

**TUALATIN TOMORROW
VIC STEERING COMMITTEE**

MEETING #3

March 12, 2008

6:30 P.M. – 7:25 P.M.

City Council Chambers

MEMBERS PRESENT: Frank Bubenik, June Bennett, Neta George; Candice Kelly, Gary Rusynyk; Dave Volz, and Carla Thaler

MEMBERS ABSENT: Monique Beikman, Connie Ledbetter, Larry McClure; Jay Wilcox

GUESTS: Dave Simmons; Janice Smiley

STAFF: Doug Rux, Community Development Director
Stacy Crawford, Office Coordinator

INTRODUCTIONS/AGENDA

Mr. Bubenik welcomed everyone. VIC members and guests introduced themselves and were encouraged to sign in. Mr. Bubenik reviewed the agenda and announced the new format. It will be split up into discussions and actions.

APPROVAL OF MINUTES FROM FEBRUARY 20, 2008 VIC STEERING COMMITTEE
MOTION by George, SECOND by Volz, to approve the minutes of the February 20, 2008 VIC Steering Committee Meeting. MOTION PASSED unanimously.

NEW BUSINESS:

Agenda Format: Ms. George explained how this new process works. It's a very simple process that she learned from a management tape when she was the president of the Chamber. You would only make decisions after you discussed something. The reason you want to do that is because sometimes you'll discuss something, then go home and two days from now have more thoughts or input for that item of discussion. The way the agenda works is that you would make the decision at the next meeting. This makes the meeting flow quickly because you would know what's going to be on the agenda for discussion and action. All items for discussion are timed. Candice explained that this new format would be what the group would use going forward and asked if anyone had questions.

OLD BUSINESS:

Ms. Kelly distributed a Volunteer Sign Up Form for the Tualatin Tomorrow – The Vision Continues event on May 8th. The event will be held at the Legacy Meridian Park Education Center, Room 117A, B, and C with Room 107 reserved for childcare.

There are already some confirmed partners including TVFR, Police Services, Loaves & Fishes and the Food Pantry. We hope that each Focus Area table will have at least two partners representing them (exceptions will be GHT and GLC as most of theirs are the City, the Chamber and the TTSD).

Since the rooms are provided free of charge, we are going to upgrade the refreshments this year. We will be serving coffee, decaf, water for tea, hopefully get pitchers of water; individual juices (orange and apple) and/or regular and diet soda, lemonade and iced tea. Trays of crackers and cheese, cookies and mini cheesecake will also be provided. We will include a tray of crackers and cheese and cookies as well as juices in the childcare room.

The configuration of the room will have nine long tables along the walls for the focus areas and City, Chamber and TTSD so folks move around the room in one direction. The plan is to enter in one door and out another. The refreshments will be in the middle of the room and contain four smaller square tables with chairs for relaxing and consuming drinks and food.

Tablecloths for all tables but the reception and the outreach/prizes tables (those outside the doors of the room) and each focus area will be one color and the other three will be in a different color. Refreshment tables will have white table clothes. For those at the Focus Area and Partner tables, we will try to coordinate the color possibly with corresponding color markers to write their names on. All volunteers will wear nametags. There is no need for name tags for the public this time.

Chairs will be located around the small tables with several others close by as well as between the focus area/partners tables for the volunteers to occasionally sit if needed and depending on the flow of the traffic. Chairs will also be placed at the reception and outreach areas. Ms. Kelly described the set up of tables around the room in this order: When coming in the front door from reception and turning right, the first table is GLC coupled with the Chamber table in the corner; following that wall come to TTSD in that corner coupled with ACE; continuing along that side of the wall will be PRN, HHS, GHT; then turn the corner to the City's area, and lastly turn the corner to the TTC prior to exiting out the door to the outreach/prizes table. Monique Beikman is handling the childcare room but is not present tonight to provide an update.

The Event Committee hasn't yet decided how many volunteers we need, but it should probably include one additional person per focus area and, with each of the three partners who have individual tables, plus each partner represented should have one to two folks with them. Ryan Dinneen is going to help get us recruit some YAC/Teen Volunteers who can help with the reception, outreach prizes, refreshments, childcare and maybe at each focus table, too.

We would like to see the partners donate a door prize and also bring literature and other giveaways they may have available. We are also investigating some type of giveaways which would display the Tualatin Tomorrow logo. Carla Thaler stated that the Chamber will donate some wine glasses and a blanket.

From a publicity standpoint, we will need to do some news briefs to the press and maybe someone could write "Letters to the Editor." The Tualatin Tomorrow program has two banners that are in good shape, and we may be able to have the lettering changed rather than purchasing new ones. One banner will be displayed on the City's Community Sign Pole at the intersection of SW Martinazzi and SW Tualatin-Sherwood Road from April 21st - May 12th. We will need signs for each table, at the entrances on SW 65th Avenue, and perhaps the turns into the parking lot. We are not sure how to do a looped video or Power Point presentation. The flyer will go into the May edition of the City Newsletter and maybe the Chamber newsletter in April. We will try to have it translated into Spanish for distribution in the two Spanish groceries stores. June Bennett offered to take one to her apartment complex and one other, too. The back of the flyer will have the map and directions.

We still need volunteers to help set up, attend the event, and breaking it down that night. Candice requested that committee members advise her if they think of anything else. The next meeting to organize the Community Event is March 26, 2008, and she welcomed anyone to join the committee.

TT Champion Position:

Mr. Bubenik stated that this is a part-time position, and we are hoping to get it approved through the budget process. A job description was previously distributed to the group. Mr. Bubenik asked if anyone had any issues or questions about it. Ms. Thaler inquired who this person would report to. If this is a contract position, it doesn't matter who you work for because the contractor reports to "you." The recommendation is to clarify who this position reports to or strike out "reports to." Weekend and/or night meetings are part of the 20-hour work schedule.

ACTIONS

MOTION to accept the new agenda format. MOTION CARRIED unanimously.

MOTION by Kelly, SECONDED by Thaler, to use \$1700.00 for the additional two-sided page in the May 2008 City Newsletter. MOTION CARRIED unanimously.

MOTION by Thaler, SECONDED by Kelly, to propose the budget with the change that was discussed tonight to pass the position description for the Tualatin Tomorrow Champion. MOTION CARRIED unanimously.

Ms. Thaler offered to see if she could slip in an extra advertisement next month into the weekly add that the Chamber has done at a very discounted rate.

PUBLIC/OTHER COMMENTS

Mr. Bubenik encouraged committee members to make suggestions for new items to be discussed at the April 9th meeting. Agenda items will include an update on the planning activities for the May 8th Community Event as well as an update on the March 24, 2008 City Council Work Session at which time Frank and Candice presented the proposed budget for FY 2008/09. Mr. Rux added that another item is a reconciliation of the action items from the City's perspective based on the Council retreat and follow-up.

Mr. Volz would like us to consider as a group how to update what we already have in the Vision Plan and what the process would be to include vision updates. Mr. Bubenik replied that the VIC has the power to suggest, at the event in May, any revisions or additions of Action Items. We can't change strategies, but we can modify action items or add to the Vision process. Mr. Rux added that it would be best to figure out how we're going to report back to the Council as part of the Annual Report.

Public Comments

None.

Announcement/Other Items

Ms. Thaler announced that the Chamber has allowed Tualatin Tomorrow to have a table at the "Celebrate Tualatin" event on April 17th, which is when the "Volunteer of the Year" award is given out. "Go Green" is the theme this year. The Committee will waive the fee, but Tualatin Tomorrow will have to be a table sponsor and will have to provide a centerpiece that will get auctioned off. The centerpiece needs to be a \$100.00 value.

Ms. Kelly announced that Diane Bonica will be in charge of the Crawfish Festival Parade Float this year; the festival will be held on August 8-9. The theme this year is "Crawfish of the Caribbean." She also announced that she attended the TPARK meeting, where they discussed the Dog Park. The Dog Park is an identified item within the Tualatin Tomorrow action plan and will be included in the 2008 Bond. The identified location for the dog park is at the north end of the Community Park beyond the trestle.

Mr. Volz expressed his concerns with the Commuter Rail Station and some possible noise issues. Mr. Rux suggested thinking about not taking positions on items as a group, but to propose to the community to add this action item on behalf of the community.

MOTION to adjourn the meeting at 7:30 pm. MOTION CARRIED Unanimously.

Summary notes compiled by: Stacy Crawford, City of Tualatin