

MINUTES
Volunteer Coordinating Committee
Thursday, October 15, 2009
Keizer Civic Center – Community Room A

David Fifer, Chair of the Volunteer Coordinating Committee called the meeting to order at 6:30 p.m. In attendance were:

Members:

Kim Beesley (arrived at 6:35 p.m.)
Bee Anderson
Trish Crenshaw
Pat Curran
David Fifer
Amy McLeod
Marlene Quinn
Tracy Davis – Staff Liaison

Absent

Lore Christopher – Council Liaison

PUBLIC TESTIMONY

There was no public testimony to come before the Committee.

APPROVAL OF MINUTES

Marlene Quinn moved for approval of the July 16, 2009 Volunteer Coordinating Committee minutes. Trish Crenshaw seconded the Motion.

The Motion passed 6-0-1 with Kim Beesley absent.

VOLUNTEER OF THE QUARTER AWARD CRITERIA

Chair Fifer reported the volunteer of the quarter award has been given to numerous community and city volunteers over the years for various contributions to the community. Nominations for the awards have been received from City Council members, City staff, and community members. Recently, a question was posed to the Committee if nomination criteria should be developed.

Marlene Quinn noted the Parks Advisory Board recently discussed award guidelines for a Park and Recreation Volunteer and Service award. She reviewed the criteria and process. Pat Curran pointed out the lack of written criteria allows greater flexibility in recognizing volunteers. In response, Marlene Quinn stated there should be some general guidelines established. David Fifer believed the award should be

presented to those who make generous contributions to the Keizer community, no matter if they are a Keizer resident or nonresident.

Upon further discussion, the Committee believed there should be minimum general guidelines established. A volunteer of the quarter nomination form will be developed, which will include a written statement of the contribution and role of the nominee in the contributions. The form will include an area for the contact information for the nominee as well as the person nominating. The form will be available on the City's website or upon request at City Hall. The nominee will be invited to attend the Volunteer Coordinating Committee to further explain the nomination or answer questions.

Trish Crenshaw moved to adopt the guidelines as discussed and direct staff to develop a volunteer of the quarter nomination form which will be posted on the City's website. Kim Beesley seconded the Motion.

The Motion passed unanimously.

VOLUNTEER OF THE QUARTER AWARD – THIRD QUARTER 2009

Due to the lack of nominations for the third quarter volunteer award, the Committee deferred action on this item until the next meeting.

VOLUNTEER TRAINING

Tracy Davis, Staff Liaison reported volunteer training sessions will be held on Wednesday, March 3rd, 2010 at 6:30 p.m. and Saturday, March 6th, 2010 at 9:00 a.m. The training will cover public meeting laws, conflicts of interest, and parliamentary procedures.

OTHER BUSINESS

There was no other business to come before the Committee.

NEXT MEETING DATE

The next meeting date is scheduled for Thursday, November 19th, 2009 at 6:30 p.m.

ADJOURNMENT

The meeting was adjourned at 6:58 p.m.

Tracy L. Davis, MMC
City Recorder/Staff Liaison