



OMA Annual Membership Meeting

October 5, 2022 | 8:30 – 9:00 a.m.

Riverhouse on the Deschutes | 3075 N. Hwy 97, Bend, OR 97703 | Rm: Cascade AJ

AGENDA

A. Welcome & Roll Call (<i>Jeff Gowing</i>)	-
B. Consent Calendar* (<i>Jeff Gowing</i>)	-
1. Minutes of the October 20, 2021, Annual Membership Meeting	02
2. Current Financial Report	05
C. Upcoming Summer Conferences and Board Schedule (<i>Jeff Gowing</i>)	-
1. 2023 OMA Summer Conference – Hood River	-
2. 2023 Board Meeting Schedule.....	08
3. 2024 OMA Summer Conference – Klamath Falls	-
4. 2025/26 OMA Summer Conference RFPs	09
D. Election of Officers and Directors for 2023* (<i>Jeff Gowing</i>)	-
1. Nominating Committee Report	11
2. Election	-
3. Recognition of Outgoing Board Members	-
4. Recognition of all Outgoing OMA Past Presidents and Mayors	-
E. Adjournment (<i>Jeff Gowing</i>)	-

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



Oregon Mayors Association Annual Membership Meeting

October 20, 2021 | 5:32 pm – 5:59 pm | Zoom

MINUTES

Board Members:	Beth Wytoski, President Jeff Gowing, President-Elect Steve Callaway, Past President Rod Cross, Director Henry Balensifer, Director Teri Lenahan, Director Jason Snider, Director Carol MacInnes, Director Jim Trett, Director
Staff:	Patty Mulvihill, OMA Staff Liaison & LOC General Counsel Mike Cully, LOC Executive Director
Other:	Unknown (technical difficulties with Zoom prevented list from being properly documented)

A. Welcome

5:32 pm

President Beth Wytoski called the meeting to order at 5:32 pm.

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.

Patty Mulvihill shared that the OMA is in solid financial condition.

A copy of the Minutes of the October 14, 2022, Annual Membership Meeting and a written financial report are included with the packet associated with this meeting.

C. Upcoming Summer Conferences

President Beth Wytoski announced that the 2022 conference is being held in Newport. Patty Mulvihill provided the specific dates of the 2022 conference, its location at the Best Western Agate Beach Inn, and generally described the process involved for planning the conference's content. Mayor Dean Sawyer of Newport noted that he is excited to have the mayors in Newport and that he and his city manager, Spencer Nebel, will work closely with the OMA Conference Planning Committee to ensure the event is a success.

President Beth Wytoski stated that in the coming weeks the OMA will be releasing an RFP to identify the venue locations for the 2023 and 2024 Summer Conferences. She noted that this year the OMA Board of Directors is intentionally targeting cities that are located in eastern and southern Oregon, intentionally trying to hold the conference in a city that is located off of the I5 corridor and away from the coast.

A memorandum explaining the upcoming summer conference location and the RFPs is included with the packet associated with this meeting.

D. Election of Officers and Directors for 2022

President Beth Wytoski generally explained the process involved for how persons are elected to the Board of Directors. Mayor Steve Callaway, Chair of the 2021 Nominating Committee, presented the Nominating Committee's recommended slate of candidates to the membership; he also noted that the Committee appreciated all of the applications that were submitted.

It was moved by Mayor Keith Mays and seconded by Mayor Jason Snider to approve the slate of candidates (see below). The motion passed unanimously.

- *President-Elect – Teri Lenahan, North Plains;*
- *Director (2024) – Henry Balensifer, Warrenton;*
- *Director (2024) – Carol MacInnes, Fossil; and*
- *Director (2023) – Meadow Martell, Cave Junction.*

President Beth Wytoski recognized Mayor Steve Callaway as a departing member of the OMA Board of Directors, 2021 is his last year on the OMA Board of Directors. She noted that Mayor Callaway has always shown great leadership, has injected humor into every OMA event and Board meeting, and that he has been a mentor to every person on the Board of Directors and to many other mayors across the state. Mayor Steve Callaway expressed that it has been his pleasure and honor to serve on the Board of Directors and he looks forward to continuing his work with Oregon mayors in other capacities.

A memorandum explaining the election process and the Nominating Committee's slate of candidates is included with the packet associated with this meeting.

E. Proposed Amendments to OMA Constitution/Bylaws

President Beth Wytoski stated that there are two proposed amendments before the membership today, each of which will be voted on separately.

President Beth Wytoski described the first proposed amendment, which will allow the Board of Directors to take positions on legislative or administrative actions, taken by either the state or federal

government, that have an impact on the foundations of home rule or civic education. A discussion on the amendment ensued, highlights included:

- Mayor John McArdle asked if the amendment would prohibit the full membership from taking positions on legislative or administrative actions. President Beth Wytoski responded by saying absolutely not. The amendment just gives the Board of Directors the ability to move more quickly than the full membership can generally move.
- Mayor Henry Balensifer noted that there was a lot of back and forth discussion about this amendment amongst OMA Board members, but he is supportive of the amendment because it gives the OMA, and Oregon mayors, a voice.
- Mayor Steve Callaway stated that mayors have a lot of influence, more than they are currently exercising. He noted that the OMA needs to take advantage of the influence mayors have and he sees this amendment as a way to positively use that influence.

It was moved by Mayor Keith Mays, and seconded by Mayor Dean Sawyer, to amend the Constitution and Bylaws regarding the OMA's ability to take positions on legislative and/or administrative actions as proposed by the OMA Board of Directors and more specifically described in the packet associated with the 2021 OMA Annual Membership meeting on October 20, 2021. The motion passed unanimously.

President Beth Wytoski explained that the second amendment being proposed expands the makeup of the OMA Nominating Committee by two persons as a way to make the Committee more inclusive. She noted that the Board of Directors was concerned that the current makeup was too limiting and that in diversifying the Nominating Committee, the Board believes it is more likely the Board itself will become more diverse.

It was moved by Mayor Carol MacInnes, and seconded by Mayor Jason Snider, to amend the Constitution regarding the makeup of the OMA Nominating Committee as proposed by the OMA Board of Directors and more specifically described in the packet associated with the OMA Annual Membership meeting on October 20, 2021. The motion passed unanimously.

A memorandum explaining the proposed amendments is included with the packet associated with this meeting.

F. Other Business

Mayor Steve Callaway thanked President Beth Wytoski for her leadership of the OMA over the last year. Mayor Rod Cross advised that Mayor Steve Callaway will be missed with his departure from the Board of Directors. President Beth Wytoski noted that it has been a great year and she is looking forward to 2022. Mayor Jeff Gowing stated that it will be hard to improve upon what the OMA has done in 2021 but he is looking forward to the challenge.

G. Adjournment

5:59 pm

President Beth Wytoski adjourned the meeting at 5:59 pm.



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: September 29, 2022

The OMA remains in sound fiscal health.

To date, the OMA has received \$83,409.97 in income this year. The bulk of this revenue comes from three sources:

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

Membership dues, the OMA has received \$22,072 which exceeds the \$21,000 budgeted. OMA events income total \$31,723.97 from its Spring Workshop and the Summer Conference (excluding sponsorship dollars) and exceeds the adopted budget by \$2,723.97. The OMA earned \$20,500 from sponsorships.

The largest expenditure for the OMA will be the Summer Conference. Staff is reconciling the expenses and will provide the board with a full report at their December meeting.

An upcoming expenditure to note is the cost of the new mayor training which will kick off in McMinnville on November 29.

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



Oregon Mayors Association

Budget vs. Actuals 2022

January - August, 2022

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4-4001 Membership Dues	22,072.00	21,000.00	105.10 %
4-4660 Silent Auction	6,649.00	4,000.00	166.23 %
4-4700 OMA Spring Workshop	1,878.97	3,000.00	62.63 %
4-4753 Fall Workshop		6,000.00	
4-4754 Summer Conference	29,845.00	26,000.00	114.79 %
4-4760 Mayor's Sponsors	20,500.00	20,000.00	102.50 %
General Fund			
4-4755 Scholarship Fund	2,465.00		
Beginning Cash		80,577.00	
Beginning Scholarship Fund		12,991.00	
Total General Fund	2,465.00	93,568.00	2.63 %
Total Income	\$83,409.97	\$173,568.00	48.06 %
GROSS PROFIT	\$83,409.97	\$173,568.00	48.06 %
Expenses			
4-5000 Cost of Events			
4-5301 OMA Summer Conference			
4-5302 Summer Conference LOC Staff Expenses/Fees		1,100.00	
4-5307 Venue Rental		5,000.00	
4-5308 Food and Beverage		18,000.00	
4-5309 Hotel Expenses		7,200.00	
4-5310 Activity Fees		1,000.00	
4-5313 Speakers	3,132.17	5,000.00	62.64 %
4-5314 Postage / Printing	333.33	650.00	51.28 %
4-5390 Conference Scholarships	1,378.13	4,500.00	30.63 %
Total 4-5301 OMA Summer Conference	4,843.63	42,450.00	11.41 %
4-5350 Spring Workshop Expenses			
4-5357 Spring Workshop Venue Rental		500.00	
4-5358 Spring Workshop Food & Beverage		1,500.00	
4-5359 Hotel Expense		2,250.00	
4-5360 Speaker Fees	1,031.89	1,500.00	68.79 %
Total 4-5350 Spring Workshop Expenses	1,031.89	5,750.00	17.95 %
4-5400 Fall Workshop			
4-5404 Venue Rental		500.00	
4-5405 Food and Beverage		1,500.00	
4-5406 Hotel Expenses		2,025.00	
4-5407 Speakers Fall Workshop		2,000.00	
Total 4-5400 Fall Workshop		6,025.00	
4-5512 New Mayor Training		7,000.00	



Oregon Mayors Association

Budget vs. Actuals 2022

January - August, 2022

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 4-5000 Cost of Events	5,875.52	61,225.00	9.60 %
4-6000 Operating Expenses			
4-6013 Directory	202.00	1,000.00	20.20 %
4-6017 LOC Services	12,500.00	25,375.00	49.26 %
4-6018 Mayor's Board Expense	1,505.65	14,500.00	10.38 %
4-6023 Mayor's Contest	3,036.83	3,500.00	86.77 %
4-6025 Miscellaneous	867.47	750.00	115.66 %
4-6028 Newsletter	1,120.41	3,000.00	37.35 %
4-6030 Postage	726.96	1,000.00	72.70 %
4-6031 Copy, Fax, Printing		100.00	
4-6033 Supplies / Marketing	54.71	2,500.00	2.19 %
4-6040 WEB	1,800.00	1,800.00	100.00 %
4-6041 Listserv		750.00	
4-6050 Contingency		45,077.00	
Total 4-6000 Operating Expenses	21,814.03	99,352.00	21.96 %
Total Expenses	\$27,689.55	\$160,577.00	17.24 %
NET OPERATING INCOME	\$55,720.42	\$12,991.00	428.92 %
NET INCOME	\$55,720.42	\$12,991.00	428.92 %



To convene, network, train, and empower Mayors

TO: OMA Membership
FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager
SUBJECT: 2023 Board Meeting Schedule
DATE: September 29, 2022

The OMA Board of Directors have identified the following dates and locations for their 2023 Board meetings.

Date	Time	Location
Thursday, January 26, 2023	9:00 a.m.	Salem, LOC Offices
Monday, April 24, 2023	7:00 p.m.	Seaside
Sunday, August 13, 2023	10:00 a.m.	Hood River
Wednesday, October 11, 2023	4:30 p.m.	Eugene
Tuesday, December 5, 2023	5:00 p.m.	North Plains



To convene, network, train, and empower Mayors

TO: OMA Membership

FROM: Jeff Gowing, OMA President & Mayor of Cottage Grove, Oregon

SUBJECT: Upcoming Summer Conferences

DATE: September 22, 2022

In 2023, the OMA Summer Conference is slated to occur in Hood River August 10 through August 12. The Conference will be held at the Best Western Plus Hood River Inn. In early 2023, the OMA Board of Directors, along with the OMA Conference Planning Committee, will begin working with the city of Hood River to plan another exceptional conference for the membership.

For calendar year 2024, the OMA Summer Conference is slated to occur in Klamath Falls, July 18 through July 20. The conference will be held at the Running Y Ranch Resort.

For calendar years 2025 and 2026, the OMA Board recently authorized the release of a Request for Proposals (RFP). The RFP that was authorized for release is one which specifically targets cities and venues in regions of the state that OMA has not recently used as a conference location. These preferred locations are:

- Hermiston;
- Seaside;
- Pendleton;
- Baker City;
- La Grande;
- Ontario;
- Redmond; and
- Bend.

These cities have been identified as having conference facility space large enough to host an OMA conference.

The RFP is being released on October 12, 2022. Responses are due by November 21, 2022. The OMA Board of Directors will review all submitted responses during a meeting on December 8, 2022.



To convene, network, train, and empower Mayors

TO: OMA Membership

FROM: Jeff Gowing, OMA President & Mayor of Cottage Grove, Oregon

SUBJECT: Election of 2023 OMA Board of Directors

DATE: September 29, 2022

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 2, 2022. The Nominating Committee met on September 22, 2022, 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 met on September 28 and approved 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 2023 Slate of Candidates
DATE: September 23, 2022

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

- Past President Beth Wytoski, Mayor of Dayton
- Director Jason Snider, Mayor of Tigard

Applicants:

Name	City	Population	Region	Position Sought
Cathy Clark	Keizer	39,458	3	President-Elect
Rod Cross	Toledo	3,611	5	President-Elect
Chas Jones	Philomath	5,682	4	Director
Scott Keyser	Molalla	10,207	3	Director
Rich Mays	The Dalles	16,047	8	Director
Michael Preedin	Sisters	3,286	9	Director
Tim Rosener	Sherwood	20,496	2	Director

The OMA Nominating Committee met on September 22 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 Rod Cross, Toledo – consecutive terms as President (2024) and Past-President (2025)

Directors:

- Mayor Rich Mays, The Dalles (expires 2025)
- Mayor Chas Jones, Philomath (expires 2023, fills vacancy created by Mayor Rod Cross’s election to President-Elect)

Continuing Members:

Name	City	Population	Region	Position
Teri Lenahan	North Plains	3,446	2	President
Jeff Gowing	Cottage Grove	10,792	4	Past-President
Jim Trett	Detroit	141	3	Director
Carol MacInnes	Fossil	449	9	Director
Henry Balensifer	Warrenton	6,352	1	Director
Meadow Martell	Cave Junction	2,149	7	Director

Suggested Motion:

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