



OCCMA Board Meeting Agenda

May 4, 2018 | 8:30 a.m. – 10:00 a.m.

Skamania Lodge | 1131 SW Skamania Lodge Way, Stevenson, WA 98648

A. Welcome & Roll Call (<i>Christy Wurster</i>)	-
B. Consent Calendar (<i>Christy Wurster</i>)	-
1. Minutes of the February 22, 2018 OCCMA Board Meeting	2
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3. First Quarter Financial Report	10
C. 2018 OCCMA Membership Report (<i>Megan George</i>)	14
D. Committee Updates	-
1. Nominating Committee (<i>Michael Sykes</i>)	-
2. Ethics Committee (<i>Christy Wurster</i>)	-
3. Support for Managers Committee (<i>Ben Bryant</i>)	-
4. Bylaws and Policy Committee (<i>Spencer Nebel</i>)	-
5. Audit Committee (<i>Marty Wine</i>)	16
6. Professional Development Committee (<i>Marty Wine</i>)	-
7. Academic Affairs Committee (<i>Ron Foggin</i>)	-
8. Communications Committee (<i>Marty Wine & Ben Bryant</i>)	-
9. Next Generation Committee (<i>Megan George</i>)	-
10. ICMA Liaison Committee (<i>Ron Foggin</i>)	-
11. Scholarships Committee (<i>Marty Wine</i>)	-
12. Host Committee (<i>Megan George</i>)	-
E. LGPI Update (<i>Mike Cully</i>)	-
F. ICMA State Liaison Program (<i>Christy Wurster</i>)	18
G. Alliance for Innovation & OCCMA Affiliate Agreement (<i>Marty Wine</i>)	21
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I. 104th ICMA Annual Conference September 23 – 26, 2018 Baltimore, MD	30



Oregon City/County Management Association Board Meeting

February 22, 2018 | 10:00 am – 2:49 pm

Independence Civic Center | 555 S. Main St. Independence, OR 97351

MINUTES

PRESENT

Board Members:

Christy Wurster, President
Marty Wine, President-Elect
Michael Sykes (via phone, arrived 10:04 am), Past President
Ben Bryant, Director
David Clyne, Director
Robb Corbett (via phone, left 2:15 pm), Director
Ron Foggin, Director
Spencer Nebel, Director
Sean O'Day (arrived 10:09 am), Director
Dale Shafer, Director
Byron Smith (arrived 11:03 am, left 1:14 pm), Director

Staff:

Megan George, Administrative Specialist
Mike Cully, Executive Director

Absent:

A. Welcome and Roll Call

10:00 am

President Christy Wurster called the meeting to order at 10:00 am.

B. Consent Calendar

10:02 am

It was moved by Marty Wine and seconded by Spencer Nebel to approve the minutes of the November 9, 2017 OCCMA Board Meeting as amended by the board to say "quarterly newsletter" on page 5 of the minutes, and to approve the minutes of the November 10, 2017 and January 29, 2018 – February 5, 2018 OCCMA Board Meetings. The motion passed (8 Yes [Wurster, Wine, Bryant, Clyne, Corbett, Foggin, Nebel, and Shafer], 0 No, 0 Abstain, 3 Absent [O'Day, Smith, and Sykes]).

C. 2018 OCCMA Membership

10:04 am

Megan George asked board members to refer to page 24 of their agenda packet and summarized the contents of the Membership Report. Between 70-80% of membership applications are typically received before February 15th. As of February 11, 2018, OCCMA had received 221 applications for membership which is higher than in previous years. Of those applications, payment had been rendered for 97%. Over time, membership has increased. In 2017, there were twelve OCCMA members from counties. Thus far in 2018, ten OCCMA members were from counties. The board discussed whether to conduct additional outreach to county managers. The consensus of the board was for board members to reach out to individuals in counties and encourage them to join OCCMA.

It was moved by Sean O'Day and seconded by Dale Shafer to create an ad hoc committee appointed by the president to provide a recommendation to the board on a "new member" rate for OCCMA dues to be implemented in 2019. In addition, the Professional Development Committee will consider a "first-time attendee" rate for the summer conference and provide a recommendation to the board for possible implementation in 2019. The motion passed (10 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, and Shafer], 0 No, 0 Abstain, 1 Absent [Smith]).

Christy Wurster appointed Rob Corbett, Sean O'Day and herself to serve on the ad hoc committee to determine a recommendation for a "new member" rate for OCCMA dues.

Megan George asked board members to refer to page 28 of their agenda packet and summarized the contents of the memorandum. OCCMA's bylaws allow for two special categories of membership: Honorary and Lifetime. The board must act on recommendation Lifetime members prior to the summer conference. The board may act without going to the membership on Honorary members. The board discussed opportunities to recognize those being honored with these awards and the consensus was to provide recognition at the Summer Conference and/or Fall Workshop and add the full list of names to the website.

D. Committee Updates

10:37 am

Nominating Committee

Chair Michael Sykes shared that the committee had nothing to report.

Ethics Committee

Chair Christy Wurster shared that the committee had nothing to report.

Support for Managers

Chair Ben Bryant shared that the committee was scheduled to meet on March 16, 2018 and that their primary agenda item would be the OCCMA coaching program.

Bylaws and Policy Committee

Spencer Nebel asked board members to refer to the handout and refer to page 29 of the agenda packet. During 2017, this committee focused on updating the bylaws. The Policy Annex was included as a catch-all for items that did not fit neatly into the bylaws themselves. This year, the committee is looking through these policies and making changes as needed.

Spencer Nebel shared that one of the items the committee had been tasked with was negotiating a contract with the League for the provision of administrative services including, but not limited to, conference planning, financial accounting, and support for the board of directors. The League provided a draft contract for the committee to review and the committee asked that several changes be made including housing signature authority with the League's Executive Director, or designee with board's approval, including an agency clause, and using a flat fee with a built-in cost of living adjustment, as opposed to a time and material contract. Megan George clarified that for non-annual occurrences, like the NW Regional Managers Conference, addendums to the contract would be included. The board discussed the committee's recommendations and the consensus was to move forward with the recommendations as described, but also extend the term to four-years and include a relook provision.

Spencer Nebel shared that the committee would provide a red-lined version of the bylaws at an upcoming board meeting for the board's review.

Audit Committee

Chair Marty Wine shared that the committee met February 15, 2018 and reviewed the accounts payables, accounts receivables, and profit and loss statement. In addition, the committee spent time talking with Megan George, Jenni Kistler, and Jamie Johnson-Davis about the League's internal controls. The committee has several recommendations that will be shared with the board in the Audit Committee's report at the May 4, 2018 meeting. The consensus of the board was to share the Audit Report with the membership at the annual membership meeting.

Professional Development Committee

Chair Marty Wine shared that the committee's first step will be to determine session topics and solicit sponsorships. The committee is planning to meet via conference call monthly leading up to the Summer Conference.

Academic Affairs Committee

Chair Ron Foggin shared that the committee had nothing to report.

Communications Committee

Chairs Marty Wine and Ben Bryant shared that the committee is planning to meet quarterly to discuss the various committee responsibilities including the quarterly newsletter and website. The website is likely to be the largest lift this year. Megan George will add google analytics to OCCMA's website so OCCMA can explore what the website is currently used for. The committee will also distribute an electronic survey on the website to the membership for feedback. The board discussed different options for OCCMA's website and the consensus was that the website should have a unique identity, separate from the League, but should also use the same platform and align with the League's technology infrastructure.

Next Generation Committee

Chair Sean O'Day shared that the committee met on February 15, 2018 and discussed several opportunities for the committee including an update to the new member packets and exploring a mentorship program with local universities.

ICMA Liaison Committee

Chair Ron Foggin shared that the committee had nothing to report.

Scholarship Committee

Chair Marty Wine asked board members to refer to page 69 of the agenda packet and summarized the committee's recommendations:

- That scholarships only be offered to attend the annual summer conference and be announced when registration opens for the conference (typically in early April);
- That scholarship applications be available to complete online (Qualtrics or other) and in editable pdf format. Application materials must include a cover letter and application form;
- That scholarship applications be due in early May (May 1 in 2018) and recipients notified in mid-May (May 14 in 2018) to allow recipients to make alternative arrangements, if needed;
- That scholarship applications be reviewed by the Professional Development Committee with recommendations going to the OCCMA President to make awards; and
- That scholarships encompass registration, travel, and lodging costs as dependent on the amount budgeted per year.

It was moved by Sean O'Day and seconded by Byron Smith to support the committee's recommendations as described above. The motion passed unanimously (11 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, Shafer, and Smith], 0 No, 0 Abstain, 0 Absent).

Host Committee

Megan George shared that the Host Committee had not yet met but will have a meeting at the ICMA West Coast Regional Summit on May 4, 2018 after the state association meetings.

E. 2018 Strategic Plan

11:56 am

Christy Wurster asked board members to refer to page 75 of the agenda packet. Megan George summarized that the yellow highlights include changes made to the strategic plan during the November 9-10, 2017 board retreat and the blue highlights referred to items that may no longer be relevant. The board went through the strategic plan and made several changes encapsulated in the final 2018 strategic plan document.

Christy Wurster announced a break for lunch at 12:09 pm to resume meeting at 12:40 pm.

It was moved by Marty Wine and seconded by Ben Bryant to approve the 2018 strategic plan as amended. The motion passed unanimously (11 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, Shafer, and Smith], 0 No, 0 Abstain, 0 Absent).

Megan George will compile the approved strategic plan and notify committee chairs of any responsibilities delegated to them during this process.

F. LGPI Update

12:56 pm

Mike Cully shared that the Local Government Personnel Institute (LGPI) exists through a 190 agreement between the Association of Oregon Counties (AOC) and the League. As such, both entities are ultimately

fiscally responsible. The organization currently employs 2.5 FTE including Ruth Maddox, Pierre Robert, and Denise Nanke. Because of the financial liability LGPI voted to dissolve on or before June 30, 2018. The AOC and League boards also voted to dissolve the organization. The League also resolved to bring LGPI in house for one fiscal year in order to preserve the continuity of service and determine next steps for the organization's services.

The board discussed LGPI's status and the consensus was that LGPI provides a valuable service to many cities and that cities should be included in the decision-making process moving forward.

G. LOC Grassroots Advocacy Program

1:11 pm

Mike Cully asked board members to refer to page 111 of their agenda packets and summarized the contents of the memorandum. The League is working to reform and enhance an old program called "Hometown Voices". This incarnation is called the Grassroots Advocacy Program.

H. Policy Annex 17-6 Discussion

1:17 pm

Christy Wurster asked board members to refer to page 112 of their agenda packets. Megan George summarized that section 17-6 of the Policy Annex includes ambiguous language about which of the president's expenses are eligible for reimbursement. The consensus of the board was to assign review of the language to the Bylaws and Policy Committee.

It was moved by Michael Sykes and seconded by Spencer Nebel to interpret Section 17-6 of the Policy Annex to mean expenses including registration, lodging at the conference hotel's base rate, and transportation (air or ground) for attendance at the ICMA Annual Conference. Meals are not considered eligible expenses for reimbursement. The motion failed (2 Yes [Corbett and Sykes], 7 No [Wine, Bryant, Clyne, Foggin, Nebel, O'Day, and Shafer], 1 Abstain [Wurster], 1 Absent [Smith]).

It was moved by Sean O'Day and seconded by Marty Wine to interpret section 17-6 of the policy annex to mean all expenses including registration, lodging at the conference hotel's base rate, transportation (air or ground), and reimbursement of meals up to the federal per diem rate for attendance at the ICMA Annual Conference. The motion passed unanimously (9 Yes [Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, and Shafer], 0 No, 1 Abstain [Wurster], 1 Absent [Smith]).

I. 2018 Budget

1:46 pm

It was moved by Michael Sykes and seconded by Ron Foggin to approve the budget as presented. The motion passed unanimously (10 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, and Shafer], 0 No, 0 Abstain, 1 Absent [Smith]).

The board discussed options to solicit donations for the Roger Jordan Perpetual Training Scholarship.

Christy Wurster informed the board that the agenda would be amended to proceed directly to agenda item K.

K. LOC Foundation

1:58 pm

Megan George asked board members to refer to page 125 of their agenda packets and summarized the contents of the memo. The committee continued discussion of options to solicit donations for the Roger

Jordan Perpetual Training Scholarship, particularly options for ensuring donations made to OCCMA could be tax deductible.

It was moved by Spencer Nebel and seconded by Ron Foggin to refer discussion of (1) establishing an endowed scholarship fund; and (2) allowing individuals to make tax deductible donations to said fund. The motion passed (10 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, and Shafer], 0 No, 0 Abstain, 1 Absent [Smith]).

It was moved by Ron Foggin and seconded by Sean O'Day to direct staff to work with the president to draft a letter and donation slip to be distributed to the membership asking for donations for the scholarship fund. The letter should clarify that individuals should consult with their tax attorney about tax deductibility. The motion passed unanimously (10 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, and Shafer], 0 No, 0 Abstain, 1 Absent [Smith]).

J. OCCMA Dinner at 2018 ICMA Conference

2:11 pm

Christy Wurster asked board members to refer to page 122 of the agenda packet and summarized the contents of the memorandum. Staff is looking for clarity on two questions:

1. Should OCCMA reach out to WCMA to co-host the dinner, as done in previous years?
2. Is the board comfortable with Steve Powers soliciting sponsorships for this event to offset the total cost of the dinner (estimated \$38 - \$62 per person)?

It was moved by Spencer Nebel and seconded by Marty Wine to (1) invite WCMA to co-host the dinner; (2) advise Steve Powers to solicit sponsorships to offset the total cost of the dinner; and (3) amend the budget to increase the board functions line item by \$1,500 to cover the deposit. The motion passed unanimously (10 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, and Shafer], 0 No, 0 Abstain, 1 Absent [Smith]).

L. NW Women's Leadership Academy Update

2:27 pm

Christy Wurster asked board members to refer to page 127 of their agenda packets and shared that Silverton will be hosting a casual session in July. OCCMA board members are invited to attend. Solicitation for the second cohort will likely begin next fall.

M. Senior Advisor Region 4 Vacancy

2:28 pm

Christy Wurster asked board members to refer to page 128 of their agenda packets and shared that OCCMA had received two applications for the vacant region four senior advisor position. The senior advisors discussed at a recent call and unanimously recommended Wes Hare for the position.

It was moved by Spencer Nebel and seconded by Ron Foggin to appoint Wes Hare to the Region Four Senior Advisor position, pending ICMA's approval. The motion passed unanimously (10 Yes [Wurster, Wine, Sykes, Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, and Shafer], 0 No, 0 Abstain, 1 Absent [Smith]).

N. ICMA/State Sponsor Agreement

2:31 pm

Christy Wurster asked board members to refer to page 138 of their agenda packets.

It was moved by Sean O'Day and seconded by Ron Foggin to approve the president to sign the ICMA/State Sponsor Agreement for the joint support of a senior advisor program. The motion passed unanimously (8 Yes [Wurster, Wine, Bryant, Clyne, Foggin, Nebel, O'Day, and Shafer], 0 No, 0 Abstain, 3 Absent [Corbett, Sykes, and Smith]).

O. Future Conferences Update

2:32 pm

Megan George summarized options for the 2018 board retreat. The consensus of the board was to host the dinner off-site, eliminate the boxed lunch on Friday of the retreat, and proceed with contracting for the 2019 board retreat. Megan George also asked board members to refer to page 140 of their agenda packets for information on the 2019 NW Regional Managers Conference and 2021 Summer Conference.

It was moved by Sean O'Day and seconded by Dale Shafer to direct staff to contract with the Best Western Plus Hood River Inn for the 2019 NW Regional Managers Conference. The motion passed (7 Yes [Wurster, Wine, Bryant, Foggin, Nebel, O'Day, and Shafer], 1 No [Clyne], 0 Abstain, 3 Absent [Corbett, Sykes, and Smith]).

The board discussed whether it made sense to host a Summer Conference in 2021 in advance of the ICMA Annual Conference in October. Ben Bryant will check with Eileen Stein and Joe Gall on their thoughts, including the possibility of a two-day planning event in Portland prior to the conference.

P. Other Business

2:49 pm

There was no other business.

Q. Adjourn

2:49 pm

President Christy Wurster adjourned the meeting at 2:49 pm.

APPROVED by the OCCMA Board of Directors on May 4, 2018.

ATTEST:

Mike Cully, Secretary-Treasurer

Christy Wurster, President



Oregon City/County Managers Association
Special Board Meeting
April 15, 2018 – April 21, 2018
Conducted via Email

MINUTES

PRESENT

Board Members: Christy Wurster, President; Marty Wine, President Elect; Michael Sykes, Past President; Ben Bryant, Director; David Clyne, Director; Robb Corbett, Director; Ron Foggin, Director; Spencer Nebel, Director; Sean O'Day, Director; Dale Shafer, Director; Byron Smith, Director

Staff: Megan George, Administrative Specialist; Mike Cully, Executive Director

Megan George distributed the motion via email on April 15, 2018.

It was moved by Marty Wine and seconded by David Clyne to amend the OCCMA budget for the 2018 summer conference to increase the honoraria/speaking fee expense budget by \$7,500 to be underwritten by a keynote sponsor. The motion passed unanimously (10 Yes [Bryant, Clyne, Corbett, Foggin, Nebel, O'Day, Shafer, Smith, Sykes, Wine and Wurster], 0 No, 0 Abstain, 0 Absent).

The meeting was adjourned on April 21, 2018 after seven calendar days, consistent with Section 17-9 of the OCCMA Policy Annex.

APPROVED by the OCCMA Board of Directors on May 4, 2018.

ATTEST:

Mike Cully, Secretary-Treasurer

Christy Wurster, President



Memo

To: OCCMA President and Board of Directors
From: Megan George, Administrative Specialist
Date: April 24, 2018
Re: Agenda Item B.3. – First Quarter Financial Report

The included attachment includes OCCMA's financials for January – March 2018. At this point, most membership dues are paid through the year totaling \$41,790 which is approximately \$1,790 over the budgeted amount. Other main sources of revenue are either regular quarterly payments, or tied to specific events, like the annual summer conference. In addition, the NW Women's Leadership Academy accepted more individuals to the cohort than previously anticipated. Therefore, revenue is trending \$3,000 over what was budgeted. Any proceeds from the NW Women's Leadership Academy will be captured as a separate beginning cash line item in the 2019 proposed budget.

Once again, primary expenses are tied to specific events, which have not occurred thus far. Other expenses are on track with budgeted amounts.

Two budget amendments were approved by the board. First, \$1,500 was added to line item *3-6016 Board Functions* to accommodate the deposit for the joint OCCMA-WCMA dinner at the ICMA Annual Conference in Baltimore. Second, \$7,500 was added to line item *3-5149 Speaker Summer* to allow the Professional Development Committee to contract with two keynote speakers for the July 10-13, 2018 Summer Conference. \$7,500 was also added to line item *3-4182 Sponsorships* to reflect the corresponding jump in sponsorships anticipated by the committee.

Attachments

1. First Quarter Financial Report

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2018 Amended Budget

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	Actual Through March 2018	YTD Variance
INCOME						
	Beginning Cash - Operations	51,823	51,823	46,850	46,850	0
	Beginning Cash - 2021 ICMA Conference	30,739	30,739	72,856	72,856	0
	Beginning Cash - RJ Scholarship	3,350	3,350	4,872	4,872	0
	Total Beginning Cash	85,912	85,912	124,578	124,578	0
Conference Income						
	Fall Conference Registrations					
3-4103	· Registration	6,000	9,860	9,000	0	-9,000
	Total Fall Conference	6,000	9,860	9,000	0	-9,000
	Summer Conference					
3-4104	· Registration	27,000	30,435	28,000	0	-28,000
3-4182	· Sponsorships	12,500	14,900	20,000	2,500	-17,500
3-4184	· Roger Jordan Scholarship	1,000	1,000	1,000	0	-1,000
NEW	· Food Charges	5,250	0	0	0	0
NEW	· Activity Fee	500	0	0	0	0
	Total Summer Conference	46,250	46,335	49,000	2,500	-46,500
	NW Regional Conference					
3-4102	· Registration	22,000	29,355	0	0	0
3-4101	· Sponsorships	12,000	12,900	0	0	0
	Total NW Regional Conference	34,000	42,255	0	0	0
	NW Women's Leadership Academy					
3-4105	· Registration	0	0	15,000	18,000	3,000
	Total NW Women's Leadership Academy	0	0	15,000	18,000	3,000
	Total · Conferences	86,250	98,450	73,000	20,500	-52,500
General Operations Income						
3-4001	· Dues	36,000	46,628	40,000	41,790	1,790
3-4003	· Dues Surcharge 2021	5,000	7,117	6,300	6,289	-11
NEW	· Board Retreat Meetings	2,000	1,209	5,000	0	-5,000
3-4270	· CIS Senior Advisor	2,500	2,500	2,500	0	-2,500
3-4280	· ICMA Senior Advisor	7,000	4,352	7,000	859	-6,141
	Total General Operations Income	52,500	61,806	60,800	48,938	-11,862
	Total Income without Beginning Cash	138,750	160,256	133,800	69,438	-64,362
	Total Income including Beginning Cash	224,662	246,168	258,378	194,016	-64,361

		2017	2017	2018 Amended	Actual Through	YTD
		BUDGET	ACTUAL	BUDGET	March 2018	Variance
EXPENSE						
Conference Expense						
<i>Fall Workshop</i>						
3-5134	· Food & Beverage Fall	3,000	7,168	7,000	0	7,000
3-5135	· Room Rental Fall	650	338	650	0	650
3-5139	· Speakers Fall	2,500	2,500	2,500	0	2,500
NEW	· Administration Fall	800	0	0	0	0
Total · Fall Conference		6,950	10,005	10,150	0	10,150
<i>Summer Conference</i>						
NEW	· Activities Summer	0	0	0	0	0
3-5142	· Administration Summer	7,500	5,772	7,500	0	7,500
3-5143	· A/V & Trade Show Summer	550	2,478	2,500	0	2,500
3-5144	· Food & Beverage Summer	14,500	18,583	15,500	0	15,500
3-5145	· Lodging Summer	2,400	1,870	3,000	0	3,000
3-5146	· Postage/Printing Summer	1,000	278	500	0	500
3-5147	· Travel Summer	200	302	300	0	300
3-5149	· Speaker Summer	5,000	1,332	12,500	0	12,500
3-51481	· Roger Jordan Scholarship	1,000	1,478	3,700	0	3,700
Total · Summer Conference		32,150	32,092	45,500	0	45,500
<i>NW Regional</i>						
3-5152	· Administration	6,000	3,777	0	0	0
NEW	· A/V & Trade Show	500	327	0	0	0
3-5154	· Food & Beverage	13,500	28,885	0	0	0
NEW	· Lodging	2,000	0	0	0	0
3-5156	· Postage/Printing	1,500	157	0	0	0
3-5157	· Travel	200	2,240	0	0	0
3-5159	· Speaker	4,000	3,450	0	0	0
Total · NW Regional		27,700	38,836	0	0	0
<i>NW Women's Leadership Academy</i>						
3-5201	· LOC Administration	0	0	0	0	0
3-5202	· Other Administration	0	0	0	8,000	-8,000
3-5203	· A/V & Room	0	0	0	0	0
3-5204	· Speaker	0	0	0	0	0
3-5205	· Food & Beverage	0	0	0	0	0
3-5206	· Miscellaneous	0	0	15,000	276	14,724
Total · NW Women's Leadership Academy		0	0	15,000	8,276	6,724
Total · Conferences		66,800	80,933	70,650	8,276	62,374

		2017	2017	2018 Amended	Actual Through	YTD
		BUDGET	ACTUAL	BUDGET	March 2018	Variance
General Operations Expenses						
	· Contingency	6,750	0	500	0	500
NEW	· 2021 ICMA Conference	5,000	0	5,000	0	5,000
3-6020	· ICMA Coaching Program	0	1,000	1,000	0	1,000
3-6001	· LOC Services	12,000	6,482	12,000	3,908	8,092
3-6016	· Board Functions	3,300	5,162	6,500	154	6,346
3-6021	· Conference Calls	200	196	200	66	134
3-6023	· Directory	2,000	3,664	0	0	0
3-6027	· Marketing/Supplies	750	683	750	630	120
3-6033	· Miscellaneous	1,500	459	2,000	0	2,000
3-6034	· Miscellaneous - Credit Card Exp	0	1,068	3,000	182	2,818
3-6036	· National/Committee Travel	2,500	1,119	2,500	0	2,500
3-6039	· Newsletter	9,000	4,676	8,000	2,531	5,469
3-6042	· Postage	400	179	400	235	165
3-6045	· Printing, Fax	300	133	300	6	294
3-6051	· Scholarships Charlie Henry	3,000	2,425	3,000	0	3,000
3-6054	· Senior Advisor	14,000	10,322	14,000	1,106	12,894
3-6057	· Web Support	5,500	3,091	5,500	0	5,500
Total General Operations Expenses		66,200	40,658	64,650	8,817	55,833
Total Expenses		133,000	121,590	135,300	17,093	118,207
Net Income / <Loss> Before Beginning Cash		5,750	38,666	-1,500	52,345	
Net Income / <Loss> Including Beginning Cash		91,662	124,578	123,078	176,923	
Transfers						
	· Operating to RJ Scholarship	0	2,000	0	0	
	· Operating to ICMA 2021	0	35,000	0	0	
Total Transfers		0	35,000	0	0	0
Ending Cash						
	· Ending Cash Balance - Operations	57,573	46,850	46,750	92,906	
	· Ending Cash Balance - ICMA 2021	30,739	72,856	74,156	79,145	
	· Ending Cash Balance - RJ Scholarship	3,350	4,872	2,172	4,872	
Total Ending Cash		91,662	124,578	123,078	176,923	

Memo

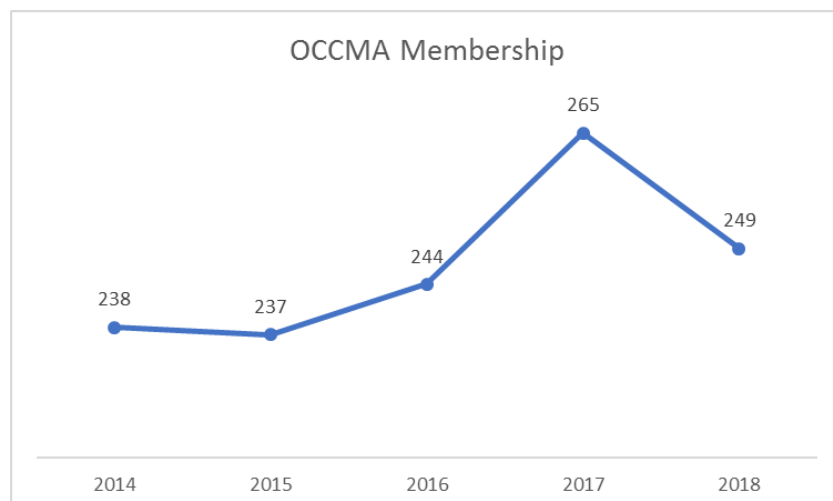
To: OCCMA President and Board of Directors
 From: Megan George, Administrative Specialist
 Date: April 24, 2018
 Re: Agenda Item C.1. – Membership Report

As of April 24, 2018, OCCMA had received 249 applications for membership. For the purposes of tracking the volume of membership applications, lifetime and honorary memberships are not included in the total. The specific breakdown between membership classifications is included below:

Active	185
Affiliate	20
Cooperating	2
Honorary	2
ICMA Complimentary	7
Lifetime	32
Retired	27
Student	4
Members in Transition	2
TOTAL	283

Most are active members of the association. In addition, most come from cities. To date, OCCMA has thirteen county members. All of which identify as either County Administrator or Deputy County Administrator.

As discussed in the February 22, 2018 Membership Report, membership has increased over the past five years.



While it looks like there has been a dip in memberships in 2018, this only represents memberships received before May. In 2017, twenty-two membership applications were received after May 1st. In 2016, twenty-five membership applications were received after May 1st. Therefore, we are projecting total membership in 2018 to be approximately 275, not including lifetime or honorary memberships, which is consistent with past trends of moderate growth in total membership.

OCCMA Audit Committee Report

February 15, 2018, Local Government Building, Salem, OR

Members: Sean O'Day, Dale Schafer, Marty Wine

The Committee reviewed 2018 OCCMA financial records, including: Profit and Loss statement, reports of accounts payable, accounts receivable, and monthly financial system-to-statement reconciliation reports. OCCMA By-Laws and a draft League-OCCMA Contract for Services was available for reference. The Committee also reviewed payment methods, checks, internal controls and processes, and sought to understand any anomalies found.

The Committee received information and support in its review from Jamie Johnson-Davis, Accountant for LOC; Megan George, Administrative Specialist; and Jenni Kistler, Project Coordinator.

Committee members asked the following questions about the records. (Responses follow.)

- Why are there duplicate journal entry numbers on the P&L statement? (This is a product of the Quickbooks software and there should not be duplicates.)
- Explain the “split” of funds reflected on the P&L report. (This reflects a deposit that has multiple payments and is made to both LOC and OCCMA or other affiliate members. It may also reflect the 13% OCCMA reserve, surcharge on membership dues, for ICMA 2021.)
- Why are some authorization-to-pay cover sheets unsigned by the Executive Director? (Sometimes payables are made without the ED signature on the cover sheet, and four signatures on the authorization cover sheet are required – requestor, supervisor, manager, and Executive Director – and the ED always signs the check.)
- How is administrative time billed by the League to OCCMA? (Time and materials, based on hours recorded by LOC staff.)
- What is the process to make payments by check, credit card, or invoice? (Checks and invoices are routed with a cover sheet requiring signatures as outlined in the question above. Credit card payments are generally discouraged and LOC staff verbally alerts the LOC accountant of them.)
- What are the internal controls to ensure that payments from other affiliates are not made to OCCMA, or that OCCMA's payments are not credited to others? (Relies on LOC Accountant to allocate, and LOC staff liaisons to track accurately.)
- What is OCCMA's status as an organization: unincorporated voluntary association? Incorporated? Affiliate? This would affect the liability of board members. (OCCMA is an unincorporated voluntary association.)
- Are staff aware of any fraud, waste or abuse? (No)

Recommendations

1. Consolidate and establish financial policies that reflect the practices in the by-laws, and include procedures for expense reimbursement, and also set an appropriate target to maintain beginning fund balances. (Includes Article 10: Fiscal Affairs; Policy Annexes 17-5: Reimbursement of League for Services; 17-6: Expense Reimbursements; 17-12.5: Senior Advisor Expenses.)

2. OCCMA check payments should be signed by two people, including one OCCMA member. The League's internal payment approval process includes four signature approvals and could be reduced by at least one signer to reduce time and payment delays.
3. Hire an independent auditor every 3-5 years to review OCCMA financials.
4. Require LOC staff to provide a report to the OCCMA Board, as part of financial review, a summary of all transactions by vendor approved by LOC staff since the previous OCCMA Board meeting.
5. If not already covered by existing CIS policies, OCCMA should obtain errors & omissions insurance to indemnify the board members for their actions. Check to determine whether CIS will cover both.
6. League of Oregon Cities should establish a process to ensure that OCCMA Board and Committee members are current in association dues payment.



Memo

To: OCCMA President and Board of Directors
From: Megan George, Administrative Specialist
Date: April 24, 2018
Re: Agenda Item F. – ICMA State Liaison Program

ICMA West Coast Regional Director Kevin Duggan notified President Christy Wurster that ICMA would no longer be continuing the national State Liaison Program model. However, there would be an exception made for Steve Bryant's role as State Liaison to Oregon. Attached is the original email correspondence between Kevin Duggan and Christy Wurster.

From: Kevin C. Duggan [<mailto:kduggan@icma.org>]
Sent: Wednesday, April 11, 2018 4:32 PM
To: Christy Wurster
Cc: Steve Bryant; Megan George; Jennifer Lewis; Martha.Bennett@oregonmetro.gov
Subject: ICMA State Liaison Program/OCCMA

Hi Christy:

I hope all is well with you.

ICMA has had a State Liaison Program for over 10 years. The program originated as a way to help ICMA better connect with state and affiliate organizations when almost all the staff contact was from DC (the West Coast was the only region with ICMA staff residing in the region with a dedicated focus to connect with organizations and members in the region). Steve Bryant has done a wonderful job as a ICMA Liaison, including assisting me in linking to OCCMA.

Over the last few years the Regional Director Program has been expanded to all US regions with 5 Regional Directors now in place as of late last year. With this additional staffing, the trend has been to not fill liaison vacancies when they occurred since the regional directors felt they could adequately establish and maintain organizational relationships in their regions (as an example, in the case of the west coast, I did not fill liaison vacancies when they occurred in Washington State and Nevada).

After discussion among the regional directors and then with Martha Perego and Marc Ott, it was determined that it was timely to move away from the national State Liaison Program model. I have been discussing this with the remaining liaisons on the west coast over the last few months and they have understood the logic behind the shift away from the liaison program as the regional director program has been fully achieved. The national State Liaison Program will no longer be in existence after this month.

However, I recommended that in a couple of cases that I be authorized to continue to get assistance from some outstanding volunteers to help me work with some organizations here on the west coast. Due to the importance of ICMA's relationship with OCCMA, and Steve's close connections to the organization, I requested additional flexibility to keep our level of contact at the current level. I think this is particularly important recognizing the 2021 ICMA Annual Conference to be hosted by OCCMA. I'm very pleased that Steve has consented to continue to work with me in that regard, even without the formal structure of a national program.

Steve will continue to participate on your board meetings/calls as his schedule permits, attend the OCCMA annual conference and assist in other capacities as he has in the past. I am very grateful to Steve for his willingness to do so. In essence, I think you will find that little will change as a result of the end of the national State Liaison Program. And, of course, I'm always available to assist in any way that I can.

Feel free to contact me if you have any questions or would like to discuss.

Thanks very much,
Kevin

Kevin C. Duggan

West Coast Regional Director

International City/County Management Association (ICMA)

202-962-3583 office

650-888-5850 cell

1309 Brookdale Avenue

Mountain View, CA 94040-3025

kduggan@icma.org



INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION

icma.org





Memo

To: OCCMA President and Board of Directors
From: Megan George, Administrative Specialist
Date: April 24, 2018
Re: Agenda Item G. – Alliance for Innovation & OCCMA Affiliate Agreement

OCCMA last discussed the Alliance for Innovation at the April 1, 2016 board meeting in Stevenson, Washington. Below is an excerpt taken from the approved minutes for that meeting:

Alliance for Innovation: Ms. Nijah Fudge of the Alliance for Innovation described the purposes and activities of the Alliance and proposed entering into a formal affiliate relationship with OCCMA. She explained that this partnership would allow the Alliance to network with Oregon cities and counties, and vice versa, and provide resources to OCCMA members at no cost to OCCMA. Ms. Fudge outlined the cost structure for individual cities and counties to join the Alliance, noting that the cities of Gresham, Lake Oswego and Ashland were currently members of the Alliance. Board members discussed the benefits of such a partnership, and it was moved by Michael Sykes, seconded by Byron Smith, to pursue joining the Alliance for Innovation as an affiliate member. The motion passed unanimously.

Attached is a draft operating agreement between OCCMA and The Alliance for Innovation. The contract duration will be May 1, 2018 through April 30, 2019, with automatic one-year renewals. For more information on the Alliance, please click [here](#). Marty Wine will provide a verbal update.



**OPERATING AGREEMENT
AFFILIATE RELATION BETWEEN
THE ALLIANCE FOR INNOVATION
AND
OREGON CITY/COUNTY MANAGEMENT ASSOCIATION**

OVERVIEW

This Agreement:

1. Formalizes the affiliate relationship between two organizations:

The Alliance for Innovation (Alliance); and the Oregon City/County Management Association (OCCMA)
2. Serves to document the basic terms of the relationship, which is intended to provide useful benefits and improved outcomes for all participants.

OBJECTIVE(S)

Both organizations offer services and products to their members which furthers the members work in local government. Through this Operating Agreement, the Alliance and OCCMA will be able to offer improved services and cost-effective training and learning opportunities.

TERMS

This Operating Agreement is for an initial term of one (1) year, beginning May 1, 2018 and ending April 30, 2019. On its annual anniversary, the Operating Agreement will automatically renew for an uninterrupted term of one (1) year unless either party provides written notice stating their desire to modify or terminate the agreement. Modifications will require the signed agreement of both parties identifying the changes.

THE ALLIANCE AGREES TO:

Recognize OCCMA on it's website.

Recognize OCCMA on it's on-line Partners and Affiliates page.

Promote OCCMA to it's members including the benefits of membership, events and opportunities to participate.

Provide identified OCCMA Executive Management and staff with affiliate membership

Provide one free registration to the Transforming Local Government (TLG) Conference (not included travel or lodging expenses). This registration can be used by the Executive Board, staff or any OCCMA member.

Share Oregon local government success stories with the Alliance membership across the United States and Canada.

The Western Alliance Regional Director will meet with the OCCMA Executive Board at least annually to provide an Alliance update, hear topics of interest to OCCMA's members and to discuss opportunities to serve local governments in Oregon.

Invite OCCMA Executive staff and Board Members to any Alliance Board of Director's meetings held in Oregon.

Upon request, recommend speakers for annual meetings, workshops, conferences, etc.

THE OREGON MANAGEMENT ASSOCIATION AGREES TO:

1. Recognize the Alliance on it's website
2. Promote the Alliance to OCCMA members including the benefits of membership, events and opportunities to participate.
3. Share member success stories for potential publication in the Alliance's daily online GovNews articles, monthly newsletter and/or quarterly journal.
4. Provide at least one (1) associate membership
5. Provide one free registration to OCCMA 's annual conferences (not including travel or lodging expenses). This registration can be used by any Alliance staff, Board Member or California member.

MUTUAL RELATIONSHIP

The parties willingly enter into this Operating Agreement. This Operating Agreement does not constitute a legal partnership, but rather an arrangement to cooperatively work together. This Operating Agreement may not be assigned by either party to any other entity, without the approval of the undersigned, or their equivalent.

This Agreement is entered into on:

Date

Agreed to by:

Katy Simon, Interim Chief Operating Officer
Alliance for Innovation
411 N. Central Avenue
Suite 400
Phoenix, AZ 85004
800 496-0944



Memo

To: OCCMA President and Board of Directors
From: Megan George, Administrative Specialist
Date: April 27, 2018
Re: Agenda Item H. – Senior Advisor Update

This agenda item contains three discussion topics.

Senior Advisor Evaluations

The OCCMA Bylaws state:

17-12 §8 SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. The OCCMA Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- B. The OCCMA Board shall review this Statement of Policy and all aspects of the program at least every two years and shall meet with Senior Advisors at the Spring or Summer conference to discuss the Senior Advisor Program. At least every two years there should be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.
- C. The OCCMA President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

As such, OCCMA President Christy Wurster has directed staff to prepare an evaluation form to be distributed to each senior advisor for self-evaluation and to the membership in May. Evaluations will be due in late June and compiled for the board's review at their July 13, 2018 meeting. Attached is the draft of this evaluation. As a recently appointed senior advisor, Wes Hare will not be included in this cycle of evaluations.

The question for the board and senior advisors is whether any changes should be made to the attached evaluation before it is distributed.

Senior Advisor Territories

The state is broken into five different regions, roughly based on county lines. However, changes have been made to reflect standing relationships and other considerations. A handout with the current senior advisor territories and list of members will be provided at the meeting. The question for the board and senior advisors is whether to make changes to the current list of territories, given the recent appointment of Wes Hare.

Senior Advisor Updates

OCCMA's senior advisors meet via conference call with the OCCMA President and ICMA Liaison Steve Bryant once a month to provide updates and discuss news from across the state. This item includes time for each senior advisor to provide their update.

OCCMA Senior Advisor Evaluations

Start of Block: Default Question Block

Q1 Have you heard of the OCCMA Senior Advisor Program?

- ☐ Yes (1)
 - ☐ No (2)
 - ☐ Unsure (3)
-

Q2 Who is your local senior advisor?

- ☐ Andy Anderson (1)
 - ☐ Larry Lehman (2)
 - ☐ Dan Bartlett (3)
 - ☐ Sheila Ritz (4)
 - ☐ Roger Jordan (5)
 - ☐ Unsure (6)
-

Q5 Answer the following questions about your local senior advisor.

Q4 My senior advisor has been...

	Highly satisfactor y (1)	Satisfactor y (2)	Neutra l (3)	Unsatisfactor y (4)	Highly unsatisfactor y (5)	N/ A (6)	Not sur e (7)
At member area group meetings (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At OCCMA- sponsored events like the summer conferenc e (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At ICMA- sponsored events like the annual conferenc e (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In one-on- one meetings (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To me as a member in crisis or a member in transition (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q6 Answer the following questions about the senior advisor program as a whole.

Q7 I use the following services provided by senior advisors:

	Frequently (1x/year) (1)	Periodically (as needed) (2)	I do not use these services (3)	Unsure (4)
Contract negotiation (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information resource (ex. council-manager form of government) (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advice as a member in crisis (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advice as a member in transition (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information about OCCMA (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information about ICMA (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attachment

Q8 Please select the degree to which you agree with the following statements.

	Agree (1)	Neutral (2)	Do Not Agree (3)	N/A (4)	Unsure (5)
OCCMA's Senior Advisor Program supports me in my current position. (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I find the senior advisor reports included in OCCMA's quarterly newsletter helpful. (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Block: Default Question Block

2018 ICMA Annual Conference

Baltimore, Maryland | Talking Points



Preliminary Program and Registration Opening:

In keeping with ICMA's commitment to environmental sustainability, the preliminary program will be provided in the **June issue of *PM*** magazine. Complete details will be available on the conference website (icma.org/conference), where **online registration and the conference housing bureau will open on Wednesday, June 6 at 12 Noon EDT.**

Educational Program:

- Four outstanding **keynote sessions**: (see page 2)
- Two inspiring **afternoon featured speakers**: (see page 3)
- Dozens of **concurrent educational sessions** in six theme tracks and four career tracks developed by the 2018 Conference Planning Committee:
 - Creating Communities That Last
 - Equity and Social Inclusion
 - Not Your Grandparents' Workforce
 - Redefining Community Engagement: From the Couch to Town Hall Meetings
 - Smart Communities: What Are They?
 - The Challenges—and Responsibilities—of Putting Your Well-Being First
 - Assistant/Deputy Managers
 - County Managers
 - Small-Community Managers
 - Senior/Credentialed Managers
- ICMA University forums and workshops, special sessions, and events
- Inspirational Breakfast with speaker **Ericka Alston-Buck**, founder of Baltimore's Kids Safe Zone
- Lunches for women and assistants in local government management
- Educational exhibits and solutions track sessions
- Roundtable discussions
- Field demonstrations highlighting the best of Baltimore and Maryland

Keynote Speakers:

The Scientific Secrets of Perfect Timing

Sunday, September 23, 3–5 p.m.



The Opening Session of ICMA's 104th Annual Conference features the return of bestselling author and popular keynoter **Daniel Pink**. While everyone knows that timing is everything, we don't know much about timing itself, and we often assume that it is an art. In his new book, *When: The Scientific Secrets of Perfect Timing*, Dan shows that timing is really a science and unlocks the scientific secrets to good timing to help you flourish at work, at school, and at home. Drawing on research from psychology, biology, and economics, he distills cutting-edge research and data on timing and synthesizes them into a fascinating narrative with stories, practical takeaways, and compelling insights into how we can live richer, more engaged lives.

Leadership in Turbulent Times

Monday, September 24, 8:30–9:30 a.m.



Drawing on her new book, *Leadership in Turbulent Times*, Pulitzer Prize-winning author and historian **Doris Kearns Goodwin** returns to ICMA's keynote stage focusing on four presidents—Abraham Lincoln, Theodore Roosevelt, Franklin D. Roosevelt, and Lyndon B. Johnson—to explore their unique journeys to recognize themselves as leaders, their early development, growth through adversity, and ultimately their exercise of leadership. Although set apart in background, abilities, and temperament, these men shared a fierce ambition and a deep-seated resilience that enabled them to surmount uncommon adversity. At their best, all four were guided by a sense of moral purpose. At moments of great challenge, they were able to summon their talents to enlarge the opportunities and

lives of others. In today's polarized world, these stories of authentic leadership in times of apprehension and fracture take on a singular urgency.

Unleashing the Potential of Teams and Individuals

Tuesday, September 25, 9–10 a.m.



Throughout time, people have searched for the precise blend of ingredients that create transformational leadership. While the list is varied, **Greg Bell** believes that there is one leadership characteristic that influences and strengthens all others: courage. Great leaders are willing to swim against the stream. They don't wait for their fear to subside; resilient, they confront it head-on. Everyone has the capacity to be courageous. Through powerful stories and eye-opening anecdotes based on his book, *Water the Bamboo: Unleashing the Potential of Teams and Individuals*, Greg shows you how to unleash your own tenacity and cultivate the bravery and leadership potential of those around you.

Evolve, Adapt, Inspire

Wednesday, September 26, 9–11 a.m.



Baltimore native Wes Moore has been busy since 2011, when he told ICMA conference attendees how educational opportunities, strong parental influence, mentors, and a community support network helped him transcend the fate of a man with the same name who lived just blocks away and took a tragically different path, ending up in prison. In 2014, Wes founded and became chairman of Baltimore's BridgeEdU, an organization that helps students from marginalized populations navigate higher education and prepare for successful careers. Last year, he was appointed CEO of Robin Hood, New York City's largest foundation with a sole focus on alleviating poverty. In an energizing, conference-closing presentation, Wes will inspire you to see solutions instead of problems, overcome

challenges, reach higher, lift up others, and find the power and purpose to achieve any goal.

Afternoon Featured Speakers:

Building Resilient Communities

Monday, September 24, 1:30–2:30 p.m.



Charles "Chuck" Marohn, founder and president of Strong Towns, believes that if we want American cities to be strong and resilient, we need to change everything about the way we plan and build them. Explaining how many cities have found themselves in decline after decades of "growth," he offers a revolutionary way forward that could create enduring prosperity.

Crisis Ready

Tuesday, September 25, 2–3 p.m.



Any local government manager could have been called upon to deal with one of the many tragic mass shootings of recent years. If crisis were to strike your community, would you be ready? **Melissa Agnes** helps organizations prevent or manage festering problems before they become catastrophic. Her powerful presentation provides tools and strategies that create a proactive, crisis-ready culture, ready to respond to whatever may arise.

Social Program:

- The Conference Host Committee is planning a variety of social events that make the most of the Baltimore area including:
 - **Saturday Evening Reception: Maryland Science Center**
Situating next to Baltimore's Inner Harbor, the Maryland Science Center is one of the original structures that drove the revitalization of the harbor from its industrial roots to a thriving downtown destination. Three levels of modern, hands-on exhibits focus on space, physical science, Earth science, the human body, and the Chesapeake Bay's native blue crabs. Catch up with colleagues and enjoy drinks and hors d'oeuvres while exploring this fascinating venue and its great views of the Inner Harbor.
 - **Tuesday Evening Social Event: B&O Railroad Museum**
Designated as a U.S. National Historic Landmark and part of the Smithsonian Institution, the B&O Railroad Museum has one of the most significant collections of railroad treasures in the world as well as the largest collection of 19th-century locomotives in the United States. A major restoration following a snow-related roof collapse in 2003 provided the museum with the opportunity to upgrade its facilities; it now offers a beautiful event venue where ICMA attendees will enjoy food, drink, and entertainment.

Location and Hotels:

- **Baltimore/Washington International Thurgood Marshall Airport (BWI)** is just 12 miles from downtown Baltimore.
- **All conference hotels** are within walking distance of the **Baltimore Convention Center**, where most conference sessions and events will take place.

About Baltimore:

Discover the Charm of Charm City by visiting icma.org/about-baltimore.

Help us Promote the 104th ICMA Annual Conference:

Visit icma.org/help-us-promote-104th-icma-annual-conference and you'll find information to promote #ICMA2018 to your connections through email or your state association's newsletter/website as well as your own social media channels.

Baltimore Host Committee Video Shown at the San Antonio Annual Conference



YouTube URL: <https://youtu.be/5a3gtNpoCw8>

Embed Code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/5a3gtNpoCw8" frameborder="0" allow="autoplay; encrypted-media" allowfullscreen></iframe>`

2018 ICMA Annual Conference Registration Fees

- **ICMA members registering by paper form:** \$710 (\$665 base fee plus \$45 Welcoming Reception ticket). The fees increase for each of the two additional registration deadlines.
- **ICMA members registering online** (\$25 discount): \$685 (\$640 base fee plus \$45 Welcoming Reception ticket). The fees increase for each of the two additional registration deadlines.
- **ICMA Retired and Life Members:** \$210 (\$165 base fee plus \$45 Welcoming Reception ticket).
- **Full-time academics:** \$265 (\$220 base fee plus \$45 Welcoming Reception ticket)
- **Non-members:** \$1,165, \$1,225, \$1,275 (inclusive of the \$45 Welcoming Reception ticket) for the three registration deadlines.
- **Partners:** \$105 (\$60 base fee plus \$45 Welcoming Reception ticket).
- Complimentary registrations (*Welcoming Reception ticket is optional for complimentary registrants. They only need to purchase a ticket if they plan to attend the reception.*):
 - Student Members
 - Honorary Members
 - Senior Advisors
 - Non-member speakers
- Registration discounts:
 - Members in the **conference region** (Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington, DC) attending their first conference (\$200 discount)
 - Members in **Eastern Provinces of Canada** (New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec) attending their **first conference** (\$200 discount)
 - Members **outside North America** attending their **first conference** (50% discount)
 - **Affiliate Members** who are **entry-level local government staff to department heads** (\$300 discount)