



**Keizer Rapids Park Community Build Task Force
Meeting Minutes
Tuesday, July 1, 2014 at 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER ~ Vice Chair Walsh called the meeting to order at 6:07 p.m. because Ms. Quinn had no voice. Attendance was taken as follows:

Present:

Marlene Quinn, Chair	Councilor
Jim Taylor	Councilor
Janet Carlson	Marion County
Ron Freeman (6:15)	West Keizer NA
Richard Walsh	Parks Board
David Louden	Parks Board
Carolyn Ream (6:17)	Citizen at Large
Brandon Smith	Parks Board
Mark Caillier	Citizen at Large

Staff Attending:

Debbie Lockhart, Deputy City Recorder

Absent:

Meredith Coy	Gubser NA
Randy Cook	Citizen at Large
Linda Baker	Citizen at Large
One Vacancy	

APPROVAL OF MINUTES: Jim Taylor moved for approval of the June Minutes. Brandon Smith seconded. Motion passed as follows: Quinn, Taylor, Carlson, Walsh and Louden in favor; Caillier and Smith abstaining; Ream and Freeman absent at time of vote; Coy, Baker and Cook absent and one position vacant.

APPEARANCE OF INTERESTED CITIZENS: None

PARKS FOUNDATION UPDATE: Marlene Quinn had nothing to report.

MARION COUNTY FAIR UPDATE: Mark Caillier reviewed volunteer needs and location of the booth, noted that Carolyn Ream and Shelly Campbell would be setting up the booth which will have banners, pickets, volunteer signups and donation flyers. Following discussion on logistics for picking up passes, Marlene Quinn volunteered to hold them with participants contacting her to pick them up.

RIVER FAIR BOOTH UPDATE: Marlene Quinn reported that the space and a 10'x12' tent had been secured and paid for. The booth will be set up like the Marion County booth.

GENERAL COORDINATOR REPORT: Mark Caillier reported that he had been working with the consultant on extending the contract; there may be an added cost but that has not been determined. He questioned if there had been a definite commitment to funding the

volcano in the playground to which Richard Walsh replied that he could probably get a definite commitment of \$10,000. Discussion followed regarding where the volcano would be placed with Mr. Caillier reporting that Kyle at Leathers had suggested making a slight change at the entrance to add space so that structures could be moved around to accommodate the volcano. He also urged committee members to visit the park and check out the two areas that have been marked off as sites for the playground.

WEBSITE DESIGN: Valeria Moore showed the newest version of the Big Toy website. Members suggested various changes including adding a thermometer on the front page that would show the fundraising progress, and showing ranges (i.e. \$10,000 to \$24,999 for Platinum) for sponsorship. Brandon Smith volunteered to work Ms. Moore on:

- Determining which committees needed to have separate volunteer application forms
- Providing updates to be posted on the “Progress Report” page
- Providing access to the social media pages.

Committee members voiced support for posting the children’s park drawings (without names) by school for the website, indicated that they did not feel the need to have an e-mail newsletter, and agreed to send Ms. Moore names and logos of supporters. It was noted that Oregon Community Foundation and the Keizer Parks Foundation logos should be added to the current website.

CIRCULATION OF VOLUNTEER HOURS TABULATION TABLE: Circulated.

COORDINATOR REPORTS:

Fundraising – Janet Carlson/Richard Walsh: Janet Carlson reported that a \$30,000 grant was received from Marion County. The next two Fundraising Committee meetings are scheduled for September 17 and October 16.

Public Relations – Brandon Smith: Mr. Smith reported that he will work with Ms. Moore on the website.

Volunteer Coordinators – Ron Freeman: Ron Freeman reported that he will work on getting volunteers for the Marion County Fair booth from 10 am to 8 pm each day.

Child Care – Danielle Bethell: No Report

Children’s Group – Carolyn Ream: Ms. Ream introduced Taslima from McNary National Honor Society noting that she is her ambassador to McNary and is assisting in sorting the children’s drawings.

Chair Quinn urged everyone to attend the upcoming meetings addressing the expansion of the Urban Growth Boundary at Keizer Rapids Park and the upcoming Master Plan amendment.

Materials – Randy Cook/Rick Day: No Report

Food – Dave Bauer: No Report

Tools – Rob Miller: No Report

Design & Special Features – Linda Baker: No report.

Special Needs – Kathy Hauge and Lana & \Ryan Weimer, Co-Coordinator: No report.

Construction Captains – Bill Lawyer & Randy Cook: No report.

OTHER BUSINESS: Richard Walsh suggested that a formal thank you letter be sent to donors. Mark Caillier indicated that he would write a letter to Marion County thanking them for the booth at the Fair but another letter should be written to Marion County for the grant.

Richard Walsh moved to recommend Council write a formal letter of thanks for all that Marion County has done in this process. Brandon Smith seconded. Motion passed as follows: Quinn, Taylor, Carlson, Walsh, Loudon, Caillier, Smith, Ream and Freeman in favor; Coy, Baker and Cook absent and one position vacant.

ADJOURNMENT ~ Meeting adjourned at 7:27 p.m.

Next Meeting: Wednesday, August 6, 2014

Minutes approved: 09-03-14