

MINUTES

Volunteer Coordinating Committee

Thursday, October 13, 2005

Conference Room B - Keizer City Hall

Kim Beesley, Chair of the Volunteer Coordinating Committee called the meeting to order at 6:34 p.m. In attendance were:

Members:

Kim Beesley
Cathy Clark
David Fifer
Debbie Lowery
Jerry McGee
Bill Quinn
Brian Stephen
Lore Christopher – Council Liaison
Tracy Davis – Staff Liaison

PUBLIC TESTIMONY

There was no public testimony to come before the Committee.

APPROVAL OF MINUTES

Jerry McGee moved for approval of the September 8, 2005 Volunteer Coordinating Committee minutes. Bill Quinn seconded the Motion.

The Motion passed unanimously by those members present.

DISCUSSION

VOLUNTEER APPOINTMENT PROCESS

Bill Quinn voiced his concern that mandatory oral presentations are not required during the volunteer appointment process. He noted that he feels it is imperative to have the applicant present to ask questions during the selection process. Cathy Clark pointed out it is helpful to be able to ask questions, however she felt making the appearance mandatory was not warranted. There may be circumstances which the applicant is unable to attend. Jerry McGee also voiced his concern for making the oral presentation mandatory. Debbie Lowery indicated the intent is to recruit more volunteers and making the presentation mandatory may hinder the number of applications being received.

Lore Christopher, Council Liaison reviewed the history of the establishment of the Volunteer Coordinating Committee noting the diversity that has been achieved with each member being selected by a member of the City Council. She believed the current appointment process is confusing to volunteer applicants, but favors a mandatory oral presentation.

David Fifer noted his involvement with a committee who requires mandatory interviews for selection to a volunteer position. Chair Beesley pointed out as the longest serving member of the Committee, that the current process is a definite improvement from previous years when an oral interview was not part of the selection process. She noted the information gained in the oral interview only supplements the information on the application and does not favor making the oral interview mandatory.

The Committee continued the discussion pointing out the pros and cons of the mandatory appearance for volunteer applicants. It was suggested the wording within the letter of invitation to the Committee meeting could strongly recommend the appearance. It was also suggested that if they could not attend, they contact staff liaison, Tracy Davis.

Debbie Lowery moved to change the Process for Appointments to City Council Committee – item 2 to read "interested applicants will be sent a letter of invitation to attend the Volunteer Coordinating Committee meeting to give an oral presentation on their background and qualifications for the positions they are seeking. The presentation should be limited to five minutes. (eliminating the words "is not mandatory but" from the item) and the letter shall state that their appearance is strongly recommended but if impossible to contact Tracy Davis within 3 days of the appearance. David Fifer seconded the Motion.

The Motion passed unanimously.

VOLUNTEER OF THE QUARTER RECOGNITION

Chair Beesley noted there were two nominations brought forth for the volunteer of the quarter award for fourth quarter 2005. The nominations were Patty Sawyer for her work with the Keizer Reading Connection and Mike Bauer and Tim Coburn, firefighters from Keizer Fire District who are volunteering to help with the relief efforts of hurricane Katrina. Bill Quinn pointed out Patty Sawyer was recognized for her volunteer efforts at the Reading Connection in March 1997. He suggested honoring Jerry McGee for his volunteer service over the many years.

Cathy Clark suggested honoring Ron and Laura Peters for their tireless effort and commitment to being foster parents and the beautification project on Chemawa Road.

It was agreed by consensus that the volunteer of the quarter award for fourth quarter 2005 will be tabled until the next meeting.

OTHER BUSINESS

There was no other business to come before the Committee.

NEXT MEETING DATE

The next meeting of the Volunteer Coordinating Committee will be on December 8, 2005 at 6:30 p.m.

ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

Tracy L. Davis, CMC
City Recorder/Staff Liaison