

**TUALATIN TOMORROW  
VIC STEERING COMMITTEE**

**MEETING #18**

**November 4, 2009**

6:35 P.M. – 8:20 P.M.

Police Services Building, 8650 SW Tualatin Road

**MEMBERS PRESENT:** Frank Bubenik; Ed Casey; Candice Kelly; Connie Ledbetter; Larry McClure; Linda Moholt; Beth Roach; Alex Schrimp; Karen Solano; Jay Wilcox

**MEMBERS ABSENT:** Jill Anderson; Monique Beikman; June Bennett; Dayna Kam; Kelly King; Rina Minato; Ben Roberson; Doug Rux; Sarah Smurthwaite; Ashley Thiessen; Bethany Wurtz

**STAFF:** Margie Bradley, Tualatin Tomorrow Champion  
Carol Rutherford, Office Coordinator

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**AGENDA**

Mr. Bubenik called the meeting to order and briefly reviewed the handouts.

**ACCEPTANCE OF MINUTES FROM OCTOBER 14, 2009 VIC STEERING COMMITTEE**

MOTION by Kelly, SECOND by Ledbetter, to approve the minutes of the October 14, 2009, VIC Steering Committee meeting. MOTION PASSED unanimously.

**NEW BUSINESS**

**Newsletter:** Margie Bradley may compose an article focusing on recruitment for the front page of the TT insert which will provide in-depth information on what we do and our specific volunteer needs. The January 2010 insert will also feature TTC. The deadline for submittal of the insert is mid December. Candice suggested that upcoming inserts could include short profiles on the various partners/supporting partners. We could start with a profile of the City Manager or Chamber of Commerce.

The software to enable Margie to do updates to the website has been received and will be installed next week. It is very user friendly, and she has a book for reference. The updated action plan with links from the table of contents to the various sections of the plan will be the first item to be posted.

**OLD BUSINESS**

**Update-Vision and Strategic Action Plan:** Updated documents have been received and are being distributed. Graphic Expressions (a local women-owned and operated company) did a great job. Ed Casey noted that there was a discrepancy on the page numbers, with the numbering scheme beginning with the table of contents rather than the start of the document. Plans were recollected. Margie will compare this document with the copy sent to Graphic Expressions and determine how to proceed.

Linda Moholt stated that she feels the Chamber should be listed as a Lead Partner on some actions that have no lead and/or the City is a lead and the Chamber is the supporting Partner.

**Update–Partner Luncheon:** Candice and Margie met with Jeff Munden, the catering manager at Hayden’s Lakefront Grill. They looked at the rooms and felt that this will provide a great venue with good acoustics. The menu will include a sandwich board with vegetarian options, pasta salad, fruit and cookies. Coffee, tea, and ice tea will be served. The price for 70 people will be under \$1,000 or could be considerably less based on lower attendance. Round tables can comfortably seat 8 or accommodate 9 people. Oblong tables can seat 12 people. Table sizes can be mixed based on the number of people participating in each focus area. Focus Area leads were requested to submit a listing of those Partners to receive invitations to Margie by November 10<sup>th</sup>. We plan to mail the invitations on November 13<sup>th</sup>. The invitations include a reference to completing Survey Monkey by November 30<sup>th</sup>. A follow-up reminder will be sent to everyone prior to December 20<sup>th</sup>. Council members and the mayor have been invited to participate. Youth representatives were encouraged to attend if their schedules permit. They could assist by taking notes on an easel.

The event is scheduled for Thursday, January 14<sup>th</sup> from 11:30 a.m. to 1:30 p.m. Candice will facilitate the event since Frank will be out of town. Frank and Candice stressed that focus area leads should select an alternate if they can’t attend. The first half hour will be spent with orientation and the luncheon. From noon until 1:15 p.m. attendees will participate in their assigned focus area. The final 15 minutes will include a brief statement by a representative of each focus area about what they discussed/accomplished, drawing for a prize, and thanking everyone for their participation.

Giveaways will consist of post-it notes and pens. Each Focus Area lead will receive a packet of material with Survey Monkey results. It will not be as “paper intensive” as last year. Candice requested that Focus Area leads let her know if any additional information or assistance is needed.

**Update–Survey Monkey:** Frank reminded everyone that all surveys should be completed by November 30<sup>th</sup>. He incorporated the revisions suggested at the October meeting, tested it, and it worked well. A printed version has been done for Doug Rux for use by City staff members. The “prompts” to skip areas that are not pertinent to your response are working well. Survey Monkey will be available until the end of November. Weekly updates will be provided to the Focus Area leads in Excel format with the final compilation done within two weeks of closing down Survey Monkey. The document can be customized to fit your individual needs. Focus Area leads are requested to review this data and decide what homework to assign to the Partners. This information will be conveyed to the Partners at the December VIC meeting to insure that everyone knows the expectations and goals for the luncheon.

**Update – 2010 Annual Event Planning:** Connie stated that efforts to talk to the Sales Manager at the Grand Hotel have been difficult with him being completely unresponsive. She visited the Grange which could have been a perfect venue (and inexpensive- \$150.00) but there is no disability access or ramp. The VFW is too small. Linda stated that the Chamber’s

Business Showcase event is at the Grand Hotel tomorrow, and we could try again to ascertain availability and costs. The desired timeframe to hold this event is mid-May after the Health Fair (which occurs in April.) Beth suggested renting a tent (with heat and light) to be located either outside the library or on the Commons. Another option is the Juanita Pohl Center. Candice stated that she thought that, if we were to use the Grand Hotel, May 2010 would be the best option in terms of pricing. We are not considering use of the schools because of cost and sound issues.

Connie looked at the Trailblazers schedule if we were to have to hold it at the end of April. Dana Terhune provided dates for school board meetings. Connie talked to the Chamber, and they had no conflicts for Tuesday/Wednesday/Thursday evenings in mid May. Once a venue is selected, consideration will then be given to the type of refreshments to be served. Last year Domino's offered to donate pizza. Donations could also be solicited from Haggen's and Fred Meyer. Dalton's Catering is a member of the Chamber and does quality catering.

Frank suggested talking with Jonathan Crane who publishes "Tualatin Life" to promote the event and possibly do an article about Tualatin Tomorrow. Linda stated that she wrote an article which was published verbatim.

**Focus Area Leads Reports:**

TTC: No report was provided.

ACE: Larry McClure stated that children in the Fox Run Neighborhood made a movie and used the Heritage Center for its premiere. They have formed a company called "Fox Run Productions." He encourages young people to use this venue. Larry inquired about neighborhood associations in Tualatin. Carol suggested that he contact Stacy in the Planning Division to obtain this information. There is a 12-hour per week position open to help organize an adult recreation program. The City currently has a full-time teen coordinator but that leaves a gap for children, although the library provides numerous activities for children. Larry also mentioned that communication in the City is greatly enhanced with the evolution of "Tualatin Life." In addition to the copies mailed to homes within Tualatin, free copies are available in the lobby of the library and at the Chamber.

The Library Foundation is starting to work on a Community calendar. Beverly Robinson has organized it as a means to share calendars/dates. Sherilyn Lombos, Ed Casey, Candice Kelly, Marge Congress and others attended the first meeting which went well. They are still discussing whether this should be a fundraising calendar or community calendar and if it should be posted on the City's website. Who will sponsor it? Beth suggested this could be a class project. Linda stated that area organizations (including the School District and Tualatin Tomorrow) are welcome to post their events on the Chamber's website. Ed stated that he will share this information at tomorrow's meeting.

GLC: Ed is serving on the Chamber's Government Affairs Committee. Their next meeting is November 16<sup>th</sup> when a representative from Associated Oregon Industries will be speaking on two new tax measures. Much work and analysis continues on Metro Greatest Place, the

Regional Transportation Plan (Alternative 7 concept) and urban/rural reserves. Updated information is available on the City's website.

HSS: Jay Wilcox mentioned that the Food Pantry is soliciting volunteers to fill three positions on their Board. He is arranging to meet with Lisa Brown of Community Action to confirm that organization's commitment to Tualatin Tomorrow. They are listed as the lead partner on five items.

GHT: Beth Roach provided an update on the creation of the farmers market. They met with the City and applied for a grant to get started. Unfortunately, their grant application was declined, but Council suggested funding through urban renewal. They are applying for non-profit status and are also applying for a grant through Providence tied into "healthy communities." They would like to accept Oregon Trail cards and offer matching funds to encourage people to purchase fresh produce. Consideration is also being given to having a table for the Food Pantry and to partner with Fit City to encourage residents to walk or bike to the market. Beth displayed a map of Tualatin Commons and pointed out the area on the east side of the lake where the market will be held. It is visible from SW Tualatin-Sherwood Road, has adequate parking, and lighting and electrical hook ups can be provided. Hayden's is a major sponsor. The timeline for the market is July/August on Friday evenings concurrently with Concerts on the Commons. There will be a kick-off event prior to that time.

Beth solicited assistance from the youth representatives to help design a logo and also asked for ideas to motivate teenagers to attend. Alex and Karen responded that organizations such as the National Honor Society or Key Club would like to participate if there are errands/specific tasks that they can do. Community Services will help with marketing and overall coordination.

Beth is working with Sheri Wantland from Clean Water Services to organize a brown bag luncheon with Sheri and her colleagues to discuss community engagement/participation (IAP2). This will be attended by a small group of people and is designed as a brainstorming session. Tualatin Tomorrow/the City will provide the location and lunch for this event.

PRN: Connie stated that the Tonquin Trail Master Plan is being developed to review options for trail segments which could eventually provide bike and pedestrian paths that will connect natural areas between Tualatin, Sherwood and Wilsonville including access along the Tualatin and Willamette Rivers. Open houses are scheduled for December 8, 9, and 10<sup>th</sup>. The December 8<sup>th</sup> open house will be held in Tualatin's Council Chambers to coincide with the City's TPARK meeting. Sherwood will host the open house on December 9<sup>th</sup> and Wilsonville's is on December 10<sup>th</sup>.

Chamber of Commerce: Linda stated that the first annual Regatta Run which was held on October 31<sup>st</sup> in conjunction with the Pumpkin Regatta was an overwhelming success. 182 people signed up for the run and \$4300-\$4500 was raised for the Corporal Matthew Lembke memorial scholarship fund. The Business Showcase trade show has almost 40 exhibitors, and they expect over 300 people to attend. As she has three extra tables, Linda offered a table to Tualatin Tomorrow for free. Connie Ledbetter volunteered to handle the necessary arrangements.

Connie met with Larry McClure and Ed Casey to brainstorm ideas to solicit more involvement by our students and to take advantage of their energy. Information will be distributed to the Focus Area leads and then a meeting will be scheduled with the students. Karen and Alex stated that options to promote Tualatin Tomorrow include the high school newspaper and website. Consideration will be given to developing a survey that middle and high school students can take to solicit opinions on topics such as what else would they like to have in Tualatin. Input can be received from the students and integrated with Tualatin Tomorrow. Ed voiced concern about the youth being requested to sit through meetings with no real involvement.

## **ACTIONS**

### **Any Needed Actions on Above Items:**

- The deadline for Focus Area leads to provide Margie with a list of Partners to invite to the luncheon is Tuesday, November 10<sup>th</sup>.
- Margie will check on the table of contents for the updated action plan.
- Margie will post the pdf of the new action plan on the Tualatin Tomorrow website tomorrow.
- Connie will check on the availability of the Juanita Pohl Center for the annual event.
- Focus Area leads will decide on the “homework” to be requested from the Partners prior to the Partner luncheon. This information will be conveyed to them at the December 9<sup>th</sup> VIC meeting.

## **PUBLIC COMMENTS**

Linda stated that a new EcoDevo Task Force has been created through the Chamber. As the recession comes to an end, we need to start attracting new businesses and retaining existing ones. Doug Rux and Eric Underwood are assisting in the formation of the committee on behalf of the City while other members include Yvonne Addington, Larry Harvey, and the vice president of Banner Bank.

## **ANNOUNCEMENT/OTHER ITEMS**

None

The meeting adjourned at 8:20 p.m.

Summary Notes prepared by Carol Rutherford, City of Tualatin