# MINUTES

**Volunteer Coordinating Committee**
**Thursday, June 10, 2004**
**Keizer City Hall**

Jerry McGee, Vice-Chair of the Volunteer Coordinating Committee called the meeting to order at 6:35 p.m. In attendance were:

**Members:**
Cathy Clark
Hanteng Dai
Jerry McGee
Troy Nichols
Bill Quinn
Tracy L. Davis, Staff Liaison

**Absent:**
Kim Beesley, Chair
John Doneth
Judy Smith, Council Liaison

## APPROVAL OF MINUTES

Hanteng Dai submitted corrections and clarifications to the minutes.

Page 3 – Mr. Dai noted that he abstained from voting on the recommendation as he believed the current rules should be followed until the Council changes them.

Page 3 – correction – the outcome of the vote should read 5-1-1 with Troy Nichols voting in opposition and Hanteng Dai abstaining.

Page 4 – Mr. Dai requested the Committee observe the time limit of the oral presentation and apply it equally to all candidates. The Committee agreed last year that the oral presentation should be within 3 minutes. At this meeting, two candidates far exceeded the time limit. This resulted in the Committee moving to extend the oral presentation time to 5 minutes.

Bill Quinn moved for approval of the April 8, 2004 Volunteer Coordinating Committee minutes with the corrections as noted. Hanteng Dai seconded the Motion.

The Motion passed 5-0-2 with Kim Beesley and John Doneth absent.

## KEIZER URBAN RENEWAL BOARD APPOINTMENT

Vice-Chair McGee reported in February 2004 the term of Greg Rands expired on the Keizer Urban Renewal Board. Mr. Rands has expressed an interest in being reappointed. Mr. Rands is presently serving as Vice-Chair of the Board and has an excellent attendance record.

Tracy Davis, Staff Liaison noted that Mr. Rands was unable to be at the meeting tonight due to a schedule conflict.

Troy Nichol moved to recommend to the City Council the reappointment of Greg Rands to the Keizer Urban Renewal Board. Hanteng Dai seconded the Motion.

The Motion passed 5-0-2 with Kim Beesley and John Doneth absent.

## OTHER BUSINESS

Tracy Davis, staff liaison advised the Committee that revisions to the Volunteer Handbook were still being compiled. An updated draft will be presented at a future meeting.

Bill Quinn questioned the Committee process for handling reappointments to various Boards and Commissions. He believed those who would like to be reappointed comply with the same process as new applicats. Mr. Quinn requested this process begin with appointments coming forth in the near future.

The Committee discussed the process for reappointments and agreed by consensus that beginning with the next Committee appointment, the following process be followed:

1. The Committee member will be sent a letter advising their term is about to expire.
2. If they are interested in being reappointed, they will fill out a new volunteer application and submit prior to the deadline.
3. Staff will advertise for the open position.
4. All applicants (including both new applications and those wishing to be reappointed) will appear before the Committee for oral presentations and consideration.

Tracy Davis, staff liaison also explained the use of background checks for volunteer appointments A background check will be completed on all applicants. If an applicant does have a criminal history background, this information will be requested and submitted to the Committee for consideration during the appointment process.

## NEXT MEETING DATE

Vice-Chair McGee announced the next scheduled meeting would be Thursday, August 5, 2004 at 6:30 p.m.

## ADJOURNMENT

The meeting was adjourned at 6:55 p.m.

Tracy L. Davis, CMC
City Recorder/Staff Liaison