

JOINT COMMITTEE ON OREGON STATE CAPITOL FOUNDATION
EXECUTIVE COMMITTEE

April 1, 2015
10:00 AM

Hearing Room HR 343

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

STAFF PRESENT: Nick Herrera, Committee Administrator

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

Recording Log – Recording started 09:54:45 AM

<u>TIME</u>	<u>SPEAKER</u>	<u>COMMENTS</u>
		Welcome
00:00:28	Chair Neal	Chair Neal welcomes the committee. States his appreciation for everyone's commitment.
	Ginny Lang	States that SB472A was heard this morning. This bill adds an additional 40,000 Pacific Wonderland (PW) license plates. This bill also allows the Foundation to utilize PW funds for general expenses. States that HB 2037 was heard in House Rules on March 11 th and worked on the 16 th . HB 2037 passed the House 58-0 and is now in the Senate Rules committee.
	Chair Neal	States that many of the changes that these bills make will require the Foundation to obtain additional staffing, and that many of the reports today will highlight those issues.
	Vice-Chair Plank	Outlines what she feels the Foundation needs in terms of staffing services. States the Foundation needs an Executive Director type

of individual to oversee the Foundation's operations. States that they need either a Communications professional or firm. States they she would like to keep the administrative, contracting and visitor services support from Legislative Administration.

Chair Neal States that we would likely not want to directly hire an ED, but rather they be hired through LA or contracted with.

Jane Cease Encourages the Foundation to keep in mind that transitions like these are inherently messy, and encourages them to stay focused.

Herb Colomb States that Media Services needs to be included in the services required of Legislative Administration.

Judy Hall Suggests we examine how other foundations deal with these staffing issues.

Chair Neal States we are currently looking at the foundations associated with State Parks and State Forests.

Gerry Thompson Asks if we have consideration to prioritizing these staffing issues.

Neal, Chair States we have not at this point, but that will take place.

Gary Wilhelms Asks where this report originated from.
Vice-Chair Plank States that this report came from a meeting between Fred, Jane and herself.

Gary Wilhelms States that the skills described by Joan should be able to be achieved by one multi-talented person.

Approval of minutes from January & February

00:22:09

Chair Neal Describes the new format of the minutes.
Jane Cease States that she disagrees with the new format of the minutes.

Nick Herrera States that there was an issue with the January meeting audio and that these were intended to serve as a placeholder until proper minutes could be formulated. States that after these minutes were completed, he and Fred suggested exploring the idea of this new format with Foundation members.

Jane Cease Asks if this new format complies with public records law.

Nick Herrera States that this new format is compliant with public records law and Senate and House Rules. States that all Foundation meetings since early 2014 have been audio/video recorded and are available to view online.

Vice-Chair Plank MOVES APPROVAL OF THE JANUARY MINUTES AS DISTRIBUTED.

Chair Neal MOTION CARRIES WITH OBJECTION BY JANE CEASE.

Vice-Chair Plank MOVES ADOPTION OF THE FEBRUARY MEETING MINUTES.

Chair Neal WITHOUT OBJECTION, MOTION CARRIES.

Herb Colomb MOVES TO CONTINUE TO USE THE "OLD" FORMAT FOR MEETING MINUTES.

Chair Neal WITHOUT OBJECTION, MOTION CARRIES.

Review of Financial Statements

00:33:14

Nick Herrera Provides an overview of the Balance Sheet, Profit & Loss Budget vs. Actual and Transaction Detail reports.

Gerry Thompson States we are continuing to work through the budget for any revisions for the upcoming fiscal year.

Audit Update

00:38:19

Vice-Chair Plank States that the audit is still under way and that it is taking a little longer due to Shari's commitment to other clients' taxes.

Chair Neal States that Shari did file our 990 and a copy is available in Legislative Administration.

Gerry Thompson States that Tony Meeker had advised that \$1,000 be added to the audit line item in the budget. Asks what the quote was provided by the auditor.

Vice-Chair Plank States that the quote was for just under \$5,000.

Gerry Thompson States that clarification is needed regarding the additional \$1,000. Make a recommendation to amend the audit line item in the budget to \$5,000.

Vice-Chair Plank Clarifies that the original estimate was for \$5,000, but additional expenses *may* be incurred if needed. Discussions would be held

between the Foundation and the auditor prior to any additional expenses being incurred.

Gerry Thompson MOVES TO AMEND THE AUDIT LINE ITEM IN THE OPERATING BUDGET TO \$5,000.

Gary Wilhelms Asks what other services the auditor will provide to the Foundation.

Chair Neal States that she provides advice on industry best practices, as well as completes our tax filings.

Vice-Chair Plank Provides examples of advice given by the auditor in last year's audit.

Gerry Thompson Asks whether the audit line item includes tax preparation expenses.

Chair Neal States that it does, and that we will be conducting an audit or review every year.

Fred Neal **WITHOUT OBJECTION, MOTION CARRIES.**

Jane Cease States that a Fund meeting needs to be scheduled for the 15th, following the Foundation meeting.

Communications Committee

00:46:34

Ed Schoaps Apologizes for the delay in the newsletter. States that the newsletter will be published, but will not be called the Winter newsletter. Asks for any additional help on the Communications Committee.

Chair Neal States that we do have a rule of four newsletters per year. States that the "communications plan" at the January meeting stated the newsletter would include the Hello Again Party, the Birthday Party and the Cherry Blossom Day, of which we have missed all of those deadlines. Expresses his concerns moving forward with the communications plan. Fills Ed in on the discussion that was had concerning staffing needs.

Ed Schoaps States that any additional help with production work would be appreciated.

Ginny Lang Asks if there is a mailing date for the April issue of the newsletter.

Schoaps States that it will be in the next week or two.

Ginny Lang Asks what additional work is needed.

Ed Schoaps States that there is some content that needs to be written.

Ginny Lang Asks what the plan is for the next newsletter.

Ed Shoaps States that he has not had a chance to work out those details.
Chair Neal Offers to help write any additional content for the newsletter.

History Committee

01:01:23

Herb Colomb States that we are working with Doug Peetz on the RFP for the contract for the Oral History Project. States that we are working on Phase Two of the History Gateway Project.

Juliene Poppinga States that there are three project currently open which are Web Design and Content, Virtual and Introductory Tour, Part 2 of the Exhibit Design.

Herb Colomb States that some of these decisions are contingent upon the OSCR Project. States that we need to decide where the exhibits will be housed if the OSCR Project is approved.

Vice-Chair Plank States that the Archives Building might be a good location for these exhibits. States that there is a sufficient amount of time before the move to determine this.

Jane Cease Discusses an informational exhibit that could be placed outside the Capitol during the renovation.

Gary Wilhelms Asks if the exhibits will be usable after the project is complete.

Sharon Leighty States that most museums are planning their exhibits about two years out, so we should begin these conversations soon.

Gerry Thompson Asks if we have considered building a temporary structure on the mall to house the exhibits.

Juliene Poppinga States that Bryan Nielson has asked this same questions. States that it has been forwarded to the Legislative Administrator.

Herb Colomb States that they would like to retain the services of Dr. Bucy to assist with Phase 2. States that this would cost approximately \$2,500 per month. **Moves that the committee extend the contract of Dr. Bucy on a month-to-month basis for up to 12 months.**

Juliene Poppinga States that the current contract with Dr. Bucy expires July 1.

Juliene Poppinga States that we should begin conversations with this

Chair Neal **States that rather than attempt to amend the budget that does not yet exist, he recommends that the committee engage with Dr. Bucy and express its intent to extend his contract when we are closer to the end of the fiscal year to allow for easier budgeting.**

Herb Colomb **Concurs with Chair Neal's amendment to the motion.**

Ginny Lang Asks when Phase 2 starts.

Herb Colomb States that there is some overlap between when Phase 1 ends and Phase 2 begins. States that we will be working with Dr. Bucy to help us define what exactly Phase 2 will look like. States that Phase 1 will end in October.

Chair Neal **Without objection, motion carries.**

Development Committee

01:15:31 Ginny Lang States that the Development Committee has made significant progress on updating our database. We have been working on developing a list of prospects for sponsorships or additional giving. We have completed a final draft of the Case for Support.

Vice-Chair Plank Asks how much money we would have to raise to fulfill the resource needs described in the Case for Support.

Sharon Leighty States that the money from the Gateway is already secured.

Vice-Chair Plank Asks if we should add our new giving levels to the Case for Support.

Sharon Leighty States that is possible, but the Case for Support has not been professionally edited yet.

Ginny Lang States the minimum required to establish an endowment through the Oregon Community Foundation is \$25,000. States that we will be approaching targeted prospects to donate for the Endowment Fund. Policy development is under way. We are currently reviewing donor recognition policies. States that Sharon will be conducting an additional skill-building exercise at the full Foundation meeting.

Chair Neal States that he would like the Foundation to formally endorse establishing an endowment fund.

Gary Wilhelms Asks what the endowment will support.
Ginny Lang States the endowment will be used for long-term support and is not designated at this time.

Gerry Thompson Asks how we follow up with those who have pledged but have yet to donate.

Ginny Lang States that we are working on these procedures.

Sharon Leighty States that her and Nick have been working on how to define an “annual gift”, and how to follow up with people.

Special Events Committee

01:31:06 Judy Hall States that Cherry Blossom Day was a huge success.

Chair Neal States his speech went well at the Cherry Blossom Day. States that there was also a 5K race that same morning.

Vice-Chair, Plank Asked who organized the 5K run.
Judy Hall States that she doesn’t know, but that Juliene might know.

Chair Neal States that we need to take official action to approve expenditures to sponsor the Cherry Blossom Day.

Judy Hall **Moves to approve a sponsorship of the Cherry Blossom Day of up to \$1,000 out of Gateway funds.**

Gerry Thompson Clarifies that this \$1,000 will be expended out of the 2014-15 budget. Asks what the budgeted amount might be for 2015-16.

Judy Hall States that her committee has identified four events for the next fiscal year that they would like to sponsor. These events should not exceed \$2,500 each.

Gerry Thompson States that we may want to engage the Willamette Heritage Center next year for more information for next year’s Cherry Blossom Day.

Fred Neal **Without objection, motion carried.**
Judy Hall States that the Heritage Fair is occurring on May 28th, from 11 am to 1 pm. Asks for volunteers. Discusses items to place on the table at the fair. States that information related

to the OSCR Project may be good to have on the table. We will also be sponsoring the Concert in the Park event on July 11th.
Chair Neal States that it is nice to host events that occur on Saturdays to allow time for working parents to bring their families to the Capitol
Judy Hall States that we are still contemplating the idea of holding a fundraiser at Mahonia Hall during the Tree Lighting Ceremony.

Nominating Committee

01:46:07 **Gary Wilhelms** States that the Nominating Committee has recommended the following people for reappointment: Jane Cease, Norm Smith, Gerry Thompson, Fred VanNatta, Gary Wilhelms; and the following people for appointment: Jason Atkinson, Julia Brim-Edwards. States that the committee has nominated Verne Duncan for Emeritus status.
Gerry Thompson Asks for clarification on our current policy regarding Emeritus status.
Vice-Chair Plank States that a current policy is in place, but we will be updating it.

Building Committee

01:51:18 **Kevin Hayden** Introduces Marina Cresswell as the new OSCR Project Director.
Gary Wilhelms States that OSCF members will begin making contacts with legislators today.
Marina Cresswell States that we have completed 100% DD documents a couple of weeks ago. States that the team is working through the review comments. The team is working to prepare the construction documents. All documents should be finalized in September. States that the team has released a preliminary budget number to the Presiding Officers. States that the budget number is continuing to be refined.
Gary Wilhelms States that the review committee received a guarantee that the legislature would receive a Guaranteed Maximum Price by December 31, 2014. And that this has not happened yet.
Marina Cresswell States that we will have a Guaranteed Maximum Price, but we must address a few

details on the State's side before we can reach that point.

Jane Cease Asks what she should say to legislators when they ask her how much the project is going to cost.

Gary Wilhelms States that we should tell legislators that the team is continuing to work on the projected cost of the project.

Sharon Leighty Suggests including an "As of" date on the FAQ piece.

Herb Colomb States that we should be cautious when talking about specific numbers with regard to the project because people tend to "stick" to that number even if it is not final.

Gary Wilhelms Asks if the boards used during the Open House are still on display.

Marina Cresswell States that they are available for use, but are not displayed in any one place.

Gary Wilhelms Asks if they are still relevant.

Marina Cresswell Confirms they are still relevant.

Gary Wilhelms States his concern about cutting scope in the project.

Marina Cresswell States that this comes down to defining what our priorities are. States that we have much more information now because we have conducted a significant amount of building investigations.

Chair Neal States that the Foundation has a priority which is the History Center. States his concerns with cutting scope if it affects the History Center.

Marina Cresswell Assures the committee that the team is not considering the History Center as a cost reduction item.

Fred Neal States that they have discussed the possibility of erecting a structure on the mall to act as a location to inform the public of the project, as well as house the displays related to the Gateway.

Marina Cresswell States that she has been reviewing the Project's communications plan and will consider this idea. Encourages Juliene to contact her.

Gerry Thompson Encourages the team to begin these discussions with the contractor as soon as possible.

Jane Cease

Asks what she should tell legislators when they ask how schools will be seismically retrofitted.

Gary Wilhelms

States that there is an active bill that enhances the program for earthquake mitigation for schools.

Governance Committee

02:21:04

Vice-Chair Plank

Reviews the Governance Committee's work plan. States that we need to get the articles of incorporation and bylaws in place before we move further with any other policies. We are hoping to have approval at the June meeting. Discusses her plans for reviewing, amending and/or creating policies for the transition in September. States that she will send the draft policies to members of the Governance Committee for their review.

Staff Update

Nick Herrera

Provides an overview of the status of DropBox and recommends that the Executive Committee approve expending funds to purchase a business account to allow for more storage space.

Chair Neal
Ginny Lang

States that the projected monthly cost is \$210.
Moves the approval of upgrading DropBox to a Business Account and expending those funds under the Software line item in the Operating budget.

Chair Neal

Moves to Amends the budget to include a subscription to Constant Contact, also expended under the Software line item in the Operating budget.

Chair Neal

Without objection, motion carries.

Formulation of April 16 Foundation Agenda