

OREGON STATE CAPITOL FOUNDATION

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June 1, 2001

Hearing Room 350

2:00 PM

MEMBERS PRESENT: Senator Verne Duncan, Chair

Senator Ginny Burdick

Sandra Allen

Frankie Bell

Frank Brawner

Herb Colomb, Ex officio

Chet Orloff (by phone)

Norm Smith (by phone)

Fred VanNatta

MEMBERS EXCUSED: Representative Vic Backlund

Senator Peter Courtney

Representative Diane Rosenbaum

Representative Bill Witt

Larry Campbell

Norma Paulus

Jill Thorne

Gary Wilhelms

STAFF PRESENT: Dave Henderson, Legislative Administrator

Pam Holt, Committee Assistant

Debbie Miller, Project Coordinator

WITNESSES: Glenda Nabors, The Event Company

GUESTS: Pat Egan, Governor's Staff

MEASURE/ISSUES HEARD: LAC Update

Subcommittee Reports:

-Special Event

-Fundraising

-Strategic Planning

These minutes are in compliance with Senate and House Rules. Only text enclosed in quotation marks reports a speaker's exact words. For complete contents, please refer to the tapes.

TAPE/# Speaker Comments

TAPE MALFUNCTION (NO TAPES FOR MEETING. MINUTES ARE ENTIRELY FROM NOTES.)

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| Chair Duncan | Calls meeting to order at 2:11 p.m. |
| Dave Henderson | States that Leadership has not appointed LAC members. Foundation members whose terms expire on 6/30/01 will serve until re-appointed. |
| Frank Brawner | Stresses importance of getting money before sine die from people who promised to donate. States that he will help. |

SPECIAL EVENTS SUBCOMMITTEE REPORT

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| Sandra Allen | Reviews summary report of kick-off event (EXHIBIT A) . |
| Debbie Miller | States that we are waiting for \$8,100 that has been promised. The other three marble benches will be ordered as soon as money is received. |
| Brawner | Wants date to be specified when money will be received. |

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| Allen | Continues summary review. Event received good publicity. Total revenue is projected to be \$36,000. Actual revenue to date is \$26,000. Ticket sales totaled \$15,000, poster and coin sales were \$1,117 and are on-going. Presentations were well received; performers did well. |
| Allen | Reviews recommendations for future events from summary report. |
| Allen | Reviews revenue and expenses. |
| Chair Duncan | Comments that cost for benches should be taken out of expenses, adding \$13,400 to income and more accurately reflecting profit as \$19,098. |
| Brawner | Asks question from page 3 of summary report |
| Glenda Nabors | Explains. |
| Brawner | Comments that there were only a few old-timers in attendance. |
| Pat Egan | Comments that there was not enough notification. |
| Allen | Explains. |
| Brawner | States former governors were not in attendance. Suggests that we should go out of way to invite them and with more advance notice. Should also include former Speakers and Presidents. |
| Frankie Bell | Mentions that she spoke with former governor Barbara Roberts. States that Lewis & Clark didn't "gel" with return of former legislators theme. Suggests focusing on "homecoming" theme next time. Suggests "Holidays at the Capitol" for OSCF project. |
| Members | Discussion continues. |
| Norm Smith | States that original event budget was \$25,000. It was a good decision to downscale. Believes everyone deserves credit. |
| Chair Duncan | Leads round of applause. |
| Chet Orloff | Suggests holding an event soon after next election so that new legislators can get together with current/former legislators. It would be a chance to "pass the baton." |
| Bell | Mentions "Holidays at the Capitol" as an opportunity for the Foundation. |
| Fred VanNatta | Suggests educational event such as member training. |

FUNDRAISING SUBCOMMITTEE REPORT

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| Brawner | Distributes copies of "Phase One Campaign" fundraising proposal. (EXHIBIT B) . States that special events are important, but that Foundation should not rely on them for fundraising |
| Chair Duncan | Says that Rep. Betsy Johnson has promised a contribution from the ASS Johnson Foundation. |
| Brawner | Explains fundraising proposal. |
| Bell | Believes that membership should be basis for on-going funds. |

STRATEGIC PLANNING SUBCOMMITTEE REPORT

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| Norm Smith | Summarizes May 24 conference call that he, Dave Henderson, and Debbie Miller had with Alison Kelley regarding strategic planning. The Strategic Planning Subcommittee will complete outline plan and present to Foundation members by September 30, 2001. |
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WHAT'S NEXT?

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| Brawner | Explains "Phase One Campaign" fundraising proposal. Will prepare |
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packets containing information about the Foundation and its projects, assign two Foundation members to each business category, and make personal calls. Teams should personalize letter and packet information and determine level of giving. Team members should select five companies within their category to call on. Goal is to accomplish something by next meeting.

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| Members | Discussion of potential Foundation projects. Consensus is that maintenance of Capitol is taxpayers' responsibility. Larry Campbell is interested in seismic upgrade. |
| Bell | Says that matching money could be a good compromise. |
| Herb Colomb | States that Senate and House Chambers need seismic upgrades. |
| Brawner | Asks what group thinks of fundraising plan. |
| Egan | Thinks that Foundation needs a goal. |
| Bell | States that she would like to focus on membership and "Friends" group. |
| Smith | Signs off from meeting. |
| Brawner | Comments on importance of 501(C)3 status. |
| Chair Duncan | Discusses Foundation mission of enhancement, not maintenance. |
| Colomb | Refers to list of potential Foundation projects (EXHIBIT C). Discusses replacing hedges on Court St. side of building. Comments that Oregon Nurserymen might be willing to take on that project. Mentions other projects on list. |
| Chair Duncan | Asks about refurbishing Liberty Bell. |
| Colomb | Explains project. |
| Colomb | Mentions displays in glass cases outside hearing rooms. |
| Chet | Comments that \$28,000 is probably a low figure for project and what it will include to pull off. Historical displays fit into Foundation's mission. |
| Senator Burdick | Leaves meeting. |
| Colomb | Continues with explanation of projects. |
| Brawner | Comments that hearing room display cases could be approved today. |
| Allen | Asks why Gift Shop hasn't been expanded. |
| Bell | Responds with background about Gift Shop. |
| Colomb | Thinks it is important to focus on projects that enhance the public's view. |
| Dave Henderson | States that Gift Shop expansion is included in budget option package, but doesn't know if it will be approved. |
| Members | Continue discussion. |
| Chair Duncan | Comments on how drab wings in old part of building are and that he would like to enhance. Mentions the beauty of Vermont's Statehouse. |
| Chair Duncan | Suggests including a beautification clause. |
| Brawner | Asks about possibility of funding an architectural feasibility study for beautification plan of Capitol. |
| Members | ACTION: Recommend adopting all projects on list for total of \$300,000. |
| Chair Duncan | Asks about meeting in Grants Pass. |
| Brawner | States that he, Fred VanNatta and Norma Paulus will plan a trip to Grants Pass to look at Debbs Potts' historical items. Will possibly bring some items back to the Oregon Historical Society. |

Chair Duncan
Debbie Miller

Recaps meeting.
Mentions a possible 3-4 hour meeting in the fall. Suggests meeting away from Capitol, possibly at Norma's beach house. Looking at November 14th. Would also like to begin a Foundation newsletter.
Adjourns meeting at 3:20 p.m.

Submitted By,

Reviewed By,

Pam Holt,
Administrative Support

Debbie Miller,
Administrator

EXHIBIT SUMMARY

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A - OSCF Kick-off Event Summary Report, Sandra Allen, 8 pp.

B - Phase One Campaign, Frank Brawner, 1 p.

C - Foundation projects, Herb Colomb, 1 p.