



# OREGON ASSOCIATION OF MUNICIPAL RECORDERS

## Newsletter

Volume 43, Winter 2023

WWW.OAMR.ORG



### President's Message

*Nanci Sandoval, CMC, City Recorder, Umatilla*

Hola! It's been a whirlwind autumn! I hope everyone enjoyed their holidays and found a moment of peace for gratitude.

After our OAMR conference, the City of Umatilla hosted its first-ever Rock the Locks Music Festival. It took up the majority of my time for several weeks. I'm incredibly proud of the city and the staff for their attention to detail and ensuring the festival was successful and safe. We had the biggest community turnout I have ever witnessed at the council meeting where staff presented their report and findings. Overall, it went well, and the city council approved the festival for 2024 and 2025. So, if you enjoy rock and roll and music festivals, come join us! It'll be held the first week of October.

Then, I snuck off to Tennessee for a quick trip to visit one of my dearest friends for her birthday. Tennessee in the fall is dreamy, weaving hues of russet, gold, and crimson across the landscape. It's like witnessing Mother Nature's canvas, with fiery reds, golden yellows, and deep oranges, all creating a beautiful contrast against the clear blue skies. The pictures don't do it justice.

I was elated to represent the Oregon Association of Municipal Recordors at the Alaska Association of Municipal Clerks conference. The conference took place in Anchorage the first week of December, and while I was mentally prepared for the darkness and cold weather, I was not prepared for the wintry beauty! The way the cold sunshine paints a landscape with a crisp brilliance, casting sharp shadows on the frost-kissed surfaces, is breathtaking. The sunlight, though bright, carries a chill that lingers in the air, creating a paradoxical play between the warmth of light and the coolness of the atmosphere. Needless to say, I plan on making a leisure trip there in the future.

The Board will meet in late January; please be on the lookout for a future date. By the time this is out, we will have had our first Lunch & Learn hosted by the Education Committee. The subject was How to Mitigate Zoombombing and Hate Speech during Public Meetings. Please take the time to check out our website, Instagram, or Facebook for upcoming events. We are trying to get the same information out on various platforms and hope that at least one of those is useful or reaches a larger audience.

*Continued*

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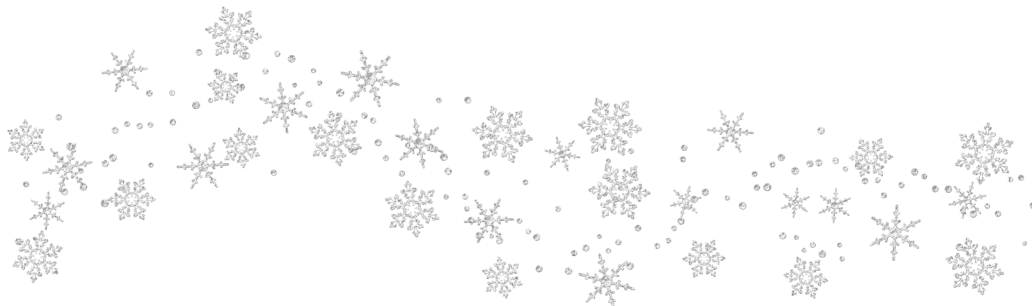
*President's Message, continued*

The Education Committee has also partnered with the Records Management and Legislative Committees to host an event on January 25 at 10 a.m. (GO TEAM!) Stephanie Heffner, the OGEC Curriculum and Training Coordinator, will do a presentation on HB 2805 and how it impacts City Recorders. Make sure to check this one out!

Don't forget the Mid-Year Academy and Athenian! We return to my home region (Region VII) after a decade for April 18 and 19 in Pendleton, Oregon. Board meetings will be held on April 17.

If you've made it this far, thank you. We still have a lot of work to do, and we will continue to do our best as the year progresses. I'm surrounded by passionate and dedicated professionals, and it truly has shown in all that I get to witness. Hasta pronto, amigos.

Rock the Locks Music Festival Staff





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## CALL TO LEADERSHIP

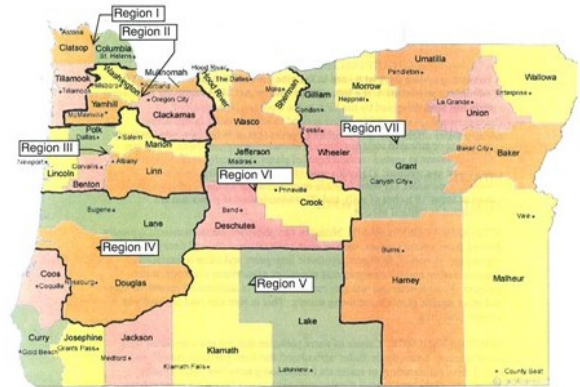
(Nomination/Candidacy Deadline: Tuesday, June 11, 2024, 5:00 p.m.)

Hello! Have you ever considered how to become more involved in OAMR?

Region Director positions are expiring in September, so now's your chance if you are in one of the regions listed below!

Region Directors serve a two-year term. Duties include, but are not limited to:

- Attendance at all Board meetings and conferences;
- Encouraging membership in both OAMR and IIMC;
- Encouraging attendance at OAMR mid-year and annual conferences;
- Contributing articles and/or information for inclusion in the OAMR quarterly newsletter;
- Coordinating region basket for fundraising at conference;
- Writing letters of support for members applying for their CMC designation.



Region I: Clatsop, Columbia, and Tillamook

Region III: Benton, Lincoln, Linn, Marion, and Polk

Region V: Coos, Curry, Jackson, Josephine, Klamath, and Lake

Region VII: Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler

General eligibility criteria are that you must be an active member in good standing and have actively participated on an OAMR committee for two years, within the past four years prior to taking office. Please see the Declaration of Candidacy form for complete details. This information is also available on the OAMR website.

Winter Wishes from the Nominating Committee,

Christie Teets, CMC - Chair  
City of Molalla

Cathy Nelson, MMC  
City of Harrisburg

Susan Reeves, MMC  
City of Scappoose



# DECLARATION OF CANDIDACY

(Nomination Deadline: Tuesday, June 11, 2024, at 5:00 p.m.)

**STEP 1:** In accordance with the OAMR Bylaws, Article VI, a Declaration of Candidacy, Candidate Statement, and items listed on Page 2 must be submitted to the Nominating Committee by the deadline date to be considered for election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the Annual Conference. The election shall be conducted at the annual meeting in accordance with Article VI of the OAMR Bylaws.

**Eligibility:** In accordance with the OAMR Bylaws, Article V, Section 3, only active members of the Association in good standing shall be eligible to hold office. Candidates must have actively participated on an Association committee for two years, within the past four years, prior to taking office.

### PLACE MY NAME IN NOMINATION FOR THE FOLLOWING OFFICE OF THE 2024-2025 OAMR BOARD OF DIRECTORS:

**NAME** (as it appears on ballot): \_\_\_\_\_

**TITLE (CMC/MMC):** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

### CANDIDATE FOR POSITION OF:

- REGION I DIRECTOR:** Two-year term of office.  
*(Clatsop, Columbia, and Tillamook Counties)*
- REGION III DIRECTOR:** Two-year term of office.  
*(Benton, Lincoln, Linn, Marion, and Polk Counties)*
- REGION V DIRECTOR:** Two-year term of office.  
*(Coos, Curry, Jackson, Josephine, Klamath, and Lake Counties)*
- REGION VII DIRECTOR:** Two-year term of office.  
*(Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties)*

**Submit Candidacy Packet by Tuesday, June 11, 2024, at 5:00 p.m. to any Nominating Committee Member:**

Cathy Nelson, MMC, Harrisburg  
Christie Teets, CMC, Molalla  
Susan Reeves, MMC, Scappoose

[cnelson@ci.harrisburg.or.us](mailto:cnelson@ci.harrisburg.or.us)  
[cteets@cityofmolalla.com](mailto:cteets@cityofmolalla.com)  
[sreeves@scappoose.gov](mailto:sreeves@scappoose.gov)



## CANDIDATE’S STATEMENT FOR BOARD POSITION

**(Nomination Deadline: Tuesday, June 11, 2024, at 5:00 p.m.)**

**STEP 2:** In accordance with the OAMR Bylaws, Article VI, to complete the nomination filing process, the candidate must submit a completed Declaration of Candidacy, Candidate Statement, and the items listed below to the Nominating Committee by the deadline date, to be considered for election at the annual meeting in September. The following information provided by the candidate will be published in the Summer newsletter and Annual Conference program.

- Declaration of Candidacy form.
- Candidate Statement form and minimum requirements, include:
  - Number of years as an active member of OAMR;
  - Whether you are currently participating in or have completed professional development certification program.
  - List other professional organizations and/or activities in which you participate;
  - List current and past OAMR committees and/or Board activities (include dates);
  - Describe leadership abilities and other expertise that you would bring to the position; and
  - State what you believe the objectives of OAMR should include.
- Letter of support from Mayor or municipality you represent.
- Recent photograph (high quality digital color photograph).
- Attach copies of OAMR Certificates issued for active participation on OAMR Committees for two years, within the past four years.

**NAME** (as it appears on ballot): \_\_\_\_\_

**CANDIDATE FOR POSITION OF:** \_\_\_\_\_

### **CANDIDATE’S STATEMENT:**

*Additional pages may be attached.*



## SAVE THE DATE

*You Are Invited!*

**Mid-Year Academy**

**April 18-19, 2024**

**Annual Academy and Conference**

**September 25-27, 2024**

**Wildhorse Resort & Casino**

**46510 Wildhorse Blvd., Pendleton, Oregon**

Reserve your room at <https://gettaroom.b4checkin.com/wildhorse#groupSignIn>

Or 800-654-9453

Group Code for April: 18795

Group Code for September: 18796



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## Education Committee

Laural Casey, CMC, District Recorder, OLWS

### Your Committee

We have a great Committee dedicated to educational opportunities for our membership in 2024. Let us know if you didn't sign up for the Committee but have some great ideas. This year's members are:

- Alex Downing, Corvallis
- Karen Howton, Island City
- Krystal Stevens, Willamina
- Laural Casey, OLWS
- Meghan McGee, Happy Valley
- Melissa Bisset, Keizer
- Nanci Sandoval, Umatilla
- Yuriy Ukhach, Nehalem

### Networking and Educational Opportunities

If you missed the December 19, 2023, Lunch and Learn, we have a recording! The topic was How to Mitigate Zoombombing and Hate Speech During Public Meetings. Our panelists from across the state spoke about their experiences and provided resources. Attendees were able to ask questions and network with their OAMR neighbors. Email Laural at [laural.casey@olws.org](mailto:laural.casey@olws.org) if you would like a link to the recording. Keep an eye on the listserv for our next Lunch and Learn opportunity.

Mark your calendars for January 25, 2024, from 10 a.m. – 12 p.m. The Legislative Committee has partnered with the Oregon Government Ethics Commission (OGEC) to provide training on HB 2805 and its impacts on Recorders. More information will be available on the OAMR Events webpage and sent out via the listserv.

### Mid-Year Conference

OAMR will hold an Athenian Dialogue and Academy Session during its Mid-Year Conference in April. For those working on certification, attendance and completion of both events' assessments will award a total of six CMC/MMC points (or three points if you attend only one).

#### *April 18, 2024 – Athenian Dialogue*

Stephanie Smith will be facilitating a dialogue on The Culture Code: The Secrets of Highly Successful Groups by Daniel Coyle. Stephanie comes to us from the California Clerks Association and her bio will be available on the OAMR website prior to registration.

#### *April 19, 2024 – Academy Session*

Speaker Matt Booth wants to know what is holding you back from being *Basically Incredible*. In an Academy Session based on his bestselling book by the same name, Matt reminds us that it is the often-forgotten basics that lead to an incredible life. Session participants will learn strategies and take-home tools and be inspired to take action. You can learn more about Matt at his website: <https://www.mattbooth.com/>

Check the OAMR website for more registration and session information in the coming months.

## What is an Athenian Dialogue?

### From the IIMC News Digest

Athenian Dialogues are conversations that go beyond the usual knowledge recall and application process familiar to municipal clerks in training seminars. They are unique because they explore leadership principles and practice, drawing on the insights contained in a book that all participants have read. As an educational component, Athenian Dialogues are conversations in which clerks share their experience and understanding as it relates to the ideas of the author and the relevance of those ideas to their public leadership role.

The premise of the Athenian Leadership Society is the idea that clerks are leaders in very profound yet subtle ways. Leadership here is not the transactional vending machine citizens seem to believe about public management. The interest and involvement of the participants, as well as the author's specific focus and emphasis, require that the facilitator move with purpose using language of meaning, feeling, and power. Participants devote a full day (6 hours) to a Dialogue and come away intellectually enriched by this communication experience.

### From the OAMR Education Committee

The OAMR membership is very fortunate to have two annual opportunities to attend an Athenian Dialogue right here in Oregon. While the Dialogues are based on books, you do not have to be a bookworm to participate. Our Facilitators ensure that everyone leaves the shared experience with new ideas and leadership perspectives.

We invite you to attend an OAMR-sponsored Athenian Dialogue this year during Mid-Year or the Annual Conference. If you enjoy your experience, IIMC members are also able to join the Athenian Leadership Society. After attending 10 Dialogues, you can apply to be an Athenian Fellow.

More information about the Society, Fellowship, and Virtual Dialogue opportunities can be found on the [IIMC website](#).

## NEWS NEEDED!

Calling all members ~

Send us your news for the Recorder's World section. Update your OAMR family on what is happening in your life professionally or personally.

Tell on yourself or tell on a friend.



# IIMC Online Professional Development Program



## 2024 ONLINE PROFESSIONAL DEVELOPMENT COURSE SCHEDULE

### First Quarter

Thursday, January 18, 2024 @9am PST  
*Cybersecurity in Municipalities*  
Dr. Jay Grosflam

Thursday, February 8, 2024 @9am PST  
*Changing Health Behaviors*  
Rhonda Daley, MBA, MA

Thursday, March 7, 2024 @9am PST  
*Ethics in Action*  
George Hicks, MBA

Thursday, March 14, 2024 @9am PST  
*Working with Veterans*  
Kim Piluk, MAED

### Second Quarter

FRIDAY, April 12, 2024 @9am PST  
*Crucial Conversations for Municipal Clerks*  
Dr. Jane Long

Thursday, April 18, 2024 @9am PST  
*Gaslighting*  
Rhonda Daley, MBA, MA

Thursday, June 6, 2024 @9am PST  
*There is no "I" in Team*  
George Hicks, MBA

Thursday, June 27, 2024 @9am PST  
*Governance Groove Mastering Records Mgmt.*  
Megan Gregor, MLS

### Third Quarter

Thursday, August 8, 2024 @9am PST  
*Career Development for Municipal Clerks*  
Tina Gilbert

Thursday, August 22, 2024 @9am PST  
*Work-Life Balance*  
Rhonda Daley, MBA, MLA

Thursday, September 5, 2024 @9am PST  
*Diversity in the Workplace*  
George Hicks, MBA

Thursday, September 19, 2024 @9am PST  
*Records Mgmt. I – Retention & Disposition*  
Megan Gregor, MLS

### Fourth Quarter

Thursday, October 10, 2024 @9am PST  
*Records Mgmt. II - Digital Records*  
Megan Gregor, MLS

Thursday, October 17, 2024 @9am PST  
*Media Literacy for Municipal Clerks*  
Rhonda Daley, MBA, MA

Thursday, December 5, 2024 @9am PST  
*Time Management in a Municipal World*  
George Hicks, MBA

Thursday, December 12, 2024 @9am PST  
*Change: Turning Uncertainty into Opportunity*  
Dr. Jane Long

# Membership Committee

*Phyllis Bolman, MMC, City Recorder, Monmouth, and Lisa Figueroa, CMC, City Recorder, Toledo*

**Please join us in extending a warm welcome to our new members:**

## **REGION I**

**Tammy Heitsman**, Deputy City Recorder, City of Tillamook.

Tammy became a proud member of OAMR on November 7, 2023, and we are delighted to have her on board. Tammy started her journey with the City of Tillamook on July 1, 2023, as a utility clerk. Intrigued by the Deputy City Recorder position, with an accounting background, this role presented a new and exciting challenge for her.

Introduced by her city manager, Tammy discovered OAMR through our website. She was particularly excited about the diverse learning opportunities available and the many resources that are available. While Tammy has not joined IIMC yet, she expresses keen interest in its certification programs and is considering becoming a member. Tammy is eager to delve into records retention, recognizing the significance of this area for her current project.

Married for 16 years, Tammy has two daughters (23 and 20) and a stepson (24). A nearly lifelong Oregonian, she spent a few years in upstate New York and Tennessee. Her roots are firmly planted in Oregon, where her parents moved when she was a year old. Tammy and her husband cherish outdoor activities, particularly camping and fishing. Her husband's involvement in bass fishing tournaments adds an extra layer of excitement to their lives. Now in the next chapter of their lives with grown children, family time remains a top priority.

## **REGION II**

**Brandi Litteral**, Records and Administrative Coordinator, Clackamas River Water.

Brandi joined OAMR in October 2023. Brandi has been serving in their current position for three months, demonstrating a commitment to excellence in their role. Before joining local government, Brandi worked as a paralegal. Brandi learned about OAMR through the recommendation of a fellow member, Laural Casey. We appreciate the power of networking within our organization and are grateful for the connections that bring new talent into our fold.

While Brandi has explored the IIMC through its website, they are not currently a member. We encourage them to continue their exploration and growth within our professional network. As Brandi embarks on their journey with OAMR, they express a desire for support in implementing written policies and procedures.

Originally from central Florida, Brandi made the move to Oregon in 2018. Outside of the professional realm, Brandi enjoys baking, exploring the beautiful Oregon coast, trying new foods, and spending quality time with their dogs and husband. We look forward to learning more about these shared interests and perhaps indulging in some delicious baked treats!

**Evan Lee**, Deputy City Recorder, Oregon City.

*Continued*

*Membership Committee, cont.,*

**Julie Drinkwater**, Records Management Specialist, City of Tigard.

Julie joined OAMR in October 2023 and has been serving as a Records Management Specialist for four months. Julie is not new to local government and has eight years of experience working in various positions and departments. Julie learned about OAMR from their supervisor and has yet to join IIMC. Julie emphasized their main focus will be acquiring knowledge about records management retention schedules. Julie is a native Oregonian and enjoys all things music-related outside of work.

**REGION III**

**Kirsti Pizzuto**, Assistant City Administrator, City of Aumsville.

**Melanie Raba**, Confidential Office Specialist, City of Stayton.

Before joining the team at Stayton, Melanie worked in transportation and logistics. Her employer encouraged her to join OAMR for informational and networking purposes! She would like to learn more about the workings of the public sector.

Melanie moved to Oregon from Southern California in August of 2022. Oregon was originally planned to be her retirement destination goal; however, circumstances worked out for them to be able to move here much sooner than they could have ever hoped. They are excited to raise their children here. She loves being outside and would love to learn more about outdoor activities that Oregon has to offer.

**REGION IV**

**Jennifer Mirabile**, City Recorder/HR Manager, City of Veneta.

Jennifer has been in her current position since November 16. She does not have previous municipal experience but has 18 years of Human Resources experience. Her city administrator shared the OAMR information with her, supported her membership, and discussed the certification process. (Yay for supportive city administrators!) Jennifer says she needs help with everything City Recorder.

She is originally from Pennsylvania by way of California and has been in Oregon the last 22 years. Jennifer is married with two kids in college and has a big yellow Labrador retriever, who is their fur baby. She comes from a family of nine kids and has a twin sister! She loves hiking, biking, walking her dog (enjoying the beautiful Oregon landscape), and traveling to new places.

**REGION VI**

**Amanda Metcalf**, Administrative Assistant, City of La Pine.

**REGION VII**

**Amanda Mickles**, City Clerk, City of Boardman.

**WELCOME!!**



Seeking!

# Photo- grapher



Skilled photographer(s) needed to take the lead at our Annual Conferences. This would be someone who is comfortable with a DSLR camera and knows how to change settings when the room is too dark or too bright and to make sure we are capturing the best side of our members and guests. You would be using OAMR's camera unless you prefer to use your own.



Have questions or this sounds like something you can help with?

Contact:

Newsletter Committee

Chair Allison Liesse

[allison.liesse@cityofalbany.net](mailto:allison.liesse@cityofalbany.net)

or

Historical Preservation Committee

Chair Gloria Tucker

[gtucker@portofnewport.com](mailto:gtucker@portofnewport.com)

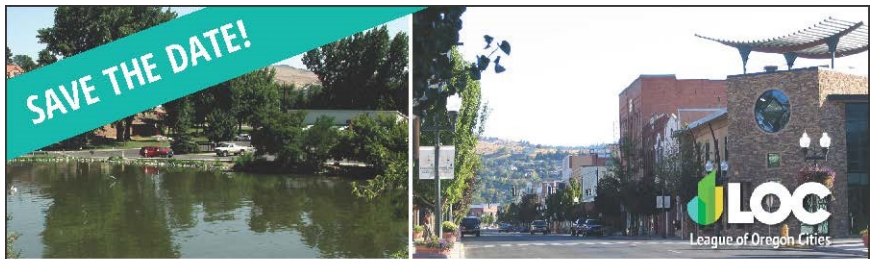
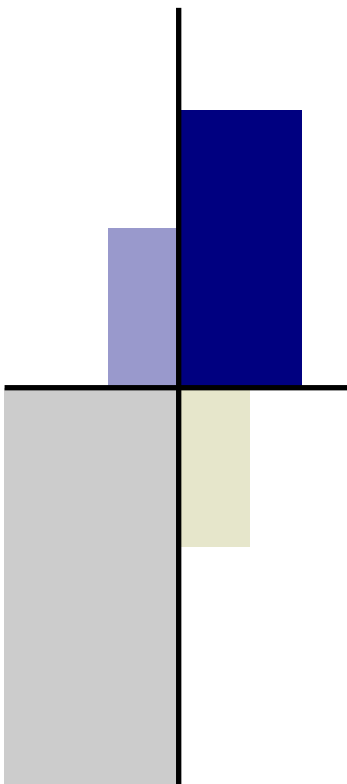
# Records Management Committee Legislative Committee

*Co-chairs: Alex Downing, City Clerk, Corvallis, and Gabe Shepherd, Deputy City Clerk, Albany*

Alex Downing (Corvallis) and Gabe Shepherd (Albany) are the new co-chairs of OAMR's Records Management Committee (RMC) and Legislative Committee (LC). The eventual plan is to combine these two committees after the fall of 2024. Currently they are meeting via Zoom at 10:00 a.m. on the third Thursday of the month. Within the next few months, the RMC and LC will be hearing from the Oregon Government Ethics Commission (OGEC) about changes to public meetings law and from the League of Oregon Cities about public records request exemptions. Important: effective January 1, 2024, no trainings on public meeting law are allowed unless pre-approved by OGEC!

Join these two committees as they discuss digitization, public records requests, records management, new laws, best practices, legislative sessions, and more. Please email [alex.downing@corvallisoregon.gov](mailto:alex.downing@corvallisoregon.gov) and [gabe.shepherd@albanyoregon.gov](mailto:gabe.shepherd@albanyoregon.gov) if you are interested in joining the committee or seeing the full schedule of meetings.

Hope to see you soon,  
Alex & Gabe



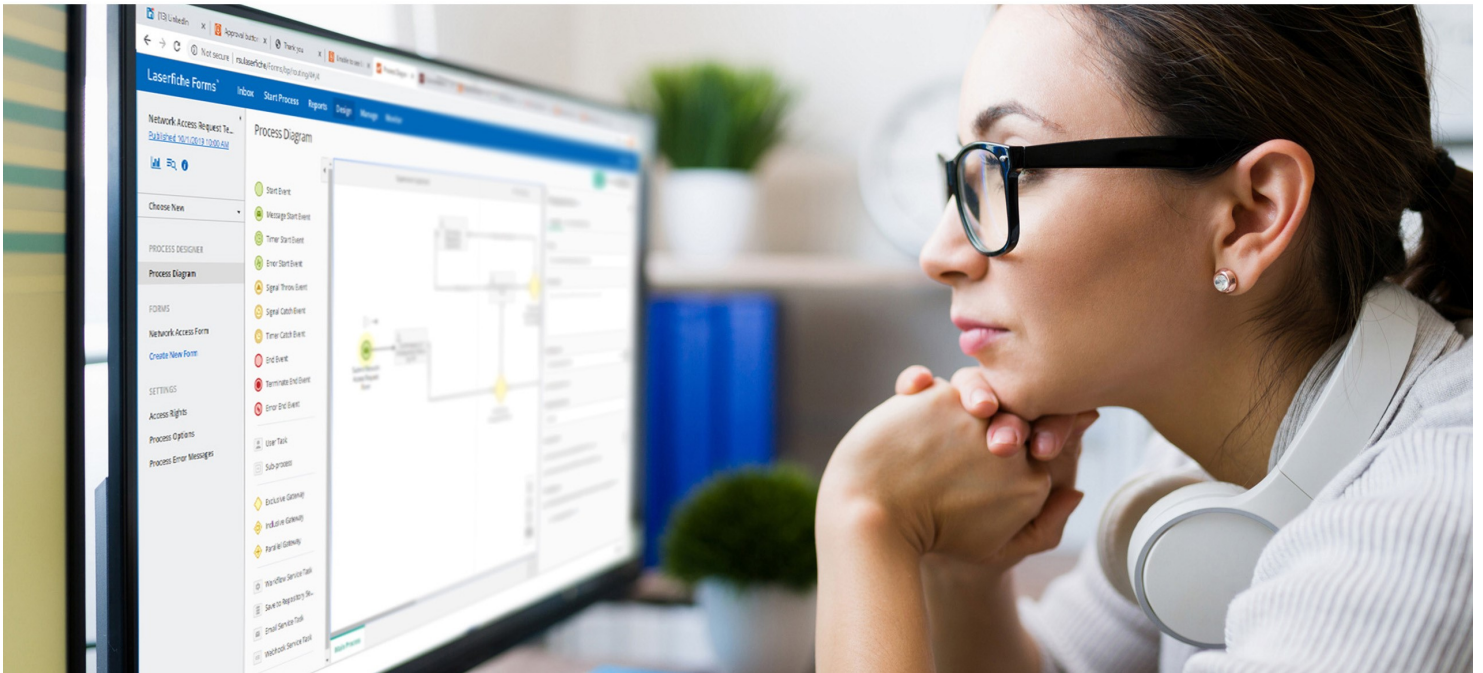
## Local Government Spring Conference

**April 25-26, 2024 in Klamath Falls**

The LOC's 2024 Local Government Spring Conference will be held at the Running Y Resort in Klamath Falls. This two-day event will be a great opportunity for public officials from around the state to network and learn about issues impacting all cities. Registration opens **February 2024** at [www.orcities.org](http://www.orcities.org).



# TAKE INFORMATION FURTHER



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## Internet Committee Report

*Melissa Thompson, CMC, City Recorder, Rockaway Beach*

Get ready for Gaggie Mail! The Internet Committee has been working to transition to a new and improved email ListServ called Gaggie Mail. Watch for an email invitation coming your way soon. Gaggie Mail is a web-based email listserv platform that will be easier to manage and will provide better access to the listserv email archive.

Don't let your OAMR membership and listserv subscription lapse! Membership renewals were due January 1. Visit the OAMR website to access your online profile to renew. Click the lock icon in the top navigation or the Member Area link in the footer on every website page to access the member-only area.

Watch for more updates coming soon. The Internet Committee is currently working on improvements to the website navigation and committee information.

If you need technical assistance or have suggestions for improving the OAMR website, please email Melissa Thompson at [cityrecorder@corb.us](mailto:cityrecorder@corb.us).

# Mentoring Committee Report

Sylvia Murphy, MMC, City Recorder, Sherwood

## 2023-24 COMMITTEE MEMBERS

Susan Reeves, MMC, City of Scappoose; Phyllis Bolman, MMC, City of Monmouth; Karen Howton, CMC, City of Island City; Alex McHaddad, City of Sodaville; Amber Ames, MMC, City of Hillsboro; Cathy Nelson, MMC, City of Harrisburg; Kimberly Veliz, CMC, City of Wilsonville; Allison Liesse, CMC, City of Albany; Cindy Hughes, CMC, City of Eagle Point; Angie Lanter, MMC, City of Banks; Amber Mathiesen, MMC, Mid-Willamette Valley Council of Governments; Teri Bacus, CMC, City of Pilot Rock; Jennifer Gray, City of Hood River; Donna Biggerstaff, City of Pendleton.

## COMMITTEE ACTIVITY

The 2023-24 Mentoring Committee gained new membership this year after the fall conference, and lost a few valued members due to retirements; nonetheless the current membership is very strong and committed. To date, the committee has received and fulfilled six requests for mentors. Many thanks to the committee members for their dedication and support, and willingness to embrace a mentee and fellow OAMR member.

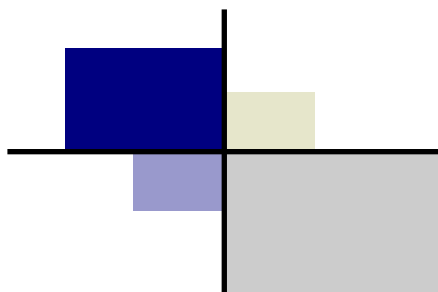
2024 is a general election year and there will be many inquiries regarding election timelines, forms, and processes. I, along with many City Recorders in Washington County, had a recent opportunity to attend a Washington County elections training. A representative from the Oregon Secretary of State (SOS)-Elections Division was in attendance and shared a lot of information. Take some time to contact your county elections office or SOS for updated election information. Below are a few resources:

- Oregon Secretary of State – email [Elections.sos@sos.oregon.gov](mailto:Elections.sos@sos.oregon.gov)  
<https://sos.oregon.gov/elections/Pages/election-information.aspx>
- Your county elections office
- Your city charter and city code
- A neighboring city within your county

The Mentoring Committee looks forward to continuing to provide support and expertise to the OAMR membership. Please do not hesitate to seek support or assistance from a mentor by contacting me, Sylvia Murphy, Mentoring Committee Chair, at [Murphys@Sherwoodoregon.gov](mailto:Murphys@Sherwoodoregon.gov). In addition, the committee is always accepting members, so if you have knowledge to share, please consider becoming a member. Have a wonderful 2024, be safe, and be well!

Sylvia Murphy, Chair

503-625-4246 [Murphys@Sherwoodoregon.gov](mailto:Murphys@Sherwoodoregon.gov)





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 ORMS Project Manager  
 541-523-1029 ex203  
 Dylan@chavesconsulting.com



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## Scholarship Committee Report

*Cathy Nelson, MMC, Deputy City Recorder, Harrisburg*

Hello OAMR!

We have a couple of upcoming scholarship deadlines that you should be interested in:

The Mid-Year Academy Scholarship to cover the \$175 registration is open for applications from **January 1 through February 29, 2024**. Be sure to get the completed application and letter of support to me before the February 29 deadline to be eligible. We have ten scholarships available.

Our Professional Development Scholarships are also open for applications starting **January 1, 2024**. The deadline to apply is **March 31, 2024**. We have four scholarships for PD I, II and III that cover the \$750 registration cost and three that cover the full \$1400 registration and lodging costs. We also have two scholarships for PD IV that cover the \$650 registration cost.

You can find the application forms and guidelines on our website or use this link: [Oregon Association of Municipal Recorder - Scholarships \(oamr.org\)](https://www.oamr.org)

Send all completed applications and letters of support before the deadline to Cathy Nelson at [cnelson@ci.harrisburg.or.us](mailto:cnelson@ci.harrisburg.or.us).



## Stuart A. Rogers, City Recorder, City of Aurora, earns CMC

By Susan M. Reeves, MMC



Stuart Rogers has been with the City of Aurora for a little over three years, starting in late August of 2020. He has been a member of OAMR since September 2020. Aurora's Public Works Superintendent nudged him toward pursuing certification during the pandemic. He was hesitant to do an entirely online experience, but once things opened up, he enjoyed the opportunity for learning.

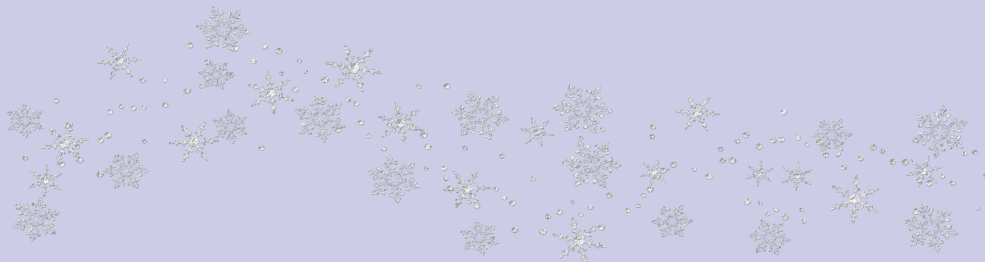
Stuart's advice to recorders about certification is to start early, be steady, and explore a variety of education and work experience. He is glad he committed to doing an Athenian Dialogue based on Brene Brown's *The Gifts of Imperfection*. Part of the reason he's pursued local government as a career is the variety, particularly in a small city, which keeps the work interesting.

About OAMR in general, Stuart advises recorders to reach out directly to others you meet at conferences, take advantage of field trips like the State Archives tour earlier this year, and make spontaneous and deliberate connections. You never know where a contact or idea may lead.

Stuart considers helping to establish a great team environment at work to be one of his outstanding achievements. He has been able to facilitate a cohesive connection among the Council, community members, and businesses, to secure mostly friendly, voluntary code compliance in Aurora.

Outside of work, Stuart's activities include whitewater rafting, kayaking, and reading expedition stories and biographies. Regularly engaging in family history work helps keep him grounded, as he traces family connections to roots in the British Isles and Europe.

## Congratulations, Stuart!



## IIMC STRATEGIC PLAN UPDATE



The previous IIMC Strategic Plan runs out in 2023. The new one will run 2024-2026. At the Mid-year Board Meeting, the Board reviewed the six Key Result Areas of the existing plan, moving some objectives forward, tweaking others, and deleting those that were complete. We added a new Key Result Area 7 related to Conferences. Based on our notes, here is an abbreviated summary of highlights of the draft plan:

### DRAFT 2024-2026 IIMC STRATEGIC PLAN SUMMARY

Key Result Area 1: Image – Internal/External	<ul style="list-style-type: none"> <li>• Addressing perceptions of elitism on the Board and expanding communications with our membership.</li> <li>• Addition of an objective to create a standing IIMC DEI Committee.</li> </ul>
Key Result Area 2: Communications – External/Internal	<ul style="list-style-type: none"> <li>• Continue to seek out and implement new methods of communications and educational programs.</li> <li>• Marketing plan development to promote IIMC’s value to new, potential and current members, councils and mayors.</li> </ul>
Key Result Area 3: Organization & Management	<ul style="list-style-type: none"> <li>• Education and training for Board to understand their roles and responsibilities to the organization.</li> <li>• Improved Board succession process and tools for Board members.</li> </ul>
Key Result Area 4: Education	<ul style="list-style-type: none"> <li>• Continuing to meet the needs of membership with emerging education platforms.</li> <li>• Balancing in-person and online opportunities.</li> <li>• Continue addition of online learning opportunities.</li> </ul>
Key Result Area 5: Membership	<ul style="list-style-type: none"> <li>• Membership retention goals.</li> <li>• Growth in Region X (Canada).</li> <li>• Increasing conference attendance through use of incentives.</li> <li>• Upgraded member-only section on website.</li> </ul>
Key Result Area 6: Finance	<ul style="list-style-type: none"> <li>• Use of Board Reserves income – maintain \$1 million or 6 months’ operating costs in account.</li> </ul>
***NEW*** Key Result Area 7: Conferences	<ul style="list-style-type: none"> <li>• Scheduling of mid-year board meeting at conference sites to leverage cost savings.</li> <li>• Explore the opportunity for a virtual conference in addition to the traditional conference.</li> </ul>

The complete revised 2024-2026 Strategic Plan will come to the Board for review and adoption at the May meeting in Calgary.



# Region I News

*Lisa Scholl, MMC, Deputy City Recorder, St. Helens, Region I Director*

Since our last report, we have welcomed new member Tammy Heitsman, Tillamook Deputy City Recorder. We're glad you're here, Tammy, and look forward to meeting you!

Congratulations to Yuriy Ukhach, Nehalem Deputy City Recorder, on earning his Certified Municipal Clerk (CMC) designation in December!

A few of us were able to meet for a holiday lunch and ornament exchange at Camp 18 on December 18. We had a nice time visiting, sharing our challenges, and admiring how beautifully Camp 18 is decorated.

I hope everyone enjoyed the holiday season and has a safe and healthy 2024!



Pictured left to right: Kathy Payne, MMC, St. Helens; Susan Reeves, MMC, Scappoose; Melissa Thompson, CMC, Rockaway Beach; Lisa Scholl, MMC, St. Helens; Stephanie Borst, CMC, Vernonia; Dawne Shaw, CMC, Warrenton; Hanna Bentley, Warrenton

**Is your photo included in the OAMR website member directory?**

If not, please log in to the website and edit your profile to include your photo. These are very helpful for the Historical Preservation Committee and the Newsletter Committee.



# Region III News

*Gloria Tucker, Administrative Assistant, Port of Newport, Region III Director*

Once again, Region III had a blast celebrating Halloween. There were popular movie references as well as classics. Well done, everyone!



Albany – Best Costume



Independence – Most Spirited


Philomath – Best Theme (Cinema!)



## IIMC REGION IX RECAP

The temperatures are dropping and 2023 is almost wrapped up, but your IIMC Region IX Directors are still representing our amazing members every opportunity we get. In November, we spent Veterans’ weekend at the Mid-year Board Meetings crafting a new IIMC 3-year Strategic Plan and conducting the business of the Board. See the separate article about the draft summary of the new Strategic Plan. It’s a long list but here are other highlights from the board meeting:



<p>IIMC Foundation Report</p>	<ul style="list-style-type: none"> <li>• IIMC Foundation President Mary Lynne Stratta reported on the health of the Foundation, the challenges of the current investment markets, and the commitment to fund scholarships to the maximum amount allowed by the bylaws.</li> </ul>
<p>Elimination of Certificate Plaques</p>	<ul style="list-style-type: none"> <li>• Analysis of the costs of the CMC and MMC certificate plaques shows that members can get a better deal ordering on their own.</li> <li>• IIMC was losing money on every plaque.</li> <li>• Staff will provide links to places you can order from.</li> </ul>
<p>Honorary IIMC Membership</p>	<ul style="list-style-type: none"> <li>• Approved Honorary Membership for IIMC Past-President Marc Lemoine, to be awarded at Calgary Conference.</li> </ul>
<p>Certification Approval</p>	<ul style="list-style-type: none"> <li>• Approval rate is down to 1-2 weeks through use of the new portal.</li> </ul>
<p>Calgary Conference</p> 	<ul style="list-style-type: none"> <li>• Worth 10 education points, with an opportunity for 2 additional points via offsite experiences.</li> <li>• Hotel information should be out soon.</li> <li>• Same hotel cancellation policy as last year – 1 night penalty.</li> <li>• Whova app to be used again.</li> <li>• Host hotel is the Marriott. \$160/night (US)+12% tax (approximate).</li> <li>• Early bird registration is \$675 until 3/15/2024.</li> <li>• Academies (weekend prior) \$159 ea.</li> <li>• Athenian Dialogues (weekend prior) \$110 ea.</li> <li>• Merging of vendor companies results in less sponsors.</li> <li>• IIMC Foundation will have a karaoke fundraiser.</li> <li>• No parade of flags due to international location.</li> </ul>
<p>Institutes</p>	<ul style="list-style-type: none"> <li>• Education Department staff recognizes the increasing number of retiring directors and challenges tying into universities will need to be addressed.</li> </ul>
<p>Elections Policy</p>	<ul style="list-style-type: none"> <li>• Elections Committee proposed substantial changes to clarify campaigning and election timelines.</li> <li>• Candidate filing period is now January 1-15.</li> <li>• Campaign period is January 16-March 1.</li> <li>• The election is over a two-week period in March.</li> </ul>



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First Vice President	<b>Kayla Duddy, CMC</b> City of Redmond 411 SW 9th Street Redmond, OR 97756	541.923.7755 kayla.duddy@redmondoregon.gov
Second Vice President	<b>Scott Stauffer, CMC</b> City of Milwaukie 10722 SE Main Street Milwaukie, OR 97222	503.786.7502 stauffers@milwaukieoregon.gov
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Treasurer	<b>Alex McHaddad</b> 30723 Sodaville Road Sodaville, OR 97355	541.258.8882 sodaville@cityofsodaville.org
Immediate Past President	<b>Karin Johnson, MMC</b> City of Independence PO Box 7 Independence, OR 97351	503.837.1127 kjohnson@ci.independence.or.us
Region I Director	<b>Lisa Scholl, MMC</b> City of St. Helens 265 Strand Street St. Helens, OR 97051	503.366.8216 lscholl@sthelensoregon.gov
Region II Director	<b>Nicole Madigan</b> City of Milwaukie 10722 SE Main Street Milwaukie, OR 97222	503.786.7530 madigann@milwaukieoregon.gov
Region III Director	<b>Gloria Tucker, CMC</b> Port of Newport 600 SE Bay Blvd. Newport, OR 97365	541.265.7758 gtucker@portofnewport.com
Region IV Director	<b>Melanie Masterfield, CMC</b> City of Sutherlin 126 E. Central Sutherlin, OR 97479	541.459.2856 Masterfield@ci.sutherlin.or.us
Region V Director	<b>Cindy Hughes, CMC</b> City of Eagle Point PO Box 779 Eagle Point, OR 97524	541.826.4214 x106 cindyhughes@cityofeaglepoint.org
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Region VII Director	<b>Karen Howton, CMC</b> City of Island City 10605 Island Avenue Island City, OR 97850	541.963.5017 karen@islandcityhall.com

**2023-2024 OAMR COMMITTEE CHAIRS**

Audit	<b>Yuriy Ukhach, CMC</b> City of Nehalem PO Box 143 Nehalem, OR 97131	503.368.5627 yukhach@nehalem.gov
Bylaws & City Recorder's Procedure Manual (merging)	TBD	
Conference	<b>Kayla Duddy, CMC</b> City of Redmond 411 SW 9th Street Redmond, OR 97756	541.923.7755 kayla.duddy@redmondoregon.gov
Education	<b>Laural Casey, CMC</b> Oak Lodge Water Services 14496 SE River Road Oak Grove, OR 97267	503.353.4277 laural.casey@olws.org
Internet	<b>Melissa Thompson, CMC</b> City of Rockaway Beach PO Box 5 Rockaway Beach, OR 97136	503.374.1752 cityrecorder@corb.us
Legislative	<b>Gabe Shepherd</b> City of Albany PO Box 390 Albany, OR 97321	541.791.0223 gabe.shepherd@albanyoregon.gov
Membership	<b>Phyllis Bolman, MMC</b> City of Monmouth 151 W. Main Street Monmouth, OR 97361  <b>Lisa Figueroa, CMC</b> City of Toledo PO Box 220 Toledo, OR 97391	503.751.0145 pbolman@ci.monmouth.or.us  541-336-2247 x2060 administration@cityoftoledo.org
Mentoring	<b>Sylvia Murphy, MMC</b> City of Sherwood 22560 SW Pine Street Sherwood, OR 97140	503.625.4246 murphys@sherwoodoregon.gov
Nominating	<b>Christie Teets, CMC</b> City of Molalla PO Box 248 Molalla, OR 97038	503.759.0285 cteets@cityofmolalla.com
Northwest Clerks Institute Education & Professional Growth and Leadership Development (merging)	<b>Laural Casey, CMC</b> Oak Lodge Water Services  <b>Karin Johnson, MMC</b> City of Independence	503.353.4277 laural.casey@olws.org  503.837.1127 kjohnson@ci.independence.or.us

Publications	<p><b>Allison Liesse, CMC</b> City of Albany PO Box 490 Albany, OR 97321</p> <p><b>Gloria Tucker, CMC</b> Port of Newport 600 SE Bay Blvd. Newport, OR 97365</p>	<p>541.917.7532 allison.liesse@cityofalbany.net</p> <p>541.265.7758 gtucker@portofnewport.com</p>
Records Management	<p><b>Alex Downing</b> City of Corvallis PO Box 1083 Corvallis, OR 97333</p>	<p>541.766.6729 x5075 alex.downing@corvallisoregon.gov</p>
Retired Clerks	<p><b>Denise Carey</b> City of Estacada (Retired)</p>	<p>503.679.9811 denisec20@yahoo.com</p>
Scholarship	<p><b>Cathy Nelson, MMC</b> City of Harrisburg PO Box 378 Harrisburg, OR 97446</p>	<p>541.995.2211 cnelson@ci.harrisburg.or.us</p>
Special Projects/Fundraising	<p><b>Scott Stauffer, CMC</b> City of Milwaukie 10722 SE Main Street Milwaukie, OR 97222</p>	<p>503.786.7502 stauffers@milwaukieoregon.gov</p>





**IIMC REGION IX**

**ALASKA \* CALIFORNIA \* OREGON \* WASHINGTON \* HAWAII**

**IIMC REGION IX DIRECTORS**

Ruth Post, MMC  
 City Recorder - City of Philomath, OR  
 (541) 929-6148  
[ruth.post@philomathoregon.gov](mailto:ruth.post@philomathoregon.gov)  
 Term expires May 2024

Jamie Newman, MMC  
 City Clerk - City of Wasilla, AK  
 (907) 373-9090  
[jnewman@ci.wasilla.ak.us](mailto:jnewman@ci.wasilla.ak.us)  
 Term expires May 2025

**REGION IX STATE PRESIDENTS**

**Alaska Association of Municipal Clerks**

April Trickey, MMC  
 Borough Clerk - Fairbanks North Star Borough  
 ((907) 459-1401  
[atrickey@fnsb.us](mailto:atrickey@fnsb.us)  
 Term: Dec. 2023 - Dec. 2024

**City Clerks Association of California**

Marc Donohue, MMC  
 City Clerk - City of Eastvale  
 ((951) 703-4421  
[mtonohue@eastvaleca.gov](mailto:mtonohue@eastvaleca.gov)  
 Term: Oct. 2023 - Oct. 2024

**Oregon Association of Municipal Recorders**

Nanci Sandoval, CMC  
 City Recorder - City of Umatilla  
 (541) 992-3226  
[nanci@umatilla-city.org](mailto:nanci@umatilla-city.org)  
 Term: Oct. 2023 - Sept. 2024

**Washington Municipal Clerks Association**

Lisa Neissl, MMC  
 City Clerk - City of Walla Walla  
 ((509) 527-4424  
[lneissl@wallawallawa.gov](mailto:lneissl@wallawallawa.gov)  
 Term: Mar. 2023 - Mar. 2024

**IIMC PRESIDENT**

Mary Ann Hess, MMC  
 City Clerk/Finance Director - City of Laurel, MS  
 (601) 428-6430  
[maryannahess@laurelms.com](mailto:maryannahess@laurelms.com)  
 Term: May 2023 - May 2024

**FIRST VICE PRESIDENTS**

Lori Strickler, MMC  
 City Clerk - Bethel  
 (907) 543-1384  
[lstrickler@cityofbethel.net](mailto:lstrickler@cityofbethel.net)  
 Term: Dec. 2023 - Dec. 2024

Jessica Blair, MMC  
 City Clerk - City of Half Moon Bay  
 (650) 726-8271  
[jblair@hmbcity.com](mailto:jblair@hmbcity.com)  
 Term: Oct. 2023 - Oct. 2024

Kayla Duddy, CMC  
 Deputy City Recorder - City of Redmond  
 (541) 923-7755  
[kayla.duddy@redmondoregon.gov](mailto:kayla.duddy@redmondoregon.gov)  
 Term: Oct. 2023 - Sept. 2024

Elizabeth Adkisson, MMC  
 City Clerk - City of Seattle  
 (206) 684-3091  
[elizabeth.adkisson@seattle.gov](mailto:elizabeth.adkisson@seattle.gov)  
 Term: Mar. 2023 - Mar. 2024

**IIMC PRESIDENT ELECT**

Lisa Garcia, MMC  
 Deputy Town Mgr/Town Clerk - City of Florence, AZ  
 (520) 868-7552  
[lisa.garcia@florenceaz.gov](mailto:lisa.garcia@florenceaz.gov)  
 Term: May 2023 - May 2024



**Mission Statement:**

**The mission of the Oregon Association of Municipal Recordors is to enhance the quality of our office and to encourage dedication to our profession, by providing educational experiences of the highest quality as well as promote the professionalism of the office of municipal recorder.**

**OAMR Newsletter Committee Co-Chairs**

Allison Liesse, CMC & Lisa Scholl, MMC

**Newsletter Submission Deadlines**

Spring 2024—March 15, 2024

Summer 2024—June 14, 2024

Fall 2024—October 4, 2024

Winter 2024—December 13, 2024