



MINUTES
Community Visioning Advisory Committee
 June 6, 2019 | Newberg City Hall
 414 E 1st St

Committee Members:	Community Attendees:
☐ Denise Bacon ☒ Stephanie Findley ☐ Kate Gregory-Jennings, <u>Chair</u> ☐ Miriam Hall ☐ Cyrus Ireland ☒ Julie Marshall ☒ Julia Martinez-Plancarte	☒ Suzanne Meenahan ☐ Joe Morelock ☐ Lynn Montoya Quinn ☒ Brandon Porter, <u>Vice-Chair</u> ☒ Doug Rux, <u>Staff</u> ☒ Bayo Ware, <u>Staff</u>
Facilitator: Bayo Ware, Community Visioning Coordinator	

Agenda Items

- ☒ 5:20 – 5:30 pm: Dinner
- ☐ 5:30 – 5:35 pm: Call to Order
- ☐ 5:35 – 5:40 pm: Approval of Minutes
- ☐ 5:40 – 6:00 pm: Calendar & Budget Review
- ☐ 6:00 – 6:15 pm: Updates
- ☐ 6:15 – 8:20 pm: Vision & Action Plan Reviews
- ☐ 8:20 – 8:30 pm: Public Comment
- ☐ 8:30 pm: Adjournment

Calendar

☒ Jan. 23 – School District Office ☒ Feb. 6 – City Hall ☒ Feb. 20 – CPRD Admin Office ☒ Mar. 6 – Newberg Center ☒ Mar. 20 – School District Office ☒ April 3 – City Hall ☒ April 17 – CPRD Admin Office	☒ May 1 – Newberg Center ☒ May 22 – City Hall ☒ June 6 – City Hall ☐ June 12 – CPRD Admin Office ☐ June 26 – Newberg Center ☐ July 10 – Public Safety Building ☐ July 24 – City Hall
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ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the Office Assistant at (503) 537-1240. For TTY services please dial 711.

For additional project information, visit the project website at www.newbergoregon.gov or contact Bayo Ware, City of Newberg, at Bayoan.Ware@newbergoregon.gov or (503) 537-1240 ext. 8501

Minutes

Call to Order

- Committee Vice-Chair Porter convened the meeting at 5:38pm and called attendance.

Approval of Minutes

- The Committee approved the minutes from last meeting.

Calendar & Budget Review

3	4	5	6 – CVAC extended meet.	7
10	11	12 – CVAC	13	14
17	18 – Community Conference	19 – Survey goes live	20	21
24	25	26 – CVAC	27	28

Updates

Person(s)	Task (Due Date)	Update
Hall	1. Work with Ware on survey code	1. Started but haven't finished
Ireland	1. Talk to HS about bands	1. No go
Martinez-Plancarte	1. Connect Ware with Housing Auth.	1. Not yet
Ware	1. Email all action plans to CVAC	1. Done
	2. Man. Home park management for survey "office hours"	2. Not necessary
	3. Investigate "office hours" at assisted living facilities	3. Not yet
	4. Ability to pay for commercial	4. Done – see below
	5. Legality of soliciting donations	5. Done – see below

City Council requested the draft Action Plans to use as they create goals for the next fiscal year!

Legality of Soliciting Donations

- Money - Legal
 - There needs to be agreement with donor (what to do with extra funds)
 - Work with finance department to account for money
 - Legal to put up donor signs
- *Recommendation* – in-kind donations or bring specific items
 - Easiest to account for financially
 - Better optics: not a good look for a taxing body to solicit monetary donations as opposed to Old Fashioned Festival

Advertising

- No bid solicitation necessary, just need a write-up explaining decision-making process
- Finance said as long as it is before end of fiscal year (June 30), it wouldn't change anything on their end
- CVAC will hire Brandon Porter to make the survey ad. He is only charging for time, so it will cost \$200.

Survey Development

- Scroll over/hover is only good for small amounts of text
- Options
 - Put strategies only in drop down (entire topic action plan available at top link)
 - Put strategies AND action plan items in drop down
 - Put "details" link for each goal to pop up in another window

Flyer

- CVAC updated and proved the survey flyer

Vision & Action Plan Reviews

- CVAC edited all of the visions
- Advisory Committee reviewed and edited the following action plans:
 - Cultural Assets
 - Community Leadership

Public Comment

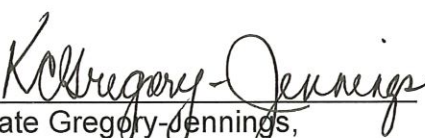
- There were no public comments.

Adjournment

The meeting ended at 8:43 pm.

Task List

Person(s)	Task (Due Date)	Update
Hall	2. Work on survey	2.
Martinez-Plancarte	2. Connect Ware with Housing Auth.	2.
Porter	1.	1.
Rux	1.	1.
Ware	6. Fred Meyer, movie theater to play commercial	6.
	7.	


Kate Gregory-Jennings,
Community Visioning Chair

06/12/2019


Bayoan Ware,
Community Visioning Coordinator

06/12/2019