OAMR Annual Business Meeting Agenda

September 24, 2026 | 1:00 p.m. – 3:00 p.m.

44th OAMR Annual Conference
Chinook Winds Casino & Resort, Lincoln City, OR

1. **CALL TO ORDER**
   President Scott Stauffer

2. **REGION ICE-BREAKERS**
   Immediate Past President Kayla Duddy

3. **APPROVAL OF THE SEPTEMBER 25, 2025, ANNUAL BUSINESS MEETING MINUTES – MOTION**
   President Scott Stauffer – **Page 1**

4. **BUSINESS ITEMS**
   a. **Conference Venue and OAMR Committees' Appreciation – RESOLUTION**
      President Scott Stauffer – **Page 6**

   b. **OAMR Bylaw Amendments – RESOLUTION**
      Bylaw Committee Chair Aimee Amerson, Strategic Planning Group Chair Cathy Nelson – **Page 8**

   c. **Selection of the 2028 OAMR Conference Site – RESOLUTION**
      EFC Facilities Subcommittee Chair Jamie Young and Member Heather Pierson – **Page 12**

   d. **Adoption of Revised Membership Dues – RESOLUTION**
      Vice President Claudia Cisneros and Treasurer Kim Herring – **Page 13**

   e. **Adoption of the 2026-2027 OAMR Budget – RESOLUTION**
      Vice President Claudia Cisneros and Treasurer Kim Herring – **Page 47**

   f. **Designation of Banking Signers – RESOLUTION**
      Treasurer Kim Herring – **Page 59**

5. **ANNUAL OAMR EXECUTIVE BOARD AND COMMITTEE REPORTS**
   a. **EXECUTIVE BOARD**
      1. President Scott Stauffer
      2. **Vice-President Claudia Cisneros – Page 60**
      3. Immediate Past President Kayla Duddy
      4. **Treasurer Kim Herring – Page 62**
      5. Secretary Melissa Bisset
      6. Region I Director Lisa Scholl
      7. **Region II Director Krystal Stevens – Page 63**
      8. Region III Director Gloria Tucker
      9. Region IV Director Allyson Pulido
      10. Region V Director Winnie Shepard
      11. Region VI Director Keli Pollock
      12. Region VII Director Karen Howton

b. COMMITTEE CHAIRS

1. Audit Committee
2. Budget Committee
3. Bylaws Committee
4. Digital Assets Committee
5. **Education Committee – Page 66**
   i. **NCI Education Committee – Page 69**
6. **Events & Fundraising Committee – Page 77**
7. **Membership Committee – Page 79**
8. Mentoring & Retired Clerks Committee
9. Publications Committee
10. **Nominating Committee – Page 80**
11. Records & Regulations Committee
12. **Scholarship Committee – Page 84**
13. **Strategic Planning Group – Page 86**

6. **ELECTION OF OAMR OFFICERS – MOTION**
   Nominating Committee Member Krystal Stevens

7. **ELECTION OF INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) REGION IX DIRECTOR NOMINEE – SECRET BALLOT**
   Nominating Committee Member Krystal Stevens

8. **CALL FOR OTHER BUSINESS**
   President Scott Stauffer

9. **IIMC REPORTS**
   a. IIMC President Lee Frazier
   b. State Associations
      1. Alaska Association of Municipal Clerks (AAMC) President Kim Lane
      2. Washington Municipal Clerks Association (WMCA) President Peri Gallucci
      3. California Municipal Clerks Association (CMCA) President Suzanne Guzzetta
   c. IIMC Region IX Directors Shawn Campbell and Marc Donohue

10. **ANNOUNCEMENT OF IIMC REGION IX NOMINEE ELECTION RESULTS AND CALL FOR DESTRUCTION OF BALLOTS – MOTION**
    President Scott Stauffer

11. **ANNOUNCEMENTS**
    President Scott Stauffer, Vice President Claudia Cisenros, and Treasurer Kim Herring

12. **ADJOURN**
    President Scott Stauffer

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ANNUAL BOARD MEETING
VALLEY RIVER INN – EUGENE, OR
SEPTEMBER 25, 2025

BOARD MEMBERS:	TITLE	ATTENDING
Kayla Duddy, CMC, Redmond	President	Present
Scott Stauffer, CMC, Milwaukie	Vice President	Present
Alex McHaddad, Elgin	Treasurer	Present
Christie Teets, CMC, Molalla	Secretary	Present
Nanci Sandoval, MMC, Umatilla	Immediate Past President	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Present
Nicole Madigan, Milwaukie	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
VACANT	Region IV Director	VACANT
Winnie Shepard, CMC, Medford	Region V Director	Present
Jennifer Gray, Hood River	Region VI Director	Absent
Karen Howton, CMC, Island City	Region VII Director	Absent
Joann Tilton, MMC, NCI Director	Parliamentarian	Present

ATTENDANCE BY REGION:

REGION I:

REGION II:

REGION III:

REGION IV:

REGION V:

REGION VI:

REGION VII:

DRAFT

MEETING CALLED TO ORDER:
President Kayla Duddy, MMC, called the OAMR Annual Board Meeting of September 25, 2025, to order at 11:35 a.m. Roll was called for OAMR Board Members, and the meeting continued.

ACTION ITEMS

A. APPROVAL OF MINUTES OF THE SEPTEMBER 26, 2024, ANNUAL BUSINESS MEETING

Treasurer McHaddad pointed out that he represents the City of Elgin, not Sodaville. Secretary Teets acknowledged the amendment.

***MOTION:** Tori Barnett, MMC, Ontario, moved to approve the September 26, 2024 meeting minutes as amended, seconded by Nanci Sandoval, MMC, Umatilla. Motion passed unanimously.*

B. APPROVAL OF MINUTES OF THE MAY 7, 2025, SPECIAL MEMBERSHIP MEETING

***MOTION:** June Hinojosa, CMC, Bandon, moved to approve the May 7, 2025 special meeting minutes, seconded by Susan Reeves, MMC, Scappoose. Motion passed unanimously.*

C. RESOLUTION NO. 2025-02: A RESOLUTION OF APPRECIATION TO THE VALLEY RIVER INN

President Duddy read Resolution No. 2025-02 into the Public Record and extended her sincere appreciation to the staff at Valley River Inn.

***MOTION:** Megan Langan, Baker City, moved to adopt Resolution No. 2025-02, seconded by Sue Ryan, Beaverton. Motion passed unanimously.*

D. APPROVAL OF OAMR BYLAW AMENDMENTS

1. **Article IX Section 1. Revising the description of the Budget Committee.**
2. **Article IX Section 2. Correcting a minor typo related to the Audit Committee.**
3. **Article III Section 6. Revising Honorary and Retired Membership Definitions.**

Kim Herring, Dallas, presented the Staff Report provided in the meeting packet regarding Bylaw updates to the membership. There were no additional amendments discussed.

***MOTION:** Phyllis Bowman, MMC, Monmouth, moved to approve the OAMR Bylaw Amendments as presented, seconded by Cathy Nelson, MMC, Harrisburg. Motion passed unanimously.*

E. SELECTION OF THE 2027 OAMR CONFERENCE SITE

Vice President Stauffer presented the selection of the 2027 Conference options. He gave a big shoutout to fellow Conference Chair, Julie Fisher, who was unable to attend conference. VP Stauffer stated that they had contacted seven venues from the Central Oregon region, and three provided estimates. Some venues didn't respond, while others were unable to accommodate the dates requested.

The three venues that responded were the Oxford Hotel in Bend, Eagle Crest in Redmond, and Sunriver Resort in Sunriver. Discussion took place regarding price points, AV availability, and room

accommodations. The consensus was that Eagle Crest would be able to meet our needs, price point and room accommodation overall.

***MOTION:** Alex Downing, CMC, Corvallis, moved that the 2027 OAMR Annual Conference bid go to Eagle Crest Resort, seconded by Erik Glover, Albany. Motion passed unanimously.*

F. RESOLUTION NO. 2025-03: A RESOLUTION ADOPTION OF THE 2025-2026 OAMR BUDGET

Treasurer McHaddad presented the 2025-2026 OAMR Budget to the membership. He explained the change in banking process, along with other purchases and expenditures over the past year. He stated that the budget was balanced and recommended adoption.

Rachael Bateman, Cornelius, wanted to discuss increasing fees for Gold, Diamond, and Silver exhibitors. She stated that our Washington and California counterparts charge higher amounts than OAMR. Treasurer McHaddad stated that if there was a proposed amount, it could be considered for what it might do to the budget.

ACTION:
MOTION: Rachael Bateman, Cornelius, made a motion to amend Gold, Diamond, and Silver sponsorship to an additional $500 each and exhibitor costs to an additional $150 each. Rachael also shared that the top sponsorship for Washington is $5,000 and OAMR's top sponsorship is $2,000. She felt it was important to note that amount for conversation's sake.

Nicole Morris, MMC, Tualatin stated that sponsorship increases had taken place three years ago. Melissa Thompson, CMC, Rockaway Beach shared that the budget figure is intended to be an estimate of the revenue from that (sponsors) and recommended not amending the motion for this year's budget.

President Duddy invited Rachael Bateman to join the Events & Fundraising Committee so the discussion regarding raising fees for sponsorships could continue.

ACTION:
There was no second on the motion to amend, therefore it died.

Nanci Sandoval, MMC, Umatilla inquired about a line item referencing the 2024 OAMR Conference in Pendleton. Nanci stated that the line item reflects $15,000 for catering and the actual cost was $9,000. Melissa Thompson, CMC, Rockaway Beach conferred with Past-President Sandoval, then made an announcement to the membership. Melissa shared that the discrepancy was accurately pointed out by IPP Sandoval, that there was not an over expenditure, that $9,000 was the actual expense, and apologized for the ambiguity.

***MOTION:** Megan Langan, Baker City, moved to adopt Resolution No. 2025-03, Adopting the 2025-2026 Budget, seconded by June Hinojosa, CMC, Bandon. Motion passed unanimously.*

G. RESOLUTION NO. 2025-04: A RESOLUTION FOR CONSIDERATION OF BANKING SIGNATURES FOR 2025-2026

***MOTION:** Nanci Sandoval, MMC, Umatilla moved to adopt Resolution No. 2025-04, Consideration for Banking Signatures for 2025-2026 Budget, seconded by Sheena Dickerman, Millersburg. Motion passed unanimously.*

OAMR FUTURE PROPOSALS

A. OAMR Board Region Director Restructure Proposal Cathy Nelson

Cathy Nelson, MMC, Harrisburg provided a report regarding the restructuring of Region Directors. The Strategic Planning Group has considered grouping regions via population. The use of zoom meetings (and other video conferencing options) has increased, which would allow small cities to meet with other small cities, medium with medium, and so on. This item is still in the discussion phase only. Cathy encouraged people that are interested in the topic to please join the Strategic Planning Group.

B. OAMR Membership Dues Structure

Alex Downing, CMC, Corvallis representative of the Budget Committee, provided a detailed presentation regarding tiered membership dues for OAMR. The tiered membership due structure would be organized by the size of cities, with the smaller cities paying less than larger cities. All information was provided in the staff report. This will continue to be a discussion item, prior to adopting the 2026-2027 budget.

ANNUAL OAMR EXECUTIVE BOARD AND COMMITTEE REPORTS

A. OAMR EXECUTIVE BOARD

1. **OAMR Vice-President** Scott Stauffer, had nothing to add.
2. **OAMR Immediate Past President** Nanci Sandoval, had nothing additional to add.
3. **OAMR Treasurer** Alex McHaddad, provided a brief report regarding banking. The organization is now using Columbia Bank. OAMR experienced one issue of credit card fraud in 2024-2025, though all monies were refunded. He also shared that the audit was completed later in the year. He thanked and commended Melissa Thompson for all her efforts this year, as he could not have done the job without her.
4. **OAMR Secretary** Christie Teets had nothing to add.
5. **OAMR Region I Director** Lisa Scholl, had nothing to add.
6. **OAMR Region II Director** Nicole Madigan, had nothing to add.
7. **OAMR Region III Director** Gloria Tucker, would like to know if her region would like to meet in person for Mid-Year and requested that they contact her.
8. **OAMR Region IV Director – Vacant**
9. **OAMR Region V Director** Winnie Shepard, had nothing to add.
10. **OAMR Region VI Director Jen Gray** – absent.
11. **OAMR Region VII Director** Karen Howton – absent.

DRAFT

OAMR COMMITTEE CHAIRS

1. **Audit Committee Chair** Yuriy Ukhach absent.
2. **Budget Committee Chairs** Scott Stauffer & Alex McHaddad had nothing to add.
3. **Bylaws Committee Chair** Kimberly Herring had nothing to add.
4. **Events & Fundraising Committee Chairs** Krystal Stevens & Susan Reeves encouraged members to join.
5. **Education Committee Chair** Ronnie Smith not present.
6. **Digital Assets Committee Chair** Lisa Figueroa absent.
7. **Membership Committee Chairs,** Phyllis Bolman & Lisa Figueroa had nothing to add.
8. **Mentoring Committee Chair** Sylvia Murphy shared that consideration for waiving Retired Clerks membership fees would continue to be considered.
9. **NWCI Education Committee OAMR Representative** Ronnie Smith was not present.
10. **Publications Committee Chair** Gloria Tucker had nothing to add.
11. **Nominating Committee Chair** Christie Teets had nothing to add.
12. **Records & Regulations Committee Chairs** Alex Downing & Wendy Lynn encouraged members to join their group.
13. **Scholarship Committee Chair** Cathy Nelson shared that if you have received a scholarship, you must join the Events & Fundraising Committee.
14. **Strategic Planning Group Chair** Cathy Nelson had nothing to report.

ADJOURNMENT

President Duddy adjourned the meeting 12:52p.m.

ATTEST:

_____

Christie Teets, CMC, Molalla
OAMR Secretary

DRAFT

OREGON ASSOCIATION OF MUNICPAL RECORDERS
RESOLUTION NO. 2026-01

A RESOLUTION OF APPRECIATION TO THE 2025 OAMR EDUCATION COMMITTEE, EVENTS & FUNDRAISING COMMITTEE AND CHINOOK WINDS CASINO RESORT.

WHEREAS, the many dedicated members of the Oregon Association of Municipal Recorders (OAMR) Education Committee chaired by Ronnie Smith, and Events and Fundraising Committee chaired by Krystal Stevens and Susan Reeves have worked countless hours over the past year to plan a conference that is both educational and entertaining; and

WHEREAS, Chinook Winds Casino Resort assisted the Events and Fundraising Committee in the success of the 44th Annual Conference through their assistance in the organization and details in planning the conference; and

WHEREAS, the 2026 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, that the OAMR membership extends its gratitude and appreciation to all of the individuals who worked unselfishly to organize, plan and present an outstanding 2026 OAMR Annual Conference; and the staff of the Chinook Winds Casino Resort, are commended for their outstanding logistical arrangements and cordiality during the conference.

ADOPTED by the Oregon Association of Municipal Recorders Membership and **SIGNED** by the President on this 24th day of September 2026.

_____
Scott Stauffer, OAMR President

ATTEST: _____
Melissa Martin, OAMR Secretary

The Oregon Association of Municipal Recorders
expresses its Deepest Appreciation to the staff of the

Chinook Winds Casino & Resort

Lincoln City, Oregon

for serving as the host site and venue for the
Association's 44th Annual Conference.

September 24, 2026

Scott S. Stauffer, MMC
2025-2026 OAMR President

OAMR BOARD REPORT

Bylaws Committee

Meeting Date: September 24, 2026
Source of Item: Bylaws Committee

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

BACKGROUND

This is a report to the Association Membership from the Bylaws Committee*, as directed by the Board.*

At the April 16, 2026, Board Meeting, the Board approved the bylaws from the Strategic Planning Committee to the Bylaws committee for review and compliance.

On June 18, 2026, the Bylaws committee met and reviewed the updates.

On July 27, 2026, at the July Board meeting, the Board met and voted to refer the proposed Bylaw changes to the OAMR Board for its consideration.

Below is an overview of the two proposed Bylaw changes in Article V; Section 2 Representatives, and Section 6 Powers and Duties.

The first change is to designate Representatives (formally Region Directors) by populations rather than region.

Proposal No. 1: Revise Article V Section 2 to read as: (for red-line version see Attachment A)

> Section 2. Representatives: Six Representatives, one for each designated population category in the State, shall be elected for a term of three years, with Representatives I and IV, II and V, and III and VI rotating years for elections and term dates.
>
> Designated population categories are: Representative I (4,999 or Less within the counties of Gilliam, Wheeler, Morrow, Umatilla, Union, Wallowa, Baker, Grant, or Malheur), Representative II (4,999 or Less within the counties of Coos, Curry, Douglas, Josephine, Jackson, Klamath, Lake, or Harney), Representative III (4,999 or Less within any Oregon county not listed), Representative IV (5,000-19,999 within any Oregon county), Representative V (20,000-49,999 within any Oregon county), Representative VI (50,000 or More within any Oregon county).
>
> Special Districts and cities that cross county lines and are 4,999 or Less will be assigned to the representative associated with the City Hall or headquarter location. Members in any area may attend meetings in any area they choose but may only hold the office of representative within their designated population category.
>
> The Nominating Committee will ensure eligibility via census data at the time of nomination.

The second change is updating the verbiage in the following section to represent the changes in Section 2, along with specifying duties of the Representatives.

Proposal No. 2: Update Article V Section 6 to read as: (for red-line version see Attachment A)

Representatives shall represent the members in their population category and carry out the responsibilities and duties as determined by the Board. Representatives are encouraged to hold a minimum of one virtual meeting per year and create teams to assist in their duties.

If adopted by the membership in September the Bylaw changes would take effect on the first day of the month after adoption – September 24, 2027.

MEMBERSHIP OPTIONS

In reviewing the proposed Bylaw changes, the membership may decide to:

- Adopt the proposed changes by a majority vote in favor, or
- Decline to adopt the proposed by changes by a majority vote against.

RECOMMENDATION

It is the recommendation of the Bylaws Committee, and the Board that the Association Membership consider adopting the proposed Bylaw changes at the September 24, 2026, membership meeting.

SUGGESTED MOTION

"I move to adopt the proposed changes to the OAMR Bylaws Article V as proposed by the Bylaws Committee, with an effective date of September 24, 2027."

ATTACHMENTS

A. OAMR Bylaws (redline)

ARTICLE V - OFFICES AND TERMS OF OFFICE

Section 2. Representatives:

Six Representatives, one for each designated population category in the State, shall be elected for a term of three years, with Representatives I and IV, II and V, and III and VI rotating years for elections and term dates.

Designated population categories are: Representative I (4,999 or Less within the counties of Gilliam, Wheeler, Morrow, Umatilla, Union, Wallowa, Baker, Grant, or Malheur), Representative II (4,999 or Less within the counties of Coos, Curry, Douglas, Josephine, Jackson, Klamath, Lake, or Harney), Representative III (4,999 or Less within any Oregon county not listed), Representative IV (5,000-19,999 within any Oregon county), Representative V (20,000-49,999 within any Oregon county), Representative VI (50,000 or More within any Oregon county).

Special Districts and cities that cross county lines and are 4,999 or Less will be assigned to the representative associated with the City Hall or headquarter location. Members in any area may attend meetings in any area they choose but may only hold the office of representative within their designated population category.
The Nominating Committee will ensure eligibility via census data at the time of nomination.

Section 6. Powers and Duties

Representatives shall represent the members in their population category and carry out the responsibilities and duties as determined by the Board. Representatives are encouraged to hold a minimum of one virtual meeting per year and create teams to assist in their duties.

OREGON ASSOCIATION OF MUNICPAL RECORDERS
RESOLUTION NO. 2026-02

A RESOLUTION TO ADOPT THE CHANGES TO THE OAMR BYLAWS ARTICLE V AS PROPOSED BY THE BYLAWS COMMITTEE, WITH AN EFFECTIVE DATE OF SEPTEMBER 24, 2027.

WHEREAS, the many dedicated members of the Oregon Association of Municipal Recorders (OAMR) Bylaws Committee Chaired by Aimee Amerson and the Strategic Planning Group Chaired by Cathy Nelson have spent a significant amount of time and consideration preparing revisions to the Bylaws; and

WHEREAS, at the April 16th, 2026 OAMR Board Meeting, the Board voted to refer the bylaw changes proposed by the Strategic Planning Committee to the Bylaws Committee for review; and

WHEREAS, on June 18th, 2026, the Bylaws Committee met and reviewed the proposed bylaw update; and

WHEREAS, on July 27th, 2026, the OAMR Board voted to refer the proposed changes to the OAMR membership at the Annual Business meeting for its consideration; and

WHEREAS, on July 27th, 2026, the OAMR Board directed the Nominating Committee to develop a transition plan to accommodate the new board positions with an effective date of September 24, 2027.

NOW, THEREFORE, BE IT RESOLVED, that the OAMR membership adopts the proposed changes to the OAMR Bylaws, Article V as set forth in Exhibit A, attached hereto.

ADOPTED by the Oregon Association of Municipal Recorders Membership and **SIGNED** by the President on this 24th day of September 2026.

_____
Scott Stauffer, OAMR President

ATTEST: _____
Melissa Martin, OAMR Secretary

OREGON ASSOCIATION OF MUNICPAL RECORDERS
RESOLUTION NO. 2026-03

A RESOLUTION SELECTING _____ AS THE LOCATION VENUE FOR THE 2028 OAMR ANNUAL CONFERENCE.

WHEREAS, the many dedicated members of the Oregon Association of Municipal Recorders (OAMR) Events & Fundraising Committee Facilities Subcommittee chaired by Jamie Young have worked countless hours over the past year to conduct a request for proposals process to solicit bids from suitable conference venues; and

WHEREAS, the Events & Fundraising Committee Facilities Subcommittee presented a report of the venues that could meet the associations conference needs and met bid criteria during the 2026 OAMR Annual Business Meeting; and

WHEREAS, venues are selected based on their ability to meet OAMR's conference needs, including venue size, number of meeting and banquet facilities, number of hotel rooms, etc. and the four-year location rotation schedule; and

WHEREAS, the OAMR membership feels that _____ is the best suitable location to host the 2028 OAMR Annual Conference.

NOW, THEREFORE, BE IT RESOLVED, that the OAMR membership selects _____ as the location venue for the 2028 OAMR Annual Conference.

ADOPTED by the Oregon Association of Municipal Recorders Membership and **SIGNED** by the President on this 24th day of September 2026.

_____
Scott Stauffer, OAMR President

ATTEST: _____
Melissa Martin, OAMR Secretary

OARD REPORT

Tiered Membership Dues Proposal

Meeting Date: September 24, 2026
Source of Item: Claudia Cisneros & Kim Herring via Budget Committee

Contact: Claudia Cisneros, Vice President
Contact Telephone Number: 503-435-5702
Contact E-Mail: claudia.cisneros@mcminnvilleoregon.gov

BACKGROUND

Alex Downing presented a tiered membership dues proposal at the 2025 OAMR Annual Conference in Eugene, OR (Exhibit A). Throughout the FY25/26 year, several committees – Membership, Digital Assets, Strategic Planning, Retired Clerks, and Budget – and the Board discussed and provided input on the proposal. Based on collective support for the structural dues change proposal, the Budget Committee recommends enacting these updated membership dues for FY26/27 year and has incorporated them into the upcoming budget.

FY 26/27 MEMBERSHIP DUES CHANGES

Membership Type	Membership Description	% of Membership	Current Annual Dues	Proposed Annual Dues	Change from Current
Full – small city	Cities with populations under 5,000	35%	$90	$90	No change
Full – special district or medium city	Special districts or cities with populations 5,000-50,000	47%	$90	$110	+$20 (22.22%)
Full – large city	Cities with populations over 50,000	12%	$90	$130	+$40 (44.44%)
Associate	Oregon Legislative Government Body employees who do not meet Full Member qualifications	2%	$65	$75	+$10 (15%)
Honorary/Retired	OAMR members who have reached retirement	3.5%	$55	$0	-$55 (-100%)
Corporate	OAMR sponsors or companies that seek an affiliation with OAMR	0.5%	$65	$100	+$35 (54%)

Estimated annual revenue (based on 186 members)	$18,470	$2,520 (15.8%)

The proposed FY 26/27 tiered membership dues provide a moderate increase in revenue to support OAMR's increased operating expenses, including higher costs for speakers, food and beverages, and other event-related expenses due to inflation. The overwhelming majority of OAMR membership will have no change or a minimal change to their dues. The shift in structure (flat to tiered) will position OAMR to make equitable increases to membership dues in the future as the need arises.

The Budget Committee will monitor implementation (compliance, hardship requests, etc.) in FY 26/27 and can adjust the dues amounts and collection process for future years if needed.

MEMBERSHIP OPTIONS

- Adopt the new tiered membership dues structure. The new membership dues are already included in the proposed 2026-2027 OAMR budget being proposed by Treasurer Herring and VP Cisneros.

- Reject the new tiered membership dues structure and direct the Budget Committee to update the 2026-2027 OAMR budget to reflect this.

RECOMMENDATION

On behalf of the Budget Committee, Vice President Cisneros, Treasurer Herring, and Budget Committee Members recommend that the membership approve the proposed tiered membership dues structure via resolution (Exhibit B).

SUGGESTED MOTION

I move to approve the 2026-2027 new OAMR tiered membership dues as proposed.

ATTACHMENTS

A. 2025 Tiered Membership Dues Proposal
B. Resolution No. 2026-02

Exhibit A

OAMR BOARD REPORT

Tiered Membership Dues Proposal

Meeting Date: September 25, 2025
Source of Item: Individual via Budget Committee

Contact: Alex Downing
Contact Telephone Number: 541-766-6901
Contact E-Mail: alex.downing@corvallisoregon.gov

BACKGROUND

The Oregon Association of Municipal Records (OAMR) currently operates with a flat, annual membership dues structure:

OAMR Current Dues Structure		
Membership Type	**% of Membership**	**Annual Dues**
Full	94%	$90
Associate	2%	$65
Retired	0.5%	$55
Honorary	3%	$0
Corporate	0.5%	$65

Estimated annual revenue	Based on 200 members	$17,300

Incorporating research, analysis, and OAMR member outreach conducted by members of the Budget Committee, this proposal presents a path toward implementing a tiered membership dues structure based on municipal population size.

RELATED POLICIES/BUDGET CONSIDERATIONS

Policy and budget considerations include:

- Vertical equity philosophy: This approach embodies the principle of vertical equity, ensuring that members with greater resources (larger municipalities with higher budgets) contribute proportionally more than those with fewer resources (smaller municipalities with lower budgets)
- Comparator research findings: see Attachment A
- Increased revenue to support OAMR Strategic goals:
  - Strategic Goal 1 – Expand training opportunities (ex: partially subsidize the increasing costs of trainers and speakers)
  - Strategic Goal 4 – Foster partnerships with other professional organizations to expand training opportunities (ex: purchasing an exhibitor booth at the League of Oregon Cities Conference)
  - Strategic Goal 8 – Explore securing organization staffing resources through an outside entity to support the administrative tasks of the organization (ex: hiring an outside bookkeeper)
  - Strategic Goal 10 – Restructure networking opportunities that focus on building relationships and being inclusive (ex: continuing to attract City Recorders from smaller cities with smaller budgets)

An example of a tiered dues structure is outlined in Attachment B. This example is provided to illustrate the concept and allow OAMR members to plan for possible dues increases in their 2026-2027 budgets. The amounts are not being formally proposed but the table does illustrate the maximum increases OAMR members could see in 2027 for planning purposes.

Shifting to a tiered dues structure will position the organization to make any necessary increases to membership dues in a way that support operations, while sustaining the membership.

BOARD OPTIONS
Take no action to maintain the flat, $90 dues structure or make a motion to pursue the tiered membership dues structure.

RECOMMENDATION
The recommendation is for the Board to consider taking a first step in transitioning to a tiered membership dues structure. If the Board gives this direction, OAMR members – specifically the Budget Committee – can continue the work required to incorporate these changes to next year's budget. This work would include:

- Finalization of new dues: New dues amounts will match the revenue needs of the organization and will be proposed by the Budget Committee and adopted by the Board in 2026, with an effective date of January 2027.
- Member education: Any increases in dues will be communicated to OAMR members and tied directly to member benefits.
- Process development: Members will work through dues collection, compliance monitoring, and dues reduction request processes.
- Coordination with other OAMR committees: The Budget Committee will coordinate with other OAMR Committees for successful implementation: Membership, Digital Assets, Education, and Strategic Planning.

SUGGESTED MOTION
I move to direct the Budget Committee to incorporate a tiered membership dues structure into the development of the 2026-2027 OAMR budget for the Board's review and approval.

ATTACHMENTS
A. Comparator Research Summary
B. EXAMPLE Tiered Dues Structure

ATTACHMENT A

Comparator Dues Summary	
OAMR membership dues	$90.00
Average membership dues (governmental orgs - OMA, LOC, IIMC)	$278.50
Average membership dues (regional clerk orgs - WA, CA, AK)	$114.00
Average membership dues (records mgmt.. orgs - ARMA, ICRM, NAGARA)	$166.33

Comparator Dues Breakdown		
Entity	*Dues Type*	*Fee*
International Institute of Municipal Clerks	Tiered	based on population (see following page)
League of Oregon Cities	Flat	$650.00
Oregon City/County Management Association	Tiered	based on salary (see following page)
Oregon Mayor's Association	Tiered	based on population (see following page)
League of Oregon Cities	Flat	$650.00
Alaska Association of Municipal Clerks	Tiered	based on population (see following page)
City Clerks Association of California	Flat	$250.00
Washington Municipal Clerks Association	Flat	$100.00
ARMA International	Flat	$210.00
Institute of Certified Records Managers (ICRM)	Flat	$200.00
National Association of Government Archives and Records Administrators (NAGARA)	Flat	$89.00

IIMC	
up to 20,000	$195.00
20,001-200,000	$235.00
200,001+	$295.00

OCCMA
.00191705 times total annual salary in excess of $5,000 plus base dues ($44.50)

Oregon Mayors' Association	
1,000 or less	$110.00
1,001-5,000	$160.00
5,001-20,000	$210.00
20,001-50,000	$260.00
50,001-100,000	$310.00
100,001+	$360.00

Alaska Clerks Association	
1-2,500	$50.00
2,501-5,000	$70.00
5,001+	$100.00

ATTACHMENT B

EXAMPLE Tiered Dues Structure

Membership Type	Membership Description	% of Membership	Annual Dues	Increase from Current
Full – small city	Cities with populations under 5,000	35%	$100	$10 (11%)
Full – special district or medium city	Special districts or cities with populations 5,000-50,000	47%	$150	$60 (67%)
Full – large city	Cities with populations over 50,000	12%	$200	$110 (122%)
Associate	Oregon Legislative Government Body employees who do not meet Full Member qualifications	2%	$75	$10 (15%)
Honorary/Retired	OAMR members that have reached retirement	3.5%	$0[a]	Reduced to no dues fee
Corporate	OAMR sponsors or companies that seek an affiliation with OAMR	0.5%	$100	$35 (54%)

Estimated annual revenue (based on 200 members)	$26,300	$9,000 (52%)

[a] The Membership Committee recommended $20 dues for retired clerks. If the proposal moves forward, the Budget Committee will continue this conversation with the Membership Committee.

First Name	Last Name	City	Membership Type (if not Regular)	Current Dues
Lilly	Alarcon-Strong	Hermiston	Full	$ 90.00
Desyree	Ambriz	Gervais	Full	$ 90.00
Aimee	Amerson	Carlton	Full	$ 90.00
Tere	Andrews	JUNCTION CITY	Full	$ 90.00
Alissa	Angelo	Stayton	Full	$ 90.00
Traci	Archer	Gates	Full	$ 90.00
Teri	Bacus	Pilot Rock	Full	$ 90.00
Tami	Bannick	Gladstone	Full	$ 90.00
Tori	Barnett	Ontario	Full	$ 90.00
Lindsay	Bartholomew	Tigard	Full	$ 90.00
Rachael	Bateman	Cornelius	Full	$ 90.00
Maya	Benham	Canby	Full	$ 90.00
Hanna	Bentley	Warrenton	Full	$ 90.00
Donna	Biggerstaff	Pendleton	Full	$ 90.00
Joanna	Bilbrey	Myrtle Creek	Full	$ 90.00
Melissa	Bisset	Keizer	Full	$ 90.00
Wenonah	Blanchette	Gaston	Full	$ 90.00
Phyllis	Bolman	Monmouth	Full	$ 90.00
Ashley	Bontje	Bend	Full	$ 90.00
Caitlin	Born	Creswell	Full	$ 90.00
Taryn	Brown	Estacada	Full	$ 90.00
Rhonda	Bryan	REEDSPORT	Full	$ 90.00
Monica	Burmeister	Sisters	Full	$ 90.00
Denise	Carey	Estacada	Honorary	$ -
Claudia	Cisneros	McMinnville	Full	$ 90.00
Alex	Coffey	Issaquah	Corporate	$ 65.00
Michelle	Connor	Detroit	Full	$ 90.00
Stacie	Cook	Mill City	Full	$ 90.00
Amy	Cram	Garibaldi	Full	$ 90.00
Tracy	Davis	Salem	Honorary	$ -
Sheena	Dickerman	Albany	Full	$ 90.00
Alex	Downing	Corvallis	Full	$ 90.00
Samantha	Dragt	Lowell	Full	$ 90.00
Julie	Drinkwater	Tigard	Associate	$ 65.00
Kayla	Duddy	Redmond	Full	$ 90.00
Hilary	Dumitrescu	Silverton	Full	$ 90.00
Sammy	Egbert	Coburg	Full	$ 90.00

First Name	Last Name	City	Membership Type (if not Regular)	Current Dues
Michele	Eldridge	Harrisburg	Honorary	$ -
Amie	Ell	The Dalles	Full	$ 90.00
Lisa	Figueroa	Goodyear	Honorary	$ -
julie	fisher	Lebanon	Full	$ 90.00
Angela	Fowler	Yamhill	Full	$ 90.00
Karen	Frerk	Grants Pass	Full	$ 90.00
Erik	Glover	Albany	Full	$ 90.00
Jessica	Gomez	Beaverton	Full	$ 90.00
Jennifer	Gray	Hood River	Full	$ 90.00
Rebecca	Green	Sisters	Full	$ 90.00
Julie	Hall	Grants Pass	Full	$ 90.00
Courteney	Halstead	Lakeside	Full	$ 90.00
Kierza	Hammill	Clatskanie	Full	$ 90.00
Linda	Hansen	Donald	Full	$ 90.00
Beau	Hart	Sutherlin	Full	$ 90.00
Laural	Hawkins	Lake Oswego	Full	$ 90.00
Julie	Hedden	Hubbard	Full	$ 90.00
Kimberly	Herring	Dallas	Full	$ 90.00
June	Hinojosa	Bandon	Full	$ 90.00
Chelsea	Hollis	Tillamook	Full	$ 90.00
Marina	Hovious	Portland	Full	$ 90.00
Teresa	Howard	West Linn	Full	$ 90.00
Karen	Howton	Island City	Full	$ 90.00
Cindy	Hughes	Eagle Point	Full	$ 90.00
Martinne	Ingram	Chiloquin	Full	$ 90.00
JESSICA	ISLEY	CONDON	Full	$ 90.00
kimmie	jackson	yachats	Full	$ 90.00
Maycie	Jaehnig	North Bend	Full	$ 90.00
Grace	Jelks	Salem	Full	$ 90.00
Penny	Jenkins	Drain	Full	$ 90.00
Luria	Jepson	Bay City	Full	$ 90.00
Amy	Johnson	Salem	Full	$ 90.00
Karin	Johnson	Independence	Honorary	$ -
Natasha	Johnson	Amity	Full	$ 90.00
Paul	Johnson	Toledo	Full	$ 90.00
Kim	Jordan	Seaside	Full	$ 90.00
Makenna	Kackley	Albany	Full	$ 90.00

First Name	Last Name	City	Membership Type (if not Regular)	Current Dues
Sam	Kaufmann	Beaverton	Full	$ 90.00
Kara	Kerpan	Happy Valley	Full	$ 90.00
Tara	Kinney	Elgin	Full	$ 90.00
Jessica	Klarr	Cottage Grove	Full	$ 90.00
Alissa	Kolodzinski	Ashland	Full	$ 90.00
Shiela	Kowing	Mount Vernon	Full	$ 90.00
Tami	Kowing	Canyon City	Full	$ 90.00
Carol	Krager	Tigard	Full	$ 90.00
Megan	Langan	Baker City	Full	$ 90.00
Angie	Lanter	Banks	Full	$ 90.00
Katie	LaSala	Eugene	Full	$ 90.00
Evan	Lee	Oregon City	Full	$ 90.00
Lori	Lesmeister	North Plains	Full	$ 90.00
Devree	Leymaster	Fairview	Full	$ 90.00
Wendy	Lynn	Portland	Full	$ 90.00
Shannon	Macias	Lincoln City	Full	$ 90.00
Nicole	Madigan	Milwaukie	Full	$ 90.00
Sherri	Marineau	NEWPORT	Full	$ 90.00
Rebecca	Markham	Sandy	Full	$ 90.00
Amber	Mathiesen	Salem	Full	$ 90.00
Keelan	McClymont	Portland	Full	$ 90.00
Meghan	McGee	Happy Valley	Full	$ 90.00
Molly	McGuire	Sodaville	Full	$ 90.00
Alex	McHaddad	Elgin	Full	$ 90.00
Sara	McKinney	Eugene	Full	$ 90.00
Victoria	McKinney	Arlington	Full	$ 90.00
Amanda	Metcalf	La Pine	Full	$ 90.00
Amanda	Mickles	Boardman	Full	$ 90.00
John-Paul	Miller	Lake Oswego	Full	$ 90.00
Jennifer	Mirabile	Veneta	Full	$ 90.00
Kathy	Mollusky	West Linn	Full	$ 90.00
Lily	Morgan	Gold Hill	Full	$ 90.00
Melissa	Morris	Newberg	Full	$ 90.00
Nicole	Morris	Tualatin	Full	$ 90.00
Kelly	Morse	Redmond	Full	$ 90.00
Lea	Moyer	Fossil	Full	$ 90.00
Sylvia	Murphy	Sherwood	Full	$ 90.00

First Name	Last Name	City	Membership Type (if not Regular)	Current Dues
Kenzie	Nagel	Dundee	Full	$ 90.00
Cathy	Nelson	Harrisburg	Full	$ 90.00
Rachel	Neuenschwander	Central Point	Full	$ 90.00
Donna	Neumann	Ukiah	Full	$ 90.00
Amy	Nytes	Roseburg	Full	$ 90.00
Diane	Oliver	Rogue River	Full	$ 90.00
Renea	Oravetz	Salem	Full	$ 90.00
Brooklyn	Osterhage	Brookings	Full	$ 90.00
Anthony	Pagano	Gold Beach	Full	$ 90.00
Stephanie	Patterson	Powers	Full	$ 90.00
Kathy	Payne	St. Helens	Full	$ 90.00
Heather	Pierson	Woodburn	Full	$ 90.00
Patricia Trish	Pinkerton	Redmond	Associate	$ 65.00
Kirsti	Pizzuto	Aumsville	Full	$ 90.00
Keli	Pollock	Madras,	Full	$ 90.00
Ruth	Post	Philomath	Honorary	$ -
Kerry	Prosser	Sisters	Full	$ 90.00
Allyson	Pulido	Springfield	Full	$ 90.00
Grace	Reed	lebanon	Full	$ 90.00
Jann	Reed	Sandy	Full	$ 90.00
Susan	Reeves	Scappoose	Full	$ 90.00
Colleen	Resch	Sherwood	Full	$ 90.00
Kennedee	Richardson	Lafayette	Full	$ 90.00
Kat	Ricker	Newberg	Full	$ 90.00
Teresa	Ridgley	Canby	Full	$ 90.00
Amber	Rios	Hillsboro	Full	$ 90.00
Mindy	Roberts	Cottage Grove	Full	$ 90.00
Crystal	Robles	Molalla	Full	$ 90.00
Omega	Rodela Garces	Sheridan	Full	$ 90.00
Stuart	Rodgers	Aurora	Full	$ 90.00
Lori	Ross	Harrisburg	Full	$ 90.00
Dawn	Russ	Glendale	Full	$ 90.00
Myra	Russell	Independence	Full	$ 90.00
Valerie	Russell	Haines	Full	$ 90.00
Sue	Ryan	Beavertin	Full	$ 90.00
SIERRA	SALVEY	Weston	Full	$ 90.00
Nanci	Sandoval	Umatilla	Full	$ 90.00

First Name	Last Name	City	Membership Type (if not Regular)	Current Dues
Lisa	Scholl	St. Helens	Full	$ 90.00
Dawne	Shaw	Umatilla	Retired	$ 55.00
Winnie	Shepard	Medford	Full	$ 90.00
Sarah	Skroch	Troutdale	Full	$ 90.00
Ronnie	Smith	King City	Full	$ 90.00
Scott	Stauffer	Milwaukie	Full	$ 90.00
Leanne	Steadman	Milton-Freewater	Full	$ 90.00
Krystal	Stevens	Willamina	Full	$ 90.00
CHRISTINA	STILL	GRESHAM	Full	$ 90.00
Stacey	Stockhoff	La Grande	Full	$ 90.00
Amy	Szilagyi	Mosier	Full	$ 90.00
Jackie	Taylor	Oakridge	Full	$ 90.00
Christie	Teets	Molalla	Full	$ 90.00
Rachel	Thomas	Newberg	Full	$ 90.00
Melissa	Thompson	Rockaway Beach	Full	$ 90.00
Jen	Thul	Athena	Full	$ 90.00
MEGAN	TORRES	Waldport	Full	$ 90.00
Nicole	Tritten	Westfir	Full	$ 90.00
Gloria	Tucker	Newport	Full	$ 90.00
Yuriy	Ukhach	Nehalem	Full	$ 90.00
Micki	Valentine	Lyons	Full	$ 90.00
Doni	Van Dolah	Maupin	Associate	$ 65.00
Rosa	Van Gordon	Phoenix	Full	$ 90.00
Rocio	Vargas	Dayton	Full	$ 90.00
Kimberly	Veliz	Wilsonville	Full	$ 90.00
Kitty	Vodrup	Junction City	Full	$ 90.00
Angela	Watson	Jacksonville	Full	$ 90.00
Crystal	Weber	Philomath	Full	$ 90.00
Lindsey	White	Florence	Full	$ 90.00
Jakob	Wiley	Oregon City	Full	$ 90.00
Alexandra	Wilson	Estacada	Full	$ 90.00
Dawn	Wilson	Keizer	Full	$ 90.00
Mariah	Woods	Forest Grove	Full	$ 90.00
Kathy	Woosley	Cascade Locks	Full	$ 90.00
Sarah	Wright	John Day	Honorary	$ -
Jamie	Young	Lincoln City	Full	$ 90.00
Jennifer	Zarazua	Springfield	Associate	$ 65.00

First Name	Last Name	City	Membership Type (if not Regular)	Current Dues
Leilani	Beck	Jordan Valley	Full	$ 90.00
Sarah	Bossenbroek	Maywood Park	Full	$ 90.00
Amanda	Chavez	Lakeside	Full	$ 90.00
Michele	Diaz	Oak Grove	Full	$ 90.00
Joe	Dittberner	Phoenix	Full	$ 90.00
Pamela	Dornbusch	Monmouth	Full	$ 90.00
Whitney	Harvey	Estacada	Full	$ 90.00
Carl	Hoffman	Salem	Full	$ 90.00
Brianna	Hutley	Jefferson	Full	$ 90.00
Erica	Jacobson	Medford	Full	$ 90.00
Kim	Karber	Columbia City	Full	$ 90.00
Stepha	Kvokov	Warrenton	Full	$ 90.00
JENNIFER	MESPELT	Pilot Rock	Full	$ 90.00
Aubrey	Minear	Hillsboro	Full	$ 90.00
Neal	Morphis	Yachats	Full	$ 90.00
Ryan	Nolan	Rogue River	Full	$ 90.00
Alixandrea	Owens	Warrenton	Full	$ 90.00
Crystal	Rey	Spray	Full	$ 90.00
Susan	Roberts	Culver	Full	$ 90.00
Allison	Schwister	McMinnville	Full	$ 90.00
Becky	Sturm	North Powder	Full	$ 90.00
Kelli	Torres	Nyssa	Full	$ 90.00
Lacey	Townsend	Hillsboro	Full	$ 90.00
Christine	Veselik	Gold Hill	Full	$ 90.00
Mary	Dibble	Albany	Associate	$ 65.00

City	Population	Population Tier
West Scio	14	Small
Tygh Valley	16	Small
Crescent Lake	18	Small
Brogan	20	Small
Beatty	22	Small
Lonerock	23	Small
Juntura	26	Small
Granite	30	Small
Shaniko	30	Small
Antelope	39	Small
Peoria	40	Small
Unity	44	Small
Fort Hill	49	Small
Bellfountain	54	Small
Wamic	65	Small
Black Butte Ranch	66	Small
Cayuse	72	Small
Government Camp	78	Small
Pine Grove	78	Small
Prescott	80	Small
Plush	84	Small
Sportsmans Park	84	Small
Rowena	104	Small
Cascadia	107	Small
McKay	111	Small
Summerville	115	Small
Monument	116	Small
Chemult	120	Small
Wallowa Lake	120	Small
Idaville	125	Small
Fort Klamath	130	Small
Dayville	132	Small
Alsea	133	Small
Mitchell	135	Small
Days Creek	136	Small
Spray	137	Small
Barlow	140	Small
Jordan Valley	140	Small

City	Population	Population Tier
Beaver Marsh	145	Small
Jeffers Gardens	146	Small
Cloverdale	147	Small
Idanha	156	Small
Adrian	157	Small
Bly	158	Small
Shedd	159	Small
Seneca	162	Small
Meacham	165	Small
Grass Valley	167	Small
Crane	168	Small
Ukiah	168	Small
Long Creek	171	Small
Richland	171	Small
Detroit	179	Small
Kings Valley	184	Small
Rhododendron	184	Small
Fair Oaks	186	Small
Helix	188	Small
Neskowin	188	Small
Elkton	189	Small
Parkdale	189	Small
Winchester Bay	201	Small
Harper	203	Small
Sumpter	210	Small
Deer Island	214	Small
Lexington	216	Small
Summit	221	Small
Waterloo	224	Small
Beaver	227	Small
Pronghorn	229	Small
Barnesdale	231	Small
Imbler	241	Small
Hebo	243	Small
Cape Meares	249	Small
Westfir	252	Small
Kerby	253	Small
Kirkpatrick	258	Small

City	Population	Population Tier
Lostine	259	Small
Paisley	259	Small
Alpine	262	Small
Wedderburn	266	Small
Nehalem	272	Small
New Pine Creek	272	Small
Holley	273	Small
Dillard	276	Small
Silver Lake	279	Small
Rufus	285	Small
Gardiner	286	Small
Brooks	289	Small
Marion	289	Small
Butteville	290	Small
Ochoco West	292	Small
River Point	292	Small
Dilley	305	Small
Ione	315	Small
Nesika Beach	328	Small
Langlois	331	Small
Camp Sherman	333	Small
Cheshire	333	Small
Crescent	348	Small
Annex	358	Small
Halfway	370	Small
Sodaville	372	Small
Tutuilla	372	Small
Neahkahnie	378	Small
Westport	378	Small
Adams	379	Small
Mount Hood	379	Small
Haines	383	Small
Gopher Flats	385	Small
Rocky Point	385	Small
Gilchrist	386	Small
Moro	388	Small
Riverside	390	Small
Trent	406	Small

City	Population	Population Tier
Scotts Mills	412	Small
Bonanza	415	Small
Maupin	416	Small
Gates	418	Small
St. Paul	418	Small
Wheeler	426	Small
Butte Falls	433	Small
Fossil	441	Small
Wimer	441	Small
Wasco	450	Small
Mosier	461	Small
Pine Hollow	478	Small
Oregon Shores	485	Small
North Powder	490	Small
Marcola	500	Small
Oceanside	500	Small
Elmira	510	Small
Huntington	514	Small
Labish Village	517	Small
Crabtree	522	Small
Rivergrove	527	Small
Johnson City	546	Small
Mount Vernon	556	Small
Mapleton	561	Small
Crawfordsville	573	Small
Netarts	590	Small
Seventh Mountain	592	Small
Mehama	594	Small
Cherry Grove	611	Small
Echo	612	Small
Cove	613	Small
Fairview	619	Small
Dufur	627	Small
Trail	629	Small
Orient	635	Small
Pleasant Valley	636	Small
Arlington	643	Small
O'Brien	648	Small

City	Population	Population Tier
Canyon City	650	Small
Gaston	660	Small
San Marine	660	Small
Manzanita	664	Small
Umapine	666	Small
Neotsu	684	Small
Weston	689	Small
Monroe	691	Small
Takilma	697	Small
Green Meadows	700	Small
Powers	707	Small
Prospect	712	Small
Condon	718	Small
Jasper	718	Small
Lacomb	720	Small
Tumalo	737	Small
Lookingglass	739	Small
Malin	745	Small
Chiloquin	772	Small
Maywood Park	781	Small
Melrose	812	Small
Garibaldi	820	Small
Prairie City	833	Small
Merrill	838	Small
Wallowa	846	Small
Glendale	868	Small
Tetherow	895	Small
Selma	941	Small
Halsey	945	Small
Scio	955	Small
Glasgow	959	Small
Oakland	961	Small
Donald	992	Small
Bayside Gardens	1,005	Small
Svensen	1,015	Small
Yachats	1,019	Small
Mission	1,021	Small
Falcon Heights	1,022	Small

City	Population	Population Tier
Foots Creek	1,029	Small
Adair Village	1,040	Small
Running Y Ranch	1,040	Small
Metolius	1,049	Small
Yoncalla	1,052	Small
Falls City	1,072	Small
Heppner	1,074	Small
Aurora	1,102	Small
South Lebanon	1,104	Small
Island City	1,107	Small
Port Orford	1,125	Small
Yamhill	1,155	Small
Athena	1,171	Small
Knappa	1,181	Small
Bayshore	1,195	Small
Williams	1,198	Small
Drain	1,206	Small
Lyons	1,206	Small
Siletz	1,214	Small
Joseph	1,224	Small
Riddle	1,231	Small
Tangent	1,244	Small
Pilot Rock	1,287	Small
Lowell	1,290	Small
Terrebonne	1,308	Small
Coburg	1,310	Small
Gold Hill	1,311	Small
Dexter	1,335	Small
Cascade Locks	1,347	Small
Grand Ronde	1,347	Small
New Hope	1,370	Small
Bay City	1,385	Small
Rose Lodge	1,390	Small
Dunes City	1,393	Small
Rockaway Beach	1,446	Small
Glide	1,455	Small
Ruch	1,500	Small
Cannon Beach	1,504	Small

City	Population	Population Tier
Depoe Bay	1,532	Small
Sunriver	1,547	Small
Warren	1,563	Small
Stafford	1,565	Small
Prineville Lake Acres	1,582	Small
Hines	1,611	Small
John Day	1,654	Small
Canyonville	1,674	Small
Elgin	1,677	Small
Chenoweth	1,682	Small
Barview	1,697	Small
Culver	1,712	Small
Amity	1,765	Small
Clatskanie	1,773	Small
Banks	1,785	Small
Durham	1,806	Small
Lakeside	1,824	Small
Merlin	1,864	Small
Harbor	1,906	Small
Gearhart	1,909	Small
Columbia City	1,938	Small
Rainier	1,938	Small
Brownsville	1,949	Small
Pacific City	1,950	Small
Vale	1,952	Small
Mill City	1,999	Small
Irrigon	2,004	Small
Cave Junction	2,040	Small
Stanfield	2,067	Small
Union	2,096	Small
Enterprise	2,179	Small
Saunders Lake	2,208	Small
Dunthorpe	2,209	Small
Carlton	2,227	Small
Mulino	2,228	Small
Waldport	2,259	Small
Willamina	2,263	Small
Bunker Hill	2,268	Small

City	Population	Population Tier
Gold Beach	2,311	Small
Rogue River	2,319	Small
Warm Springs	2,330	Small
Keno	2,351	Small
Turner	2,355	Small
Vernonia	2,455	Small
Myrtle Point	2,463	Small
Lakeview	2,476	Small
Boring	2,484	Small
Gervais	2,514	Small
La Pine	2,567	Small
Dayton	2,637	Small
Heceta Beach	2,653	Small
Burns	2,693	Small
Sublimity	2,874	Small
Jacksonville	2,885	Small
Sisters	2,918	Small
Lincoln Beach	2,962	Small
Shady Cove	3,046	Small
Oakridge	3,104	Small
Dundee	3,133	Small
Odell	3,190	Small
Jefferson	3,221	Small
Nyssa	3,281	Small
Bandon	3,288	Small
Hubbard	3,330	Small
North Plains	3,334	Small
Eagle Crest	3,419	Small
Redwood	3,437	Small
Mount Angel	3,447	Small
Toledo	3,492	Small
Myrtle Creek	3,516	Small
Millersburg	3,539	Small
Juniper Canyon	3,561	Small
Harrisburg	3,729	Small
Tri-City	3,780	Small
Three Rivers	3,949	Small
Coquille	3,972	Small

City	Population	Population Tier
Metzger	3,974	Small
Aumsville	4,108	Small
Roseburg North	4,120	Small
Reedsport	4,321	Small
Phoenix	4,377	Small
Beavercreek	4,544	Small
Boardman	4,550	Small
Lafayette	4,597	Small
King City	4,829	Small
Wood Village	4,937	Small
Veneta	5,157	Medium
Tillamook	5,178	Medium
Creswell	5,566	Medium
Crooked River Ranch	5,580	Medium
Winston	5,706	Medium
Deschutes River Woods	5,725	Medium
Mount Hood Villages	5,829	Medium
Philomath	5,963	Medium
Estacada	6,029	Medium
Warrenton	6,233	Medium
Talent	6,343	Medium
Sheridan	6,505	Medium
Marlene Village	6,608	Medium
Brookings	6,613	Medium
West Slope	6,690	Medium
Milton-Freewater	6,861	Medium
Raleigh Hills	6,947	Medium
Seaside	7,156	Medium
Garden Home-Whitford	7,189	Medium
Junction City	7,256	Medium
Jennings Lodge	7,749	Medium
Madras	7,912	Medium
Umatilla	8,004	Medium
Stayton	8,219	Medium
Green	8,310	Medium
Hood River	8,334	Medium
Scappoose	8,419	Medium
West Haven-Sylvan	8,470	Medium

City	Population	Population Tier
Sutherlin	8,732	Medium
Cedar Hills	9,270	Medium
Bull Mountain	9,366	Medium
Florence	9,465	Medium
Astoria	9,847	Medium
North Bend	9,883	Medium
Eagle Point	9,907	Medium
Molalla	10,009	Medium
Rockcreek	10,075	Medium
Lincoln City	10,113	Medium
Silverton	10,248	Medium
Baker City	10,285	Medium
Independence	10,423	Medium
Sweet Home	10,439	Medium
Newport	10,615	Medium
Cottage Grove	10,629	Medium
River Road	10,844	Medium
Fairview	11,042	Medium
Monmouth	11,352	Medium
Gladstone	11,753	Medium
Oak Hills	11,892	Medium
White City	11,910	Medium
Ontario	11,949	Medium
Prineville	12,318	Medium
La Grande	12,952	Medium
Oatfield	12,988	Medium
Sandy	13,134	Medium
Damascus	13,194	Medium
Santa Clara	14,221	Medium
St. Helens	14,785	Medium
Troutdale	15,326	Medium
Coos Bay	15,337	Medium
The Dalles	15,636	Medium
Four Corners	16,217	Medium
Cornelius	16,440	Medium
Pendleton	17,467	Medium
Oak Grove	17,762	Medium
Canby	17,776	Medium

City	Population	Population Tier
Dallas	18,082	Medium
Central Point	19,223	Medium
Hermiston	19,518	Medium
Sherwood	19,645	Medium
Cedar Mill	20,302	Medium
Lebanon	20,527	Medium
Altamont	20,617	Medium
Ashland	20,831	Medium
Milwaukie	21,890	Medium
Klamath Falls	21,934	Medium
Hayesville	22,294	Medium
Roseburg	23,983	Medium
Wilsonville	26,097	Medium
West Linn	26,125	Medium
Newberg	26,502	Medium
Tualatin	27,049	Medium
Forest Grove	27,177	Medium
Woodburn	31,069	Medium
Happy Valley	31,321	Medium
Bethany	33,567	Medium
McMinnville	34,434	Medium
Oregon City	37,072	Medium
Keizer	38,048	Medium
Grants Pass	39,075	Medium
Redmond	39,164	Medium
Lake Oswego	39,321	Medium
Aloha	54,559	Large
Tigard	55,972	Large
Albany	57,304	Large
Springfield	60,569	Large
Corvallis	61,849	Large
Medford	84,423	Large
Beaverton	96,568	Large
Bend	107,812	Large
Gresham	108,161	Large
Hillsboro	108,223	Large
Eugene	178,213	Large
Salem	178,425	Large

City	Population	Population Tier
Portland	615,267	Large

TIER RULES — Adjust yellow cells to model different scenarios

Population Thresholds		
Tier Label	**Min Population**	**in Population (enter here)**
Small	0	0
Medium	5,000	5,000
Large	50,000	50,000

← Change the yellow thresholds to redefine Small / Medium / Large. All other sheets update automatically.

Proposed Dues by New Membership Category

New Membership Category	Pricing Type	Small City Dues ($)	Medium City Dues ($)	Large City Dues ($)	Notes
Full – Small City	Tiered	$90	—	—	*Population-based tier*
Full – Medium City	Tiered	—	$110	—	*Population-based tier*
Full – Large City	Tiered	—	—	$130	*Population-based tier*
Associate	Flat	$75	$75	$75	*Same rate regardless of city size*
Honorary / Retired	Flat	-	-	-	*Combined category; typically $0 or nominal*
Corporate	Flat	$100	$100	$100	*Same rate regardless of city size*

← Yellow cells = your inputs. Change any dues amount and the Modeled Dues & Revenue Snapshot sheets recalculate instantly.

Color Key: Yellow = Input (change these) | Blue fill = Data entry | Formulas pull from other sheets

Member First Name	Member Last Name	City	Current Membership Type	New Membership Category	City Population	Population Tier	Current Dues ($)	Modeled Dues ($)	Change ($)	Change (%)
Lilly	Alarcon-Strong	Hermiston	Full	Full – Medium City	19,518	Medium	$90	$110	$20	22.2%
Desyree	Ambriz	Gervais	Full	Full – Small City	2,514	Small	$90	$90	-	-
Aimee	Amerson	Carlton	Full	Full – Small City	2,227	Small	$90	$90	-	-
Tere	Andrews	JUNCTION CITY	Full	Full – Medium City	7,256	Medium	$90	$110	$20	22.2%
Alissa	Angelo	Stayton	Full	Full – Medium City	8,219	Medium	$90	$110	$20	22.2%
Traci	Archer	Gates	Full	Full – Small City	418	Small	$90	$90	-	-
Teri	Bacus	Pilot Rock	Full	Full – Small City	1,287	Small	$90	$90	-	-
Tami	Bannick	Gladstone	Full	Full – Medium City	11,753	Medium	$90	$110	$20	22.2%
Tori	Barnett	Ontario	Full	Full – Medium City	11,949	Medium	$90	$110	$20	22.2%
Lindsay	Bartholomew	Tigard	Full	Full – Large City	55,972	Large	$90	$130	$40	44.4%
Rachael	Bateman	Cornelius	Full	Full – Medium City	16,440	Medium	$90	$110	$20	22.2%
Maya	Benham	Canby	Full	Full – Medium City	17,776	Medium	$90	$110	$20	22.2%
Hanna	Bentley	Warrenton	Full	Full – Medium City	6,233	Medium	$90	$110	$20	22.2%
Donna	Biggerstaff	Pendleton	Full	Full – Medium City	17,467	Medium	$90	$110	$20	22.2%
Joanna	Bilbrey	Myrtle Creek	Full	Full – Small City	3,516	Small	$90	$90	-	-
Melissa	Bisset	Keizer	Full	Full – Medium City	38,048	Medium	$90	$110	$20	22.2%
Wenonah	Blanchette	Gaston	Full	Full – Small City	660	Small	$90	$90	-	-
Phyllis	Bolman	Monmouth	Full	Full – Medium City	11,352	Medium	$90	$110	$20	22.2%
Ashley	Bontje	Bend	Full	Full – Large City	107,812	Large	$90	$130	$40	44.4%
Caitlin	Born	Creswell	Full	Full – Medium City	5,566	Medium	$90	$110	$20	22.2%
Taryn	Brown	Estacada	Full	Full – Medium City	6,029	Medium	$90	$110	$20	22.2%
Rhonda	Bryan	REEDSPORT	Full	Full – Small City	4,321	Small	$90	$90	-	-
Monica	Burmeister	Sisters	Full	Full – Small City	2,918	Small	$90	$90	-	-
Denise	Carey	Estacada	Honorary	Honorary / Retired	6,029	Medium	-	-	-	-
Claudia	Cisneros	McMinnville	Full	Full – Medium City	34,434	Medium	$90	$110	$20	22.2%
Alex	Coffey	Issaquah	Corporate	Corporate	-	-	$65	$100	$35	53.8%
Michelle	Connor	Detroit	Full	Full – Small City	179	Small	$90	$90	-	-
Stacie	Cook	Mill City	Full	Full – Small City	1,999	Small	$90	$90	-	-
Amy	Cram	Garibaldi	Full	Full – Small City	820	Small	$90	$90	-	-
Tracy	Davis	Salem	Honorary	Honorary / Retired	178,425	Large	-	-	-	-
Sheena	Dickerman	Albany	Full	Full – Large City	57,304	Large	$90	$130	$40	44.4%
Alex	Downing	Corvallis	Full	Full – Large City	61,849	Large	$90	$130	$40	44.4%
Samantha	Dragt	Lowell	Full	Full – Small City	1,290	Small	$90	$90	-	-
Julie	Drinkwater	Tigard	Associate	Associate	55,972	Large	$65	$75	$10	15.4%
Kayla	Duddy	Redmond	Full	Full – Medium City	39,164	Medium	$90	$110	$20	22.2%
Hilary	Dumitrescu	Silverton	Full	Full – Medium City	10,248	Medium	$90	$110	$20	22.2%
Sammy	Egbert	Coburg	Full	Full – Small City	1,310	Small	$90	$90	-	-
Michele	Eldridge	Harrisburg	Honorary	Honorary / Retired	3,729	Small	-	-	-	-
Amie	Ell	The Dalles	Full	Full – Medium City	15,636	Medium	$90	$110	$20	22.2%
Lisa	Figueroa	Goodyear	Honorary	Honorary / Retired	-	-	-	-	-	-
julie	fisher	Lebanon	Full	Full – Medium City	20,527	Medium	$90	$110	$20	22.2%
Angela	Fowler	Yamhill	Full	Full – Small City	1,155	Small	$90	$90	-	-
Karen	Frerk	Grants Pass	Full	Full – Medium City	39,075	Medium	$90	$110	$20	22.2%
#REF!	#REF!	#REF!	#REF!	Review	-	-	#REF!	-	-	#REF!
Erik	Glover	Albany	Full	Full – Large City	57,304	Large	$90	$130	$40	44.4%
Jessica	Gomez	Beaverton	Full	Full – Large City	96,568	Large	$90	$130	$40	44.4%
Jennifer	Gray	Hood River	Full	Full – Medium City	8,334	Medium	$90	$110	$20	22.2%

Member First Name	Member Last Name	City	Current Membership Type	New Membership Category	City Population	Population Tier	Current Dues ($)	Modeled Dues ($)	Change ($)	Change (%)
Rebecca	Green	Sisters	Full	Full – Small City	2,918	Small	$90	$90	-	-
Julie	Hall	Grants Pass	Full	Full – Medium City	39,075	Medium	$90	$110	$20	22.2%
Courteney	Halstead	Lakeside	Full	Full – Small City	1,824	Small	$90	$90	-	-
Kierza	Hammill	Clatskanie	Full	Full – Small City	1,773	Small	$90	$90	-	-
Linda	Hansen	Donald	Full	Full – Small City	992	Small	$90	$90	-	-
Beau	Hart	Sutherlin	Full	Full – Medium City	8,732	Medium	$90	$110	$20	22.2%
Laural	Hawkins	Lake Oswego	Full	Full – Medium City	39,321	Medium	$90	$110	$20	22.2%
Julie	Hedden	Hubbard	Full	Full – Small City	3,330	Small	$90	$90	-	-
Kimberly	Herring	Dallas	Full	Full – Medium City	18,082	Medium	$90	$110	$20	22.2%
June	Hinojosa	Bandon	Full	Full – Small City	3,288	Small	$90	$90	-	-
Chelsea	Hollis	Tillamook	Full	Full – Medium City	5,178	Medium	$90	$110	$20	22.2%
Marina	Hovious	Portland	Full	Full – Large City	615,267	Large	$90	$130	$40	44.4%
Teresa	Howard	West Linn	Full	Full – Medium City	26,125	Medium	$90	$110	$20	22.2%
Karen	Howton	Island City	Full	Full – Small City	1,107	Small	$90	$90	-	-
Cindy	Hughes	Eagle Point	Full	Full – Medium City	9,907	Medium	$90	$110	$20	22.2%
Martinne	Ingram	Chiloquin	Full	Full – Small City	772	Small	$90	$90	-	-
JESSICA	ISLEY	CONDON	Full	Full – Small City	718	Small	$90	$90	-	-
kimmie	jackson	yachats	Full	Full – Small City	1,019	Small	$90	$90	-	-
Maycie	Jaehnig	North Bend	Full	Full – Medium City	9,883	Medium	$90	$110	$20	22.2%
Grace	Jelks	Salem	Full	Full – Large City	178,425	Large	$90	$130	$40	44.4%
Penny	Jenkins	Drain	Full	Full – Small City	1,206	Small	$90	$90	-	-
Luria	Jepson	Bay City	Full	Full – Small City	1,385	Small	$90	$90	-	-
Amy	Johnson	Salem	Full	Full – Large City	178,425	Large	$90	$130	$40	44.4%
Karin	Johnson	Independence	Honorary	Honorary / Retired	10,423	Medium	-	-	-	-
Natasha	Johnson	Amity	Full	Full – Small City	1,765	Small	$90	$90	-	-
Paul	Johnson	Toledo	Full	Full – Small City	3,492	Small	$90	$90	-	-
Kim	Jordan	Seaside	Full	Full – Medium City	7,156	Medium	$90	$110	$20	22.2%
Makenna	Kackley	Albany	Full	Full – Large City	57,304	Large	$90	$130	$40	44.4%
Sam	Kaufmann	Beaverton	Full	Full – Large City	96,568	Large	$90	$130	$40	44.4%
Kara	Kerpan	Happy Valley	Full	Full – Medium City	31,321	Medium	$90	$110	$20	22.2%
Tara	Kinney	Elgin	Full	Full – Small City	1,677	Small	$90	$90	-	-
Jessica	Klarr	Cottage Grove	Full	Full – Medium City	10,629	Medium	$90	$110	$20	22.2%
Alissa	Kolodzinski	Ashland	Full	Full – Medium City	20,831	Medium	$90	$110	$20	22.2%
Shiela	Kowing	Mount Vernon	Full	Full – Small City	556	Small	$90	$90	-	-
Tami	Kowing	Canyon City	Full	Full – Small City	650	Small	$90	$90	-	-
Carol	Krager	Tigard	Full	Full – Large City	55,972	Large	$90	$130	$40	44.4%
Megan	Langan	Baker City	Full	Full – Medium City	10,285	Medium	$90	$110	$20	22.2%
Angie	Lanter	Banks	Full	Full – Small City	1,785	Small	$90	$90	-	-
Katie	LaSala	Eugene	Full	Full – Large City	178,213	Large	$90	$130	$40	44.4%
Evan	Lee	Oregon City	Full	Full – Medium City	37,072	Medium	$90	$110	$20	22.2%
Lori	Lesmeister	North Plains	Full	Full – Small City	3,334	Small	$90	$90	-	-
Devree	Leymaster	Fairview	Full	Full – Small City	619	Small	$90	$90	-	-
Wendy	Lynn	Portland	Full	Full – Large City	615,267	Large	$90	$130	$40	44.4%
Shannon	Macias	Lincoln City	Full	Full – Medium City	10,113	Medium	$90	$110	$20	22.2%
Nicole	Madigan	Milwaukie	Full	Full – Medium City	21,890	Medium	$90	$110	$20	22.2%
Sherri	Marineau	NEWPORT	Full	Full – Medium City	10,615	Medium	$90	$110	$20	22.2%
Rebecca	Markham	Sandy	Full	Full – Medium City	13,134	Medium	$90	$110	$20	22.2%

Member First Name	Member Last Name	City	Current Membership Type	New Membership Category	City Population	Population Tier	Current Dues ($)	Modeled Dues ($)	Change ($)	Change (%)
Amber	Mathiesen	Salem	Full	Full – Large City	178,425	Large	$90	$130	$40	44.4%
Keelan	McClymont	Portland	Full	Full – Large City	615,267	Large	$90	$130	$40	44.4%
Meghan	McGee	Happy Valley	Full	Full – Medium City	31,321	Medium	$90	$110	$20	22.2%
Molly	McGuire	Sodaville	Full	Full – Small City	372	Small	$90	$90	-	-
Alex	McHaddad	Elgin	Full	Full – Small City	1,677	Small	$90	$90	-	-
Sara	McKinney	Eugene	Full	Full – Large City	178,213	Large	$90	$130	$40	44.4%
Victoria	McKinney	Arlington	Full	Full – Small City	643	Small	$90	$90	-	-
Amanda	Metcalf	La Pine	Full	Full – Small City	2,567	Small	$90	$90	-	-
Amanda	Mickles	Boardman	Full	Full – Small City	4,550	Small	$90	$90	-	-
John-Paul	Miller	Lake Oswego	Full	Full – Medium City	39,321	Medium	$90	$110	$20	22.2%
Jennifer	Mirabile	Veneta	Full	Full – Medium City	5,157	Medium	$90	$110	$20	22.2%
Kathy	Mollusky	West Linn	Full	Full – Medium City	26,125	Medium	$90	$110	$20	22.2%
Lily	Morgan	Gold Hill	Full	Full – Small City	1,311	Small	$90	$90	-	-
Melissa	Morris	Newberg	Full	Full – Medium City	26,502	Medium	$90	$110	$20	22.2%
Nicole	Morris	Tualatin	Full	Full – Medium City	27,049	Medium	$90	$110	$20	22.2%
Kelly	Morse	Redmond	Full	Full – Medium City	39,164	Medium	$90	$110	$20	22.2%
Lea	Moyer	Fossil	Full	Full – Small City	441	Small	$90	$90	-	-
Sylvia	Murphy	Sherwood	Full	Full – Medium City	19,645	Medium	$90	$110	$20	22.2%
Kenzie	Nagel	Dundee	Full	Full – Small City	3,133	Small	$90	$90	-	-
Cathy	Nelson	Harrisburg	Full	Full – Small City	3,729	Small	$90	$90	-	-
Rachel	Neuenschwander	Central Point	Full	Full – Medium City	19,223	Medium	$90	$110	$20	22.2%
Donna	Neumann	Ukiah	Full	Full – Small City	168	Small	$90	$90	-	-
Amy	Nytes	Roseburg	Full	Full – Medium City	23,983	Medium	$90	$110	$20	22.2%
Diane	Oliver	Rogue River	Full	Full – Small City	2,319	Small	$90	$90	-	-
Renea	Oravetz	Salem	Full	Full – Large City	178,425	Large	$90	$130	$40	44.4%
Brooklyn	Osterhage	Brookings	Full	Full – Medium City	6,613	Medium	$90	$110	$20	22.2%
Anthony	Pagano	Gold Beach	Full	Full – Small City	2,311	Small	$90	$90	-	-
Stephanie	Patterson	Powers	Full	Full – Small City	707	Small	$90	$90	-	-
Kathy	Payne	St. Helens	Full	Full – Medium City	14,785	Medium	$90	$110	$20	22.2%
Heather	Pierson	Woodburn	Full	Full – Medium City	31,069	Medium	$90	$110	$20	22.2%
Patricia Trish	Pinkerton	Redmond	Associate	Associate	39,164	Medium	$65	$75	$10	15.4%
Kirsti	Pizzuto	Aumsville	Full	Full – Small City	4,108	Small	$90	$90	-	-
Keli	Pollock	Madras,	Full	Full – Small City	-	-	$90	$90	-	-
Ruth	Post	Philomath	Honorary	Honorary / Retired	5,963	Medium	-	-	-	-
Kerry	Prosser	Sisters	Full	Full – Small City	2,918	Small	$90	$90	-	-
Allyson	Pulido	Springfield	Full	Full – Large City	60,569	Large	$90	$130	$40	44.4%
Grace	Reed	lebanon	Full	Full – Medium City	20,527	Medium	$90	$110	$20	22.2%
Jann	Reed	Sandy	Full	Full – Medium City	13,134	Medium	$90	$110	$20	22.2%
Susan	Reeves	Scappoose	Full	Full – Medium City	8,419	Medium	$90	$110	$20	22.2%
Colleen	Resch	Sherwood	Full	Full – Medium City	19,645	Medium	$90	$110	$20	22.2%
Kennedee	Richardson	Lafayette	Full	Full – Small City	4,597	Small	$90	$90	-	-
Kat	Ricker	Newberg	Full	Full – Medium City	26,502	Medium	$90	$110	$20	22.2%
Teresa	Ridgley	Canby	Full	Full – Medium City	17,776	Medium	$90	$110	$20	22.2%
Amber	Rios	Hillsboro	Full	Full – Large City	108,223	Large	$90	$130	$40	44.4%
Mindy	Roberts	Cottage Grove	Full	Full – Medium City	10,629	Medium	$90	$110	$20	22.2%
Crystal	Robles	Molalla	Full	Full – Medium City	10,009	Medium	$90	$110	$20	22.2%
Omega	Rodela Garces	Sheridan	Full	Full – Medium City	6,505	Medium	$90	$110	$20	22.2%

Member First Name	Member Last Name	City	Current Membership Type	New Membership Category	City Population	Population Tier	Current Dues ($)	Modeled Dues ($)	Change ($)	Change (%)
Stuart	Rodgers	Aurora	Full	Full – Small City	1,102	Small	$90	$90	-	-
Lori	Ross	Harrisburg	Full	Full – Small City	3,729	Small	$90	$90	-	-
Dawn	Russ	Glendale	Full	Full – Small City	868	Small	$90	$90	-	-
Myra	Russell	Independence	Full	Full – Medium City	10,423	Medium	$90	$110	$20	22.2%
Valerie	Russell	Haines	Full	Full – Small City	383	Small	$90	$90	-	-
Sue	Ryan	Beavertin	Full	Full – Small City	-	-	$90	$90	-	-
SIERRA	SALVEY	Weston	Full	Full – Small City	689	Small	$90	$90	-	-
Nanci	Sandoval	Umatilla	Full	Full – Medium City	8,004	Medium	$90	$110	$20	22.2%
Lisa	Scholl	St. Helens	Full	Full – Medium City	14,785	Medium	$90	$110	$20	22.2%
Dawne	Shaw	Umatilla	Retired	Honorary / Retired	8,004	Medium	$55	-	($55)	(100.0%)
Winnie	Shepard	Medford	Full	Full – Large City	84,423	Large	$90	$130	$40	44.4%
Sarah	Skroch	Troutdale	Full	Full – Medium City	15,326	Medium	$90	$110	$20	22.2%
Ronnie	Smith	King City	Full	Full – Small City	4,829	Small	$90	$90	-	-
Scott	Stauffer	Milwaukie	Full	Full – Medium City	21,890	Medium	$90	$110	$20	22.2%
Leanne	Steadman	Milton-Freewater	Full	Full – Medium City	6,861	Medium	$90	$110	$20	22.2%
Krystal	Stevens	Willamina	Full	Full – Small City	2,263	Small	$90	$90	-	-
CHRISTINA	STILL	GRESHAM	Full	Full – Large City	108,161	Large	$90	$130	$40	44.4%
Stacey	Stockhoff	La Grande	Full	Full – Medium City	12,952	Medium	$90	$110	$20	22.2%
Amy	Szilagyi	Mosier	Full	Full – Small City	461	Small	$90	$90	-	-
Jackie	Taylor	Oakridge	Full	Full – Small City	3,104	Small	$90	$90	-	-
Christie	Teets	Molalla	Full	Full – Medium City	10,009	Medium	$90	$110	$20	22.2%
Rachel	Thomas	Newberg	Full	Full – Medium City	26,502	Medium	$90	$110	$20	22.2%
Melissa	Thompson	Rockaway Beach	Full	Full – Small City	1,446	Small	$90	$90	-	-
Jen	Thul	Athena	Full	Full – Small City	1,171	Small	$90	$90	-	-
MEGAN	TORRES	Waldport	Full	Full – Small City	2,259	Small	$90	$90	-	-
Nicole	Tritten	Westfir	Full	Full – Small City	252	Small	$90	$90	-	-
Gloria	Tucker	Newport	Full	Full – Medium City	10,615	Medium	$90	$110	$20	22.2%
Yuriy	Ukhach	Nehalem	Full	Full – Small City	272	Small	$90	$90	-	-
Micki	Valentine	Lyons	Full	Full – Small City	1,206	Small	$90	$90	-	-
Doni	Van Dolah	Maupin	Associate	Associate	416	Small	$65	$75	$10	15.4%
Rosa	Van Gordon	Phoenix	Full	Full – Small City	4,377	Small	$90	$90	-	-
Rocio	Vargas	Dayton	Full	Full – Small City	2,637	Small	$90	$90	-	-
Kimberly	Veliz	Wilsonville	Full	Full – Medium City	26,097	Medium	$90	$110	$20	22.2%
Kitty	Vodrup	Junction City	Full	Full – Medium City	7,256	Medium	$90	$110	$20	22.2%
Angela	Watson	Jacksonville	Full	Full – Small City	2,885	Small	$90	$90	-	-
Crystal	Weber	Philomath	Full	Full – Medium City	5,963	Medium	$90	$110	$20	22.2%
Lindsey	White	Florence	Full	Full – Medium City	9,465	Medium	$90	$110	$20	22.2%
Jakob	Wiley	Oregon City	Full	Full – Medium City	37,072	Medium	$90	$110	$20	22.2%
Alexandra	Wilson	Estacada	Full	Full – Medium City	6,029	Medium	$90	$110	$20	22.2%
Dawn	Wilson	Keizer	Full	Full – Medium City	38,048	Medium	$90	$110	$20	22.2%
Mariah	Woods	Forest Grove	Full	Full – Medium City	27,177	Medium	$90	$110	$20	22.2%
Kathy	Woosley	Cascade Locks	Full	Full – Small City	1,347	Small	$90	$90	-	-
Sarah	Wright	John Day	Honorary	Honorary / Retired	1,654	Small	-	-	-	-
Jamie	Young	Lincoln City	Full	Full – Medium City	10,113	Medium	$90	$110	$20	22.2%
Jennifer	Zarazua	Springfield	Associate	Associate	60,569	Large	$65	$75	$10	15.4%
Leilani	Beck	Jordan Valley	Full	Full – Small City	140	Small	$90	$90	-	-
Sarah	Bossenbroek	Maywood Park	Full	Full – Small City	781	Small	$90	$90	-	-

Member First Name	Member Last Name	City	Current Membership Type	New Membership Category	City Population	Population Tier	Current Dues ($)	Modeled Dues ($)	Change ($)	Change (%)
Amanda	Chavez	Lakeside	Full	Full – Small City	1,824	Small	$90	$90	-	-
Michele	Diaz	Oak Grove	Full	Full – Medium City	17,762	Medium	$90	$110	$20	22.2%
Joe	Dittberner	Phoenix	Full	Full – Small City	4,377	Small	$90	$90	-	-
Pamela	Dornbusch	Monmouth	Full	Full – Medium City	11,352	Medium	$90	$110	$20	22.2%
Whitney	Harvey	Estacada	Full	Full – Medium City	6,029	Medium	$90	$110	$20	22.2%
Carl	Hoffman	Salem	Full	Full – Large City	178,425	Large	$90	$130	$40	44.4%
Brianna	Hutley	Jefferson	Full	Full – Small City	3,221	Small	$90	$90	-	-
Erica	Jacobson	Medford	Full	Full – Large City	84,423	Large	$90	$130	$40	44.4%
Kim	Karber	Columbia City	Full	Full – Small City	1,938	Small	$90	$90	-	-
Stepha	Kvokov	Warrenton	Full	Full – Medium City	6,233	Medium	$90	$110	$20	22.2%
JENNIFER	MESPELT	Pilot Rock	Full	Full – Small City	1,287	Small	$90	$90	-	-
Aubrey	Minear	Hillsboro	Full	Full – Large City	108,223	Large	$90	$130	$40	44.4%
Neal	Morphis	Yachats	Full	Full – Small City	1,019	Small	$90	$90	-	-
Ryan	Nolan	Rogue River	Full	Full – Small City	2,319	Small	$90	$90	-	-
Alixandrea	Owens	Warrenton	Full	Full – Medium City	6,233	Medium	$90	$110	$20	22.2%
Crystal	Rey	Spray	Full	Full – Small City	137	Small	$90	$90	-	-
Susan	Roberts	Culver	Full	Full – Small City	1,712	Small	$90	$90	-	-
Allison	Schwister	McMinnville	Full	Full – Medium City	34,434	Medium	$90	$110	$20	22.2%
Becky	Sturm	North Powder	Full	Full – Small City	490	Small	$90	$90	-	-
Kelli	Torres	Nyssa	Full	Full – Small City	3,281	Small	$90	$90	-	-
Lacey	Townsend	Hillsboro	Full	Full – Large City	108,223	Large	$90	$130	$40	44.4%
Christine	Veselik	Gold Hill	Full	Full – Small City	1,311	Small	$90	$90	-	-
Mary	Dibble	Albany	Associate	Associate	57,304	Large	$65	$75	$10	15.4%

REVENUE SNAPSHOT

By New Membership Category				
New Membership Category	**# Members**	**Current Revenue ($)**	**Modeled Revenue ($)**	**Revenue Change ($)**
Full – Small City	85	$7,650	$7,650	-
Full – Medium City	85	$7,650	$9,350	$1,700
Full – Large City	26	$2,340	$3,380	$1,040
Associate	5	$325	$375	$50
Honorary / Retired	8	$55	-	($55)
Corporate	1	$65	$100	$35
TOTAL	**210**	**$18,085**	**$20,855**	**$2,770**

OVERALL SUMMARY

Total Current Revenue	**$18,085**	based on 210 members
Total Modeled Revenue	**$20,855**	based on 210 members
Net Revenue Change ($)	**$2,770**	
Net Revenue Change (%)	**15.3%**	

← This sheet recalculates automatically when you update dues amounts in Tier Rules or add members in Members.

NOTES ON REVENUE SNAPSHOT

- Revenue Snapshot is based on current 210 members (as of 9/9/2026)

ITEMS FOR BUDGET COMMITTEE TO DISCUSS

- What to do with/how to categorize special districts? - USE POPULATION OF SPECIAL DISTRICT

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
RESOLUTION NO. 2026-04

A RESOLUTION TO ADOPT A TIERED MEMBERSHIP DUES STRUCTURE FOR THE 2026-2027 FISCAL YEAR.

WHEREAS, Alex Downing presented a tiered membership dues proposal at the 2025 OAMR Annual Conference in Eugene, Oregon; and

WHEREAS, throughout the FY25/26 year, the Membership, Digital Assets, Strategic Planning, Retired Clerks, and Budget Committees, as well as the OAMR Board, discussed and provided input on the proposed tiered membership dues structure; and

WHEREAS, the proposed structural change to membership dues received collective support, and the Budget Committee recommends implementing the updated membership dues for the FY26/27 year; and

WHEREAS, the proposed FY26/27 tiered membership dues are intended to provide a moderate increase in revenue to support OAMR's increased operating expenses, including higher costs for speakers, food and beverages, and other event-related expenses due to inflation; and

WHEREAS, the tiered membership dues structure is designed so that the overwhelming majority of OAMR members will have no change or a minimal change to their dues and will position OAMR to make equitable increases to membership dues in the future as the need arises.

NOW, THEREFORE, BE IT RESOLVED, that the OAMR membership approves and adopts the following tiered membership dues structure for the 2026-2027 fiscal year:

Membership Type	Membership Description	FY 2026-2027 Annual Dues
Full – small city	Cities with populations under 5,000	$90
Full – special district or medium city	Special districts or cities with populations 5,000–50,000	$110

Full – large city	Cities with populations over 50,000	$130
Associate	Oregon Legislative Government Body employees who do not meet Full Member qualifications	$75
Honorary/Retired	OAMR members who have reached retirement	$0
Corporate	OAMR sponsors or companies that seek an affiliation with OAMR	$100

ADOPTED by the Oregon Association of Municipal Recorders Membership and **SIGNED** by the President this 24th day of September 2026.

_____
Scott Stauffer, OAMR President

ATTEST:

_____
Melissa Martin, OAMR Secretary

OAMR BOARD REPORT

2026-2027 Proposed Budget

Meeting Date: September 24, 2026
Source of Item: Kim Herring, Treasurer

Contact: Claudia Cisneros, Vice President
Contact Telephone Number: 503-435-5702
Contact E-Mail: claudia.cisneros@mcminnvilleoregon.gov

BACKGROUND
The Budget Committee respectfully requests that the OAMR membership adopt the budget for Fiscal Year 2026-2027 as proposed by the committee.

As outlined in Article IX, Section 1, of the OAMR Bylaws, the vice president convened a Budget Committee that met several times during the last fiscal year. The culmination of the committee's work is the attached proposed budget for the Fiscal Year 2026-2027.

The Budget Committee proposes a balanced budget of $185,565 for Fiscal Year 2026-2027, including $145,565 appropriated for actual expenditures and $40,000 in contingency.

Like all organizations, OAMR is not immune to the increasing costs of doing business. From speaker fees to food and beverage, our association has seen a steady increase in costs. Outlined below are some key parts of the proposed budget.

- **Membership Dues.** As noted in last year's budget report, the Budget Committee spent time this year considering the move to a tiered membership dues structure. The Committee and the OAMR Board intend to adopt a tiered structure for inclusion in the budget for Fiscal Year 2026-2027. The proposed budget considers the following tiered membership approach:

Population Thresholds		
Tier Label	Min Population	n Population (enter he
Small	0	0
Medium	5,000	5,000
Large	50,000	50,000

Proposed Dues by New Membership Category

New Membership Category	Pricing Type	Small City Dues ($)	Medium City Dues ($)	Large City Dues ($)	Notes
Full – Small City	Tiered	$90	—	—	*Population-based tier*
Full – Medium City	Tiered	—	$110	—	*Population-based tier*
Full – Large City	Tiered	—	—	$130	*Population-based tier*
Associate	Flat	$75	$75	$75	*Same rate regardless of city size*
Honorary / Retired	Flat	-	-	-	*Combined category; typically $0 or nominal*
Corporate	Flat	$100	$100	$100	*Same rate regardless of city size*

- **Annual Academy & Conference – Speaker Expenses.** A budget amendment was done in Fiscal Year 2025-2026 moving expenses from the annual academy to the annual conference which is why this amount appears to be so much higher. There is a national trend of higher speaker fees and OAMR needs to account for this increase.
- **Mid-Year Academy Food & Beverage.** With the move to a hybrid online and in-person Mid-Year, with the request to have less spread-out regional gatherings, the recommendation for food and beverage for those who attend the in-person gathering has been added.
- **Annual Conference – Food & Beverage**. The increased amount reflected in the proposed budget is due to general inflation for all goods and services, reflects the amount included in the bid from Eagle Crest which members selected in September 2025, and accounts for an increasing trend in recent years of higher food and beverage costs.
- **Total Officers Expenses – Region IX Funds.** This proposed budget includes a $5,000 contribution to the Washington Municipal Clerks Association (WMCA) to assist with the expenses of holding the first Region IX conference during the WMCA conference.

MEMBERSHIP OPTIONS

The association's members are asked to consider approving the proposed budget during the annual business meeting in Lincoln City on September 24.

RECOMMENDATION

On behalf of the Budget Committee, Vice President Cisneros, Treasurer Herring, and Budget Committee Members, it is recommended that the membership approve the proposed budget.

SUGGESTED MOTION

I move to approve the 2026-2027 OAMR Budget as proposed by the Budget Committee.

ATTACHMENTS

A. Fiscal Year 2026-2027 Proposed Budget
B. Budget Narrative
C. Tiered Membership as proposed by the Membership Committee
D. Budget Adoption Resolution

REVENUES

2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 ADOPTED	2025-2026 ESTIMATED ACTUAL	DESCRIPTION	2026-2027 PROPOSED	2026-2027 ADOPTED	Comments
Pendleton	**Eugene**	**Lincoln City**	**Lincoln City**	**Academy/Education Sessions**	**Eagle Crest**	**Eagle Crest**	
$ 1,050.00	$ 10,570.00	$ 10,140.00	$ 11,115.00	Mid-Year Academy	$ 11,180.00	$ -	*Based on 52 registrants @ $215 (Online Mid-Year Academy)*
$ 1,300.00	$ 3,230.00	$ -	$ -	Mid-Year Athenian Dialogue	$ -	$ -	*Not holding in 2027; will revisit in future*
$ 1,650.00	$ 2,035.00	$ 1,900.00	$ 2,000.00	Annual Athenian Leadership	$ 1,900.00	$ -	*Based on 20 registrants @ $95*
$ 11,200.00	$ 9,395.00	$ 11,700.00	$ 10,925.00	Annual Academy	$ 12,900.00	$ -	*Based on 60 registrants @$215*
$ 15,200.00	***$ 25,230.00***	***$ 23,740.00***	***$ 24,040.00***	***Total Academy Sessions***	***$ 25,980.00***	***$ -***	
Pendleton	**Eugene**	**Lincoln City**	**Lincoln City**	**Annual Conference**	**Eagle Crest**	**Eagle Crest**	
$ 37,390.00	$ 34,820.00	$ 36,575.00	$ 35,460.00	Registration	$ 34,650.00	$ -	*Based on 90 registrants @$385*
$ 6,500.00	$ 1,500.00	$ 2,500.00	$ -	Exhibitors	$ -	$ -	*Transitioned to sponsors only*
$ 7,000.00	$ 11,700.00	$ 7,500.00	$ 18,924.82	Sponsors	$ 11,000.00	$ -	
$ 50,890.00	***$ 48,020.00***	***$ 46,575.00***	***$ 54,384.82***	***Total Annual Conference***	***$ 45,650.00***	***$ -***	
Pendleton	**Eugene**	**Lincoln City**	**Lincoln City**	**Education/Scholarships**	**Eagle Crest**	**Eagle Crest**	
$ 3,211.00	$ 5,645.00	$ 2,600.00	$ 2,600.00	Auctions	$ 2,600.00		
$ 1,492.00	$ 1,750.00	$ 1,200.00	$ 1,370.00	Raffle	$ 1,200.00		
$ 280.00	$ -	$ -	$ -	Pink Walk- Kathy Ishiara Fund	$ -		*Discontinued*
			$ 9,350.00	Gregory Dudiak Memorial Scholarship Fu	$ 350.00		*Interest Income will be added to this fund*
$ 1,197.09	$ 88.56	$ 1,400.00	$ 1,400.00	Donations - General	$ 1,400.00		
$ 2,707.47	$ 3,143.27	$ 2,800.00	$ 2,800.00	Other Fundraising	$ 2,800.00		*Card Cut / Paddle Raise*
$ 8,887.56	***$ 10,626.83***	***$ 8,000.00***	***$ 17,520.00***	***Total Education/Scholarship***	***$ 8,350.00***	***$ -***	
$ 7,885.97	***$ (198.60)***	***$ 3,000.00***	***$ 3,000.00***	***Interest***	***$ 3,000.00***		
$ 17,545.00	***$ 16,845.00***	***$ 18,000.00***	***$ 18,715.00***	***Membership Dues***	***$ 18,500.00***		*Based on new tiered membership*
$ 802.47	***$ 1,573.19***	***$ 50.00***	***$ 708.32***	***Miscellaneous***	***$ 50.00***		
$ 375.00	***$ -***	***$ -***	***$ -***	***Newsletter Advertising***	***$ -***	***$ -***	*Now tied to Sponsorships*
101,586.00	***102,096.42***	***99,365.00***	***118,368.14***	***TOTAL REVENUES***	***101,530.00***	***$ -***	
$ -	**$ -**	**$ 115,894.30**	**$ 114,009.69**	**Beginning Fund Balance**	**$ 94,431.29**		
$ 101,586.00	***$ 102,096.42***	***$ 215,259.30***	***$ 232,377.83***	***GRAND TOTAL REVENUES***	***$ 195,961.29***	***$ -***	

EXPENSES

2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 ADOPTED	2025-2026 ESTIMATED ACTUAL	DESCRIPTION	2026-2027 PROPOSED	2026-2027 ADOPTED	Comments
				Academy/Education Sessions			
Pendleton	**Eugene**	**Lincoln City**	**Lincoln City**	**Mid-Year Expenses**	**Eagle Crest**	**Eagle Crest**	
$ -	$ 877.24	$ -	$ -	Athenian Leadership Speaker Expenses	$ -	$ -	*No Mid-Year ALD in 2027*
$ -	$ 3,364.50	$ 10,000.00	$ 9,000.00	Academy Speaker Expenses	$ 10,000.00		*Virtual Hybrid 2027*
$ -	$ 11,978.54	$ -	$ -	Academy Food & Beverage	$ 1,300.00	$ -	*52 participants @ $25.00 each - if there are regional gatherings*
$ -	$ -	$ 100.00	$ -	AV	$ -	$ -	
$ -	**$ 16,220.28**	**$ 10,100.00**	**$ 9,000.00**	**Total Mid-Year Expenses**	**$ 11,300.00**	**$ -**	*Pendleton Mid-Year was cancelled*
Pendleton	**Eugene**	**Lincoln City**	**Lincoln City**	**Annual ALD & Academy Sessions**	**Eagle Crest**	**Eagle Crest**	
$ 745.28	$ 359.39	$ 1,200.00	$ 1,200.00	ALD Speaker Exp	$ 1,200.00		
$ -	$ -	$ 50.00	$ 50.00	ALD AV	$ 50.00		
$ -	$ 1,023.00	$ 1,980.00	$ 1,980.00	ALD Food & Bev	$ 1,980.00		
$ 7,424.84	$ 5,859.39	$ -	$ -	Annual Academy Speaker Expenses	$ 10,000.00		*2025-26 Budget amdt approved April 16, 2026*
$ -	$ 5,046.80	$ 3,750.00	$ 3,750.00	Annual Academy Food & Bev	$ 3,750.00		
$ -	$ 1,539.00	$ 50.00	$ 50.00	Academy AV	$ 50.00		
$ 8,170.12	**$ 13,827.58**	**$ 7,030.00**	**$ 7,030.00**	**Total Annual ALD & Academy Expenses**	**$ 17,030.00**	**$ -**	
$ 8,170.12	***$ 30,047.86***	***$ 17,130.00***	***$ 16,030.00***	***Total Academy/Education Sessions***	***$ 28,330.00***	***$ -***	
Pendleton	**Eugene**	**Lincoln City**	**Lincoln City**	**Annual Conference**	**Eagle Crest**	**Eagle Crest**	
$ -	$ 11,741.00	$ 450.00	$ 450.00	Audio-Visual	$ 450.00		
$ 118.95	$ 461.22	$ 250.00	$ 250.00	Awards	$ 500.00		
$ 838.51	$ 183.97	$ 875.00	$ 875.00	Banquet Expenses	$ 875.00		*Décor, bar setup fees*
$ 174.92	$ 193.46	$ 360.00	$ 360.00	Conference Chair Expense	$ 350.00		
$ 2,801.83	$ 944.17	$ 1,500.00	$ 2,000.00	Conference Swag	$ 1,500.00		*Conference Bags, first-timer swag, attendee swag*
$ 1,300.00	$ -	$ 6,700.00	$ 6,700.00	Future Conference Site Deposits	$ 1,000.00		** This amount includes a large deposit for Eagle Crest Resort*
$ 4,403.86	$ 2,335.88	$ 5,800.00	$ 5,800.00	Hospitality	$ 6,000.00		*Honored Guest Conf registration, dinner, gifts.*
$ 9,959.60	$ 31,156.24	$ 26,350.00	$ 26,350.00	Food & Beverage	$ 30,000.00		
$ 761.02	$ 6,107.00	$ 1,125.00	$ 1,125.00	Meeting Setup	$ 1,125.00		
$ 545.08	$ 10.42	$ 600.00	$ 600.00	Miscellaneous	$ 600.00		*Includes conference logo, registration supplies, etc.*
$ 791.75	$ 2,720.00	$ 3,900.00	$ 2,599.00	Printing Handbook/Conference App	$ 3,900.00		*Whova App*
$ 10,737.48	$ 2,171.51	$ 23,600.00	$ 23,600.00	Speaker Expenses	$ 15,000.00		*2025-26 Budget amdt approved April 16, 2026*
$ 3,500.00	$ 600.00	$ 2,600.00	$ 2,600.00	Welcome Reception/Mentor-Mentee Event	$ 2,600.00		
$ 35,933.00	***$ 58,624.87***	***$ 74,110.00***	***$ 73,309.00***	***Total Annual Conference***	***$ 63,900.00***	***$ -***	
$ 2,636.30	***$ 1,437.13***	***$ 2,852.00***	***$ 2,852.00***	***Internet/Website***	***$ 3,000.00***		
				Miscellaneous			
$ 2,899.53	$ 3,872.83	$ 3,000.00	$ 3,734.00	Credit Card Processing Fees	$ 3,900.00		
$ 1,180.00	$ 1,300.00	$ 1,200.00	$ 1,400.00	Tax Accountant	$ 1,650.00		
$ 405.00	$ 619.68	$ 500.00	$ 597.00	Annual Filing Fees & Insurance	$ 600.00		
$ -	$ -	$ 10,000.00	$ -	Bookeeping (Outsourced)	$ -		
$ -	$ 10,474.48	$ 300.00	$ 303.23	Other	$ 500.00		*Condolence flowers/Misc bank fees*
$ 4,484.53	***$ 16,266.99***	***$ 15,000.00***	***$ 6,034.23***	***Total Miscellaneous***	***$ 6,650.00***	***$ -***	
$ 2,170.22	***$ -***	***$ 2,050.00***	***$ 2,050.00***	***NW Clerks Institute Director***	***$ 1,600.00***		*1/3 share of IIMC travel reimbursement; Mid-Year reg. & Conf registration and lodging.*

2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 ADOPTED	2025-2026 ESTIMATED ACTUAL	DESCRIPTION	2026-2027 PROPOSED	2026-2027 ADOPTED	Comments
				Office Supplies			
$ -	$ -	$ 150.00	$ 60.00	Postage	$ 100.00		
$ 46.57	$ 158.90	$ 100.00	$ 111.95	Supplies/Stationary/Envelopes/etc.	$ 150.00		
$ 56.59	$ -	$ -	$ -	Miscellaneous	$ -	$ -	
$ 103.16	***$ 158.90***	***$ 250.00***	***$ 171.95***	***Total Office Supplies***	***$ 250.00***	***$ -***	
				Officers Expenses			
				Vice President			
$ 1,403.96	**$ 1,417.11**	**$ 3,000.00**	**$ 1,544.40**	IIMC Conference	**$ 3,000.00**		*Travel and lodging only*
				Facilities Chair			
$ -	**$ -**	**$ 500.00**	**$ 500.00**	Future Conference Site Tours	**$ 500.00**		
				Director - Region IX			
$ 1,561.00	**$ 1,524.00**	**$ 1,850.00**	**$ 1,597.00**	Region IX, IIMC, Meetings, Assmnt, Etc.	**$ 1,850.00**		*Outgoing Reg IX Dir Gift ($100), Reg IX Assessment ($7 per member); Reg IX Dir. IIMC Conf expenses (when OAMR member)*
				President			
$ 1,422.28	$ 2,076.37	$ 3,200.00	$ 2,548.68	IIMC Annual Conference	$ 3,500.00		
$ 483.19	$ 237.79	$ 700.00	$ -	OAMR Representation (President)	$ -		***Other non-Reg IX meetings, such as OCCMA.***
$ 1,447.54	$ 3,789.28	$ 3,300.00	$ 6,455.23	Region IX Conferences (AK,CA, WA)	$ 6,000.00		
$ -	$ -	$ -	$ -	Other	$ -	$ -	
$ 3,353.01	**$ 6,103.44**	**$ 7,200.00**	**$ 9,003.91**	**Total President Expenses**	**$ 9,500.00**	**$ -**	
$ 656.48	**$ -**	**$ 350.00**	**$ -**	***OAMR Region Directors***	**$ 300.00**		
$ -		**$ 700.00**	**$ -**	***OAMR Representation / 2026-27 Region IX Funds***	**$ 5,000.00**		***Contribution to WMCA for Region IX conference***
$ 6,974.45	***$ 9,044.55***	***$ 13,600.00***	***$ 12,645.31***	***Total Officers Expenses***	***$ 20,150.00***	***$ -***	
$ 380.00	***$ -***	***$ 1,000.00***	***$ 1,000.00***	***Photography/Historian***	***$ 600.00***		*Photographer at conference - 2025 fee paid in FY26*
				Fundraising Expenses			
$ 49.85	$ -	$ 1,960.00	$ 1,910.00	Misc	$ 225.00		*Finance & Fundraising Subcommittee Discretion - purchased product for fundraising*
$ -	$ -	$ 50.00	$ 75.00	Printing or online hosting	$ 50.00		*Auction Sheets*
$ 49.85	***$ -***	***$ 2,010.00***	***$ 1,985.00***	***Total Fundraising Expense***	***$ 275.00***	***$ -***	
				Scholarships			
$ 3,550.00	$ 5,800.00	$ 8,500.00	$ 8,500.00	IIMC Certification Programs (PD)	$ 6,625.00		*4 PD @ $850 (PD I-III); 2 @ $850 (PD IV); 1 full cost @ $1525*
$ -	$ -	$ 195.00	$ 195.00	Mid-Year Academy	$ 430.00		*2 scholarships @ $215*
$ 1,125.00	$ -	$ 770.00	$ 770.00	President Awards Scholarships	$ 770.00		*PAD and ROY (covers Annual Conf.registration fee)*
$ 6,127.90	$ 2,260.00	$ 7,165.00	$ 7,165.00	OAMR Conference/Academy Session	$ 6,600.00		*Estimate based on 10 Academy & 10 Conference (2 including $300 for first-timer lodging)*
$ -	$ -	$ 385.00	$ 385.00	Breaking Barriers Award	$ 385.00		*Covers Annual Conf. registration fee*
$ 4,663.08	$ 3,400.30	$ 3,855.00	$ 3,854.05	OAMR IIMC Conference Scholarships	$ 5,000.00		*2 @ $2500*
$ -	$ 2,000.00	$ 1,000.00	$ 1,000.00	IIMC Foundation-OAMR Edu. Endowment Fund	$ 1,000.00		
$ 15,465.98	***$ 13,460.30***	***$ 21,870.00***	***$ 21,869.05***	***Total Scholarships***	***$ 20,810.00***	***$ -***	
$ 76,367.61	$ 129,040.60	$ 149,872.00	$ 137,946.54	**Total Expenditures before Contingency**	$ 145,565.00	$ -	
$ -	***$ -***	***$ 30,864.00***	***$ -***	***Contingency***	***$ 40,000.00***		*Policy requires at least $15,000*
$ -	**$ -**	**$ 36,849.30**	**$ -**	**Reserved for future expenditures**	**$ 10,396.29**		
$ 76,367.61	***$ 129,040.60***	***$ 217,585.30***	***$ 137,946.54***	***TOTAL EXPENDITURES***	***$ 195,961.29***	***$ -***	
$ 101,586.00	***$ 102,096.42***	***$ 215,259.30***	***$ 232,377.83***	***Revenues (from front page)***	***$ 195,961.29***	***$ -***	
$ 25,218.39	**$ (26,944.18)**	**$ (2,326.00)**	**$ 94,431.29**	**ENDING FUND BALANCE**	**$ -**	**$ -**	

OAMR Budget Narrative
Fiscal Year 2026-2027

Revenues

Academy / Education Sessions

- **Mid-Year Academy** – Registration fees paid by attendees.
- **Mid-Year Athenian Leadership Dialogue (ALD)** – We aren't scheduled to hold the Mid-Year ALD due to our Mid-Year Academy being held virtually.
- **Annual ALD** – Registration fees paid by attendees.
- **Annual Academy** – Registration fees paid by attendees.

Annual Conference

- **Registration** – Fees paid to attend the annual conference.
- **Sponsors** – Fees paid by the sponsors with six distinct levels of sponsorship. More information can be found on our website.

Education / Scholarship Fundraisers

- **Auctions** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the annual conference. These funds are specifically dedicated to granting OAMR scholarships.
  - **Silent Auction -** The silent auction generally consists of a smaller multi-day auction and a larger auction during the banquet.
  - **Live Auction** - The live auction (which may or may not occur from year-to-year) is a competitive oral bidding process of larger donated items (i.e. overnight stays, trips, large baskets, high-end products) which takes place during the banquet.
- **Raffles -** Revenue earned from the sale of tickets, for various raffles throughout the year which are decided on by the Events and Fundraising Committee (EFC). Funds raised from the raffle ticket sales are specifically dedicated to scholarships.
  - **Basket Raffle** - The baskets (or backpacks/coolers) 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 and/or the annual conference.
- **Gregory Dudiak Memorial Scholarship Fund -** OAMR received a generous contribution from the estate of Gregory Dudiak who was a vendor at past conferences and valued our mission for education. This fund is reserved for scholarships and interest will be added to the principal on an annual basis.
- **Donations, General -** Money received without a designation through private donation and used for scholarships to attend OAMR Mid-Year, annual conference, or other activities.
- **Other Fundraising** - Other fundraising efforts led by the EFC Finance & Fundraising Subcommittee.

Interest

- Money OAMR earns from the investment of funds.

Membership Dues

- Money received directly from payment of membership dues.

Revenues (cont'd)

Miscellaneous

- Unanticipated revenue received and not specifically dedicated for a certain purpose.

Beginning Fund Balance

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

Expenditures

Academy / Education Sessions

Mid-Year Expenses

- **Mid-Year Academy Speaker Expense** – Speaker fee
- **Mid-Year Academy Food & Beverage** - Meals for participants at regional gatherings.
- **Mid-Year Audio/Visual (AV)** – AV costs for the Mid-Year ALD and Academy.

Annual ALD & Academy Expenses:

- **Annual ALD 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 fees.
- **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** – AV 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(s), and others as appropriate.
- **Conference Swag** –The cost of conference bags and small items purchased by the EFC Chairs or president for first timers, and conference attendees.
- **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**– This is the cost of the Whova app used for conference materials in lieu of printed materials.

Expenditures (cont'd)

- **Speaker Expenses** – Speaker fees and expenses for the concurrent sessions and general academy session that is included in the conference registration. Also covers advanced deposits to secure speakers for future conferences.

Internet / Website

- Cost to maintain the OAMR Listserv and website/membership management software. Listserv hosting is paid annually. The domain name registration and web service provider are paid in 2-year subscriptions.

Membership

- **Postage** – The cost of mailing OAMR information or name tags to new members.
- **Printing** – The cost of printing items for current or new members attending the annual conference.
- **Supplies** – Supplies needed for such things as OAMR name tags, etc.

Miscellaneous

- **Credit Card Fees** – Processing fees charged by payment processing software services.
- **Tax Accountant** – Accountant fees for tax preparation and filing.
- **Annual Filing Fees & Insurance** – Filing fees for annual state business registration, DOJ filing, and insurance coverage.
- **Other** - Other miscellaneous expenses, such as condolence flowers and unanticipated expenses.

Northwest Clerks Institute (NCI) Director

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

Office Supplies

- **Postage** – Used by the President, Vice President, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** - Supplies such as stationery and envelopes, Treasurer's checks, and deposit slips.

Officers

Vice-President

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

Facilities Chair

- **Future Conference Site Tours.** Costs of EFC Facilities Subcommittee chair and members visiting possible future conference sites.

Expenditures (cont'd)

Region IX Director

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a $7 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance of state conferences. For 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 IIMC Conference, as outlined in OAMR's finance policy. This also cover OAMR's share of the cost of a gift for the outgoing Region IX Director.

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 (LOC) Conference, Oregon City/County Management Association (OCCMA) Conference, Oregon Mayors Association (OMA) Conference or other professional organizations or meetings as determined necessary by the President.
- **Region IX Conferences (WA, AK and CA) -** The cost, as outlined in the OAMR Finance Policy, for the President's attendance at all Region IX state conferences, which includes complimentary registration to the OAMR Annual Conference.

Region Directors

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

OAMR Representation (LOC, OMA, OGFOA)

- Covers costs for an OAMR booth at other conferences.

Region IX Regional Meeting

- Contribution to WMCA for hosting the first Region IX meeting during the WMCA Annual Conference

Photographer

- This line item covers costs to have a photographer at the Annual Conference.

Fundraising Expenses

- **Miscellaneous** – Miscellaneous fundraising expenses to be used at the discretion of the Vice President.
- **Printing** – Cost for printing materials required for fundraising, such as the auction sheets or online auction for fundraising.

Expenditures (cont'd)

Scholarships

- **IIMC Certification Programs (PD) –** Scholarships for members to attend the IIMC certification program (Professional Development). Funds may be used for virtual programs.
- **Mid-Year Academy** – Scholarships for members' attendance at an academy session.
- **President Awarded 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 academy as budget allows.
- **Breaking Barriers Award -** Funds the award of a conference registration; started in 2025.
- **OAMR IIMC Scholarships –** Covers 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.

Contingency

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

OREGON ASSOCIATION OF MUNICPAL RECORDERS
RESOLUTION NO. 2026-05

A RESOLUTION ADOPTING THE 2026-2027 BUDGET.

BE IT RESOLVED that the Oregon Association of Municipal Recorders hereby adopts the budget for Fiscal Year 2026-2027 in the total amount of $185,565.

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning November 1, 2026, for the following purposes:

	Budgeted Fund		Appropriated amount
1.	Total Academy/Education Sessions	$	28,330
2.	Total Annual Conference	$	63,900
3.	Internet/Website	$	3,000
4.	Total Miscellaneous	$	6,650
5.	NW Clerks Institute Director	$	1,600
6.	Total Office Supplies	$	250
7.	Total Officers Expenses	$	20,150
8.	Photography/Historian	$	600
9.	Total Fundraising Expense	$	275
10.	Total Scholarships	$	20,810
11.	Contingency	$	40,000
	TOTAL APPROPRIATIONS	$	145,565
	Contingency	$	40,000
	TOTAL ADOPTED BUDGET	$	**185,565**

ADOPTED by the Oregon Association of Municipal Recorders Membership and **SIGNED** by the President this 24th day of September 2026.

Scott Stauffer, OAMR President

ATTEST:

Melissa Martin, OAMR Secretary

OREGON ASSOCIATION OF MUNICPAL RECORDERS
RESOLUTION NO. 2026-06

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: 2026-27 OAMR President Claudia Cisneros, CMC, OAMR Treasurer Kim Herring, or in their absence, Vice-President Natasha Johnson.

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.

ADOPTED by the Oregon Association of Municipal Recorders Membership and **SIGNED** by the President on this 24th day of September 2026.

_____
Scott Stauffer, OAMR President

ATTEST: _____
Melissa Martin, OAMR Secretary

OARD REPORT

Vice President

Meeting Date: September 24, 2026
Source of Item: Vice President (final report)

Contact: Claudia Cisneros, McMinnville
Contact Telephone Number: 503-435-5702
Contact E-Mail: claudia.cisneros@mcminnvilleoregon.gov

BACKGROUND
It has been a pleasure to serve as OAMR's vice president this year.

In my role as VP, I have tried to focus on supporting several areas, and in brief here are some of the projects I worked on this year in coordination with many, many members:

- **Budget Committee.** With our wonderful Treasurer Kim Herring, OAMR has not had the need to seek Bookkeeper services. She's done an exceptional job as our treasurer. Along with the Budget Committee, we've proposed a budget for 2026-2027 that we're excited to present.
    - **(New Membership Due Structure)!** With Alex Downing's hard work on presenting the new membership dues structure proposal last year at the OAMR Annual Conference in Eugene. The Budget Committee moved forward with adding the new membership dues structure to the 2026-2027 budget for approval. Since Alex will not be attending the conference myself along with Treasurer Herring will be presenting a Resolution to adopt the new Membership Due Structure. Thank you, Alex and team, for all the hard work on this.
- **2027 Conference Preparation!** Working with Jamie Young and Kim Herring to finalize the contract for Eagle Crest. Looking forward to our site visit in October with several committee members. **EXCITING NEWS!** Eagle Crest is currently being remodeled, and the full remodel will be complete by the 2027 conference. I hope to see everyone in Eagle Crest!
- **Mid-Year Success.** Thank you, Ronnie, for a successful first hybrid Mid-Year Conference. It was wonderful and we heard lots of positive feedback. Thank you to all the hosting recorders and we look forward to our 2nd Hybrid Mid-Year in 2027!
- **EFC Finance & Fundraising, Transportation & Hospitality Subcommittees.** Worked with the EFC F&F to do some great fundraising opportunities throughout the year, which we'll continue to launch again in 2027! Also, be in the lookout for FUNdraising opportunities be on the lookout for Bunco, the 50/50 raffle, beads, a wine pull, and our silent and live auctions.
- **IIMC Region IX Director – Candidate Forum.** Worked with President Stauffer and Nominating Committee Chair Christie Teets on the process of doing an election for IIMC Region IX Director. With two wonderful candidates submitting their nominations, we also worked on providing OAMR members with a candidate forum. Also special thanks to Region IX Directors Shawn Campbell and Marc Donohue for all their help in this process.
    - **IIMC Region IX Participation –** I was unfortunately not able to make it to the IIMC conference this year but I had the wonderful pleasure of presenting at one of the International Institute of Municipal Clerks (IIMC) Region IX meetings.

THANK YOU AGAIN! Big thanks to Christie Teets for all her work on the IIMC Region IX Director

position elections.

I know I will have some big shoes to fill next year, serving as president of our association, but I look forward to taking on the challenges and opportunities. Thank you for your continued trust, partnership, and friendship.

MEMBERSHIP OPTIONS
Members are asked to receive this report and provide feedback and ask questions as necessary.

RECOMMENDATION
The VP recommends that the association receive this report.

SUGGESTED MOTION
None.

ATTACHMENTS
None.

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

OAMR BOARD REPORT

Treasurer's Report

Meeting Date: September 24, 2026

Contact: Kim Herring, Treasurer
Contact Telephone Number: 503-831-3502
Contact E-Mail: kim.herring@dallasor.gov

BACKGROUND

Since being voted in as the OAMR Treasurer at the 2025 Annual Conference, it has been a challenging and rewarding year learning the ins and outs of our organization's finances. It has been an honor and a privilege to work with our membership, the Board, and the Executive Board, and I look forward to continuing to serve as your Treasurer.

I am pleased to report that our previous bank accounts with US Bank have officially been closed, and we have fully transitioned to Columbia Bank. Having a banking institution with numerous locations makes processes much easier for both the Executive Board and our members.

In the coming year, I will continue to guide the Board in updating our Finance Policy. Over the past year, we successfully made two amendments to clarify outdated and ambiguous language.

I want to extend a sincere thank you to Melissa Thompson, Cathy Nelson, the Audit Committee, the Budget Committee, and the Executive Board. I truly appreciate your patience and support as I navigate this learning process.

RECOMMENDATION

The Treasurer recommends that the association receive this report.

SUGGESTED MOTION

None.

ATTACHMENTS

None.

OAMR BOARD REPORT

Region II

Meeting Date: September 24, 2026

Source of Item: Region II

Contacts: Krystal Stevens, Region II Director

Contact Phones: Krystal Stevens 503-876-2242

Contact E-Mail: stevensk@ci.willamina.or.us

ISSUE STATEMENT

Region update for Region II

BACKGROUND

Region II has had a good year! At the beginning of the year many of our members filled out a personal survey to share with the group about themselves. We've grown throughout the year adding a few new members along the way! In addition, we were able to get together twice during the past year at the following gatherings.

1. Region II held our Region Lunch at the Thirsty Lion in Tigard on February 12th. We had seven people attend and really had a good time being together face to face.

2. Region II held two in-person gatherings during our Mid-Year Conference which was held virtually this year. Both locations had a great turnout and enjoyed networking and spending the break sharing a meal together. The following cities hosted a Mid-Year gathering,

    a. Rachel Thomas and Melissa Morris hosted our gathering in Newberg.
    b. Sue Ryan hosted our gathering in Beaverton.

Many of us are registered for and are looking forward to an excellent Annual Conference in September. We have begun collecting items for our region basket. The vessel we chose to hold our region basket items is a wagon and it was decided by vote to do a baking and cooking theme.

DIRECTOR'S CLOSING

I have enjoyed being Region II Director this year. I look forward to continuing to serve and help the members of our region in any way possible. I'm excited to continue to grow as a leader and find new ways to engage with and help our members grow. I look forward to getting to know them even more as we go along!

Thank you,

Krystal Stevens
City of Willamina
Region II Director

ATTACHMENTS – Pictures on page 2

Region II Lunch



Region II Mid-Year




verton

Education Committee

Meeting Date: September 24, 2026
Source of Item:
Education Committee

Contact: Ronnie Smith
Contact Telephone Number: 503-836-2178
Contact E-Mail: rsmith@ci.king-city.or.us

BACKGROUND

The Education Committee is committed to encouraging and supporting OAMR membership by providing high-quality educational opportunities. Through careful planning and coordination, the committee ensures that members have access to valuable training, professional development, and networking experiences.

CONFERENCE COMMITTEE MEMBERS

The 2025-2026 Education Committee consists of fifteen (15) dedicated members who are actively involved in planning and organizing OAMR educational opportunities:

Allie Anderson	Meghan McGee	Gloria Tucker
Sheena Dickerman	Melissa Morris	
Alex Downing	Cathy Nelson	
Martinne Ingram	Renea Oravetz	
Laural Hawkins	Crystal Robles	
Chelsea Hollis	Scott Stauffer	
Amber Mathiesen	Krystal Stevens	

The Education Committee met several times throughout 2026 to coordinate professional-development opportunities for OAMR members.

The committee approved a contract with Stephanie Staples to present a six-hour virtual Mid-Year Academy titled "Revitalize Your Work and Life." The interactive program included group activities, breakout sessions, and a required Knowledge Transfer Assessment Program (KTAP). The Mid-Year Academy was held virtually on March 12, 2026.

To expand the pool of potential speakers and diversify OAMR's educational offerings, the committee also implemented a Call for Presentations process modeled after the International Institute of Municipal Clerks (IIMC) process. The call was distributed through professional networks and social media platforms.

We received 27 proposals.

2026 Educational Programs by the Numbers

OAMR Mid-Year Academy - March 12

- 57 participants registered.
- 56 participants attended.
- 32 participants completed the requirements and received certificates for IIMC credit, representing approximately 57% of attendees.

Elections Training - April 1

- 91 participants attended.
- The program was not submitted to IIMC for certification credit.

Laserfiche Training: Records, Refreshers, and a Little Spring Cleaning - May 28

- 31 participants registered.
- 27 participants attended.
- The program was not eligible for IIMC certification credit.

Oregon Public Records and Records Management - July 17

- 72 participants registered.
- 43 participants attended.
- 13 participants completed the requirements and received certificates for IIMC credit, representing approximately 30% of attendees.

Road to Transparency: Best Practices for Public Meetings - August 18

- 71 participants registered.
- 58 participants attended.
- 10 participants completed the requirements and received certificates for IIMC credit, representing approximately 17% of attendees.

IIMC Certification Considerations

When developing educational programs, the committee seeks IIMC approval whenever the subject matter, instructional time, learning objectives, and assessment requirements make the program eligible. Participants must attend the required instructional hours and complete the applicable KTAP or other learning assessment before receiving a certificate.

The committee's hard work and dedication have helped provide meaningful educational opportunities for OAMR members. I appreciate the time and effort each member has contributed to making these accomplishments possible.

Looking Ahead to 2027

Planning will begin in November for OAMR's 2027 educational calendar. Potential opportunities include:

- Monthly two-hour virtual training sessions submitted for IIMC CMC or MMC credit when eligible. The goal would be to offer many sessions at no cost while charging a modest registration fee for selected programs, with net proceeds supporting OAMR scholarships.
- Greater use of municipal recorders, court clerks, public officials, and other subject-matter experts who may be willing to present at little or no cost. Presenters pursuing the MMC designation may also be able to seek Professional Contribution credit for qualifying presentations, subject to IIMC requirements.
- A Mid-Year Academy on March 11, 2027, featuring a two-, three-, or four-hour educational program.
- A six-hour Annual Academy.

- An Annual Conference featuring a keynote presentation and general sessions structured, whenever practical, to satisfy IIMC eligibility requirements.

The committee will begin identifying potential topics, presenters, and partner organizations. We plan to issue the final Call for Presentations in January 2027 and welcome the OAMR members' ideas as we develop the educational calendar.

RECOMMENDATION
None

SUGGESTED MOTION
None

ATTACHMENTS
None

Northwest Clerks Institute Committee

Meeting Date: September 24, 2026
Source of Item:
Education Committee

Contact: Ronnie Smith
Contact Telephone Number: 503-836-2178
Contact E-Mail: rsmith@ci.king-city.or.us

CONFERENCE COMMITTEE MEMBERS

The 2026 Northwest Clerks Institute Committee (NCI) consists of ten (10) members who are actively involved in planning and organizing the Northwest Clerks Institute PD academies.

Alaska	Oregon	Washington
Kacie Paxton, Ketchikan Gateway Borough	Nanci Sandoval, City of Umatilla	Alice Attwood, Retire
Danyielle Snider, City of Fairbanks	Ronnie Smith, City of King City	Lisa Neissl, City of Walllwalla
Diane (Di) Cathcart, City of Juneau	Keli Pollock, City of Madras	Tisha Gieser, City of Issaquah
		Dan Vessels, Jr., City of Puyallup

I am providing an update on the Northwest Clerks Institute (NCI) based on the September 3 committee agenda, the Director's report, and the accompanying budget. NCI reported a positive financial result for 2026, with opportunities to improve enrollment, strengthen records management, and prepare for the return of PD IV in 2027. Several items in the financial packet need clarification before we rely on those figures for future planning. This report does not reflect confirmed actions from the September 3 meeting.

2026 Participation and Participant Feedback

Reported attendance across Professional Development (PD) I–III totaled 148, compared with 160 projected. A few participants attended more than one PD level, so this total should not be presented as 148 unique individuals.

Program	Projected	Actual	Difference
PD I	60	65	+5
PD II	60	38	−22
PD III	40	45	+5
Total	**160**	**148**	**−12**

PD II attendance was 22 below projections. The Director has not identified a clear reason for the decline. I recommend reviewing participation barriers and the number of prior-year PD I attendees likely to return before setting the 2027 enrollment estimate.

The Director reported 93 overall survey responses and generally positive feedback on the program and instructors. Suggestions addressed pacing, organization, breaks, and group activities.

2026 Financial Results

The budget reports revenue of $225,006.23 and expenses of $215,146.43, resulting in a $9,859.80 surplus. Adding the prior balance brings the reported deficit/surplus fund to $78,021.42. The Director recommends carrying the full balance into the next cycle under the WSU agreement.

Revenue was $14,163.77 below budget, while expenses were $22,171.60 below budget. Lower spending on course materials, travel, and other items supported the surplus. The $2,800 branding and marketing allocation was not spent. With a surplus equal to approximately 4.4% of revenue, maintaining current rates will require careful attendance and cost projections.

The Director plans to offer PD IV in 2027 and is exploring negotiation training and an interactive learning session. She also intends to continue developing clerks and recorders as instructors, building on their contributions in 2026.

The Director's goal is to keep registration and housing rates unchanged.

Records Management and Committee Administration
The Director has requested assistance with organizing, retaining, and providing access to NCI records.

Alaska is next in the stated chair rotation for 2026–2027.

RECOMMENDATION
None

SUGGESTED MOTION
None

ATTACHMENTS

September 3, 2026, NCI Committee Agenda;

August 18, 2026, Director's Agenda Report;

2026 NWCI Budget Actuals

Northwest Clerks Institute

AGENDA NCI COMMITTEE

Alaska
Kacie Paxton, Ketchikan Gateway Borough
Danyielle Snider, City of Fairbanks
Diane (Di) Cathcart, City of Juneau

Oregon
Nanci Sandoval, City of Umatilla
Ronnie Smith, City of King City
Keli Pollock, City of Madras

Washington
Alice Attwood, Retire
Lisa Neissl, City of Walllwalla
Tisha Gieser, City of Issaquah
Dan Vessels, Jr., City of Puyallup

September 3, 2026

10:30 a.m. Pacific time/9:30 a.m. Alaska time

Join Zoom Meeting: https://us02web.zoom.us/j/88595124116?pwd=oxLC874nMBmzhj1g45IDJbDd1BhaVR.1

Meeting ID: 885 9512 4116
Passcode: 613073

1. Call meeting to order
2. Roll Call
3. Unfinished Business
4. New Business
    a. Selection of 2026-2027 NCI Education Committee Chair
    b. 2026 NW Clerks Institute Summary & Final Budget
        i. Final Budget for 2025-2026
        ii. Participant Surveys
    c. 2026-2027 Planning - Budget, Curriculum, and Logistics
5. Retention and Disposition of NCI Records
6. NCI Branding & Marketing
7. Director/Committee Comments
8. Adjournment

August 18, 2026
To: Northwest Clerks Institute Committee
From: Joann Tilton, NCI Director
Subject: 2026 NCI Wrap-Up & 2027 Planning

Requested committee discussion and decisions: Before the 2027 planning cycle begins, I am asking the Committee to confirm the 2026-2027 Chair rotation, discuss meal plan options, provide direction on records retention and access, and identify next steps for NCI branding and marketing.

📜 Selection of 2026-2027 NCI Education Committee Chair

Typically, the Committee Chair rotates each year in November or December, although we have not followed that rotation consistently in recent years. Oregon has most recently served as Chair, and Ronnie Smith of Oregon has been serving as meeting recorder. The Chair coordinates meeting scheduling and agenda distribution in conjunction with the Institute Director. The recorder's role has varied over time. In a typical year, the Committee meets two to three times.

Under the rotation process, Alaska would be next to serve as Chair for the 2026-2027 cycle.

2026 Institute Summary and Final Budget

The 2026 Northwest Clerks Institute was another strong year, with 194 total registrations and 16 cancellations. Final attendance by PD level:

PD Level	Actual Attendance	Projected Attendance	Variance
PD I	65	60	+5
PD II	38	60	-22
PD III	45	40	+5

A few attendees participated in multiple PDs. I spoke with each individually to discuss the potential drawbacks of time out of the office and the volume of new information received.

The PD II attendance drop was notable because, for the past two to three years, PD II attendance has generally mirrored PD I attendance. I have not yet identified a clear reason for the decrease. PD III attendance remained strong at 45 participants, and that cohort was especially engaged because many had attended together through PD I and PD II.

As a reminder, PD IV was not offered in 2026 because the annual IIMC Conference was close in both date and location in Reno. Several 2026 PD III participants have already asked about PD IV in 2027, supporting its inclusion in the upcoming planning discussion.

Revenue & Expenses:

- **Total Revenue:** $225,006.23
- **Total Expenses:** $215,146.43
- **Surplus:** $9,859.80
- **Deficit/Surplus Fund (Post-Surplus):** $78,021.42

Per our agreement with WSU (Page 3, Section 7), I recommend carrying forward the full fund balance into the 2026–2027 cycle.

Housing & Meal Plan Notes:

Some off-campus attendees opted out of the Commuter Meal Plan (CMP), which includes five lunches, the welcome reception, and banquet meals. I encouraged CMP participation to ensure coverage, but a few chose not to attend or not to eat at those events.

In planning for 2027 and beyond, I would like to discuss possible meal plan options with the Committee. Any changes will require coordination with Conference Services at UPS. The Overall Surveys for each PD include comments about food and meal options that may help guide that discussion.

Credit Card Charges – 3.5%

This year, we added a 3.5% charge for credit card payments, generating $4,791.47 in revenue. Under our agreement, WSU receives an 8% administrative fee on all revenue, including these charges. Many attendees chose to pay by check, and we received some questions about where checks should be sent, even though that information is included on the registration page.

I'm happy to answer any questions about the final budget.

📊 Participant surveys

Survey links were previously emailed for each PD. This was our third year using the current format, and we received 93 Overall Survey responses out of 148 participants. The response rate was lower than expected.

2026 PD I II III SURVEYS

The link above opens the Google Drive folder containing the surveys and certificates for each PD. For this discussion, please focus on the surveys and disregard the certificates and KTAPs. Each PD includes session-specific surveys and an Overall Survey for the week. The format is not the easiest to use, but it provides the level of detail we need.

Feedback indicates that the Institute met or exceeded expectations and fulfilled its objectives. Trainers received high ratings, and constructive suggestions have been shared individually, including comments on pacing, organization, breaks, and group activities.

PD I had the strongest survey response, with PD II & III receiving surveys from close to half of the respective attendees. We brought in new courses in PD II & III this year for a variety of reasons. The feedback will be helpful in fine-tuning some of those courses.

I am compiling session-specific notes to support future improvements and will share these with trainers.

🔮 PD planning and preliminary 2027 budget

Each year the survey responses and personal observations generate new course topic ideas. I will continue to compile these to evaluate how they align with our curriculum and budget.

A key goal for 2026 was to begin developing Clerk/Recorders as trainers. As noted last year, this initiative aims to:

1. Build a practitioner-led training team
2. Reduce reliance on costly professional trainers

Clerks and Recorders serving as trainers were instrumental to the success of the 2026 PD program. They helped fill gaps created by retiring trainers and last-minute trainer cancellations. My goal is to continue expanding this area of the Institute by varying both topics and trainers.

We will offer PD IV in 2027. I have heard from a retired clerk and trainer who may be available to lead a session on negotiation skills. I am also speaking with another Institute Director about an Amazing Race-style session that she has incorporated into her MMC Academy curriculum. Once I have a clearer sense of how that approach could work for PD IV, I will share additional information with the Committee.

I'm hopeful we will have a strong turn-out for PD IV in 2027.

Following our meeting, WSU and I will begin drafting the 2027 budget, factoring in projected attendance, speaker fees, and UPS charges. My goal is to keep registration and housing rates unchanged for 2027.

Retention and Disposition of NCI Records

When I stepped into the Institute Director role nearly 10 ½ years ago, my predecessor sent the PD records she had accumulated to me on a USB thumb drive. I've continued to create and save records in the same manner.

I am asking for the Committee's collective expertise in technology and systems to help develop a policy and process for creating, organizing, retaining, and accessing records related to the administration of the Northwest Clerks Institute.

Our program has a rich history and documentation of that history should be protected and accessible in the event I am not available and for future Institute Directors.

NCI branding and marketing

In the 2026 budget, funds were budgeted to freshen up our brand and step-up the marketing of the NCI-PD. We discussed creating a living/breathing website with assistance from WSU.

I would like the Committee to discuss the next steps needed to move this work forward. Options may include forming a subcommittee to work with WSU, compiling a prioritized list of website and marketing needs, and identifying ways to reach newer clerks and recorders who may not yet know about certification or PD.

Conclusion and next steps

Thank you for your continued support of the Northwest Clerks Institute and for the time and expertise you bring to this Committee. The 2026 Institute was a strong year overall, and the feedback we received gives us a solid foundation for planning 2027. At our upcoming discussion, I look forward to confirming the Chair rotation, reviewing meal plan options, discussing records retention and access, and identifying next steps for branding, marketing, and PD IV planning. Your guidance on these items will help ensure the Institute remains responsive, sustainable, and valuable to clerks and recorders throughout the region.

Attachments:

- 2026 NCI Final Budget
- 2026 NCI Surveys (Google Drive Link in document)

Northwest Clerks Institute

7/14- Revenue is off 3328

DEFICIT/SURPLUS FUNDS	2025 ACTUAL
Deficit/Surplus Funds 2025	$ 68,161.62

REVENUE	2026 ACTUALS	ESTIMATES
Registrations:		
PD I Professional Development	$ 55,250.00	$ 51,000.00
PD I Housing	$ 39,000.00	$ 38,875.00
PD II Professional Development	$ 32,300.00	$ 51,000.00
PD II Housing	$ 21,425.00	$ 35,625.00
PD III Professional Development	$ 38,250.00	$ 34,000.00
PD III Housing	$ 24,175.00	$ 23,750.00
PD IV Professional Development	$ -	$ -
PD IV Housing	$ -	$ -
Extra Nights	$ 4,214.00	$ 3,000.00
Box Lunch	$ 360.00	$ 420.00
Canceled Registrations	$ 5,240.76	$ 1,500.00
Credit Card Charges - 3.5%	$ 4,791.47	
ACTUAL Registration Revenue	$ 210,400.00	$ 234,250.00
ACTUAL Total Revenue	**$ 225,006.23**	**$ 239,170.00**

EXPENSES	2026 ACTUALS	ESTIMATES
Director Salary & Benefits	$ 42,000.00	$ 42,000.00
Director Travel & Promotion	$ 5,280.35	$ 8,000.00
Branding/Marketing	$ -	$ 2,800.00
Instruction PD1-3	$ 27,407.00	$ 27,025.00
Instruction and Materials PD4	$ -	$ -
Course Materials PD 1-3	$ 2,849.73	$ 9,000.00
PDI Printed Binders	$ -	$ -
PDII Printed Binders	$ -	$ -
PDIII Printed Binders	$ -	$ -
PDIV Printed Binders	$ -	$ -
PDI - UPS Expenses	$ 43,139.62	$ 40,730.61
PDII - UPS Expenses	$ 24,889.07	$ 36,331.81
PDIII - UPS Expenses	$ 25,690.83	$ 23,367.01
PDIV - UPS Expenses	$ -	$ -
Postage, Shipping & Supplies	$ 18.43	$ 100.00
CAPPS Management Fee	$ 23,000.00	$ 23,000.00
CAPPS Registration Fee All	$ 2,516.00	$ 3,120.00
WSU Admin Fee - 8% All	$ 18,000.50	$ 19,133.60
Speaker Tax	$ 354.90	$ 2,710.00
ACTUAL Total Expenses	**$ 215,146.43**	**$ 237,318.03**
	$ 9,859.80	$ 1,851.97

ACTUAL TOTAL WITH SURPLUS/DEFICIT **$ 78,021.42**

PD	Reg. Fee	ACTUALS	Overnight	Commuter	Overnight Fee	Commuter Fee	Extra Nights PRE	Extra Nights POST
I	$ 850.00	65	50	15	$ 675.00	$ 350.00	22	3
			$ 33,750	$ 5,250.00			$ 1,892.00	$ 258.00
II	$ 850.00	38	25	13	$ 675.00	$ 350.00	8	5
			$ 16,875	$ 4,550.00			$ 688.00	$ 430.00
III	$ 850.00	45	27	17	$ 675.00	$ 350.00	8	3
			$ 18,225	$ 5,950.00			$ 688.00	$ 258.00
IV	$ -	0	0	0	$ -	$ -	0	0
			$ -	$ -			$ -	$ -

OAMR BOARD REPORT

Events and Fundraising Committee

Meeting Date: September 24, 2026

Source of Item: Events and Fundraising Committee

Contacts: Susan Reeves, MMC, Co-Chair
Krystal Stevens, Co-Chair
Contact Phones: Susan Reeves 503-543-7146
Krystal Stevens 503-876-2242
Contact E-Mails: sreeves@scapoose.gov
stevensk@ci.willamina.or.us

ISSUE STATEMENT

Update for Events and Fundraising Committee (EFC)

EFC Subcommittees and Chairs:

1. Conference Materials and Handbook Subcommittee
    a. Co-Chair Lisa Scholl
    b. Co-Chair Rachael Batmen
2. Events Subcommittee
    a. Co-Chair Natasha Johnson
    b. Co-Chair Krystal Stevens
3. Facilities Subcommittee
    a. Chair Jamie Young
4. Finance and Fundraising Subcommittee
    a. Co-Chair Natasha Johnson
    b. Co-Chair Kim Herring
5. New Member Introduction Subcommittee
    a. Co-Chair June Hinojosa
    b. Co-Chair Stacey Stockhoff
6. Registration and Information Subcommittee
    a. Chair Susan Reeves
7. Host Recorders Subcommittee
    a. Co-Chair Jamie Young
    b. Co-Chair Shannon Macias
8. Sponsors Subcommittee
    a. Chair Melissa Bisset
9. Transportation and Hospitality Subcommittee
    a. Chair Claudia Cisneros

BACKGROUND

The focus of the Events and Fundraising Committee has been the Annual Conference. Thanks to an awesome team, all the moving parts are really coming together to produce a great conference.

- The Conference Handbook and Materials Subcommittee has gathered information from various sources and compiled it into the new app format. The conference app is almost ready, which will replace a printed handbook this year.
- Thanks to the Sponsors Subcommittee there are a good number of sponsors supporting OAMR and planning to have tables at the conference.
- The Finance & Fundraising Subcommittee has plans for fundraising at the conference. Auction items are being gathered, and region backpacks, coolers & wagons are being assembled.
- The special events for the conference are ready, including Opening Ceremonies, President's Welcome Reception, Trivia Night, Honored Guest Dinner, the Banquet and the addition of a New Member Welcome breakfast event.

- Facilities Subcommittee has chosen menus for the conference and RFPs are ready for the Membership to vote on the venue for the 2028 Annual Conference.
- The schedule has been finalized, registration numbers are higher than last year, and the room reservation block is completely full.
- The Host Recorders have put a lot of work into getting prepared for the opening ceremonies and donations to Figz Dog Rescue and Backpacks for Kids.
- The Transportation & Hospitality Subcommittee is collaborating to provide for all who need coordination for transportation.

We are looking forward to an excellent Annual Conference this fall.

In addition, chairs for several of the subcommittees have already been confirmed for the next season, and Co-Chairs Krystal Stevens and Susan Reeves of the events and Fundraising Committee have agreed to stay on as chairs for the next year.

CHAIR OR DIRECTOR'S CLOSING

Co-Chairs Susan Reeves and Krystal Stevens extend their deep appreciation for all the work put in from all the Subcommittee Chairs, as well as President Scott Stauffer and Vice-President Claudia Cisneros. Thank you for your commitment to OAMR and all the Membership.

ATTACHMENTS - None

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

OAMR BOARD REPORT

Membership Committee

Meeting Date: September 9, 2026
Source of Item:

Contact: Stacey Stockhoff/June Hinojosa
Contact Telephone Number: 541-962-1351 (S)
Contact E-Mail: sstockhoff@cityoflagrande.org
june@bandon-or.gov

UPDATE FROM THE COMMITTEE:

Welcome our Newest OAMR Members!

REGION I
Alixandrea Owens, Deputy City Recorder, City of Warrenton.

REGION II
Sarah Bossenbroek, City Recorder and Manager, City of Maywood Park.
Whitney Harvey, Administrative Assistant, City of Estacada.

REGION V
Christine Veselik, City Clerk,/Deputy Recorder, City of Gold Hill

REGION VII
Jennifer Mespelt, Administrative Assistant, City of Pilot Rock.

OAMR BOARD REPORT

Nominating Committee

Meeting Date: September 24, 2026
Source of Item: Nominating Committee Chair

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

BACKGROUND

The purpose of the Nominating Committee is to provide the OAMR membership with a slate of candidates for open offices, and to coordinate absentee ballots, if needed, for the annual election of officers at the annual meeting.

This year, elections will be conducted for the positions of Vice President, Region I, Region III, Region V, and Region VII.

Elections will also take place for an IIMC Region IX Director.

OAMR Candidates are as follows:

- Vice President — Natasha Johnson, CMC – City of Amity
- Region I Director
- Region III Director
- Region V Director
- Region VII Director

IIMC Region IX Director Candidates:

- Cathy Nelson, MMC – City of Harrisburg
- Nanci Sandoval, MMC – City of Umatilla

SUGGESTED MOTION

Declaration of Candidacy
Vice President

Natasha Johnson
City of Amity

CANDIDATE STATEMENT



My name is Natasha Johnson, and I am honored to submit my candidacy for Vice President of the Oregon Association of Municipal Recorders. I would not have had the courage to run for Vice President if it wasn't for the support and amazing friendships from my fellow OAMR family and my amazing Mother-in-Law Karin Johnson who has been my mentor and previously has served as President for OAMR.

For the past eight years, I have served as a City Recorder for the City of Amity, and I joined OAMR in 2019. I have attended the Northwest Clerks Institute (NCI) PDI, PDII and PD III and earned my Certified Municipal Clerk (CMC) in 2023ion, reflecting my dedication to professional development and excellence in our profession.

My involvement with OAMR has provided me with valuable opportunities to contribute to our organization. Since 2019, I have served on the Special Projects/Fundraising Committee, helping support initiatives that strengthen our association and benefit our members. I also served on the Audit Committee from 2020 to 2021 and the Conference Committee from 2021 to 2022.

Beyond OAMR, I am an active member of the Oregon Government Finance Association and currently serve as President of the Auxiliary for my local volunteer fire department. These experiences have broadened my understanding of organizational leadership, community service, and volunteer engagement.

I bring a collaborative leadership style, strong organizational skills, and a commitment to supporting the success of others. I value open communication, thoughtful decision-making, and building connections among professionals across our state. As Vice President, I would work to encourage member involvement, support professional development opportunities, and help advance OAMR's mission of serving and strengthening municipal recorders throughout Oregon.

I am passionate about our profession and grateful for the opportunities OAMR has provided throughout my career. It would be a privilege to serve as your Vice President and continue working alongside dedicated colleagues to support the future of our association.

Thank you for your consideration and support.

Cathy Nelson, MMC
City of Harrisburg

CANDIDATE STATEMENT



My name is Cathy Nelson and I work for Harrisburg, Oregon. I have been working in local government as a City Recorder and have belonged to the Oregon Association of Municipal Recorders (OAMR) for 20 years.

My journey started in Waterloo, Oregon in 2006, population 220. As the only employee, I learned every aspect of a city and was able to earn my CMC in 2018. During this time, OAMR awarded me the first ever Harris-Davis Scholarship which allowed me to attend PD I, II, and III.

Since then, stepping up and helping OAMR support others has become very important to me. I have served on numerous committees and chaired the Scholarship Committee and Strategic Planning Group. Becoming the OAMR 2021/2022 President was a highlight of my career. During my term, I started working for Harrisburg as their Deputy City Recorder and Finance Officer in 2020.

My interest in becoming the IIMC Region IX Director is because I know that for many smaller jurisdictions, organizations like OAMR and IIMC are the only training available for city recorders. My goal is to continue supporting and speaking out for smaller cities and every member of Region IX.

Nanci Sandoval, MMC
City of Umatilla

CANDIDATE STATEMENT



Nanci Sandoval serves as the City Recorder and Public Information Officer for the City of Umatilla, Oregon, bringing more than 12 years of municipal government experience to her role. Her work spans elections administration, public records, council processes, policy development, public communications, digital government, technology implementation, and organizational modernization. She has led technology initiatives that bridge municipal operations, systems, communications, and end users, with a particular interest in cybersecurity, AI, digital records, and emerging technology in local government.

Nanci earned her Certified Municipal Clerk (CMC) designation in 2022 and Master Municipal Clerk (MMC) designation in 2025 and completed Portland State University's Cyber Resilience program. She is currently working toward her FAA Part 107 Remote Pilot Certification.

Leadership and service have long been part of Nanci's life. While attending the University of Idaho, she helped found the university's first multicultural sorority and later served as its President. That experience shaped a leadership philosophy centered on creating opportunities, bringing people together, and ensuring different perspectives have a place at the table. Nanci joined the Oregon Association of Municipal Recorders (OAMR) in 2019 and has been all-in ever since. She has served as OAMR President, chaired numerous committees including Fundraising, Special Events, and Conference, and served on many others. She is also a former Chair of the Northwest Clerks Institute (NCI) Committee, supporting professional education and development for recorders/clerks throughout the region.

Throughout her career and association service, Nanci has focused on building connections, developing people, challenging the way things have always been done, and finding practical ways to move organizations forward. She strongly believes in giving back to the profession that has invested so much in her and in ensuring recorders from communities of every size have a voice, opportunities to grow, and a seat at the table.

OAMR BOARD REPORT

Scholarship Committee

Meeting Date: Sept. 24, 2026
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 worked together to review all applications for IIMC, Mid-year, PDs, and the Annual Academy and Conference.

Upcoming Scholarships deadlines are;
2027 IIMC Annual Conference in Fort Worth, TX: December 1st – December 31st
2027 PD I, II, III & IV: January 1st – March 31st
2027 Annual Academy and Conference: July 1st – August 15th

Scholarships awarded during 2026
2026 IIMC Conference
Alissa Kolodzinski – Ashland
Yuriy Ukhach - Nehalem
2026 Mid-Year
Meghan McGee – Happy Valley
2026 PDI
Allie Anderson-Brusasco – Newport
Paul Johnson – Toledo
Megan Langan – Baker City
Sherri Marineau - Newport
2026 PDII
Rhonda Bryan – Reedsport
Kim Herring – Dallas
Krystal Stevens – Willamina
2026 PDIII
Hanna Bentley – Warrenton
Angie Fowler – Yamhill
Allyson Pulido - Springfield
2026 Annual Academy
Hanna Bently – Warrenton
Christine Veselik – Gold Hill
2026 Annual Conference
Cathy Nelson, MMC – Harrisburg
Hanna Bently – Warrenton
Christine Veselik – Gold Hill
Crystal Rey - Spray

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

SPG Committee

Meeting Date: September 24, 2026
Source of Item: SPG Committee Chair

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

BACKGROUND

We are actively discussing and creating action steps to address Membership Engagement and Professional Development. We have brainstormed different ways to change the regional areas to accommodate more membership engagement. We are working on moving from a geographical aspect to city-population.
We are also reaching out to other organizations to help increase awareness of OAMR and begin creating relationships to get more educational opportunities for our membership. We are working on creating a smooth onboarding experience for new members and really strengthening the Mentoring Committee.

After lengthy debate we have decided to not move forward with Goal 2, Action 8: Staffing Resources. Part of the Strategic Plan was to find someone to contract out bookkeeping and possibly Conference Planning. However, with the restructured Conference Committee and the Commitment of the Board, we no longer feel that this is a step in the right direction.

We are finishing up our 4th year of the 5-year Strategic Plan.

RELATED POLICIES/BUDGET CONSIDERATIONS

None

BOARD OPTIONS

Discussion Only

CHAIR OR DIRECTOR'S RECOMMENDATION

Discussion Only

SUGGESTED MOTION

None

ATTACHMENTS

A. None