

JOINT COMMITTEE ON OREGON STATE CAPITOL FOUNDATION

June 3, 2015
10:00 AM

Hearing Room HR 50

MEMBERS PRESENT: Fred Neal, Chair
Joan Plank, Vice-Chair
Jane Cease
Herb Colomb
Judy Hall
Ed Schoaps
Gerry Thompson
Gary Wilhelms

MEMBER(S) EXCUSED: Ginny Lang

STAFF PRESENT: Nick Herrera, Committee Administrator
Sharon Leighty, Consultant

EXHIBITS: Exhibits from this meeting are available [here](#)

Recording Log – Recording started 09:57:33 AM

<u>TIME</u>	<u>NAME</u>	<u>COMMENTS</u>
Welcome		
00:00:13	Chair Neal	Meeting Called to Order. Welcomes the members of the Executive Committee. Provides an update on the legislation that is currently active and affects the Foundation.
Approval of April Minutes		
00:04:31	Vice-Chair, Plank	Provides various grammatical and non-substantive edits to the April minutes. MOVES THE APPROVAL OF THE APRIL MINUTES WITH THE SUGGESTED CHANGES.
	Chair Neal	WITHOUT OBJECTION, MOTION CARRIES.

Review of Financial Statements/Budget Update (Gerry Thompson/Nick Herrera)

00:10:10	Nick Herrera	Provides an update of the Balance Sheet, Profit & Loss Budget vs. Actual, and Transaction Detail reports.
	Vice-Chair Plank	Discusses some training opportunities she has discovered regarding non-profit budget training for board members.
	Chair Neal	States that he has planned on holding this type of training at the October board retreat.
	Gerry Thompson	Introduces the committee to the Budget Notes and full Budget document. Thanks all those who have worked diligently on the Foundation's budget draft for the next fiscal year. States that this has not been reviewed by the Budget & Finance Committee yet. Asks for critiques and feedback regarding the budget document. States that the overall goal during this budget development cycle was to consolidate line items where possible, and conform the budget to industry best practices.
	Nick Herrera	Provides a detailed explanation of the drafted budget for the Oregon State Capitol Foundation for fiscal year 2015-16. For a detailed discussion regarding the budget, see the video recording here.

Building (Gary Wilhelms/Kevin Hayden/Marina Cresswell)

01:45:00	Marina Cresswell	Provides a general update on the status of the Capitol Renovation project. States the team is focusing most of its energy on the 550 Building in order to ensure that it is ready, should the project be approved. States the team is working with the City of Salem on the plans review. States that they will be presenting to the Capitol Planning Commission regarding the 550 Building. This presentation is required by the City of Salem. States that the General Contractor plans on issuing packages
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for sub-contractors to bid on for the 550 Building, with the caveat that contracts will not be executed until the project is approved.

	States the team is making plans to move the Camperdown Elms in preparation for construction. States that the new locations are in the front of the building, so they will be very prominent. States the team is working on making plans for how to move the monuments if the project gets approved.
Garry Wilhelms	States that he had just returned from a road trip through eastern and southern Oregon, discussing the project with various newspapers. Encourages other members to keep an eye out for editorial articles.
Herb Colomb	Asks if there will be a "Galleria" space in the 550 Building.
Kevin Hayden	States that there may be some space for small exhibits. But there will be no large spaces for exhibits.
Marina Cresswell	Reaffirms Kevin's comments, in that there will not be any large meeting spaces for the public.
Kevin Hayden	States the need to engage in an educational campaign to inform the public and the lobby about the operational challenges of the 550 Building.
Jane Cease	Discusses the idea of utilizing a remote viewing site for the public to view live streaming of the legislative process.
Kevin Hayden	States that we are currently planning the 550 Building to accommodate this situation. States that proceedings will still be live streamed.
Chair Neal	Requests a copy of the floor plan of the History Center.
Kevin Hayden	States that Visitor Services has been doing a tremendous job with their weekend events.

Review of Financial Statements/Budget Update (Gerry Thompson/Nick Herrera)

02:23:24 Nick Herrera Continues the review of the draft 2015-16 budget. **For detailed information, view the video recording [here](#).**

Gerry Thompson Explains to the committee that her and Tony are continuing to review the investments of the Foundation.

Audit Update (Joan Plank/Nick Herrera)

02:43:24 Joan Plank States that the audit is still underway and that Shari Scoles will likely be presenting at the retreat in October.

Communications (Ed Schoaps)

02:46:47 Ed Schoaps Thanks everyone for assistance in getting the latest newsletter out. States that his work schedule will likely be slowing down soon.

Gary Wilhelms Asks how he can stay informed of media clippings regarding the Renovation Project.

Ed Schoaps Explains the different ways in which you can track new stories online.

Development (Ginny Lang/Sharon Leighty)

02:59:15 Chair Neal States that to date we have raised nearly \$130,000. Provides a general update regarding the Development Committee. Ginny was unable to attend to provide specifics.

Special Events (Judy Hall)

03:00:07 Judy Hall States that the Heritage Fair went really well.

History (Herb Colomb)

03:01:11 Herb Colomb States that the contract should be executed very soon. Solicits feedback from Foundation members regarding

who should be interviewed for the Oral History project.

Special Events (Judy Hall)

03:02:37 Judy Hall

Judy Hall

Vice-Chair Plank

States that our sponsorships for the various Capitol events have gone up. June 19th is Volkwalking, July 11th is Concert in the Capitol, September 26th is Hispanic Heritage, November 6th is Bounty of Oregon, December 1st is Holidays at the Capitol.

States that Walmart will be sponsoring Concert in the Capitol. States that the upcoming portrait unveiling will be sometime later this month or early July. States she is still working on the details.

Governance (Joan Plank/Sharon Leighty)

03:11:41 Vice-Chair Plank

Vice-Chair Plank

States that she believes there are five policies that need to be put in place before September. The two most important being the Bylaws and Article of Incorporation. States that they are meeting with Bill Manne to review the Bylaws and Articles of Incorporation to discuss the timing of adopting those.

Formulation of June 17 Foundation Agenda

03:14:04 Chair Neal

Chair Neal

States that Budget and Governance will be the most prominent issues to review on the 17th. **Meeting adjourned.**