
- Legislative Update***  
Speaker: Craig Honeyman, League of Oregon Cities  
Description: This session will review the recently completed Oregon legislative session. It will include an overview of new laws that will impact cities, such as changes to ethics rules, and possible issues on the horizon.  
Location: Middle Willamette Room
- 3:00 – 3:30 pm**      **Break: Visit Vendors**  
Use this opportunity to place your final bids on auction items, visit the vendors, and shop in the OAMR Store.  
Location: Willamette Ballroom Foyer
- 3:30 pm**      **First Silent Auction Closes**  
Winning bidders should pick up their items as soon as possible.
- 3:30 – 4:45 pm**      **Concurrent Sessions:**  
***New Recordors' Track – Records Management 101***  
Speaker: Sandy King, MMC, Wilsonville  
Description: Participants will learn what the elements of a sound records management program are and how to begin putting together an overall records management program for their city.  
Location: East Willamette Room
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## THURSDAY, SEPTEMBER 17 (continued)

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- 3:30 – 4:45 pm (continued)**      ***Ergonomics At Your Desk***  
Speaker: Steven Auferoth, Director of Health and Fitness, City of Eugene  
Description: Participants in this session will learn ways to improve their health and wellness at their desk through workstation ergonomics.  
Location: Middle Willamette Room
- 6:00 – 9:00 pm**      **President’s Reception**  
Join us in celebrating President Kathy Louie’s year as OAMR President with a visit to Eugene’s Fifth Street Public Market followed by the ambiance and good tastes of the LaVelle Wine Bar & Bistro. Transportation will be by carpool and dress is casual for a relaxing evening in honor of President Kathy “Special K” Louie.
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## FRIDAY, SEPTEMBER 18

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- 7:45 am**      **Registration Opens**  
Location: Hotel Lobby
- 8:00 – 10:30 am**      **Breakfast and Annual Business Meeting**  
Meeting convened by President Louie  
Location: West Willamette Room
- 10:30 – 11:00 am**      **OAMR Region and Group Photographs**  
Location: Hotel lobby staircase
- 10:30 – 11:00 am**      **Break: Visit Vendors**  
Use this opportunity to visit the vendors, shop in the OAMR Store, and preview banquet silent auction items.  
Location: Willamette Ballroom Foyer
- 11:00 – 12:00 pm**      **General Session: *Elections – Initiative & Referendums***  
Speakers: Teri Turi, Coos County Clerk, and Nancy Blankenship, Deschutes County Clerk  
Description: Participants will learn the finer points of filing initiative and referendum measures in this session taught by two former city recorders.  
Location: East & Middle Willamette Rooms
- 12:00 – 1:30 pm**      **Lunch and IIMC Region IX Meeting**  
Speakers: IIMC President (or representative), Region IX Directors, State Presidents, and Northwest Clerks Institute Director.  
Location: West Willamette Room
- 1:30 – 2:00 pm**      **Break: Visit Vendors**  
Use this last opportunity to visit the vendors, shop in the store, preview banquet auction items, and register for the Kathy Walk.  
Location: Willamette Ballroom Foyer
- 2:00 – 3:15 pm**      **General Session: *Rap Session***  
Facilitator: Norma Alley, CMC, Newberg  
This session will give participants one last opportunity to get all those recorder questions answered that didn’t come up throughout the conference. Questions can range from typical recorder duties to more specialized tasks such as courts, planning, and human resources.  
Location: East and Middle Willamette Rooms
- 3:45 pm**      **10th Annual Kathy Ishiara Memorial Walk**  
Coordinator: Amy Sowa, CMC, Springfield  
Join the fun and help raise scholarship dollars with a relaxing walk along the banks of the beautiful Willamette River. Maps and additional information will be available at registration.
- 5:30 pm**      **Incoming OAMR Board and Honored Guest Photographs**  
Location: Willamette Ballroom
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## FRIDAY, SEPTEMBER 18 (continued)

6:00 – 7:00 pm	<b>Silent Auction and No-Host Cocktail Hour</b> Bidding ends promptly at 7:00 pm
7:00 pm	<b>Annual Banquet</b> Presentation of Awards by President Louie; Installation of Officers; Announcement of Raffle and Auction Results by Second Vice-President Karin Johnson, CMC. Dress is semi-formal. <u>Location:</u> Willamette Ballroom
9:00 pm	<b>Dancing</b> Kick up your heels after the banquet with old friends and new on the Willamette Ballroom dance floor. <u>Location:</u> Willamette Ballroom

## SATURDAY, SEPTEMBER 19

8:00 – 9:00 am	<b>Pack Up</b> Volunteers assist the Second Vice-President, Special/Projects/Fundraising Committee, and Region III members with packing and transporting conference materials for next year. <u>Location:</u> Willamette Ballroom
9:00 – 10:00 am	<b>Transition Meeting</b> Outgoing and incoming Board members and Committee Chairs meet to receive 2009-2010 meeting schedule, exchange records, and prepare for the coming year. <u>Location:</u> Rogue Room (Upstairs)



## 2009 OAMR ANNUAL CONFERENCE

make your reservations NOW at the beautiful



**Valley River Inn**  
*escape. relax. renew.*

A selection of room types has been set aside for the OAMR room block that includes:

### **DELUXE -- \$109 per night\***

Featuring picturesque views of the courtyard or surrounding landscape.

### **RIVERVIEW -- \$119 per night\***

Featuring picturesque views of the Willamette River.

### **CONCIERGE – Single \$119 per night\*\* or Double \$139 per night\*\***

Includes access to a private hosted lounge, featuring upscale continental breakfast and evening beverages and hors d'oeuvres.

\*Plus occupancy tax – Based on single or double occupancy.

\*\*Plus occupancy tax

Additional charges apply if more than 2 occupants in room.

### **MAKING RESERVATIONS:**

You can reserve your rooms for the Annual Conference now:

Call **800-543-8266** and be sure to identify yourself as part of the **OAMR Group**.

**RESERVATION CUT-OFF DATE: August 6, 2009**

The Conference room rate is available through Saturday night, September 20.

For more information regarding hotel reservations, contact:

OAMR First Vice-President Ruth Post at (541) 929-6148 or [ruth.post@ci.philomath.or.us](mailto:ruth.post@ci.philomath.or.us)