



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, December 11, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER/NOTE OF ATTENDANCE**

CALL TO ORDER: Chair Jane Herb called the meeting to order at 6:04 pm.

ATTENDANCE:

Present:	Absent:
Jane Herb, Chair	Leslie Risewick
Larry Jackson	Daisy Hickman
Tina Richmond	
Lanora Blake	Staff Present:
Kim Freeman, Vice Chair	Dawn Wilson, Deputy City Recorder
Councilor Daniel Kohler	

2. **PUBLIC TESTIMONY**

There was no public testimony.

3. **APPROVAL OF MINUTES**
 - a. **October 9, 2025**

Kim Freeman moved for approval of the October 2025 minutes. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

4. **COMMITTEE APPOINTMENTS**
 - a. **Keizer Public Arts Commission**

The Committee interviewed applicant James Merrill.

James Merrill shared about volunteering at Mid-Valley Literacy, teaching ESL to immigrants, and he would like to volunteer more and to be more engaged. He finds the Keizer Public Arts Commission interesting. His connection with art was that his mother was a visual artist and an art teacher, and both of his children were visual artists. He shared that he loved art.

Larry Jackson motioned to close nominations for Public Arts Commission. Kim Freeman seconded. Passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Larry Jackson motioned to move James Merrill's name forward to City Council to fill position 5 starting January 1, 2026, and expiring June 30, 2026. Lanora Blake seconded. Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Committee members discussed whether to appoint Mr. Merrill to the shorter position expiring in June 2026 or the longer position expiring in June 2028. Larry Jackson suggested the shorter term would allow Mr. Merrill to get a better understanding of the commission's work before potentially reapplying for a full term. Kim Freeman expressed preference for placing him in the longer position immediately since he was the only applicant. The committee continued their discussion about which position would be most appropriate.

Vote # 1 for James Merrill for position # 5 with an expiration of 2026 was as follows:

<u>Member</u>	<u>Vote</u>
Larry Jackson	Yes
Tina Richmond	Yes
Lanora Blake	Yes
Jane Herb	Yes
Kim Freeman	Yes

James Merrill's name would be forwarded to City Council for Position # 5.

5. OTHER BUSINESS

a. Discussion on Revised Process for Appointments

The committee reviewed changes to their voting process that had been prepared following previous meeting discussions. The revisions addressed technical issues that had arisen during tie votes. Key changes included:

- If there were multiple positions available, committee members could vote for their top candidates without being concerned about specific position numbers.
- If there were more positions than applicants, the committee may assign specific positions.

It was noted that candidates must receive at least 50% of votes to be recommended.

Kim Freeman moved to accept the changes presented in the packet. Tina Richmond seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Ms. Freeman commented that the Volunteer Coordinating Committee (VCC)

held the process for the members who were absent at the last meeting to have an opportunity to review and approve the changes. Chair Herb commented about previous voting issues. Chair Herb summarized the voting process. For instance, if all the positions and length of term were the same, then there could be one vote and the majority would be moved forward.

It was suggested to ask the top voted candidates to choose which position they wanted.

After extensive discussion and additional changes to the proposed process, the committee agreed to simplify the language and make it more flexible.

Kim Freeman made a friendly amendment to adopt the changes that were presented along with the changes made tonight. Tina Richmond seconded.

Kim Freeman added that they would vote to approve the changes from in the packet with the addition to tonight but bring back to the following VCC meeting for final consideration. Tina Richmond seconded.

It was noted that the members wanted to make sure that the members who were not at this meeting had an opportunity to review and vote on the changes made during this meeting.

Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

b. Annual Volunteer Recognition ~ Choose Meetings & Tokens of Appreciation for 2026

The members selected the 2026 meetings that each of them would recognize the volunteers. It was noted that Leslie Risewick and Daisy Hickman could trade their meetings, as well as any of the members could swap meetings if conflicts arise.

The committee then reviewed pen options for volunteer appreciation tokens.

There was a consensus for the curvaceous flashlight stylus tip ballpoint pen (<https://www.pens.com/us/p/curvaceous-flashlight-stylus-tip-ballpoint-pen/prd-gnvp7fe3/>) in blue at a cost of \$1.79 each, with a quantity of 250 pens.

The committee agreed on the wording to read: "Keizer - Pride, Spirit, and Volunteerism" or use the City logo in place of "Keizer."

The members mostly favored blue ink while recognizing that some folks prefer black ink.

The Committee would like to see mock-ups of both options, so Deputy City Recorder Dawn Wilson would share the mock-ups via email for the members to review.

6. NEXT MEETING: The January 8th meeting would be a hybrid in-person and Zoom meeting.
January 8th The purpose would be to finalize the revised process for appointments so it could go before the City Council for approval.

Councilor Kohler expressed his appreciation for the great work of the VCC members.

7. ADJOURNMENT Meeting adjourned at: 7:25 p.m.

Minutes approved: _____

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