

User's Guide

Oregon Public Meeting Manager

Oregon Transparency Program
Website Posting of Oregon Public Meetings

Centralized Public Meeting Notices

Per HB 2788; SB 250; HB 2370

Updated: August 2021

Overview

- ▶ Background – Bills and Statutes
- ▶ **What is a Public Meeting?**
- ▶ What is the Public Meeting Manager Application?
- ▶ Primary website links
 - Overview: Data.Oregon.Gov
 - Overview: Transparency Website – Public Meetings
- ▶ **Public Meeting Manager – How to Use the Application**
 - How Does it Work?
 - How to Sign-in to the Public Meeting Manager
- ▶ Using the Public Meeting Manager
- ▶ Contact Information

Background: Bill and Statutes

- ▶ 2009: House Bill 2500
 - In response to HB 2500 (now ORS 184.483), the [Oregon Transparency website](#) was created,
- ▶ 2011: House Bill 2788
 - Required Public Meeting Notices to be posted on the Oregon Transparency website for all State agencies, boards, and commissions.
- ▶ 2011: Senate Bill 250
 - Specifically required Public Meeting Notices be posted on the Oregon Transparency website, from all education service districts (ESD's)

Data Required Under HB 2788

- ▶ “...each state agency shall post on the Oregon Transparency website notices of public meetings required to be provided by the state agency under ORS 192.640.”
- ▶ Became operative on January 1, 2012
 - All Public meetings occurring after January 1, 2012 must be posted on the Oregon.gov Transparency website.

Legislative Update

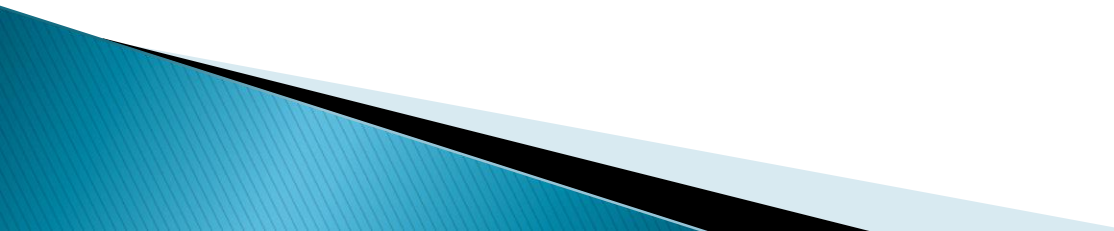
- ▶ 2013: House Bill 2370
 - Requires that a link be posted on the transparency website, to public *meeting minutes and summaries* of agencies, boards, commission, ESD's (Education Service Districts), etc., if they are posted on the agencies, boards, commission, or ESD's website.
 - A data field is provided in the Public Meeting Manager Application where a website link (URL) can be added at any time.

What Is A Public Meeting?

- ▶ If the answer to all of the questions below is “Yes”, the meeting is a “public meeting.”
 - Does the meeting involve a government entity of *any* type — local, regional or otherwise? (This entity is known as a “public body.”)
 - Do the people attending the meeting have authority to make decisions or recommendations to the public body? (This group is known as a “governing body.”)
 - Is a quorum required for the governing body to meet in order to make a decision?
 - Is the governing body planning to make a decision *or* deliberate toward a decision of any type at the meeting?

For more information, refer to [ORS 192.610 to 192.690](#).

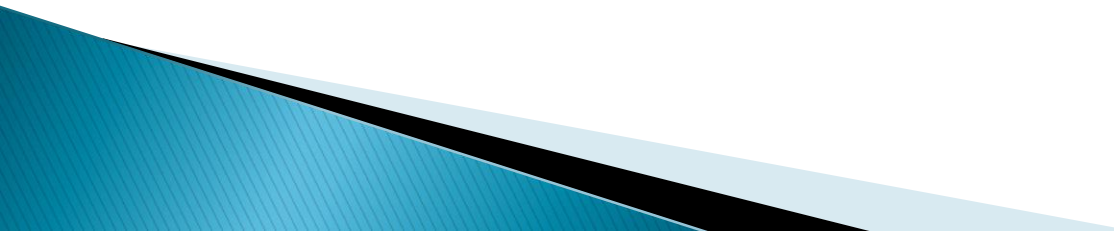
What Is the Oregon Public Meeting Manager?

- ▶ It's a custom application that shares data, with data.oregon.gov (in a single dataset)
 - ▶ Allows for the creation, publishing, and editing of public meetings
 - ▶ Publishes public meetings data in real time
 - ▶ Log-in link <https://apps.oregon.gov/das/oregonmeetings>
- 

Primary Resource Links

- ▶ <https://apps.oregon.gov/das/oregonmeetings>
 - Oregon Public Meeting Manager Application
- ▶ <https://oregon.gov/transparency>
 - Oregon Transparency Website
- ▶ <https://data.oregon.gov>
 - Open Data Website

What Is Data.Oregon.gov?

- ▶ A public portal that provides access to public data shared by state government
 - ▶ Enables the public (and agencies) to use data to create custom views, charts, etc.
 - ▶ Allows the public to save views, and embed them in other websites
 - ▶ Allows any state employee authorized\approved by management to post public meetings, to create a data.oregon.gov account, before accessing the Public Meeting Manager.
- 

Oregon Open Data Portal


Opening State Government to Everyone





Explore Featured Projects

 **Oregon's new Open Data Standard**
Information for agencies and local governments about Oregon's Open Data Program


 **Oregon's Information Technology Portfolio**
A new dataset showcasing Oregon's IT Project Portfolio

 **Oregon Spatial Data Library**
Authoritative geospatial framework data

Oregon Transparency Website


Public Meetings

OREGON.GOV Home Public Meetings Records Request State Salaries Checkbook About Us Contact Us



Oregon Transparency


Opening State Government to Everyone

 **New Transparency Program Website** Website Rebuild Underway!




Resources

- Public Meetings
- Public Records Request
- State Salaries
- Administrative Rules
- Performance Measures



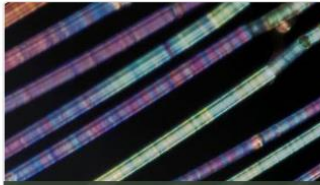
Education

- Schools
- Community Colleges
- Universities



Financial

- State Budget
- Checkbook (Expenditures)
- Revenue
- Contracts
- Quasi-Public



Development

- Business Oregon
- Oregon Film
- Enterprise Zones
- Tax Credits
- County Lottery Funds


Public Meeting Manager

How to Sign-into the Application

<https://apps.oregon.gov/das/oregonmeetings>

Oregon Public Meeting Manager Application

Public Meeting Manager: How does it work?

- ▶ Meetings can be created, edited, viewed, published and cancelled using the Public Meeting Manager.
 - ▶ The meeting data entered is published to the Public Meetings Master Dataset.
 - ▶ The Master dataset is displayed through the Oregon Transparency Website, and used to create filtered views (by agency, date, topic, region, etc).
 - ▶ Filtered views can be saved and embedded in other agency websites.
- 

How to Sign-in to the Public Meeting Manager

Oregon Public Meeting Manager

Log In

➔ Sign in with Data.Oregon.gov (Socrata)

Please contact the [E-Government Service Desk \(egovhelp@oregon.gov\)](mailto:egovhelp@oregon.gov) to request access to post public meetings.



Click the **Sign in** button provided on this log-in screen to sign into the Oregon Public Meeting Manager.

If you are not already logged in to data.oregon.gov, you will be directed to this log-in page.



Now, complete the sign-in process using your data.oregon.gov user ID (state/work email address) and password.



Contact E-Gov Help Desk
If you have an account but cannot sign-in.

If you are already logged in to data.oregon.gov, you'll be directed to the page below.

Click "**Allow**" to go to your Public Meeting Manager "Home" page.



Oregon Public Meeting Manager would like to access your information

Oregon Public Meeting Manager is requesting **read and write** access to your Socrata account.

This means that they will be able to access and modify all of your account information and Datasets on all Socrata-powered websites. This is a **one-time grant**, meaning you have to grant your permission, as you are doing now, each time the application wants to access your data.

Choose **Allow** only if you wish to allow the application access to your account.

Allow

Cancel

Public Meeting Manager

How to Use the Application



Oregon Public Meeting Manager

Example: Home Page

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for ▾

[+ Add A New Meeting](#)

[Filter Meetings ▾](#)

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	City, State	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	Oregon Geographic Information Council	1/19/2018 8:00 AM	Salem	Yes	Yes	
Administrative Services Department	HUD NDRC Application Phase 2 Public Meeting	10/5/2015 10:00 AM	Salem	No	No	
Administrative Services Department	National Disaster Resilience Competition Grant - HUD	3/16/2015 10:00 AM	Salem	No	Yes	
Administrative Services Department	Capital Project Advisory Board (CPAB)	12/12/2014 10:00 AM	Salem	No	No	
Administrative Services Department	Capital Projects Advisory Board (CPAB)	11/14/2014 10:00 AM	Salem	No	No	http://www.oregon.gov/DAS/CFO/CPAB/Pages/2014-C... 
Administrative Services Department	Task force on procuring through small and local business	8/12/2014 9:30 AM	Salem	No	No	

Example “Home” page if you post meetings for multiple agencies or groups

Oregon Public Meeting Manager

Home

You are currently viewing Public Meeting for -- Choose one -- Drop down list of all the meetings you have access to

[+ Add A New Meeting](#) [Filter Meetings](#)

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	City, State	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Total: 0 matching records						

Show items per page

NOTE: If you only manage meetings for one group those meetings will automatically populate your “Home” page when you log in.

Use the drop down menu to select which agency meetings you want to view

OREGON.GOV

Welcome, linda.morrell@oregon.gov Sign Out

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for

Administrative Services Department
Governor's Office

+ Add A New Meeting

Filter Meetings

Current Public Meetings

Agency, Board, Commission, Branch or Title	Time and Date	City, State	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
ESD					

Total: 0 matching records

Show 15 items per page

Once you select the group of meetings you want to manage the “Home” page will be populated with those meetings. This is where all of the meetings created by you (and your team, if more than one person manages meetings) exist. Here you can create, view, edit, cancel and publish meetings.

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for Administrative Services Dept

[+ Add A New Meeting](#) [Filter Meetings](#)

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	Meeting 8			No		/
Administrative Services Department	Meeting 9			No		/
Administrative Services Department	Meeting 10			No		/
Administrative Services Department	Meeting 10			No		/
Administrative Services Department	jkcsdfkds	11/13/2014 3:30 PM	Salem, OR	Yes	No	/
Administrative Services Department	ifdsklfids	10/17/2014 3:10 AM	Salem, OR	Yes	Yes oregon.gov	/
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR	No		/
Administrative Services Department	Meeting 8	9/29/2014 8:00 AM	Salem, OR	No		/
Administrative Services Department	Meeting 7	9/28/2014 8:30 AM	Salem, OR	No		/
Administrative Services Department	Meeting 6	9/27/2014 10:50 AM	Salem, OR	No		/
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR	No		/
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR	No		/
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR	No		/
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, OR	No		/
Administrative Services Department	Meeting 3	9/24/2014 11:45 AM	Salem, OR	No		/

< 1 2 >

Total: 24 matching records Show items per page

[Go to this dataset on data.oregon.gov](#)

A list of all meetings previously created by you (or your team) will be on your home page.

Exploring the "Home" Page

Sign Out

Drop down list of all the meetings you have access to

Click here to Add New Meeting

+ Add A New Meeting

Administrative Services Dept
-- Choose one --
Administrative Services Department
Governor's Office

Filter Meetings

Filter meetings by date

Three sortable columns

Current Public Meetings

Agency, Board, Commission, or Title	Meeting Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
ESD						
Administrative Services Department	Meeting 8				No	
Administrative Services Department	Meeting 9				No	
Administrative Services Department	Meeting 10				No	
Administrative Services Department	Meeting 10				No	
Administrative Services Department	jksdfkjs	11/13/2014 3:30 PM	Salem, OR	Yes	No	
Administrative Services Department	jfsklfjks	10/1/2014 3:10 AM	Salem, OR	Yes	Yes	oregon.gov
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 8	9/29/2014 8:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 7	9/28/2014 8:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 6	9/27/2014 10:50 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, or		No	
Administrative Services Department	Meeting 3	9/24/2014 11:45 AM	salem, OR		No	

Click on the pencil icon to edit a meeting (You can also go to the "Edit" page from the "View" page)

Click meeting "Title" to "View" meeting details

Page to see other meetings or:

Total number of meetings for this group

Total: 24 matching records

< 1 2 >

Go to this dataset on data.oregon.gov

Show 15 items per page

Select the number of items per page

Link to "master dataset"

Create a new meeting

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for

Administrative Services Dept

Choose one

Administrative Services Department

Governor's Office

[+ Add A New Meeting](#)

Filter Meetings

Current Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	Meeting 8			No		
Administrative Services Department	Meeting 9			No		
Administrative Services Department	Meeting 10			No		
Administrative Services Department	Meeting 10			No		
Administrative Services Department	kjdsfjkd	11/13/2014 3:30 PM	Salem, OR	Yes	No	
Administrative Services Department	jfdskfjkl	10/1/2014 3:10 AM	Salem, OR	Yes	Yes	oregon.gov
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 8	9/29/2014 8:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 7	9/28/2014 8:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 6	9/27/2014 10:50 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, or		No	
Administrative Services Department	Meeting 3	9/24/2014 11:45 AM	salem, OR		No	

Total: 24 matching records

Show 15 items per page

Click here to add (create) a new meeting



Create/Edit a Meeting

Meeting Information

Agency, Board, Commission, Branch or ESD

Administrative Services Department
Administrative Services Department
Governor's Office

Title

Short Description (optional)

A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes or; Budget Hearing Meeting.

Start Date and Time End Date and Time

Location

City State
OR

Details (optional)

Public comment accepted? (optional)

Weblink to Meeting Minutes/Summaries (optional)

This field is required if the agency posts meeting minutes/summaries on the agency website.

Contact Information

Name

Phone Number (optional)

Email



Blue icons signifies additional details for these data fields

After clicking “**Add a new meeting**” a blank form for entering the details of the public meeting will appear.

To the left is the upper portion of the form. Notice the name is pre-filled depending on which meetings your were viewing on your home page. You can change the name using the drop down menu.

NOTE: Any field not marked (optional) is a required field.

Complete the web form

Add the data for your meeting on the form

Oregon Public Meeting Manager

Create/Edit a Meeting

Meeting Information

Agency, Board, Commission, Branch or ESD

Title

Short Description (optional)

A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes or; Budget Hearing Meeting.

Start Date and Time

End Date and Time

Location

City

State

Salem

Details (optional)
This is a rich text data field. It has a maximum of 3,000 characters which is approximately 1 page of single spaced text.

Public comment accepted? (optional)

Weblink to Meeting Minutes/Summaries (optional)

This field is required if the agency posts meeting minutes/summaries on the agency website.

Contact Information

Name

Phone Number (optional)

Email

Bottom of Form: view of fields

Oregon Public Meeting Manager

Email

Webinar Information

A Webinar/Webcast will be available *(optional)*

Public Call-In Number *(optional)*

Call-In Access Code *(optional)*

Webinar Link *(optional)*

ADA Information

ADA Contact *(optional)*

ADA Phone *(optional)*

ADA Email *(optional)*

Resource Links

Map Link *(optional)*

Calendar Link *(optional)*

Agenda Link *(optional)*

Agenda *(optional)*
 No file selected.

Date and Time Picker

Oregon Public Meeting Manager

Create/Edit a Meeting

Meeting Information

Agency, Board, Commission, Branch or ESD

Administrative Services Department

Title

Quarterly SFMA Meeting

Short Description (optional)

Quarterly Meeting of Workgroup

A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes or; Budget Hearing Meeting.

Start Date and Time

End Date and Time

Location

City

Details (optional)

← September 2014 →

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

Date and Time Picker

Oregon Public Meeting Manager

Administrative Services Department

Title
Quarterly SFMA Meeting

Short Description (optional)
Quarterly Meeting of Workgroup
A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes or; Budget Hearing Meeting.

Start Date and Time End Date and Time

Location

City

Details (optional)

Public comment accepted? (optional)

10 October 2014

AM

12 1 2 3 4 5
6 7 8 9 10 11

PM

12 1 2 3 4 5
6 7 8 9 10 11

Today

Once you select a date the time picker is presented.

Date and Time Picker

Oregon Public Meeting Manager

Administrative Services Department

Title
Quarterly SFMA Meeting

Short Description (optional)
Quarterly Meeting of Workgroup
A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes or; Budget Hearing Meeting.

Start Date and Time
10/10/2014 11:00 AM

End Date and Time

Location

City

Details (optional)

Public comment accepted? (optional)

10 October 2014

AM

11:00 11:15 11:30 11:45

Today

After selecting the hour, choose a specific time in 15 minute increments. Click on the time you want and the window closes.

Smart typing (fill in)

Oregon Public Meeting Manager Administrative Services Department

Title
Quarterly SFMA Meeting

Short Description (optional)
Quarterly Meeting of Workgroup
A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes or; Budget Hearing Meeting.

Start Date and Time: 10/10/2014 11:00 AM
End Date and Time: 10/10/2014 1:30 PM

Location
515 N State Street

City: A
State: OR

- Adair Village
- Adams
- Adrian
- Albany
- Amity
- Antelope
- Arlington
- Ashland

Public comment accepted? (optional)

Weblink to Meeting Minutes/Summaries (optional)

Smart typing

Oregon Public Meeting Manager

City State

Details (optional)

Public comment accepted? (optional)

Weblink to Meeting Minutes/Summaries (optional)

This field is required if the agency posts meeting minutes/summaries on the agency website. ⓘ

Contact Information

Name

Phone Number (optional)

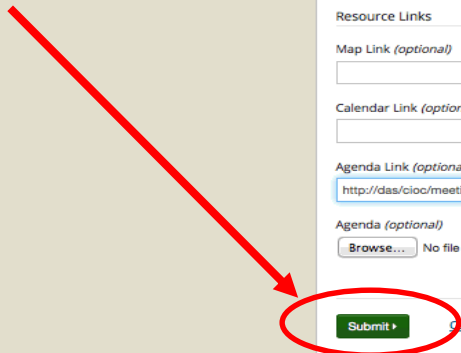
Email

Submit the meeting

When you have completed the form click “Submit” to create the meeting.

Click on “**Submit**” button when you have entered all of the meeting information.

You can **view and edit** any meeting after the meeting is created.



Oregon Public Meeting Manager

Email
gene.newton@oregon.gov

Webinar Information

A Webinar/Webcast will be available (optional)

Public Call-In Number (optional)
[text input]

Call-In Access Code (optional)
[text input]

Webinar Link (optional)
[text input]

ADA Information

ADA Contact (optional)
Gene Newton

ADA Phone (optional)
[text input]

ADA Email (optional)
gene.nnewton@oregon.gov

Resource Links

Map Link (optional)
[text input]

Calendar Link (optional)
[text input]

Agenda Link (optional)
http://das/ciooc/meetingagendas

Agenda (optional)
Browse... No file selected.

Submit + Cancel

Submit the meeting

If you missed a required field you will see an error message.

The image shows a web form for submitting a meeting. Two fields are highlighted with red ovals: the 'Location' field at the top and the 'Name' field at the bottom. The 'Location' field has a red error message 'Location ✖ required' above it. The 'Name' field also has a red error message 'Name ✖ required' above it. The form includes sections for 'City' (Salem) and 'State' (OR), a 'Details (optional)' text area, a 'Public comment accepted? (optional)' dropdown (set to 'No'), a 'Weblink to Meeting Minutes/Summaries (optional)' field, and a 'Contact Information' section. A red arrow points from the text 'Required fields are highlighted in red.' to the highlighted fields.

Location ✖ required

City: Salem State: OR

Salem

Details (optional)

Public comment accepted? (optional)
No

Weblink to Meeting Minutes/Summaries (optional)

i This field is required if the agency posts meeting minutes/summaries on the agency website.

Contact Information

Name ✖ required

Phone Number (optional)


Required fields are highlighted in red.


Meeting “View” Page

After submitting a meeting, if all required fields are completed, the application directs you to the meeting “View” page. Here you can review your data and to the “Edit” page to make updates or correct errors.

Oregon Public Meeting Manager

This meeting has been updated

Meeting Details 

Click X to close message 

Meeting Information

Agency, Board, Commission, Branch or ESD	Administrative Services Department
Title	Quarterly SFMA
Short Description	Quarterly Meeting of Workgroup
Start Date and Time	10/10/2014 11:00 AM
End Date and Time	10/10/2014 3:30 PM
Location	555 N State Street
City	Salem
State	OR

Details

Public comment accepted?	Yes, at 1:00 PM
--------------------------	-----------------

Weblink to Meeting Minutes/Summaries

Contact Information

Name	Gene Newton
Phone Number	
Email	gene.newton@state.or.us

Webinar Information

A Webinar/Webcast will be available	No
Public Call-In Number	
Call-In Access Code	
Webinar Link	

ADA Information

ADA Contact	
ADA Phone	
ADA Email	

Click on the **pencil icon** if you need to go to the “Edit” page to correct errors.

Contact Information

Name Gene Newton

Phone Number

Email gene.newton@oregon.gov

Webinar Information

A Webinar/Webcast will be available No

Public Call-In Number

Call-In Access Code

Webinar Link

ADA Information

ADA Contact

ADA Phone

ADA Email

Resource Links

Map Link

Calendar Link

Agenda Link

Agenda

[◀ Return](#)

If there are no errors, click here to return to your "Home" page.

Return to meeting “Home” page

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for Administrative Services Dept.

[+ Add A New Meeting](#) [Filter Meetings](#)

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	City, State	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	Meeting 8			No	No	
Administrative Services Department	Meeting 9			No	No	
Administrative Services Department	Meeting 10			No	No	
Administrative Services Department	Meeting 10			No	No	
Administrative Services Department	This is a test at 11:28	12/18/2014 3:30 PM	Roseburg, OR	No	No	
Administrative Services Department	Quarterly Meeting	12/15/2014 9:00 AM	Salem, OR	No	No	
Administrative Services Department	Q	12/10/2014 10:00 AM	Salem, OR	No	No	
Administrative Services Department	kjdsfjkds	11/13/2014 3:30 PM	Salem, OR	No	No	
Administrative Services Department	Quarterly SFMA Meeting	10/10/2014	Salem, OR	No	No	
Administrative Services Department	Another test for Mike	10/1/2014 3:30 PM	Salem, OR	No	No	
Administrative Services Department	Test Meeting - Oct. 1, 2014	10/1/2014 2:00 PM	Salem, OR	No	Yes	www.oregon.gov
Administrative Services Department	ifdskfjks	10/1/2014 3:10 AM	Salem, OR	No	Yes	oregon.gov
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR	No	No	
Administrative Services Department	Testing failure to complete all fields	9/30/2014 9:00 AM	Salem, OR	Yes	No	
Administrative Services Department	Test Meeting - 9.22.14	9/30/2014 8:15 AM	Salem, OR	Yes	No	www.opb.org

< 1 2 3 >

Total: 31 matching records [Go to this dataset on data.oregon.gov](#) Show items per page

New meetings now appear in your meetings list

Locate, View, and Edit Existing Meetings

Locate an Existing Meeting

If you manage more than one meeting be sure to use the drop down list to select the group of meetings you want to view before beginning your search.

OREGON.GOV Welcome, linda.morrell@oregon.gov [Sign Out](#)

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for Administrative Services Dept ▼

-- Choose one --
Administrative Services Department
Governor's Office [Filter Meetings](#)

Current Public Meetings

Agency, Board, Commission, Branch or Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department			No		Meeting 8
Administrative Services Department			No		Meeting 9
Administrative Services Department			No		Meeting 10
Administrative Services Department			No		Meeting 10
Administrative Services Department	11/13/2014 3:30 PM	Salem, OR	Yes	No	jksdfjks
Administrative Services Department	10/1/2014 3:10 AM	Salem, OR	Yes	Yes	jfskjkfs oregon.gov
Administrative Services Department	9/30/2014 10:00 AM	Salem, OR	No		Meeting 10
Administrative Services Department	9/29/2014 8:00 AM	Salem, OR	No		Meeting 8
Administrative Services Department	9/28/2014 8:30 AM	Salem, OR	No		Meeting 7
Administrative Services Department	9/27/2014 10:50 AM	Salem, OR	No		Meeting 6
Administrative Services Department	9/27/2014 9:30 AM	Salem, OR	No		Meeting 5
Administrative Services Department	9/26/2014 12:00 AM	Salem, OR	No		Meeting 5
Administrative Services Department	9/26/2014 12:00 AM	Salem, OR	No		Meeting 5
Administrative Services Department	9/25/2014 1:30 AM	Salem, or	No		Meeting 4
Administrative Services Department	9/24/2014 11:45 AM	salem, OR	No		Meeting 3

Total: 24 matching records Go to this dataset on [data.oregon.gov](#) Show items per page

Drop down list of all the meetings you have access to

Locate an Existing Meeting – continued

There are multiple ways to find an existing meeting:
First, you can sort meetings by Title

Oregon Public Meeting Manager

Click to sort by Title

Home

You are currently viewing Public Meetings for Administrative Services Dept

[+ Add A New Meeting](#) Filter Meetings

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	CIOC Quarterly Meeting	10/21/2014 1:30 PM	Salem, OR		Yes	http://das/cioc/meetingagendas
Administrative Services Department	ifskifkfs	10/11/2014 3:10 AM	Salem, OR	Yes	Yes	oregon.gov
Administrative Services Department	jklsdfklds	11/13/2014 3:30 PM	Salem, OR	Yes	No	
Administrative Services Department	meeting	9/13/2014 9:30 AM	Salem, OR	Yes	No	dfdsf
Administrative Services Department	Meeting 10				No	
Administrative Services Department	Meeting 10				No	
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 3	9/24/2014 11:45 AM	salem, OR		No	
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, or		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 6	9/27/2014 10:50 AM	Salem, OR		No	
Administrative Services Department	Meeting 7	9/28/2014 8:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 8	9/29/2014 8:00 AM	Salem, OR		No	

[<](#) [1](#) [2](#) [>](#)

Total: 26 matching records

[Go to this dataset on data.oregon.gov](#)

Show items per page

Locate an Existing Meeting – continued

Second, you can sort meetings by Time and Date

Oregon Public Meeting Manager

Click to sort by Time and Date

Home

You are currently viewing Public Meetings for Administrative Services Dept

[+ Add A New Meeting](#) Filter Meetings

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	test title	9/9/2014 11:20 AM	Salem, OR	No		
Administrative Services Department	Testing Enter Keu	9/9/2014 11:45 AM	Adams, OR	No		
Administrative Services Department	QA Test Meeting #1	9/9/2014 3:30 PM	city, state	No		
Administrative Services Department	Rachael's Test Meeting #2	9/10/2014 5:00 PM	Salem, OR	No		
Administrative Services Department	Test meeting with Agenda document	9/12/2014 11:30 AM	Salem, or	Yes	No	
Administrative Services Department	meeting	9/13/2014 9:30 AM	Salem, OR	Yes	No	dfdsf
Administrative Services Department	sdfdf	9/16/2014 2:05 AM	Salem, OR	No		
Administrative Services Department	Title of Meeting Discussion	9/17/2014 2:45 PM	Garibaldi, OR			http://www.oregon.gov/epab/pages/agenda_minutes...
Administrative Services Department	Rachael Test Meeting	9/18/2014 8:00 PM	Salem, OR	No		oregon.gov
Administrative Services Department	Testing Upload Functionality	9/23/2014 3:10 AM	Salem, OR	Yes	No	
Administrative Services Department	Meeting 3	9/24/2014 11:45 AM	salem, OR	No		
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, or	No		
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR	No		
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR	No		
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR	No		

[<](#) 1 2 [>](#)

Total: 26 matching records

[Go to this dataset on data.oregon.gov](#) Show items per page

Locate an Existing Meeting – continued

Third, you can filter your meetings by date range.

Home

You are currently viewing Public Meetings for Administrative Services Dept

[+ Add A New Meeting](#)

Current Public Meetings

Agency, Board, Commission, Branch or	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
ESD						
Administrative Services Department	test title	9/9/2014 1:20 AM	Salem, OR	No		
Administrative Services Department	Testing Enter Keu	9/9/2014 11:45 AM	Adams, OR	No		

Click on "Filter Meetings"

Enter a date range (multiple entry options)

Filter by Date Range

Start Date: 9/27/14

End Date: 11/15/14

[Cancel](#) [Go](#)

Filter by Date Range

Start Date: September 27, 2014

End Date: October 30, 2014

[Go](#) [Cancel](#)

Locate an Existing Meeting – continued

Meetings sorted by date range.

Home

You are currently viewing Public Meetings for [Filter Meetings](#)

[+ Add A New Meeting](#)

Current Public Meetings - (Start Date and Time >= 9/27/2014 12:00 AM and End Date and Time <= 11/15/2014 11:59 PM) [\(remove filter\)](#)

Agency, Board, Commission, Branch or ESD	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 6	9/27/2014 10:50 AM	Salem, OR		No	
Administrative Services Department	Meeting 7	9/28/2014 8:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 8	9/29/2014 8:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR		No	
Administrative Services Department	ifdsklfjks;	10/1/2014 3:10 AM	Salem, OR	Yes	Yes	oregon.gov
Administrative Services Department	CIOC Quarterly Meeting	10/21/2014 1:30 PM	Salem, OR		Yes	http://das/cioc/meetingagendas
Administrative Services Department	jksdfiklds	11/13/2014 3:30 PM	Salem, OR	Yes	No	

Total: 8 matching records

Show items per page

Click on “remove filter” to return to “Home”

Details of the filtered view

Quickly see if you have provided a link to the agenda

Quickly see if you have uploaded your agenda.

Locate an Existing Meeting – continued

Finally, you can page through your meetings to locate a specific one. You can also change the number of items your are viewing/page.

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for Administrative Services Dept

[+ Add A New Meeting](#) Filter Meetings

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	test title	9/9/2014 1:20 AM	Salem, OR		No	[edit]
Administrative Services Department	Testing Enter Keu	9/9/2014 11:45 AM	Adams, OR		No	[edit]
Administrative Services Department	QA Test Meeting #1	9/9/2014 3:30 PM	city, state		No	[edit]
Administrative Services Department	Rachael's Test Meeting #2	9/10/2014 5:00 PM	Salem, OR		No	[edit]
Administrative Services Department	Test meeting with Agenda document	9/12/2014 11:30 AM	Salem, or	Yes	No	dfdsf [edit]
Administrative Services Department	meeting	9/13/2014 9:30 AM	Salem, OR	Yes	No	[edit]
Administrative Services Department	sdfdf	9/16/2014 2:05 AM	Salem, OR		No	[edit]
Administrative Services Department	Title of Meeting Discussion	9/17/2014 2:45 PM	Garibaldi, OR		No	http://www.oregon.gov/pbab/pages/agenda_minutes... [edit]
Administrative Services Department	Rachael Test Meeting	9/18/2014 8:00 PM	Salem, OR		No	[edit]
Administrative Services Department	Testing Upload Functionality	9/23/2014 3:10 AM	Salem, OR	Yes	No	[edit]
Administrative Services Department	Meeting 3	9/24/2014 11:45 AM	salem, OR		No	[edit]
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, or		No	[edit]
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	[edit]
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	[edit]
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR		No	[edit]

Total: 26 matching records

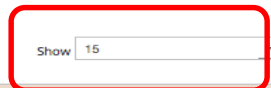
[Go to this dataset on data.oregon.gov](#)

Page navigation: < 1 2 >

Items per page: Show items per page

Change the number of items per page (15, 25, 50 or 100)

Page through meetings



View an Existing Meeting

- ▶ Locate the meeting you want to view and click on the “Title” of the meeting.

Oregon Public Meeting Manager

Home

You are currently viewing Public Meetings for Administrative Services Dept

[+ Add A New Meeting](#) Filter Meetings

Current Public Meetings

Agency, Board, Commission, Branch or ESO	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department	Meeting 8				No	
Administrative Services Department	Meeting 9				No	
Administrative Services Department	Meeting 10				No	
Administrative Services Department	Meeting 10				No	
Administrative Services Department	jkisdflklds	11/13/2014 3:30 PM	Salem, OR	Yes	No	
Administrative Services Department	CIOC Quarterly Meeting	10/21/2014 1:30 PM	Salem, OR		Yes	http://das/cioc/meetingagendas
Administrative Services Department	jfdskflklds	10/1/2014 3:10 AM	Salem, OR	Yes	Yes	oregon.gov
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 8	9/29/2014 8:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 7	9/28/2014 8:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 6	9/27/2014 10:50 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No	
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, or		No	


< 1 2 >

Total: 25 matching records

[Go to this dataset on data.oregon.gov](#) Show items per page

View details of existing meeting

Oregon Public Meeting Manager

Meeting Details 

Meeting Information

Agency, Board, Commission, Branch of ESD Administrative Services Department

Type Quarterly SFMA

Short Description Quarterly Meeting of Workgroup

Start Date and Time 10/10/2014 11:00 AM

End Date and Time 10/10/2014 3:30 PM

Location 555 N State Street

City Salem

State OR

Details

Public comment accepted? Yes, at 1:00 PM

Weblink to Meeting Minutes/Summaries

Contact Information

Name Gene Newton

Phone Number

Email gene.newton@state.or.us

Webinar Information

A Webinar/Webcast will be available No

Public Call-In Number

Call-In Access Code

Webinar Link

ADA Information

ADA Contact

ADA Phone

ADA Email

Resource Links

Map Link

Calendar Link

Agenda Link

Agenda

[Return](#)

You can also edit from this page if you see any errors in your data. Just click on the “pencil icon” to go to the edit page.

Return to your “Home” page by clicking here.

Edit an Existing Meeting from your "Home" page

If you manage more than one meeting be sure to use the drop down list to select the group of meetings you want before beginning your search.

The screenshot shows the Oregon Public Meeting Manager interface. At the top, there is a navigation bar with the Oregon logo and the text "Oregon Public Meeting Manager". On the right side of the navigation bar, it says "Welcome, linda.morreil@oregon.gov" and "Sign Out".

The main content area is titled "Home". Below the title, there is a section "You are currently viewing Public Meetings for" with a dropdown menu. The dropdown menu is open, showing options: "-- Choose one --", "Administrative Services Department", and "Governor's Office". A red circle highlights the dropdown menu, and a red arrow points to it with the text "Drop down list of all the meetings you have access to".

Below the dropdown menu, there is a button "+ Add A New Meeting" and a "Filter Meetings" button.

The main content area is titled "Current Public Meetings". Below this title is a table with the following columns: "Agency, Board, Commission, Branch or Title", "Time and Date", "Location", "Agenda Uploaded?", "Agenda Link?", and "Meeting Minutes/Summaries".

Agency, Board, Commission, Branch or Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries
Administrative Services Department			No		
Administrative Services Department			No		
Administrative Services Department			No		
Administrative Services Department			No		
Administrative Services Department	11/13/2014 3:30 PM	Salem, OR	Yes	No	
Administrative Services Department	10/1/2014 3:10 AM	Salem, OR	Yes	Yes	oregon.gov
Administrative Services Department	9/30/2014 10:00 AM	Salem, OR	No		
Administrative Services Department	9/29/2014 8:00 AM	Salem, OR	No		
Administrative Services Department	9/28/2014 8:30 AM	Salem, OR	No		
Administrative Services Department	9/27/2014 10:50 AM	Salem, OR	No		
Administrative Services Department	9/27/2014 9:30 AM	Salem, OR	No		
Administrative Services Department	9/26/2014 12:00 AM	Salem, OR	No		
Administrative Services Department	9/26/2014 12:00 AM	Salem, OR	No		
Administrative Services Department	9/25/2014 1:30 AM	Salem, or	No		
Administrative Services Department	9/24/2014 11:45 AM	salem, OR	No		

At the bottom of the table, there is a pagination control showing "< 1 2 >". Below the table, it says "Total: 24 matching records". At the bottom right, there is a "Show" dropdown menu set to "15" and the text "items per page".

At the bottom center, there is a link "Go to this dataset on [data.oregon.gov](#)".

Edit an Existing Meeting - continued

Locate the meeting you want to edit and click on the “pencil icon” to go to the “Edit” page.

Oregon Public Meeting Manager















Click the “pencil icon” to go to the “Edit” page

Home

You are currently viewing Public Meetings for Administrative Services Dept

[+ Add A New Meeting](#) Filter Meetings

Current Public Meetings

Agency, Board, Commission, Branch or ESD	Title	Time and Date	Location	Agenda Uploaded?	Agenda Link?	Meeting Minutes/Summaries	
Administrative Services Department	ifdskifklds	10/11/2014 3:10 AM	Salem, OR	Yes	Yes	/cioo/meetingagendas	
Administrative Services Department	iklsdfklds	11/13/2014 3:30 PM	Salem, OR	Yes	No		
Administrative Services Department	meeting	9/13/2014 9:30 AM	Salem, OR	Yes	No	dfdsf	
Administrative Services Department	Meeting 10				No		
Administrative Services Department	Meeting 10				No		
Administrative Services Department	Meeting 10	9/30/2014 10:00 AM	Salem, OR		No		
Administrative Services Department	Meeting 3	9/24/2014 11:45 AM	salem, OR		No		
Administrative Services Department	Meeting 4	9/25/2014 1:30 AM	Salem, or		No		
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No		
Administrative Services Department	Meeting 5	9/26/2014 12:00 AM	Salem, OR		No		
Administrative Services Department	Meeting 5	9/27/2014 9:30 AM	Salem, OR		No		
Administrative Services Department	Meeting 6	9/27/2014 10:50 AM	Salem, OR		No		
Administrative Services Department	Meeting 7	9/28/2014 8:30 AM	Salem, OR		No		
Administrative Services Department	Meeting 8	9/29/2014 8:00 AM	Salem, OR		No		

Total: 26 matching records

Go to this dataset on [data.oregon.gov](#)

Show items per page

Edit an Existing Meeting – continued

The data from the selected meeting will appear in the webform view where it can be edited as necessary

Meeting start time should be 1:00 PM.

Agency, Board, Commission, Administrative Services Department
Branch or ESD

Title Quarterly SPMA

Short Description Quarterly Meeting of Workgroup

Start Date and Time 10/10/2014 11:00 AM

End Date and Time 10/10/2014 3:30 PM

Location Conference Room C

City Salem

State OR

Details

Public comment accepted? Yes, at 1:00 PM

Weblink to Meeting
Minutes/Summaries

Contact Information

Name Gene Newton

Phone Number

Email gene.newton@state.or.us

Webinar Information

Oops, wrong conference room!
Should be "B"

Edit an Existing Meeting – continued

When you have finished editing the data fields click on the “Submit” button

Agency, Board, Commission, Branch or ESD	Administrative Services Department
Title	Quarterly SFMA
Short Description	Quarterly Meeting of Workgroup
Start Date and Time	10/10/2014 1:00 PM
End Date and Time	10/10/2014 3:30 PM
Location	Conference Room B
City	Salem
State	OR
Details	

Start time and location have been corrected.

Resource Links

Map Link (optional)

Calendar Link (optional)

Agenda Link (optional)

Agenda (optional)
 No file selected.
2 MB Maximum. Accepted file types: .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx

[Excel](#)

Click on “Submit” button when you have finished editing the information.

Back to the “View” page

After submitting, the application sends you back to the meeting “View” page where you can verify the changes.

Oregon Public Meeting Manager

This meeting has been updated

Click X to close message

Meeting Details

Meeting Information

Agency, Board, Commission, Branch or ESD	Administrative Services Department
Title	Quarterly SFMA
Short Description	Quarterly Meeting of Workgroup
Start Date and Time	10/10/2014 1:00 PM
End Date and Time	10/10/2014 3:30 PM
Location	Conference Room B
City	Salem
State	OR

Details

Public comment accepted?	Yes, at 1:00 PM
--------------------------	-----------------

Updated Meeting (note time change and room change)

The screenshot shows a notification bar at the top with the text "This meeting has been updated" circled in red. To the right of the notification is a yellow bar with the text "Click X to close message" and a red "X" button also circled in red. Below the notification is the "Meeting Details" section, which includes a table of meeting information. Red arrows point from the text "Updated Meeting (note time change and room change)" to the "Start Date and Time" and "Location" rows in the table. The "Start Date and Time" is "10/10/2014 1:00 PM" and the "Location" is "Conference Room B".

Cancel an Existing Meeting

- ▶ Locate the meeting you want to cancel
- ▶ Click on the “Edit” pencil icon
- ▶ In the “Short Description” data field enter: **MEETING CANCELLED**
- ▶ In the “Location” data field enter: **MEETING CANCELLED**

Short Description (optional)

MEETING CANCELLED

A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes or; Budget Hearing Meeting.



Start Date and Time

9/26/2014 12:00 AM



End Date and Time

9/26/2014 2:05 AM



Location

MEETING CANCELLED



City

Salem

State

OR



NOTE: Delete an Existing Meeting

If you have a meeting that needs to be deleted because it was entered by mistake, please email oregon.transparency@oregon.gov.

Primary Resource Links

<https://apps.oregon.gov/DAS/OregonMeetings>

Public Meeting Manager Application

<http://oregon.gov/transparency>

Oregon Transparency Website

<http://data.oregon.gov>

Open Data site



Contact Information

Oregon Transparency Program

Enterprise Information Services

Email: oregon.transparency@oregon.gov