

# MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Held: January 7, 1976

PRESENT: Dr. Cease, Chairman, Halvorson, Campbell, Crosby, Nelson,  
Nightingale, Tippens, Stevenson, Roberts,

Staff: Rich, Ettinger

The minutes of the previous meeting were approved. Barbara Garbutt, the newly employed Administrative Secretary was introduced. She will begin her employment on January 12, 1976.

ITEM 4 - EMPLOYMENT OF ADDITIONAL STAFF was discussed. It was proposed that Bromleigh Lamb be hired for five months as a consultant to the Commission. NAPA has approved the method of employment. The motion to hire Mr. Lamb was seconded and approved.

Members of the Committee were invited to sit in on the interviews for the position of Research Associate. The interviews will take place on January 9 and 12.

ITEM 5 - DETERMINATION OF POLICY ON MEALS AND TRAVEL - The Committee agreed to try out the following procedure for the duration of Phase I.

Breakfast Meetings - meals to be paid by Commission

Lunch Meetings - sandwiches will be brought in and paid for by Commission.

Evening Meetings - meals to be paid by Commission if sandwiches are brought in.

A motion to use this procedure with a re-evaluation at the close of phase was made by Jerry Tippens and seconded by Cliff Campbell.

Travel expenses: It was noted the Boundary Commission covers expenses for round trips of over 20 miles, and it was suggested the Commission might do something similar. The Staff is to draft a proposal for paying travel expenses, and submit it to the Committee at its next meeting.

ITEM 6 - PROPOSED STATEMENT OF PURPOSE - The group should look at the draft Statement of Purpose and make recommendations for improving it before it is submitted to the Commission at the January 15th meeting. There will be a special Executive Committee meeting at 7:00 P.M. on the 15th for a final review.

A brief addition to the Statement of Purpose should be "Service Needs". The staff will call everyone on the Executive Committee for their suggestions before the meeting next Thursday.

ITEM 7 -

AGENDA FOR JANUARY 15, 1976 COMMISSION MEETING. This meeting will be held in the Smith Memorial Center, Room 338, Portland State University at 7:30 P.M. Parking arrangements will be the same as for the December meeting.

Chairman Cease noted that rather than spend all the meeting time on business, outside speakers, such as Charles Clemens and Mike Burton for January 15th, will be invited to speak on topics appropriate to Commission needs. The presentations on the 15th will be on taxation and finance in order to give an overview on this subject. In February the topics may center on state and federal roles.

It was agreed documentation of the Commission proceedings and findings is a necessary and useful record for all members.

The Committee Chairmen should meet with the Executive Committee periodically to coordinate activities. They will be invited to attend the meeting January 21st.

A weekend retreat is being planned and probably will be all day Saturday and part of Sunday. A location may be chosen close enough so that members can return home Saturday night if they wish. It was suggested meals be paid for by the Commission, possibly lodging, also. The following places have been suggested, and will be checked out by the staff.

Mt. Angel  
Camp Adams  
Boy Scout Training Center  
Maneuka  
Timothy Lake

Arrangements and reservations should be made as soon as is possible.

This meeting should include reports on Phase I as well as an introduction to Phase II.

ITEM 8 -

REPORTS:

Student Assistance - Dr. Tulan, Director of the Under Studies program has a class available for consulting assistance to the Commission.

The following is a list of projects the class members will be considering;

Consolidation of Services  
Planning Activities  
Neighborhood Organizations  
Relationships of Urban Counties with City Counties  
Finance and Taxation  
State Department and Programs  
Local Government as creatures of the state  
Regional Organizations

REPORTS:

Student Assistance (Cont'd)

A previous class had a class project on the History of Portland which might be a good source of material for the Commission.

Three Lewis & Clark students will also be interning with the staff.

Public Information Program - A public information strategy was discussed and Corky Kirkpatrick has agreed to direct these efforts. Ms. Kirkpatrick suggested formation of a steering committee including Jerry Tippens, Robert Landauer and Hugh Mc Gilvra. They will examine the possibility of a Commission newsletter and speakers bureau.

Match Contributions - Carl Halvorsen reported that a letter is being prepared for principal contributors to meet the private sector share of the local match.

Ron Cease said that Portland State University would be sending a letter shortly confirming the space being donated in the Ondine and its dollar value.

The group scheduled its next meeting for January 21, 1976 and agreed to invite all Committee Chairpersons to attend.