OAMR Full Board Meeting Agenda

November 30, 2026 | 1:00 p.m.
https://mcminnvilleoregon.zoom.us/j/86430122934?pwd=S3tupfaJEoQ3TLky2cSjsickTsqa9P.1
Meeting ID: 864 3012 2934
Passcode: 005660

1. **CALL TO ORDER / ROLL CALL**

2. **OATH OF OFFICE**
   a. **Oath of Office of Natasha Johnson, Amity, as OAMR Vice President**
   b. **Oath of Office of Allie Anderson, Newport, as Region III Director**
   c. **Oath of Office of Karen Howton, Island City, as Region VII Director**

3. **ACTION ITEMS**
   a. **Approval of July 27, 2026, Minutes** **Page 6**
   b. **Approval of July 29, 2026, Minutes** **Page 9**
   c. **OAMR Letter of support for Nanci Sandoval for IIMC Region IX Director for 2027-2030 term.** **Page 11**

4. **OFFICE REPORTS**
   a. **President – Claudia Cisneros** *None.*
   b. **Vice President – Natasha Johnson** *None.*
   c. **Treasurer – Kim Herring** *None.*
   d. **Secretary – Melissa Martin** *None.*
   e. **Immediate Past President – Scott Stauffer** *None.*

5. **REGION DIRECTORS**
   a. **Region I – Melissa Thompson** *None.*
   b. **Region II – Krystal Stevens** *None.*
   c. **Region III – Allie Anderson** *None.*
   d. **Region IV – Allyson Pulido** *None.*
   e. **Region V – VACANT** *None.*
   f. **Region VI – Keli Pollock** *None.*
   g. **Region VII – Karen Howton** *None.*

6. **COMMITTEE REPORTS**
   a. **Audit – Yuriy Ukhach** *None.*
   b. **Budget – Natasha Johnson, Kim Herring** *None.*
   c. **Bylaws – Aimee Amerson** *None.*
   d. **Digital Assets – Nanci Sandoval** *None.*
   e. **Education – Ronnie King** *None.*
      1. **NW Clerks Institute – Ronnie King** *None.*
   f. **Events & Fundraising – Susan Reeves, Krystal Stevens** *None.*
   g. **Membership – June Hinojosa, Stacey Stockhoff** *None.*
   h. **Mentoring & Retired Clerks – Sylvia Murphy** *None.*
   i. **Nominating – Christie Teets** *None.*
   j. **Publications – Gloria Tucker**
   k. **Records & Regulations – Alex Downing, Alissa Kolodzinski** *None.*
   l. **Scholarships – Cathy Nelson** *None.*
   m. **Strategic Planning Group – Cathy Nelson, Scott Stauffer** *None.*

7. **DISCUSSION ITEMS**
    - **a.** Recruitment for new Region Representatives (Christie)
    - **b.** Annual Conference: Renew Whova App Contract for 2027 (Rachael)

8. **OTHER BUSINESS**
    - **a.** Resolution of remembrance for Dale Shaffer (Claudia)
    - **b.** Oregon Legislative Working Group on Public Meeting Law (Wendy)

9. **FUTURE BOARD MEETINGS**
    - ~~**a.** November~~
    - **b.** February
    - **c.** April
    - **d.** July
    - ***e.*** *As Needed*

10. **ADJOURN**

The Oregon Association of Municipal Recorders

OATH OF OFFICE

I, **Natasha Johnson**, do solemnly swear that I will faithfully and impartially perform the duties of the office of **Vice President** of the Oregon Association of Municipal Recorders to the best of my abilities, and will uphold and defend the Constitution and Code of Ethics of the Oregon Association of Municipal Recorders, so help me God.

_____

Natasha Johnson, CMC
City of Amity

Subscribed and sworn to before me this 30th day of November 2026

_____

Scott Stauffer, MMC
2025-2026 OAMR President

The Oregon Association of Municipal Recorders

OATH OF OFFICE

I, **Allie Anderson**, do solemnly swear that I will faithfully and impartially perform the duties of the office of **Region III Director** of the Oregon Association of Municipal Recorders to the best of my abilities, and will uphold and defend the Constitution and Code of Ethics of the Oregon Association of Municipal Recorders, so help me God.

_____

Allie Anderson
City of Newport

Subscribed and sworn to before me this 30th day of November 2026

_____

Scott Stauffer, MMC
2025-2026 OAMR President

The Oregon Association of Municipal Recorders

OATH OF OFFICE

I, **Karen Howton**, do solemnly swear that I will faithfully and impartially perform the duties of the office of **Region VII Director** of the Oregon Association of Municipal Recorders to the best of my abilities, and will uphold and defend the Constitution and Code of Ethics of the Oregon Association of Municipal Recorders, so help me God.

_____

Karen Howton, CMC
City of Island City

Subscribed and sworn to before me this 30th day of November 2026

_____

Scott Stauffer, MMC
2025-2026 OAMR President

DRAFT

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING - ZOOM
July 27, 2026

BOARD MEMBERS	TITLE	ATTENDING
Scott Stauffer, CMC, Milwaukie	President	Present
Claudia Cisneros, CMC, McMinnville	Vice President	Present
Kim Herring, Dallas	Treasurer	Present
Melissa Bisset, MMC, Keizer	Secretary	Present
Kayla Duddy, CMC, Redmond	Immediate Past President	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Absent
Krystal Stevens, Willamina	Region II Director	Absent
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
Allyson Pulido, Springfield	Region IV Director	Absent
Winnie Shepard, CMC, Medford	Region V Director	Present
Keli Pollock, Madras	Region VI Director	Absent
Karen Howton, CMC, Island City	Region VII Director	Absent

1. CALLED TO ORDER/ ROLL CALL

President Scott Stauffer, Milwaukie, called the OAMR Board Meeting of July 27, 2026, to order at 1:05 p.m. Virtual Roll was taken for OAMR Board Members.

2. ACTION ITEMS

a. Approval of April 16, 2026, Minutes
b. Approval of June 4, 2026, Minutes

MOTION: Claudia Cisneros, McMinnville moved to approve both sets minutes; seconded by Kim Herring, Dallas. Motion passed unanimously.

3. OFFICER REPORTS

a. President – Scott Stauffer, Milwaukie, reported that the new IIMC President has accepted the invitation to attend the Annual Conference. He shared that the California Clerks Association (CMCA) had a contract and had been paying an annual management fee to the Association Resource Center (ARC). There was a related agreement with Region IX to be included in the services. CMCA was looking at amending the agreement. As such, there may be a new Region IX agreement in the future. He reminded the group that a Memorandum of Understanding (MOU) had been signed with the Washington Municipal Clerks Association to host the first Region IX Conference. A decision would need to be made by OAMR about

hosting a Region IX Conference as part of the Annual Conference in 2029. President Stauffer thanked all those involved in the annual conference planning.

b. Vice President – Claudia Cisneros, McMinnville, had nothing to report.
c. Treasurer – Kim Herring, Dallas, had nothing to report.
d. Secretary – Melissa Bisset, Keizer, had nothing to report.
e. Immediate Past President – Kayla Duddy, Redmond, had nothing to report.

4. REGION DIRECTORS

a. Region I – Lisa Scholl, St. Helens, was not present.
b. Region II – Krystal Stevens, Willamina, was not present.
c. Region III – Gloria Tucker, Port of Newport, had nothing to report.
d. Region IV – Allyson Pulido, Springfield, was not present.
e. Region V – Winnie Shepard, Medford, had nothing to report.
f. Region VI – Keli Pollock, Madras, was not present.
g. Region VII - Karen Howton, Island City, was not present.

5. COMMITTEE REPORTS

a. Audit – Yuriy Ukhach, was not present. President Stauffer expressed appreciation for the committee's work.

MOTION: Gloria Tucker, Port of Newport, moved to approve the Audit Report for FYE October 31, 2025, as submitted; seconded by Kayla Duddy, Redmond. Motion passed unanimously.

b. Budget – Kim Herring and Claudia Cisneros, shared that a budget committee meeting was coming up and they had received the numbers for the conference at Eagle Crest.

c. Bylaws – Aimee Amerson, shared that they were looking for input from the Nominating Committee. Christie Teets, Molalla, would review the material provided and share it with the Nominating Committee for their input. The recommendation from the bylaws committee would be presented at the annual conference in September. Christie Teets was confident that they would be able to make the transition work.

MOTION: Kim Herring, Dallas, moved to refer the proposed bylaw amendments to the OAMR membership at the annual business meeting on September 24, 2026, and that the Nominating Committee be asked to develop a transition plan to accommodate the new board positions with an effective date of September 24, 2027; seconded by Gloria Tucker, Port of Newport. Motion passed unanimously.

d. Digital Assets – Lisa Figueroa, had nothing to report.

e. Education – Ronnie Smith, was not present. Vice President Cisneros shared that the proposed date for the 2027 Mid-Year was March 18, 2027.

MOTION: Claudia Cisneros, McMinnville, moved to designate March 18, 2027 as the Mid-Year Academy; seconded by Kim Herring, Dallas. Motion passed unanimously.

Gloria Tucker, Port of Newport, suggested for the in-person gathering that one central location be used.

It was noted that the proposed Mid-Year date was actually March 11, 2027 rather than March 18, 2027. President Stauffer would send out an email to take a vote on the date of March 11, 2027.

6. DISCUSSION ITEMS

a. Financial Policy Revision Proposals (Kim Herring)

Winnie Shepard, CMC, Medford left the meeting. Due to a lack of a quorum, there was no discussion on the Financial Policy Revision Proposals. The financial policy revisions would be on the agenda in November.

7. OTHER BUSINESS

There was no other business.

8. FUTURE BOARD MEETINGS

a. ~~November 21~~
b. ~~February 9~~
c. ~~April~~
d. ~~July~~
e. As Needed

9. ADJOURNMENT

President Scott Stauffer, Milwaukie, adjourned the meeting at 1:40 p.m.

Submitted By: Melissa Martin, MMC, Keizer
OAMR Secretary

DRAFT

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING - EMAIL
July 29, 2026

BOARD MEMBERS	TITLE	ATTENDING
Scott Stauffer, CMC, Milwaukie	President	Present
Claudia Cisneros, CMC, McMinnville	Vice President	Present
Kim Herring, Dallas	Treasurer	Present
Melissa Bisset, MMC, Keizer	Secretary	Present
Kayla Duddy, CMC, Redmond	Immediate Past President	Present
Lisa Scholl, MMC, St. Helens	Region I Director	Present
Krystal Stevens, Willamina	Region II Director	Present
Gloria Tucker, CMC, Port of Newport	Region III Director	Present
Allyson Pulido, Springfield	Region IV Director	Present
Winnie Shepard, CMC, Medford	Region V Director	Present
Keli Pollock, Madras	Region VI Director	Present
Karen Howton, CMC, Island City	Region VII Director	Absent

1. CALLED TO ORDER/ ROLL CALL
President Scott Stauffer, Milwaukie, called the OAMR Board Meeting of July 29, 2026, to order at 4:05 p.m.

2. ACTION ITEM
a. Revising the Mid-Year 2027 Date

President Stauffer provided the following background information via email.

Background:

At the Board's July 27, 2026, meeting a motion was made and adopted to set March 18, 2027, as the day of the Mid-Year Academy. However, after the meeting it was discovered that the Education Committee had intended to ask the board to set March 11, 2027, as the day of the Mid-Year Academy. Therefore, the Board is asked to change the date from March 18 to March 11 via the proposed motion noted below. At the July 27 meeting there had been no strong support or objection to March 18, and it is believed that the proposal for March 18 instead of March 11 was simply a communication error.

There was no questions or discussions on the matter.

MOTION: Gloria Tucker, Port of Newport, moved to change the date of the 2027 Mid-Year Academy to March 11, 2027; seconded by Krystal Stevens, Willamina. Motion passed as follows:

Scott Stauffer, CMC, Milwaukie	Yes
Claudia Cisneros, CMC, McMinnville	Yes
Kim Herring, Dallas	Yes
Melissa Bisset, MMC, Keizer	Yes
Kayla Duddy, CMC, Redmond	Yes
Lisa Scholl, MMC, St. Helens	Yes
Krystal Stevens, Willamina	Yes
Gloria Tucker, CMC, Port of Newport	Yes
Allyson Pulido, Springfield	Yes
Winnie Shepard, CMC, Medford	Yes
Keli Pollock, Madras	Yes
Karen Howton, CMC, Island City	Absent

9. ADJOURNMENT

President Scott Stauffer, Milwaukie, adjourned the meeting on July 30, 2026 at 10:04 a.m.

Submitted By: Melissa Martin, MMC, Keizer
OAMR Secretary

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

OAMR BOARD REPORT

Board of Directors

Meeting Date: November 30, 2026 **Contact: Claudia Cisneros**
Source of Item: OAMR Board of Directors Contact E-Mail:claudia.cisneros@mcminnvilleoregon.gov

BACKGROUND
OAMR has nominated Nanci Sandoval, MMC, for IIMC Region IX Director for the 2027–2030 term. A letter of support has been prepared for Board approval.

MEMBERSHIP OPTIONS
Approve the letter as presented or approve it with revisions.

RECOMMENDATION
Approve the letter of support and authorize its submission to IIMC.

SUGGESTED MOTION
I move to approve the Oregon Association of Municipal Recorders' letter of support for Nanci Sandoval, MMC, for the position of IIMC Region IX Director for the 2027–2030 term and authorize its submission to IIMC.

ATTACHMENTS
1. Draft letter of support for Nanci Sandoval, MMC.

OREGON ASSOCIATION of MUNICIPAL RECORDERS

2026-2027 BOARD OF DIRECTORS

Claudia Cisneros, CMC
President
City of McMinnville

Natasha Johnson, CMC
Vice President
City of Lafayette

Melissa Martin
Secretary
City of Keizer

Kimberly Herring
Treasurer
City of Dallas

Scott Stauffer
Immediate Past President
City of Milwaukie

Melissa Thompson
Region I Director
City of Rockaway Beach

Krystal Stevens
Region II Director
City of Willamina

Allie Anderson
Region III Director
City of Newport

Allyson Pulido
Region IV Director
City of Springfield

VACANT
Region V Director

November 30, 2026

International Institute of Municipal Clerks
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730

RE: Letter of Support for Nanci Sandoval, MMC – IMC Region IX Director

Dear Members of the Region IX Director Nomination Committee:,

On behalf of the Oregon Association of Municipal Recorders (OAMR), it is my pleasure to express our enthusiastic support for Nanci Sandoval, MMC, City Recorder for the City of Umatilla, Oregon, in her nomination to serve as the International Institute of Municipal Clerks (IIMC) Region IX Director for the 2027–2030 term.

As Nanci's home state association, we have had the opportunity to witness firsthand her dedication to the municipal clerk profession, her commitment to serving others, and her willingness to step forward when leadership is needed. Through her service as OAMR President, along with her involvement on various committees and in other leadership roles, Nanci has demonstrated a genuine passion for strengthening our profession and supporting the individuals who serve within it.

OAMR recognizes the importance of strong partnerships among the state associations that make up Region IX. These relationships are essential to promoting professional development, sharing resources and ideas, and ensuring that municipal clerks from communities of all sizes feel represented and supported. Nanci understands the value of these connections and has consistently demonstrated the collaborative spirit necessary to strengthen them. We are confident she will work diligently to foster communication, encourage participation, and advocate for the interests of all Region IX members.

Nanci brings a wealth of practical experience, integrity, enthusiasm, and a forward-thinking perspective to this opportunity. More importantly, she brings a sincere desire to serve others and make a meaningful difference in the municipal clerk profession. Her dedication to OAMR and her fellow municipal clerks reflects the qualities we believe are essential for effective leadership at the regional level.

The Oregon Association of Municipal Recorders is proud to nominate and wholeheartedly support Nanci Sandoval, MMC, for the position of IIMC Region IX Director for the 2027–2030 term. We have every

Keli Pollock
Region VI Director
City of Madras

Karen Howton
Region VII Director
City of Island City

confidence that she will represent Oregon and the entire region with professionalism, dedication, and a genuine commitment to advancing the mission of IIMC.

We look forward to the positive contributions Nanci will bring to Region IX and are excited to support her as she takes this next step.

Sincerely,

Claudia Cisneros
2026-2027 OAMR President
City Recorder, City of McMinnville

OAMR BOARD REPORT

Publications Committee

Meeting Date: Nov. 30, 2026
Source of Item: Publications Committee

Contact: Gloria Tucker
Contact Telephone Number:
Contact E-Mail: gtucker@portofnewport.com

BACKGROUND

Hiring photographers for the Annual Banquet continues to be a success. Thank you to the board for continuing to fund the photographer and printing the scrapbook. Thank you to the City of Corvallis for storing our three latest scrapbooks. This year, Publications Committee welcomes the following members:

Allyson Pulido, Springfield
Melissa Martin, City of Keizer
Renea Oravetz, Mid-Willamette COG
Brooklyn Osterhage, Brookings

The Board previously brought up the idea of spotlighting retired recorders in the newsletter. I reached out to Membership as well as Mentoring and Retired Clerks Committees. Currently, there is not bandwidth to take on writing more articles. But, for the Summer Newsletter, Stacey Stockhoff may be able to develop a questionnaire that would make the process able to move forward.

BOARD OPTIONS

No action.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
RESOLUTION NO. 2027-01

RESOLUTION OF REMEMBRANCE
Honoring the Life and Legacy of Dale Shafer
September 25, 1945 – September 25, 2026.

WHEREAS, the Oregon Association of Municipal Recorders (OAMR) mourns the passing of former OAMR President Dale Shafer, who passed away on September 25, 2026, at the age of 81; and

WHEREAS, Dale Shafer dedicated more than three decades of her professional life to public service and local government, serving the City of Athena for 22 years and the City of Nehalem for 11 years, where she served as City Manager until her retirement in 2022; and

WHEREAS, throughout her distinguished career, Dale demonstrated an unwavering commitment to the profession of municipal administration and to the individuals who dedicate their careers to serving Oregon's communities; and

WHEREAS, Dale was a steadfast champion of the Oregon Association of Municipal Recorders and the professional development of its members, serving on numerous committees for both OAMR and the Oregon City/County Management Association (OCCMA), and serving with distinction as OAMR President during 2016–2017; and

WHEREAS, Dale understood the importance of lifelong learning, mentorship, and professional growth. She encouraged colleagues to become active participants in their professional organizations and frequently shared her guiding philosophy: "The more you know, the better you are!" Her commitment to this belief was reflected in the opportunities she created for others and the example she set throughout her career; and

WHEREAS, Dale embraced life with enthusiasm and passion, was an avid supporter of women's sports, and, above all, treasured her family as a proud mother, grandmother, and great-grandmother; and

WHEREAS, Dale's legacy is reflected not only in her many years of public service and leadership, but also in the countless colleagues she mentored, the friendships she

cultivated, and the lasting contributions she made to the municipal profession and the communities she served; and

WHEREAS, the members of OAMR recognize that the loss of Dale Shafer is deeply felt throughout the municipal community, and that her leadership, generosity, wisdom, and dedication will continue to inspire those who follow in her footsteps.

NOW, THEREFORE, BE IT RESOLVED, that the Oregon Association of Municipal Recorders hereby honors and celebrates the life, service, and enduring legacy of Dale Shafer, recognizing her exceptional contributions to OAMR, OCCMA, the municipal profession, and the citizens of Oregon; and

BE IT FURTHER RESOLVED, that OAMR extends its deepest condolences and heartfelt sympathy to Dale's family, friends, former colleagues, and all who had the privilege of knowing and working alongside her; and

BE IT FURTHER RESOLVED, that this Resolution of Remembrance be entered into the official records of the Oregon Association of Municipal Recorders as a lasting tribute to a respected leader, dedicated public servant, mentor, and friend.

Dale Shafer's legacy will live on in the profession she strengthened, the people she inspired, and the countless lives she touched. She will be deeply missed and fondly remembered.

ADOPTED by the Oregon Association of Municipal Recorders and **SIGNED** by the President this 30th day of November 2026.

_____
Claudia Cisneros, OAMR President

ATTEST:

_____
Melissa Martin, OAMR Secretary

To: OAMR Board of Directors

From: Wendy Lynn

Re: Oregon Legislative Working Group on Public Meeting Law

Background:

In 2023, the Oregon Legislature passed HB 2805 which significantly updated the state's public meeting law. The Oregon Government Ethics Commission then adopted administrative rules that have been criticized as too strict. In 2025, the Legislature passed HB 4177 to address this criticism. This legislation was vetoed by the Governor.

State Rep. Nathan Sosa has convened a diverse working group to develop consensus on the topic before the 2027 Legislative session. Scott Stauffer lobbied to get an OAMR representative on this working group and I volunteered to attend. There have been four monthly meetings and the next will be in January.

The following is a topical summary of what I perceive as group consensus around proposed changes to Oregon's public meeting law and administrative rules.

Training

- Allow elected officials to take the training up to 3 months before and either 6-9 months after swearing in.
- Training would be required every 2 or 4 years, not per term.
- Also discussed: Remove the OGEC training certification for trainings run by other entities. Replace with a core/template training module that those running the training would certify they complied with.

Enforcement

- There is general discussion about increasing the barrier to submitting a complaint to prevent politically motivated complaints.
- OGEC is proposing to extend the grievance window from 30 to 90 days and require only an initial response within 21 days and a substantive response within 90 days [currently 21 days].
- Discussion of who investigates complaints against OGEC – no easy solution

Serial Communication

The group appears to be moving closer to consensus on this topic and has asked attorneys to craft specific language around the following principles:

- Passive participation is not a violation. An official must be an active participant in serial communications; e.g. you receive a group email but don't respond.

- An official must know they are communicating as part of a quorum; e.g. you talk to another Councilor, but the other person doesn't tell you they are negotiating with a quorum.
- An official must be communicating for the purpose of deliberation. The definition of deliberation is still being negotiated and language crafted by attorneys.

Other

- A proposal is expected that would hold jurisdictions rather than elected officials accountable for certain types of errors (I'm assuming noticing, minutes).

OGEC

On 11/12/26, the OGEC board held a second work session with representatives from the League of Oregon Cities, Association of Oregon Counties, and the Special District Association of Oregon. The stated goal going forward is to meet quarterly to improve their relationship.

Back in August, LOC et all submitted a joint letter to OGEC asking them to modify their rules around serial communication in anticipation of the legislature changing the public meeting law. During the meeting, there was general support to try and do this if possible. Next steps are for the OGEC board to meet with their attorneys in executive session.

The idea is to do this so jurisdictions don't have to wait for the Legislature to act and OGEC to publish new rules.

They discussed defining "decision making process" (which wasn't defined in the original legislation) so that it does not include solely receiving and not discussing information.