



OMA Board of Directors Meeting

December 5, 2023 | 5:00 pm - 7:00 pm

Zoom

<https://us02web.zoom.us/j/81356886828?pwd=UGJPV0M0V0lkM2NNOUdGYzZhdnNuZz09>

Meeting ID: 813 5688 6828 | Passcode: 628483 | Dial in: +1 (253) 215-8782

AGENDA

A. Welcome & Roll Call (<i>Teri Lenahan</i>)	-
B. Consent Calendar* (<i>Teri Lenahan</i>)	-
1. Minutes of the October 11, 2023 OMA Board of Directors Meeting	02
2. Current Financial Report	05
3. Overview of 2024 Board Meeting Dates	08
C. Committee Updates	-
1. Solicitation for 2024 Committee Appointments (<i>Teri Lenahan</i>)	09
2. Conference Planning Committee (<i>Teri Lenahan</i>)	
• 2024 Spring Workshop	11
D. 2024 Proposed Budget (<i>Angela Speier</i>).....	22
E. 2024-25 Elected Essentials Draft Programming (<i>Angela Speier</i>)	31
F. New Board Member Orientation (<i>Teri Lenahan</i>)	32
G. Other Business (<i>Teri Lenahan</i>)	-
H. Adjournment (<i>Teri Lenahan</i>)	-

*Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item's associated materials.



OMA Board of Directors Meeting October 11, 2023 | 4:30 p.m.

The Graduate | 66 E 6th Street, Eugene, OR 97401 | Sousa

MINUTES

Voting Board Members:

Teri Lenahan, President – Excused
Rod Cross, President-Elect – Present
Jeff Gowing, Past President – Present
Chas Jones, Director – Present
Rich Mays, Director - Present

Meadow Martell, Director – Present
Henry Balensifer III, Director – Excused
Jim Trett, Director – Present (virtually, arrived at 4:40pm)
Tamie Kaufman, Director - Present

Non-voting Board Member: Patty Mulvihill, Secretary/Treasurer - Present

Staff: Angela Speier, LOC Project & Affiliates Manager

A. Welcome & Roll Call

President-Elect Cross welcomed the members and called the meeting to order at 4:33 pm.

B. Consent Calendar

Mayor Mays asked about the financial report and noted the budget deficit after the annual conference.

It was moved by Past President Gowing and seconded by Mayor Martell to approve the consent calendar as presented. There was no discussion and the motion passed unanimously (6-0). (6 Yes [Cross, Gowing, Jones, Martell, Mays, and Kaufman]; 0 No; 0 Abstain; 3 Absent [Lenahan, Balensifer, and Trett]).

C. Committee Updates

1. Conference Planning Committee

Ms. Speier reported on the conference expenses and noted the food and beverage expenses were much higher than what was budgeted. The board discussed ways to keep those costs down, which includes booking venues that are not traditional vacation destinations in the summer and providing a different food experience. The board discussed the need to increase conference registration fees for members and guests. The board could also work harder to get sponsorships. Staff will look to the board to help with implementing any changes to the summer conference and to help with messaging if there is a different type of experience.



The board discussed the conference evaluations and felt they received good feedback. They discussed the need to do a follow up session related to housing at an upcoming conference. The board would like to see this session later in the day, to allow for additional time for questions. Discussion ensued on to bolster participation at small cities meetings, regional meetings, and legislative updates.

2. Nominating Committee

Past President Gowing provided a report from the Nominating Committee.

It was moved by Past President Gowing and seconded by President-Elect Cross to approve the slate of candidates as recommended by the Nominating Committee to the membership. There was no discussion and the motion passed unanimously (7-0). (7 Yes [Gowing, Jones, Martell, Cross, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 2 Absent [Lenahan and Balensifer]).

D. Review Draft Value and Media Statement

The board reviewed the draft value and media statement.

It was moved by Mayor Kaufman and seconded by Past President Gowing to approve the value and media statement as written. There was no discussion and the motion passed unanimously (7-0). (7 Yes [Gowing, Jones, Martell, Cross, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 2 Absent [Lenahan and Balensifer]).

Staff will add the value statement to the New Mayors Handbook and the 2024 OMA membership dues form. The media statement will be utilized when needed.

E. 2024 OMA Board Meeting Calendar

The board reviewed the proposed board schedule and they decided to move the December meeting to Monday, December 2, 2024 at 5:00 pm.

It was moved by Past President Gowing and seconded by Mayor Martell to approve the 2024 board calendar as amended. There was no discussion and the motion passed unanimously (7-0). (7 Yes [Gowing, Jones, Martell, Cross, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 2 Absent [Lenahan and Balensifer]).

F. Membership Drive 2024

Ms. Speier reviewed the timeline for the 2024 membership drive. The board will be asked to send targeted emails to mayors in their regions encouraging them to become members of the OMA. She also encouraged the board to start using the OMA app as a communication tool.



G. Discuss Potential Changes to the OMA Dues

The board reviewed the current dues structure which has not been increased since 2019. The board noted the dues rates are low and discussed what they feel would be a reasonable increase for 2024. Staff stressed that the OMA is not bringing in enough dues to currently cover their general operating expenses. The board would like to hear feedback from mayors if they were unable to join the association because of the fee increase. They discussed raising the dues to at least cover the cost of the contract with the LOC.

It was moved by Mayor Kaufman and seconded by Mayor Jones to increase the OMA membership dues by 40% for the 2024 membership drive. There was no discussion and the motion passed unanimously (7-0). (7 Yes [Gowing, Jones, Martell, Cross, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 2 Absent [Lenahan and Balensifer]).

The board decided to hold off on setting an annual increase until after they have a conversation about what expenditures they are willing to cut. The board would like to know what the membership is willing to cut from the budget.

H. 4th Quarter Newsletter

The board reviewed the list of proposed articles and President-Elect Cross volunteered to write a recap of the joint workshop. The spotlight article will be the city of Philomath.

I. Other Business

None.

J. Adjournment

President-Elect Cross adjourned the October 11, 2023 meeting at 5:32 pm.

APPROVED by the Oregon Mayors Association Board of Directors on December 5, 2023.

Respectfully submitted by:

Angela Speier,
LOC Project and Affiliates Manager

Oregon Mayors Association

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

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
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
General Fund			
Beginning Cash		74,303.00	74,303.00
Beginning Scholarship Fund		15,356.00	15,356.00
Total General Fund		89,659.00	89,659.00
Total Income	\$86,770.42	\$172,659.00	\$85,888.58
GROSS PROFIT	\$86,770.42	\$172,659.00	\$85,888.58
Expenses			
4-5000 Cost of Events			
4-5012 New Mayor Training	965.07	3,500.00	2,534.93
4-5301 OMA Summer Conference			
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
Total 4-5301 OMA Summer Conference	60,531.79	49,450.00	-11,081.79
4-5350 Spring Workshop Expenses			
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
Total 4-5350 Spring Workshop Expenses		5,000.00	5,000.00
4-5400 Fall Workshop			
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
Total 4-5400 Fall Workshop		9,000.00	9,000.00
Total 4-5000 Cost of Events	61,496.86	66,950.00	5,453.14
4-6000 Operating Expenses			
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	2,640.79	3,000.00	359.21
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
Total 4-6000 Operating Expenses	51,150.67	98,277.00	47,126.33
Melio Credit card fee	39.00		-39.00
Total Expenses	\$112,686.53	\$165,227.00	\$52,540.47
NET OPERATING INCOME	\$ -25,916.11	\$7,432.00	\$33,348.11
NET INCOME	\$ -25,916.11	\$7,432.00	\$33,348.11

Oregon Mayors Association

Transaction List by Vendor

October - November, 2023

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Best Western PLUS Hood River Inn					
10/04/2023	Bill Payment (Check)		Food & beverage, Room/AV Rental	4-1001 Checking	-43,249.20
10/04/2023	Bill Payment (Check)		Hotel OMA Summer Conf .(board, staff, scholarships, students)	4-1001 Checking	-18,656.36
Just Right Awards and Engraving Inc.					
10/04/2023	Bill Payment (Check)		Board plaques - outgoing members	4-1001 Checking	-419.08
LOC					
10/04/2023	Bill Payment (Check)		Summer Conference credit card expenses (staff, mural tour, card for Drotzmann)	4-1001 Checking	-3,482.22
10/04/2023	Bill Payment (Check)		LOC services Q3 & Q4	4-1001 Checking	-13,261.24
Melio					
10/05/2023	Bill Payment (Check)		Check Fees	4-1001 Checking	-1.50
10/05/2023	Bill Payment (Check)			4-1001 Checking	-1.50
10/05/2023	Bill Payment (Check)			4-1001 Checking	-1.50



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: 2024 Board Meeting Schedule

DATE: November 28, 2023

During the October board meeting the following board meeting dates were identified for 2024.

Date	Time	Location	Event
Wednesday, January 31	12:00 pm	Virtual	Board Meeting
Wednesday, April 24	7:00 pm	Klamath Falls	Board Meeting
Thursday, April 25	8:30 am	Klamath Falls	OMA Spring Workshop
April 25-26		Klamath Falls	LOC Spring Conference
July 18-20		Klamath Falls	OMA Summer Conference
Sunday, July 21	10:00 am	Klamath Falls	Board Meeting
Wednesday, October 16	4:30 pm	Bend	Board Meeting
Thursday, October 17	8:30 am	Bend	OMA Fall Workshop & Annual Membership Meeting
October 17-19		Bend	LOC Annual Conference
Monday, December 2	5:00 pm	Virtual	N/A



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: 2024 Committee Solicitation

DATE: November 28, 2023

Staff is seeking feedback on the 2024 OMA committee solicitation form. Staff plans to send this form to the OMA membership via email and the listserv on Wednesday, December 6 and ask for completed forms by Friday, January 19. This will give staff time to collate the responses and provide the board with a list of potential committee members at the January 31 board meeting.



2024 OMA Committee Solicitation

The OMA Board of Directors is soliciting OMA members who are willing to serve on an OMA Committee in 2024. The Board will make 2024 committee appointments during their January Board meeting. A list of committees and their objectives is below.

Please complete and return this form **by Friday, January 19, 2024**, if you are interested in serving on one or more committees beginning February 1, 2024.

Name:

City:

Email:

Cell Phone:

Check one or more	Committee
	CONFERENCE PLANNING Plan the annual summer conference held July 18 – 20, 2024. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between February – June.
	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
	NOMINATING Review applications and recommend a slate of candidates to serve on the OMA Board of Directors for calendar year 2025. This committee is comprised of five persons, consisting of the Immediate Past President, two past presidents who still serve as mayor, and two OMA members who are not serving on the Board and who are not past presidents of the Board. This committee typically meets 1 -2 times via Zoom in September.
	STUDENT CONTEST SELECTION The student contest is announced at the summer conference with local submissions due to the OMA by April 5, 2024. This committee is responsible for determining statewide winners for each of the three categories: poster (grades 4- 5); essays (grades 6 – 8); and digital media presentations (grades 9 – 12). This committee typically meets once via Zoom in May.
	CONSTITUTION & BYLAWS This committee’s purpose is to review and propose changes to the OMA’s governing documents which include the Constitution, Bylaws and Policies. These changes must then be approved by the OMA board and membership. This committee is ad hoc and only meets as needed.
	RESOURCE This committee’s purpose is to assist the Board in fulfilling its responsibilities to serve as a resource and point of contact for new Oregon mayors. The committee will assist with planning the new mayor orientation program hosted in conjunction with the LOC’s Elected Essentials training, while also seeking to identify ways in which the OMA can be of better assistance to new mayors. This committee is expected to meet 2-3 times via Zoom between April and September and then as needed.

I am flexible and would like for the OMA Board of Directors to assign me to _____ (# of committees) that have the most need.

Return completed form by January 19, 2024, to Angela Speier at aspeier@orcities.org.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: 2024 Spring Workshop – Topic and Expenses

DATE: November 28, 2023

The OMA Spring Workshop is scheduled for Thursday, April 25, 2024 at the Running Y Ranch in Klamath Falls. Staff would like to receive feedback from the board on a potential topic and speaker for the Workshop. The proposed budget includes \$1,000 to secure a speaker, however staff would encourage the board to look for speakers who would not charge an honorarium and may already be planning to attend the LOC Spring Conference. This would help further the goal of making conferences revenue generators for the association.

Attached to this staff report the board will find feedback from the Joint OMA/OCCMA Fall Workshop. While I think people liked the idea of holding a joint workshop between the two associations, we missed the mark a little on the content. Attendees would have liked to have seen more about ways to communicate and less about general governance.

General Event Feedback: How would you rate the Councilors or OMA/OCCMA Workshop you attended?

Average Rating

Top 2

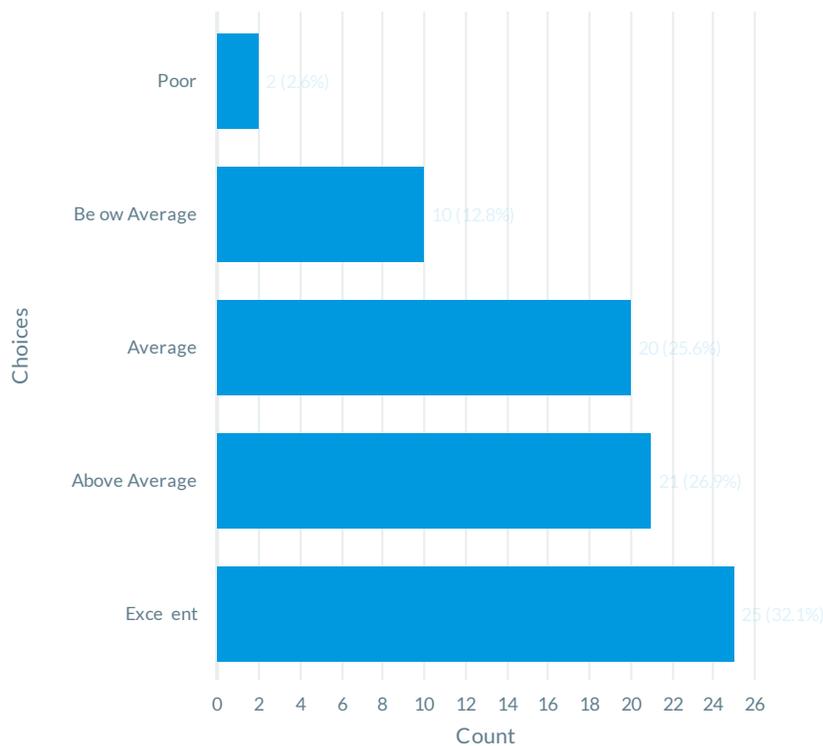
Bottom 2

3.73

59%

15%

Answer Distribution



Counts by Choice

Choices	Number
Poor	2 (2.6%)
Below Average	10 (12.8%)
Average	20 (25.6%)
Above Average	21 (26.9%)
Excellent	25 (32.1%)
Totals	78

Total Responded

78

General Event Feedback: Please share what you liked about the Councilors or OMA/OCCMA Workshop and/or areas for improvement

Answer Details

Response Code	First Name	Last Name	Answer
NQK2D4GM	█	█	The strong advice to keep our focus on the future & not get sidelined by "the dumbest among us". Keep our hands/heads on the wheel on the bow & stay out of the engine room !
E268WR5N	█	█	Need for unity.
J4K15QYX	█	█	The OCCMA workshop was really things we hear about regularly and the presenter didn't know a lot or at least share as much about Oregon as he did about Washington.
DNQK6Y7K	█	█	Great topic, knowledgeable speaker.
47RQDQLM	█	█	Would prefer such team building to include all members of the team
QLK80K6Y	█	█	Introduce the speaker please.
9DRQKWNQ	█	█	Very engaging presenter who never gave a dull moment. Well worth time,...and could have gone on much longer.
9DRQK6KL	█	█	well done
LPKWD8DG	█	█	Sound was not good compared to the rest. I suspect it could have been how the speaker wore the mic? But the speaker could not keep attention, was using basic training and talked way too much about Washington. It was a waste of time and money.
8MQP5DNY	█	█	I thought the information for councilors was very good for anyone new to the job or for anyone who might be confused about the roles.

LPKJ487K	████	████	More Oregon knowledge would have been better
2YR5ORYN	██████	██████	I originally signed up for the OMA/OCCMA workshop but it was TERRIBLE! So I left and snuck into the Councilors workshop with Ron Holifield. It was fantastic!!
K9K0N0ZB	████	██████	The presenter spoke at us for nearly 3 hours and only knew Washington law. It was such a missed opportunity to help facilitate useful conversation between the City Manager/Administrator and the Mayor. He spoke at an elementary level about the legalistic things most of us already know. Instead the value would have been talking about and workshopping the nuances of the CM / Mayor relationship and how to navigate murky waters that are sure to come.
15R8G0MG	████	████	a bit long
2YR7NW5M	██████	██████	I attended the OMA/OCCMA workshop but immediately heard great things about the Councilors workshop. My councilors were very impressed and came away with great ideas and enthusiasm.
15R8GR2X	████	████	Speaker was not very knowledgeable about current events in OR; improvement would have been to directly engage the attendees about governance, authority and role issues that they are facing.
NQK2DPGZ	████	██████	I just have so many key take-always from the Councilor Workshop and hope to add them to my day to day practice and performance goals.
WGKR742Z	████	████	I think most years we would prefer to be separate, but this was a good opportunity and a mutually beneficial subject.
MMKNP9YB	██████	████	3 hrs is too long to sit. Needed a stretch break.

2YR5OPYR	██████	██	Speaker was interesting, and Q&A was OK. Could have used a little more networking - maybe a few structured minutes to meet the people at our table.
DNQK6OJA	██████	██████	We needed more Oregon specific information, and more time for Q & A.
QLKJN10P	██	██████	Having mayors and managers together is a great format to emphasize the critical team-work of managing expectations of councilors and staff for a high-functioning city. Familiar content with some real-world examples. Too scripted on what the speaker wanted to say. Would've preferred more solicitation of examples and experiences from the audience and a facilitated discussion on guiding principles flowing from that discussion. This would've limited the breadth of content, but I think would be of greater value to mayors and managers.
ROKN96YX	██	██████	There was a lot of information given in a relatively short period of time. Hopefully follow-on sessions throughout the year and ongoing resources will help city managers and mayors continue to learn and improve their skillsets.
7PRKW57Z	██	██████	See session survey
PRQYK07O	██████	██	There wasn't a lot of new information that we're not already doing, but that in and of itself is validating that we're on the right path. It was interesting to hear the stories from other cities and hear about their challenges and successes.
15R8GE9H	██████	██████	I don't understand why Mayor and City Managers were grouped together if there was not going to be more interaction between them. Missed opportunity. This session felt like it was an orientation session for newly elected officials or newly appointed city managers.

69RKPEMR	████	████	The presenter made some factual errors that we corrected in Q and A.
WGKQ19JA	████	██████	A little bit hard to understand what the speaker was saying at times.
PRQYK79O	████	████	themes of role of councilors and common tension
02RNQ4GT	████	██████	I like the idea have having a joint session. I do not believe it was informative, specific enough, or interesting. Hard to expect an attorney to keep it interesting for that long...
QLK805QF	████	██████	I thought it was helpful to have us mayors and the city managers in the same room, as there was some valuable exchanges of information.
02RYOPKF	██████	████	Validated my approach to being a councilor. Good storytelling. Relevant info. Very useful to new councilors. Wish my new colleagues had been there to hear it!
9DRLZJRK	████	██████	There would have been an added benefit to talk with other councilors at the individual tables to share their struggles or positive benefits for their city.
47RQD42B	████	██████	Well if it hadn't been for the narcissist near me who talked almost the entire time, I would have liked it more, he was rude. That said, I took a lot of notes, the speaker really brought home the concept of the CAVE man, and those that scream the loudest and how to NOT deal with them. It gave me a sense of renewal in public office.
DNQY089Z	██	██████	I felt it was a bit basic, like a 101 level. It would be helpful for new City Managers and Elected Officials but maybe have an advance portion as well.
69R46E7E	████	████	Would rather have a mixer for the OCCMA or Mayors specifically - the workshop was not all that valuable.

PRQYKJYM	████	██████	Presenter spent way too much time on big picture concepts rather than getting to nuts and bolts issues facing cities
69R4687S	████	██████	Would have been better to have LOC Legal team available to assist with some of the questions instead of just an attorney from Washington.
5QRK4RLO	████	████	Speaker was a tad boring to start but things eventually picked up It was a good refresher of info overall. The room was much too small for everybody, it was very crowded and hard to manouver through the room
DNQK6R7B	████	████	It was very informative
7PRKDYPY	████	████	It was a bit too long
47RQDZ2J	████	████	Probably only needed 1 hr
E26QPPLF	██████	██████	Good energy Good info More engagement form the audience would be good Like speaker whole group/discuss prompt at table/speaker whole group Online polls
9DRQOO9K	██████	██████	I felt the OMA workshop was too simple, and that anyone who has been a mayor for any length of time would have known or should have known the material already.
2YR7N09F	████	██████	While not new information it was good to have the highest elected and appointed hear the same thing together
Z2LPNMLN	██████	██████	Question and answers were helpful

Total Responded

46

Day of Feedback from Attendees of the OMA/OCCMA Joint Workshop

Please evaluate the session	Do you have any general comments about the session?
3	A little bit slow to start.
5	A great way to connect City Managers and Mayors. The event had a very positive feel.
1	Content was delivered slowly, way too much focus on Washington.
1	The content could have been done in 30 minutes as it was quite basic.
4	Patty could have nailed that session and it would have been worth our time.
4	Good to hear general good practices, but frustrating to have more experience under Washington state law instead of Oregon
1	
2	
4	
2	Whoever thought having a Mayors and managers' joint session about governance and how to practically navigate authority and roles had a really good idea. Steve DiJulio is also a WA rock star but he didn't come ready to address current OR issues we are dealing with. And to have him focus on the foundations of home rule and respective roles wasn't a great use of 3 hours.
5	Great presentation and discussion -
4	Should have included LOC legal counsel to bring up to date Oregon examples.
3	Mayors and managers in one room being lectured to was a lost opportunity to highlight the common task of leading the city with trust and collaboration between mayor and manager. He showed trainwrecks to make a point but didn't engage the audience in owning how to avoid those trainwrecks.
1	Great concept , poor outcome. I think having the managers and mayors learning together is a great idea. And obviously, there was a lot of interest in discussing topics that up (particularly on how to manage meetings) that it could have been a great session. The guy was dead dry, used 15 and 30 year old examples, was a WA lawyer and just did not read the room. (I also feel it was a little too heavy on electeds behaving badly, which doesn't foster the culture of learning together.)
3	Speaker was not as well versed in Oregon rules and processes. As an attorney he answered the question asked but did not think about alternatives.
4	
2	Patty would've done better and been able to speak directly to OR law not Washington law
4	Felt very basic and introductory. Suppose this was for new elected officials and city managers; great. However, maybe have one session geared toward a specific topic simultaneously.
3	Would have liked to see more on the communication piece between City manager/Mayor.
2	
3	Little slow out of the gate, but it got better as session went on.
2	Would have liked more round table. Speaker was very dry and monotone.
4	Very thorough
4	Good presentation, a little dry. But good
1	I thought the OMA was too simplistic and I didn't learn a single new thing.

Please evaluate the session	Do you have any general comments about the session?
4	I was worried that opportunity for conflict may happen. It was good have this presenter, even though I may know but both mayor and manager heard the same communication.
5	Presenter had a few good points.....it was an introductory "class" wasn't very helpful. Number of people around me were not impressed. Several newcomers worried aloud that if this was the the kind of presentations we would get.....they saw as boring uninspiring, and extremely elementary. Personally, after attending conference for many many years, this was one of the least inspiring presentations ever.
5	Comment made.....wish Patty Mulvihill could have done it..she would have be informative AND interesting.
5	Really liked having both groups together
5	This was an excellent workshop. Great reminders and updates
4	I did feel like I belonged and engaged in this session. It too was over crowded though but I am glad I added this session
5	This should continue - great idea
2	Wished the speaker was from Oregon. There was a lot of missed opportunity in his presentation.
2	It was very basic and not interactive like I would have expected from calling it a workshop. But I did learn two things.
2	His experience was Washington and mainly read Oregon ORS. It could have been a good opportunity to get Manager's and mayors talking but most people checked out. He provided videos and examples that could have been used to start conversations.
4	speaker was great, only suggestion is having someone who is more family with Oregon Statue and current home rule trends
1	Boring and did not really help move managers and council together
3	Well done; very thorough!
5	It was a great discussion!
Average = 3	



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: 2024 Proposed Budget

DATE: November 28, 2023

General Overview

LOC staff has developed a proposed OMA Budget for 2024. The budget is presented during the December board meeting as a draft for two reasons: 1) the end of year accounting of all OMA fiscal resources will not be completed until mid-January; and 2) this gives the board the opportunity to review the budget and make adjustments prior to the board adopting the budget during its meeting on January 31.

Staff has drafted this budget to show the board their precedented spending levels and where the LOC recommends making cuts to stop relying on the beginning cash balance to make ends meet. Ideally membership dues should cover the OMA's operating costs and conferences should be at a minimum revenue neutral. The staff proposed budget is still not balanced and will continue to eat into the board's reserve funds. Staff added two revenue line items to better account for the scholarship funds coming in from the LOC Foundation and sponsors who have indicated they would like to see their sponsorship used towards funding mayors to attend the summer conference who might not otherwise be able to. To provide better clarity to the budget, when the final proposed budget is submitted to the board during its January 2024 meeting, the budget will be accompanied by the narrative below which provides context and depth to the specific line items. This narrative will give both the OMA Board and LOC staff a better understanding of where particular dollars are to be deposited and how particular funds can be spent.

Anticipated Income

Presently, the OMA Proposed Budget contains eight distinct income lines, each with their own accounting code, that identify the sources of income the OMA is expected to receive. Details on the numbers proposed in the relevant lines, as well as questions about what to include in any line item are below for ease of reference. Note that the beginning cash lines are not described in this Memorandum.

1. Membership Dues (4-4001). LOC staff is recommending increasing the revenue amount to \$29,000 to reflect the board approved 40% increase to dues.
2. Spring Workshop (4-4700). LOC staff is recommending keeping the registration cost at \$95. In 2023, the revenue brought in was \$4,085, the \$2,080 reflected in the budget was what was deposited into the OMA account by LOC after the expenses were paid.
3. Fall Workshop (4-4753). LOC staff is recommending keeping this revenue item at \$5,000. While the conference has not been reconciled by LOC staff yet, revenue raised through registration was \$5,795.
4. Sponsorship (4-4760). Each year the OMA solicits and receives sponsorship dollars for the Summer Conference. LOC staff is recommending keeping this amount at \$20,000 based on the last four in-person conferences. Staff is hopeful this is where the board can help increase revenue by each board member committing to securing at least \$500 in sponsorship revenue in 2024.
5. Silent Auction (4-4660). Each year during the OMA Summer Conference, a silent auction is held, the proceeds of which are used to fund scholarships for mayors to attend future OMA events. While 2023, saw the highest revenue yet, based on prior years staff is recommending this line item to be \$6,000.
6. LOC Foundation Scholarships (4-4661). Staff is recommending adding this line item to better account for the money received by the LOC Foundation to help support scholarships for mayors. The last several years the Foundation has given the OMA \$1,200 for this purpose.
7. Miscellaneous Scholarships (4-4662). In 2023, two sponsors asked for their sponsorships to be used to provide scholarships. In order to better differentiate between the two types of sponsorships staff is recommending adding this as a separate line item in the budget.
8. Summer Conference (4-4754). The OMA Summer Conference has historically been the largest income source for the Association. Staff is recommending keeping the proposed budget figure at \$28,000 based on last year's revenue figure. Staff is recommending increasing the member registration fee to \$425, the non-member registration to \$525, and the past president/guest registration to \$325 in 2024.

Anticipated Conference Expenses

The OMA Proposed Budget contains four separate expense categories related to the Summer Conference, Spring Workshop, Fall Workshop, and new mayor trainings. Each of these categories has specific line-item expenses associated with them. Details on the numbers proposed in the relevant lines, as well as questions about what to include in any line item are below for ease of reference.

Summer Conference Expenses

1. Summer Conference LOC Staff Expenses/Fees (4-5302). The purpose of this line item is to identify the amount of money the OMA spends to have a LOC

administrative staff attend and work the OMA Summer Conference. Per the contract between the LOC and OMA, the OMA will pay for the OMA staff liaison and the conference coordinator's mileage, food costs (not included in the conference itself), and hotel. LOC staff typically arrives at the conference the day before the event, so four nights of hotel accommodations are typically incurred. The recommended budget is \$2,000, which generally includes:

- \$1,000 in hotel expenditures;
- \$314 in mileage reimbursement;
- \$259 in meals (GSA per diem for Oregon is \$44.25 for the first and last day of travel and one dinner and lunch for each staff member); and
- \$43 for any incidental expenditures.

2. Summer Conference Venue Rental (4-5307). The purpose of this line item is to identify how much the OMA will spend on securing venue space for the 2024 OMA Summer Conference. The venue is charging the OMA a room rental fee of \$3,000, but staff anticipates there will be some ancillary charges and other minor venue fees. LOC staff feels comfortable recommending a budget of \$6,000 for this line item.
3. Summer Conference Food and Beverage (4-5308). The minimum food and beverage expense will be \$5,000 per our contract with the venue. LOC Staff is recommending budgeting \$40,000 this year, based on a preliminary review of their menu. However, staff is hoping the board will agree this is an area where cost savings could occur if the board is agreeable to providing buffet options throughout the entire conference and eliminating drink tickets. This assumes the city of Klamath Falls or its tourism agency, will not cover the cost of the food and beverages associated with the silent auction event.
4. Summer Conference Hotel Expenses (4-5309). The purpose of this line item is to identify the amount of money the OMA spends on covering the hotel costs of its President and speakers. Per the contract with the Running Y Ranch, the nightly rate for a hotel room is approximately \$113. The contract also includes a complimentary suite for the President. This budget accounts for covering three-four speakers with one night of accommodation provided by the OMA. It does not allow board members to seek financial assistance to attend this conference.
5. Summer Conference Activity Fees (4-5304). This line item is used to pay for expenses not otherwise accounted in the OMA Conference Budget, including prizes for the golf tournament, table rentals, tours, transportation, etc. LOC staff recommends increasing this line item to \$3,500 this year.
6. Summer Conference Speakers (4-5313). The purpose of this line item is to pay for the keynote speaker, and any other speaker, to present during the Summer Conference. Staff recommends keeping this line item at \$5,000, but is hoping the Conference Planning Committee will work to secure speakers that will provide their expertise for little or no cost. This can be done by looking at state agencies, Regional Solutions, LOC staff and partners. By utilizing local government partners this could be another area where the OMA could help make the conference cost neutral.

7. Summer Conference Postage/Printing (4-5314). The purpose of this line item is to cover the costs of any postage and printing costs associated with the Summer Conference. Examples of costs include: printed signs, displays for the Student Contest entries, and limited paper programs in order to encourage mayors to utilize the OMA app. LOC staff is recommending keeping this cost at \$650.
8. Summer Conference Scholarships (4-5390). The purpose of this line item is to provide scholarships to mayors who wish to attend the conference but who cannot afford to attend the conference on their own. Staff is recommending the board increase the budgeted scholarship amount to \$8,000 due to the record amount raised through the silent auction, the need shown last year, and this could also be an avenue for board members to help offset their costs to attend the conference.

Spring Workshop Expenses

1. Spring Workshop Venue Rental (4-5357). Affiliate organizations pay a portion of the venue rental fees for their workshops. LOC staff is recommending budgeting \$200 to help cover the cost of the room rental.
2. Spring Workshop Food & Beverage (4-5358). Last year the Mayors Workshop was held from 8:30 am to 11:30 am. If the schedule remains the same, this line item could be used to purchase beverages and light breakfast items for attendees. Staff is recommending increasing the budgeted amount to \$5,500
3. Spring Workshop Hotel Expenses (4-5359). Based on OMA Policies, the OMA will pay for any hotel expenses incurred by the OMA President in attending this event. Assuming President Cross chooses to attend the Spring Workshop and LOC Spring Conference, two hotel nights would be expected. LOC has reserved hotel room rates ranging from approximately \$189-\$389 per night depending on the venue. Staff is recommending budgeting \$500 to help cover the cost of President Cross's hotel stay. Based on the current budgetary limits of the OMA, staff does not recommend allocating any additional revenue to cover the hotel costs of other Board members, instead staff believe the Board should revert to it is long-held policy of only covering the President's costs.
4. Spring Conference Speaker Fees (4-5360). LOC staff is recommending budgeting \$1,000 to cover the cost of a potential speaker's transportation, hotel costs, as well as a potential stipend.

Fall Workshop Expenses

1. Fall Workshop Venue Rental (4-5404). The purpose of this line item is to cover the costs of renting space for the Fall Workshop. In 2024, the space will be at the Riverhouse on the Deschutes in Bend, based on rental fees staff is recommending budgeting \$500 to cover this cost.
2. Fall Workshop Food and Beverage (4-5405). The purpose of this line item is to cover the costs of providing food and beverage during the Workshop. In 2023, the OMA paid for attendee's lunch and beverages. Staff is recommending budgeting \$5,500 in 2024 to cover the lunch cost.

3. Fall Workshop Hotel Expenses (4-5406). Based on OMA Policies, the OMA will pay for any hotel expenses incurred by the OMA President in attending this event. Assuming President Cross chooses to attend the Fall Workshop and the LOC Annual Conference, three hotel nights would be expected. Staff is recommending budgeting \$1,000 to cover this cost.
4. Fall Workshop Speaker Fees (4-5407). LOC staff is recommending budgeting \$2,000 to cover the cost of a potential speaker's transportation, hotel costs, as well as a potential stipend.

New Mayor Training

In 2022, the OMA held a new mayor training in conjunction with the LOC Elected Essentials training program. This line item was to cover the cost of food and travel expenses for speakers. Staff is recommending no money be dedicated to this line item this year. The LOC is in the preliminary planning stages for Elected Essentials and has decided to lengthen the lunch portion and allow for small group roundtable discussions broken out by mayors, councilors, and appointed staff. The recommendation is for board members to ask OMA members located in the region that is hosting the training to lead these discussions. If board members choose to attend the training, they will not be reimbursed for travel expenses.

Anticipated Operating Expenses

Presently, the OMA Draft Budget contains 15 distinct lines, each with their own accounting code, that identifies sources of non-conference related operating expenses. LOC staff recommends keeping each of these lines and adding an additional line item that accounts for board travel expenses that are outside of a board meeting, but would still be beneficial to the OMA membership, such as testifying for the OMA Homelessness funding proposal at the legislature.

1. Directory/OMA App (4-6013). The purpose of this line item is to pay for the OMA mobile app that includes an integrated member directory and more. The cost is \$6,000.
2. LOC Services (4-6017). The purpose of this line item is to cover the administrative fees charged by the LOC for administering the OMA programs and services. The current contract will expire on June 30, 2024. LOC staff is recommending an annual 5% increase to the current contract to help cover the cost of inflation. This brings the annual cost to \$27,500. The board should recognize this amount does not fully cover the current staff support and if the board pursues another initiative like the homelessness taskforce there will be a special assessment charged to the OMA to help cover staff expenses outside of the contracted services.
3. Mayor's Board Expense (4-6018). The purpose of this line item is to reimburse OMA Board members their reasonable travel expenses to attend Board meetings. While staff realizes that city budgets are tight especially for small cities, staff is recommending the board allow each board member to be reimbursed up to \$500 for board travel in 2024. With the board agreeing to hold virtual meetings in January and December this would mean the OMA could cover partial mileage

reimbursements to attend the April, July, and October board meetings not to exceed \$500 per board member. Staff is recommending budgeting \$5,000 to cover these expenses.

4. Mayor's Contest (4-6023). The purpose of this line item is to pay for all costs associated with the annual *If I Were a Mayor Contest*. Expenditures from this line item include the awards issued to the winning contestants. Staff is recommending keeping this line item at \$3,800.
5. Miscellaneous (4-6025). The purpose of this line item is to cover miscellaneous costs incurred by the OMA. Staff is recommending keeping this at \$1,000, the same level as last year.
6. Newsletter (4-6028). The purpose of this line item is to pay for printing and mailing costs associated with the quarterly OMA Newsletter. Staff is recommending the OMA move towards an electronic newsletter in order to save money on the printing and mailing costs, resulting in this line being zeroed out.
7. Postage (4-6030). The purpose of this line item is to pay for any postage incurred by the OMA. There have been a few years where the postage has come close to \$1,000 and other years where that amount has remained less than \$500. Staff is recommending physically mailing the membership drive materials to every city hall this year and would like to include \$500 for this purpose.
8. Copy, Fax, Printing (4-6010). The purpose of this line item is to pay for any fees associated with copies, faxing or printing. The LOC recommends keeping the cost at \$100 for 2024.
9. Supplies/Marketing (4-6033). The purpose of this line item is to cover any supplies or marketing materials the OMA may wish to purchase. Based on the previous year's expenditures the LOC is recommending this line item be reduced to \$1,000.
10. Web (4-6040). The purpose of this line is to pay for the OMA website with Municode and for web hosting fees. The cost for Municode is increasing to \$2,504 and the cost for web hosting is \$57.95 annually. Staff is recommending this line item be increased to \$2,600 for 2024. Staff was notified by Municode in November that the cost would be increasing by \$600. Staff would like the board to consider switching the OMA website platform to something more affordable, but given the renewal is set to occur in February it is not feasible for this to occur until 2025.
11. Listserv (4-6041). The purpose of this line item is to pay for archiving the listserv emails through Gagggle. The cost is based on the number of users, staff is recommending budgeting \$350 to cover this cost.
12. Insurance (4-6042). The OMA will pay \$500 per year to secure general liability insurance through CIS.
13. LOC Associate Membership (4-6043). In order to receive general liability insurance, the OMA needs to be an associate member of the LOC. The LOC will be charging \$650 for this membership in 2024.

14. Miscellaneous Board Travel Expenses (4-6044). The purpose of this line item is to account for board travel expenses outside of board meetings. This could include a member who needs to testify on a piece of legislation. Staff does not anticipate the need to budget for any expenses this year and is recommending budgeting \$0.
15. Contingency (4-6050). Staff is recommending the board budget \$5,000 in usable contingency for 2024. This could help offset any unforeseen costs throughout the year.

**OREGON MAYORS ASSOCIATION
2024 PROPOSED BUDGET**

		2020	2021	2022	2022	2023	2023 Year	2024	2024	2024
		Actual	Actual	Budget	Year End	Budget	End	Precedent Followed Budget	2024 LOC Proposed Budget	2024 Adopted Budget
General Fund										
INCOME										
	Beginning Cash - Unrestricted	75,811	75,047	80,577	80,577	74,303	52,441	52,441	52,441	
	Beginning Cash - Scholarship Fund	9,582	10,672	12,991	12,991	15,356	8,659	18,866	18,866	
4-4001	Membership Dues	21,644	17,298	21,000	22,169	21,000	20,753	29,000	29,000	
	Mayor's Board Function				52	0	611	0	0	
4-4700	OMA Spring Workshop		12,288	3,000	1,879	3,000	2,080	2,000	2,000	
4-4753	Fall Workshop	675	0	6,000	6,175	6,000		5,000	5,000	
4-4760	Mayor's Sponsorships	12,750	21,750	20,000	20,500	20,000	23,500	20,000	20,000	
4-4660	Silent Auction Scholarships	1,090	6,310	4,000	6,714	5,000	10,207	6,000	6,000	
4-4661	LOC Foundation Scholarships						1,200	1,200	1,200	
4-4662	Misc. Scholarships						3,000			
4-4754	Summer Conference	2,006	31,401	26,000	31,045	28,000	29,619	28,000	28,000	
	Total Revenue	38,165	89,047	80,000	88,534	83,000	90,970	91,200	91,200	
	Total Revenue and Beginning Cash	123,558	174,766	173,568	182,102	172,659	152,070	162,507	162,507	
EXPENSE										
Conference Expenses										
Summer Conference Expenses										
4-5302	Summer Conference LOC Staff Expenses/Fees			1,100	1,584	1,100	374	2,000	2,000	
4-5307	Summer Conference Venue Rental	1,317	24,554	5,000	3,799	5,000	8,430	6,000	6,000	
4-5308	Summer Conference Food and Beverage			18,000	20,208	25,000	38,374	40,000	40,000	
4-5309	Summer Conference Hotel Expenses			7,200	425	7,200	3,109	5,000	500	
4-5304	Summer Conference Activity Fees	0	4,317	1,000	1,159	1,000	2,594	3,500	3,500	
4-5313	Summer Conference Speakers	2,340	10,118	5,000	4,165	5,000	695	5,000	5,000	
4-5314	Summer Conference Postage / Printing	0	421	650	464	650	259	650	650	
4-5390	Summer Conference Scholarships	0	3,991	4,500	4,349	4,500	6,697	8,000	8,000	
		3,657	43,401	42,450	36,152	49,450	60,532	70,150	65,650	
Spring Workshop Expenses										
4-5357	Spring Workshop Venue Rental			500	0	500	0	200	200	
4-5358	Spring Workshop Food & Beverage			1,500	0	1,500	0	1,500	1,500	
4-5359	Spring Workshop Hotel Expenses			2,250	2,368	2,000	0	2,000	500	
4-5360	Spring Workshop Speaker Fees			1,500	1,032	1,000	145	1,000	1,000	
		0	0	5,750	3,400	5,000	145	4,700	3,200	
Fall Workshop Expenses										
4-5404	Fall Workshop Venue Rental	261	0	500	298	500	0	500	500	
4-5405	Fall Workshop Food and Beverage			1,500	3,359	4,500	0	5,500	5,500	
4-5406	Fall Workshop Hotel Expenses			2,025	0	2,000		2,000	1,000	
4-5407	Fall Workshop - Speaker	0	0	2,000	1,999	2,000	0	2,000	2,000	
		261	0	6,025	5,656	9,000	0	10,000	9,000	
4-5012	New Mayor Training	0	0	7,000	2,131	3,500	965	7,000	0	
		0	0	7,000	2,131	3,500	965	7,000	0	
	Sub-Total - Cost of Events	3,657	43,401	61,225	47,339	66,950	61,642	91,850	77,850	
Operating Expenses										
4-6013	Directory/OMA App	0	1,342	1,000	202	4,000	4,000	6,000	6,000	
4-6017	LOC Services	25,000	25,000	25,375	25,375	25,756	26,137	30,000	27,500	
4-6018	Mayor's Board Expense	137	2,166	14,500	8,733	14,500	11,106	23,000	5,000	
4-6023	Mayor's Contest	2,871	2,895	3,500	3,772	3,800	3,485	3,800	3,800	
4-6025	Miscellaneous	475	1,917	750	1,225	1,000	514	1,000	1,000	
4-6028	Newsletter	588	0	3,000	1,707	3,000	2,641	4,000	0	
4-6030	Postage	0	232	1,000	750	1,000	19	500	500	

**OREGON MAYORS ASSOCIATION
2024 PROPOSED BUDGET**

		2020	2021	2022	2022	2023	2023 Year	2024	2024	2024
		Actual	Actual	Budget	Year End	Budget	End	Precedent	2024 LOC	2024
								Followed	Proposed	Adopted
								Budget	Budget	Budget
4-6031	Copy, Fax, Printing	0	0	100	76	100		100	100	
4-6033	Supplies / Marketing	0	816	2,500	653	2,000	574	2,000	1,000	
4-6040	WEB	4,100	3,100	1,800	1,858	2,000	1,926	2,100	2,600	
4-6041	Listserv	750	750	750	750	750		350	350	
4-6042	Insurance					750	750	500	500	
4-6043	LOC Associate Membership							650	650	
4-6044	Miscellaneous Board Travel Expense							2,000	0	
4-6050	Contingency					39,621		0	5,000	
		33,921	38,219	54,275	45,101	98,277	51,152	76,000	54,000	
	Melio Credit Card Fee						39			
	Total Expense	37,578	81,620	115,500	92,441	165,227	112,832	160,850	131,850	
	Net Income Less Beginning Cash	587	7,427	-35,500	-3,907	-82,227	-21,862	-69,650	-40,650	
	Net Income including Beginning Cash	85,980	93,146	58,068	89,661	7,432	39,238	1,657	30,657	
Transfers	Operating to Scholarship	0	0	0	0	0				
	Total Transfers	0	0	0	0	0				
	Ending Cash									
	- Unrestricted	75,047	75,047	0	74,305	-7,924	30,579	-17,209	11,791	
	- Scholarship Fund	10,672	6,681	12,491	15,356	15,356	8,659	18,866	18,866	
	Total Ending Cash	85,719	81,728	12,491	89,661	7,432	39,238	1,657	30,657	



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: 2024-25 Elected Essentials Draft Programming

DATE: November 28, 2023

In 2022, the OMA Resource Committee provided training to new mayors in conjunction with the LOC Elected Essentials Training Program. The new mayors training occurred either the evening before the elected essentials training or in the evening after the elected essentials training. The table to the right shows the tentative dates and locations for the LOC Elected Essentials Training Program in 2024-2025.

Region	Date	Location
2	November 18	Oregon City
3	November 19	Monmouth
4	November 13	Lebanon
1	December 3	Seaside
5	December 3	Florence
6	December 4	North Bend
8	December 6	The Dalles
10	December 10	K. Falls
7	December 11	Phoenix
11	December 19 & 20	Pendleton
9	January 8	Redmond
12	January 31	Baker City
Catch All	February 5	Salem

This year, the new mayor’s training will be folded into a lunch breakout session. While the program has not been finalized, staff is considering expanding the lunch hour to 75 minutes to allow for small group discussions among councilors, mayors, and appointed staff. Each group would have a series of discussion questions related to their role in local government. The hope is to have a mayor (either an OMA board member or a mayor located in the host region) to lead the discussion and be a resource to the new mayors in the breakout group. The same would go for the councilor and appointed staff groupings. This would free up approximately \$3,000 from the OMA budget, because we would not need to pay for a separate dinner, hotel, and travel costs for OMA speakers to attend. There would not be a formal presentation made by a member of the OMA, but the OMA Resource Committee could help develop the discussion questions for the mayor group. This could allow for a more intimate discussion between new and seasoned mayors. It could also serve as a recruiting tool for the OMA.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: New Board Member Orientation

DATE: November 28, 2023

On January 31, 2024 the OMA Board of Directors will hold their first meeting of the year. We will kick off that meeting with a new board member orientation. Attached to this memo is a draft PowerPoint presentation for the board's review and feedback. Staff is seeking board volunteers to serve as a buddy to incoming board members, Mayor Tom Vialpando, Vale and Mayor Cathy Clark, Keizer.



Oregon Mayors Association

New Board Member Orientation 2024

Agenda

- Welcome and Introductions
- Purpose of Today's Orientation
- Overview of the Oregon Mayors Association
- Newsletter
- Board Expense/Reimbursement Policies
- 2024 Meetings and Events
- Relationship and Contract with the LOC
- Closing Remarks

Buddy System

Created to provide new Board members a go-to member of the Board in case there are questions or concerns.

Existing Board Member	New Board Member
	Cathy Clark
	Tom Vialpando

Purpose of Today's Orientation



Welcome new Board members to the OMA.

Promote cooperation and connections.

Provide information so that new Board members can be successful in their roles.

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Overview



Purpose of the OMA

To increase the knowledge and ability of persons serving in the position of mayor in Oregon cities.

To promote the exchange of information and ideas among mayors.

To provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor.

To provide strong, collective efforts for influencing state programs and legislation.

To further programs and objectives of the League of Oregon Cities by functioning as a recognized affiliate organization.

The Basics

- Founded in 1972
- Approximately $\frac{3}{4}$ of Oregon's mayors are members
- 9-Member Board of Directors with 3 Officers
- LOC's Executive Director serves as the Secretary/Treasurer
- LOC assigns a staff liaison to manage day-to-day operations



Board of Directors

Position	Person
President	Mayor Rod Cross
President-Elect	Mayor Henry Balensifer
Past President	Mayor Teri Lenahan
Director #1	Mayor Cathy Clark
Director #2	Mayor Tamie Kaufman
Director #3	Mayor Tom Vialpando
Director #4	Mayor Meadow Martell
Director #5	Mayor Rich Mays
Director #6	Mayor Chas Jones



Board's Role

- General supervision over all the affairs of the Association.
- Operational policy direction.
- Budget adoption.
- Represents all Oregon mayors.
- Attends all major OMA events.
- Assist the LOC on its initiatives and legislative priorities.
- Monitors legislative and administrative actions by state and federal governments.

Board Logistics

- OMA Staff Liaison works with Board President prior to each meeting to establish an agenda and approve a Board packet.
- Board packets typically distributed 7 – 10 days in advance of meeting.
- Board picks dates and locations of next year's meetings in the Fall/Winter (in consultation with LOC staff).
- Meetings are either in-person or virtual. OMA can reimburse board members up to \$500 per year to help cover travel expenses.
- OMA Staff Liaison is Angela Speier

Governing Documents

OREGON MAYORS ASSOCIATION CONSTITUTION AND BYLAWS

ARTICLE I Name and Purpose

SECTION 1

NAME: The name of this Association shall be the Oregon Mayors Association (referred to herein as OMA).

SECTION 2

ORGANIZATION: OMA is an unincorporated association of persons serving in the position of mayor in Oregon cities. OMA shall be based at the League of Oregon Cities located at 1201 Court St. NE, Suite 200, Salem, OR 97301

SECTION 3

PURPOSE: The purpose of the OMA shall be to increase the knowledge and ability of persons serving in the position of mayor in Oregon cities; to promote the exchange of information and ideas among mayors; to provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor; to provide strong, collective efforts for influencing state programs and legislation; and to further the programs and objectives of the League of Oregon Cities by functioning as a recognized affiliate organization.

ARTICLE II Membership

SECTION 1

ACTIVE MEMBERSHIP: Any person who is the duly elected or appointed mayor of an Oregon city shall be eligible for active membership in the association. Such a person shall become a member by submitting an application and payment of the membership fee for the current year to the secretary/treasurer.

SECTION 2

TERMINATION OF MEMBERSHIP: A person shall cease to be an active member of the OMA upon termination of service in the office of mayor or failure to submit payment of the membership fee for the current year.

SECTION 3

HONORARY MEMBERSHIP: Honorary members may be granted or retracted as the board of directors may determine. Upon approval of the board, any former mayor who has contributed in widely recognized and significant ways to the OMA and to their communities as mayor may be granted honorary membership. All past presidents of the OMA become honorary members upon

OREGON MAYORS ASSOCIATION

POLICIES

ARTICLE I Board Expense Policy

SECTION 1

BOARD MEETINGS: Eligible expenses related to attending board of directors' meetings are paid, or reimbursed, by the OMA. Eligible expenses include travel (mileage reimbursed at the federal per diem), lodging and meal expenses.

SECTION 2

OMA CONFERENCES: Except for the president, board members shall be responsible for paying their registration, travel, lodging and meal expenses. The OMA may pay or reimburse the president's expenses.

SECTION 3

LOC BOARD MEETINGS: Eligible expenses related to attending LOC board meetings incurred by the president or board liaison may be paid or reimbursed by the OMA. Eligible expenses include travel (mileage reimbursed at the federal per diem), lodging and meal expenses.

Amended 4-11-2014 and February 27, 2020.

ARTICLE II Guest Policy

Section 1

Guests are permitted at OMA conferences and certain events, although their participation in all aspects of an OMA conference or particular event may be limited by the Board of Directors. A guest is defined as a spouse or significant other, friend, or relative who is not a member of the OMA, is not qualified to become a member of OMA, and does not work for or represent a governmental organization.

Section 2

Prior to each OMA conference and event, the OMA Board of Directors shall determine the price, if any, for a guest registration.

Section 3

Honorary members of the OMA may attend OMA conferences and certain events and pay the guest fee, provided the Board of Directors has assessed a guest fee for the conference or event.

Section 4

Guest passes are not available to sponsors, speakers or staff. If a sponsor, speaker or staff person is asked or directed to attend an OMA conference or event, OMA will not require them to pay a registration fee – although their participation in all aspects of the conference or particular event may be limited by the Board of Directors.

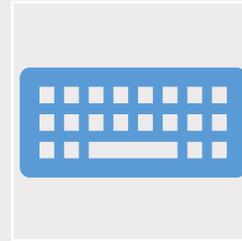
Amended 1-29-16 and 2-27-2020.

Website, Listserv & Mobile App



Website

- Information on Association
- Identification of Board Members
- Announces Upcoming Events
- Membership Registrations
- Conference Registrations
- Newsletter Editions
- Committee Information



Listserv

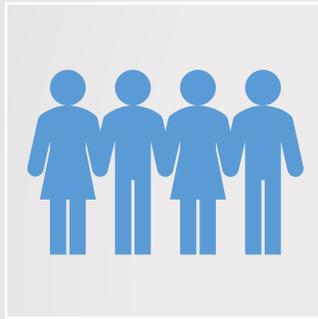
- Only accessible to OMA Members
- Used to Make Major OMA Announcements
- Used by Mayors to Seek Advice, Guidance and Ideas from Other Mayors



OMA App

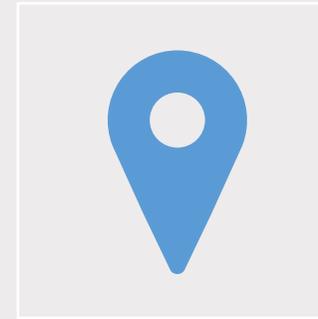
- New Communication Tool
- Members can access the contact information for fellow mayors
- Integrated directory allows for real-time updates
- Conference programs
- Newsfeed

OMA Membership Drive & Directory



Membership Drive

Begins in November/December each year
Goal is for each Oregon Mayor to join OMA
Board members actively recruit members



Directory

Integrated into the LOC member database. Allows mayors to access up-to-date contact information from fellow mayors directly from their mobile device.

OMA Committees

- Bylaws Committee
- Conference Planning Committee
- Mayors Leadership Award Committee
- Nominating Committee
- Student Contest Selection Committee
- Resource Committee



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Bylaws Committee



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- Ad-Hoc Committee
- Any Board Member May Volunteer
- Appointed by OMA President with Board Approval
- Responsible for Reviewing & Recommending Updates to OMA's Governing Documents

Conference Planning Committee

- Makeup Ranges Between 4-9 Members
- Any Member May Volunteer
- Appointed by OMA President with Board Approval
- Responsible for Planning the Annual Summer Conference & Allocating Scholarship Funds



Mayors Leadership Award Committee

- Makeup ranges between 3 to 5 members
- Appointed by the OMA President with the Board's approval
- Responsible for reviewing nominations for the Mayors Leadership Award and selecting winners



Nominating Committee

- 5-Member Committee
- Immediate Past President, 2 past OMA Presidents, and 2 OMA members who are not past presidents and who do not serve on the Board
- Appointed by the President with the Board's approval
- Review applications for open Board positions and develop a slate of candidates for the Board and membership's review and approval



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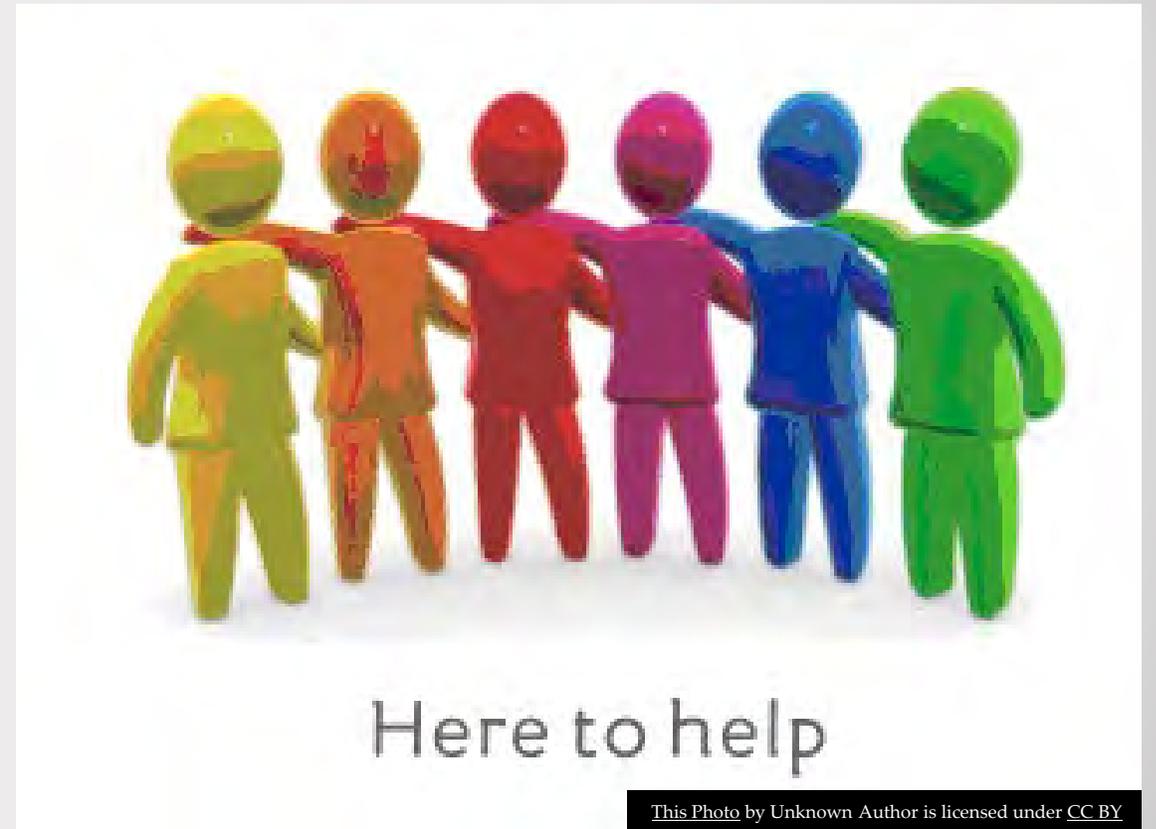
Student Contest Selection Committee

- Makeup ranges between 3 to 5 members
- Appointed by the President with the Board's approval
- Purpose is to review submissions from *If I Were a Mayor* Contest and determine award winners



Resource Committee

- Makeup is not limited
- Appointed by the President with the Board's approval
- Oversees the development and distribution of a new mayor orientation program and identifies ways the OMA can be of better assistance to new mayors





OMA Newsletter

OMA publishes a Quarterly Newsletter

The Board selects a city to be spotlighted in each quarter

Board members develop the content of the Newsletter

Board members typically write 1-3 articles for the various Newsletters each year

Board Expense Policy



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What Expenses are Paid by OMA?

	OMA Pays	OMA <i>MAY</i> Pay	OMA Pays (President)
Board Meetings		✓	✓
OMA Annual Conference			✓
OMA Fall Workshop			✓

Reimbursement Records



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- **Submitting for Reimbursement.** At each Board meeting, staff will provide a form. These forms are due to staff before the member leaves the meeting.
- **Ethics Reporting.** Within 10 calendar days from the date of the Board meeting, staff will distribute a summary of expenses paid by OMA. These must be used for the annual Statement of Economic Interest (SEI).

Looking Forward to 2024

Date	Time	Event	Location
January 31	12:00 pm	OMA Board Meeting	Virtual
April 24	7:00 pm	OMA Board Meeting	Klamath Falls
April 25-26	All Day	LOC Spring Conference	Klamath Falls
July 18-20	All Day	OMA Summer Conference	Klamath Falls
July 21	10:00 am	OMA Board Meeting	Klamath Falls
October 16	4:30 pm	OMA Board Meeting	Bend
October 17	8:30 am	OMA Business Meeting/ Fall Workshop	Bend
October 17-19	All Day	LOC Annual Conference	Bend
December 2	5:00 pm	OMA Board Meeting	Virtual

Relationship & Contract with the LOC

- The OMA is a recognized affiliate of the LOC
- The OMA contracts with the LOC for administrative support & management services
 - Designated staff person to assist the OMA in all its needs
 - Conference planning and event services
 - Financial and accounting services



