

**MINUTES**  
**Volunteer Coordinating Committee**  
**Thursday, July 24, 2003**  
**Keizer City Hall**

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

**Members:**

Kim Beesley, Chair  
Cathy Clark  
John Doneth  
Hanteng Dai  
Jerry McGee  
Bill Quinn  
Judy Smith, Council Liaison  
Tracy L. Davis, Staff Liaison

**Absent:**

Rosa Hernandez

**APPROVAL OF MINUTES**

Hanteng Dai pointed out a correction to the minutes on page 2.

Bill Quinn moved for approval of the June 12, 2003 Volunteer Coordinating Committee minutes as corrected. John Doneth seconded the Motion.

The Motion passed unanimously by those members present.

**INTRODUCTION OF NEW MEMBER**

Kim Beesley introduced Cathy Clark who was appointed to fill the vacancy created by the resignation of Terri McCowan. Ms. Clark provided a brief review of her background, including other volunteer positions she has held within the community.

The Volunteer Coordinating Committee welcomed Ms. Clark.

## **VOLUNTEER OF THE QUARTER**

The Committee discussed nominations for the volunteer of the quarter award for third quarter 2003. A nomination for Louis Neuman was received from Sgt. John Teague, Council President Jacque Moir, and Bob Emmerich for Mr. Neuman's work on the Emergency Volunteers Assisting Keizer (EVAK) committee.

The Committee noted that Mr. Neuman was the recipient of a volunteer award in 1992 for his work on the Keizer Tomorrow visioning project. The Committee noted the present nomination is for volunteer work of a different aspect and found no reason to not award him for his efforts.

John Doneth moved to recognize Louis Neuman as the Volunteer of the Quarter for Third Quarter 2003. Bill Quinn seconded the Motion.

The Motion passed unanimously by those members present.

The award will be presented to Mr. Neuman at the August 18<sup>th</sup> City Council meeting.

## **VOLUNTEER RECOGNITION**

At the June meeting of the Volunteer Coordinating Committee it was decided that the annual volunteer recognition ceremony would not be held this year. In place of the ceremony, members of the Volunteer Coordinating Committee will attend each of the Committee meetings in September to present certificates of recognition to the volunteers. Cookies and punch will also be provided.

Chair Beesley appointed members of the Committee to attend each of the meetings. A chart of the assignments is attached to these minutes (attachment #1). She noted if anyone has a conflict with the assigned date, to contact her or staff liaison Tracy Davis.

## **BUDGET COMMITTEE APPOINTMENTS**

Staff Liaison Tracy Davis reported that on August 30<sup>th</sup>, 2003 the terms of Cathy Clark and Art Bobrowitz would expire on the Keizer Budget Committee. Both individuals have expressed their desire to be appointed to an additional three-year term.

Cathy Clark noted that she would abstain from voting on this issue since she was an applicant. She expressed her desire to serve another term on the Budget Committee and gave an overview of her expertise in this area.

Jerry McGee moved to recommend to the City Council the reappointment of Cathy Clark and Art Bobrowitz for an additional three-year term on the Keizer Budget Committee. Hanteng Dai seconded the Motion.

The Motion passed 5-0-1-1 with Cathy Clark abstaining and Rosa Hernandez absent.

### **OTHER BUSINESS**

The Committee held a lengthy discussion on the aspect of interviewing applicants and the appointment process for those serving on committees as a representative of a group or organization. At the next meeting, the Committee will be reviewing applications for the Keizer Points of Interest Committee. This Committee has representatives from the Chamber of Commerce, Keizer Heritage Association, Keizer Area Visitors Association, and Keizer Parks Advisory Board. The organization has been asked to recommend an appointment as their representative. The City Council has requested these applications be processed through the Volunteer Coordinating Committee.

The consensus of the Committee is when an organization recommends a representative to a Committee, the application will come through the Volunteer Coordinating Committee and be treated similar to the reappointment process. The Volunteer Coordinating Committee will forward the recommendation to the City Council for formal appointment.

In regards to reviewing applications for appointments to a Task Force created by the City Council, the Committee noted that if the Council requests review of the applications, the Committee will comply. Most of the time a Task Force will have a short-term project or mission and some specific expertise will be necessary. The Council may appoint members without going through the Volunteer Committee process.

Council Liaison Judy Smith announced the City is seeking volunteers to work on two Habitat for Humanity houses being built at the Oregon State Fair. August 27<sup>th</sup> has been noted at Keizer day for the work. Interested volunteers should contact Councilor Smith or City Hall.

Staff Liaison Tracy Davis noted there are two current vacancies on the Keizer Bikeways Committee; education field representative and the student representative. A press release has been issued requesting volunteer applications.

**NEXT MEETING DATE**

Chair Beesley announced the next meeting will be Thursday, September 11, 2003 at 6:30 p.m.

**ADJOURNMENT**

The meeting was adjourned at 8:00 p.m.

A handwritten signature in cursive script, appearing to read "Tracy L. Davis", is written over a horizontal line.

Tracy L. Davis, CMC  
City Recorder/Staff Liaison