



## OMA Annual Membership Meeting

October 12, 2023 | 11:45 a.m. – 12:30 p.m.

The Graduate | 66 E 6<sup>th</sup> Ave, Eugene, OR 97401 | Rm: Sousa

### AGENDA

<b>A. Welcome &amp; Roll Call</b> ( <i>Teri Lenahan</i> ) .....	-
<b>B. Consent Calendar*</b> ( <i>Teri Lenahan</i> ) .....	-
1. Minutes of the October 5, 2022, Annual Membership Meeting .....	02
2. Current Financial Report .....	06
<b>C. 2024 Conference and Workshop Schedule</b> ( <i>Teri Lenahan</i> ) .....	09
1. 2024 OMA Spring Workshop – Klamath Falls .....	-
2. 2024 OMA Summer Conference – Klamath Falls .....	-
3. 2024 OMA Fall Workshop – Bend .....	-
<b>D. Election of Officers and Directors for 2024*</b> ( <i>Teri Lenahan</i> ) .....	10
1. Nominating Committee Report .....	11
2. Election .....	-
3. Recognition of Outgoing Board Members .....	-
<b>E. Adjournment</b> ( <i>Teri Lenahan</i> ) .....	-

\* Agenda items denoted with an asterisk indicate a motion is recommended.



# Oregon Mayors Association Annual Membership Meeting

October 5, 2022 | 8:30 – 9:00 am | Riverhouse on the Deschutes

## MINUTES

Board Members:        Jeff Gowing, President  
                              Teri Lenahan, President-Elect  
                              Beth Wytoski, Past President  
                              Rod Cross, Director  
                              Henry Balensifer, Director  
                              Jason Snider, Director  
                              Carol MacInnes, Director  
                              Jim Trett, Director  
                              Meadow Martell, Director

Staff:                     Patty Mulvihill, OMA Staff Liaison & LOC General Counsel  
                              Angela Speier, Project & Affiliates Manager

Other:                    See Attachment 1

### **A. Welcome**

President Jeff Gowing called the meeting to order at 8:30 am.

### **B. Consent Calendar**

*It was moved by Mayor Henry Balensifer and seconded by Mayor Jim Trett to approve the consent calendar as presented. The motion passed unanimously (53-0).*

### **C. Upcoming Summer Conferences and Board Schedule**

President Jeff Gowing reviewed the 2023 meeting calendar.

### **D. Election of Officers and Directors for 2023**

Past President Beth Wytoski presented the 2023 slate of candidates.

*It was moved by Mayor John McArdle and seconded by Mayor Carol McInnes to approve the slate of candidates (see below). The motion passed unanimously (53-0).*

- *President-Elect – Rod Cross, Toledo;*
- *Director (2025) – Rich Mays, The Dalles; and*
- *Director (2023) – Chas Jones, Philomath.*

President Jeff Gowing and President-Elect Teri Lenahan recognized the outgoing board members.

**E. Adjournment**

**8:39 am**

President Jeff Gowing adjourned the meeting at 8:39 am.

**Attachment 1**

<b>Full Name</b>	<b>Email</b>
Anderson, Margaret	margaret.anderson@ci.irrigon.or.us
Balensifer, Henry	hbalensifer@ci.warrenton.or.us
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Burris, Aaron	aburris@tillamookor.gov
Callaway, Steve	steve.callaway@hillsboro-oregon.gov
Ceja, Angelica	Aceja@aumsville.us
Dalton, Brian	brian.dalton@dallasor.gov
Drinkwine, Sean	sean@cityofestacada.org
Drotzmann, Dave	ddrotzmann@hermiston.or.us
Ellis, Tom	tome@happyvalleyor.gov
Endicott, George	george.endicott@redmondoregon.gov
Engelke, Jessica	jengelke@northbendcity.org
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Fallon, Cathy	cfallon@cascade-locks.or.us
Fitzgerald, Julie	fitzgerald@ci.wilsonville.or.us
Gowing, Jeff	mayorgowing@cottagegrove.org
Hald, Matthew	mhald@myrtlecreek.org
Hall, Tim	tim.hall@garibaldi.gov
Henry, Joe	joe.henry@ci.florence.or.us
Holland, Gregory	greg.holland@waldport.org
Johnson II, Alex	alex@cityofalbany.net
Jones, Chas	chas.jones@philomathoregon.gov
Kaufman, Tamie	tkaufman@cityofgoldbeach.org
Keyser, Scott	skeyser@cityofmolalla.com
Kingsbury, Jim	james.kingsbury@cityofsublimity.org
Ladeby, Richard	rladeby@cityofmadras.us
Lenahan, Teri	teri.lenahan@northplains.org
Lundbom, Ron	jdmayor@grantcounty-or.gov
MacInnes, Carol	cmacinnnes@co.wheeler.or.us
Martell, Meadow	meadow.martell@cavejunctionoregon.us
Mays, Keith	maysk@sherwoodoregon.gov
Mays, Richard	rmays@ci.the-dalles.or.us
McArdle, John	mcardlejohn13@gmail.com
McCollum, Linda	lmccollum@cityofreesportsport.org
Myers, Michael	duhmayor@q.com
Rippe, Timothy Alan	trippe@forestgrove-or.gov
Rutter, Scott	scott.rutter@cityofwinston.org
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Sheets, Dan	dan.sheets@ci.monroe.or.us
Snider, Jason	Jason@tigard-or.gov
Steidel, Sam	steidel@ci.cannon-beach.or.us

**Attachment 1**

Tarvin, Shari	starvin@shadycove.org
Tripp, Steve	Steventrippcityofmitchell@yahoo.com
Truax, Pete	pbtfg@aol.com
Turner, Ray	turbo97630@yahoo.com
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Wall, Pete	pwall@ci.mt-angel.or.us
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Worman, Willie	william.worman.siletz@gmail.com
Wright, Steve	swright@cityofseaside.us
Wyler, Patty	pwcity@q.com
Wytoski, Beth	bethwytoski@ci.dayton.or.us



**To convene, network, train, and empower Mayors**

**TO:** OMA Membership  
**FROM:** Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager  
**SUBJECT:** Current Financial Report  
**DATE:** October 4, 2023

To date, the OMA has received \$86,770.42 in income this year. The bulk of this revenue comes from three sources:

1. Membership dues;
2. Conferences/workshops; and
3. Sponsorship dollars.

The OMA received \$20,753 in membership dues. It has raised \$29,619 from registration fees for the summer conference and the spring workshop. In addition, the Conference Planning Committee raised \$23,500 in sponsorship dollars. Not reflected in this total is \$4,200 from the LOC Foundation and Wal-Mart which went directly to pay for scholarships for mayors to attend the summer conference.

The two largest expenses are the summer conference and LOC services. The summer conference venue fees and food and beverage costs were higher than the budgeted amount which means the OMA will need to utilize \$7,412.79 of its \$39,119 budgeted contingency to cover those unanticipated expenses.

Attached herein you will find a Budget vs. Actual document.

# Oregon Mayors Association

## Budget vs. Actuals: Budget FY 23 - FY23 P&L

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
<b>Income</b>			
4-4001 Membership Dues	20,753.00	21,000.00	247.00
4-4605 Mayor's Board Function	611.02		-611.02
4-4660 Silent Auction	10,207.00	5,000.00	-5,207.00
4-4700 OMA Spring Workshop	2,080.40	3,000.00	919.60
4-4753 Fall Workshop		6,000.00	6,000.00
4-4754 Summer Conference	29,619.00	28,000.00	-1,619.00
4-4760 Mayor's Sponsors	23,500.00	20,000.00	-3,500.00
<b>General Fund</b>			
Beginning Cash		74,303.00	74,303.00
Beginning Scholarship Fund		15,356.00	15,356.00
<b>Total General Fund</b>		<b>89,659.00</b>	<b>89,659.00</b>
<b>Total Income</b>	<b>\$86,770.42</b>	<b>\$172,659.00</b>	<b>\$85,888.58</b>
<b>GROSS PROFIT</b>	<b>\$86,770.42</b>	<b>\$172,659.00</b>	<b>\$85,888.58</b>
<b>Expenses</b>			
<b>4-5000 Cost of Events</b>			
4-5012 New Mayor Training	965.07	3,500.00	2,534.93
<b>4-5301 OMA Summer Conference</b>			
4-5302 Summer Conference LOC Staff Expenses/Fees	374.25	1,100.00	725.75
4-5307 Venue Rental	8,430.00	5,000.00	-3,430.00
4-5308 Food and Beverage	38,373.69	25,000.00	-13,373.69
4-5309 Hotel Expenses	3,108.76	7,200.00	4,091.24
4-5310 Activity Fees	2,593.97	1,000.00	-1,593.97
4-5313 Speakers	695.19	5,000.00	4,304.81
4-5314 Postage / Printing	259.20	650.00	390.80
4-5390 Conference Scholarships	6,696.73	4,500.00	-2,196.73
<b>Total 4-5301 OMA Summer Conference</b>	<b>60,531.79</b>	<b>49,450.00</b>	<b>-11,081.79</b>
<b>4-5350 Spring Workshop Expenses</b>			
4-5357 Spring Workshop Venue Rental		500.00	500.00
4-5358 Spring Workshop Food & Beverage		1,500.00	1,500.00
4-5359 Hotel Expense		2,000.00	2,000.00
4-5360 Speaker Fees		1,000.00	1,000.00
<b>Total 4-5350 Spring Workshop Expenses</b>		<b>5,000.00</b>	<b>5,000.00</b>
<b>4-5400 Fall Workshop</b>			
4-5404 Venue Rental		500.00	500.00
4-5405 Food and Beverage		4,500.00	4,500.00
4-5406 Hotel Expenses		2,000.00	2,000.00
4-5407 Speakers Fall Workshop		2,000.00	2,000.00
<b>Total 4-5400 Fall Workshop</b>		<b>9,000.00</b>	<b>9,000.00</b>
<b>Total 4-5000 Cost of Events</b>	<b>61,496.86</b>	<b>66,950.00</b>	<b>5,453.14</b>
<b>4-6000 Operating Expenses</b>			
4-6013 OMA Mobile App	4,000.00	4,000.00	0.00

# Oregon Mayors Association

## Budget vs. Actuals: Budget FY 23 - FY23 P&L

January - December 2023

		TOTAL	
	ACTUAL	BUDGET	REMAINING
4-6017 LOC Services	26,136.24	25,756.00	-380.24
4-6018 Mayor's Board Expense	11,105.59	14,500.00	3,394.41
4-6023 Mayor's Contest	3,485.12	3,800.00	314.88
4-6025 Miscellaneous	513.57	1,000.00	486.43
4-6028 Newsletter	1,830.52	3,000.00	1,169.48
4-6030 Postage	19.44	1,000.00	980.56
4-6031 Copy, Fax, Printing		100.00	100.00
4-6033 Supplies / Marketing	573.92	2,000.00	1,426.08
4-6040 WEB	1,926.00	2,000.00	74.00
4-6041 Listserv		750.00	750.00
4-6042 Insurance	750.00	750.00	0.00
4-6050 Contingency		39,621.00	39,621.00
<b>Total 4-6000 Operating Expenses</b>	<b>50,340.40</b>	<b>98,277.00</b>	<b>47,936.60</b>
Melio Credit card fee	34.50		-34.50
<b>Total Expenses</b>	<b>\$111,871.76</b>	<b>\$165,227.00</b>	<b>\$53,355.24</b>
NET OPERATING INCOME	<b>\$ -25,101.34</b>	<b>\$7,432.00</b>	<b>\$32,533.34</b>
NET INCOME	<b>\$ -25,101.34</b>	<b>\$7,432.00</b>	<b>\$32,533.34</b>





To convene, network, train, and empower Mayors

**TO:** OMA Membership  
**FROM:** Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager  
**SUBJECT:** 2024 Conference and Workshop Schedule  
**DATE:** September 27, 2023

The OMA will host two workshops and one annual conference in 2024.

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b>April 25-26, 2024</b>	OMA Spring Workshop & LOC Spring Conference	Running Y Ranch, Klamath Falls
<b>July 18-20, 2024</b>	OMA Summer Conference	Running Y Ranch, Klamath Falls
<b>October 17-19, 2024</b>	OMA Fall Workshop, Annual Membership Meeting & LOC Annual Conference	Riverhouse on the Deschutes, Bend



**To convene, network, train, and empower Mayors**

**TO:** OMA Membership

**FROM:** Teri Lenahan, OMA President & Mayor of North Plains, Oregon

**SUBJECT:** Election of 2024 OMA Board of Directors

**DATE:** September 27, 2023

The OMA Board of Directors is comprised of nine members, three of whom are officers.

Officers include the: President, President-Elect, and Past-President. All officers serve one-year terms. The President-Elect automatically assumes the position of President and the President automatically becomes the Past-President.

The remaining six positions are classified as Director positions. Each Director position is a three-year term.

Pursuant to the OMA Constitution and Bylaws, persons interested in serving on the OMA Board of Directors is to submit an application to the OMA Nominating Committee. This year, all such applications were due on September 1, 2023. The Nominating Committee met on September 19, 2023, to review all submitted applications and presented a recommended slate of candidates to the OMA Board of Directors for the Board's review and approval. Included herein is the Memorandum from the Nominating Committee to the Board of Directors outlining the Committee's proposed slate of candidates (Attachment 1).

The Board of Directors will be meeting on October 11 to review the slate of candidates as recommended by the Nominating Committee.



To convene, network, train, and empower Mayors

**TO:** OMA Board of Directors  
**FROM:** OMA Nominating Committee  
**SUBJECT:** Approval of 2024 Slate of Candidates  
**DATE:** September 27, 2023

The OMA Nominating Committee received seven applications, listed in the table below to fill three available 3-year board positions and the President-Elect position. Retiring board members include:

- Past President Jeff Gowing, Former Mayor of Cottage Grove
- Director Chas Jones, Mayor of Philomath
- Director Jim Trett, Mayor of Detroit
- Director Meadow Martell, Mayor of Cave Junction

Applicants:

Name	City	Population	Region	Position Sought
Henry Balensifer	Warrenton	6,421	1	President-Elect
Kenneth Woods Jr.	Dallas	17,836	3	President-Elect
Cathy Clark	Keizer	39,561	3	Director
Chas Jones	Philomath	5,682	4	Director
Meadow Martell	Cave Junction	2,167	7	Director
Kathy Sell	Eagle Point	9,968	7	Director
Tom Vialpando	Vale	1,916	12	Director

The OMA Nominating Committee met on September 19 to review applications. In keeping with prior board discussions, the Committee wished to advance a slate of candidates who would offer greater diversity on the board in terms of city size and geographic diversity. After careful deliberation, the Nominating Committee is recommending the following slate of officers.

**President-Elect:**

- Mayor Henry Balensifer, Warrenton – consecutive terms as President (2025) and Past-President (2026)

**Directors:**

- Mayor Cathy Clark, Keizer (expires 2026)
- Mayor Chas Jones, Philomath (expires 2026)
- Mayor Meadow Martell, Cave Junction (expires 2026)
- Mayor Tom Vialpando, Vale (expires 2024, fills vacancy created by Mayor Henry Balensifer’s election to President-Elect)

Continuing Members:

<b>Name</b>	<b>City</b>	<b>Population</b>	<b>Region</b>	<b>Position</b>
<b>Rod Cross</b>	Toledo	3,650	5	President
<b>Teri Lenahan</b>	North Plains	3,446	2	Past-President
<b>Tamie Kaufman</b>	Gold Beach	2,394	6	Director
<b>Rich Mays</b>	The Dalles	16,202	8	Director

**Suggested Motion:**

*“I move to approve the slate of candidates as recommended by the OMA Board of Directors.”*