



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ANNUAL BUSINESS MEETING
FRIDAY, SEPTEMBER 22, 2023, 8:00 A.M.

*NOTE: ELECTION OF OFFICERS - THURSDAY, 9/21/2023, 11:30 AM
OATHS OF OFFICE - THURSDAY, 9/21/2023, 6:30 PM*

AGENDA

- I. CALL TO ORDER
 - II. ROLL CALL (use sign in sheets)
 - III. APPROVAL OF MINUTES
September 30, 2022 Annual Business Meeting
 - IV. PRESENTATION: THOUGHTS AND GIFTS PROJECT
 - V. ACTION ITEMS
 - A. Resolution #2023-01, Expressing Appreciation to Conference Committee and Staff of Spirit Mtn Lodge
 - B. Resolution #2023-02, Authorizes Banking Signatures
 - C. Adoption of 2023-24 OAMR Budget, Resolution #2023-03 – *Nanci Sandoval, 1st Vice President*
 - D. Selection of 2025 OAMR Conference Site – *Kayla Duddy, 2nd Vice President*
 - VI. ANNUAL REPORTS
 - A. Officers¹
 - B. Region Directors²
 - C. Committee Chairs³
 - D. Ad-Hoc Committee: Strategic Plan Group
 - VII. PASSING OF THE GAVEL
 - VIII. OTHER BUSINESS
 - IX. ADJOURNMENT
-

2022-23 BOARD

¹OFFICERS

President: Karin Johnson, MMC
1st Vice President: Nanci Sandoval, CMC
2nd Vice President: Kayla Duddy, CMC

Treasurer: Melissa Thompson, CMC
Secretary: Christie Teets, CMC

²REGION DIRECTORS

Region I – Lisa Scholl, St. Helens
Region II – Scott Stauffer, Milwaukie
Region III – Gloria Tucker, Port of Newport
Region IV – Kitty Vodrup, Junction City

Region V – Cindy Hughes, Eagle Point
Region VI – Jennifer Gray, Hood River
Region VII – Karen Howton, Island City

³COMMITTEE CHAIRS

- A. Audit: Yuriy Ukhach, Nehalem
- B. Bylaws: Anna Ruggles (**ACTION**)
- C. City Recorder's Procedure Manual: Amber Mathiesen
- D. Conference: Nanci Sandoval
- E. Education: Peggy Hawker/Nicole Morris
- F. Historical Preservation: Gloria Tucker
- G. Internet: Kayla Duddy
- H. Legislative: Sue Ryan/Scott Stauffer
- I. Membership: Phyllis Bolman
- J. Mentoring: Sylvia Murphy (**ACTION**)
- K. Newsletter: Lisa Scholl/Allison Liesse
- L. Nominating: Christie Teets
- M. Professional Growth & Leadership Development: Stacie Cook
- N. Records Management: Scott Stauffer/Sue Ryan (*See Legislative Committee*)
- O. Retired Clerks: Denise Carey
- P. Scholarship: Cathy Nelson
- Q. Special Projects/Fundraising: Kayla Duddy

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
Annual Business Meeting Minutes
September 30, 2022

Call to Order:

Meeting called to order at 6:07 a.m. by President Cathy Nelson, MMC, Harrisburg.

Roll Call:

Completed by sign-in sheets

Head table:

Cathy Nelson	MMC	Harrisburg	OAMR President
Karin Johnson	MMC	Independence	OAMR First Vice-President
Nanci Sandoval	CMC	Umatilla	OAMR Second Vice-President
Melissa Thompson-Kiefer	CMC	Nehalem	OAMR Treasurer
Tracy Davis	MMC	Keizer	Parliamentarian
Kayla Duddy	CMC	Redmond	OAMR Second Vice-President Elect

Region I:

Kathy Payne	MMC	St. Helens
Lisa Scholl	MMC	St. Helens
Susan Reeves	MMC	Scappoose

Region II:

Aimee Amerson		Carlton
Amber Ames	MMC	Hillsboro
Bridget Meneley		Willamina
Carol Krager	CMC	Tigard
Christie Teets		Molalla
Debbie Manning	MMC	Tigard
Jakob Wiley		Oregon City
Jesse Raymondo		Tigard
Kevin Moss		Washington County
Laural Casey		Oak Lodge Water Services
Maya Benham		Canby
Natasha Johnson		Amity
Nichole Madigan		Milwaukie
Nicole Morris	MMC	Tualatin
Scott Stauffer	CMC	Milwaukie
Wenonah Blanchette		Gaston

Region III:

Alex McHaddad		Sodaville
Allison Liesse	CMC	Albany
Brandi Libra		Waterloo
Denise Dahlberg		Gervais
Gabe Shepherd		Albany

Gloria Tucker		Newport
Heather Pierson	CMC	Woodburn
Julie Fisher		Sweet Home
Lori Ross		Harrisburg
Michele Eldridge	CMC	Harrisburg
Peggy Hawker	MMC	Newport
Phyllis Bolman	MMC	Monmouth
Ruth Post	MMC	Philomath
Sheena Dickerman		Millersburg
Stacie Cook	MMC	Mill City
Stuart Rodgers		Aurora
Tammy Bennett		Stayton

Region IV:

Amy Sowa	MMC	Roseburg
Courteney Davis		Reedsport
Grace McNeil		Creswell
Joanna Bilbrey		Myrtle Creek
Kitty Vodrup	MMC	Junction City
Koree Tote		Roseburg
Lindsey White		Florence
Mindy Roberts		Cottage Grove
Samantha Dragt		Lowell
Yuriy Ukhach		Nehalem

Region V:

Cindy Hughes	CMC	Eagle Point
Deanna Casey	MMC	Central Point
June Hinojosa		Bandon
Rachel Neuenschwander		Central Point

Region VI:

Christine Wolfe		Maupin
Kathy Woosley	MMC	Cascade Locks
Marilyn Place		Cascade Locks
Melanie Masterfield		Sutherlin

Region VII:

Karen Howton	CMC	Island City
Krista Miller		Mitchell
Lea Walker		Fossil
Sherry Riley		Cove
Stacey Stockhoff		La Grande

Honored Guests:

Brenda Ballou	MMC	AAMC President
Dawn Abrahamson	MMC	Past IIMC Region IX Director
Joann Tilton	MMC	NCI Director
Shawn Campbell	MMC	WMCA President

Approval of Minutes:

- October 1, 2021 Annual Business Meeting - Amendment to roll call to add First Vice-President Cathy Nelson in attendance.

Action: To approve minutes as amended.

Motion/Second: Kayla Duddy, CMC, Redmond/Susan Reeves, MMC, Scappoose.

Vote: Approved.

Resolution No. 2022-01:

Resolution of Appreciation to the Best Western Plus Agate Beach Inn, Newport, Oregon.

Action: To approve as presented.

Motion/Second: Karin Johnson, MMC, Independence/Tracy Davis, MMC, Keizer.

Vote: Approved.

Resolution presented to Best Western Agate Beach Inn staff.

Selection of 2024 Conference Site:

Presentation by Second Vice-President Nanci Sandoval, CMC, Umatilla, of complete proposals received from Wild Horse Casino, Pendleton (Region VII) and Best Western Hood River, Hood River (Region VI). Comment by Nicole Morris, MMC, Tualatin, Education Chair, that Hood River site does not meet meeting room needs.

Action: To select the Wild Horse Casino, Pendleton, for the 2024 Conference site.

Motion/Second: Kevin Moss, Washington County/Karen Howlton, Island City.

Vote: Approved.

Adoption of 2022-2023 OAMR Budget:

First Vice-President Karin Johnson, MMC, Independence, presented overview of budget. 2023 Conference at Spirit Mountain Casino, Grand Ronde, registration increase will be offset for members by lower hotel room costs. Noted supply chain and staffing issues are increasing conference costs. Dues increase of \$15.

Action: Approve the 2022-2023 OAMR Budget through Resolution 2022-03.

Motion/Second: Joanna Bilbrey, Myrtle Creek/Kayla Duddy, CMC, Redmond.

Vote: Approved.

Resolution Authorizing Signatures for Banking Signatures 2022-2023:

Action: Approve Resolution 2022-02 authorizing signatures for banking signatures for 2022-2023.

Motion/Second: Ruth Post, MMC, Philomath/Brandi Libra, Waterloo.

Vote: Approved.

Annual Reports from Board Members, Committee Chairs and Task Force:

First Vice President Karin Johnson: Reviewed 2023 Conference siting in Regions I and II. Seaside hotel withdrew contract due to remodeling. Four proposals were received and the Board selected Spirit Mountain Casino, Grand Ronde. Conference rooms expense will be higher but members will have lower hotel room costs than in recent years. Midyear date is April 6-7, 2023.

Treasurer Melissa Thompson-Kiefer: Extended appreciation to Nanci Sandoval and Natasha Johnson, Amity, for assistance in processing payments after the banquet.

Region III Director Alex McHaddad, Sodaville, volunteered to train as the next Treasurer.

City Records Procedure Manual: Chair Lori Lesmeister not able to attend. President Nelson reviewed proposed changes (redline) to Procedures Manual. Phyllis Bolman, MMC, Monmouth noted Section 7.04 includes names of members that are no longer City Records.

Action: Approve the City Records Procedures Manual with recommended changes and the amendment to remove names no longer working as a Recorder.

Motion/Second: Karin Johnson, MMC, Independence/Scott Stauffer, CMC, Milwaukie.

Vote: Approved.

Conference Committee: Chair Karin Johnson thanked the Committee and noted a full report will be made at the November Board meeting.

Legislative Committee: Chair Sue Ryan unable to attend. Member Scott Stauffer reported on the re-energized Committee and preparation for the upcoming long legislature session. Noted there will be legislation coming this year on public records and meetings.

Membership Committee: Chair Phyllis Bolman reported on the many wonderful new members in the organization.

Mentoring Committee: Chair Sylvia Murphy, MMC, Sherwood, unable to attend. Susan Reeves, MMC, Scappoose, read a statement from Sylvia to new members welcoming them to the conference. (Supplemental Agenda Item).

Nominating Committee: Chair Christie Teets, Molalla, reported there are Board positions with no candidates. Incoming President Karin Johnson will be contacting possibly interested individuals. President Cathy Nelson declared the Region VI Director position vacant with the election of Kayla Duddy to Second Vice President.

Records Management Committee: Chair Sue Ryan unable to attend. Scott Stauffer, CMC, Milwaukie reported changes are coming to retention schedule with more information to come. All of the suggested changes having come from cities.

Scholarship Committee: Chair Courtney Davis, Reedsport, noted the Scholarship Committee report was submitted as a supplemental report to the meeting packet. The report was updated to add the date and location for midyear in Grand Ronde. The Board will set deadline dates for scholarships.

Special Projects & Fundraising Committee: Chair Nanci Sandoval, CMC, Umatilla, reported fundraising for the year was currently sitting at about \$11,000 with final totals yet to come and extended thanks for all of the fundraising help.

Strategic Planning Task Force: Chair Nicole Morris, MMC, Tualatin, presented the proposed Strategic Plan noting the next steps would be to approve the plan, celebrate and create an oversight committee at the November Board meeting.

Action: Adopt the OAMR Strategic Plan.

Motion/Second: Nicole Morris, MMC, Tualatin/Nanci Sandoval, CMC, Umatilla.

Vote: Approved.

President Cathy Nelson reminded everyone to sign up for committees and that scholarship recipients must sign up for either the Conference or Special Projects/Fundraising Committees.

Passing of the Gavel:

Outgoing President Nelson presented Incoming President Johnson with the travelling gavel.

President Johnson reported candidates had been received for Regions V, VI, and VII. Signing up for committees was encouraged and reminded members to settle tabs from the Rogue event with the Treasurer.

Good of the Order:

Tracy Davis, MMC, Keizer reported the City of Keizer has been the storage location for the OAMR permanent records and they need to be relocated due to impending retirements.

Make a donation to our local non-profit designee. Contributions to be presented at lunch.

President Nelson's Committee Reception is tonight in her suite.

Adjournment:

Meeting adjourned at 9:07 a.m. by President Nelson.



**OREGON ASSOCIATION
OF MUNICIPAL RECORDERS**

RESOLUTION NO. 2023-01

**A RESOLUTION OF APPRECIATION
TO THE 2023 OAMR CONFERENCE COMMITTEE
AND SPIRIT MOUNTAIN LODGE, GRAND RONDE, OREGON**

WHEREAS, the many dedicated members of the OAMR Conference Committee chaired by First Vice-President Nanci Sandoval have worked countless hours over the past year to plan a conference that is both educational and entertaining; and

WHEREAS, the Spirit Mountain Lodge staff assisted the OAMR Conference Committee in the success of the 40th Annual Conference through their assistance in the organization and details in planning the conference; and

WHEREAS, the 2023 OAMR Annual Conference was dedicated to providing quality educational sessions, entertaining social events, and time for networking with our peers from around the state.

NOW, THEREFORE, BE IT RESOLVED BY THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS that the membership extends its gratitude and appreciation to all of the individuals who worked unselfishly to organize, plan, and present an outstanding 2023 OAMR Annual Conference; and the staff of the Spirit Mountain Lodge, Grand Ronde, Oregon, are commended for their outstanding logistical arrangements and cordiality during the conference.

ADOPTED by a majority vote of the voting members of the Oregon Association of Municipal Recordors this 22nd day of September 2023.

SIGNED:

ATTEST:

Karin Johnson, MMC, OAMR President

Christie Teets, CMC, OAMR Secretary

RESOLUTION NO. 2023-02

**A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES
ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS**

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the Oregon Association of Municipal Recorders (OAMR), orders for payment or withdrawal of money: 2023-24 OAMR President Nanci Sandoval, CMC, OAMR Treasurer Alex McHaddad or in their absence, 2023-24 OAMR First Vice-President, Kayla Duddy, CMC.

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of the Oregon Association of Municipal Recorders.

SECTION 2. All prior authorizations are superseded.

SECTION 3. Any designated depository ("Bank") of the Oregon Association of Municipal Recorders is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the association when bearing the signatures of the persons listed in Section One of this resolution. The Bank is authorized and directed to honor and to charge the association for such checks, drafts, or other orders for the payment of money, duly certified to and filed with the Bank by the OAMR Treasurer or other officer of the association.

SECTION 4. This Resolution takes effect upon signing by the President of OAMR.

SIGNED and APPROVED this 22nd day of September 2023.

Karin Johnson, MMC, OAMR President

ATTEST:

Christie Teets, CMC, OAMR Secretary



OAMR BOARD REPORT

Budget Committee

Meeting Date: September 20, 2023
Source of Item: 1st Vice President

Contact: Nanci Sandoval, CMC
Contact Telephone Number: (541) 922-3226
Contact E-Mail: nanci@umatilla.gov

BACKGROUND

OAMR Bylaws, Article IX, Section 1 requires the First Vice-President to appoint a Budget Committee, prepare a budget for the next fiscal year, and submit the proposed budget to the membership for consideration and adoption at the annual meeting.

Budget Committee members Karin Johnson, MMC, Kayla Duddy, CMC, Melissa Thompson – Keifer, CMC, and Alex McHaddad, met on September 8th via Zoom. The year-to-date budget and the current budget were reviewed, and the Committee worked together to prepare the proposed budget.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Committee proposes a budget of \$144,107.78 for 2023-2024. The proposed contingency for 2023-2024 is \$17,877.78. This is \$2,877.78 over the required amount based on the budget policy. These recommendations are based on careful consideration of past financial trends and current market conditions. They are designed to ensure financial stability while supporting the mission and objectives of OAMR.

The Budget Committee continues to fully recommend the practice of funding scholarships to allow the membership to attend OAMR Mid-Year Academy, Annual Academy, and Annual Conference, and the IIMC Annual Conference after meeting the needs of the Association. The Committee is pleased to again be able to provide scholarships to the Association.

Scholarship Funds in 2023-2024 will allow the following:

- 4 Professional Development NCI scholarships for PD I-III
- 3 Professional Development NCI scholarships for full registration including lodging for PD I-III
- 2 Professional Development NCI scholarships for PD IV
- 10 OAMR Mid-Year Academy Scholarships
- 10 OAMR Annual Academy & Conference Scholarships
- Donation of \$2000 towards IIMC Foundation Education Endowment Fund

BOARD OPTIONS

The Budget Committee recommends approval of the proposed budget for 2023-2024.

CHAIR OR DIRECTOR'S RECOMMENDATION

On behalf of the Budget Committee, I recommend approval of the proposed budget for the 2023-2024 fiscal year.

SUGGESTED MOTION

"I move the approve the budget narrative and proposed OAMR budget for the 2023 – 2024 fiscal year."

ATTACHMENTS

- A. Attachment A – Proposed 2023-2024 Budget
- B. Attachment B – Budget Narrative

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2023-2024 ANNUAL BUDGET**

2023-2024 Proposed Budget

REVENUES

2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ADOPTED	2022-2023 Estimated Actual	DESCRIPTION	2023-2024 PROPOSED	2023-2024 ADOPTED	Comments
Virtual	Newport	Spirit Mountain	Spirit Mountain	Academy/Education Sessions	Pendleton	Pendleton	
\$ 7,740.00	\$ 8,063.00	\$ 10,500.00	\$ 6,625.00	Mid-Year Academy	\$ 7,000.00		Based on 40 registrants @ \$175
\$ 2,950.00	\$ 1,725.00	\$ 2,250.00	\$ -	Mid-Year Athenian Dialogue	\$ 1,500.00		Based on 20 registrants @ \$75
\$ 935.00	\$ 1,100.00	\$ 2,250.00	\$ 1,175.00	Annual Athenian Leadership	\$ 1,500.00		Based on 20 registrants @ \$75
\$ 8,225.00	\$ 8,627.00	\$ 14,000.00	\$ 8,250.00	Annual Academy	\$ 12,250.00		Based on 70 registrants @\$175
\$ 19,850.00	\$ 19,515.00	\$ 29,000.00	\$ 16,050.00	Total Academy Sessions	\$ 22,250.00	\$ -	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Annual Conference	Pendleton	Pendleton	
\$ 9,725.00	\$ 28,968.00	\$ 33,250.00	\$ 28,325.00	Registration	\$ 30,000.00		Based on 80 registrants @\$375
\$ 1,200.00	\$ 2,750.00	\$ 1,200.00	\$ 500.00	Exhibitors	\$ 500.00		
\$ 8,450.00	\$ 7,300.00	\$ 4,500.00	\$ 9,500.00	Sponsors	\$ 7,000.00		
\$ 19,375.00	\$ 39,018.00	\$ 38,950.00	\$ 38,325.00	Total Annual Conference	\$ 37,500.00	\$ -	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Education/Scholarships	Pendleton	Pendleton	
\$ -	\$ 2,279.00	\$ 3,500.00	\$ 2,000.00	Auctions	\$ 2,000.00		
\$ 1,770.00	\$ 3,387.00	\$ 2,500.00	\$ 2,000.00	Basket Raffle	\$ 2,000.00		
\$ 850.00	\$ 600.00	\$ 1,000.00	\$ 700.00	Pink Walk- Kathy Ishiara Fund	\$ 1,000.00		
\$ 677.00	\$ 245.00	\$ 1,000.00	\$ 155.00	Donations - General	\$ 200.00		
\$ 189.35	\$ 5,603.64	\$ 1,000.00	\$ 1,000.00	Other Fundraising	\$ 1,000.00		Card cut, Tournaments Fred Meyer
		\$ -	\$ -	Misc Sales/Phone Ringing	\$ -		
\$ 3,486.35	\$ 12,114.64	\$ 9,000.00	\$ 5,855.00	Total Education/Scholarship	\$ 6,200.00	\$ -	
\$ 406.28	\$ 681.55	\$ 200.00	\$ 400.00	Interest	\$ 400.00		
\$ 13,435.00	\$ 13,435.00	\$ 15,500.00	\$ 16,640.00	Membership Dues	\$ 17,000.00		Based on \$80 full member fee
\$ 372.00	\$ 108.00	\$ 24.00	\$ 48.00	Miscellaneous	\$ 25.00		
\$ 950.00	\$ 200.00	\$ 400.00	\$ 200.00	Newsletter Advertising	\$ 200.00		
\$ 57,874.63	\$ 85,072.19	\$ 93,074.00	\$ 77,518.00	TOTAL REVENUES	\$ 83,575.00	\$ -	
\$ 92,829.79	\$ 115,260.22	\$ 59,494.40	\$ 111,451.40	Beginning Fund Balance	\$ 60,532.78		
\$ 150,704.42	\$ 200,332.41	\$ 152,568.40	\$ 188,969.40	GRAND TOTAL REVENUES	\$ 144,107.78	\$ -	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2023-2024 ANNUAL BUDGET**

2023-2024 Proposed Budget

EXPENSES

2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ADOPTED	2022-2023 ESTIMATED ACTUAL	DESCRIPTION	2023-2024 PROPOSED	2023-2024 ADOPTED	Comments
Academy/Education Sessions							
Virtual	Newport	Spirit Mountain	Spirit Mountain	Mid-Year Expenses	Pendleton	Pendleton	
\$ -	\$ -	\$ 2,000.00	\$ -	Athenian Leadership Speaker Expenses	\$ 2,000.00		
\$ 4,500.00	\$ 4,064.25	\$ 5,500.00	\$ 7,213.40	Academy Speaker Expenses	\$ 7,500.00		
\$ -	\$ 3,311.08	\$ 4,200.00	\$ 2,656.22	ALD & Academy Food & Beverage	\$ 4,200.00		
\$ -	\$ 244.00	\$ 1,000.00	\$ 405.00	AV & Meeting Room Rent	\$ 900.00		
\$ 4,500.00	\$ 7,619.33	\$ 12,700.00	\$ 10,274.62	Total Mid-Year Expenses	\$ 14,600.00	\$ -	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Annual ALD & Academy Sessions	Pendleton	Pendleton	
\$ -	\$ 973.40	\$ 2,000.00	\$ 2,000.00	Annual Athenian Leadership Speaker Exp	\$ 2,000.00		
\$ -	\$ -	\$ 500.00	\$ 500.00	ALD AV	\$ 200.00		
\$ 4,157.40	\$ 4,930.91	\$ 6,100.00	\$ 6,100.00	Annual Academy Speaker Expenses	\$ 7,500.00		
\$ -	\$ 2,162.20	\$ 3,300.00	\$ 3,300.00	Annual Academy Food & Bev	\$ 3,300.00		
\$ -		\$ 500.00	\$ 500.00	Academy AV	\$ 250.00		
\$ 4,157.40	\$ 8,066.51	\$ 12,400.00	\$ 12,400.00	Total Annual ALD & Academy Expenses	\$ 13,250.00	\$ -	
\$ 8,657.40	\$ 15,685.84	\$ 25,100.00	\$ 22,674.62	Total Academy/Education Sessions	\$ 27,850.00	\$ -	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Annual Conference	Pendleton	Pendleton	
\$ -	\$ 265.00	\$ 1,200.00	\$ 1,200.00	Audio-Visual			See meeting setup
\$ 221.00	\$ 211.52	\$ 300.00	\$ 300.00	Awards	\$ 400.00		
\$ -	\$ 345.65	\$ 875.00	\$ 875.00	Banquet Expenses	\$ 875.00		
\$ 150.95	\$ 12.99	\$ 360.00	\$ 360.00	Conference Chair Expense	\$ 360.00		
\$ 1,999.28	\$ 1,395.26	\$ 2,000.00	\$ 2,000.00	Conference Swag	\$ 2,000.00		Conference Bags, first-timer swag, attendee swag
\$ -	\$ 350.00	\$ 450.00	\$ 450.00	Exhibitor Tables	\$ 450.00		
\$ -	\$ 500.00	\$ 2,500.00	\$ 2,500.00	Future Conference Site Deposits	\$ 2,500.00		
\$ 2,600.15	\$ 4,948.36	\$ 4,600.00	\$ 4,600.00	Hospitality	\$ 5,000.00		Honored Guest Conf registration, dinner, gifts.
\$ -	\$ 15,939.49	\$ 19,000.00	\$ 19,000.00	Food & Beverage	\$ 19,000.00		
\$ -	\$ -	\$ 9,700.00	\$ 9,700.00	Meeting Setup/AV	\$ 1,850.00		
\$ 300.00	\$ 250.00	\$ 700.00	\$ 700.00	Miscellaneous	\$ 700.00		Includes conference logo
\$ -	\$ -	\$ -	\$ -	Postage	\$ -		
\$ -	\$ 203.74	\$ 1,500.00	\$ 1,500.00	Welcome Reception/Special Event	\$ 3,500.00		
\$ -	\$ 535.00	\$ 850.00	\$ 850.00	Printing Handbook	\$ 850.00		Handbook only
\$ 4,000.00	\$ 7,288.18	\$ 7,325.00	\$ 7,325.00	Speaker Expenses	\$ 9,000.00		Concurrent/Gen Academy/Future Deposits
\$ 9,271.38	\$ 32,245.19	\$ 51,360.00	\$ 51,360.00	Total Annual Conference	\$ 46,485.00	\$ -	
\$ 2,493.75	\$ 576.75	\$ 3,180.00	\$ 3,180.00	Internet/Website	\$ 3,220.00		
Membership							
\$ -	\$ -	\$ 25.00		Postage	\$ -		
\$ -	\$ -	\$ 25.00		Printing	\$ -		
\$ 105.50	\$ 159.00	\$ 250.00	\$ 300.00	Supplies	\$ 450.00		Name tags, dangles, etc.
\$ 105.50	\$ 159.00	\$ 300.00	\$ 300.00	Total Membership	\$ 450.00	\$ -	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2023-2024 ANNUAL BUDGET**

2023-2024 Proposed Budget

EXPENSES

2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ADOPTED	2022-2023 ESTIMATED ACTUAL	DESCRIPTION	2023-2024 PROPOSED	2023-2024 ADOPTED	Comments
Miscellaneous							
\$ 2,037.07	\$ 2,084.42	\$ 2,500.00	\$ 2,700.00	Credit Card Fees	\$ 2,700.00		
\$ 950.00	\$ 1,050.00	\$ 1,200.00	\$ 1,010.00	Tax Accountant/Bookkeeping Consultant	\$ 1,500.00		
\$ 359.00	\$ 424.00	\$ 450.00	\$ 437.00	Annual Filing Fees & Insurance	\$ 500.00		
	\$ 17,829.18	\$ -		Strategic Planning	\$ -		
	\$ 497.96	\$ 1,000.00	\$ 800.00	Tablets and card swipe for payments			
\$ 369.94	\$ 84.98	\$ 750.00	\$ 250.00	Other	\$ 750.00		Condolence flowers/Misc bank fees
\$ 3,716.01	\$ 21,970.54	\$ 5,900.00	\$ 5,197.00	Total Miscellaneous	\$ 5,450.00	\$ -	
Newsletter							
\$ 20.30	\$ -			Postage			
\$ -	\$ -	\$ 50.00	\$ 30.00	Advertiser Printing & Postage	\$ 50.00		
\$ -	\$ -			Supplies			
\$ 20.30	\$ -	\$ 50.00	\$ 30.00	Total Newsletter	\$ 50.00	\$ -	
\$ -	\$ 1,137.12	\$ 2,500.00	\$ 2,500.00	NW Clerks Institute Director	\$ 2,500.00		1/3 share of IIMC travel reimbursement; Mid-Year reg. & Conf registration and lodging.
Office Supplies							
\$ 7.95	\$ 22.46	\$ 50.00	\$ 20.00	Postage	\$ 50.00		
	\$ -	\$ 100.00	\$ 25.00	Supplies/Stationary/Envelopes/etc.	\$ 225.00		New checks and deposit slips
\$ 272.18	\$ -	\$ 100.00	\$ 100.00	Miscellaneous	\$ 100.00		
\$ 280.13	\$ 22.46	\$ 250.00	\$ 145.00	Total Office Supplies	\$ 375.00	\$ -	
Officers Expenses							
1st Vice President							
\$ 542.76	\$ 2,103.91	\$ 2,200.00	\$ 2,200.00	IIMC Conference	\$ 2,200.00		Travel and lodging only
2nd Vice President							
\$ -	\$ -	\$ 500.00	\$ 500.00	Future Conference Site Tours	\$ 500.00		
Director - Region IX							
\$ 1,313.25	\$ 125.00	\$ 4,150.00	\$ 4,150.00	Region IX, IIMC, Meetings, Assmnt, Etc.	\$ 4,150.00		Outgoing Reg IX Dir Gift (\$100), Reg IX Assessment (\$5 per member); Reg IX Dir. IIMC conference expenses (OAMR member)
President							
\$ 2,249.61	\$ 2,743.85	\$ 2,750.00	\$ 2,350.00	IIMC Annual Conference	\$ 2,800.00		
		\$ 500.00	\$ 500.00	OAMR Representation (President)	\$ 500.00		Other non-Reg IX meetings, such as OCCMA.
\$ 729.11	\$ 2,940.84	\$ 3,000.00	\$ 2,800.00	Region IX Conferences (AK,CA, WA)	\$ 3,200.00		
				Other			
\$ 2,978.72	\$ 5,684.69	\$ 6,250.00	\$ 5,650.00	Total President Expenses	\$ 6,500.00	\$ -	
\$ -	\$ -	\$ 700.00	\$ -	OAMR Region Directors	\$ 700.00		
\$ -	\$ 700.00	\$ 750.00	\$ 750.00	OAMR Representation (LOC, OMA, OGFOA)	\$ 1,500.00		OAMR booth at other conferences
\$ 4,834.73	\$ 8,613.60	\$ 14,550.00	\$ 12,500.00	Total Officers Expenses	\$ 15,550.00	\$ -	

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2023-2024 ANNUAL BUDGET**

2023-2024 Proposed Budget

EXPENSES

2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ADOPTED	2022-2023 ESTIMATED ACTUAL	DESCRIPTION	2023-2024 PROPOSED	2023-2024 ADOPTED	Comments
\$ -	\$ 135.39	\$ 800.00	\$ 700.00	<i>Photography/Historian</i>	\$ 300.00		
Fundraising Expenses							
\$ -	\$ -	\$ 150.00	\$ 150.00	Misc	\$ 150.00		<i>2VP Discretion</i>
\$ -	\$ -	\$ 350.00	\$ 350.00	Printing or online hosting	\$ 350.00		<i>Auction Sheets or Online Auction</i>
\$ -	\$ -	\$ 500.00	\$ 500.00	<i>Total Fundraising Expense</i>	\$ 500.00	\$ -	
Scholarships							
\$ 1,950.00	\$ 3,825.00	\$ 8,200.00	\$ 6,250.00	IIMC Certification Programs (PD)	\$ 8,500.00		<i>4 PD @ \$750 (PD I-III); 2 @ \$650 (PD IV); 3 PD @ 1400</i>
\$ 90.00	\$ -	\$ 1,750.00	\$ 350.00	Mid-Year Academy	\$ 1,750.00		<i>10 scholarships @ \$175</i>
\$ -	\$ 700.00	\$ 750.00	\$ 750.00	President Awards Scholarships	\$ 750.00		<i>PAD and ROY</i>
\$ 550.00	\$ 1,000.00	\$ 5,500.00	\$ 8,000.00	OAMR Conference/Academy Session	\$ 5,500.00		<i>10 Academy & 10 Conference</i>
\$ 475.00	\$ 1,415.00	\$ -	\$ -	Continuation Davis/Harris Scholarship	\$ -		<i>Completed</i>
\$ 1,000.00	\$ 1,395.12	\$ 6,000.00	\$ 6,000.00	OAMR IIMC Conference Scholarships	\$ 5,000.00		<i>2 @ \$2500</i>
\$ 2,000.00	\$ -	\$ 8,000.00	\$ 8,000.00	IIMC Foundation-OAMR Edu. Endowment Fund	\$ 2,000.00		
\$ 6,065.00	\$ 8,335.12	\$ 30,200.00	\$ 29,350.00	<i>Total Scholarships</i>	\$ 23,500.00	\$ -	
\$ 35,444.20	\$ 88,881.01	\$ 134,690.00	\$ 128,436.62	Total Expenditures before Contingency	\$ 126,230.00	\$ -	
\$ -	\$ -	\$ 17,878.40	\$ -	<i>Contingency</i>	\$ 17,877.78		
\$ 35,444.20	\$ 88,881.01	\$ 152,568.40	\$ 128,436.62	TOTAL EXPENDITURES	\$ 144,107.78	\$ -	
\$ 150,704.42	\$ 200,332.41	\$ 152,568.40	\$ 188,969.40	<i>Revenues (from front page)</i>	\$ 144,107.78	\$ -	
115,260.22	111,451.40	\$ -	60,532.78	ENDING FUND BALANCE	\$ -	\$ -	

OREGON ASSOCIATION OF MUNICIPAL RECORDERS BUDGET NARRATIVE 2023-2024



REVENUES

1. ACADEMY/EDUCATION SESSIONS

- Mid-Year Academy – Registration fees paid by OAMR Mid-Year Academy attendees. **The Budget Committee recommends an increase to \$175.00 for members and \$220.00 for non-members.**
- Mid-Year Athenian Leadership Dialogue (ALD) – Registration fees paid by OAMR Mid-Year ALD attendees. **The Budget Committee recommends an increase to \$75.00 for members and \$90.00 for non-members.**
- Annual ALD – Registration fees paid by OAMR Annual ALD attendees. **The Budget Committee recommends an increase to \$75.00 for members and \$90 for non-members.**
- Annual Academy – Registration fees paid by OAMR Annual Conference Academy Session attendees. **The Budget Committee recommends an increase to \$175.00 and \$220 for non-members.**

2. ANNUAL CONFERENCE

- Registration – Fees paid to attend the Annual OAMR Conference. **The Budget Committee recommends an increase to \$375 for members and \$450 for non-members.**
- Exhibitors – Fees paid by businesses to be an exhibitor during the Annual OAMR Conference.
- Sponsors – Money given to OAMR to sponsor certain activities during the Mid-Year Academy and Annual Conference in exchange for advertising in conference brochures and at some events.

3. EDUCATION-SCHOLARSHIP FUNDRAISERS

- Auction – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
- Silent Auction - The silent auction generally consists of a smaller Thursday or Friday auction which closes after the afternoon break and a larger auction during the banquet.
- Live Auction - The live auction (which may or may not occur from year to year) is an oral competitive bidding process of larger donated items (i.e., overnight stays, trips, large baskets, high-end products such as Coach Purses) which takes place during the banquet.
- Raffles – Revenue earned from the sale of tickets for various raffles which are decided on by the Special Projects/Fundraising Committee. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.
- Basket Raffle - The baskets typically consist of items that have been donated by the membership or businesses through solicitation by OAMR members. Drawing for this raffle is done at the Mid-Year Academy and/or the Annual Conference.
- Pink History Walk-Kathy Ishiara Education Fund – This fund was merged into “OAMR IIMC Scholarships.” Money received through private donations or the Pink Walk fundraiser and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder Kathy Ishiara who passed away in 1998 after a long battle with breast cancer.
- Donations, General – Money received without a designation through private donations and used for scholarships to attend an OAMR Academy Session or Annual Conference.
- Other Fundraising - Other fundraising has included a 50/50 card cut, Fred Meyer rewards.

4. INTEREST

- Money OAMR earns from investment of funds.

5. MEMBERSHIP DUES

- Money received directly from payment of membership dues. **The Budget Committee recommends a \$5.00 increase this year. The total will be \$80.00.**

6. MISCELLANEOUS

- Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

7. NEWSLETTER ADVERTISING

- Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

BEGINNING FUND BALANCE

- The amount of cash-carry over anticipated as the beginning fund balance for the next fiscal year.

EXPENDITURES

1. ACADEMY/EDUCATION SESSIONS

Mid-Year Expenses

- Mid-Year Athenian Leadership Dialogue Speaker Expense – Speaker honorarium, fee or gift, hotel, and travel expenses such as rental vehicle, mileage, or air fare.
- Mid-Year Academy Speaker Expense – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- Mid-Year ALD & Academy Food & Beverage - Meals and breaks during the Mid-Year Academy & ALD.
- Mid-Year AV – Audio-Visual costs for the Mid-Year ALD and Academy.

Annual ALD & Academy Expenses:

- Annual Athenian Leadership Dialogue Speaker Expense – Speaker honorarium, fee or gift, hotel, and travel expenses such as rental vehicle, mileage, or air fare.
- Annual ALD AV - Audio-Visual costs for the Annual ALD.
- Annual Academy Speaker Expense – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- Annual Academy Food & Beverage - Meals and breaks during the Annual Academy.
- Annual Academy AV - Audio-Visual costs for the Annual Academy.

ANNUAL CONFERENCE

- Audio-Visual – Audio-Visual costs for the Annual Conference
- Awards – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President’s Award, and committee or other certificates.
- Banquet Expenses – Money used to decorate and buy special items for the Annual Conference Banquet, including programs, and post-banquet entertainment. (Does not include dinner costs).
- Conference Chair Expense – The cost of a gift for the outgoing President, installing officer, Host Recorder, and others as appropriate.
- Conference Swag –The cost of conference bags and small items purchased by the Special Projects/Fundraising Committee Chair, Conference Chair, or President for first timers, and conference attendees.

- Exhibitor Tables – Covers cost charged by hotel for vendor/exhibitor tables with power.
- Future Conference Site Deposits – This line item is used to cover the deposit required for future conference sites.
- Hospitality – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests’ dinner, travel expenses, or other expenses as outlined in the finance policy.
- Food & Beverage – This line item is used to pay for the meals and breaks during the annual conference.
- Meeting Setup – Room setup fees charged by the hotel.
- Miscellaneous – Includes the conference logo and any unanticipated conference-related expense.
- Postage – Conference related postage costs.
- Welcome Reception/Special Event – Cost of hosting the Welcome Reception and/or All-Conference event.
- Printing Handbook– The cost of printing and producing the Annual Conference handbook. Other conference registration materials are typically printed by members.
- Speaker Expenses – Speaker fees and expenses such as hotel, rental vehicle, and air fare for the concurrent sessions and General Academy Session that is included in the conference registration (Friday). Also covers deposits advanced to secure speakers for future conferences.

2. INTERNET/WEBSITE

- Cost to maintain the OAMR Listserv and Wild Apricot website/membership management software. Listserv housing is paid annually. The domain name registration and Wild Apricot are paid in 2-year subscriptions.

3. IIMC FOUNDATION DONATION

- Unrestricted annual donation to the IIMC Foundation. The Foundation provides scholarships for Municipal Clerks. This is being reallocated to the OAMR IIMC Scholarship line item. The Budget Committee recommends reducing this from \$4000 to \$2000 this year in order to award more scholarships.

4. MEMBERSHIP

- Postage – The cost of mailing OAMR information or name tags to new members.
- Printing – The cost of printing items for the general membership or for new members attending the Annual Conference.
- Supplies – Supplies needed for such things as OAMR name tags, danglers, etc.

5. MISCELLANEOUS

- Credit Card Fees – Processing fees charged by StarChapter, Stripe, and Square. Most registration fees paid came from the membership using the website. **In order accommodate this we bumped this line item by \$200.00.**
- Tax Accountant/Bookkeeping Consulting – Accountant fees for tax preparation and filing. Also includes cost for bookkeeping/QuickBooks consultant to assist with old adjustments and new account setup. **The Budget Committee recommends going out to RFP for new options.**
- Annual Filing Fees & Insurance – Filing fees for annual state business registration, DOJ filing, and insurance coverage.

- Other - Any other miscellaneous expenses, such as condolence flowers and other unanticipated expenses.

6. NEWSLETTER

- Postage – consolidated below.
- Advertiser Printing & Postage – The cost of printing and mailing the newsletter to advertisers.
- Supplies – Miscellaneous supplies needed to produce the newsletter – none budgeted.

7. NW CLERKS INSTITUTE DIRECTOR

- Assists with the costs associated with the NCI Director’s attendance at the IIMC Annual Conference and the OAMR Mid-Year and Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk’s Institute, and in the adopted OAMR Finance Policy.

8. OFFICE SUPPLIES

- Postage – Used by the President, 1st and 2nd Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- Supplies – Supplies such as stationery and envelopes, Treasurer checks, deposit slips and endorsement stamps.
- Miscellaneous/Equipment – Any unanticipated expense incurred by an OAMR Officer.

9. OFFICERS

1st Vice President

- IIMC Conference – Event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

2nd Vice President

- Future Conference Site Tours – Covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected.
*Note: The room cost should be complimentary.

Region IX Director

- Region IX, IIMC Meetings, Assessment – OAMR makes a \$5.00 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance at the Region IX state conferences. For the years when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the Annual IIMC Conference, as outlined in OAMR’s finance policy. Also covers OAMR’s share of the cost of a gift for the outgoing Region IX Director in the years when that occurs.

President

- IIMC Annual Conference – The cost, as outlined in the OAMR Finance Policy, for the OAMR President to attend the annual IIMC Conference. Also covers the cost of an item for the IIMC Foundation auction, if unable to obtain through donation.
- OAMR Representation (President) – The costs associated with the OAMR President, or the President’s designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference, Oregon City/County Management Association Conference, Oregon Mayors Association Conference or other professional organizations or

meetings as determined necessary by the President. This line item was combined with OAMR Ambassadors as they were so similar.

- Region IX Conferences (WA, AK, and CA) – The cost, as outlined in the OAMR Expense Policy, for the President’s attendance at all Region IX state conferences, which includes complimentary registration to the Oregon Annual Conference.

10. REGION DIRECTORS

- This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings and other supplies as necessary.

11. OAMR REPRESENTATION

- Covers the cost for an OAMR booth at other conferences, such as the League of Oregon Cities (LOC). This cost was separated from the President’s OAMR Representation.

12. PHOTOGRAPHY/HISTORICAL RECORDS

- This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs.

13. FUNDRAISING EXPENSES (formerly “Raffle Expenses”)

- Misc – Miscellaneous fundraising expenses to be used at the discretion of the 2nd Vice President.
- Printing – Cost for printing materials required for fundraising, such as the auction sheets or online auction for fundraising. (Members typically print basket raffle tickets on their own.)

14. SCHOLARSHIPS

IIMC Certification Programs

- Scholarships awarded for attendance at the IIMC certification program (Professional Development). Funds may be used in part for virtual NCI programs.

Mid-Year Academy Session

- Scholarships to be awarded for members’ attendance at an OAMR academy session.

President Awards Scholarships

- This represents the scholarship to the following year’s conference to the recipients of the “President’s Award of Distinction” and the “Recorder of the Year”.

OAMR Conference/Academy Session

- Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows.

Continuation Davis/Harris Scholarship

- This scholarship has been fulfilled.

OAMR IIMC Scholarships

- This intended to award two IIMC scholarships at \$2500 each.

IIMC Foundation

- OAMR Restricted Endowment Fund– Annual donation to the IIMC Foundation - OAMR Restricted Endowment Fund. This endowment fund provides educational scholarships for OAMR members.

15. CONTINGENCY

- Funds set aside to cover emergency expenses. A \$15,000 minimum amount is required by the expense policy.



RESOLUTION 2023-03

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Oregon Association of Municipal Recorders hereby adopts the budget for fiscal year 2023-2024 in the total amount of \$ 144,107.78

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning November 1, 2023, for the following purposes:

Academy/Education Expenses

Mid-Year Expenses	14,600
Annual ALD & Academy Expenses	13,250
Total.....	\$27,850

Annual Conference

Annual Conference Expenses	46,485
Total.....	\$46,485

Internet/Website

Internet/Website Expenses	3,220
Total.....	\$3,220

Membership

Membership Expenses	450
Total.....	\$450

Miscellaneous

Miscellaneous Expenses	5,450
Total.....	\$5,450

Newsletter

Newsletter Expenses	50
Total.....	\$50

NW Clerk Institute Director

NCI Director Expenses	2,500
Total.....	\$2,500

Office Supplies

Office Supplies Expenses	375
Total.....	\$375

Officers Expenses

Officers Expenses	15,550
Total.....	\$15,550

Photography/Historian

Photography/Historian Expenses	300
Total.....	\$300

Fundraising Expenses

Fundraising Expenses	500
Total.....	\$500

Scholarships

Scholarship Expenses	23,500
Total.....	\$23,500

Total APPROPRIATIONS **\$126,230.00**

Contingency **\$17,877.78**

TOTAL ADOPTED BUDGET **\$144,107.78**

(*amounts with asterisks must match) *

Passed this _____ day of _____, 2023, by the Oregon Association of Municipal Recorders.

Approved: _____
OAMR President

Attest: _____
OAMR Secretary



OAMR BOARD REPORT

Second Vice-President

Meeting Date: September 22, 2023
Source of Item: 2nd Vice President

Contact: Kayla Duddy
Contact Telephone Number: 541-923-7755
Contact E-Mail: kayla.duddy@redmondoregon.gov

BACKGROUND

A bid notice/request for the 2025 OAMR Annual Conference was created and sent to hotels in Region V and VI.

Bids were received from the following:

- Valley River Inn – Eugene
- Ashland Hills Hotel & Suites – Ashland
- Driftwood Shores Resort – Florence
 - **Note:** Driftwood Shores Resort did not get back to me regarding a site visit and I was unable to visit the resort. After reviewing their proposal, I found that Driftwood Shores Resort was inadequate for our needs.

After reviewing all bids, I determined that Valley River Inn and Ashland Hills Hotel & Suites were the only proposals that met the bid criteria. Attached is a presentation to assist in comparing the proposals and identifying bid notice criteria, as well as site visit notes. The proposals, including layouts are included.

Site visits were made only to the Ashland Hotel & Suites. Valley River Inn experienced a fire and was going through a remodel/renovation, I was unable to visit the facility. Ashland Hotel & Suites and Valley River Inn could meet both the conference and room requirements for OAMR.

MEMBERSHIP OPTIONS

1. Approve the 2025 OAMR Conference at one of the respondent facilities; or
2. Reject all proposals and re-bid the Conference

RECOMMENDATION

Both of the facilities would accommodate OAMR's conference needs with strengths and weaknesses. Both of the locations would give OAMR a great conference experience and would showcase each of their regions.

SUGGESTED MOTION

"I move to award the bid for the OAMR 2025 Annual Conference and Mid-Year Academy to (choose one)."

ATTACHMENTS

1. 2025 Conference Matrix
2. 2025 Conference RFP
3. 2025 Conference Proposals

2025 OAMR Conference Matrix

OAMR Requirements	Valley River Inn – Eugene, OR	Ashland Hills Hotel & Suites – Ashland, OR
Dates Available	<p>Annual: September 23rd – 26, 2025</p> <p>Mid-Year: April 2nd – 4th, 2025</p>	<p>Annual: September 23rd – 26th, 2025</p> <p>Mid-Year: April 2nd – 4th, 2025</p>
Meeting Rooms	<p>Annual: Meeting room rental will be waived for this event with a minimum food & beverage purchase of \$18,000.00 and a onetime set up fee of \$500.00</p> <p>Mid-Year: Meeting room rental will be waived for this event with a minimum food & beverage purchase of \$4,500.00 and a onetime set up fee of \$500.00</p>	<p>Annual (Venue Fees per day): Grand Ballroom- \$750.00 Cosmos Ballroom- \$500.00 Stardust Lounge- \$500.00 Galaxy Room- \$350.00</p> <p>Mid-Year (Venue Fees per day): Grand Ballroom- \$850.00 Cosmos Ballroom- \$500.00 Stardust Lounge- \$500.00 Galaxy Room- \$350.00</p>
Food & Beverage Minimums	<p>Annual: \$18,000.00</p> <p>Mid-Year: \$4,500.00</p>	<p>Annual: \$18,000.00</p> <p>Mid-Year: \$18,000.00</p>
Hotel Room Minimums	80% of the contracted room block	Must meet at least 75% of nights originally booked by the date of check out. We would have 90 days until the date of arrival to drop any quest rooms that we think we would not need.
Hotel Room Fees	<p>Annual (Deluxe King/Queen-Queen): \$159.00 + 13% Prevailing Tax (may change)</p> <p>Mid-Year (Deluxe King/Queen-Queen): \$147.00 + 13% Prevailing Tax (may change)</p>	<p>Annual Rates are exclusive of the current 12.07% lodging tax: Standard King: \$179.00. Premium King/Queen-Queen: \$189.00 Junior Suites \$219.00</p> <p>Mid-year Rates are exclusive of the current 12.07% lodging tax: King/Queen-Queen Rooms: \$139.00 Premium King Rooms: \$149.00 King Family Duo Rooms/Junior Suites: \$189.00</p>
Deposit	The deposit would reflect what is being charged to the Master Account (any guest rooms/food/beverage, etc.). If the hotel gets direct bill approved, there is no deposit scheduled. If they have a deposit schedule, the final FULL deposit would be due 10 days prior to the arrival date.	Depending on which spaces we go with, that would be our deposit

REQUEST FOR PROPOSALS



Oregon Association of Municipal Recordors Annual Conference September 2025

The **Oregon Association of Municipal Recordors**
has the pleasure to announce it is soliciting bids
for its Annual Conference to be held
September 23-26, 2025
(and Mid-Year Session: April 2025)

PROCESS TO SUBMIT A BID:

- Your bid and supplemental material for the 2025 Annual OAMR Conference must be received by Kayla Duddy, OAMR 2nd Vice President, no later than **Thursday, March 27, 2023**.
- You will be contacted by Kayla Duddy to schedule a Pre-Qualification Site Visit.
- The decision on the 2025 conference site will be made by the OAMR Board no later than September 22, 2023.
- Further information may be obtained by contacting Kayla Duddy, CMC, OAMR 2nd Vice President, 541-923-7755 or kayla.duddy@redmondoregon.gov.

Please return bid packet with supplemental material to:

Kayla Duddy
OAMR 2nd Vice President
City of Redmond
411 SW 9th Street, Suite 109
Redmond, OR 97756
kayla.duddy@redmondoregon.gov

MEETING REQUIREMENTS:

- Tuesday – Saturday: Secured room to include space for a minimum of 14 - 6' tables for Registration and OAMR Auction Items. Other items 6 - 6' tables needed - total tables needed: 20
- Tuesday Minimums:
 - All day session: 1 session room for 35 people, U- Shape with A/V
 - Afternoon: space to put together conference materials and auction items (4 tables)
- Wednesday Minimums:
 - Early breakfast
 - Early Morning Session: 1 session room for 100, theater style, head table for 7 on risers, A/V (OPENING CEREMONIES)
 - Lunch: 1 session room for 115, rounds of 8-10, head table for 6 on risers, A/V (EXHIBITOR LUNCH)
 - Afternoon Session: 1 session room for 100, classroom style, with A/V- OR - 2 session rooms for 50, classroom style, A/V
 - Lunch: Plated or buffet for 80, rounds of 8-10, A/V
- Thursday Minimums:
 - Early Morning Meeting/Breakfast: 1 session room for 100, rounds of 8-10, head table for 10 on risers, A/V
 - Morning Session: 1 session room for 100, classroom style, with A/V – OR – 2 session rooms for 50, classroom style, A/V
 - Lunch: Plated or buffet for 80, rounds of 8-10, A/V
 - Afternoon Session: 1 session room for 100 – OR – 2 session rooms for 50, classroom style, A/V
 - Evening Dinner Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, A/V
- Friday Minimums:
 - All-day Meeting: 1 session room for 100, classroom style, A/V
 - Lunch: Plated or buffet for 100

EXHIBIT SPACE:

- Space must be accessible to internet and power outlets
- Exhibitor Set-Up: Tuesday evening
- Exhibit Hall Open: Wednesday & Thursday
- Exhibitor Move-Out: Thursday afternoon
- Minimum of fifteen 8' skirted tables with 2 chairs at each required
- Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks and 8-10 tables of auction items

FOOD & BEVERAGE REQUIREMENTS: (subject to change)

Minimum Food & Beverage not to exceed \$18,000

- Tuesday:
 - AM Coffee station (35)
 - Lunch: Buffet or box lunches
- Wednesday: (morning - Opening Ceremonies)
 - Early breakfast (25)
 - Lunch: Plated or buffet lunch for #100 (w/vendors)
- Thursday: (morning – business meeting; evening – banquet)
 - AM Coffee Station
 - Breakfast: Plated for #100
 - Lunch: Plated or buffet for 100
 - Dinner: Plated for 100 with cash bar
- Friday:

- AM coffee station
- Lunch: Plated or buffet for 100
- Additional Meals:
 - Breaks: Beverage and small snack or hors d'oeuvres
- To give OAMR a perspective on menu/catering costs, please provide current catering menu with charges including tax, service charge, and gratuity

ROOM BLOCK:

- 80 rooms peak night(s)
- Group rate to be available one day prior to and one day following conference
- OAMR prefers to house all attendees at same location
- Estimated rooms by night:
 - Tuesday – 65 rooms
 - Wednesday – 80 rooms
 - Thursday – 80 rooms
 - Friday – 10 rooms
- Quote current year group rate and government rate for single and double rooms

HOTEL TO PROVIDE:

- One Presidential Suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out)
- Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received)
- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 1)
- Complimentary valet and/or parking
- Complimentary Wi-Fi/Internet access in guest rooms and for exhibitors
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis
- Quote projected group rate for the year 2023
- Extend conference rates to attendees one day prior and one day after conference
- Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1)
- Room blocks must be held until 14 days prior to opening of conference (a three-week cut-off date will be published to the attendees).

SUPPLEMENTAL MATERIAL:

- Floor plan with location of all facilities
- Sample contract
- Distance from nearest airport in miles and drive time
- Method of transportation to/from airport and applicable charges
- Clarification on smoking areas (if applicable)

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recordors also holds a Mid-Year education conference, as follows:

- Mid-Year is scheduled for the first Friday in April in the same year as the Conference.
 - An all-member Academy (Education) session will be held on Thursday
 - A limited attendance classroom session (Athenian Dialogue, 35 attendees) will be held on Friday
 - OAMR Board and committee meetings will be held on the Wednesday afternoon prior to the education conference

If awarded the Annual Conference, the Mid-Year education conference will also be held at your facility; the proposed dates are:

- April 3 & 4, 2023 (education conference)
- April 2, 2023 (Board/committee meetings)

REQUIREMENTS INCLUDE:

- Wednesday, 1:00 pm – 5:00 pm; 1 room for 25 (Board/committee meetings).
- Thursday, 8:00 am – 5:00 pm; 1 session room for 60-80, classroom style, with AV
- Thursday, Noon – 1:00 pm; lunch for 60-80
- Friday, 8:00 am – 5:00 pm; 1 session room for 35, u-shaped tables, with AV
- Friday, Noon – 1:00 pm, lunch for 35
- Room block: Wednesday night, 50
Thursday night, 35
- One Presidential Suite to be provided complimentary for Wednesday and Thursday night



GROUP CONTRACT

Driftwood Shores Resort

February 28, 2023
 88416 1st Ave. Florence, OR 97439
 Contact: Terry Hankins
 E-Mail Address: terry@DriftwoodShores.com
 Phone Number: 541-902-6441



Ms. Kayla Duddy
 The Oregon Association of Municipal Recorders
 Email: kayla.duddy@redmondoregon.gov

Proposal/Group Dates:
 Tuesday - Saturday, September 23-26, 2025

# ROOMS PER NIGHT	DESCRIPTION	PER NIGHT	TOTAL W/TAX PER NT
	King with Full Kitchen	\$244	\$274.50
	Queen Standard/Microwave & Refrigerator	\$186	\$209.25
	Double Queen Rooms with Full Kitchens	\$262	\$294.75
	3 Bedroom Suites - Two Bath, Living/Dining/Full Kitchen	\$409	\$460.13
	MEAL SPACE EACH DAY Pacific Ballroom and Sunset Room - A delightful space that has large windows that overlook the beach/ocean 1550 square feet. Sunset Room will work for your initial 35 person meeting and then for food & beverage set ups thereafter.	\$900 Room Rental per Day	
	MEETING SPACE Cascadia North/South - Traditional Conference Space - able to handle 100 theater style with risers. 1375 square feet.	\$400 Room Rental per Day	
	Exhibit Space: Conference Center Hall for exhibit tables. But we can realistically only handle eight 8' tables.	NC	
	We can discuss event tent rental for meeting sessions and utilize the Cascadia N/S for the exhibit tables.		
	THE RESORT FACES MILES OF PRISTINE BEACH AND DUNES for group activities, beach bon-fires, and other outdoor teambuilding. ALL GUEST ROOMS ARE OCEANFRONT		

THANK YOU FOR YOUR BUSINESS!



GROUP CONTRACT

GROUP CONCESSIONS:

- Complimentary Internet
- 21 day cut-off for rooming list or guest call in. 14 day cut-off for internal planning.
- One complimentary three-bedroom suite for Tuesday-Saturday guest
- Complimentary Site Visit King room for 2nd Vice President for one night
- Complimentary Parking
- 1 complimentary room night for every 35 room nights consumed
- Driftwood Shores is approximately 50 miles/One Hour and fifteen minutes from Eugene's Mahlon Sweet Field Airport. Group and individual sedan transportation options and rental car options available. Rates to be determined.

Terms and Conditions

A minimum of 10 guest rooms is required for group rates to apply. The above estimate is not a guaranteed amount. The final invoice amount will reflect charges according to the final guaranteed guest count and any additional charges incurred as approved by Client and our Sales Manager. Group rates are valid one day prior to arrival and one date after departure (except holidays). Any un-reserved rooms will be released 21 days prior to group arrival date (rooms may be booked after release date based on availability at the regular rate).

Driftwood Shores Resort & Conference Center is a no-smoking property. Smoking permitted on beach or outside parking lots boundaries.

Acceptable Forms of Payment:

We accept all major credit cards.

Deposit & Cancellation Policy:

A credit card authorization is required for all group events and/or rooms reservations.

A deposit of \$1,000 is required to confirm the booking of the banquet/banquet space and guest room reservations upon return of signed agreement.

Deposit refunds on cancellations are handled as follows:

- Notice over 90 days prior to event: 50% refund of deposit
- Notice 0 to 89 days prior to event: No refund of deposit

Payment Terms for banquets: 100% of estimated food and beverage charges due one week prior to event.

Remaining balance to be settled upon check out.

Liability:

Each group assumes responsibility for damages made to the premises during the time they are using the facility. Damages to the premises will be charged accordingly. Driftwood Shores Resort cannot be held responsible for damages or loss of property left in the hotel before, during or following your function or for the loss to automobiles or their contents while parked on the resort's property. Driftwood Shores Resort reserves the right to inspect and control all private functions reserving our spaces.

THANK YOU FOR YOUR BUSINESS!



GROUP CONTRACT

BANQUET & CONFERENCE SPACE DETAILS

Guarantees on Guest Numbers for Food & Beverage:

Food, beverage and add-on items charges based on guest count will be based on the Client's final guarantee. Meal selections are due 4 weeks prior to event, **Final guest counts are due no later than 2 weeks before the date of the event.** If no final guest count is received, we will use the number of guests used in the attached proposal.

Outside Food and Beverage:

Due to local and state Health Department codes and liability concerns, no outside food or beverage of any kind may be brought into the Conference Center. Additionally, the hotel is the only licensed authority to sell and serve alcohol for consumption on the premises. Food and Beverage from an outside vendor or catering company will not be permitted on hotel premises. Health code requires you to consume only those items bought in the restaurant in which you are sitting, if outside food is brought in you will be asked to remove it.

Leftovers:

In accordance with health codes, no left over food or beverage will be removed from the hotel's premises for outside consumption due to the risk of food borne illness to occur.

Decorations:

Affixing any materials to the walls, floors, ceilings or furnishing must be approved by the catering department before the event. Displays, signs and/or decorations to include candles also need to be approved in advanced by the Driftwood Shores. The client also agrees to be responsible for any damage done to Driftwood Shores property during the time the premises are in the client's control.

PROPERTY CONTROLLER - ACCOUNTS PAYABLE CONTACT:

Ms. Geri Hauck

541.902.6430

541.997.5857 Fax

1.800.422.5091

geri@driftwoodshores.com

Thank you for considering Driftwood Shores Resort & Conference Center for your 2025 Oregon Association of Municipal Records conference. We have attached our meeting room schematic, menus and activity sheet with ideas for our immediate locale.

It will be our pleasure to discuss your needs in more detail with the hopes of you choosing to stay with us at Driftwood shores Resort & Conference Center.

Warmest Regards,

Terry Hankins

Director of Sales & Marketing

Driftwood Shores Resort & Conference Center

DIRECT: #541-902-6441

THANK YOU FOR YOUR BUSINESS!



GROUP CONTRACT

THANK YOU FOR YOUR BUSINESS!

MEETINGS & EVENTS FACT SHEET

DESCRIPTION

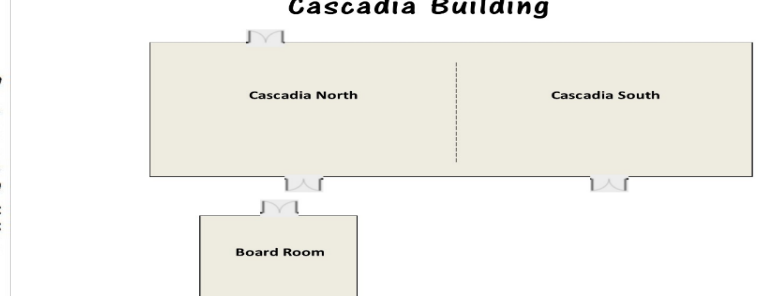
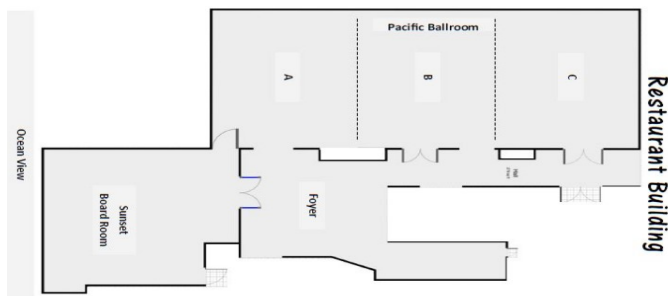
Our meeting professionals at Driftwood Shores Resort and Conference Center know a thing or two about meetings, events and weddings. Our team of experts will make your meeting/event, large or small, stress free from initial planning to the finale. Our promise is to provide you with the service you deserve that will guarantee your success.



FACILITIES

- Oceanfront views from guestrooms, meeting rooms and restaurant
- Natural Daylight
- Breakout rooms
- AV Equipment: LCD Projector, Screen & Microphones, Flip Charts
- Complimentary Wi-Fi
- Free Parking
- Onsite Catering
- Dedicated Events Team
- Themed breaks
- Customizable Breakfast/Lunch/Dinner packages
- Group rates available for all meetings

MEETING ROOMS



ROOM	AREA	THEATER	CLASSROOM	BANQUET	RECEPTION
Sunset Boardroom	695	40	20	32	40
Pacific Ballroom	1550	150	80	100	120
Pacific A	500	40	30	30	35
Pacific B	520	40	30	30	35
Pacific C	530	40	30	30	35
Cascadia North/South	1375	100	70	90	100
Cascadia Boardroom	320	20	18	20	20

Driftwood Shores Resort



Driftwood Shores is the only beach front hotel in Florence!

Retreat to the Oregon coast at the only oceanfront hotel in Florence, Driftwood Shores Resort and Conference Center. All rooms at this popular Oregon coast hotel open up to the ocean with just steps from ten miles of un-interrupted sandy beaches.

We offer a variety of room types for family fun, a romantic getaway for two, or special time with the entire family. Rooms have either a full kitchen or refrigerator and microwave for your convenience. Our three-bedroom condos include comfortable living room and dining areas as well. All rooms have a coffee maker and private balcony or patio/deck. Don't miss our indoor heated pool with a fantastic kid's aquatic area and inviting whirlpool spa.

Driftwood Shores Resort Hotel and Conference Center is also conveniently located close to the famous Oregon Dunes National Recreation Area, Sand Master Park and Sea Lion Caves. One of Oregon's most photographed lighthouses, Heceta Head, is just minutes away. You'll also find great golf courses, boutique shopping in Historic Old Town. Outdoor adventures abound with hiking, biking, fishing, horseback riding nearby. Viewpoints like the highest point on Oregon's Coast, Cape Perpetua, and Devil's Elbow State Park are just around the corner. You'll always have plenty to do while staying at this favorite oceanfront Oregon Coast hotel in Florence. Welcome to your coastal playground!



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Rqqn'cpf 'Rr{ 'Ctgc

GROUP ACTIVITIES



Old Town Florence

Nestled along the Siuslaw River, Historic Old Town Florence offers lovely, unique, fun shopping and dining to locals and tourists. It's all blended with colorful and creative art galleries, the quaint path through Gazebo Park to the river, and the Siuslaw River Bridge Interpretive Center.



Oregon Dunes Recreation Area

Take an exciting dune buggy tour with the choice of half hour or hour trips. Want a more leisurely ride, try an hour long giant dune buggy tour. Extend you fun with go-karts, miniature golf, bumper boats or a train ride.



Beach Bonfires and Old Fashion Smores

Feel like a kid again, Everything you need for a Beach Bonfire and roasting s'mores, all in one convenient bag! This package is pre-arranged and delivered to your door!



Saddle Up!

Hop in the saddle and ride through the coastal forest, over the dunes and on to the beach with well-trained guides and even better trained horses. Pick up the pace on the wet sand where the horses can trot to your heart's content.



Sea Lion Caves

The World's Largest Cave; located 11 miles north of Florence; Take your group down into the caves and witness nature at it's finest! "Nothing Short of Wild!"



Heceta Head Lighthouse

The iconic lighthouse at Heceta Head keeps a steadfast watch from its perch 206 feet above the Pacific. Its light has guided mariners for more than a century, while its picturesque white tower draws visitors to the surrounding 549-acre park with its trails, tide pools, and sandy beach.



Coastal Golfing

What an opportunity to work on your golf while enjoying the salty ocean air. With 2 courses in the Florence area and ever shifting ocean breezes no two rounds will be the same in this golfer's paradise.

Something for
EVERYONE!



Banquet Menus



Breakfast

Minimum of 20 people 1 time through for buffet line, for plated meals under 20 people an extra \$3 per person added.

Heceta Beach Trail

Assorted muffins, yogurts, oatmeal, cream cheese and fruit spread.
.....per guest \$16

Market French Toast

Texas toast dipped in out cage free egg mix, grilled to perfection and sprinkled with powder sugar, served with maple syrup, bacon & sausage.
.....per guest \$17

Country Style Biscuits & Gravy

Fresh buttermilk biscuits with Southern style sausage gravy, served with Potatoes o' Brien(potatoes with onions and peppers) or scrambled eggs.
.....per guest \$18

Flap Jacks

Choose from buttermilk pancakes with fresh strawberry topping & whip cream, fresh banana & walnut, or chocolate chip. Served with either ham, bacon or sausage and warm maple syrup.
.....per guest \$19

Beachcomber Breakfast

Scrambled eggs, potatoes O' Brien or pancakes, sausage, bacon, choice of either breads or biscuits served with butter, preserves and fresh seasonal fruit.
.....per guest \$20

Breakfast Quiche(serves up to 25 people)

Assorted quiche platter including bacon & onion, mushroom & bay shrimp, spinach 7 feta cheese.
.....\$125 per platter

Pigs in a blanket(serves up to 25 people)

Pan of sausages rolled into a thin buttermilk pancake served with marionberry syrup.
.....\$95 per pan

Extras-

Assorted muffins.....\$65
Breakfast breads.....\$65
Assorted energy bars.....\$75
Assorted cereals.....\$80
Bowl of whole fruit.....\$85
Half pan of country gravy.....\$85
Pan of potatoes O'Brien.....\$90
Pan of scrambled eggs w/cheese.....\$85

Drinks-

Coffee(Elk City Roasters).....2 gallon \$45
Orange, Apple or Cranberry juice...1 liter \$16
Milk.....1 liter \$16
Soft drinks(canned).....each \$5
Infused water.....2 gallon \$10
1 liter \$5
Iced tea.....2 gallon \$32

Prices are subject to change. A customary service charge of 21% will be added to the price listed on menu.

Lunch

The Market Deli Platter

Fresh deli sliced turkey, roast beef and ham with sharp white cheddar, mild cheddar and swiss cheeses served on a platter with tomatoes, lettuce, red onion, pickle chips, mustard, mayonnaise and variety of breads.

Served with choice of 2 sides potato salad, pasta salad, cottage cheese or vegetable soup

.....**\$28 Per Guest**

Lemon Chicken

Marinated chicken grilled and baked with fresh Mediterranean herbs, mixed with olive oil and spices then tossed with fresh tomato and parsley, served with warm pita bread and choice of 2 sides, garden salad, lemon herb rice, pasta salad or vegetable soup.

.....**\$29 Per Guest**

Asian Style Buffet

Chow Mein- choice of, chicken, shrimp or pork served with fried rice and choice of 2 sides, egg rolls, (veggie, pork, chicken or shrimp), crab wontons, steamed pot stickers, egg flour soup, or Asian coleslaw.

.....**\$25 Per Guest**

Louisiana BBQ

Pulled pork sandwich cooked until fork tender, pulled and drenched in a sweet n' tangy bbq sauce, served on brioche bun and Southern style coleslaw. Choice of 2 sides, garden salad, potato salad, baked beans or collard greens.

.....**\$25 Per Guest**

Fish Fry

Our own hand panko breaded cod, coconut prawns and calamari fried to a golden brown with seasoned waffle fries and lots of dipping sauces, served with coleslaw and garlic bread.

.....**\$23 Per Guest**

Boxed Lunch

Comes with sandwich, cookie, whole Fruit, bag of chips and bottle of water.

\$22.00-Sandwich buffet, (ham, turkey and roast beef) lettuce, tomato, bread and condiments

\$30.00-We build it for you – just choose your meat and bread

Prices are subject to change. A customary service charge of 21% will be added to the price listed on menu.

Dinner

Minimum of 20 people, 1 time through for buffet line, for plated meals under 20 people an extra \$3 per person added.

Lasagna

Vegetarian

Choose either meaty sauce layered between pasta with a blend of cheeses, or vegetarian with cheese and alfredo sauce, both made in house and served with garlic bread sticks, caesar salad or fresh garden salad

.....\$35 per guest or \$42 both choices

Prime Rib

Slow roasted prime cut prepared for rare to medium rare center, served on a bed of caramelized onions cut in 1/2" slices, or add a carving station for **\$150.00**. Side dishes include: risotto cheese bake, pan seared green beans, and a fresh garden salad. Served with French bread

.....\$65 market price today

Baked Lemon Chicken

Marinated chicken, grilled & baked until fall off the bone tender. Choice of 2 sides, mac n cheese bake, mashed yukon gold potatoes, grilled vegetables, fresh garden salad or potato salad. Served with Brioche Rolls

.....\$35 per guest

Pork Medallions

Tender Center cut Pork cut into medallions, seared, served over a bed of Sauteed Mushrooms in a White Wine & Garlic sauce. Choice of 2 sides, Yukon Gold Mashed Potatoes, Herbed Wild Rice, Seared Green Beans, Caesar Salad or Buttered Pasta. Served with Herb Garlic Rolls

.....\$38 per guest

BBQ

Beef flank steak slow cooked and baby back pork ribs. Smothered in our own pomegranate bbq sauce. Choice of 2 sides, corn on the cob, yukon gold potato salad, baked Beans, coleslaw, garden salad or pasta salad. Served with corn bread

.....\$42 per guest

Asian Dinner Buffet

Choose 3 entrée's-Mongolian beef, orange chicken, sweet n sour pork, Vietnamese spicy chicken, curry chicken, beef n broccoli, Korean bbq, lemon chicken, kung pow beef or honey walnut shrimp. Entrées are served with fried rice, white rice, Chinese noodles and egg rolls.

.....\$38 per guest

Pasta Alfredo

Pan seared chicken or shrimp, button mushrooms, broccoli, cherry tomatoes and black olives tossed in house creamy alfredo sauce made with fresh parmesan cheese and cream. Served with caesar or garden salad and garlic bread sticks.

.....\$32 chicken per guest

.....\$35 shrimp per guest

Baked Ham and Cheese Casserole

Our house recipe loaded macaroni and cheese with generous amount of hickory smoked ham, green onions and topped with a crispy parmesan breading. Choice of 2 sides, grilled veggies, seared green beans, Southern style collard greens, garden salad, or caesar salad. Served with Sweet Dinner rolls.

.....\$35 per guest

Cedar Plank Salmon

Filet of salmon cooked on a cedar plank with Northwest sweet Walla Walla onions, apple slices, lemons and oranges, topped with fresh dill served right on the plank. Sides include baked butternut squash with wild rice, cranberries and hazelnuts, wild wood salad with tender mix of greens, grapes, apples and finished with a walnut raspberry vinegarett. Served with fry bread!

.....\$48 per guest

Dinner

A Vegetarian Delight!

***This is a vegan & gluten free entree**

A Marina sauce with fresh herbs, onions, carrots, celery, garlic – walnuts, lentils and a touch of red wine, cooked until tender, then pour over your favorite pasta, (we serve it with Penna) Comes with Fresh Garden Salad, and Sour Dough Baguettes with Olive oil and Balsamic vinegar.

.....**\$35 per guest**

Hors de Oeuvres

Platters serve up to 25 people

Vegetable Platter

Fresh cut seasonal vegetables served with our house made peppercorn ranch and blue cheese dips

.....\$98

Fruit Platter

Fresh seasonal artfully arranged selection of fruit served with yogurt-blueberry dipping sauce

.....\$85

Prawn Platter

Jumbo prawns chilled and served with lemon wedges and our own house made cocktail sauce

.....\$125

Charcuterie Platter

Thin sliced Salami's, Sausages, Prosciutto and Molinari, served with Pickles vegetables, Oregon Nuts, Dried fruits, Breads, and Crackers along side our own balsamic reduction a true delight for any occasion!

.....\$265

Stuffed Mushrooms Platter

A blend of spinach, feta cheese, mushroom pieces, cream cheese, and special herbs stuffed into portabella mushrooms, topped with panko and fresh parmesan cheese then baked to perfection!

.....\$95

Deviled Egg Platter

Not your traditional eggs, we serve a spicy dill and jalapeno, smoked almond and black olive, a house favorite-savory bacon and chive. Platter comes with all flavors, try one or try them all!

.....\$75

Northwest Cheese Board

Variety of Local cheeses, Tillamook, Willamette Valley and Umpqua, white, sharp cheddar, creamy blue and soft brie, accompanied with crackers, and seasonal berry spreads, and of course Oregon hazelnuts.

.....\$195

Smoked Salmon Pate

Decadent smoked Northwest salmon, blended with creamy cheeses, special herbs and berries, molded into a salmon, served with sour dough bread points. A true Northwest favorite!

.....\$180

Party Wings

Served on a platter with our special blend of flavors, spicy sriracha, pomegranate BBQ, and sweet pineapple teriyaki, complimented with creamy blue cheese dip and cut celery sticks.

.....\$95

Baked Crab and Artichoke Dip

Another Northwest favorite- A blend of Dungeness crab, king crab mixed with scallions, cream cheese, marinated artichoke hearts and fresh parmesan cheese baked to a golden crisp, served with toasted sour dough bread points.

.....\$225

Mezza Platter

Stuffed grape leaves, both meat and vegetarian, our own house made hummus, pickled veggies, a variety of olives, all served with fresh warm pita bread triangles.

.....\$165

Sweets & Drinks

Sweets Assortment Platter

Assortment of cookies, bars, and cakes such as Nanaimo and lemon bars, gourmet brownies and Cookies for 25

.....\$95 for 25 count

Cookies

Fresh baked assorted cookies

.....\$25 per dozen

Gourmet Brownies

A rich chocolatey brownie baked fresh and delicious

.....\$25 per dozen

Cheesecake Variety Platte

A variety of cheesecake slices including Hazelnut, Strawberry Swirl, Cappuccino and Marionberry

.....\$95 for 25 count

Waffle Bowl Ice Cream Sundae

One scoop vanilla bean ice cream in a Waffle bowl, Assorted toppings

.....\$100.00 for 25 count

Cakes or Pies

Assorted and Freshly baked

.....Contact for price and details

Coffee & Tea.....2 Gallon \$45

Lemonade.....2 Gallon \$32

Infused Water.....2 Gallon \$10

Soda.....each \$5

Orange, Apple or Cranberry Juice

.....Pitcher \$16

Iced Tea.....2 Gallon \$32

Prices exclude 21% service charge

Menu prices are subject to change

Guaranteed number of guests needed 14 days before event

Event Space per day

Sunset Board Room	\$300
Pacific A	\$300
Pacific B	\$300
Pacific C	\$300
Pacific Ballroom	\$600

Cascadia North	\$100
Cascadia South	\$100
Cascadia N. & S.	\$200

Banquet Beverage Services

Porta Bar: \$150, \$100 discount with minimum sales of \$150
Beer & Wine Set up: \$40
Bartender Fee: \$40 per hour
Cocktail Servers: \$25 per server, per hour

A/V Equipment

Conference Phone: \$20 per day plus any Long Distance Charges
Microphone: \$30
Portable Speaker: \$20
Podium: \$20
Projector: \$50
Portable Screens: \$35 (N/C for mounted screens)
TV: \$40
Extension Cords: Complimentary

Room Accessories

Flags (US and State): Complimentary
Card Table: Complimentary
Easels: Complimentary
Flip Charts: \$20 each
White Board with Markers: \$5
Chair Covers: \$5/ea.
Dance Floor: \$200
Riser: \$100
House Linen, China and Glassware: \$5/ea. per setting
Guest Registry, Gift and Cake Tables: \$15/ea
Cake Cutting Service: \$75
Meat Carver Service: \$50
Twinkle Lights: \$25
Arbor: \$75
Package room delivery: \$5 per bag

Driftwood Shores Resort & Conference Center
www.driftwoodshores.com



Hello Kayla,

Please find attached our current menus to add to our proposal. These would apply to your April 2023 meeting needs, should you decide on Driftwood Shores. Also if the April 2023 meetings are held here, our group rates would be lowered \$20 per room type - compared to the group rates noted in the 2025 proposal.

In regards to our meeting space. If you find that your group is concerned about our limited exhibit space, an idea would be for Driftwood Shores accommodate your group for overnight and special meal needs with our oceanfront setting and then transport your group 10 minutes to the Florence Event Center for your exhibit & meetings. Clem at Best Oregon Tours offers very good group transportation rates.

From: [Mark Turchetto](#)
To: [Kayla Duddy](#)
Subject: RE: Site Visit
Date: Tuesday, August 22, 2023 2:18:15 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kayla

The deposit would reflect what is being charged to the Master Account (any guest rooms/food/beverage, ect). If we get direct bill approved, there is no deposit scheduled. If we have a deposit schedule, the final FULL deposit would be due 10 days prior to the arrival date. For example, the April 2025 program has a \$4,500.00 F&B minimum. Let's say you were paying for 3 staff rooms per day for three days (9 total rooms) at \$147.00 for each room per night (total \$1,323.00). The deposit schedule would look something like this:

Transaction Type	Charge Type	Due Date	Amount
Initial Deposit	Credit Card	Date of signing	\$1,000.00
Final Deposit	Credit Card	10 days prior to arrival	\$4,823.00

The \$5,823.00 is from a \$4,500.00 food and beverage minimum and \$1,323.00 from 9 guest rooms going to the master account. We can also add more dates and reduce each payment if you want.

The room minimum would be 80% of the contracted room block. For the April program, if you contract a total of 95 rooms, you would need to pick up a total of 76 guest rooms otherwise there would be attrition penalties.

Also, we do have a cancelation clause that you will want to be aware of.

Let me know if you have any other questions.

Thank you

Mark

Mark Turchetto | Sales Manager

1000 Valley River Way | Eugene, OR 97401

D: (541) 681-5073 | F: (541) 344-1970 | E: mark.turchetto@valleyriverinn.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>

Sent: Tuesday, August 22, 2023 12:23 PM

To: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>

Subject: RE: Site Visit

Cyber Security Reminder: This is an external email please use caution – forward suspicious messages by clicking on the "Report Phish" button at the top of your Aimbridge Managed Email.

Hi Mark I forgot to ask what the deposit would be if we chose Valley River Inn?

From: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>

Sent: Friday, August 18, 2023 1:39 PM

To: Kayla Duddy <kayla.duddy@redmondoregon.gov>

Subject: RE: Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kayla

I wanted to give you an update on the hotel. The hotel is in full swing on the remodel. The entire hotel is getting remodeled. It is on course to open March of 2024. I've seen the design and it looks amazing. Probably the second week of January, we will have a good idea of what date we will open. I'm hoping you'll be available for a site visit when that time comes.

Thank you very much

Mark

Mark Turchetto | Sales Manager

1000 Valley River Way | Eugene, OR 97401

D: (541) 681-5073 | F: (541) 344-1970 | E: mark.turchetto@valleyriverinn.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>

Sent: Friday, June 2, 2023 9:13 AM

To: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>

Subject: RE: Site Visit

Cyber Security Reminder: This is an external email please use caution – forward suspicious messages by clicking on the "Report Phish" button at the top of your Aimbridge Managed Email.

Thank you!

From: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>

Sent: Thursday, June 1, 2023 10:24 AM

To: Kayla Duddy <kayla.duddy@redmondoregon.gov>

Subject: RE: Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kayla

Attached is a proposal for 2025. If its 2024 you are inquiring about, the guest room rate would be \$144.00 plus tax. Let me know if you have any questions. I'll be out of the office the rest of the week and back in on Monday.

Thank you very much
Mark

Mark Turchetto | Sales Manager
1000 Valley River Way | Eugene, OR 97401
D: (541) 681-5073 | F: (541) 344-1970 | E: mark.turchetto@valleyriverinn.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Wednesday, May 31, 2023 4:47 PM
To: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>
Subject: RE: Site Visit

Cyber Security Reminder: This is an external email please use caution – forward suspicious messages by clicking on the "Report Phish" button at the top of your Aimbridge Managed Email.
Sounds good, thank you.

From: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>
Sent: Wednesday, May 31, 2023 4:30 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Subject: RE: Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kayla

I'll get that information to you tomorrow.
Thank you very much
Mark

Mark Turchetto | Sales Manager
1000 Valley River Way | Eugene, OR 97401
D: (541) 681-5073 | F: (541) 344-1970 | E: mark.turchetto@valleyriverinn.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Wednesday, May 31, 2023 10:55 AM
To: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>
Subject: RE: Site Visit

Cyber Security Reminder: This is an external email please use caution – forward suspicious messages by clicking on the "Report Phish" button at the top of your Aimbridge Managed Email.
Oh and I forgot to ask if there would be a Room Minimum?

From: Kayla Duddy
Sent: Wednesday, May 31, 2023 10:54 AM
To: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>
Subject: RE: Site Visit

Hi Mark,

Quick question, I was reviewing the proposal and I noticed that there is no pricing for our Mid-Year conference that we would have at your location around April of 2025.

This is a smaller conference and would only be three days.

Please let me know if you have any questions.

Kayla

From: Mark Turchetto <Mark.Turchetto@valleyriverinn.com>
Sent: Tuesday, May 16, 2023 1:34 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Subject: RE: Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kayla

Yes, can we shoot for August 12th. The hotel plans to open August 1st, however, I think the 5th is a little too close to opening so the 12th would be fantastic.
Thank you very much
Mark

Mark Turchetto | Sales Manager
1000 Valley River Way | Eugene, OR 97401



March 2, 2023

RE: Oregon Association of Municipal Recordors

Thank you for considering Valley River Inn for The Oregon Association of Municipal Recordors. The dates you have requested are currently available and we would be happy to place the space quoted in this proposal on hold while you review your options.

Please do not hesitate to reach out with any questions.

Sincerely,

Mark Turchetto

Sales Manager

Phone: 541-681-5073

Email: mark.turchetto@valleyriverinn.com



Proposal Prepared For:

The Oregon Association of Municipal Recorders, September 23 – 26, 2025

Room Block

Dates

	Occupancy	Mon 09/22/2025		Tue 09/23/2025		Wed 09/24/2025		Thu 09/25/2025	
		Rooms	Rate	Rooms	Rate	Rooms	Rate	Rooms	Rate
Suite	Single	0	\$159.00	1	Comp	1	Comp	1	Comp
Deluxe King/Queen Queen	Single/Double	0	\$159.00	65	\$159.00	80	\$159.00	80	\$159.00
		Fri 09/26/2025		Sat 09/27/2025					
	Occupancy	Rooms	Rate	Rooms	Rate				
Suite	Single	1	Comp	0	\$159.00				
Deluxe King/Queen Queen	Single/Double	10	\$159.00	0	\$159.00				

Rate does not include a prevailing % tax, currently at 13%.

All guestrooms will include the following:

- Complimentary onsite parking
- Complimentary Wi-Fi, including guestrooms and meeting space.
- One Presidential Suite to be provided complimentary for four (4) nights (Tuesday check-in through Saturday Check out. Based on an 80% guestroom block pick up of 188 rooms.
- Complimentary accommodations for one night stay for 2nd Vice-President to do the Pre-qualification Site Visit. (Within 3 months of the bid being received).
- One (1) complimentary room night for every 40 room nights picked up on a cumulative basis.
- Group rates are good one (1) day prior and one (1) day after the conference dates.
- Room block cut off day held until fourteen (14) days prior to first day of conference arrival date.

Event Agenda

Date	Start	End	Event	Room	Setup
Tue, 09/23/25	5:00 AM	11:00 PM	Office	Santiam	Existing
Tue, 09/23/25	8:00 AM	7:00 PM	Meeting	West Willamette	U-Shape
Tue, 09/23/25	9:00 AM	11:00 PM	Office	Siuslaw	See Diagram
Tue, 09/23/25	10:00 AM	10:30 AM	Break Coffee	Siuslaw	Existing
Tue, 09/23/25	12:00 PM	12:30 PM	Lunch - Box	Siuslaw	Existing
Tue, 09/23/25	4:00 PM	11:00 PM	Registration	Main Lobby	Registration
Wed, 09/24/25	7:00 AM	8:00 AM	Breakfast	Middle Willamette	Rounds of 8
Wed, 09/24/25	8:00 AM	5:00 PM	Meeting	West Willamette	Classroom 2 per table
Wed, 09/24/25	8:00 AM	8:00 PM	Registration	Main Lobby	Registration
Wed, 09/24/25	8:00 AM	10:00 PM	Setup	Willamette Foyer	See Diagram
Wed, 09/24/25	8:00 AM	11:00 PM	Office	Santiam	See Diagram
Wed, 09/24/25	11:00 AM	1:00 PM	Lunch	Middle Willamette	Rounds of 8
Thu, 09/25/25	7:00 AM	8:00 AM	Breakfast	Middle Willamette	Rounds of 8
Thu, 09/25/25	8:00 AM	5:00 PM	Exhibit	Willamette Foyer	See Diagram
Thu, 09/25/25	8:00 AM	5:00 PM	Meeting	West Willamette	Classroom 2 per table
Thu, 09/25/25	8:00 AM	5:00 PM	Registration	Main Lobby	Registration
Thu, 09/25/25	8:00 AM	11:00 PM	Office	Santiam	Existing
Thu, 09/25/25	9:00 AM	9:45 AM	Break Coffee	Willamette Foyer	Existing
Thu, 09/25/25	11:00 AM	1:00 PM	Lunch	Middle Willamette	Rounds of 8
Thu, 09/25/25	5:00 PM	11:00 PM	Dinner	McKenzie Ballroom	Rounds of 8
Fri, 09/26/25	7:00 AM	5:00 PM	Registration	Main Lobby	Registration
Fri, 09/26/25	7:00 AM	11:00 PM	Office	Santiam	See Diagram
Fri, 09/26/25	8:00 AM	2:00 PM	Exhibit	Willamette Foyer	See Diagram
Fri, 09/26/25	8:00 AM	5:00 PM	Meeting	West Willamette	Classroom 2 per table
Fri, 09/26/25	9:00 AM	9:45 AM	Break Coffee	Willamette Foyer	Existing
Fri, 09/26/25	11:00 AM	1:00 PM	Lunch	Middle Willamette	Rounds of 8
Fri, 09/26/25	2:00 PM	3:00 PM	Break Coffee	Willamette Foyer	Existing
Sat, 09/27/25	8:00 AM	12:00 PM	Office	Santiam	See Diagram

Meeting room rental will be waived for this event with a minimum food & beverage purchase of \$18,000.00 and a onetime set up fee of \$500.00. In addition, we will provide complimentary Wi-Fi in all meeting spaces. Applicable service fees of 22%. See Banquet Menu for additional fees.

STAY

The Perfect Location

Situated along the Willamette River, just minutes from downtown Eugene and 15 minutes from the airport, Valley River Inn welcomes guests to a five-star hotel with upscale amenities and warm, genuine service. Our stellar address puts your group within minutes of the University of Oregon along with the region's best breweries, wineries, natural areas and shopping – starting with the Valley River Center mall just across the street. We also offer complimentary shuttle service to/from the airport as well as destinations within a five-mile radius of the hotel.

Refreshing Amenities

Our 257 guest rooms and suites are the largest in Eugene and feature private balconies or patios along with warm décor and thoughtful amenities including new Serta Perfect Sleeper mattresses, complimentary high-speed Internet access and flat-screen HDTVs. Start each morning right with the fresh, locally-sourced ingredients at the award-winning Sweetwater's on the River, and be sure to join us for our daily wine and craft beer Happy Hour. When your group needs to unwind, we've got you covered with our 4/7 gym, seasonal outdoor heated pool and hot tub, bicycle rentals, and access to 12 miles of riverfront hiking and biking trails. Our staff is also happy to recommend the area's best activities and attractions. At Valley River Inn, we're more than just a venue, we're an event destination where groups can connect like never before.

Meet Along the River

At Valley River Inn, our distinctive venues and authentic Northwestern hospitality will set the stage for your next success. Choose from eight sophisticated spaces, including three contemporary ballrooms, each enhanced with on-site A/V equipment and expert planning services. Many of our spaces also offer natural light, high ceilings and spectacular river views. Whether hosting a conference, coordinating a seminar, or celebrating a milestone, you will find just the right setting and support for all your event needs.



MEETINGS & EVENTS

Featuring the only meeting and event space along the Willamette River, Valley River Inn is the perfect choice for your next conference, meeting, or corporate banquet. Choose from eight distinctive spaces totaling more than 15,000 square feet ideal for gatherings from 10 to 800 attendees. Our largest venue, the 6,113-square-foot Willamette Ballroom features its own pre-function area with a built-in bar, along with the ability to separate into three breakout spaces. The impressive Columbia Ballroom boasts ample natural light as well as access to an outdoor patio and courtyard, its own pre-function area and the ability to separate into three breakout spaces. Our third ballroom, the McKenzie Ballroom, features classic decor paired with modern tech and includes a foyer, dance floor and numerous lighting options. Other popular options include the 900-square-foot Rogue Room with its 180-degree views of the river and surrounding landscape, as well as three boardrooms with beautiful views for intimate meetings and training sessions.

Our experienced event planners will work with you to design a tailored experience from start to finish. From delicious catering menus and audiovisual support, to vendor recommendations and room blocks, we'll take care of all the details so you can stay focused on your agenda.

- Over 15,000 Sq. Ft. of Function Space
- 6,113 Sq. Ft. Willamette Ballroom
- 3,475 Sq. Ft. McKenzie Ballroom
- 3,276 Sq. Ft. Columbia Ballroom
- Thirteen Function Rooms
 - Spaces with Natural Light and River Views Available
- Pre-Function Spaces
- Dedicated Event Services
- Creative Catering
- Social Events & Weddings
- Up to 500 Banquet Guests
- Up to 800 Reception Guests
- Vendor Recommendations Technology
- Audiovisual Equipment & Support

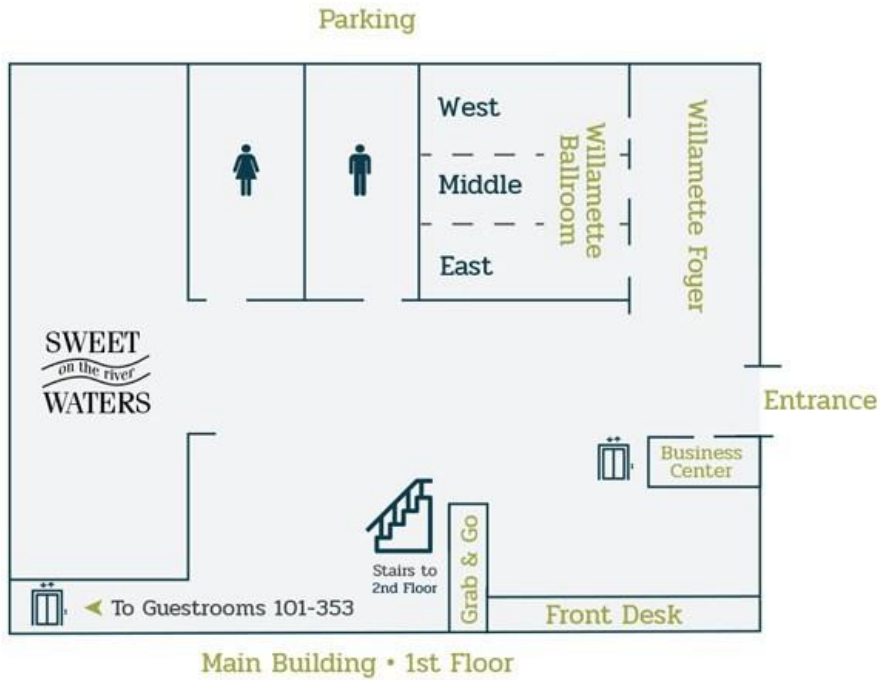


FUNCTION SPACE

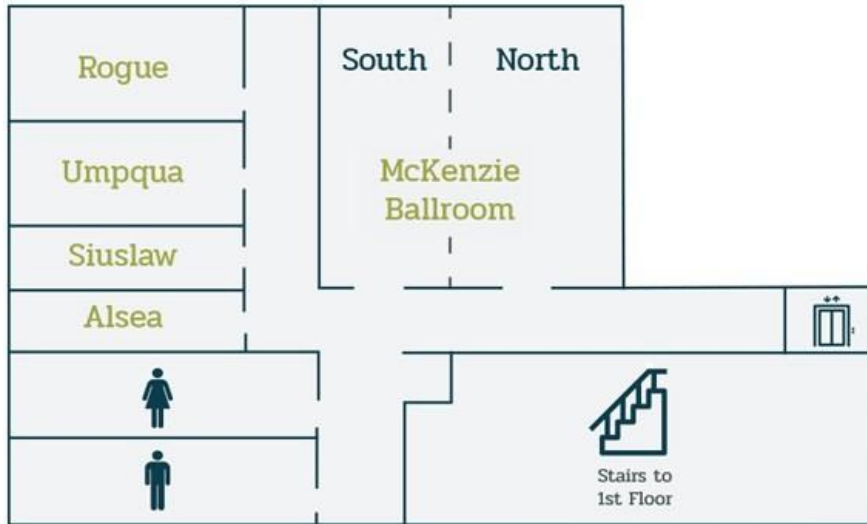
Capacity Chart

Meeting Rooms	Total Sq. Ft.	Room Size	Rounds	Banquet	Classroom	Theatre	Reception	U-Shape	Hollow Square	Ceiling Height
Willamette (All)	6,113	113' x 54' 10"	570 (10)	550	300(4), 225(4)	780	-	-	-	15' 10"
East	1,569	29' x 54' 10"	150 (10)	150	60(4), 45(3)	150	40	40	44	-
Middle	1,569	29' x 54' 10"	150 (10)	150	60(4), 45(3)	150	40	40	44	-
West	2,975	54' x 54' 10"	270 (10)	240	180(4), 135(3)	450	56	48	64	-
Columbia	3,276	84' x 39'	240 (10)	250	180(4), 135(3)	300	-	-	-	9' 9"
North	1,287	33' x 39'	90 (10)	80	72(4), 54(3)	112	40	30	48	-
Middle	848	22' x 39'	70 (10)	60	48(4), 36(3)	80	30	22	40	-
South	1,131	29' x 39'	80 (10)	80	60(4), 45(3)	80	30	25	40	-
Mckenzie (All)	3,475	58'9" x 59'	270 (10)	250, 200	208(4), 156(3)	400	-	-	-	14'
North	2,118	35'9" x 59'	160 (10)	150, 120	120(4), 90(3)	260	44	48	45	-
South	1,357	23' x 59'	90 (10)	90, 72	80(4), 60(3)	140	34	34	30	-
Rogue	900	30' x 30'	70 (10)	50	48(4), 36(3)	90	30	30	40	-
Umpqua	660	30' x 22'	20 (10)	40	36(4), 27(3)	60	24	22	30	-
Alsea	330	22' x 15'	20 (10)	18	16(4), 12(3)	22	12	20	16	-
Siuslaw	330	22' x 15'	20 (10)	10	16(3), 12(3)	22	12	20	16	-
Santiam	330	22' x 15"	2 (10)	10	16(3), 12(3)	22	12	20	16	-

Floor Plan

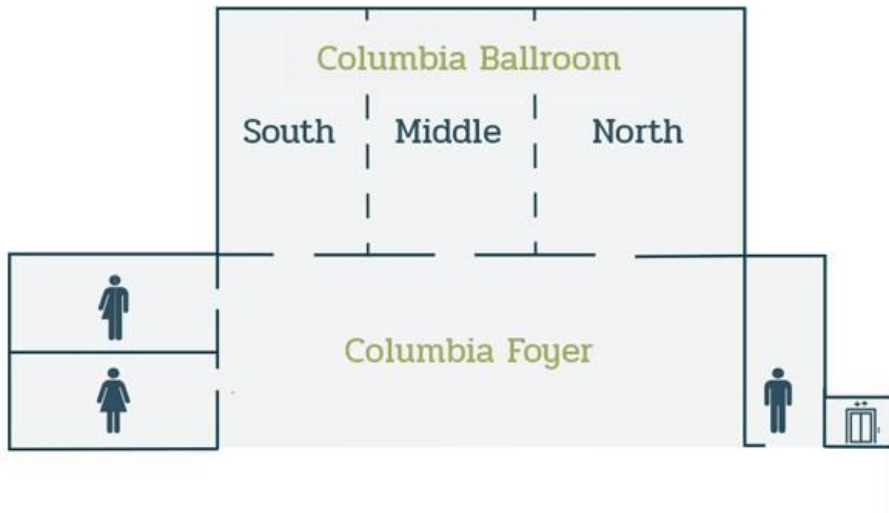


Main Building • 1st Floor



Main Building • 2nd Floor

Parking





June 1, 2023

RE: Oregon Association of Municipal Recordors April 2025

Thank you for considering Valley River Inn for the OAMR April Mid-Year Education Conference. The dates you have requested are currently available and we would be happy to place the space quoted in this proposal on hold while you review your options.

Please do not hesitate to reach out with any questions.

Sincerely,

Mark Turchetto

Sales Manager

Phone: 541-681-5073

Email: mark.turchetto@valleyriverinn.com



Proposal Prepared For:
OAMR April 2025 Mid-Year Education Conference

Room Block	Dates									
Room	Tue 04/01/2025		Wed 04/02/2025		Thu 04/03/2025					
Run of House										
Single/Double	10	\$147.00	50	\$147.00	35	\$147.00				
Daily Total										

Rate does not include an 13% tax.

All guestrooms will include the following:

- Complimentary onsite parking
- Complimentary Wi-Fi

In addition, we would like to extend the following concessions to the group:

- One (1) complimentary Suite for the duration of event (04/1 – 04/04) based on an 80% guest room pick up.

Meeting room rental will be waived for this event with a minimum food & beverage purchase of \$4,500.00 and a onetime set up fee of \$500.00. In addition, we will provide complimentary Wi-Fi in all meeting spaces. Applicable service fees of 22%. See Banquet Menu for additional fees.

Event Agenda

Date	Start	End	Event	Room	Setup	AGR
Wed, 04/02/25	1:00 PM	5:00 PM	Board Meeting	North McKenzie	Hollow Square	25
Thu, 04/03/25	8:00 AM	5:00 PM	Meeting	North McKenzie	Classroom	80
Thu, 04/03/25	12:00 PM	1:00 PM	Lunch	South McKenzie	Rounds	80
Fri, 04/04/25	8:00 AM	5:00 PM	Meeting	North McKenzie	U-Shape	35
Fri, 04/04/25	12:00 PM	1:00 PM	Lunch	South McKenzie	Rounds	35

STAY

The Perfect Location

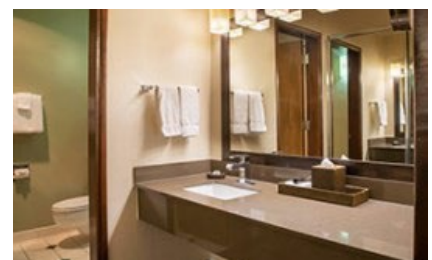
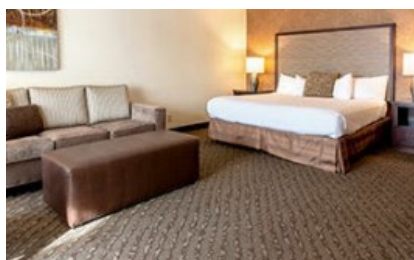
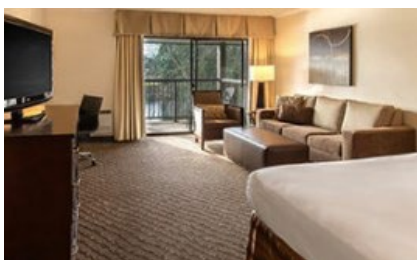
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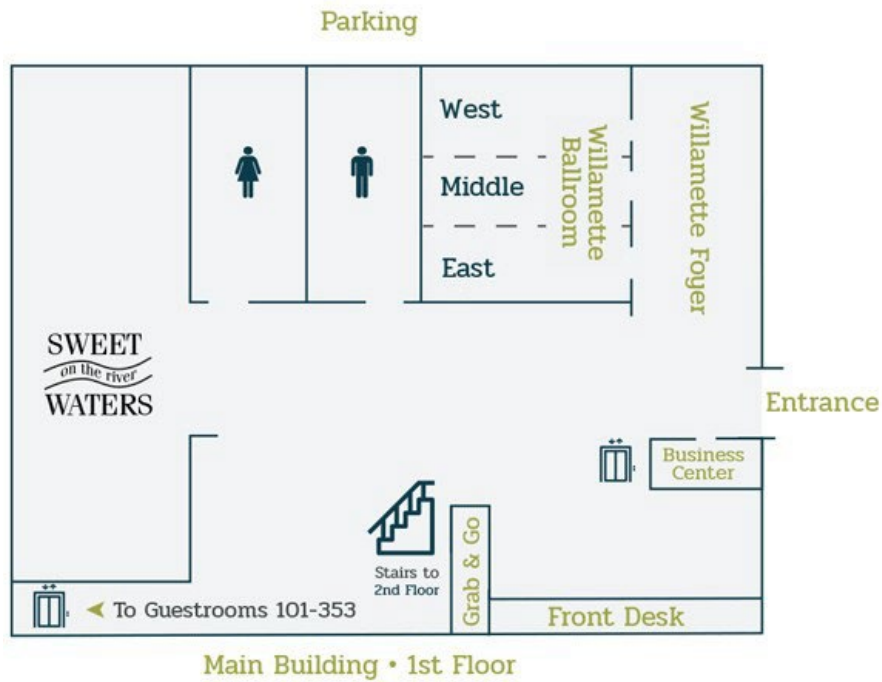


FUNCTION SPACE

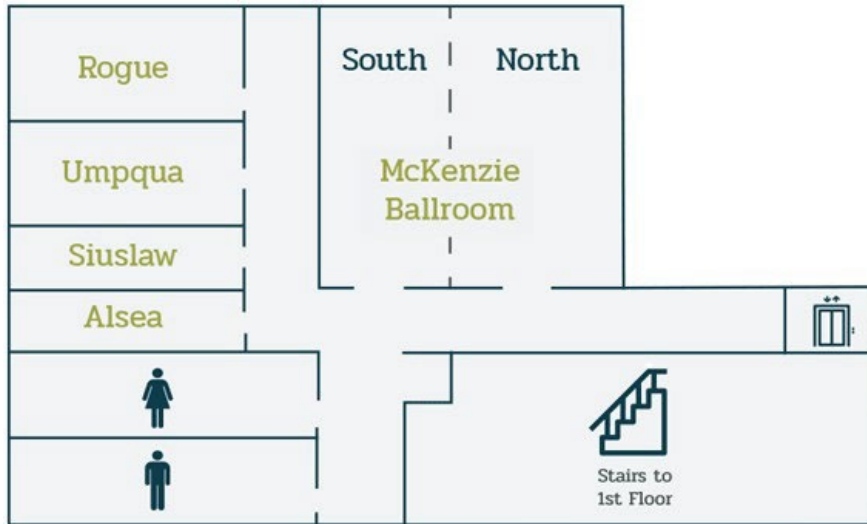
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Middle	848	22' x 39'	70 (10)	60	48(4), 36(3)	80	30	22	40	-
South	1,131	29' x 39'	80 (10)	80	60(4), 45(3)	80	30	25	40	-
Mckenzie (All)	3,475	58'9" x 59'	270 (10)	250, 200	208(4), 156(3)	400	-	-	-	14'
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South	1,357	23' x 59'	90 (10)	90, 72	80(4), 60(3)	140	34	34	30	-
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Floor Plan

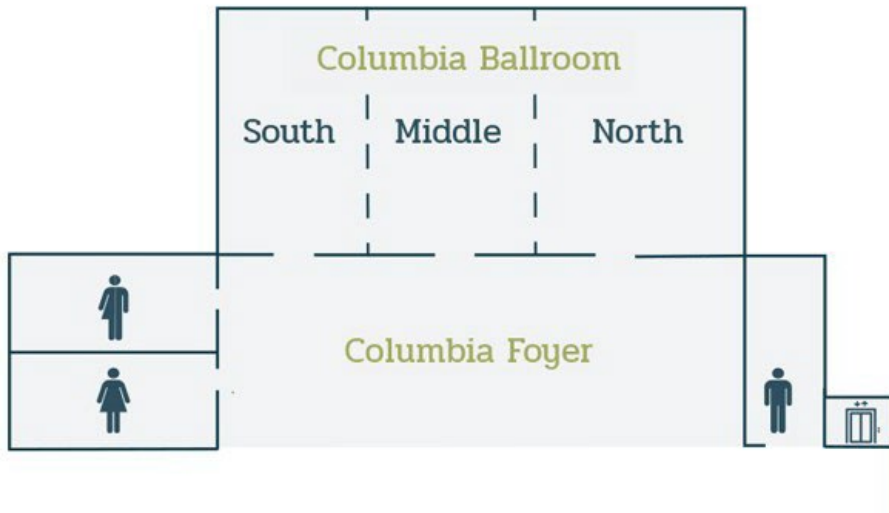


Main Building • 1st Floor



Main Building • 2nd Floor

Parking



From: [Lisa Jones](#)
To: [Kayla Duddy](#)
Cc: [Sandra Matthews](#); [Kasey Colangelo](#); [Karolina Lavagnino](#)
Subject: RE: OAMR 2025 Annual Conference Site Visit
Date: Tuesday, August 22, 2023 1:53:25 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you, Kayla.

For April 1st – 5th, 2025, I can offer the following discounted rates:
\$139 for King Rooms
\$139 for Queen – Queen Rooms
\$149 for Premium King Rooms
\$189 for King Family Duo Rooms
\$189 for Junior Suites
\$269 for Manhattan and Champagne Suites (Specialty Suites)
Rates are for double occupancy. Please add \$10 more after double occupancy)
Rates are exclusive of 12.07% tax.

Yes, we can offer the following concessions:
We can provide one Presidential Suite complimentary for 4 nights (Champagne or Manhattan)
We can comp meeting space for conference committee – during site visit.
We can offer free Wi-Fi and parking.
We can offer 1 complimentary room for every 40 picked up.
We can extend conference discount rates to one day prior and one day post event.
Discounted rates to anyone coming at other times of the year with OAMR have been approved.
We are unable to hold your room block 14 days prior to opening of conference. We can, however, offer you 21 days.

Lastly, we do require a 75% attrition. This means that you will need to meet at least 75% of room nights originally booked by the date of check out. You will have up until 90 days until the date of arrival to drop any guest rooms that you think you will not need.

Kayla, please let me know if you have any other questions regarding the guest rooms for OAMR.

Respectfully,
Lisa Stephens
Assistant Sales Manager
Neuman Hotel Group
212 East Main Street, Ashland OR 97520
P: 541-631-2008
www.NeumanHotelGroup.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Tuesday, August 22, 2023 1:44 PM
To: Lisa Jones <Lisa.Jones@neumanhotelgroup.com>
Cc: Sandra Matthews <Sandra.Matthews@neumanhotelgroup.com>; Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>; Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

Yes, that is correct.

From: Lisa Jones <Lisa.Jones@neumanhotelgroup.com>
Sent: Tuesday, August 22, 2023 1:42 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Sandra Matthews <Sandra.Matthews@neumanhotelgroup.com>; Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>; Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

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Good afternoon Kayla,

Thank you for reaching out and we would be thrilled to welcome OAMR to our hotel in April 2025.
Are you looking for the same number of rooms that you would be for September 2025?:
o Tuesday – 65 rooms
o Wednesday – 80 rooms
o Thursday – 80 rooms
o Friday – 10 rooms

Thank you,
Lisa Stephens
Assistant Sales Manager
Neuman Hotel Group
212 East Main Street, Ashland OR 97520
P: 541-631-2008
www.NeumanHotelGroup.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Tuesday, August 22, 2023 1:14 PM
To: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Cc: Sandra Matthews <Sandra.Matthews@neumanhotelgroup.com>; Lisa Jones <Lisa.Jones@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

Thank you for sending this over. I may be missing it in the information, but can you please verify if you have a room minimum. Sorry if it is there and I am just not seeing it.

From: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Sent: Tuesday, August 22, 2023 12:47 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Sandra Matthews <Sandra.Matthews@neumanhotelgroup.com>; Lisa Jones <Lisa.Jones@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

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Kayla,

Attached you will find your proposal for April. I didn't adjust much.
I have cc'd Lisa Jones in this email to assist with the highlighted concessions we agreed upon for the other date. Hope this helps.

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



From: Kasey Colangelo
Sent: Tuesday, August 22, 2023 12:36 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Sandra Matthews <Sandra.Matthews@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

Thank you for the clarification. I will work on that proposal now, and send it your way!

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Tuesday, August 22, 2023 12:36 PM
To: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Cc: Sandra Matthews <Sandra.Matthews@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

The mid-year would be for 2025.

From: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Sent: Tuesday, August 22, 2023 12:35 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Sandra Matthews <Sandra.Matthews@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

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Kayla,

Happy to help! For the April dates are you looking at 2024 or 2025? I will send over an official proposal and include Lisa Jones to assist with guest room rates and questions.
Depending on which spaces you go with- your venue fee acts as your deposit.
So, once you select your dates- we will issue you a contract. Once you have received your contract you will have two weeks to review it, sign and return it, along with your deposit.

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>

Sent: Tuesday, August 22, 2023 12:22 PM
To: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

Hi Kasey,

I am finalizing my presentation for the members and there were a few questions:

- I never received information for our Mid-Year. Could I get prices for that? (April 1st - 3rd tentative dates)
- What would the deposit be for the Annual and the mid-year.

Thank you,

Kayla

From: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Sent: Monday, July 17, 2023 12:18 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Subject: Re: OAMR 2025 Annual Conference Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ok, thanks for letting me know. No worries at all.

-Kasey Colangelo

Get [Outlook for iOS](#)

From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Monday, July 17, 2023 12:01:17 PM
To: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

The OAMR members will not vote for the 2025 Conference until late September. I will not have news for you until early October.

From: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Sent: Monday, July 17, 2023 9:59 AM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Subject: RE: OAMR 2025 Annual Conference Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kayla,

I hope all is well with you and yours! just checking in to see if we would like to move forward with this booking?

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



From: Kasey Colangelo
Sent: Friday, June 16, 2023 12:28 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

Kayla,

Just checking in to see if you'd like to schedule a time later this afternoon if needed? I understand that you are driving here and may be running behind. Let me know.

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Thursday, June 15, 2023 9:33 AM
To: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Cc: Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

Sounds good. Thank you for your help and I look forward to the visit

From: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Sent: Thursday, June 15, 2023 9:31 AM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kayla,

12:00pm works for me. Typically, hotel check-in is at 4:00pm. Just a head up there. Feel free to call and request an early check-in. It isn't guaranteed, but the team does their best to accommodate.

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Thursday, June 15, 2023 8:26 AM
To: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Cc: Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

Good morning, Kasey,

Where should I meet you tomorrow? I am thinking that we could meet at 12pm, does that work for you?

Kayla

From: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Sent: Monday, April 10, 2023 4:07 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kayla,

For your stay with us, would you like us to book the guest room on June 15th, or June 16th? Just wanting to make sure we select the night that would work best for you.

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



From: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Sent: Monday, April 10, 2023 1:36 PM
To: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Cc: Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

That time will work great!

I have placed this in my schedule. It says in the proposal that you would be able to provide a complimentary room for myself that night, is this something I would schedule with you?

From: Kasey Colangelo <Kasey.Colangelo@neumanhotelgroup.com>
Sent: Monday, April 10, 2023 1:32 PM
To: Kayla Duddy <kayla.duddy@redmondoregon.gov>
Cc: Karolina Lavagnino <Karolina.Lavagnino@neumanhotelgroup.com>
Subject: RE: OAMR 2025 Annual Conference Site Visit

[EXTERNAL]: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mrs. Duddy,

Good afternoon! We would be happy to welcome you to Ashland Hills Hotel for a site visit. I am available Friday June 16th from 12:00pm-5:00pm. Let me know which time would work best for you. Looking forward to it!

Kasey Colangelo
Sales and Catering Manager
2525 Ashland Street, Ashland OR 97520
P: 541-488-7383
NeumanHotelGroup.com



ASHLAND HILLS Hotel & Suites



March 9th, 2023

Kayla Duddy
Oregon Association of Municipal Recordors
Kayla.duddy@redmondoregon.com
[541.923.7755](tel:541.923.7755)

Good afternoon Mrs. Duddy,

Thank you for considering Ashland Hills Hotel & Suites for the 2025 Annual OAMR Conference. We would be happy to welcome you and your colleagues on September 23rd-26th, 2025.

Ashland Hills Hotel is **17 miles (21 minutes) away from the Rogue Valley International Medford Airport. Depending on the time-of-day Uber rates can change. It would be \$40.00-\$60.00 to get a ride via Uber from the airport to Ashland Hills Hotel. We also have a variety of cab companies.** Ashland Hills Hotel & Suites located in the beautiful town of Ashland is a prime location for a variety of events. Ashland is a fantastic destination offering beautiful weather, with attractions including outdoor adventures such as rafting, hiking, mountain biking, as well as more relaxed activities such as shopping and dining in over 40 restaurants in downtown Ashland alone, fabulous wineries within a few minutes' drive, rejuvenating spas, art galleries, Oregon Cabaret Theatre and the renowned Oregon Shakespeare Festival.

HOTEL: Our hotel offers spacious and flexible event spaces and over 118 guest rooms all featuring hip, retro-modern flair. Spacious guest rooms and suites featuring flat screen TVs, coffee makers, and refrigerators, complimentary wireless internet access, as well as balconies or patios overlooking hills of Ashland and beautifully manicured grounds.

Guests of our hotel are invited to enjoy the following amenities and services:

- Complimentary continental breakfast buffet
- On site restaurant & mercantile, LUNA Café
www.LunaCafeAshland.com
- Complimentary parking
- Complimentary Wi-Fi
- Seasonal outdoor heated pool and Jacuzzi
- Two tennis and pickleball courts
- Waterstone Spa
- Business center
- Fitness room
- Bikes for touring
- EV charging stations

GUEST ROOMS:

OAMR Conference attendees are offered the following discounted group room rates in September 2025:

Standard King rooms \$179.00.

Premium King rooms \$189

Queen-Queen rooms \$189.00.

Junior Suites \$219.00

These rates are exclusive of the current 12.07% lodging tax.

HOTEL CONCESSIONS:

- We can provide 1 complimentary Presidential Suite for 4 nights (Champagne or Manhattan Suite)
- We can offer complimentary accommodation for one night for the site visit.
- We can offer complimentary meeting space for the conference committee – during the site visit.
- Wi-Fi and parking are complimentary.
- We can offer 1 complimentary room for every 40 room nights picked up.
- We can extend conference discount rates to one day prior and one day post event.
- Discounted rates will be extended to all OAMR conference planners/board members at any time in 2025.
- OAMR room block cut off we can offer is 21 days out.



EVENTS AND CATERING:

Our team of catering professionals and events service staff will support you in the execution of your event to ensure a wonderful time for your guests.

- Approximately 100 guests
- Buffet/Plated- Menu TBD
- \$18,000 Food and Beverage minimum
- Bar- \$200.00 for 'Full' Bars, and \$100.00 for 'Soft' Bars. Soft bars include beer, wine, and N/A beverages only. Full bars add cocktails to the list of available beverage choices.
- All Food is subject to 5% Ashland Food Tax
- All Food and Beverage is subject to 20% Service Fee
- A/V Equipment Available for an **Additional Fee**
- Venue Fees are as follows (per day):
 - Grand Ballroom- \$750.00
 - Cosmos Ballroom- \$500.00
 - Stardust Lounge- \$500.00
 - Galaxy Room- \$350.00

The rental fees include use of tables, chairs, linens, house décor, water stations, and the set up and breakdown of the venue.



The Grand Ballroom, Cosmos Ballroom, and the Galaxy Ballroom

For Menu choices, Floor Plans, and a Sample Contract please refer to the attached additional documents.

If chosen as the location, we will be happy to create a personal itinerary for groups or individuals to add to their experience of staying in beautiful southern Oregon. Thank you again for the opportunity to present you with this proposal. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Kasey Colangelo, *Sales & Catering Manager*
Ashland Hills Hotel & Suites
2525 Ashland St, Ashland, OR 97520
541.488.7383 - AshlandHillHotel.com

ASHLANDHILLS
Hotel & Suites



Earn free nights  **STASH**
HOTEL REWARDS*



CONFERENCE CENTER

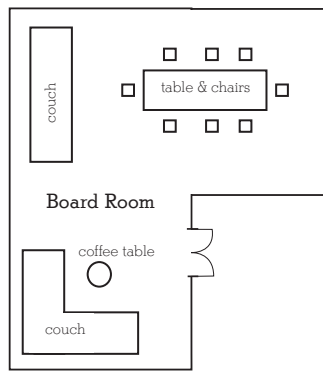
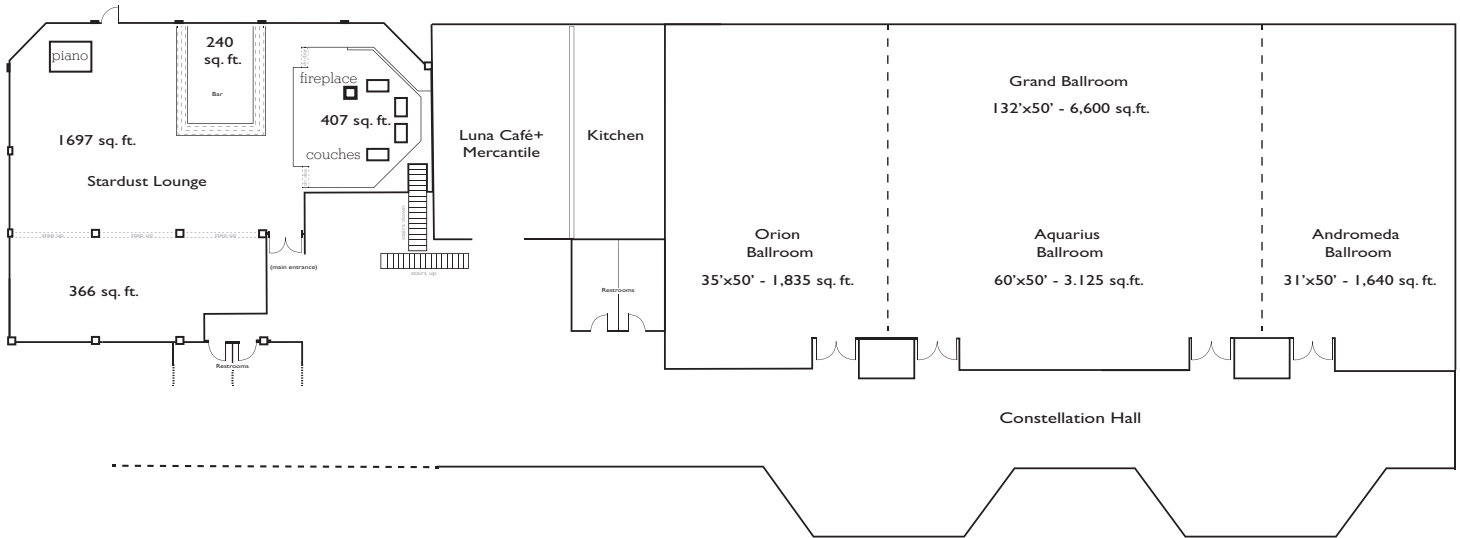
Fully renovated in 2016, Ashland Hills Hotel & Suites is home to the largest conference center in Southern Oregon, with over 15,000 square feet of flexible event space. Located at the base of the Siskiyou Mountains, this 14-acre, retro-modern property offers timeless design and can accommodate events of any size. We attend to every detail and provide personalized service. This includes full-service catering, featuring Pacific Northwest inspired menus.

BOOK YOUR EVENT

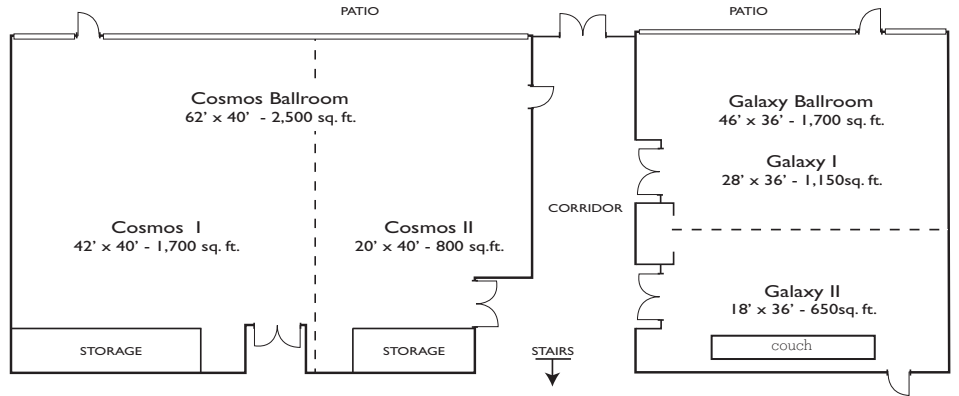
541.488.7383 • ASHLANDHILLSHOTEL.COM
2525 ASHLAND ST. • ASHLAND, OR 97520

ASHLANDHILLS
Hotel & Suites

Main Level



Mezzanine Level



Cosmos

Lower Level

Galaxy

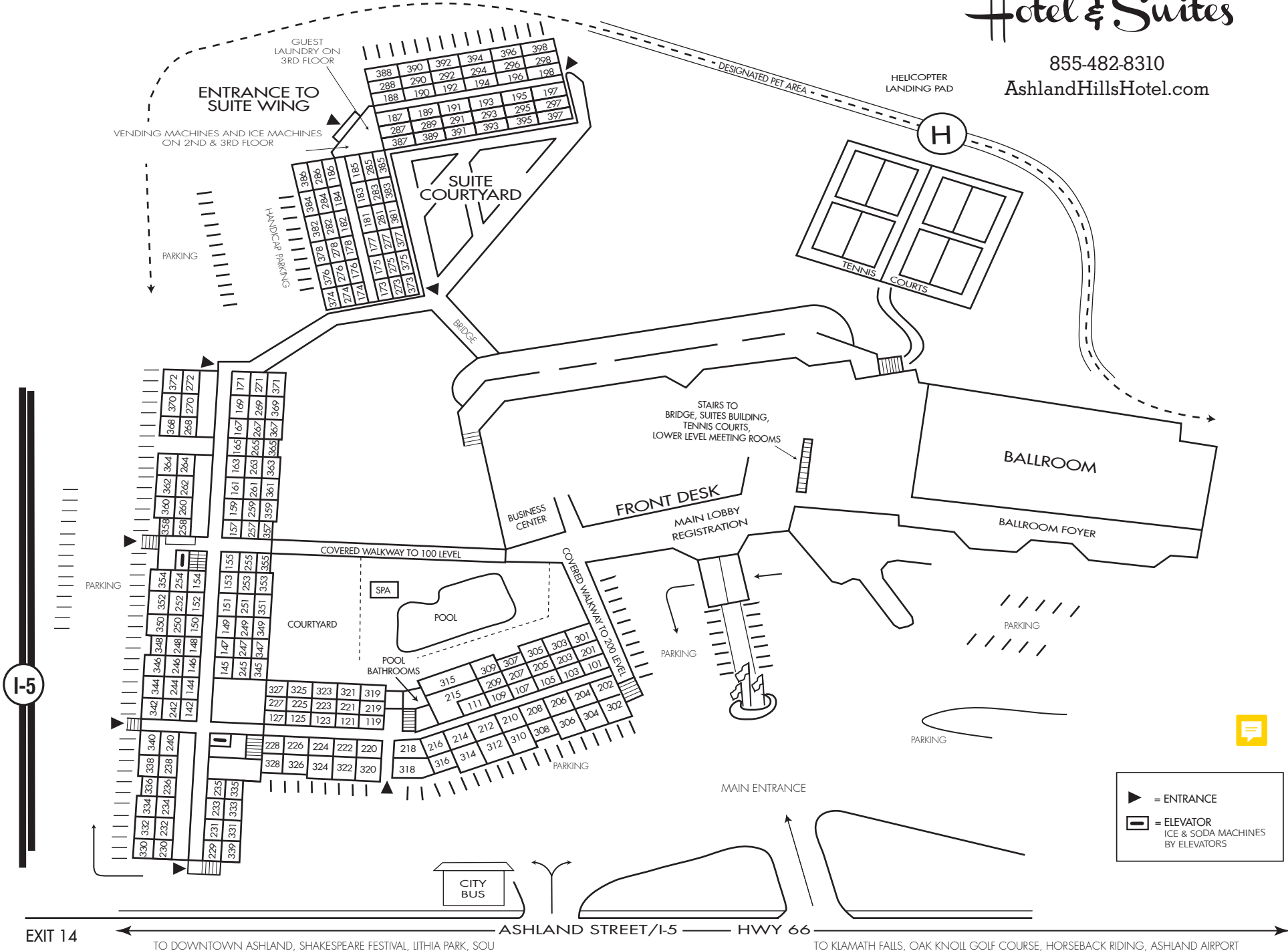
Professional conference specialists are on-site to take care of all your needs, including A/V equipment and full-service catering.

Name of Room	Dimensions	Square Ft.	Reception	Rounds	Classroom	Theater	U-Shape	Conference
Grand Ballroom	132' x 50'	6,600	650	500	320	550	-	-
Orion Ballroom	35' x 50'	1,835	175	140	76	160	-	-
Aquarius Ballroom	60' x 50'	3,125	325	220	160	240	-	-
Andromeda Ballroom	31' x 50'	1,640	150	90	64	150	-	-
Stardust Lounge	70' x 46'	2,668	140	110	40	60	-	-
Cosmos Ballroom	62' x 40'	2,500	190	140	120	190	60	50
Cosmos I	42' x 40'	1,700	120	96	70	120	36	28
Cosmos II	20' x 40'	800	70	50	32	70	24	22
Galaxy Ballroom	46' x 36'	1,700	150	90	64	148	50	44
Galaxy I	28' x 36'	1,050	80	56	36	100	30	28
Galaxy II	18' x 36'	650	30	-	-	24	12	16
Board Room	-	-	-	-	-	-	-	10

*Capacity dependent on requested event set up

ASHLAND HILLS Hotel & Suites

855-482-8310
AshlandHillsHotel.com



- = ENTRANCE
- = ELEVATOR
ICE & SODA MACHINES
BY ELEVATORS

EXIT 14

ASHLAND STREET/I-5 — HWY 66
TO DOWNTOWN ASHLAND, SHAKESPEARE FESTIVAL, LITHIA PARK, SOU

TO KLAMATH FALLS, OAK KNOLL GOLF COURSE, HORSEBACK RIDING, ASHLAND AIRPORT

ASHLAND HILLS Hotel & Suites

Thursday, March 9, 2023

Name
Group
Address
Address

Dear _____,

Please find enclosed a copy of your group block and catering agreement for the _____ event on _____. After review, please sign this agreement and return with the non-refundable deposit of \$_____ by Friday, _____, or your booking may be subject to release.

Please note the following dates and record them for your future reference. Payments prior to due dates are gladly accepted and encouraged.

- Signed agreement and \$_____ non-refundable deposit: 2 Fridays from issue
- Adjustments to your room block: 90 days prior
- Room reservation cutoff date: 35- 45 days prior
- Catering details: 30 days prior
- Guaranteed minimum guest count: 10 business days prior
- Invoice balance: 7 business days prior (negotiable)
- Last day for changes: 3 business days
- Incidental balance: 10 days after final invoice has been issued

During this uncertain time, we want to assure you we will be as flexible and accommodating with any contract changes necessary and will guarantee highest safety measures during your time at the hotel.

If we can be of further assistance, please do not hesitate to call or email. Below is the contact information of our sales & catering department to help better direct your questions and streamline the planning process.

Name	Title	Contact For	Contact Info
Kasey Colangelo	Sales & Catering Manager	All event planning, major questions regarding venue & logistics	Kasey.Colangelo@NeumanHotelGroup.com 541.488.7383
Sandra Matthews	Sales & Catering Associate	Paperwork, billing, general questions, additional support	Sandra.Matthews@NeumanHotelGroup.com 541.488.7382
Karolina Lavagnino	Director of Sales	Guest room blocks	Karolina@NeumanHotelGroup.com 541.631.2004
Lisa Jones-Stephens	Assistant Sales Manager	Guest room blocks	Lisa.Jones@NeumanHotelGroup.com 541.631.2008
Lisa Jones-Stephens	Assistant Sales Manager	Guest room blocks	Lisa.Jones@NeumanHotelGroup.com 541.631.2008



GUEST ROOMS & CATERING AGREEMENT

The following information represents a binding agreement between Ashland Hills Hotel & Suites and _____. By signing this document, both parties agree to the terms outlined.

EVENT NAME:
CONTACT:
ADDRESS:

PHONE:
EMAIL:

ROOM BLOCK:

Upon signature, the following guest room block is considered definite and will be reserved for your group until the stated cut-off time.

DATE						
DAY						
King Room						
Premium King						
Queen - Queen						
Jr. Suite						
Manhattan Suite						
TOTAL ROOMS						

CUT-OFF DATE:

Reservations must be received by _____. After this date, your room block will be released for general sale. The Hotel will accept reservations at your group rate after this cut-off date, based upon availability.

GUEST ROOM RATES:

Your group rate is \$_____

Rates are exclusive of the Corporate Activity Tax (Currently at 0.57%) and the lodging tax (currently at 11.5%).

Rates are for single and double occupancy. Please add \$10 per additional person.

Rates are non-commissionable. /10% commission to IATA #

With the stay at the hotel your guests will enjoy a complimentary continental breakfast, fitness and business center, hotel parking and wi-fi. Hotel amenities also includes a seasonal outdoor pool and hot tub, tennis and pickleball courts, bikes as well as our onsite restaurant Luna Café + Mercantile.

CHECK IN/ CHECK OUT:

Check in time is 4:00 pm and check out is 11:00 am. We will accommodate early arrivals based upon room availability. Luggage storage is available at our Front Desk for early arrivals.

ASHLAND HILLS Hotel & Suites

RESERVATIONS:

Rooming List: Reservations will be made by rooming list. Please submit your rooming list to the Sales Department by _____. All reservations on the rooming list will be guaranteed to _____.

Individual Calls: Individuals will make their own reservations by **calling the hotel directly at 541.482.8310 or toll free at 855.482.8310**. Guests must indicate the name of the group when booking.

Online Reservation: Individuals are also welcome to book their rooms online by taking these 3 easy steps:

- Visit our booking site at <https://www.reseze.net/servlet/WebresResDesk?hotelid=1512>
- Enter the date of their stay and number of nights
- Enter your **GROUP ID NUMBER** in the Group ID field
Sales Team will provide your Group ID Number upon receipt of a signed agreement.

Individual reservations may be cancelled 72 hours in advance without penalty.

CHANGES TO ROOM BLOCK:

All changes to the original contracted room block must be made in writing and either faxed to the Sales Office at 541.488.1701 or emailed to Karolina@NeumanHotelGroup.com. Please do not contact the front desk with any rooming changes.

ATTRITION:

The terms of this contract are based upon the expectation that the group will utilize 75% of the [redacted] room nights blocked. Therefore, if the actual guest room usage is less than [redacted] **room nights** then an attrition fee equal to the difference in revenue will be billed to [redacted]. This attrition clause becomes active **90 days** before the group arrival.

FUNCTION RESERVATION INFORMATION

<u>DAY/DATE</u>	<u>TIMES</u>	<u>EVENT</u>	<u>BANQUET SPACE (S)</u>	<u>EST. # OF GUESTS</u>	<u>VENUE FEE</u>

FOOD & BEVERAGE MINIMUM:

Based on the approximate number of guests, a minimum of \$[redacted] in combined food & non-alcoholic beverage will be spent at your function. This minimum does not include guest room charges, alcoholic beverages, service charge, labor charges, audio visual and/or other miscellaneous charges incurred.

SERVICE CHARGE & TAX:

All food and beverage are subject to a 20% service charge and 5% city meals tax. Tax and service charge are subject to change.

GUARANTEES ON ALL FOOD & BEVERAGE:

Your minimum guaranteed guest count is due by [redacted]. If the guarantee is not received by specified date, the original expected attendance will be used. Your counts may increase within reason until 72 business hours prior to event and may be subject to increased costs.

FOOD & BEVERAGE OUTSIDE OF HOTEL:

All food and beverage will be provided by Ashland Hills Hotel and will be consumed within the time frame of the event as stated in the "Function Reservation Information" section. In compliance with the OLCC, no food or beverage provided by the Hotel, can be taken out of the Hotel. The Hotel reserves the right to confiscate food or beverage brought into the Hotel in violation of this policy without prior arrangements with the Catering Department.

ASHLAND HILLS Hotel & Suites

ALCOHOL CONSUMPTION:

Ashland Hills Hotel does not permit the serving of alcoholic beverages to anyone under the age of 21, or under the influence of alcohol, in accordance with the Oregon Liquor Control Commission's Regulations. The Hotel reserves the right to refuse service of alcoholic beverages to anyone deemed under the influence and to close any bars if deemed necessary or appropriate. The client understands and agrees to abide by this policy and to uphold the laws of the State of Oregon. **In compliance with the OLCC, any outside alcohol brought to the hotel by you or your guests will be confiscated and may result in your event concluding earlier than scheduled. Any gifts that are given which contain alcohol cannot be consumed during your event or in any public areas of the property.** INT _____

BAR FEES:

A \$100 set up fee will apply for each soft bar (non-alcoholic, beer and wine) and a \$200 set up fee for each full bar (including liquors). Wine not purchased from Ashland Hills Hotel is subject to a \$15 corkage fee per bottle. Wine must be handed over to Hotel staff for service.

GUARANTEES ON NUMBER OF GUESTS & BANQUET SPACE:

If the number of guaranteed attendees is lower than the estimated attendees on this agreement, Ashland Hills Hotel reserved the right to move your function to a different banquet space within the hotel.

ALLOTTED TIME:

The Client agrees to commence the function at the scheduled time and to have guests and invitees to vacate the designated function space at the designated adjourn time. The Client further agrees to reimburse Ashland Hills Hotel for any overtime wages and other expenses or damages incurred by Ashland Hills Hotel because of the Client's failure to comply with regulations. Additional time before or after the scheduled block is available at the rate of \$200 per hour and must be pre-arranged with the Catering Manager at least 10 business days prior to date of function.

ENTERTAINMENT:

All entertainment should conclude by 10:00 pm.

CONFIRMATION OF SET-UP REQUIREMENTS:

Final menu items, banquet room arrangements, and other details pertaining to this function must be received 30 days prior to the function. Changes made to these arrangements after the 10- business day guarantee period are subject to additional food and/or labor costs. Changes made after the 3-business day period will result in an increased cost of \$10 per person plus associated tax and service charge, and a minimum labor cost of \$50 for changes to the room set.

EQUIPMENT:

The Venue Fee includes a reasonable amount of equipment (I.E. chairs, tables, linens) for meetings and dining. These arrangements do not include special set-up or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs. If such is the case, the hotel will offer you the choice of paying for the rented equipment or changing the set-up to fit the supply on hand.

VENDORS:

Ashland Hills Hotel will provide up to five (5) vendor tables complimentary. A vendor fee of \$10 per additional vendor will be added to the master bill. This fee covers the additional tables, linen, and staff needed during set-up times for vendors.

ASHLAND HILLS Hotel & Suites

SHIPPING & STORAGE:

The shipping and storage of materials by vendors must be pre-arranged with the sales office, and may be delivered up to seven (7) days prior to your event, and held for up to three (3) days post event. **Vendors will be charged \$5 per package for storage and are responsible for scheduling the pickup of packages. If vendors are not a guest of the hotel and do not pre-arrange delivery with the sales department, charges will be applied to the master bill to be paid by the group.** Shipments must include the name of the person responsible for pick should be addressed as follows

**Guest Name, Date of Arrival
Group Name
C/O Ashland Hills Hotel
2525 Ashland St.
Ashland, OR. 97520**

SIGNS, BANNERS & DECORATIONS:

Ashland Hills Hotel reserves the right to approve all signage. All signs must be professionally printed. No signs are allowed on the guestroom levels, in elevators, main lobby areas or building exterior. Printed signs outside the function rooms should be on an easel. The affixing of anything to the walls, floors, or ceilings with nails, staples, tape or any other substance is not permitted without specific permission from the Catering Department. Glitter, feathers, sand, confetti and exposed lit candles or flames are not permitted. In the event that damages are suffered, or additional cleaning is required, the cost or repair, replacement and/or labor charges will be billed to the client. **INT__**

PAYMENT ARRANGEMENTS:

Full payment for your functions must be made in advance. To facilitate this, we have set up the following payment schedule:

- ❖ Signed contract and non-refundable deposit:
- ❖ Payment based on minimum guest count:
Incidentals occurred at event will be billed upon conclusion

Ashland Hills Hotel accepts all major credit and debit cards, business checks and cashiers checks as payment methods. Person checks may be accepted for deposits but require pre-approval as a final payment method. A valid credit or debit card is to remain on file as a payment guarantee.

Please make checks payable to "Ashland Hills Hotel". Signed agreements, credit card authorizations and other event paperwork may be scanned and emailed to Sandra.Matthews@NeumanHotelGroup.com or sent via regular mail to:

Ashland Hills Hotel
Attn: Sandra Matthews
2525 Ashland St.
Ashland, OR. 97520

FINAL PAYMENT:

Full payment is due prior to the start of your event. Any changes made after invoicing and items charged per consumption will be invoiced post event, with payment due within 10 days of issuing, unless otherwise approved by the Catering Department. If payment is not received within that time frame, a 5% interest rate will apply. If payment is not received within 30 days, a 10% interest rate will apply to the balance due.

ASHLAND HILLS Hotel & Suites

CANCELLATION POLICY:

If Ashland Hills Hotel is advised that this definite booking is being cancelled, the \$_____ non-refundable deposit will be forfeited, and a cancellation fee will be charged as follows:

DATE OF CANCELLATION (IN BUSINESS DAYS)	CANCELLATION FEE (PLUS SERVICE CHARGE & TAX)
61 – 90 Days	25% of Estimated Revenue
30 – 60 Days	50% of Estimated Revenue
11 – 30 Days	75% of Estimated Revenue
0 – 10 Days	100% of Estimated Revenue

IMPOSSIBILITY:

Should events beyond either party's control (limited to acts of God or natural disasters), materially affect the party's ability to perform; this agreement shall be terminated without prejudice. However, there shall be no light of termination for the sole purpose of holding this event at another facility or booking another organization.

GUEST ROOM FUNTIONS:

It is the policy of Ashland Hills Hotel not to make guestrooms available to unattended minors or to be used for after hours' parties. Any intended use of the guestroom(s) that you may have reserved for such purpose is grounds for cancellation of your reservation. If the Hotel learns that such a party is in progress, the hotel reserved the right to evict the occupants.

GUEST RESPONSIBILITY:

The organization or person(s) scheduling an event agrees to assume full responsibility for the conduct of its members, attendees and guests. INT_____

The organization or person(s) assumes liability for charges (labor, storage, etc.) incurred as a result of materials (i.e. literature, audio visual, equipment, books, etc.) being shipped to the hotel.

RESPONSIBLE PARTY:

In the event that the Client is a corporation, partnership, association or club of society, the person(s) signing this agreement for the entity represents to the Hotel that he/she/they has full authority to sign such agreement. In the event that he/she/they has full authority to sign such agreement. In the event that he/she/they is not so authorized, he/she/they will be personally liable for the faithful performance of this agreement.

HOLD HARMLESS CLAUSE:

The Client assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the Client's displays, equipment and other property brought upon the premises of the Hotel. The Client shall indemnify and hold harmless the Hotel, agents and employees from any and all such losses, damages and claims.

If Ashland Hills Hotel Sales and Catering Department does not receive a duly signed copy of this agreement and the non-refundable deposit of \$_____ on or before Friday, _____, the Hotel shall be released from all obligations and conditions of this agreement.

ACCEPTED AND AGREED TO:

Karolina Lavagnino
Director of Sales Marketing

Date:

ASHLANDHILLS
Hotel & Suites

Kasey Colangelo
Sales & Catering Manager

Date:

Name
Client

Due Date:

ASHLANDHILLS Hotel & Suites 2023 Catering Menu



Kasey Colangelo -

Sales & Catering Manager

Kasey.Colangelo@NeumanHotelGroup.com

541.488.7383

Sandra Matthews -

Sales & Catering Associate, Contracts & Billing

Sandra.Matthews@NeumanHotelGroup.com

541.488.7382

Welcome

“Exciting nourishing food is at the heart of every occasion”

Ashland Hills Hotel and the Culinary Team guided by Chef David Georgeson offer guests a flawless presentation unique to the Pacific Northwest’s local and seasonal inspired flavors. The menu choices are created from scratch using only the freshest ingredients from the region resulting in a tempting flavorful cuisine.

We offer a complete selection of menu choices and can accommodate dietary restrictions and lifestyle choices with advanced notice.

Ashland Hills Hotel’s staff believe in extending guests warm and engaging service through every stage of the event. Whether it is a conference, wedding, company event, anniversary or birthday celebration, we can customize the experience making it enjoyable for everyone.



Event Services

- ◆ 20% Service Charge On All Food & Beverage
- ◆ 5% Ashland Meals Tax On All Food & Non-Alcoholic Beverage (\$250 Max Per Day)
- ◆ Prices Are Subject To Change & Are Not Guaranteed Until 30 Day Prior To Your Event
 - ◆ 20 Person Minimum For All Meals
 - ◆ \$1 Per Person Tray Pass Hors D 'Oeuvres (\$150 Maximum Fee)
 - ◆ \$2 Per Person Dessert Fee For Desserts Not Purchased From Ashland Hills Hotel
 - ◆ \$15 Per Bottle Corkage Fee For Wines Not Purchased From Ashland Hills Hotel
 - ◆ \$100 Bar Set Up Fee For Each Soft Bar (Non-Alcoholic, Beer & Wine)
 - ◆ \$200 Bar Set Up Fee For Each Full Bar (Cocktails)

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Breakfast Buffets

CONTINENTAL BREAKFAST \$16

Assorted Seasonal Breakfast Breads
Sliced Fresh Fruit

Freshly Brewed Hilltop Coffee
Assorted Tazo Hot Teas
Orange Juice

SOUTHWEST BREAKFAST \$23

Assorted Seasonal Breakfast Breads
Sliced Fresh Fruit

Scrambled Farm Fresh Eggs
Cumin-Paprika Potato Home Fries

Fire Roasted Salsa, Queso Fresco, Tortilla Strips, Corn Tortillas

Freshly Brewed Hilltop Coffee
Assorted Tazo Hot Teas
Orange Juice

Add Bacon OR Sausage For \$2 Per Person

LUNA BREAKFAST \$22

Assorted Seasonal Breakfast Breads
Sliced Fresh Fruit

Scrambled Farm Fresh Eggs & Tillamook Cheddar Cheese
Potato Home Fries With Peppers & Onion

Freshly Brewed Hilltop Coffee
Assorted Tazo Hot Teas
Orange Juice

Add Bacon OR Sausage For \$2 Per Person

LUNA MINI BRUNCH \$23

Assorted Seasonal Breakfast Breads
Sliced Seasonal Fruit

Farm Fresh Egg Bake With Spinach, Sundried Tomatoes, Goat Cheese,
Caramelized Onion

Potato Home Fries With Peppers & Onion

Freshly Brewed Hilltop Coffee
Assorted Tazo Hot Teas
Orange Juice

Add Bacon OR Sausage For \$2 Per Person

Lunch Buffets

All Buffets Include Iced Tea Or Lemonade & A Platter Of Fresh Baked Brownies (GF)
Add Hilltop Organic Coffee & Hot Tazo Tea For \$2.5 Per Guest
Add Both Iced Tea & Lemonade For An Additional \$2 Per Guest

LUNAR BUFFET \$24

Rosemary Bread & Butter
Garden Salad With Cucumbers, Tomatoes, Shaved Fennel,
Shallot Basil Vinaigrette
Lemon & Herb Roasted Chicken
Roasted Seasonal Vegetables
Orzo Pasta Salad With Sundried Tomatoes

BAJA TACO BUFFET \$26

Chipotle Chicken & Chili Spiced Shredded Pork
Vegetarian Black Beans, Tomatoes, Lettuce, Red Onion, Lime
Cumin Sour Cream, Queso Fresco, Cilantro, Tortilla Chips
Fire Roasted Tomato Salsa, Tomatillo Salsa
Flour & Corn Tortillas

BBQ BUFFET \$27

Mixed Greens Salad With Cucumbers, Tomatoes,
Herb Buttermilk Dressing
Smoked Brisket
BBQ Pulled Pork
House Barbeque Sauce
Slider Buns
White Cheddar Mac & Cheese
Coleslaw

MEDITERRANEAN PASTA BUFFET \$26

Garlic Bread
Caesar Salad With Parmesan & Croutons
Penne Pasta Bolognese
Grilled Vegetable White Lasagna
White Bean Salad With Roasted Red Peppers
Olive Oil & Basil, Herb Roasted Cauliflower

SOUP & SUBMARINE SANDWICH BAR \$24

*Buffet Is Limited To Groups Of 20 -150

House Mixed Greens Salad, Cucumber, Shaved Fennel, Radish,
& Shallot Basil Vinaigrette
Bowl Of Kettle Chips
Choice Of Soup :
Roasted Tomato Basil
Creamy Smoked Tomato
Cream of Mushroom
Sausage, Kale & Potato
Assortment Of Sub Sandwiches To Include :
Turkey & Cheddar
Roast Beef & Provolone
Roasted Vegetable & Hummus

Plated Lunches

Price Includes Iced Tea Or Lemonade, & House Made Brownies For Dessert
Select Up To Two Options, Plus Chef Choice Vegetarian Or Vegan
Price Per Person Defers To The Higher Priced Selection.
Pre-Counts Are Required

GRILLED FLAT IRON STEAK \$28

6 oz Steak, House Steak Sauce,
Buttermilk Mashed Potatoes, Garlic Green Beans

BLACK BEAN STUFFED RED PEPPER \$22

Queso Fresco, Poblano Glaze, Wild Rice

HOUSE SMOKED SALMON SALAD \$22

Spinach, Quinoa, Tomatoes, Pickled Red Onions, Hard Boiled Egg,
Cucumber Yogurt Dressing

CHICKEN CAESAR SALAD \$22

Romaine, Aged Parmesan, Rosemary Croutons,
Grilled Chicken, House Caesar Dressing

GRILLED PORK LOIN \$26

BBQ Glaze, White Cheddar Mac & Cheese, Broccolini

DILL CRUSTED SALMON \$29

Red Pepper Glaze, Wild Rice, Seasonal Vegetables

DIJON MUSTARD CHICKEN \$26

Olive Oil Garlic Fingerling Potatoes, Roasted Brussels Sprouts

SMOKED CHICKEN FIELD GREEN SALAD \$23

Shaved Shallots, Candied Walnuts,
Blood Orange Vinaigrette

BBQ CHICKEN SALAD \$23

Romaine, Black Beans, Tomato, Queso Fresco, Tortilla Strips,
Avocado-Buttermilk Dressing

CIABATTA SANDWICH & GARDEN SALAD \$21

Choice Of Turkey, Pastrami Or Ham; With Havarti, Field Greens,
Basil Aioli, On Ciabatta

Mixed Green Salad, Shallot Basil Vinaigrette, Cucumber,
Shaved Fennel, Radish.

Lunch Enhancements

Can Be Added To Any Plated Lunch Function. Priced Per Person

ROSEMARY BREAD & BUTTER \$1.5

FIRST COURSE GREEN SALAD \$3

Organic Field Greens

Cucumber

Shaved Fennel

Radish

Shallot Basil Vinaigrette

SOUP OF THE DAY \$4

TABLESIDE COFFEE SERVICE \$2.5

PLATED DESSERT \$5

Choose One:

DOUBLE CHOCOLATE CAKE (*V,GF*)

Raspberry Coulis **Contains Almond Flour**

CARROT CAKE

Cream Cheese Frosting

TIRAMISU CHEESECAKE

Coffee & Kahlua Soaked Ladyfingers,

Mascarpone Mousse

LEMON PANNA COTTA (*GF*)

Seasonal Fruit, Almond Crumb

Break Packages

Price Per Person

PILOT ROCK \$9

7 Layer Bar With Coconut, Chocolate, Dried Fruit

Double Chocolate Brownies

Lavender Lemonade

ROGUE RIVER \$13

Handcrafted Artisan Cheeses

Charcuterie Cured Meats

Dried Fruits & Candied Nuts

Crackers

Sparkling San Pellegrino Water

MT. ASHLAND \$9

Fres Baked Cookies

Kettle Chips

Assorted Flavored Pellegrino

GRIZZLY PEAK \$11

Fresh Fruit Platter

Seasonal Mini Muffins

Hilltop Regular Coffee

Assorted Hot Tazo Tea

Break Items

* Notates (3) Dozen Minimum

Assorted Fresh Baked Muffins \$24 Per Dozen *

Double Chocolate Brownies (GF) \$24 Per Dozen *

7 Layer Bar With Coconut, Chocolate & Dried Fruits \$24 Per Dozen *

Fresh House Baked Cookies \$24 Per Dozen *

Assorted Kind Bars \$3 Each

Individual Camp Trail Mix \$3.5 Each

Kettle Chips \$3 Each

White Cheddar Popcorn \$3 Each

Hors d' Oeuvre

Three Dozen Minimum Per Selection
Items On This Page May Be Tray Passed For An Additional \$1 Per Person; \$150 Maximum Charge

HOT

BACON WRAPPED DATES \$24
Medjool Dates, Smoked Bacon

MUSHROOM RISOTTO FRITTERS \$25
Smoked Paprika Aioli

APPLEGATE VALLEY
BEEF MEATBALLS \$25
Tomato Marinara, Parmesan

CHICKEN SATAY \$25
Peanut Cilantro Sauce

STUFFED MUSHROOMS \$24
Pesto, Cream Cheese

SPANAKOPITA \$25
Spinach, Feta, Dill Yogurt Sauce

COLD

HOUSE SMOKED SALMON \$25
Herb Cream Cheese, Cucumber

CAPRESE BROCHETTES \$25
Cherry Tomatoes, Mozzarella, Basil

SMOKED OREGON
ALBACORE TUNA SALAD \$26
Phyllo Cup, Ginger Aioli, Pickled Red Onion

BACON DEVEILED EGGS \$24
Paprika, Chives

ROASTED PEPPER & MOZZARELLA
BRUSCHETTA \$24
Capers, Basil, Garlic

SWEET

LEMON BARS \$25
Basil Shortbread

COCONUT MACAROONS \$24
Dipped In Chocolate (GF)

SEASONAL FRUIT TARTLET \$26
Vanilla Pastry Cream, Short Crust

SEASONAL CHEESECAKE TARTLET \$27
Graham Crust

ASSORTED FRESH
BAKED COOKIES \$24

DARK CHOCOLATE DIPPED
STRAWBERRIES \$25

Hors d' Oeuvre Platters

ANTIPASTO & CRUDITE

Pickled, Grilled & Fresh Vegetables, Olives,
Hummus & Grilled Pita
For 30 People \$110
For 60 People \$170
For 90 People \$230

FRUIT PLATTER

Assortment Of Sliced Seasonal Fruit
For 30 People \$90
For 60 People \$160
For 90 People \$230

ARTISAN CHEESE DISPLAY

Local & Imported Cheeses, Spiced Nuts, Dried
Fruits, & Crackers
For 30 People \$120
For 60 People \$200
For 90 People \$280

CHARCUTERIE PLATTER

Cured Meats, Pickled Vegetables, French Baguette,
Whole Grain Mustard
For 30 People \$140
For 60 People \$240
For 90 People \$340

POACHED SHRIMP PLATTER

Diller Tartar Sauce, Bloody Mary Cocktail Sauce,
Fresh Lemon
For 30 People \$130
For 60 People \$230
For 90 People \$320

HOUSE SMOKED SALMON

Dill Lemon Yogurt, Onion, Capers,
Hardboiled Egg, Tomato, Crostini
For 30 People \$130

FARM PLATTER

Artisan Chesses, Cured Meats, Pickled Vegetables,
Accoutrements, Baguette
For 30 People \$170
For 60 People \$270
For 90 People \$370

Dinner Buffet

\$38 Per Person

Price Includes Baked Rosemary Bread & Butter, Freshly Prepared Seasonal Vegetables & A Beverage Station Of Hilltop Coffee & Assorted Tazo Teas

FIRST COURSE

Choose One:

HOUSE SALAD

Mixed Field Greens, Cucumber, Shaved Fennel, Radish, Shallot Basil Vinaigrette

BABY SPINACH

Cherry Tomatoes, Almonds, Hard Boiled Eggs, Lemon-Tahini Vinaigrette

CLASSIC CAESAR

Romaine Lettuce, Aged Parmesan, Rosemary Croutons, House Caesar Dressing

BRUSSELS & KALE

Pears, Walnuts, Goat Cheese, Seasonal Sweet & Sour Vinaigrette

MAIN COURSE

Choose Two:

PAN SEARED CHICKEN

Caramelized Onions, Sundried Tomato, Gin Marinated Portobello Cream Sauce

OVEN ROASTED SALMON

Blood Orange Soy Glaze, Toasted Sesame Seeds, Green Onion

IPA BRINED PORK LOIN

Apple-Onion Compote

MARINATED TRI-TIP

Creamy Horseradish Sauce, Steak Sauce

CREAMY POLENTA

Pesto Roasted Mushrooms, Cherry Tomatoes

GRILLED STRIPLOIN

Smoked Cabbage, House Steak Sauce

CHICKEN PICCATA

Lemon-Caper Butter

SIDES

Choose One:

RED PEPPER-ONION QUINOA

YUKON GOLD MASHED POTATOES

GARLIC ROASTED POTATOES

THREE CHEESE MAC & CHEESE

WILD RICE PILAF

FOUR CHEESE POLENTA

OLIVE, TOMATO, GARLIC ORZO

DESSERT

Choose One:

DOUBLE CHOCOLATE CAKE *(V, GF)*

Raspberry Coulis * *Contains Almond Flour* *

CARROT CAKE

Cream Cheese Frosting

TIRAMISU SHEESECAKE

Coffee & Kahlua Soaked Ladyfingers, Mascarpone Mousse

LEMON PANNA COTA *(GF)*

Seasonal Fruit, Almond Crumb

Plated Dinner

\$40 Per Person

Dinner Includes Fresh Baked Rosemary Bread & Butter, Tableside Coffee & Tea Service.

Select Up To Two Options, Plus Chef Choice Vegetarian Or Vegan Plate. Pre-Counts Are Required 10 Business Days Prior To Start Of Event

FIRST COURSE

Choose One:

HOUSE SALAD

Mixed Field Greens, Cucumber, Shaved Fennel,
Radish, Shallot Basil Vinaigrette

BABY SPINACH

Cherry Tomatoes, Almonds, Hard Boiled Eggs,
Lemon-Tahini Vinaigrette

CLASSIC CAESAR

Romaine Lettuce, Aged Parmesan,
Rosemary Croutons House Caesar Dressing

BRUSSELS & KALE

Pears, Walnuts, Goat Cheese,
Seasonal Sweet & Sour Vinaigrette

DESSERT

Choose One:

DOUBLE CHOCOLATE CAKE *(V,GF)*

Raspberry Coulis. * Contains Almond Flour *

CARROT CAKE

Cream Cheese Frosting

TIRAMISU CHEESECAKE

Coffee & Kahlua-Soaked Ladyfingers,
Mascarpone Mousse

LEMON PANNA COTTA *(GF)*

Seasonal Fruit, Almond Crumb

MAIN COURSE

Choose Two:

GRILLED FLAT IRON STEAK

8 oz Steak, House Steak Sauce, Garlic Green Beans, Herb Mashed Potatoes

SAVORY MUSHROOM BREAD PUDDING

Sundried Tomatoes, Goat Cheese, Seasonal Vegetables

CHICKEN PICCATA

Lemon-Caper Butter, Wild Rice Pilaf, Roasted Broccolini

OVEN ROASTED SALMON

Blood Orange– Soy Glaze, Toasted Sesame Seeds, Ginger Rice Pilaf,
Baby Bok Choy

IPA BRINED PORK LOIN

Apple-Onion Compote, Sweet Potato Mash, Brussels Sprouts

PAN SEARED CHICKEN

Caramelized Onions, Gin Marinated Portobello Cream Sauce,
Seasonal Vegetables, Smoked Parmesan Mashed Potatoes

THREE CHEESE POLENTA *(GF)*

Herb Marinara, Pesto Roasted Mushrooms, Cherry Tomatoes

GRILLED STRIPLOIN

Caramelized Onion, Blue Cheese, Steak Sauce,
Garlic & Herb Roasted Fingerling Potatoes, Honey Glazed Baby Carrots

Beverages

NON-ALCOHOLIC BEVERAGES

Assorted Coke Products	\$2.5 each
San Pellegrino Sparkling Water	\$3.5 each
Assorted Flavored San Pellegrino	\$4 each
Freshly Brewed Iced Tea	\$24 Per Gallon
Freshly Made Lemonade	\$24 Per Gallon
Raspberry, Basil, Or Lavender Lemonade	\$26 Per Gallon
Hilltop Regular & Decaf Coffee	\$32 Per Gallon
Assorted Tazo Tea	\$29 Per Gallon

BEER BY THE BOTTLE

Coors Light	\$4 Each
Black Butte Porter	\$5 Each
Corona	\$5 Each
Caldera Ashland Amber	\$5 Each
Caldera IPA	\$5 Each
Incline Cider	\$6 Each

WHITE, ROSE & SPARKLING WINES

Del Rio Pinot Gris: Rogue Valley	\$26 Per Bottle/ \$8 Per Glass
Rock Point River White: Rogue Valley	\$26 Per Bottle/ \$8 Per Glass
Stoller Family Estate Rosé: Dundee Hills	34 Per Bottle/ \$9 Per Glass
Barnard Griffin Chardonnay: Washington	\$36 Per Bottle/ \$9 Per Glass
Domaine Ste. Michelle Brut: Washington	\$26 Per Bottle/ \$8 Per Glass

RED WINES

Rogue Red: Applegate Valley	\$26 Per Bottle/\$8 Per Glass
Barnard Griffin Cabernet Sauvignon: Washington	\$36 Per Bottle/\$9 Per Glass
Stafford Hill Tempranillo: Willamette Valley	\$35 Per Bottle/\$9 Per Glass
Planet Oregon Pinot Noir: Willamette Valley	\$40 Per Bottle/\$10 Per Glass

BAR CHARGES

\$100 Set Up Fee For Each Soft Bar- Beer, Wine & Non-Alcoholic
\$200 Set Up Fee For Each Full Bar- Beer, Wine, Non- Alcoholic & Liquor

\$15 Wine Corkage Fee Per 750ML Bottle On Outside Wine

*Ashland Hills Hotel Offers A Larger Selection Of Wine Upon Request
Please Allow Two Weeks For Special Orders*



OAMR BOARD REPORT

Region II

Meeting Date: September 22, 2023
Source of Item: Region II

Contact: Scott Stauffer, CMC, City of Milwaukie
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

BACKGROUND

This is an informational report, no board action is requested.

Hello from the metro area recorders! It has been a while since the last Region II report to the board so this one will bring everyone up to speed on the goings on in the four counties around Portland. For additional information and photos from Region II over the last year, please see previous editions of the OAMR newsletter (https://oamr.org/news_arch.php).

This will also likely be my final report as Region II Director. I have thoroughly enjoyed this position and getting to know my neighbors better. Thank you to OAMR and my region colleagues for giving me the opportunity to serve in this role!

Region Get Togethers

In January, several neighbors met at Brix Tavern in Tualatin for lunch and in June, Region II joined Regions III and IV, and several colleagues from other parts of the state, for a tour and records workshop at the State Archives building in Salem.

Congratulations Neighbors!

Since October 2022, Region II has congratulated our neighbors for the following news:

- Karin Linder, Lake Oswego, became an Athenian Fellow and earned the master municipal clerk (MMC) designation.
- Laural Casey, Oak Lodge Water Services, earned the certified municipal clerk (CMC) designation.
- Sue Ryan, Beaverton, moved from Newberg to Beaverton to serve as city recorder.
- Traci Hovda, Estacada; Patty Ringnald, Dayton; and Debbie Manning, Tigard; Anna Ruggles, Forest Grove, retired!

Welcome New Neighbors!

Since October 2022, Region II has welcomed the following new neighbors:

- Angelique Nomie, Oregon City
- Melissa York, Dayton
- Taryn Brown, Estacada
- Alexandra Wilson, Estacada
- Meghan McKee, Happy Valley
- Wendy Lynn, Multnomah County Drainage District
- Yvonne Hamiton, Sheridan
- Julie Drinkwater, Tigard
- Mariah Woods, Forest Grove
- Christopher Lason, Canby
- Rocio Vargas, Dayton

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

Not applicable.

CHAIR OR DIRECTOR'S RECOMMENDATION

The director recommends the board accept this report and direct any questions to the Region II Director.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

OAMR BOARD REPORT



Region III Director

Meeting Date: Sept. 21, 2023
Source of Item: Region III

Contact: Gloria Tucker, Region III Director
Contact Telephone Number: [Phone]
Contact E-Mail: gtucker@portofnewport.com

BACKGROUND

Region III has been busy, attending trainings and preparing for this Conference. Thank you to Scott Stauffer, CMC, for inviting Region III to join a tour of Oregon State Archives in Salem. A special thank you to Alex Downing for creating a panel discussion regarding Action Minutes. Thank you to everyone who donated to the Region Basket and brought auction items. Amidst the busyness, some of the Region III members were able to meet for lunch in Corvallis. I plan to host this kind of get together again and hope there will even more participation. The strategic planning meetings have been very insightful, and I encourage the development of a Region Task Force to examine how we may better serve our membership. Region III welcomed many new members, including:

Carla Duering, Depoe Bay
Kim Herring, Dallas
Linda Hansen, Mid-Willamette Valley Council of Governments
Lisa Nunnellee, Turner
Michelle Connor, Detroit
Steffany Sweet, League of Oregon Cities
Dawn Wilson, Keizer

BOARD OPTIONS

No action.



OAMR BOARD REPORT

Region IV Report

Meeting Date: Friday, September 22, 2023
Source of Item: Region IV Director

Contact: Kitty Vodrup, MMC
Contact Telephone Number: 541-998-2153
Contact E-Mail: kvodrup@ci.junction-city.or.us

Region IV Members

Review IV consists of 34 members (including retired members) from Lane and Douglas counties. This is a wonderful group of caring and devoted professionals who have participated in Region IV correspondence, trainings, and activities. What a privilege to serve and network with these amazing individuals:

City of Canyonville: City Administrator/Recorder Dawn Bennett
City of Canyonville: Finance Deputy Recorder Suzie Rogers
City of Coburg: City Recorder Sammy Egbert
City of Cottage Grove: City Recorder Mindy Roberts
City of Cottage Grove: Trudy Borrevick (Retired Member)
City of Creswell: City Recorder Grace McNeil
City of Creswell: Roberta Tharp (Retired Member)
City of Drain: Office Manager Penny Jenkins
City of Eugene: City Recorder Katie Lasala
City of Eugene: Mary Feldman (Retired Member)
City of Florence: City Recorder Lindsey White
City of Glendale: City Recorder Dawn Russ
City of Junction City: Administrative Assistant Tere Andrews
City of Junction City: City Recorder Kitty Vodrup
City of Lowell: City Clerk Samantha Dragt
City of Myrtle Creek: City Recorder Joanna Bilbrey
City of Oakland: City Recorder Carolyn Shields
City of Oakridge: City Recorder/Assistant Planner Jackie Taylor
City of Reedsport: Deputy City Recorder/Executive Assistant Christina Crockett
City of Reedsport: City Manager Deanna Schafer
City of Riddle: Manager/Recorder Kathleen Wilson
City of Roseburg: City Recorder Patty Hitt
City of Roseburg: Management Assistant Grace Jelks
City of Roseburg: Sheila Cox (Retired Member)
City of Roseburg: Amy Sowa (Retired Member)
City of Springfield: City Recorder AJ Nytes
City of Springfield: Administrative Specialist Allyson Pulido
City of Sutherlin: City Recorder Melanie Masterfield
City of Sutherlin: Debbie Hamilton (Retired Member)
City of Sutherlin: Diane Harris (Retired Member)
City of Veneta: Darci Henneman (Retired Member)
City of Westfir: City Recorder Nicole Tritten
City of Winston: City Recorder Cindy Sarti
City of Yoncalla: City Administrator Jennifer Bragg

NEW MEMBERS

Region IV has welcomed four new members: Grace McNeil (Creswell), Patty Hitt (Roseburg) Katie Lasala (Eugene), and Christina Crockett (Reedsport).

RETIRED MEMBERS

Region IV has wished three long time members a happy retirement: Roberta Tharp (Creswell), Amy Sowa (Roseburg), and Diane Harris (Sutherlin).

ACTIVITIES

Region IV members met for a Holiday Lunch meeting in December 2022 and gathered in June of this year with other regions for a State Archives Tour and Records Training in Salem.



Region IV Holiday Lunch Meeting



State Archives Tour and Records Training

ATTACHMENTS

None.



OAMR BOARD REPORT

Meeting Date: September 19, 2023
Source of Item: OAMR Bylaws Committee Report

Contact: Anna Ruggles, CMC, Chair
Contact Telephone Number:
Contact E-Mail:

BACKGROUND

The members of the 2022-23 OAMR Bylaws Committee Members:

- Kevin Moss, Washington County; Cathy Nelson, MMC, Harrisburg; and Chair Anna Ruggles, CMC, Forest Grove retiree.

The current adopted OAMR [Bylaws](#) are published on the OAMR website.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Strategic Planning Group (SPG) referred two proposed bylaws amendments to the Bylaws Committee for review in May; refer to attached SPG report and attachment.

The Bylaws Committee forwarded the two bylaws amendments to the Board in June with a recommendation to approve submission to the membership at the upcoming 2023 Annual Business Meeting. The OAMR Bylaws 2023 Proposed Amendments were published in the Summer Newsletter Edition and website: [oamr bylaws amendments.pdf](#).

The Bylaws ARTICLE XIII – AMENDMENT reads:

Section 1. Vote Required: These bylaws may be amended by a two-thirds majority of the voting members present at any annual meeting of the Association, provided that notice of any proposed amendment shall have been given by regular mail or e-mail to the members at least 20 days prior to the meeting at which the vote on such amendment is to be taken.

CHAIR OR DIRECTOR’S RECOMMENDATION

Consider whether to approve the following OAMR Bylaws 2023 Proposed Amendments. If adopted by the membership, the Bylaws amendments would be effective October 1, 2024, unless an alternative implementation date is incorporated in the motion as approved or in the amendment itself.

Proposal No. 1 Elimination of the Second Vice President Position

A concern identified in the strategic planning process, which has also been of some discussion in OAMR for years, is the organization’s inability to recruit members to run for executive leadership positions. By eliminating the second vice president position it shortens the duration of service in executive leadership positions to three years instead of four years. There are 10 references to “second vice president” in the Bylaws in multiple articles of the bylaws and the elimination of these references are outlined in the attached redline version of the bylaws document.

Proposal No. 2 Allowing for Committee Co-Chairs

For some time now, several OAMR committees have operated under a co-chairperson structure pursuant to committee descriptions. The amendment is adding new text to Article VII, Committees, that clearly allows for the appointment of co-chairs.

BOARD OPTIONS

1. Motion to approve/reject the OAMR Bylaws 2023 Proposed Amendments with an effective date of

October 1, 2024.

2. Delay action and direct the Bylaws Committee Chair to return to the SPG for further information or modifications. Please be specific.

SUGGESTED MOTION

“I move to approve the OAMR Bylaws 2023 Proposed Amendments with an effective date of October 1, 2024.”

ATTACHMENTS

SPG Report dated May 25, 2023

Redline Bylaws Edition with proposed changes by the SPG



OAMR BYLAWS COMMITTEE REPORT

[Strategic Planning Group]

Meeting Date: May 25, 2023
Source of Item: Strategic Planning Group

Contact: Scott Stauffer, Milwaukie
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

BACKGROUND

In September 2022, at the OAMR Annual Conference, the membership adopted the “OAMR Strategic Plan 2022-2027.” The Strategic Plan is a five-year blueprint for helping our organization be “more strategic and focused” and provides 12 actions meant to achieve the plan’s goals. After the plan was adopted President Karin Johnson convened a Strategic Planning Group (SPG) of organization leaders, board members, and committee chairs to tackle these actions.

The SPG began meeting nearly-every two weeks beginning in January and running into May. After conducting an initial review of the plan and discussing how to proceed with implementing the plan, the SPG focused on the recommended action that seemed most critical in achieving all the goals: Action #5 “restructure the organization with the goal of streamlining the structure of the board and committees.”

Accordingly, most of the SPG meetings held in March, April, and May focused on what structural changes OAMR could make to streamline and improve our ability to function. The group’s conversations included observations documented in the Strategic Plan as well as experiences and suggestions from members with years of experiences in OAMR. The result of these sessions is a series of committee reorganization proposals for OAMR’s president to consider, actions for the Board to consider looking at over the next year, and two changes to the OAMR Bylaws which the SPG is, via this report, referring to the Bylaws Committee for consideration.

The bylaw changes the SPG is proposing are laid out below. It is the SPG’s hope that the Bylaws Committee will consider these proposals and relay any comments, concerns, or questions to the SPG in time to proceed with referring these changes to the OAMR Board and general membership at the September 2023 Annual Conference. However, the SPG knows the strategic planning process is meant to be implemented over five-years and there is always next year!

Changes to the OAMR Bylaws Proposed by the SPG (May 2023)

The SPG recommends that the changes proposed below, if adopted by the membership in September 2023, would take effect as of October 1, 2024, to allow for enough time for OAMR to prepare for these changes.

Proposal No. 1: Elimination of the Second Vice President Position

A chief concern identified in the strategic planning process, which has also been of some discussion in OAMR for years, is the organization’s inability to recruit members to run for executive leadership positions. A prevailing belief is that a four-year commitment (serving a year each as second vice president, first vice president, president, and immediate past president) combined with the traditional role of the vice presidents serving as chairs of the Special Projects & Fundraising and Conference committees, has made the positions intimidating for members who already balance full time positions at their agencies.

The SPG’s recommendations mean to reduce the burden on these positions by uncoupling the vice president positions from the committee chair positions (through recommended actions to be taken by the OAMR president which will result in independently selected committee chairs) and by eliminating the second vice president position to shorten the duration of service in executive leadership positions to three years (one year each as first vice president, president, and immediate past president). Many of these changes can be addressed through presidential directive regarding committee structures, but the elimination of the second vice president position would require multiple amendments to the OAMR Bylaws. There are 10 references to “second vice president” in the Bylaws in multiple articles of the bylaws and the elimination of those references are outlined in the attached redline version of the bylaws document.

Proposal No. 2: Allowing for Committee Co-Chairs

In discussing the recommendations of the Strategic Plan, the SPG acknowledged that for some time several OAMR committees have operated under a co-chairperson structure and to acknowledge and support this manner of operating committees, the SPG recommends adding text to Article VIII – Committees that clearly allows for the appointment co-chairs by the OAMR president. See the attached redline version of the bylaws document.

RELATED POLICIES/BUDGET CONSIDERATIONS

The proposed action would result in fewer executive leadership positions which may have a positive impact on OAMR’s budget as there would be one less position to account for financially.

COMMITTEE OPTIONS

In reviewing the proposed bylaw changes, the Bylaws Committee may decide to:

- Forward the proposed changes to the OAMR Board and general membership with a recommendation to adopt them,
- Forward the proposed changes to the OAMR Board and general membership with a recommendation to not adopt one or both proposed changes,
- Forward the proposed changes to the OAMR Board and general membership with no recommendation,
- Decline to forward the changes to the OAMR Board and general membership, or
- Return the proposed changes to the SPG for further review and discussion.

RECOMMENDATION

It is the unanimous recommendation of the SPG that the Bylaws Committee consider the proposed bylaw changes, provide any further comment or changes, and forward the changes to the OAMR Board and general membership for consideration.

SUGGESTED MOTION

“I move to forward the proposed changes to the OAMR Bylaws to the OAMR Board and general membership for consideration at the September 22, 2023, annual meeting.”

ATTACHMENTS

- A. OAMR Bylaws (redline)

2014-15

BYLAWS

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
INCORPORATED**

ARTICLE I - NAME

This Association shall be known as the Oregon Association of Municipal Recorders, Incorporated. [Amended September 18, 1987]

ARTICLE II - PURPOSE

Section 1. The primary purpose of this Association shall be to promote professional and educational standards for Municipal Recorders. [Added September 17, 2010]

Section 2. The Association is a non-profit public benefit Corporation that provides development training and conducts public discussion groups, forums and panels benefitting the public at large. [Added September 17, 2010]

ARTICLE III - MEMBERSHIP

There are six classes of members: Full Member, Additional Full Member, Associate Member, Honorary Member, Corporate Member and Retired Member. [Amended September 21, 2007; September 18, 2009]

Section 1. Full Member: Full Members are Municipal Clerks, City/Jurisdiction Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or individuals who serve a State of Oregon Legislative Government Body in an administrative capacity with management responsibilities and whose duties include four of the following: • General management • Records management • Elections • Meeting administration • Management of bylaws, Articles of Incorporation, ordinances or other legal instruments • Human Resources management • Financial management • Custody of the official seal and execution of official documents. [Amended September 24, 1999; September 21, 2007; September 19, 2008]

Section 2. Additional Full Member: Additional Full Members are qualified members from the same organization. They would essentially be Deputy Clerks/Assistants within the same City/Jurisdiction but could be other individuals provided they would qualify under the definition of Full Member. A City/Jurisdiction must have one Full Member before being eligible to have Additional Full Members. [Added September 24, 1999; September 21, 2007]

Section 3. Associate Member: Associate Members are individuals who are in transition (between jobs) or are serving a State of Oregon Legislative Government Body in a capacity not previously defined. In other words, if someone serving a State of Oregon Legislative Government Body does not qualify for Full Membership they may join as an Associate Member. Associate members do not have the right to vote or hold office but they may take advantage of education programs and should they eventually assume the job of

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Clerk or Deputy Clerk/Assistant, they may then apply for certification. A Full Member who is in transition shall automatically become an Associate Member until they reassume the position consistent with the duties listed in :Section 1. If the transition status continues beyond one year, the Associate Member will no longer be qualified for membership. Associate members shall also pay a lower fee. [Added September 20, 1996; Amended September 21, 2007, September 19, 2008, September 21, 2012]

Section 4. Honorary Member: Any retired past President or individual designated by the Board shall be an Honorary Member. Honorary Members shall not have the right to vote on fiscal matters or in the election of officers, but may serve, as appointed, on any Association committee. Honorary Members' dues shall be waived. [Added September 20, 1996]

Section 5. Corporate Member: Corporate Members are those companies that find it advantageous to be affiliated with the Association. They shall not have any voting rights nor can they hold office or be certified. [Added September 21, 2007]

Section 6. Retired Member: Any former member who, upon retirement, wishes to continue affiliation in the Association is automatically eligible for retired membership provided such continued membership be requested within six months after the date of retirement. Retired members shall have the right to attend meetings and participate in discussions; however, they are not eligible to make motions, vote or hold office. [Added September 18, 2009]

Section 7. Transferability of Membership: Whenever an active Member becomes disassociated from the City/Jurisdiction that funded the position that qualified him/her for active membership in the Association, the active membership shall remain with the City/Jurisdiction and be transferred to a successor. In the event Active Membership was paid by the individual member and not by the City/Jurisdiction, or the position is eliminated by the City/Jurisdiction, the transferability of membership shall be determined by the Board. However, the disassociated member may request another membership classification as provided herein. [Added September 24, 1999; Amended September 21, 2012; Amended September 19, 2014]

ARTICLE IV - DUES

Annual dues of this Association may be reviewed at the annual meeting, as deemed necessary. Dues shall be based on a calendar year, payable on or before January 1 of each year. Dues that are paid by a City/Jurisdiction for their representative need not be repaid for each change in personnel. [Amended October 12, 1984; October 11, 1985; September 15, 1989; September 13, 1991; September 24, 1999; September 24, 2004]

ARTICLE V - OFFICES AND TERMS OF OFFICE

The Board of the Association shall consist of the Officers and Directors, who shall be elected as provided in Article V and shall serve as follows:

Section 1. Officers: President, ~~and~~ First-Vice President ~~and Second-Vice-President,~~ shall be elected for a one-year term, except that the ~~First~~-Vice President shall succeed the President upon the completion of the term and shall serve in that position for a one-year term ~~and the Second-Vice President shall succeed the First-Vice President upon completion of the term, and shall serve in that position for a one-year term.~~ The term for Secretary

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and Treasurer shall be two years. [Amended October 12, 1984; October 11, 1985; September 19, 1986; September 13, 1991; September 24, 1999]

Section 2. Directors: Seven Directors, one for each designated region in the State, shall be elected for a term of two years.

Designated regions are: Region I (Clatsop, Columbia and Tillamook counties), Region II (Multnomah, Clackamas, Yamhill and Washington counties), Region III (Benton, Linn, Lincoln, Marion and Polk counties), Region IV (Lane and Douglas counties), Region V (Coos, Curry, Jackson, Josephine, Klamath and Lake counties), Region VI (Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes counties), Region VII (Gilliam, Grant, Morrow, Harney, Malheur, Baker, Union, Wallowa, Wheeler and Umatilla counties). Members in any region may attend regional meetings in any region they choose, but may only hold directorship within their designated region. [Amended October 12, 1984; October 11, 1985; September 18, 1987; September 24, 1999]

Section 3. Eligibility for Office: Only active members of the Association, in good standing, shall be eligible to hold office. Anyone running for a Board position must have actively participated on an Association committee for two years, within the past four years, prior to taking office. The Treasurer shall have a finance background to be eligible for this office. [Amended September 19, 1986; September 24, 2004]

Associate Members appointed to committees must be members in good standing at the time of appointment to any committee. [Amended October 11, 1985]

Section 4. Compensation. The Board shall serve without compensation except that reasonable expense reimbursement, relating to operation of the association, may be provided per the association's finance policy. [Added September 17, 2015]

Section 5. Vacancy: Unexpired portions of Board terms shall be filled by Presidential appointment with the approval of the Board. The position of any Officer or Director may be declared vacant by the Board if that person is absent for two consecutive meetings without consent of the Board or for non-payment of annual dues. [Amended October 12, 1984; October 11, 1985; September 20, 1996; September 24, 1999; Section re-numbered September 17, 2015]

If a vacancy is created by the election of an officer or director to a different position, during an annual business meeting, the position will be declared vacant during the business meeting. Nominations will be accepted from the floor and each candidate accepting a nomination must meet the requirements of Article V, Section 3, Eligibility for Office. The election for the vacant position will be completed during the business meeting. The newly elected Board member will be sworn into office at the banquet, along with the other newly elected members. [Added September 19, 2014]

If, while serving as an Officer of the Association or a member of the Board, an active member leaves the position which qualified the person for Association membership, the member may, upon approval of the Board, continue to hold the office or Board position with full voting privileges for a period of three months or until the next annual election, whichever occurs first. If the Officer or Director is not affiliated with an active membership at the conclusion of the extended period of time, the office will be declared vacant and will be filled as prescribed above in this section. [Added September 24, 2004; September 19, 2008]

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The offices of President ~~and First Vice President~~ are excluded from the above provision, as vacancies in these positions shall be filled by the order of succession outlined below in this section. [Added September 24, 2004]

In the event of a vacancy in the office of the President prior to the completion of the term, the ~~First Vice President shall advance to the office of President and the Second Vice President shall advance to the office of the First Vice President.~~ If the ~~First Vice President or the Second Vice President~~ serves any unexpired portion of the term of the office of President or ~~First Vice President~~, it shall not disqualify them from continuing in said office for the term as elected. [Amended October 11, 1985; September 13, 1991]

~~A vacancy in the office of First Vice President shall be filled by the Second Vice President.~~

A vacancy in the office of the ~~Second Vice President~~ shall be filled by appointment by the Board until the next annual meeting at which time ~~he/she~~ the appointed Vice President shall become ~~First Vice President~~ and an election for ~~Second Vice President~~ shall be held. [Amended October 11, 1985; September 13, 1991; September 24, 1999]

Section 6. Powers and Duties: Except as is otherwise provided in these Bylaws, the powers and duties of the Officers of this organization shall be such as by general usage are indicated by the title of their offices. The Board will carry out the approved policies and will establish new policies, as needed. [Added October 12, 1984; Amended September 22, 2000; Section re-numbered September 17, 2015]

The President shall appoint such committees as may be deemed necessary and designate their chairpersons, chair the Board and have other powers and duties as may be delegated by the Board, consistent with the provision of the Bylaws. [Added October 12, 1984]

The ~~First Vice President~~ shall assist the President to succeed to the duties and privileges of the President when the President is unable or unavailable to perform the duties of such.

~~The Second Vice President shall assist the President and the First Vice President and succeed to the duties and privileges of the First Vice President when the First Vice President is unable or unavailable to perform the duties of such.~~ [Added October 12, 1984; September 13, 1991]

The Secretary shall keep the written records of the Association and shall act as secretary to the Association. [Added October 12, 1984; September 18, 1987; September 21, 2007]

The Treasurer shall be responsible for handling the finances of the Association, preparation of the Annual Financial Reports, and shall be a member of the Audit Committee. The Treasurer shall be the appointed registered agent of the Association for purposes of corporation business and to receive Association legal documents, and will submit the proper form to the State Corporation Commissioner. [Added October 12, 1984; Amended September 21, 2007; September 19, 2008]

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The Region Directors shall represent the members in their regions and carry out the responsibilities and duties as determined by the Board. Region Directors are encouraged to hold a minimum of one meeting per year. [Added October 12, 1984; October 11, 1985; September 24, 1999]

Section 7. Board: Officer/Director Removal from Office: Officers or Directors of the Board may be removed from office by a two-thirds majority vote of the Board at a regular or special meeting for one or more of the following reasons:

- 7.1-a Neglect of the duties of office;
 - 7.1-b Any violation of the Association Code of Ethics, Oath of Office, or Bylaws;
 - 7.1-c Failure to disclose information on matters of Association business;
 - 7.1-d Misrepresentation to outside parties of the Association and its officers;
 - 7.1-e Unauthorized expenditure or misuse of Association funds;
 - 7.1-f Two consecutive unexcused absences from Board meetings.
- 7.2 The Board will make available a form on which a formal complaint may be registered to request that an Officer or Director be removed from office. The form will be made available to any Association member in good standing, as defined by Article III of the OAMR Bylaws, upon request. Formal complaints will be submitted to the President or ~~First~~-Vice President, and that Officer will present the complaint to the Board for consideration at the next regularly scheduled meeting, or a special meeting. [Amended September 19, 2014]
- 7.3 Process.
- 7.3-a Board notification by President or ~~First~~-Vice President. The President or ~~First~~-Vice President shall notify Board members that an allegation has been made and shall forward background information provided. The Board will then determine by conference call or e-mail vote if a special meeting should be scheduled.
 - 7.3-b If the Board determines a vote is required, the Board shall schedule the matter for discussion at a regularly scheduled or special meeting.
 - 7.3-c The President or ~~First~~-Vice President shall notify the Association Officer or Director whose conduct is at issue of the fact and name the allegations, as well as the Officer's/Director's opportunity to provide the Board additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The Officer/Director may provide the Board information orally at the meeting, or in writing four days prior to the meeting, or both.
 - 7.3-d After considering all of the information received, the Board may by majority vote do the following:
 - a. Find that no violation occurred and continue the membership in good standing
 - b. Depending on the severity of the violation(s) found by the Board:
 - 1. Suspend the membership for a specified period, or
 - 2. Remove the Board Officer or Director from office, effective immediately.

- 7.4 Should an Officer or Director of the Board be removed from office, that vacancy shall be filled according to Article V, Section 5 4. Vacancy. (Added September 22, 2006; September 19, 2008; Amended September 19, 2014; Section re-numbered September 17, 2015]

ARTICLE VI - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1. Nominations:

(a) Following the annual meeting, the President shall appoint a Nominating Committee and, at least three months prior to the annual meeting said committee will begin to solicit interested persons to run for office. The Nominating Committee shall, at each annual meeting, present a slate of candidates for the ensuing year. An application for Board position shall be included in a newsletter prior to the date of the annual meeting. Nothing contained herein shall prevent additional nominations from being made from the floor at the annual meeting. [Amended October 11, 1985; September 22, 1995; September 20, 1996; September 24, 1999; September 21, 2012)

(b) The Officers and Directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. In the event there are no contested races, the Chair of the Nominating Committee shall submit recommendations for Officer and Director positions to the members at the annual meeting. If no further nominations are submitted, the nominations will be declared closed and the recommended Officers and Directors will be elected to office. In the event of a contested race, the nominees receiving the highest number of votes cast for the respective office or directorship shall be declared duly elected thereto. If there is a tie vote during the election of Officers or Directors, the decision will be made by the toss of a coin. Terms of offices for Officers and Directors shall commence upon being sworn in at the annual conference. [Amended October 12, 1984; October 11, 1985; September 18, 1987; September 23, 2005; September 17, 2015)

(c) Each candidate accepting a nomination shall present the Nominating Committee with a Declaration of Candidacy, a candidate statement and a photo, and a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor by the date specified by the Nominating Committee. Copies of Certificates of Appreciation for active participation on Association committees for two years, within the past four years, must also be provided. [Added September 24, 1999; September 21, 2007)

(d) A candidate may be nominated by the membership-at-large as a nomination from the floor during the annual meeting. If he/she is elected, they must present to the Nominating Committee a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor within five business days following the certification of the election results, with proof of active committee participation as required above. [Added September 24, 1999; September 21, 2007; September 19, 2008]

(e) Absentee voting shall be allowed by Full and Additional Full Members in good standing from each City/Jurisdiction. Voting !by proxy shall not be allowed. Any Full and Additional Full Member in good standing from a City/Jurisdiction who is unable to attend the annual conference and wishes to vote by absentee ballot must submit an application for an absentee ballot to the Nominating Committee Chair no later than 20 days prior to the date of the annual conference. The Nominating Committee Chair will mail an absentee ballot to

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the Full or Additional Full Member within two days of receiving the request. Absentee ballots must be received back to the Nominating Committee Chair by the Friday prior to the annual conference. Ballots received after that date will not be counted. [Amended September 21, 2007]

Applications for absentee ballots will be available at the Mid-Year Academy Session for those members who will be unable to attend the annual conference and would like to cast their votes. The Nominating Committee Chair shall be responsible for the security of the absentee ballots. The absentee ballots shall be opened and tallied by the Nominating Committee Chair and two members of the Nominating Committee at the annual meeting and shall be included in the final tally of votes for that election. [Added September 22, 2006]

ARTICLE VII - MEETINGS

Meetings shall be governed by Roberts Rules of Order insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law. [Added September 17, 2015]

Section 1. Annual Meeting: The annual meeting of the Association shall be held each September at a time and place to be designated by the Board. Written notice of such meeting shall be given to each member by mail in the Newsletter, or electronically on the Association website, prior to the date of the meeting. At least 20 members, in good standing, will constitute a quorum at the annual meeting. [Amended October 11, 1985; September 23, 1994; September 24, 1999; September 20, 2002]

Section 2. Board Meeting:

2.1 The Board shall meet at least twice during the Association year, and meetings may be held from time to time by order of the President, or upon written request directed to the President by any four members of the Board. Notice of time, place and purpose of the meeting shall be given by the President to each Board member at least 14 days prior to the meeting. A majority of the incumbent members of the Board shall constitute a quorum for its business. Members may send a designee to all Board meetings in case of member's unavoidable absence. The designee shall be a member in good standing and be eligible to vote. [Amended October 11, 1985]

2.2 Every act or decision done or made by a majority of the Board Members present at a meeting duly held at which a quorum is present is the act of the Board, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board. Proxy voting is not permitted. [Added September 17, 2015]

2.3 Meetings of the Board shall be presided over by the President of the Corporation or, in his or her absence, by the ~~First~~ Vice President, or in the absence of each of these persons, ~~by the Second Vice President, or in the absence of each of these persons,~~ by a Chairperson chosen by a majority of the Directors present at the meeting. The Secretary of the Corporation shall act as a secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting. [Added September 17, 2015]

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2.4 The immediate past President of the Association shall be an ex-officio member of the Board. [Added October 11, 1985]

2.5 Committee chairpersons shall be ex-officio members of the Board. [Added October 11, 1985]

Section 3. Committee Meetings: [Amended October 12, 1984; deleted September 22, 1995]

Section 4. Special Meetings: Special meetings may be called by the President at any time or by 20 members, provided those members make a written request to the President, stating the specific purpose for the meeting. The President shall set the date for the meeting within 10 days of receipt of the request. Written notice for special meetings shall be delivered to all members no less than 20 days prior to the date of the meeting. The notice shall state the date, time, place and purpose of the special meeting. Twenty members shall constitute a quorum at a special meeting. [Amended October 12, 1984; Amended September 19, 2014]

ARTICLE VIII - COMMITTEES

Section 1. Appointments: The President shall have the power to appoint, from time to time, such "standing" or "special" committees as may be deemed necessary for the proper transaction of business. The President shall appoint members to the committee, and appoint all committee chairpersons — either a single chair person or two people serving as co-chairs. The term of office on all committees shall be at least one year, but any committee member may succeed to that office if reappointed. Each committee shall follow guidelines approved by the Board. The committee chair, or co-chairs, shall be responsible for arranging for a meeting no less than one time per year, which may include electronic meetings. A quorum shall consist of a majority of the committee members. [Amended September 22, 1995; September 24, 1999; September 22, 2000; September 19, 2008; Amended September 19, 2014]

Section 2. Reports: Chairpersons of standing and special committees shall present written reports or oral reports at the discretion of the President at the annual meeting. A copy of the written report shall be filed with the Secretary of the Association and retained for reference. [Added September 24, 1990]

Section 3. Vacancy: Vacancies of the committee shall be filled in the same manner as the original appointments, and such appointments shall be made for the unexpired term.

ARTICLE IX - BUDGET AND AUDIT

Section 1. Budget Preparation: The ~~First~~-Vice President shall appoint a Budget Committee consisting of the ~~Second Vice President~~, Treasurer and two members at large to prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year. Additional membership approval will be required only in the event of an over expenditure or increased expense which is not set forth in the adopted budget. [Amended September 23, 1994; September 24, 1999; September 21, 2007; September 19, 2008]

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Section 2. Audit. The Board shall require an annual audit of the financial records and accounts of the Association. The President shall appoint an Audit Committee consisting of at least three members, which shall audit the financial records as soon as possible after the close of the year. The Treasurer shall be present during the audit and present the financial records for the audit. In the absence of the Treasurer, the President shall be present and sign the audit. The audit report shall be reviewed and approved by the Board at its mid-year board meeting and reported in the subsequent issue of the Association newsletter. [Amended October 12, 1984; September 13, 1991; September 22, 2000; September 20, 2002; Amended September 19, 2014)

Section 3. Signatures on checks. The Treasurer shall have authority to sign all checks of the organization except those made for self-reimbursement. In the absence or inability of the Treasurer to sign checks, the President and ~~First~~ Vice President shall be given the authority to sign. [Amended September 19, 2008)

Section 4. Expenses paid by Association. Expenses of the organization shall be paid as outlined in the approved finance policy. [Added September 13, 1991; September 20, 1996; September 24, 1999; September 22, 2000; September 21, 2007; September 19, 2008)

ARTICLE X - FISCAL YEAR

The fiscal year for the Association shall be November 1 through October 31 of each year. [Amended October 12, 1984; October 11, 1985; September 15, 1989)

ARTICLE XI - TAX EXEMPTION PROVISIONS

Section 1. Limitations on Activities. No substantial part of the activities of this Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Association shall not participate in, or intervene in (including the publishing or distribution of statements), of any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Association shall not carry on any activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement. No part of the net earnings of this Association shall inure to the benefit of, or be distributable to, its members, Board or trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

[Article IX added September 17, 2015)

ARTICLE XII - LIABILITY AND INDEMNIFICATION

Section 1. Non-Liability of Board. The Board shall not be personally liable for debts, liabilities, or other obligations of the corporation.

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Section 2. Indemnification by Association of Officers and Directors. Subject to the limitations contained in ORS 63.391 through 63.414, this Association shall defend, indemnify, and hold harmless every registered agent, Officer or Director and his or her heirs, executors and administrators, against liability and against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which her or she may be made a party by reason of being or having been an Officer or Director of this Association, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct. The foregoing rights shall be exclusive of other rights to which he or she may be entitled.

Section 3. Insurance for Corporate Agents. Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the association (including a director, officer, employee, or other agent of the association) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, by the Bylaws or provisions of law.

[Article XII Added September 17, 2015]

ARTICLE XIII - AMENDMENT

Section 1. Vote Required: These bylaws may be amended by a two-thirds majority of the voting members present at any annual meeting of the Association, provided that notice of any proposed amendment shall have been given by regular mail or e-mail to the members at least 20 days prior to the meeting at which the vote on such amendment is to be taken. [Amended September 24, 2004; September 19, 2008]

Section 2. Proposed Amendments: Bylaws amendments may be proposed by the Board, Bylaws Committee, or by a petition signed by not less than 10 percent of the voting members in good standing, and submitted to the Bylaws Committee Chair in writing. The petition process will be defined in a policy approved by the Board. [Added September 24, 2004]

[Article re-numbered September 17, 2015]

ARTICLE XIV - CONSTRUCTION AND TERMS

If there is any conflict between the provision of these Bylaws and the Articles of Incorporation of this Association, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation filed with an officer of this state and used to establish the legal existence of this Association.

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All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

[Article XIV Added September 17, 2015]

ARTICLE XV - DISSOLUTION

Section 1. In event of the dissolution of the Association any remaining assets shall be used exclusively for exempt purposes such as charitable, religious or educational purposes. [Added September 17, 2010]

Section 2. The Board of the Association at the time of dissolution shall determine which charitable, religious or educational entity shall receive the remaining assets of the organization. [Added September 17, 2010]

[Article re-numbered September 17, 2015]

HISTORY: Amended October 12, 1984; October 11, 1985; September 19, 1986; September 18, 1987; September 15, 1989; September 24, 1990; September 15, 1991; September 23, 1994; September 22, 1995; September 20, 1996; September 24, 1999; September 22, 2000; September 20, 2002; September 24, 2004; September 23, 2005; September 22, 2006; September 21, 2007; September 19, 2008; September 18, 2009; September 17, 2010; September 21, 2012; September 19, 2014; September 17, 2015

Legal review of Bylaws conducted by Stephen E. Lawrence, February, 2015.



OAMR BOARD REPORT

Conference Committee

Meeting Date: September 22, 2023
Source of Item: Conference Committee Chair

Contact: Nanci Sandoval, CMC, First Vice President
Contact Telephone Number: (541) 922-3226x105
Contact E-Mail: nanci@umatilla.gov

BACKGROUND

Over countless emails and numerous virtual meetings, the Conference Committee has displayed unwavering commitment and diligence in crafting an event that promises to be both informative and engaging. Their collective expertise and attention to detail have been instrumental in shaping the program, securing speakers, and ensuring that every aspect of the conference meets the high standards our association is known for. Their countless hours of hard work behind the scenes have not gone unnoticed. They have navigated challenges, made tough decisions, and exceeded to guarantee that this conference will succeed.

As we look forward to coming together for this enriching experience, let us take a moment to appreciate the extraordinary dedication of our Conference Committee. Their efforts have laid the foundation for an event that promises to be truly exceptional. We eagerly anticipate welcoming you to the Annual Academy & Conference, and we can't wait to share the fruits of their labor.

CONFERENCE COMMITTEE MEMBERS

Mindy Roberts
Susan Reeves, MMC
Natasha Johnson
Lisa Scholl, MMC
Carol Krager, MCM
Laural Casey, CMC
Nicole Morris, MMC
Lindsey White
Kitty Vodrup, MMC
Cathy Nelson, MMC

Melissa Thompson-Kiefer, CMC
Heather Pierson, CMC
Stacey Stockhoff
Nicole Madigan
June Hinojosa
Bridget Meneley
Yuriy Ukhach
Claudia Cisneros, CMC
Kimberly Veliz, CMC
Liz Gallagher

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

Enjoy the conference and the work that has been put into place for the membership.

SUGGESTED MOTION

N/A

ATTACHMENTS

- A. There are no supporting documents.



OAMR BOARD REPORT

Historical Preservation Committee

Meeting Date: Sept. 21, 2023
Source of Item: Historical Preservation Committee

Contact: Gloria Tucker, Chair
Contact Telephone Number: [Phone]
Contact E-Mail: gtucker@portofnewport.com

BACKGROUND

Historical Preservation is proud to begin another year taking Conference photos and producing the scrapbook. Heartfelt thanks go to members Lisa Scholl, MMC, Kim Veliz, CMC, Heather Pierson, CMC, Alex McHaddad and Christine Wolfe. I also want to thank the Board for continuing to fund Historical Preservation, so that scrapbooks can be printed. The City of Keizer housed the scrapbooks of the past 40 years. They have all been scanned and uploaded to our new website, <https://oamr.org/Scrapbooks>. You must be logged in, in order to see them. Since space is limited at cities for these books, they have been brought to this Conference for members to peruse and take the photos they wish to keep. Please take a moment to look at them in the Event Center A. Any leftover scrapbooks will be destroyed, except for the most current three years. Thank you to Alex Downing of Corvallis for volunteering her city to house the current scrapbooks. After this Conference, Historical Preservation and the Newsletter Committee will combine into one committee. Since we already work together on many projects, this should be a smooth transition. I am open to suggestions on a new name for the committee.

BOARD OPTIONS

No action.



OAMR BOARD REPORT

Internet Committee

Meeting Date: September 22, 2023
Source of Item: Internet Committee Chair

Contact: Kayla Duddy
Contact Telephone Number: 541-923-7755
Contact E-Mail: kayla.duddy@redmondoregon.gov

BACKGROUND

This is an informational report for the Internet Committee.

MEMBERS

2022-2023 Internet Committee Members:

- Christie Teets, City of Molalla
- Kathy Payne, MMC, City of St. Helens
- Laural Casey, Oak Lodge Water Services District
- Lisa Figueroa, CMC, City of Toledo
- Susan Reeves, MMC, City of Scappoose
- Melissa Thompson, CMC, City of Rockaway Beach
- Phyllis Bolman, MMC, City of Monmouth

UPDATES

Melissa Thompson will be taking over the Internet Committee Chair position.

MEMBERSHIP OPTIONS

None

CHAIR RECOMMENDATION

We encourage the Board and all OAMR members to provide their comments and suggestions for improving the OAMR website.

If you need technical assistance with the OAMR website, please email Melissa at cityrecorder@corb.us or call (503) 374-1752

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Legislative Committee (LC) & Records Management Committee (RMC)

Meeting Date: September 22, 2023

Source of Item: LC & RMC

Contact: Scott Stauffer, CMC, City of Milwaukie
Sue Ryan, CMC, City of Beaverton
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

BACKGROUND

This is an informational report, no board action is requested.

Since these committees' last board reports, there has been an intentional effort to bring the two committees together. Both committees moved to the same monthly meeting schedule, instead of the quarterly meetings that had been their practice in previous years. This allowed for increased and flexible participation opportunities for members and provided a regular schedule that members could plan around. These changes were taken on in part to align with the objectives identified through OAMR's Strategic Plan implementation process and they reflect the heavy membership cross-over between the committees. The chairs are happy to report that holding LC and RMC meetings at adjacent times on the same day has worked out very well and has helped pave the way for the merger of these groups over the next year.

Meeting Topics

Over the last year, the RMC covered the following topics:

- Public Records Requests Conflict Resolutions and Best Practices
- Dealing with Elected Official Records
- Onboarding and Offboarding Employees
- Dealing with Redundant, Obsolete, Tired (ROT) Records
- Archive Rooms and Off-Site Storage
- Email Management
- Vital Records and Emergency Management
- Getting Staff to Use the Records System
- Records Management Methods for Small Cities

The RMC also received regular updates from State Archives staff regarding the state's work to update the [Cities General Records Retention Schedule](#) (Oregon Administrative Rule (OAR) Chapter 166) and align the schedule with the state, county, and special district schedules. As of this report, State Archives anticipates the new schedule will be ready for adoption and use in late 2023. In addition to State Archives, the RMC also continued to maintain partnerships with the Oregon Law Enforcement Records Association (OLERA) and the Oregon Public Records Advocate's Office.

The LC tracked bills proposed and adopted by the state legislature, including the following bills which will be discussed in further by LC members during the Legislative Update session at conference.

- [House Bill \(HB\) 2112](#). Updates definitions and terminology used in public records law pertaining to records retention. Removes references to obsolete technology.
- [HB 2805B](#). Relating to public meetings; clarifies electronic communication for governing bodies; requires Oregon Government Ethics Commission (OGEC) to provide public meeting law training and provide oversight of meeting law violations.

- [HB2806](#). Relating to public meetings; and declaring an emergency. Authorizes governing body of public body to meet in executive session to consider matters relating to safety of governing body, public body staff and public body volunteers and to security of public body facilities and meeting spaces and relating to cyber security infrastructure and responses to cyber security threats.
- [Senate Bill \(SB\) 510](#). Directs Public Records Advocate to estimate biennial costs to carry out duties of advocate and to allocate and assess costs among public bodies of state government.
- [SB417](#). Proposed changes to public records law.

Incoming Chairs

At their final meetings in May, the LC nominated Gabe Shephard, Albany, to serve as chair for the 2023-2024 activity year, and the RMC nominated Alex Downing, Corvallis, to serve as chair for the 2023-2024 activity year. The committees believe that Gabe and Alex are uniquely positioned to lead these groups as they work to unite under a single new committee by the OAMR Annual Conference September 2024, an action called for by the OAMR Strategic Planning Group.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

Not applicable.

CHAIR OR DIRECTOR'S RECOMMENDATION

The director recommends the board accept this report and direct any questions to the Region II Director.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

Membership Committee

Meeting Date: September 22, 2023
Source of Item: Membership Committee Co-Chair

Contact: Phyllis Bolman, MMC
Contact Telephone Number: 503-751-0145
Contact E-Mail: pbolman@ci.monmouth.or.us

INFORMATION ONLY

OAMR welcomes the following new members:

REGION I

Hanna Bentley, Deputy City Recorder, City of Warrenton
Pax Broder, City Manager/Recorder, City of Wheeler

REGION II

Wendy Lynn, Board Coordinator, Urban Flood Safety & Water Quality Dist., Portland
Julie Drinkwater, Records Management, City of Tigard
Mariah Woods, City Recorder, City of Forest Grove
Christopher Lason, Deputy City Recorder, City of Canby
Rocio Vargas, City Recorder, City of Dayton

REGION III

Michelle Connor, City Recorder, City of Detroit
Lisa Nunnellee, City Recorder, City of Turner
Steffany Sweet, Training Coordinator, League of Oregon Cities
Dawn Wilson, Deputy City Recorder, City of Keizer

REGION IV

Christina Crockett, City Recorder, City of Reedsport

REGION V

Christine Sylvester, Administrative Coordinator, City of Coos Bay
Dana Smith, Clerk for the Council Pro Tem, City of Ashland
Julie Hall, Office Assistant, City of Grants Pass

REGION VI

Keli Pollock, City Recorder, City of Madras
Amie Ell, City Clerk, City of The Dalles

REGION VII

Sheri Allen, Human Resources Director/City Recorder, City of Pendleton

BOARD OPTIONS

Please take the time to welcome our new members!



OAMR BOARD REPORT

Mentoring Committee

Meeting Date: September 21, 2023
Source of Item: Region II, Mentoring Committee,
Sylvia Murphy

Contact: Sylvia Murphy, Chair
Telephone Number: 503-625-4246
E-Mail: Murphys@Sherwoodoregon.gov

BACKGROUND

Through the OAMR strategic planning process and meetings that occurred in 2023, there were conversation and a recommendation to consider combining OAMR committees, specifically the Retired Clerk Committee, Membership Committee, Nominating Committee and Mentoring Committee. Further conversations with the Chairs of these committees concluded that we should consider combining the Retired Clerk Committee and Mentoring Committee as the duties and responsibilities of the other committees were extensive.

RELATED POLICIES/BUDGET CONSIDERATIONS

If the Board considers combining the Retired Clerk Committee and Mentoring Committee, the job descriptions for both committees will need to be revised. As the chair to the Mentoring Committee, I recommend retaining the Mentoring Committee title and "retiring" the title and job description of the Retired Clerk Committee.

BOARD OPTIONS

The Board has the option to not consider the recommendation, or consider the recommendation and direct the appropriate person(s) to amend the job descriptions, bringing back a revised job description for the new Mentoring Committee for board approval. There are no financial impacts of either decision.

CHAIR OR DIRECTOR'S RECOMMENDATION

Combine the duties and responsibilities of the Retired Clerk Committee with those of the Mentoring Committee. Dissolving the OAMR Retired Clerk Committee.

SUGGESTED MOTION

To dissolve the OAMR Retired Clerk Committee and combine the duties and responsibilities of this committee with the OAMR Mentoring Committee and bring back for Board approval a revised Job Description for the Mentoring Committee.

See attached Exhibit A: OAMR Strategic Planning Notes dated April 27, 2023 (4 pgs)

Process: come to consensus on bylaw changes for the board to consider and refer to the general membership for adoption at conference in 2023 or 2024.

- The Strategic Planning Group (SPG, including Board members, committee chairs, and interested members) is working through proposed changes based on the Strategic Plan adopted in September 2022. Primarily goal **Actions 5** and to a lesser extent 6, 7, and 8.
 - o **Action 5: Restructure the organization with the goal of streamlining the structure of the Board and committees.**
 - o Action 6: Create clear roles through the development of role descriptions and identify time commitments.
 - o Action 7: Identify opportunities where the Board and members can advocate for the profession and OAMR membership.
 - o Action 8: Explore securing organization staffing resources through an outside entity to support the administrative tasks of the organization (bookkeeping/accounting, conference planning, etc.)
- The SPG will refer changes to the Bylaws Committee for review.
 - o Scott to reach out to Bylaws Committee regarding timeframe for their review.
- The SPG (and Bylaws Committee) will refer changes to the Board for review.
- If in agreement, the Board will refer the proposed bylaw changes to the general membership at an annual conference (2023 or 2024 or ...).
 - o *REMEMBER the Strategic Plan is a five-year guide, this will take time.*

1. REQUEST from the BOARD to Discuss: commission a new OAMR logo! [time sensitive]

- On 4/13 there was consensus to use the colorful quill logo designed for the Strategic Plan as the new OAMR logo with OAMR spelled and year established. **Update from Nanci on logo.**
 - o At 5/11 meeting – find consensus for an updated logo based on feedback today; then forwarded to board for adoption.
 - o Should this be a longer process? Maybe, but already part of a multi-year process...

2. Committee Structure Changes.

- a. **PROPOSAL to Discuss: Education, PG&LD, 1st VP.**
 - i. **Stacie is going to follow-up with Peggy and Nicole.**
 - ii. There was some support for leaving Education as-is.
 - iii. There was some agreement that the 1st VP should take on some of the PG&LD tasks involving outreach to other associations (LOC, etc.).
- b. **PROPOSAL to Discuss: Membership, Mentorship, Nominating, Retirement.**
 - i. Would be a major merger that would require subcommittees for different functions.

- ii. **Current chairs Sylvia/Denise/Phyllis/Christie are going to discuss.** Conversation under way as of 4/27. Proposals:
 - 1. Mentoring/Retirement merger seems logical.
 - 2. Nominating maybe left as-is.
 - 3. Membership/Mentoring/Retirement – possible, in a couple years after Mentoring/Retirement merger to give time to play out/define roles.
 - 4. Membership responsibilities to be reviewed.

c. PROPOSAL to Discuss: Bylaws/City Recorder Procedure Manual. AGREED TO PROPOSE!

- i. There was some thought that this could be a nice balance to merge these workloads in alternating years.
- ii. Scott to reach out to chairs, let them know there is consensus.
 - 1. **Bylaws (Anna Ruggles): chair + committee agree with merger.**

d. PROPOSAL to Discuss: Conference, Special Projects & Fundraising AGREED TO PROPOSE!

- i. There was consensus that these committees do similar work.
- ii. Special projects and fundraising could be subcommittees
- iii. Could have co-chairs and the 1st VP could be the Board liaison.
- iv. Cathy noted there had been a Conference Planning and Special Projects Manual created; Cathy is going to share this document with the group.

3. Other Committee Related Recommendations.

- a. ~~Do we want to set committee membership caps?~~ Group agreed to drop this.
- b. Do we want to set something in the bylaws about co-chairs? AGREED TO PROPOSE!**
 - i. Used to have co-chair structure
- c. OAMR record keeping: any updates from Internet/RMC on digitization?
 - i. Digitize what paper we have/bring scrapbooks to conference/conference handbooks...
 - ii. Will also be 3-4 boxes for treasurer

4. Board Position Changes

- a. **Treasurer.** Any update on paperwork for interested candidate?
 - i. Financial mailings to Nehalem now, will need to be changed...
- b. **Conference Committee Chair.**
 - i. PROPOSAL to Discuss: should the Conference Committee Chair have a vote on the board? Just on conference-related items?**
 - 1. Do we want term limits for conference chair?

2. Do we want to revisit how chairs are appointed? By the president now...
3. Should we hire someone to plan conferences?
4. Do we focus conference on 3 locations to reduce the amount of change, builds consistency in conference planning?
 - a. **PROPOSAL to Discuss:** limit locations to three (or not one in each region on a rotating basis as we do now).
5. The group discussed and there was not total agreement on whether committee chairs should be voting board members.
6. There was also concern that no one will want to be Conference Committee Chair.

7. PROPSALS TO Discuss: Have 1st VP serve as liaison/voice of Conference Committee (as voting member).

5. Region Directors and the regional structure.

- a. **PROPSAL to Discuss:** replace the 2nd VP with an elected committee representative.
- b. Review the region director job description.
 - i. Should they be voting members of the board?
 - ii. Should they be renamed "Region Representatives?"
 - iii. Recommendations noted previously:
 1. Hold transition meetings at/after conference.
 2. Hold quarterly Region Directors (only) meetings.
- c. Revisit Region Borders Map:
 - i. Should board directors be at-large and not based on regions like in WA?
 - ii. Move to at-large positions based on city size?
 - iii. Should the region map be redrawn along population or geographic lines?

6. Changes the Strategic Planning Group has agreed to recommend for adoption:

- a. **Eliminate the 2nd Vice President position.**
- b. **Establish the Conference Committee as a standalone with its own chair.**
 - i. 1st VP removed as chair, would be committee liaison to the board.
 - ii. This is not a bylaw change, this is the SPG and Board asking the committee to elect a chair after conference – no bylaw change needed.
- c. **Establish the Special Projects and Fundraising as standalone with its own chair.**
 - i. Remove the 2nd VP as chair.

ii. This is not a bylaw change, this is the SPG and Board asking the committee to elect a chair after conference – no bylaw change needed.

d. **Merge the Historic Preservation and Newsletter committees.**

e. **Merge the Legislative and Records Management committees.**

f. Leave Audit Committee and NW Clerks Institute Committee as currently formed.

7. **Next Meetings:** 10-11:30 am on the 2nd and 4th Thursday of the month: **5/11**, 5/25



OAMR BOARD REPORT

Nominating Committee

Meeting Date: September 20, 2023
Source of Item: Nominating Committee

Contact: Christie Teets, CMC, Chair
Contact Telephone Number: 503-759-0285
Contact E-Mail: cteets@cityofmolalla.com

ISSUE STATEMENT

The positions of OAMR Second Vice-President, Treasurer, Secretary, and Region Directors for Regions II, IV, and VI are open for 2023-2024 elections.

Nominating Committee members are Cathy Nelson, MMC – Harrisburg; Susan Reeves, MMC – Scappoose; Julie Fisher – Sweet Home; Christie Teets, CMC – Molalla.

BACKGROUND

The announcement and qualification material for the above listed Board positions were published in the Winter, Spring, and Summer Newsletters. Declarations of Candidacy were provided in the Summer Newsletter.

Positions open for the 2023-2024 year and declared candidates are:

Second Vice President: *Scott Stauffer, CMC – City of Milwaukie*

Treasurer: *Alex McHaddad – City of Sodaville*

Secretary: *Christie Teets, CMC – City of Molalla*

Region II Director: No candidate
(Clackamas, Multnomah, Washington, Yamhill Counties)

Region IV Director: *Melanie Masterfield, CMC – City of Sutherlin*
(Lane and Douglas Counties)

Region VI Director: No candidate
(Hood River, Sherman, Wasco, Jefferson, Crook, and Deschutes Counties)

CHAIR OR DIRECTOR'S RECOMMENDATION

All applications received from Candidates have met the required criteria. It is the Nominating Committee's intention to present candidates at the Annual Board Meeting and recommend appointment.

I would like to thank the Board for the opportunity to serve as the Nominating Committee Chair.

ATTACHMENTS

- A. Declaration of Candidacy, Second Vice President – Scott Stauffer, CMC, Milwaukie
- B. Declaration of Candidacy, Treasurer – Alex McHaddad, Sodaville
- C. Declaration of Candidacy, Secretary – Christie Teets, CMC, Molalla
- D. Declaration of Candidacy, Region IV Director – Melanie Masterfield, CMC, Sutherlin

Declaration of Candidacy Second Vice President



*Scott Stauffer, CMC
City of Milwaukie*

CANDIDATE STATEMENT



Greetings to the Nominating Committee and all OAMR colleagues! I am very happy to submit this candidate statement for the position of OAMR Second Vice President. I have long enjoyed the support and friendship of all of you and I am pleased to be able to seek this office.

I have been an OAMR member since 2014 when Pat Duval, my mentor and predecessor at Milwaukie, first brought me to Records Management Committee (RMC) meetings. Since then, I have served on the RMC (2014-present), Attorney General's Public Records Reform Task Force (2015-2016), Conference Committee (2015-2016), and Legislative Committee (2017-present); I have served as RMC and Legislative Committee chair and co-chair several times.

In 2020, I was appointed to the position of Region II Director, a position I was elected to in 2021 and have thoroughly enjoyed. I have attended the Northwest Clerks Institute (NCI) three times and earned the Certified Municipal Clerk (CMC) designation in 2017. I have been a notary public in the State of Oregon since 2012, I am a co-leader of the Content Manager (CM) Regional Users Group (RUG), and I am a member of the state's Public Records Advisory Council (PRAC).

I believe OAMR is at a crossroads. Coming out of the COVID-19 global pandemic and facing annual challenges in recruiting members to run for leadership positions we undertook a strategic planning process, which the organization is now working to implement. It seems cliché to say, but change is literally coming to our OAMR, and how the Strategic Plan we adopted in 2022 is put into action over the next few years will do much to determine the success of our organization. I believe my work as a committee chair and region director lend me insight into helping guide these processes. I appreciate how OAMR has operated, I have a sense of what the structural faults may be, and I believe the Strategic Plan is part of our path going forward.

As I said when I ran for region director, I believe in public service. I believe that we recorders play a critical role in the work of our cities and agencies. I have come to understand how the role of vice president and president of OAMR underscore that work. If given the chance to serve in leadership positions over the coming years, I will support the work of our colleagues on the board and on our committees. I will support the work of implementing the Strategic Plan, organizing informative and fun conferences, and doing everything possible to promote and recognize the achievements of our fellow recorders.

The opportunity to serve our association, to serve you, would truly be a highlight of my career. Thank you for your consideration of my candidacy.

Declaration of Candidacy Treasurer



Alex McHaddad
City of Sodaville

CANDIDATE STATEMENT



My name is Alex, and I am the City Recorder of Sodaville, the home of Oregon's first State Park. While I am a new city recorder, I have amassed a wealth of public policy experience over the last ten years, and I am excited to apply my skills to helping guide this organization. I am applying for Treasurer at the age of 29 because I believe that it is important for a statewide organization like OAMR to have someone under 30 serving in a leadership position to provide perspective on attracting young professionals to our profession and advocate for the younger residents of our communities.

Prior to working for Sodaville, I was the executive director of Oregon's only translator district, serving Baker and Union counties, where I performed many of the duties of a city recorder as the district's only permanent employee. My professional development and continuing education opportunities were provided through the Special Districts Association of Oregon. As a new resident of Linn County, I have served on a few local intergovernmental panels representing Sodaville. When I lived in northeast Oregon, I served on a variety of committees at the La Grande School District, Baker and Union counties, the Higher Education Coordinating Commission, and the Federal Communications Commission. I also served the remainder of a term for OAMR Region III Director in 2022.

I personally feel that the goals of this organization should focus on providing peer support and training among city recorders, legislative advocacy for municipal policy, and promotion of this profession to people interested in public administration. We have a duty to preserve the pool of talented professionals able to perform our roles for municipalities of all shapes and sizes. If chosen to serve as Treasurer, I look forward to hitting the ground running and keeping the Association strong.

Declaration of Candidacy Secretary



*Christie Teets, CMC
City of Molalla*

CANDIDATE STATEMENT



I am excited to announce my candidacy for office of Secretary to the OAMR Board of Directors. I was appointed in June to fulfill the remainder of the previous Secretary's term and would like to continue the endeavor.

I have been an active member of OAMR since September 2019. I earned my CMC in December 2022, which means I spent most of my time getting to know colleagues via Zoom. While it wasn't ideal, I value the time I spent learning and networking with many of you. I know we're relieved that the pandemic is over and we can meet in person again.

Organizations outside of OAMR that I am or have been active in are the Northwest Women's Leadership Academy (OCCMA) Cohort 2021, the Donald Slaughter Scholarship Review Committee for Molalla High School (this year we awarded \$93,500 to students), and the Molalla Area Chamber of Commerce.

I am currently a member of the Records Management Committee (2019-present), the Internet Committee (2021-present), Nominating Committee Chair (2021-present), and involved in the Strategic Planning Committee.

While each of these committees and organizations are of value to me, the organization of OAMR as a whole is of importance to me. I am passionate about being a City Recorder and the history of our profession. I'd like to be a part of carrying old and new traditions through the remainder of my career.

One of my favorite quotes that sits on my desk is from Margaret Mead - "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has."

As public servants, we experience this through our city council members and civic organizations. That is also what OAMR is accomplishing for City Recorders throughout the State of Oregon. I'm looking forward to being part of the change.

Declaration of Candidacy Region IV Director



Melanie Masterfield, CMC City of Sutherlin

CANDIDATE STATEMENT



My name is Melanie Masterfield and I'm excited to announce my candidacy for Region IV Director. I'm looking forward to serving a bigger role within OAMR and have the opportunity to connect more with my region members. I have been a member of OAMR since 2018 and absolutely love this organization. The educational and networking opportunities are priceless and have greatly improved my professional and personal confidence, knowledge, and I obtained my CMC designation this year!

Through my jurisdiction, I've had the opportunity to be involved in many events and activities. July will be the first annual Sutherlin Throwdown featuring a BBQ and corn hole competition as well as Brew Fest and a live concert. It's been a lot of work, but I've also learned a lot and met some great people. I've also become more involved with our Sutherlin Area Chamber of Commerce through the Community Engagement piece of my position. That has allowed me to interact with many businesses and members in our community in a way I couldn't have done on my own. I am also a member of our city's homeless committee and Sutherlin's Public Information Officer for Emergency Management. I'm currently working with our Fire Department in using a public notice/alert program to increase community engagement and involvement.

Outside of work, my husband and I are enjoying (and still getting used to) being empty nesters! We love being outdoors camping, fishing, crabbing, boating, and exploring in our UTV. We have acquired the travel bug as well! Cabo San Lucas, Mexico, is one of our favorite destinations. This summer we will be spending 10 days in Alaska in a motorhome, going fishing, hiking into old abandoned mines, exploring glaciers, and of course watching for moose, caribou, and grizzly bears!

I have participated in OAMR Committees since I joined in December 2018. I've served on the Special Projects/Fundraising Committee from 2019-present; co-chaired the Retired Clerks Committee 2019-2022; and the Conference Committee 2020-2021.

The leadership abilities I would bring to this position include integrity, communication, flexibility, creativity, organization, encouragement, and teamwork. My supervisor, Diane Harris, has been a great mentor and I'm excited to pass along that knowledge to incoming recorders.

I strongly support the mission, goals, objectives, and code of ethics of OAMR and I would be honored to serve the members of Region IV.



OAMR BOARD REPORT

Scholarship Committee

Meeting Date: Sept. 22, 2023
Source of Item: Scholarship Committee

Contact: Cathy Nelson
Contact Telephone Number: 541-995-6655
Contact E-Mail: cnelson@ci.harrisburg.or.us

BACKGROUND

The scholarship Committee was previously chaired by Courtney Davis. She left her position at the City of Reedsport and had to resign as chair of this committee. President Karin Johnson put out a request for a new chair and I accepted the position in August. The scholarship committee worked together to review all applications for Mid-year, PDs, and the Annual Academy and Conference. We received more applications for the Conference than we had planned. The committee decided to use some of the funds that were not awarded for Mid-year and the Academy to cover everyone who applied for the Conference scholarship. The committee also decided not to award any lodging as there were not enough funds remaining.

Upcoming Scholarships deadlines are;
78th IIMC Annual Conference: December 1st – December 31st
2024 OAMR Mid-Year Academy: January 1st – February 29th
2024 PD I, II, III & IV: January 1st – March 31st
2024 Annual Academy and Conference: July 1st – August 15th

Scholarships awarded for 2023.

2023 Mid-Year Academy

Melanie Masterfield, CMC, Sutherlin

Lisa Scholl, MMC, St. Helens

2023 PD I

Grace McNeil, Creswell

Lea Moyer, Fossil

Rachel Neuenschwander, Central Point

Lori Ross, Harrisburg

2023 PD II

Gage Shepherd, Albany

2023 PD III

Natasha Johnson, CMC, Amity

Jesse Raymundo, Tigard

2023 Annual Academy

Laurel Casey, CMC, Oak Lodge Water Service

Natash Johnson, CMC, Amity

Stephanie Madtson, Rouge River

Melanie Masterfield, CMC, Sutherland

Alex McHaddad, Sodaville

Cathy Nelson, MMC, Harrisburg

Lori Ross, Harrisburg

Lisa Scholl, MMC, St. Helens

2023 Conference

Tere Andrews, Junction City

Laural Casey, CMC, Oak Lodge Water Service

Chantal DesJardon, Mt. Vernon

Amy Johnson, Salem

Natasha Johnson, CMC, Amity

Stephanie Madtson, Rouge River
Melanie Masterfield, CMC, Sutherland
Alex McHaddad, Sodaville
Cathy Nelson, MMC, Harrisburg
Lisa Scholl, MMC, St. Helens

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

Discussion Only

CHAIR OR DIRECTOR'S RECOMMENDATION

Discussion Only

SUGGESTED MOTION

None

ATTACHMENTS

A. None



OAMR BOARD REPORT

Special Projects and Fundraising Committee

Meeting Date: September 22, 2023
Source of Item: 2nd Vice President

Contact: Kayla Duddy
Contact Telephone Number: 541-923-7755
Contact E-Mail: kayla.duddy@redmondoregon.gov

BACKGROUND

The purpose of the Special Projects and Fundraising Committee (SPFC) is to raise money for educational scholarships. The committee is fully responsible for raising funds for the benefit of the Association.

MEMBERS

The 2022-2023 Special Projects/Fundraising Committee has 10 dedicated members signed up to work on various activities, which include: Raffle Baskets, Auctions, Paddle Raise, 50/50 Card Cut, Pink Walk Scholarship Event, and donations for Conference Bag/Portfolios.

Angie Lanter, City of Banks
Cathy Nelson, City of Harrisburg
Lea Walker, City of Fossil
Marilyn Place, City of Cascade Locks
Melanie Masterfield, City of Sutherlin

Natasha Johnson, City of Amity
Stacie Cook, City of Mill City
Susan Reeves, City of Scappoose
Tori Barnett, City of Ontario
Tracy Davis, City of Keizer

RELATED POLICIES/BUDGET CONSIDERATION

The Special Projects and Fundraising Committee's goal is \$15,000.

BOARD OPTIONS

None.

CHAIR OR DIRECTOR'S RECOMMENDATION

I recommend that OAMR members signup for this committee. It is a rewarding experience to know your efforts provided scholarships to our membership. I would like to say THANK YOU to each of OAMR for their donations and support.

SUGGESTED MOTION

None.

ATTACHMENTS

None.



OAMR BOARD REPORT

STRATEGIC PLANNING GROUP

Meeting Date: September 22, 2023
Source of Item: Strategic Planning Group

Contact: Scott Stauffer, Milwaukie
Contact Telephone Number: 503-786-7502
Contact E-Mail: stauffers@milwaukieoregon.gov

BACKGROUND

In September 2022 OAMR adopted a five-year plan to help our organization be “more strategic.” To implement the Strategic Plan’s 12 actions a Strategic Planning Group (SPG) met throughout the winter and spring of 2023. The SPG’s work has resulted in recommended actions for the Board and organization to adopt.

Bylaw Changes

As outlined in the report from the Bylaws Committee, the SPG recommended two changes to the OAMR Bylaws. First, to address long-standing recruitment issues for the organization’s top leadership positions, the SPG has recommended that the position of 2nd Vice President be eliminated; this change would shorten the number of years of service for the executive leadership roles and is part of the proposed committee structure changes (see below). And second, the SPG has recommended that the practice of committee co-chairs be formally added to the bylaws. For more information on these changes, please see the Bylaws Committee report.

In addition to bylaw changes, the SPG discussed and has made recommendations on other organizational actions that do not require a membership vote to implement. These changes fall into two categories: committee changes made by presidential directive and other long-term actions for the Board and OAMR to consider.

Committee Changes

OAMR’s 18 standing committees represent the bulk of the organizational structure and are one of the primary ways members participate in the association. Periodically evaluating and changing the committee structure is a healthy part of any organizational life and the Strategic Plan calls for this part of OAMR to be reconsidered (see Strategic Plan Action #5). After much conversation with committee chairs and members, the SPG recommends the following changes be made to standing OAMR committees:

1. **Merge** the following committees:
 - a. Historic Preservation and Newsletter
 - b. Legislative and Records Management
 - c. Bylaws and City Recorder Procedures Manual
 - d. Conference and Special Projects & Fundraising*
2. **Dissolve** the Professional Growth & Leadership Development Committee (PG&LDC)
3. Leave all other committees, including the Audit and NW Clerks Institute (NCI) committees as they are.

In accordance with the Articles V and VIII of the OAMR Bylaws, the president has the authority to create “standing” or “special” committees by appointing OAMR members to committees. Therefore, it is the SPG’s recommendation that the incoming presidents over the next two-to-three years implement these committee changes.

The mergers identified in 1.a., 1.b., and 1.c. above reflect either a shared workplan area or operational trends that have already been in place; therefore, these mergers recognize what has already been happening. If all recommended mergers are implemented, OAMR would have 13 standing committees, down five from 18.

Dissolving the PG&LDC is largely a reflection of that committee’s widespread work area that over time has come to be done by other committees and OAMR positions. The SPG recommends, or rather acknowledges, that the Education Committee has (and should continue to) absorb the PG&LDC’s training related work, the Mentoring and

Nominating committees should take on PG&LD's leadership development work, and the 1st (and eventually only) Vice President position should assume the external relation duties such as outreach and coordination with groups such as NCI and League of Oregon Cities (LOC).

The SPG also discussed merging the Membership, Mentoring, Nominating, and Retirement committees and after conversations with the chairs of these committees, *no formal recommendation has been proposed*. As of July 20, 2023, the SPG and chairs generally agreed that the Mentoring and Retirement committees might make sense to merge, but the Membership and Nominating committees ought to be left as they are now. Further conversations about this proposed merger should continue in the future.

**Conference and Special Projects & Fundraising*

The merger of the Conference and Special Projects & Fundraising committees is tied to the proposal to eliminate the 2nd Vice President position (see proposed bylaw changes above). By practice, these committees have been chaired by the 2nd and 1st vice presidents, although no requirement that these chair positions be held by vice presidents exists in the OAMR Bylaws. In recent years, several OAMR presidents have concluded that disconnecting the vice president positions from these committee chair positions is a good idea and conversations to implement this change are not new. The SPG recommends that the 2023-2024 activity year would be the best time to appoint chair(s) of these committees (and then the single merged committee) that are not the 2nd or 1st vice president. The merger of the Conference and Special Projects & Fundraising committees is also an acknowledgment that the work of these two committees is very interconnected and that special projects and fundraising should be subcommittees of a new combined conference focused committee.

When will these Committees Merge?

The SPG recommends that these committees begin meeting and coordinating activities over the 2023-2024 activity year with final and formal merger being acknowledged at the OAMR annual conference in September 2024. OAMR members should sign up for each of these individual committees at the 2023 conference and at the conference in 2024 members would be asked to sign up for the new merged committees.

It is SPG's recommendation that each of these committees to be merged should have their own chairs for the 2023-2024 year, but make plans for a single chair, or co-chairs, going into the 2024-2025 activity year.

Descriptions and Names of the New Committees

Merging existing committees may mean that some of the overall committee workplans will change. Accordingly, the SPG recommends that as they merge the committees should review their committee description documents to spell out the work it will do in its new form. And as the committees revisit their descriptions and workplans, reconsidering the committee's name would be appropriate as well.

Other Changes for Future Consideration

In addition to the bylaw and committee changes noted, the SPG discussed the following topics and recommend that either the incoming president, Board, or the SPG take appropriate action or at least keep these topics moving.

1. Consider hiring someone to run conferences.
2. Form a **Conference Location Task Force** to examine issues of location, rotating between venues and parts of the state, and the possibility of holding mid-year and annual conferences at different places.
3. Form a **Region Review Task Force** to examine concerns expressed by OAMR members about the current seven-region structure.

At the time of this report, the SPG is likely to reconvene at some point during the 2023-2024 activity year to further conversations on these topics.

RELATED POLICIES/BUDGET CONSIDERATIONS

The proposed presidential directives would result in fewer committees which would mean fewer chair positions but should not impact OAMR members' ability to serve on any given committee as the organization does not currently have committee membership caps. There are no fiscal impacts of these changes.

BOARD OPTIONS

None. This is an informational only report.

RECOMMENDATION

It is the unanimous conclusion of the SPG that the incoming OAMR president and Board act on the recommendations outlined in this report.

SUGGESTED MOTION

None.

ATTACHMENTS

None.