

Dec. 16, 2009

MSM  
Chairs Meeting

Minutes/Notes

Attending: Li Alligood (Design), Siri Bernard (Organization), Alex Campbell (Econ Vitality), Lisa Shippy (Promotion)

1. Committee updates / work plan status
  - a. Org. committee
    - i. Structure/by-laws (SB lead) – need consider 501 (c)3 implications, check with Oregon City Main Street &/or Nonprofit Association of Oregon
    - ii. Vol. recruitment/retention (SB lead) – need to put together a welcome package; start identifying board targets; committee members “bring one” effort (i.e., each committee member recruit one other member)
    - iii. Financial planning (AC lead) – need to investigate tourism
    - iv. Organizational policies/procedures (Wilda Parks lead)
    - v. Communications (AC lead) – consider monthly electronic newsletter, need to expand list of folks getting regular updates on what we are up to.
  - b. Ec. Vitality
    - i. Passport to Prizes de-brief – written agreement, was joint effort, claim it as success?
    - ii. Training completed, but attendance low
    - iii. AC still trying to get Ivey positioning session scheduled.
  - c. Promotions – Had launch meeting, training presentation led to great brainstorming session, Jay Horton, Gabe Storm, Lisa has more recruitment targets
  - d. Design – Shared draft work plan, Dion agreed to act as interim chair
2. Interim protocols
  - a. Notes – need to take notes at each meeting, share with roster/email list
  - b. Decisions – Committee Chairs should be decision-making group, i.e. check-in on formal communications/ major activities, etc.
3. Budget season approacheth – target Feb. committee chairs meeting (Feb.17 for complete workplans), brief City Council March
4. Web page update – please send additional information to Alex, will up-date soon. (interim website, would be great to transition to dedicated url)
  - a. Meeting times/places
  - b. Job descriptions
  - c. More materials
5. Other efforts-Lisa will touch base with Kim K re Thur. nite event, see how we can collaborate support