



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, April 16, 2026
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 5:03 pm.

ATTENDANCE:

Present:

Jane Herb, Chair
Larry Jackson
Leslie Risewick
Tina Richmond
Lanora Blake
Kim Freeman, Vice Chair (via Zoom)
Councilor Daniel Kohler (via Zoom)

Absent:

Daisy Hickman

Staff Present:

Dawn Wilson, Deputy City Recorder

2. **PUBLIC TESTIMONY** There was no public testimony.

3. **OTHER BUSINESS**

a. **Approval of the Revised Script for the Volunteer Recruitment Video**

The members reviewed the revised Script for the Volunteer Recruitment Video.

Leslie Risewick moved to make a motion to accept the student and final edits for the Volunteer Coordinating Committee and Community Diversity Engagement Committee video. Seconded by Kim Freeman.

It was noted that Ms. Risewick's edits were incorporated, and the video would be no longer than three to five minutes. Ms. Risewick appreciated everyone's time to meet again to finalize and approve the script.

It was hoped that the video could be created before the end of the school year. Due to the urgency to get the video production done by the students

before the school year ends, Councilor Kohler offered to walk-on the script at the April 20th Council meeting.

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

Tammy Kunz, Keizer and Chair of Community Diversity Engagement Committee (CDEC), shared that she and Robin Barney would be reporting to Council on April 20th. She requested that a Volunteer Coordinating Committee (VCC) member attend the May 7th CDEC meeting.

Committee members discussed the importance of reviewing the completed video prior to publication and providing feedback. It was noted that the City Manager would also need to review the video.

Councilor Kohler suggested distributing the video link to VCC and CDEC members, as well as the City Manager, in advance of the next meeting to allow for informed feedback.

Additional discussion occurred regarding whether the script should return to CDEC prior to City Council review.

Chair Herb summarized that once completed, the final video should also be submitted to the City Council for approval prior to publication.

Councilor Kohler commented that interested community members could attend the Council meeting to provide input.

4. NEXT MEETING: It was noted that the next meeting was scheduled for May 28th (the fourth
May 28th (4th Thursday due to budget meetings).
Thursday because
of Budget
meetings)

5. ADJOURNMENT Meeting adjourned at: 5:32 p.m.

Minutes approved: _____