

MINUTES OF THE EXECUTIVE COMMITTEE AND COMMITTEE CHAIRMEN MEETING

Held: March 3, 1976

MEMBERS PRESENT: Cease, Chairperson, Halvorson, Vice Chairperson, Campbell, Coleman, Kirkpatrick, Nelson, Nightingale, Roberts, Snedecor, Stevenson, Simpson, Tippens

Staff: Rich, Garbutt, Bukowsky, Cross

SPACE - Our new office space will be in the Ondine, in the former game room. We expect to be moving in about three weeks.

FUNDS - Another letter will be sent to business people before the retreat. A second list will be compiled by Mr. Snedecor and Mr. Halvorson.

RESERVATIONS FOR OTTER CREST - Forty people have sent in their checks. There are a total of 250 seats available at the Portland Junior Symphony concert on April 10. Contact Bill Cross for reservations.

Kay Rich presented an outline of the conference schedule.

After a discussion by the committee, it was decided the Sunday meeting should begin at 9:00 a.m. A complete agenda will be sent out prior to the conference.

Every commission member will be sent a complete set of committee reports five days before the April 10 conference. A final Phase I report will be sent out after the conference.

During Phase II, the full Commission probably will continue to meet once a month.

PUBLIC INFORMATION - Bill Cross distributed an outline of a proposed citizen involvement program. It was agreed the proposed public information program would be discussed at the April conference.

COMMITTEE STRUCTURE - Cease feels the structure of the committees should be determined by the end of the April conference. We should have a general plan for the committee structure and finalize the assignment at the Executive committee meeting at the end of the conference on Sunday, which is the latest practical time this could be accomplished. They will be listed as tentative assignments.

Rich pointed out the rules of the Commission state the chairman appoints committee members, subject to the approval of the Executive Committee. Members should have the opportunity to change to another committee, if they wish.

Simpson feels that the Executive Committee has an obligation to the Commission to provide a goal for the conference.

Roberts said the full Commission must decide on the overall plan on which the committees will focus.

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Coleman suggested each committee present their ideas for an ideal plan in their reports.

DENVER CONFERENCE - April 1, 1976. NAPA will pay these travel expenses. A motion to approve the attendance of Cease, Halvorson and Rich was made by Roberts and seconded by Campbell. The motion was passed.

ASPA CONFERENCE, April 19-23. Rich requested approval for himself and Chairman Cease to attend the Annual Conference of the American Society for Public Administration at a cost of \$950. Part of the cost for Cease will be paid by The Oregon Chapter of ASPA. So far, we have not used any of the travel budget. In addition to attending the Conference, Rich and Cease will have the opportunity to visit the offices of The National Academy of Public Administrations from whence comes the grant. Nelson moved to approve the expenditure of \$950, Kirkpatrick seconded. The motion was passed.

Cease said during Phase II, we will have to take another look at the cost of meals for members attending meetings, and Rich suggested that some of the travel budget will need to be transferred to conference costs.

The March 18 Agenda should highlight specific topics for discussion. This might make it interesting enough to improve attendance.

The Executive Committee and Chairpersons agreed to continue to begin the meeting at 7:30 a.m.

ANNOUNCEMENT - At the March 15 meeting of the Neighborhood Committee, representatives from the U. S. Bank and from HUD, will speak on "Redlining".

The meeting was adjourned at 9:00 a.m.