



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, April 9, 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 6:03 pm.

ATTENDANCE:

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

Councilor Daniel Kohler recognized the volunteers by reading the Annual Volunteer Recognition Proclamation, expressed appreciation to the members, and handed them Certificates of Appreciation and Pens.
2. **PUBLIC TESTIMONY**

There was no public testimony.
3. **APPROVAL OF MINUTES**
 - a. **February 2026**

Leslie Risewick moved for approval of the February 2026 minutes. Kim Freeman seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor.
4. **OTHER BUSINESS**
 - a. **Attendance Requirement ~ Development of Attendance Policy**

The members reviewed and discussed the proposed Attendance Policy.

Kim Freeman moved to put forth the motion to adopt the draft Attendance Policy for boards and commissions and committees, which is on page 11 and 12 of 40 pages of the packet. Attendance Policy. Daisy Hickman seconded.

It was clarified that the Volunteer Coordinating Committee members would not be involved in conversations or the removal of members not complying with the attendance policy. It was also clarified that this does not change the policy. However, it clarifies who's responsible and the steps.

It was noted that the highlighted language would be removed from the draft policy, except for the provision stating that "Members of the Committee may be removed by two-thirds majority vote of the City Council."

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

b. Volunteer Recruitment Video ~ Review the Script

Chair Herb asked that this item be postponed to the next meeting because there were some edits from the Volunteer Coordinating Committee (VCC) and managing editor from Keizertimes hadn't yet been included.

There was a question as to why the Keizertimes managing editor would need to review the script.

Discussion ensued about the timeline to have the video done by early May before the school year ends so that the students could produce the video. It was suggested to give Keizertimes a deadline at least three days before the next VCC meeting.

The members agreed to have hybrid meeting on Thursday, April 16th at 5:00 p.m. via a hybrid meeting to consider approving the revised script. Chair Herb would communicate with Robin Barney and ask her to have the edits to the Deputy City Recorder by mid-day on April 10th.

Chair Herb asked the members if anyone could attend the new Emergency Planning Committee meeting for the annual volunteer recognition.

Leslie Risewick volunteered to recognize the volunteers at the Emergency Planning Committee meeting on April 29th.

5. NEXT MEETING: May 28th (4th Thursday because of Budget Committee meetings)

It was noted that the next meeting would be April 16th at 5:00 p.m. and then May 28th at 6:00 p.m.

6. ADJOURNMENT

Meeting adjourned at: 6:39 p.m.

Minutes approved: _____