



Oregon Association of County Treasurers & Finance Officers

Astoria
September 18, 2018

Meeting called to order at 12:23 p.m.

1. **Roll Call:** *Highlighted Counties present.*

Baker Benton Clackamas Clatsop Columbia Coos **Crook Curry**
Deschutes Douglas Gilliam Grant Harney Hood River **Jackson Josephine**
Jefferson Klamath Lake **Lane Lincoln** Linn **Malheur**
Marion Morrow **Multnomah** Polk Sherman **Tillamook**
Umatilla **Union** Willowa **Wasco Washington Wheeler Yamhill**

2. **Spring Conference Minutes**

i. *Monica pulled up the meeting minutes from Spring. Notified members that she was unable to locate minutes from Jason at Klamath County. Monica requested Vickie Noel from Klamath to inquire if Jason has any files from Fall 2017 conference so we can approve those minutes. Laurie from Marion County moved to accept the spring minutes, seconded by Eve from Josephine County. All approved, no opposed. Motion carries.*

3. **Treasurer's Report** - *Will have an update by email provided once expenses are booked.*

4. **Old Business**- *None*

5. **New Business**

a. **Spring Conference : March 2019, Salishan Resort**

i. *Debbie discussed Spring OGFOA costs \$1,000 a year for use of a room, and they do not recognize as a sponsor. Members discussed that they didn't find value in the meeting. Mary from Benton County is the OGFOA liaison. Mary will discuss with OGFOA and determine if a meeting is needed. Will plan for a spring meeting unless something else comes up.*

b. **Bylaw Changes**

i. *Monica discussed currently the bylaws has a five person board. Past president, president, president elect, vice president, secretary-Treasurer. Having a difficult time filling the board positions. With the retirement of Kathy Gray from Crook County as the Bookkeeper, Jennifer Cuellar requested to take that position and give up her position as Vice President. Monica discussed if we would like to consider making it a four person board that includes president, vice president, secretary-treasurer, and past president. Would need to redistribute the rolls of each position once the president-elect position is*

eliminated. Shannon Bell said she volunteer to be Secretary-Treasurer. Members said to keep as is unless this comes up again.

c. Slate of Officers

1. *Monica Steele, Clatsop County- Past President*
2. *Debbie Parson, Benton County- President*
3. *Brandie McNamee, Jefferson County- President Elect*
4. *Jennifer Elkins, Yamhill County- Vice President*
5. *Shannon Bell, Jackson County- Secretary-Treasurer*

ii. Laurie Steele from Marion County made a motion to accept officers, Jennifer Cuellar Seconds, all passed

6. Committee Reports:

- a. **Audit** – Brandie and Monica will get the information to Union County for the Audit Review. Jennifer Cuellar is the appointed bookkeeper (assistant to ST) and she needs to update the bank reconciliations since May 2018.
- b. **Budget** – Monica gave an update on the current budget. Met our sponsor revenue at \$16.5k. Monica has slowly been invoiced and has been under on most expenses except for the transportation.
 - i. Debbie presented the FY18-19 Proposed budget. She discussed the increase in conference fees and membership dues. This will increase current revenue by approximately \$1k. Income at \$28,550 and the expenses follow along to prior year. Cost of the conference significantly determines location. Consensus of member discussion was to not increase fees or annual dues. Contingency would then be \$16k without increasing fees.
 1. **Monica entertained a motion to accept the budget with contingency of \$16,636 Eve from Josephine County motions, Jennifer Elkins seconds, All favor and passed.**
- c. **Bylaws** - Nothing
- d. **Certifications** – Baker County emailed out the certification process. She didn't receive any this year. Advised all to get online and look at the requirements to become certified.
- e. **Conference Planning** - None
- f. **Education** – None
- g. **Hospitality** – Debbie announced (Jill from Lane County is new member of this committee)
- h. **Legislative** – Laurie Steele and Mary Otley. Laurie said she works with Michele Hawkins and Rob from AOC. Once she receives notices she sends out via the google group. Laurie discussed the Marijuana HB and that the banking issues.
- i. **Policies and Procedures Manual** – None
- j. **Nomination**- none
- k. **OGFOA** – Mary Otley from Benton County will talk to OGFOA about spring conference.
- l. **Photography** – Shannon Bell from Jackson County said last year didn't take pictures however this year she has a lot.

No other action items

Meeting adjourned 1:02 p.m.