

MINUTES
Volunteer Coordinating Committee
Wednesday, June 19, 2002
Keizer City Hall

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

Members:

Carl Beach
Kathie Beach
Kim Beesley
Bill Quinn
Wayne Thackery
Jerry McGee, Council Liaison
Tracy L. Davis, Staff Liaison

Absent:

Rosa Hernandez
Terri McCowan

APPROVAL OF MINUTES

Wayne Thackery moved for approval of the March 19, 2002 minutes. Carl Beach seconded the Motion.

The Motion passed 3-0-2 with Bill Quinn and Kathie Beach abstaining due to their absence at the March 19th meeting.

Bill Quinn moved for approval of the May 2, 2002 minutes. Carl Beach seconded the Motion.

The Motion passed unanimously by those members present.

COMMITTEE APPOINTMENTS

Chair Beach noted at the May meeting, the Volunteer Coordinating Committee voted to allow each of the volunteer applicants an opportunity to make a three-minute presentation outlining their background and qualifications for the position. With a present vacancy on the Traffic Safety Commission, three applications were received and each of the applicants has been invited to attend this meeting.

Bill Quinn suggested the voting process be announced and agreed upon prior to the presentations. He suggested using a format similar to that used by the City Council when filling council vacancies.

Bill Quinn moved to implement the following voting procedures for recommendations on volunteer positions:

1. A list of candidates and their applications will be presented to the Committee.
2. The Committee may nominate all applicants or individual candidates.
3. A motion will be made to close the nominations.
4. Each member of the Committee shall vote for a nominated candidate. The Committee will follow the voting guidelines and rules as set forth under the Oregon Public Meeting laws.
5. If a candidate receives a majority of the votes of the members present, the name of this candidate shall be forwarded to the City Council for recommendation.
6. If a candidate does not receive the majority of the votes of the members present, the names of the two candidates receiving the most votes shall be voted upon in the second vote.

Carl Beach seconded the Motion.

The Motion passed unanimously by those members present.

Traffic Safety Commission

Tracy Davis, Staff Liaison reported that in April 2002 Jeff Hanson submitted his resignation as a member of the Traffic Safety Commission. Mr. Hanson was serving a three-year term scheduled to expire on December 30, 2002. Ms. Davis indicated three volunteer applications were received for this opening. Letters were sent to the applicants inviting them to attend the meeting to give their presentations.

Chair Beach indicated one of the applicants, David Dehlin was unable to attend the meeting due to a prior commitment, however he submitted a written presentation for the Committee to review. Volunteer applicants, Lori Murphy and Patrick Sieng each gave their oral presentations to the Committee.

Chair Beach thanked Ms. Murphy and Mr. Sieng for attending the meeting to give their presentations.

Bill Quinn moved to nominate David Dehlin, Lori Murphy, and Patrick Sieng as applicants for the vacancy on the Traffic Safety Commission. Kim Beesley seconded the Motion.

The Motion passed unanimously by those members present.

The Committee voted on the nominations as follows:

	C. Beach	K. Beach	K. Beesley	B. Quinn	W. Thackery
Dehlin	X	X		X	X
Murphy			X		
Sieng					

The tally was:

- Dehlin – 4 votes
- Murphy – 1 vote
- Sieng – 0 vote

Due to Mr. Dehlin receiving the majority of the votes in the first round, a second vote was not necessary.

Wayne Thackery moved to recommend the appointment of David Dehlin to fill the vacancy on the Traffic Safety Commission for the remainder of the vacant term plus an additional three-year term. Bill Quinn seconded the Motion.

The Motion passed unanimously by the members present.

VOLUNTEER OF THE QUARTER AWARDS

Chair Beach reported Sergeant John Teague has brought two nominations forth for volunteer of the quarter awards. Each of the nominations has been instrumental in the Emergency Volunteers Assisting Keizer (EVAK) program.

Wayne Thackery moved to recognize Paul Pfnister for the 2nd Quarter 2002 Volunteer of the Quarter award. Bill Quinn seconded the Motion.

Jerry McGee requested Mr. Pfnister's video production of "Preparation of Sand Bags" be shown at the City Council meeting when he is given his award.

The Motion passed unanimously by the members present.

Bill Quinn moved to recognize Judy Shaffer for the 3rd Quarter 2002 Volunteer of the Quarter award. Carl Beach seconded the Motion.

The Motion passed unanimously by the members present.

These awards will be presented at an upcoming City Council meeting.

Carl Beach requested information be sent to the Neighborhood Associations and each of the Boards and Commissions to solicit nominations for the Volunteer of the Quarter award.

VOLUNTEER RECOGNITION CEREMONY

Chair Beach announced a date should be selected for the Volunteer Recognition Ceremony.

The Committee set the 2002 Volunteer Recognition Ceremony for Tuesday, October 22nd, 2002 to begin at 6:30 p.m.

Tracy Davis, staff liaison indicated a list of all of the members of each of the City's Boards and Commission since the City's incorporation is being assembled. The list should be available by the next meeting of the Committee.

At the last meeting, during a discussion of a gift to be given at the ceremony, it was suggested the City's 20th anniversary logo be made into a commemorative pin. Ms. Davis reported that a local company has quoted a price of \$1.24 each for 500 pins and \$0.94 each for 1000 pins, plus a set up fee.

The Committee agreed that a commemorative pin displaying the City's 20th anniversary logo and the word volunteer be given as the 2002 volunteer recognition gift. 500 pins should be ordered at an estimated cost of approximately \$700.

Jerry McGee, Council Liaison indicated the 2002-2003 City of Keizer budget contains \$1000 for recognition. Expenses from the ceremony will be covered by this line item. However, due to the potential size of the ceremony, it may be necessary to seek donations.

The Committee discussed the agenda for the recognition ceremony. In order to move the program along smoothly, members will check in each of the guests as they enter the building. A program will be prepared listing all of the volunteer names and their contributions. The event will begin with a social time serving cookies and punch while being entertained by instrumental music. This will provide an opportunity to coordinate the attendance list for the presentations.

Kathie Beach will do the presentations with assistance from Council Liaison McGee or Mayor Christopher.

The Committee requested Ms. Davis look into facilities for the ceremony. Due to the potential of a large crowd, the City Auditorium or Keizer Heritage Center may not accommodate the numbers. Wittenberg Inn or McNary High School was suggested as a possible site. A report will be given at the next meeting.

OTHER BUSINESS

Bill Quinn suggested members of the Volunteer Coordinating Committee attend the Boards and Commission meetings to get an idea of what they are working on and how they function. This would assist in recommending volunteers to fill the vacancies when they occur. Carl Beach encouraged members to attend but did not believe this should be mandatory. Chair Beach indicated this is an excellent idea but understood the potential time commitment this would entail. She encouraged members to review the meeting schedule and attend if time allowed.

NEXT MEETING DATE

The next meeting date will be July 11th, 2002 at 6:30 p.m.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.



Tracy L. Davis, CMC
City Recorder/Staff Liaison

approved
7-11-02