



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Special Meeting

August 27, 2021 | 9:00 am – 9:30 am

Join Zoom Meeting

<https://us02web.zoom.us/j/85642794845?pwd=K1haV3RSbGRWdDFyMnY4czFEa0RVQT09>

Meeting ID: 856 4279 4845

Passcode: 406482

One tap mobile

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AGENDA

- | | |
|---|---|
| A. Welcome & Roll Call (<i>President Powers</i>) | - |
| B. Amend FY 2022 Budget to allocate \$25,000 for ICMA Conference scholarships*
(<i>President Powers</i>)..... | 2 |
| C. Other Business (<i>President Powers</i>) | - |
| D. Adjournment (<i>President Powers</i>)..... | - |

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



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**Oregon City/County
Management Association**
A State Affiliate of **ICMA**

TO: OCCMA Board of Directors

FROM: Steve Powers, President

DATE: August 24, 2021

SUBJECT: Amend FY 2022 Budget to Allocate \$25,000 for ICMA Conference Scholarships

Thank you for making time for a meeting on short notice. The purpose of the board meeting is to discuss an opportunity to assist OCCMA members with attending the 2021 ICMA Annual Conference in Portland.

ICMA is offering complimentary registrations for this year's conference to OCCMA members who have not attended an in-person ICMA Conference within the last five years and who are also ICMA members. ICMA will not cover lodging, travel, or meals. The board will discuss whether OCCMA should help with the travel expenses. We'll discuss whether OCCMA should provide travel assistance and what, if any, criteria should be in place beyond the ICMA's conditions.

The OCCMA budget has capacity to assist by offering stipends to cover the travel costs for OCCMA members eligible for a complimentary registration. Past President Nebel, President elect Marston, and I have discussed, in consultation with Christy Wurster, of up to \$25,000 being available from the OCCMA budget. A budget amendment will be necessary.

Susie and the PDC are prepared to review applications for those who are interested if we decide to offer this opportunity to our members.

The discussion and recommended actions:

- Discuss allocating up to \$25,000 for 2021 ICMA Annual Conference Travel Scholarships.
- Discuss role of Professional Development Committee in reviewing and acting on travel scholarship requests.
- Discuss what direction to provide to the PDC. Criteria in addition to ICMA's conditions?

Proposed Motion to amend the 2021-2022 Budget to allocate \$25,000 for 2021 ICMA Annual Conference travel assistance for qualified OCCMA members.

Attachments:

1. Email from ICMA
2. OCCMA Budget

View this email [in your browser](#).



Dear Steve,

The experience of the past year is a unique opportunity to reset and the 2021 ICMA Annual Conference is creating a global conference event that allows for life-long connections and opportunities for all career stages. Limited resources are a challenge for many ICMA members in their pursuit of gaining the tools they need to manage their communities. We want to do everything that we can to help members experience the difference that the ICMA Annual Conference has made for so many others,

In support of the goal to provide maximum opportunities to attend the Annual Conference, ICMA has a long-standing agreement to work with our state association partners. ICMA will provide a complimentary registration if the state association provides a travel stipend to cover transportation/lodging/meals.

The recipient

- Must be a member of ICMA at time of award
- Must not have attended an in person Annual Conference in the past five years

We are truly pleased to be able to partner with you to offer this amazing opportunity to attend the Annual Conference to those who might not normally have the chance to do so. With three and a half days of learning, inspiration, and connection, the recipient of this support will leave equipped with the tools they need to make their communities a better place to live, work, and play.

Please contact Lynn Phillips, lphillips@icma.org, 202-962-3551, with the number of complimentary registrations that you require and to learn the details of how your designee should register for the conference.

ICMA also offers [Annual Conference Assistance](#) and our [Join, Go and Save](#) promotion is a great opportunity for new members.

We look forward to seeing you in Portland, Oregon October 3-6!



Oregon City/County Management Association

Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - May, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
3-4000 Conference Income				
3-4300 Fall Conference				
3-4303 Registration Fall Conference		7,500.00	7,500.00	100.00 %
Total 3-4300 Fall Conference		7,500.00	7,500.00	100.00 %
3-4400 Summer Conference				
3-4404 Registration Summer Conference	27,180.00	40,000.00	12,820.00	32.05 %
3-4407 Sponsorships	9,300.00	25,000.00	15,700.00	62.80 %
3-4411 Summer Wells/Jordan Scholarship		1,000.00	1,000.00	100.00 %
Total 3-4400 Summer Conference	36,480.00	66,000.00	29,520.00	44.73 %
3-4600 NW Women's Academy				
3-4606 NW Women's Leader Summit	6,850.00	15,000.00	8,150.00	54.33 %
Total 3-4600 NW Women's Academy	6,850.00	15,000.00	8,150.00	54.33 %
Total 3-4000 Conference Income	43,330.00	88,500.00	45,170.00	51.04 %
3-4700 General Operations				
3-4701 Dues	40,917.20	41,000.00	82.80	0.20 %
3-4760 Board Retreat Meetings		5,000.00	5,000.00	100.00 %
3-4770 CIS Senior Advisor		2,500.00	2,500.00	100.00 %
3-4780 ICMA Senior Advisor	25.98	7,000.00	6,974.02	99.63 %
Total 3-4700 General Operations	40,943.18	55,500.00	14,556.82	26.23 %
Total Income	\$84,273.18	\$144,000.00	\$59,726.82	41.48 %
GROSS PROFIT	\$84,273.18	\$144,000.00	\$59,726.82	41.48 %
Expenses				
3-5100 Conferences				
3-5330 Fall Conference				
3-5334 Food & Beverage Fall		5,000.00	5,000.00	100.00 %
3-5335 Room Rental Fall		500.00	500.00	100.00 %
3-5339 Speakers Fall		5,000.00	5,000.00	100.00 %
Total 3-5330 Fall Conference		10,500.00	10,500.00	100.00 %
3-5440 Summer Conference				
3-5441 Activities Summer		3,000.00	3,000.00	100.00 %
3-5442 Administration Summer		500.00	500.00	100.00 %
3-5443 Audio/Trade Show Summer		1,000.00	1,000.00	100.00 %
3-5444 Food & Beverage Summer		30,000.00	30,000.00	100.00 %
3-5445 Lodging Summer		1,000.00	1,000.00	100.00 %
3-5446 Postage/Printing Summer		500.00	500.00	100.00 %
3-5447 Travel Summer		300.00	300.00	100.00 %
3-5448 LOC Summer Wells/Jordan Sch		1,000.00	1,000.00	100.00 %
3-5450 Speaker Summer		7,500.00	7,500.00	100.00 %
Total 3-5440 Summer Conference		44,800.00	44,800.00	100.00 %
3-5600 NW Women Academy				

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Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - May, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
3-5602 Other Administration	7,824.90	12,500.00	4,675.10	37.40 %
Total 3-5600 NW Women Academy	7,824.90	12,500.00	4,675.10	37.40 %
Total 3-5100 Conferences	7,824.90	67,800.00	59,975.10	88.46 %
3-6000 Operations Expense				
3-6001 LOC Services	13,229.15	28,000.00	14,770.85	52.75 %
3-6016 Board Functions		5,000.00	5,000.00	100.00 %
3-6020 Coaching Program		1,000.00	1,000.00	100.00 %
3-6021 Conference Calls		100.00	100.00	100.00 %
3-6027 Marketing/Supplies		5,000.00	5,000.00	100.00 %
3-6033 Miscellaneous		1,500.00	1,500.00	100.00 %
3-6034 Miscellaneous Credit Card Exp	720.28	2,000.00	1,279.72	63.99 %
3-6036 National/Committee Travel		1,500.00	1,500.00	100.00 %
3-6039 Newsletter		2,500.00	2,500.00	100.00 %
3-6042 Postage		400.00	400.00	100.00 %
3-6045 Printing, Fax		300.00	300.00	100.00 %
3-6051 Scholarships Charlie Henry		3,000.00	3,000.00	100.00 %
3-6054 Senior Advisor		14,000.00	14,000.00	100.00 %
3-6057 Web Support		1,500.00	1,500.00	100.00 %
3-6058 Audit		7,500.00	7,500.00	100.00 %
3-6059 Sponsorship of Other Organizations		2,000.00	2,000.00	100.00 %
3-6090 Contingency		81,901.00	81,901.00	100.00 %
Total 3-6000 Operations Expense	13,949.43	157,201.00	143,251.57	91.13 %
Total Expenses	\$21,774.33	\$225,001.00	\$203,226.67	90.32 %
NET OPERATING INCOME	\$62,498.85	\$ -81,001.00	\$ -143,499.85	177.16 %
NET INCOME	\$62,498.85	\$ -81,001.00	\$ -143,499.85	177.16 %