



**OCCMA Board Agenda**  
**Friday, January 20, 2017**  
**1:00 p.m. – 5:00 p.m.**  
**City Hall, Independence**  
(555 South Main Street, Independence 97351)

- A. Welcome** President Michael Sykes
- B. Consent Calendar** President Sykes
1. Minutes of the November 3-4, 2016 OCCMA Board Retreat
- C. Strategic Plan and Goals** President Sykes
1. Review/Modify/Reaffirm the 2017 Strategic Plan and Goals
- D. Budget and Income Statement** Mike McCauley
1. Discussion and Assignment to Develop Criteria for the Wells/Jordan Scholarship
2. 2017 budget review and discussion
3. Approval of a 2017 budget
- E. Bylaws and Constitution Committee Update** Spencer Nebel
- F. 2017 Northwest Regional Managers Conference** President Sykes  
(April 11-14, 2017 – Resort at the Mountain, Welches)
1. Conference Overview
2. Sponsorship Update and Request
- G. 2017 OCCMA Summer Conference (*verbal*)** President Sykes  
(July 11-14, 2017 – Mt. Bachelor Village, Bend)
1. Suggestions for Professional Development Committee Consideration
- H. 2017 Fall Managers Workshop** President Sykes
1. Speaker and Topic Suggestions
- I. Membership Directory Timing (*verbal*)** Mike McCauley
- J. 2017 Membership Drive Update** Jennifer Lewis
1. Board discussion regarding 2017 membership drive
- K. Quarterly Newsletters** Marty Wine
1. Review of Draft Newsletter Storyboards for 2017 and First Quarter 2018
2. Discussion of Additional Newsletter Stories/Assignments
- L. Reports from Senior Advisors and ICMA Liaison Steve Bryant**
- M. Other Business**
- Adjourn**

**Oregon City/County Managers Association**  
**Board Retreat**  
**November 3-4, 2016**  
**Oregon Garden, Silverton**

**Minutes**

**Present:**

Board Members: Joe Gall, Michael Sykes, Jan Fritz, Jacque Betz, Megan Messmer, Spencer Nebel, Megan Phelan and Byron Smith

Incoming Board Members: David Clyne, Marty Wine, Christy Wurster

Senior Advisors: Andy Anderson, Dan Bartlett, Roger Jordan and Sheila Ritz

Guests: Steve Bryant

Staff: Mike McCauley, Jennifer Lewis

Absent: Jacque Betz, Eric King, Larry Lehman, Ben Marchant and Dale Shafer

President Joe Gall called the meeting to order at 10:08 a.m.

**Welcome**

President-Elect Michael Sykes welcomed everyone to the Board Retreat. As an icebreaker, everyone wrote down one 2 truths and 1 lie about themselves. Staff read from each paper and members guessed whose paper it was and which of the three items was a lie.

**Consent Calendar**

President Gall informed the Board that there was one item on the consent calendar, consisting of the minutes of the September 29, 2016 Business meeting. Spencer Nebel moved and Byron Smith seconded that the consent calendar be adopted. *The motion passed unanimously.*

**General Organizational Discussion - Review/Modify/Reaffirm the Strategic Plan**

President-Elect Sykes asked everyone to look at the Strategic Plan that was put together 3-4 years ago. Byron Smith asked to add sustainability to the OCCMA mission. There was unanimous consent. The Board reviewed each subject area and objective. Staff was asked to update Oregon Emerging Local Government Leaders to Engaging Local Government Leaders (ELGL), and to update all objectives with the appropriate 2017 committee chair. Additional changes included:

**Professional Development**

**Objective 1:** Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.

Measurements: Attendance was up in 2016. In 2017 OCCMA will host three training opportunities. OCCMA needs to promote ICMA webinars and LOC-TV. Staff was asked to include information on LOC-TV in the next newsletter.

**Objective 2:** Nurture communication between Board and membership in order to increase value in membership and involvement.

Measurements: The listserv and newsletter have been well received. In 2017 the communications committee will survey membership to see if they are interested in an electronic or paper version of the newsletter. Marty Wine noted that if done electronically it would need to be done with a responsive design.

Objective 5: Assist with the development of educational programs that promote city management and internship opportunities.

Measurements: Increase the number of internship opportunities in Oregon.

Objective 6: Support and collaborate with ELGL.

Measurements: Ask ELGL to host a session at the OCCMA summer conference.

### Membership Support

Objective 1: Connect our members with the network of opportunities to gain knowledge, insight, experience and perspective through developing relationships with other professionals in the field.

Measurements: Increase participating in the coaching program. Identify areas where there isn't a regular regional manager meeting and encourage creation of new groups. Publish regional manager meeting dates in the newsletter.

There was agreement that the Board would like to meet in Eastern Oregon to encourage membership involvement from that area.

### Leadership

Objective 4: Increase partnerships with universities to help build future generations of local government managers.

Measurements: Megan Messmer recommended board members reach out and do informational sessions at local universities. While OCCMA has a strong partnership with PSU, that doesn't translate to all Oregon universities. Steve Bryant recommended a survey of members who have been managers for 1-2 years asking what they weren't taught in graduate school that they wish they had been. OCCMA could partner with ELGL.

2021 ICMA Conference – Byron Smith is OCCMA's representative on the ICMA planning committee for San Antonio. Steve Powers will be on the planning committee the following year. Spencer Nebel noted that members missed having an Oregon Managers gathering in Kansas City. Byron Smith will find a venue for 40-50 people for Monday night in San Antonio.

Measurements: In 2018 appoint a Host Committee.

The Board looked at what else they could be doing, and if they had the organizational capacity to do more. David Clyne would like to see increased support of our significant others at conferences and throughout the year (SOS – Support our Significant others). Dan Bartlett recommended PSG – Partner Support Group.

The Board discussed if there was a way that OCCMA could work to increase civics in the school system and advocate more at the state and federal levels. Steve Bryant mentioned that ICMA has a new umbrella that will include life well run and professional development, including increasing knowledge about how cities are run. David Clyne reflected that equity and social justice are the first part of our mission as managers, and offered to draft additional language for the Strategic Plan. In order to take a broader look at these subjects and move them forward, Spencer Nebel recommended that the Board meeting more often. President-Elect Sykes recommended a meeting the 3<sup>rd</sup> week in January. David Clyne offered to host the meeting in Independence.

### **Off Agenda Item – Presentation by Scott Lazenby**

President Gall invited Scott Lazenby, City Manager in Lake Oswego to talk to the Board. Previously he had spoken to the Local Government Personnel Institute (LGPI) and requested they do more than human resources and provide staffing to small cities. Lake Oswego contracts out for an arborist, other cities contract for sewer/water staff. LGPI recommended he speak with OCCMA about this idea. Scott Lazenby asked if the Board thought cities and counties would be interested in contracting out for staffing. The benefit to the city would be a decreased cost, and the organization would be pro-employee. Spencer Nebel stated that currently small coastal cities don't have enough work for a full time IT person. Christy Wurster mentioned that COGs already do this for planning staff. Scott Lazenby stated that Megan Phelan could answer any additional questions. Mike McCauley mentioned that the League is looking into having a preferred provide for remote IT services.

### **2017 Standing Committees**

President Gall noted that board members were expected to chair each committee. Having reviewed committee accomplishments during the strategic plan discussion, the Board reviewed the applicants willing to serve on OCCMA standing committees and appointed members to each committee. For committee appointments see the attached 2017 Standing Committee roster.

Steve Bryant asked why OCCMA does not have a membership committee. The Board asked that in January staff bring a list of who hasn't renewed their OCCMA membership so the Board can review, discuss and decide if a membership committee is needed.

### **By-laws and Constitution Committee Report**

Spencer Nebel, Chair of the By-laws and Constitution Committee explained that it's been an active year for the committee. In reviewing the documents the committee noticed a few unusual things in OCCMA's bylaws and constitution. Would the Board like the committee to look into the role of the executive board vs. the entire board, and if the division is necessary? Roger Jordan agreed that an executive committee is an old way of operating. The Board discussed if OCCMA is a voluntary association or a chapter of ICMA. If voluntary they would not be subject to public records. Spencer Nebel provided that the committee will look into Board liability and public records requirements and will report back to the Board at the April meeting.

### **2021 ICMA Annual Conference Planning**

President Gall asked what could have been improved at the Kansas City conference in 2016. The consensus was that there need to be more water stations and outstanding field trips and networking opportunities. Oregon wants the title back of the best attended ICMA conference. In 2018 the planning committee will need to reach out to Michael Jordan and Ted Wheeler to become involved with the conference.

### **2017 OCCMA Summer Conference**

Christy Wurster stated that this year, the professional development committee is planning three events: the NW Regional Managers conference, the OCCMA Summer Conference and the Fall Workshop. She mentioned that the planning committee had already held one conference call and their second would be held mid-November. She stressed that what is needed right now are session ideas. Ideas from the Board included:

- President-Elect Sykes – Leonard Matarese, Questions to ask your Police Chief.
- Byron Smith – City Manager/Police Chief Training. ICMA does similar sessions.
- President Gall – Invite Lee Feldman the new ICMA President and Mark Ott the new ICMA Executive Director to attend.
- Steve Bryant - Martha Bennett could do a session on ICMA’s strategic plan at the NW Regional Managers conference.
- Sheila Ritz – Recommended Bill Monahan to do a session on international opportunities at the summer conference.
- Megan Phelan suggested Greg Prothman or another recruiter do a session on what skills rise to the top during a recruitment process.

### **Future OCCMA Summer Conferences**

Jennifer Lewis informed the board that the 2018 summer conference will be held July 10-13 at Mt. Bachelor Village. She noted that direction was needed on a location for the 2019 conference. The board asked staff to determine the costs of doing a conference at the coast as well as Hermiston and report back to the Board at the January meeting.

### **Budget and Income Statement**

Mike McCauley provided the Board with an overview of the 2016 income statement. While costs were higher than anticipated for the summer conference, so were registrations and sponsorships. In 2017 OCCMA will host the NW Regional Conference. It is anticipated that the NW Regional Conference will break even.

President Gall asked that Roger Jordan meet with League staff to determine the amount for the Wells/Jordan Scholarship, and bring the 2017 budget to the Board in January for adoption.

### **Taking Payment by Credit Card for Memberships**

Mike McCauley explained that when accepting credit cards, there is a 2-3% service fee. Other affiliates, such as the Oregon Mayors Association, only take checks for membership and conferences. Currently, OCCMA does accept credit card payments for conference registration, but not for membership dues. President Gall noted that accepting credit cards would make the member experience better due to convenience. Spencer Nebel moved and Byron Smith seconded that in 2017 OCCMA allow credit card payments for dues by request, without a surcharge and without advertising that OCCMA will take credit cards; and that the ability to pay dues in 2018 by credit card with a surcharge be decided at the July 2017 board meeting. *The motion passed unanimously.*

### **Membership Directory – Electronic vs. Paper**

Mike McCauley presented the option for an online directory that would be user friendly and updated continuously. The board discussed the use of the paper directory for historical purposes vs. the convenience of an updated online directory. Mike McCauley noted that everything that is in the current paper directory would be available through links in the online directory. IT would cost \$1,000 to set up the directory and an additional \$1,000 to create an OCCMA skin so the online directory matches the OCCMA website. The Board ask that the following features be included in an online directory:

- Add a Past President link under Bylaws and Constitution;

- Ability to sort by more fields than City or Last Name, such as Senior Advisor, Manager in Transition, County; and
- A print button at the top, so the directory could be easily printed.

Spencer Nebel moved and Megan Messmer seconded that in 2017 OCCMA provide members with an electronic directory accessible to members only, that staff provide Senior Advisors with a quarterly printed directory and that staff print the online directory for members as requested.

*The motion passed unanimously.*

### **2017 Membership Drive**

President Gall asked that members review the membership information sent out in 2015. Christy Wurster stated that she would like to see a list of members by type. President Gall asked that staff bring a list of members by type to the January board meeting. Spencer Nebel stated that the Bylaws and Constitution Committee would look at the types of membership in the Bylaws in relation to the types of membership on the dues form. President Gall asked that staff update the membership letter and form and provide it to President-Elect Sykes for his review.

### **Reports from Senior Advisors and ICMA Liaison Steve Bryant**

Steve Bryant asked the Senior Advisors to respond directly to Alison on the ICMA membership drive. He recommended that the Professional Development Committee look at the menu of ICMA University workshops for potential sessions. ICMA has been redefining their mission, vision and values. He noted that only 18% of the CAOs on the west coast are members of ICMA. In 2017 ICMA-RC will be hosting free webinars for members. Additionally, Kevin Duggan's new book "Making It Work – The Essentials of Council-Manager Relations" is available online free for members. Steve Bryant mentioned that OCCMA could provide a link to Kevin's book on their website. He asked members to keep two dates in mind: the deadline to apply for a non-CAO ICMA VP position would be December 1<sup>st</sup>, and the 2017 West Coast Regional Summit would be held March 23-24 in Burlingame, CA.

Dan Bartlett informed the Board that there are quite a few new managers on the Coast, including in the cities of Bandon, Coquille and Warrington. He has been travelling the coast meeting with new managers.

Roger Jordan stated that he and Dan were working on a training package for future Senior Advisors. They hoped to have it ready in 2017. He has spent a lot of time on membership for both OCCMA and ICMA, and has been looking for useful coaching materials. If members have a video or reading materials they would recommend, please let him know. Roger Jordan is hoping that when he retires, another Senior Advisor will make themselves available to help with contracts. He would also like to see OCCMA promote LOC-TV. LOC-TV has valuable content that managers throughout the state would find useful. Managers in Transition in his region are Martha Meeker, Jeff Towery and Christy Wurster.

Sheila Ritz told the board that Bill Monahan in Milwaukie has retired. He has remained active with the China program. Ann Olberg is the new City Manager in Milwaukie. She informed the Board that Craig Ward in Troutdale will be retiring at the end of 2017.

Andy Anderson stated that there had been a lot of transition in his region as well, with new managers in Condon, Medford, Phoenix and Hood River. Two managers are in transition in his area: Steve Dahl and Rich Holenbaum.

**Other Business**

President-Elect Sykes thanked the Senior Advisors for all of their work, stating that the managers in Oregon are fortunate to have them.

Staff was directed to post board agenda packets on the members only section of the website.

There being no further business, the meeting was adjourned on Friday, November 4, 2016 at 10:50 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Lewis", written in a cursive style.

Jennifer Lewis



## 2017 Strategic Plan

### OUR MISSION

Our mission is to support and stimulate our members and the profession in order to foster responsible, responsive local government with the objective of improving the sustainability and livability of Oregon communities.

### OUR STRATEGIC GOALS

Our Strategic Plan has four goals, which reflect our Mission: professional development, membership support, leadership and hosting the 2021 ICMA Conference. OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees

## Strategic Focus Areas For 2017

### Professional Development

- **Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.**
  - Promote LOC TV and ICMA Webinars. (Communications Committee)
  - Provide relative sessions that encourage members to attend OCCMA conferences. (Professional Development Committee)
- **Nurture communication between Board and membership in order to increase value in membership and involvement.**
  - Continue to provide members with a valuable OCCMA quarterly. (Communications Committee)
  - Encourage continued participation in the listserve. (Communications Committee)
  - Survey members (with costs) on their interest in a paper vs. electronic newsletter. (Communications Committee)
- **Promote and educate members about ICMA Code of Ethics.**
  - Monitor OCCMA and ICMA compliance. Activate Ethics committee to serve as the local fact-finding body for any ethics inquiry. (Joe Gall)
  - Work with other committees to help educate members about the ICMA Code of ethics. (Ethics Committee)
- **Develop future generations of local government managers to sustain the profession.**
  - Continue involvement with the ICMA student chapter at Portland State University. (Next Generation Committee)



- Provide scholarships for students to attend the OCCMA conference. (Next Generation Committee)
- **Assist with the development of educational programs that promote city management and internship opportunities.**
  - Increase the use of interns and ICMA Fellows by cities in Oregon. (Next Generation Committee)
- **Support and collaborate with the Engaging Local Government Leaders (ELGL).**
  - Encourage ELGL to develop a session for the 2017 summer conference. (Next Generation Committee)

### Membership Support

- **Connect our members with a network of opportunities to gain knowledge, insight, experience and perspective through developing relationships with other professionals in the field.**
  - Work with ICMA to increase the number of Oregon communities participating in the coaching program. (Support for Managers, Coaching & Mentoring Committee)
  - Identify areas where there are regional manager meetings. Create a list of regional meetings and publish their meeting dates in the OCCMA Newsletter. (Joe Gall)

### Leadership

- **Work with other committees to help educate members about the ICMA Code of Ethics.**
  - Monitor OCCMA and ICMA compliance. Activate committee to serve as the local fact-finding body for any ethics inquiry. The committee was not activated in 2015 or 2016. (Joe Gall/Ethics Committee)
  - Include ICMA Code of Ethics articles in the OCCMA newsletter and make available on the website. (Communications Committee)
- **Recommend Board slate for the following year.**
  - Publish board application form via OCCMA listserv, newsletter and website. (Nominating Committee)
  - Review candidates and present recommendation at the General Membership meeting for action in September. (Nominating Committee)
- **Increase partnerships with Universities to help build future generations of local government managers.**
  - Provide informational sessions at universities about local government. (Next Generation Committee)
- **Review By-laws and Constitution and recommend amendments as requested by the president/board.**
  - In 2017 the By-laws and Constitution Committee will review the role of the executive committee and ensure that all OCCMA membership types are listed in the By-laws. (By-laws and Constitution Committee)

- **Identify and recommend action in relation to the ICMA/OCCMA Affiliation Agreement and provide updates on international issues.**
  - The ICMA/OCCMA Affiliation Agreement was last reviewed in March of 2016. Review during 2017. (ICMA Liaison Committee)

### 2021 ICMA Conference

- **Host a well-organized, sufficiently funded and successful conference.**
  - Ensure Oregon retakes the honor of having the best attended ICMA conference. (2021 ICMA Conference Committee)
  - Continue dues add on to ensure OCCMA has \$50,000 to put towards the conference. (Board of Directors)
- **Focus efforts on fund raising, social activities, program activities and business and logistical support.**
  - Have an OCCMA representative on ICMA Conference Planning Committees from now till 2021, who can help OCCMA with responsibilities in 2021. (Byron Smith)

(Updated November 4, 2017)

## CITY OF INDEPENDENCE MEMORANDUM

TO: OCCMA Board of Directors  
FROM: David Clyne, City Manager  
DATE: January 9, 2017  
SUBJECT: Follow up from retreat

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At our retreat, I was asked to expand on my ideas for possible inclusion in our discussion of the Strategic Plan. Fundamental to my proposals is the notion that as a profession and an organization representing that profession, our roles as community and conversation leaders should be enhanced.

Following are specific thoughts in no particular order:

- 1) It would be nice for OCCMA to help create a partner's support program that is available throughout the year. In the past, we have offered partners' programs and support efforts at conferences. Minimally, restoring those efforts would be good, but helping keep it active through the year for distressed managers and others feels like a core mission for us.
- 2) Another core mission that I believe we should undertake is civics education and awareness for our school systems and communities. I am personally mortified at the poor understanding that our citizenry have about governance and the social compact. The education system should not be a closed loop that serves to prevent a strong civics curriculum.
- 3) Along the same line of thinking, I think we need to take a leadership role as an organization in the areas of social justice and equity. Some of us are already starting to feel impacts from the national election. Our organization personnel are asking how to manage possible backlash at our Latino events. They are attempting to come to grips with personal fear as well as the fear of the target communities in our City.
- 4) I also mentioned the desire to see a stepped up advocacy role (not legislative) with respect to Federal, State and perhaps even LOC efforts. There is a perception by many of us that the role of cities and city management is neither well understood nor respected in the way we believe it should.

5) Finally to bring it all together, I believe we need a conversation on how to step up capacity for OCCMA. Currently, we rely on limited administrative professional support from LOC. While this serves to meet the current level of activity from OCCMA, if we were to seriously entertain expansion of our mission in the ways I have suggested, it would clearly not be adequate. Of course there are opportunities to step up our capacity through internships, the RARE program, or even regular staffing. And yes, there would be a cost.

There you have my thoughts. Hopefully, this is helpful and will spur a fun and engaged conversation.

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION  
BUDGET STATUS REPORT - To-Date 2016  
PROFIT AND LOSS - BUDGET VS ACTUAL - WITH YEAR-END ESTIMATES**

	2016 Budget	Actual Through December 2016	PROPOSED 2017 BUDGET
<b>INCOME</b>			
Beginning Cash - Operations	25,354.28	33,627.62	51,823.32
Beginning Cash - 2021 ICMA Conference	25,220.85	25,220.85	30,739.06
Beginning Cash - Wells/Jordan Scholarship	0.00	1,400.00	3,350.00
<b>Total Beginning Cash</b>	<b>50,575.13</b>	<b>60,248.47</b>	<b>85,912.38</b>
<b>Conference Income</b>			
Fall Conference Registrations	6,000.00	7,280.00	6,000.00
<b>NW Regional Conference</b>			
· Registration	0.00	0.00	22,000.00
· Sponsorships	0.00	0.00	12,000.00
<b>Total NW Regional Conference</b>	<b>0.00</b>	<b>0.00</b>	<b>34,000.00</b>
<b>Summer Conference</b>			
· Registration	22,000.00	27,495.00	27,000.00
· Sponsorships	12,500.00	17,250.00	12,500.00
· LOC Contribution Wells/Jordan recognition	1,950.00	1,950.00	0.00
· Contribution Wells/Jordan Scholarships	0.00	0.00	1,000.00
· Food Charges	5,250.00	0.00	0.00
· Activity Fee	500.00	0.00	0.00
<b>Total Summer Conference</b>	<b>42,200.00</b>	<b>46,695.00</b>	<b>40,500.00</b>
<b>Total · Conferences</b>	<b>48,200.00</b>	<b>53,975.00</b>	<b>80,500.00</b>
<b>General Operations Income</b>			
· Dues	36,000.00	36,788.07	36,000.00
· Dues Surcharge 2021	5,000.00	5,518.21	5,000.00
· Board Retreat Meetings	2,000.00	1,142.33	2,000.00
· CIS Senior Advisor	2,500.00	2,500.00	2,500.00
· ICMA Senior Advisor	7,000.00	5,304.68	7,000.00
<b>Total General Operations Income</b>	<b>52,500.00</b>	<b>51,253.29</b>	<b>52,500.00</b>
<b>Total Income without Beginning Cash</b>	<b>100,700.00</b>	<b>105,228.29</b>	<b>133,000.00</b>
<b>Total Income including Beginning Cash</b>	<b>151,275.13</b>	<b>165,476.76</b>	<b>218,912.38</b>
<b>Expense</b>			
<b>- Conferences</b>			
<b>· Fall Conference</b>			
· Food & Beverage Fall	3,000.00	2,759.60	3,000.00
· Room Rental Fall	650.00	337.50	650.00
· Speakers Fall	2,500.00	2,500.00	2,500.00
· Administration Fall	800.00	196.20	800.00
<b>Total · Fall Conference</b>	<b>6,950.00</b>	<b>5,793.30</b>	<b>6,950.00</b>
<b>· Summer Conference</b>			
· Activities Summer	500.00	0.00	0.00
· Administration Summer	6,000.00	7,393.30	7,500.00
· Audio/Trade Show Summer	450.00	515.00	550.00
· Food & Beverage Summer	13,500.00	14,039.06	14,500.00
· Lodging Summer	1,800.00	2,378.22	2,400.00
· Postage/Printing Summer	1,000.00	1,095.07	1,000.00
· Travel Summer	200.00	185.10	200.00
· Speaker Summer	5,000.00	5,000.00	5,000.00
- LOC Summer Wells/Jordan Scholarship	1,400.00	0.00	0.00
Wells/Jordan Scholarship	0.00	0.00	1,000.00
<b>Total · Summer Conference</b>	<b>29,850.00</b>	<b>30,605.75</b>	<b>32,150.00</b>

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION  
BUDGET STATUS REPORT - To-Date 2016  
PROFIT AND LOSS - BUDGET VS ACTUAL - WITH YEAR-END ESTIMATES**

	2016 Budget	Actual Through December 2016	PROPOSED 2017 BUDGET
<b>· NW Regional</b>			
· Administration	0.00	0.00	6,000.00
· Audio/Trade Show	0.00	0.00	500.00
· Food & Beverage	0.00	0.00	13,500.00
· Lodging	0.00	0.00	2,000.00
· Postage/Printing	0.00	0.00	1,500.00
· Travel	0.00	76.97	200.00
· Speaker	0.00	0.00	4,000.00
<b>Total · NW Regional</b>	<b>0.00</b>	<b>76.97</b>	<b>27,700.00</b>
<b>Total · Conferences</b>	<b>36,800.00</b>	<b>36,476.02</b>	<b>66,800.00</b>
<b>General Operations Expenses</b>			
Contingency	3,960.00	0.00	6,750.00
· 2021 ICMA Conference	5,000.00	0.00	5,000.00
· LOC Services	12,000.00	12,068.38	12,000.00
· Board Functions	3,300.00	4,091.97	3,300.00
· Conference Calls	140.00	194.74	200.00
· Directory	2,000.00	2,124.54	2,000.00
· Marketing/Supplies	750.00	0.00	750.00
· Miscellaneous	1,500.00	527.50	1,500.00
· National/Committee Travel	2,500.00	486.80	2,500.00
· Newsletter	9,000.00	5,636.99	9,000.00
· Postage	400.00	155.69	400.00
· Printing, Fax	300.00	290.92	300.00
· Scholarships Charlie Henry	3,000.00	1,983.40	3,000.00
· Senior Advisor	14,000.00	11,791.79	14,000.00
· Web Support	5,500.00	3,735.64	5,500.00
<b>Total General Operations Expenses</b>	<b>63,350.00</b>	<b>43,088.36</b>	<b>66,200.00</b>
<b>Total Expenses</b>	<b>100,150.00</b>	<b>79,564.38</b>	<b>133,000.00</b>
<b>Net Income / &lt;Loss&gt; Before Beginning Cash</b>	<b>550.00</b>	<b>25,663.91</b>	<b>0.00</b>
<b>Net Income / &lt;Loss&gt; Including Beginning Cash</b>	<b>51,125.13</b>	<b>85,912.38</b>	<b>85,912.38</b>



Spencer R. Nebel  
City Manager  
CITY OF NEWPORT  
169 S.W. Coast Hwy.  
Newport, OR 97365  
s.nebel@newportoregon.gov

January 9, 2017

TO: OCCMA Board of Directors  
FROM: OCCMA By-laws and Constitution Committee  
SUBJECT: Possible Amendments to the Bylaws and Constitution

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**Background:**

On November 3<sup>rd</sup> and 4<sup>th</sup> at the Oregon Gardens, the OCCMA Board heard a report from the By-laws and Constitutional Committee regarding the number of issues and concerns with the existing governance documents for OCCMA. The Board indicated by consent that there were issues that should be reviewed and addressed with the current documents. Furthermore, that the Board requested that the Committee proceed with a more comprehensive review of the Constitution and By-laws and provide for the January board meeting a report to identify specific issues that should be addressed in re-writing portions of these documents.

There were several specific issues that were identified by the Committee and reviewed by the Board which included the legal form of the Association, the elimination or redefinition of the Executive Committee, liability issues for individuals serving on Boards and Committees of the Association and general concurrence that the structure of the current By-laws and Constitutions was somewhat awkward and should be addressed in any overall review of the governance documents for OCCMA. On December 28<sup>th</sup> the OCCMA By-laws and Constitution Committee met via conference call to develop a report for the Board on the extent of changes that the Board may want to consider making to our governance documents. The following report is a summary of the Committee's discussion which took place at their last meeting.

**Legal Form of the Association:**

Currently, OCCMA is an unincorporated association. The Non-Profit Organization of Oregon indicates: "Oregon non-profits can be either unincorporated associations or corporations." If Articles of Incorporation have not been filed with the Secretary of State, an organization is an unincorporated association by default. The Non-Profit Organization of Oregon indicates that positive aspects of being unincorporated is that there are no registration or reporting requirements to the Secretary of State, there is greater flexibility in how an organization is run and a change of membership doesn't impact the existence of the organization.

The negative aspects of unincorporated associations are that there is no organizational protection for liability for the members. Everyone involved is equally and personally liable for debts and lawsuits and it is not possible to obtain a bank account because the association cannot obtain an employer identification number. Bank accounts must be opened by an individual or other association on behalf of the unincorporated association but this can blur the line between assets of the association and assets of the person or organization who maintains that account.

The non-profit association of Oregon further states the following:

Unincorporated associations are often most appropriate for groups with smaller budgets. They are a poor choice if your organization will be engaging in any activities with potential financial risks or that may result in physical or emotional injuries. Corporations, on the other hand, provide a much higher degree of legal protection for the individuals involved. They are also subject to more reporting requirements and to ORS 65. The legal liability protection is often enough reason to choose this structure. Note: It is possible to apply for federal tax exempt status as an unincorporated association, but if you should decide to incorporate later you will have to reapply, as the IRS considers the new corporation a different entity.

In the case of OCCMA, our legal existence appears to be via our relationship with the League of Oregon Cities in providing various financial and other support services to our association.

There was some discussion by the Board as to the legal relationship between OCCMA and ICMA. The association approved an updated affiliation agreement with ICMA on September 24, 2015. The affiliation agreement provides priority areas for collaboration in mutual support between ICMA and state associations of government managers. Rita Ossolinski of ICMA confirmed that there is no umbrella relationship that would tie ICMA to state organizations for governance or legal issues.

The Oregon Secretary of State's office recognizes several types of non-profits including a mutual benefit corporation, a non-profit corporation and a public benefit corporation.

**Mutual Benefit Corporation:**

These include all non-profit corporations which are not classified as public benefit or religious corporations. Mutual benefit corporations are typically organized for the benefit of the organization's membership. Examples of mutual benefit non-profit corporations include social clubs, business leagues and veteran's groups.

**Public Benefit Corporation:**

A public benefit corporation includes entities which have tax-exempt status from the Internal Revenue Service under Section 501(C)(3) and other groups organized for public and charitable purposes. Examples of public benefit non-profits corporations include charities, social service organizations, schools, foundations and scientific and research organizations. It should be noted that the Oregon Association of Municipal Recorders are incorporated as a non-profit public benefit corporation.



***Board Direction-*** 1.) *the Board should provide some direction as to whether the association shall continue as an unincorporated association or should the association pursue incorporation.*

2.) *If the Board chooses to continue as an unincorporated association, then it may make some sense to review our legal relationship with the League of Oregon Cities to memorialize our legal status with that association.*

3.) *Committee would request that the Board provide funding to provide legal assistance in reviewing options and drafts of proposed language for addressing these issues.*

### **Structure of By-Laws & Constitution:**

Currently, the Association has by-laws and a constitution which, in reality, function as one document. The process to amend both these documents is the same. The level of detail in OCCMA's by-laws compared with other state associations seems to lend some credence to the Association replacing the by-laws and constitution with by-laws and some form of administrative rules to deal with some of the operational details that are currently included in the by-laws. It is also the Committee's opinion that these administrative rules should be able to be amended by the Board itself, rather than treating it as a constitutional amendment.

The development of an organization, then, the Constitution and Bylaws would be restructured in order to create Articles of Incorporation that would be filed with the Secretary of State's office as well as Bylaws outlining the governance process for the incorporated association. A third document would be developed would be the operational policies which would include various aspects of the general operations of the association which could include the number of the items which are included in the Bylaws at this time. The policies would also be a good location to locate as appendices any existing agreements that the association has with LOC, CIS, ICMA and any other any groups, as well.

If the association remains unincorporated, and there is no specific structure that the association would be bound to for its governing documents, other than what would make the most sense for the association going forward.

***Board Direction-*** 1.) *if the Board directs the association to become incorporated, the committee will develop Articles of Incorporation, Bylaws and Operational Policies.*

2.) *if the Board directs the association to remain unincorporated, then the Board should provide direction as to whether the association would be governed by a Constitution and/or Bylaws or Operational Policies or other structure as proposed by the Board.*

### **Elimination or Redefinition of the Executive Committee:**

A list of responsibilities outlined for the Executive Board and Board of Directors in the OCCMA By-Laws and Constitution has been compiled previously for your review and is included with this report. Also information has been compiled from other state associations, showing where executive boards are used in those states. As you can see by reviewing this information, in

contrast with other state associations, the Oregon By-Laws and Constitution gives the Executive Board substantial powers with limited requirements to report actions back to the Board of Directors. This is a departure from most of the governing documents that the Committee was able to review. The Committee recommends that the Board discuss whether there is a need to continue having an Executive Committee built into the By-Laws and Constitution.

The Bylaws and Constitution Committee is recommending that the Board consider eliminating the executive board and assigning those responsibilities to the Board of Directors. This recommendation is based on the reasons outlined above, as well as having an understanding of past practices in utilizing an executive board as part of the association. The Committee felt with advanced technology that allows meetings to be held by conference call or email, and the importance of having transparency within the organization, that there is no need to continue having an executive board as part of the organization.

*Board Direction- 1.) the Board needs to provide direction as to whether the executive board should be limited or whether some form of executive board should be retained for more specific narrowed purposes within the executive board actions being ratified by the board of directors at a following meeting.*

**Liability of Board Members:** As an unincorporated association, the organized documents do not provide any liability protection through its structure to members serving on the board or on various committees of the association. While the risks are somewhat limited for individuals serving on the Board, there are potential issues which could rise relating to enforcement of ethics provisions, denying membership to the association and potentially any financial debts incurred by the association. The association does have a resolution on file with the City County Insurance Services Trust where the association has agreed to accept the terms and conditions to be insured by CIS and deems the association to be a member of CIS. Furthermore, the association pays a premium to CIS to provide essentially the same coverage to Board members in conducting business of the Board, as is provided to elected officials and staff of the cities and counties insured by CIS. This coverage appears to be based on the association's affiliation with the League of Oregon Cities.

*Board Direction – 1.) if the association continues as an unincorporated association, a provision stating that a member of the Board shall not be personally liable for debts, liabilities or other obligations of the association cannot be included in the documents. Furthermore, the Bylaws could not compel the association to defend and hold harmless directors or officers of the association, as well.*

*2.) If the association incorporates then these protections can be included in the By-laws of the association.*  
Note—Please note that the association is under the same rules as the cities and counties are as it relates to personnel actions which could result in litigation. The Board should review with CIS what the appropriate practice should be in the event of ethics issues or denial of membership to the association is taken at some point in the future.

**Other General Issues for Potential Review:**

The Committee discussed a number of other potential issues that the Board may wish to have the Committee evaluate. These are as follows:

- 1.) There was discussion as to what process is used to review individuals seeking membership in OCCMA. Is there a review of any ethics violations with either ICMA or OCCMA?
- 2.) Are there specific roles which should be assigned to officers of the association to either reflect current practices for the role of the president-elect or past president? Should the conferences be planned by the president-elect or should Chairs be appointed for this responsibility?
- 3.) Is the Board happy with the current size and representation on the Board of Directors?
- 4.) What level of participation by the OCCMA membership would the Board like to incorporate into this process?

It is the general sense of the committee that the basic structure of the Board, elections and other duties are serving the organization well. There is also some discussion regarding whether the association with the League of Oregon Cities is problematic for the members of the association not affiliated with the League of Oregon Cities. The general consensus of the committee was that this was not a problem. PI look forward to sharing the committee report and soliciting feedback from the Board at the January Board meeting.

Respectfully submitted,



Chair of the Bylaws and Constitution Committee  
City Manager, Newport

Cc: Bylaws and Constitution Committee  
Jennifer Lewis, OLC

Attachments: State Comparisons  
Roles of OCCMA Executive Board/Directors

City/County Recorder  
Comparison of Selected State Associations

10/18/2016

	Oregon	Arizona	California	Colorado	Illinois	Michigan	Texas	Utah	Oregon Recorders
Constitution	Yes	No	No	No	No	Yes	Yes	Yes	No
By-Laws	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes
Officers	President Pres-Elect Past Pres. Secretary-NV	President Pres. Elect Past Pres. Sec/Tre-NC	President Vice Pres.	President Pres.Elect/ Treasurer Vice Pres./ Secretary Past Pres.	President Pres. Elect Vice Pres. Sec./Trea.	President Pres-Elect Sec.-NV Treas.-NV Ex.Dir-NV	President Pres-Elect Vice Pres. Ex.Dir-NV Past Pres.	President Vice. Pres. Secretary Treasure Ed. Comm. Chair	President 1 Vice Pres 2 Vice Pres Secretary Treasurer
Bd. Of Directors	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Exec. Board	Yes	No	No	No	No	Yes	Yes	Yes	No
Board Size	Officers (3) Dirs. (8)	Officers (3) Full Man. (5) Asso.Mem (2)	23	Officers (4) Dirs. (5)	Officers (4) Dirs. (11)	Officers (3) Past Pres-1 Dirs.-12	Officers (3) League-1 Dirs.-10	Officers (5) Dirs (3) Past Pres-NV	Officers(5) Dirs (7) Past Pres-NV
Amendment By-Laws	2/3 Members at Mtg., Majority by ballot	2/3 Members at Mtg., Majority by ballot	2/3 Vote of Board	2/3 Vote of Members Majority by ballot	Ballot only Majority required	NA	NA	NA	2/3 Mem. at Mtgs.
Amendment Constitution	2/3 Meeting by ballot Majority	NA	NA	NA	NA	Majority by Ballot or Member Meeting	2/3 Meet Majority by ballot	Majority @ Meeting	NA
Board Quorum	6 voting members	Majority	9 voting members	3 members	Majority	8 members			Majority
NV=Non Voting									





Wednesday, December 28, 2016  
2:00 PM

**By-Laws and Constitution Committee  
Oregon City/County Management Association  
Minutes**

**Called to Order:** The Bylaws and Constitution Committee conference call was called to order by Chair Spencer Nebel at 2 p.m. In attendance were Aaron Palmquist, Dale Shafer, Nathan Cherpeski and Spencer Nebel.

**Absent:** Denise Carey, Jan Fritz, Julie Kueger.

**Discussion of the By-Laws and Constitutional Provisions for the Executive Board and Board of Directors:**

The Committee discussed the legal form of the association, the structure of the constitution/by-laws, the elimination or redefinition of the executive committee, the liability of Board members, discussed whether the constitution should be amended or re-written as well as other issues relating to the amendment/re-writing of the OCCMA bylaws and constitution committee.

A detailed summary of these discussions are included in a memo dated January 9, 2017 which is attached for your review.

With no further business to discuss the meeting was adjourned at 2:30 p.m.

Respectfully submitted,



Chair of the Bylaws and Constitution Committee



**NW Regional City Managers Conference**  
April 11-14, 2016  
Resort at The Mountain, Welches OR

Tuesday, April 11, 2017

4 – 5:30 pm Conference Registration  
5:15 – 6:30 pm President’s Reception

Wednesday, April 12, 2017

7:00 – 11:00 am Continental Breakfast (Zig Zab/Wy’ East)  
Morning Golf Tournament  
Resort Activities available - Geo-caching  
9:00 am – Noon Conference Registration  
Noon – 1:15 pm Welcome lunch with Keynote Speaker Dr. Shadow  
Tentative: Navigating Devisive Topics  
Noon – 4:30 pm Sponsor Exhibits Open (2<sup>nd</sup> floor lobby)  
1:30 – 2:30 pm Developing New Talent  
2:30 – 3:30 pm What Works Cities  
3:30 – 5:00 pm The New Federal Reality  
6:15 pm Dinner at Timberline Lodge

Thursday, April 13, 2017

8:00 – 9:00 am Continental Breakfast (Zig Zab/Wy’ East)  
8:00 am – 5:00 pm Sponsor Exhibits open  
9:00 – Noon DPSST Police Chief/Manager Relationship  
Noon – 1:30 pm Networking lunch  
1:45 – 3:30 pm Police Chief Partnerships  
4:00 – 5:30 pm Volleyball Games  
6:00 – 8:30 pm Reception and Dinner (location tba – 2<sup>nd</sup> floor lobby,  
Zig Zay/Wy’ East or Hunchback/Huckleberry)

Friday, April 14, 2017

7:00 – 8:30 a.m. Continental Breakfast (Zig Zab/Wy’ East)  
8:30 – 11 am OCCMA Board/Business Meeting (Hunchback)  
8:30 – 11 am WCMA Board/Business Meeting (Huckleberry)





## 2017 Conference Session Proposal

Please complete a separate proposal for each session you are recommending. A few things to take into consideration when putting together your proposal are:

- Will this session help city/county managers improve their careers and communities?
- Is the topic new and/or critical for local government?
- Will the topic draw a wide audience?
- Will this issue stimulate action and further discussion?

Session Topic: \_\_\_\_\_

\_\_\_\_\_

Session Description (describe what the audience will learn in 100 words or less): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended Speakers (and contact phone or email): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitter's Name: \_\_\_\_\_

Submitter's Email: \_\_\_\_\_

Submitter's Phone: \_\_\_\_\_

Return completed proposals to Jennifer Lewis, OCCMA staff at: [jlewis@orcities.org](mailto:jlewis@orcities.org) or fax to: 503-399-4863.

OCCMA Membership 2017  
(As of January 11, 2017)

First Name	Last Name	Company	Title	Member Type
Michelle	Amberg	Creswell	City Administrator	Active
Tom	Anderson	Deschutes County	County Administrator	Active
Mark	Bauer	Winston	City Manager	Active
Jolynn	Becker	Banks	City Manager	Active
Heidi	Bell	Donald	City Manager	Active
Jim	Bennett	Lewiston, ID	City Manager	Active
Diane	Berry	Echo	City Administrator	Active
Jacque	Betz	Gladstone	Assistant City Manager	Active
Peter	Brandom	Hillsboro	Senior Project Manager	Active
Adam	Brown	Ontario	City Manager	Active
Ben	Bryant	Happy Valley	Deputy City Manager	Active
Gus	Burril	Madras	City Administrator	Active
Keith	Campbell	Stayton	City Administrator	Active
Alice	Cannon	Tualatin	Assistant City Manager	Active
Denise	Carey	Estacada	City Manager	Active
Eric	Chambers	Gresham	Government Relations Director	Active
Nathan	Cherpeski	Klamath Falls	City Manager	Active
Christopher	Clayton	Central Point	City Manager	Active
David	Clyne	Independence	City Manager	Active
Bryan	Cosgrove	Wilsonville	City Manager	Active
Aaron	Cubic	Grants Pass	City Manager	Active
Scott	Derickson	Woodburn	City Administrator	Active
Robert	Dixon	Hillsboro	Assistant City Manager	Active
Debra	Dudley	Rainier	City Administrator	Active
Georgia	Edwards	Tangent	City Manager	Active
R. Brett	Estes	Astoria	City Manager	Active
Janelle	Evans	Canyonville	City Administrator	Active
Kathleen	Fitzpatrick	Mosier	City Manager	Active
Ronald	Foggini	Dallas	City Manager	Active
Steven	Forrester	Prineville	City Manager	Active
Karen	Friend	Central Oregon Intergovernmental Council	Executive Director	Active

OCCMA Membership 2017  
(As of January 11, 2017)

Jan	Fritz	Marion County	Deputy County Administrative Officer	Active
Rachael	Fuller	Gresham	Assistant City Manager	Active
Joseph	Gall	Sherwood	City Manager	Active
Jerry	Gillham	Sutherlin	City Manager	Active
Nicholas	Green	John Day	City Manager	Active
Kathryn	Greiner	Condon	City Administrator	Active
Gino	Grimaldi	Springfield	City Manager	Active
Linda	Hall	Milton-Freewater	City Manager	Active
Robby	Hammond	Hillsboro	Assistant City Manager	Active
Joe	Hannan	Newberg	City Manager	Active
Ron	Harding	Aumsville	City Administrator	Active
Pat	Hare	Adair Village	City Administrator	Active
Jeff	Hecksel	Hood River County	County Administrator	Active
Greg	Hinkelman	Clatskanie	City Manager	Active
Ric	Ingham	Veneta	City Administrator	Active
Brad	Johnston	Astoria	Police Chief/Assistant City Manager	Active
Michael	Jordan	Portland	Director, Bureau of Environmental Services	Active
Eric	King	Bend	City Manager	Active
Julie	Krueger	The Dalles	City Manager	Active
Don	Krupp	Clackamas County	County Administrator	Active
Erik	Kvarsten	Gresham	City Manager	Active
Brian	Latta	Harrisburg	City Administrator	Active
John	Lattimer	Marion County	Chief Administrative Officer	Active
Henry	Lawrence	Eagle Point	City Administrator	Active
Scott	Lazenby	Lake Oswego	City Manager	Active
Sherilyn	Lombos	Tualatin	City Manager	Active
Gary	Marks	Lebanon	City Manager	Active
David	Marshall	Sublimity	City Manager	Active
Susie	Marston	Gervais	City Manager	Active
Amber	Mathiesen	Mt. Angel	City Manager	Active
Scott	McClure	Monmouth	City Manager	Active
Jaime	McLeod	Phoenix	City Manager	Active

OCCMA Membership 2017  
(As of January 11, 2017)

Jennie	Messmer	Mid-Willamette Valley Council of Governments	Executive Director	Active
Gary	Milliman	Brookings	City Manager	Active
Cory	Misley	La Pine	City Manager	Active
Mark	Morgan	Hermiston	Assistant City Manager	Active
Sean	Negherbon	Myrtle Creek	City Administrator	Active
Chad	Olsen	Carlton	City Manager	Active
Aaron	Palmquist	Irrigon	City Manager	Active
Sandra	Patterson	Union	City Administrator	Active
Russ	Pelleberg	Umatilla	City Manager	Active
Kim	Peoples	Multnomah County	Director, Department of Community Services	Active
Tom	Pessemier	Sherwood	Assistant City Manager	Active
William	Peterson, Jr.	Wood Village	City Manager	Active
Karen	Pettigrew	Boardman	City Manager	Active
Megan	Phelan	Lake Oswego	Assistant City Manager	Active
Scott	Pingel	Dayton	City Manager	Active
Preston	Polasek	Lafayette	City Administrator	Active
Aaron	Prunty	Shady Cove	City Administrator	Active
Mark	Reagles	Rogue River	City Administrator	Active
Erin	Reynolds	Florence	City Manager	Active
Terrie	Richards	Port Orford	City Administrator	Active
Jim	Row	Woodburn	Assistant City Administrator	Active
David	Sawyer	Turner	City Administrator	Active
Petra	Schuetz	Coburg	City Administrator	Active
Dale	Shafer	Nehalem	City Manager	Active
Mark	Shepard	Corvallis	City Manager	Active
Brian	Sjothun	Medford	City Manager	Active
Byron	Smith	Hermiston	City Manager	Active
Judy	Smith	Sodaville	City Administrator	Active
Angela	Speier	Lafayette	Assistant City Administrator	Active
Eileen	Stein	West Linn	City Manager	Active
Eric	Swanson	Gladstone	City Administrator	Active

OCCMA Membership 2017  
(As of January 11, 2017)

Michael	Sykes	Scappoose	City Manager	Active
Linda	Tate	Durham	City Administrator	Active
Ray	Towry	Sweet Home	City Manager	Active
Jason	Tuck	Happy Valley	City Manager	Active
Terry	Ungricht	Falls City	Mayor and City Manager	Active
Micaela	Valentine	Lyons	City Recorder	Active
Roberta	Vanderwall	Lakeview	Town Manager	Active
Dave	Waffle	Beaverton	Assistant Finance Director	Active
Fred	Warner, Jr.	Baker City	City Manager	Active
Dauna	Wensenk	Burns	City Manager	Active
Jordan	Wheeler	Lake Oswego	Deputy City Manager	Active
Steve	Wheeler	Hood River	City Manager	Active
Marty	Wine	Tigard	City Manager	Active
Mark	Winstanley	Seaside	City Manager	Active
Keith	Witcosky	Redmond	City Manager	Active
Jonathan	Wright	Reedsport	City Manager	Active
Kim	Yamashita	Sandy	Police Chief	Active
Nolan	Young	Fairview	City Administrator	Active
Gordon	Zimmerman	Cascade Locks	City Administrator	Active
Jessica	Harper	Gresham	Assistant to the Mayor	Affiliate
Daniel	Hunter	The Dalles	HR Director	Affiliate
Kelsey	Lewis	Tualatin	Management Analyst II	Affiliate
Zoe	Monahan	Tualatin	Management Analyst II	Affiliate
William	Monahan	Integrity Public Management	Principal/Attorney	Affiliate
John	Morgan, AICP	The Chinook Institute for Civic Leadership	Executive Director	Affiliate
Kent	Robinson	Portland State University, Public Administration Department	Assistant Professor	Affiliate
Phillip	Cooper	The Chinook Institute for Civic Leadership		Affiliate
JoAnn	Ghelfi	Portland State University	Professor of Public Administration	Honorary
JoAnn	Ghelfi			Honorary

OCCMA Membership 2017  
(As of January 11, 2017)

Frank	Benest	International City/County Mgmt. Assoc.	Special ICMA Senior Advisor to the Next Generation	ICMA Complementary
Greg	Bielawski			ICMA Complementary
Kevin	Duggan	International City/County Mgmt. Assoc.	West Coast Regional Director	ICMA Complementary
DeLana	Hansen, RPS	ICMA Retirement Corporation	Retirement Sales Specialist	ICMA Complementary
Robert	Jean	Washington City / County Management Association	Range Rider	ICMA Complementary
Alison	Miller Richards	International City/County Mgmt. Assoc.	ICMA Membership Services	ICMA Complementary
Rita	Ossolinski	International City/County Mgmt. Assoc.	Director, ICMA State/Affiliate Relations	ICMA Complementary
Brian	Almquist			Lifetime
Harold	Anderson	Oregon City / County Management Association	Region 5 Senior Advisor	Lifetime
Harold	Anderson	Oregon City / County Management Association	Region 5 Senior Advisor	Lifetime
John	Anderson			Lifetime
William	Barrons		Retired	Lifetime
Dan	Bartlett	Oregon City / County Management Association	Region 1 Senior Advisor	Lifetime
Steve	Bryant	International City/County Mgmt. Assoc.	Senior Advisor	Lifetime
Del	Cesar			Lifetime
Duane	Cole		Retired - Washington Senior Advisor	Lifetime
Bill	Curtis		Retired	Lifetime
Donald	Davis			Lifetime
Eve	Dolan-Whittall		Retired	Lifetime
Timothy	Erwert			Lifetime
Leslie	Harper			Lifetime
Charlie	Henry		Range Rider Emeritus	Lifetime

OCCMA Membership 2017  
(As of January 11, 2017)

Marilyn	Holstrom						Lifetime
James	Hough				City Manager Emeritus		Lifetime
Art	Johnson						Lifetime
Roger	Jordan	Oregon City / County Management Association			Region 4 Senior Advisor		Lifetime
Larry	Lehman	Oregon City / County Management Association			Region 3 Senior Advisor		Lifetime
Rex	Mather						Lifetime
Craig	McMicken				Retired		Lifetime
Jon	Nelson				Retired		Lifetime
Donald	Otterman	West Linn			Interim City Manager		Lifetime
Diane	Rinks				Retired City Administrator		Lifetime
Sheila	Ritz	Oregon City / County Management Association			Region 2 Senior Advisor		Lifetime
Sheila	Ritz	Oregon City / County Management Association			Region 2 Senior Advisor		Lifetime
Susan	Slack				Retired City Manager		Lifetime
Kent	Taylor				Retired City Manager		Lifetime
Richard	Townsend				Retired		Lifetime
Robert	Wells				Retired		Lifetime
Joseph	Wolf				Retired		Lifetime
Michael	Nitzsche						Manager in Transition
Nancy	Boyer				Retired		Retired
Judy	Cleeton				Retired		Retired
Larry	Clucas				Retired		Retired
Wes	Hare	Albany			City Manager		Retired
David	Hawker				Retired City Manager		Retired
Jamon	Kent				Retired Chief Operations Officer		Retired
Randy	Kugler	Philomath			City Manager		Retired
Richard	Mays				Retired City Manager		Retired
David	Meriwether				Retired		Retired

OCCMA Membership 2017  
 (As of January 11, 2017)

Joseph	Riker		Retired City Manager	Retired
Frank	Spence		Retired	Retired
Megan	George	Portland State University	Student	Student
Aaron	Kaufman	Portland State University	Student	Student



<b>OCCMA Newsletter</b>			
<b>First Quarter 2017</b>			
<b>Copy Due Date: February 6, 2017, To Print: February 15, 2017</b>			
<b>Article</b>	<b>Author/Coordinator</b>	<b>Word Count</b>	<b>Copy Received</b>
President's Message (with photo)	Michael Sykes	750	
Feature Article: _____ (with photos)		1,500	
2017 Board roster, and spotlight on new board members (with photos)	Jennifer Lewis	700	
2017 Committee Roster	Jennifer Lewis	2 pages	
NW Regional Managers Conference Overview	Christy Wurster	400	
Summer Conference Save the Date	Jennifer Lewis	100	
ICMA Ethics (from ICMA website)	Jennifer Lewis	800	
Career Compass (cut down; refer to web for full article)	Jennifer Lewis	800	
ICMA Resources Highlights	Steve Bryant or Nathan (?)	300	
LOC Resources Highlights	Jennifer Lewis	200	
Retirements: _____		800 words	
Senior Advisor Reports	Andy Anderson Dan Bartlett Roger Jordan Larry Lehman Sheila Ritz	max 2,000 words per SA (average 350 words per visit)	
Coaches Corner	Ben Bryant	700	
Managers on the Move	Jennifer Lewis		
Calendar of Events	Jennifer Lewis		

**OCCMA Newsletter****Second Quarter 2017****Copy Due Date: May 8, 2017, To Print: May 17, 2017**

<b>Article</b>	<b>Author/Coordinator</b>	<b>Word Count</b>	<b>Copy Received</b>
President's Message: (include recap of Board meeting)	Michael Sykes	750	
Feature Article: _____		1,500	
NW Regional Managers Conference Recap (with photos)	_____ Photos: Jennifer Lewis	500-700	
Thank you to NWRMC Sponsors	Julie Oke	1 page	
Summer Conference article/promo, Conference Scholarships	Christy Wurster and Jennifer Lewis	200	
Fall Workshop Save The Date	Jennifer Lewis	100	
OCCMA Board Solicitation for 2018	Jennifer Lewis		
ICMA Ethics article (from ICMA website)	Jennifer Lewis	800-1,000	
Career Compass (from ICMA website)	Jennifer Lewis	800-1,000	
Retirement (if any): _____ (with photo)			
Senior Advisor Reports	Andy Anderson Dan Bartlett Roger Jordan Larry Lehman Sheila Ritz	max 2,000 words per senior advisor	
Coaches Corner	Ben Bryant	700	
Calendar of Events	Jennifer Lewis		
Managers on the Move	Jennifer Lewis		
ICMA Resources/Highlights	Steve Bryant or Nathan	300	
League Resources/Highlights (LOC-TV?)	Jennifer Lewis	200	

**OCCMA Newsletter****Third Quarter 2017****Copy Due Date: August 7, 2017, To Print: August 16, 2017**

<b>Article</b>	<b>Author/Coordinator</b>	<b>Word Count</b>	<b>Copy Received</b>
President's Message	Michael Sykes	750 words	
Feature Article: _____		1,500	
Call for Applications for 2018 Board of Directors	Jennifer Lewis		
Summer Conference Recap	Scholarship recipients (incl. photos of themselves):	500-800 each	
Summer Conference Sponsorship Thank You!	Julie Oke	1 page	
Fall Workshop Speaker Information	Jennifer Lewis/Christy Wurster	300	
ICMA Annual Conference promo	Jennifer Lewis (from ICMA website)		
ICMA Ethics article (from ICMA website)	Jennifer Lewis	800-1000	
Career Compass (from ICMA website)	Jennifer Lewis	800-1000	
Retirements (with photos):		750 each	
Outline of Constitution/Bylaws proposed amendments	Spencer Nebel		
Senior Advisor Reports	Andy Anderson Dan Bartlett Roger Jordan Larry Lehman Sheila Ritz	max 2,000 words per senior advisor	
Coaches Corner	Ben Bryant	750	
ICMA Resources/Highlights	Steve Bryant or Nathan	300	
League Resources	Jennifer Lewis	200	
Calendar of Events	Jennifer Lewis		
Managers on the Move	Jennifer Lewis		

**OCCMA Newsletter****Fourth Quarter 2017****Copy Due Date: November 13, 2017, To Print: November 17, 2017**

<b>Article</b>	<b>Author/Coordinator</b>	<b>Word Count</b>	<b>Copy Received</b>
President's Message (including Board Retreat recap)	Michael Sykes	750	
Feature Article: _____ (and photos)		1,500	
Fall Workshop Recap with Photos	Photos: Jennifer Lewis	600-750	
ICMA Ethics article (from ICMA website)	Jennifer Lewis	800-1,000	
Career Compass (from ICMA website)	Jennifer Lewis	800-1,000	
Retirement (if any): _____ (with photo)		700	
2018 OCCMA Board List	Jennifer Lewis		
Summer Conference Save-the-Date	Jennifer Lewis		
Roster of 2018 Standing Committees, solicitation for further interest	Jennifer Lewis		
Senior Advisor Reports	Andy Anderson Dan Bartlett Roger Jordan Larry Lehman Sheila Ritz	Max 2,000 words per senior advisor	
Coaches Corner	Ben Bryant	700	
Calendar of Events	Jennifer Lewis		
Managers on the Move	Jennifer Lewis		
ICMA Resources/Highlights	Steve Bryant or Nathan?		
League Resources	Jennifer Lewis		

**OCCMA Newsletter****First Quarter 2018****Copy Due Date: February \_\_, 2018, To Print: February \_\_, 2018**

<b>Article</b>	<b>Author/Coordinator</b>	<b>Word Count</b>	<b>Copy Received</b>
President's Message (with photo)	Christy Wurster	750	
Feature Article: _____ (with photos)		1,500	
2018 Board roster, and spotlight on new board members (with photos)	Jennifer Lewis	700	
2018 Committee Roster	Jennifer Lewis	2 pages	
NW Regional Managers Conference Overview	President-Elect	400	
Summer Conference Save the Date	Jennifer Lewis	100	
ICMA Ethics (from ICMA website)	Jennifer Lewis	800	
Career Compass (cut down; refer to web for full article)	Jennifer Lewis	800	
ICMA Resources Highlights	Steve Bryant or Nathan (?)	300	
LOC Resources Highlights	Jennifer Lewis	200	
Retirements: _____		800 words	
Senior Advisor Reports	Andy Anderson Dan Bartlett Roger Jordan Larry Lehman Sheila Ritz	max 2,000 words per SA (average 350 words per visit)	
Coaches Corner	Ben Bryant	700	
Managers on the Move	Jennifer Lewis		
Calendar of Events	Jennifer Lewis		