

JOINT COMMITTEE ON OREGON STATE CAPITOL FOUNDATION

April 15, 2015
10:00 AM

Hearing Room HR 50

MEMBERS PRESENT: Fred Neal, Chair
Joan Plank, Vice-Chair
Frankie Bell
Jane Cease
Herb Colomb
Kim Duncan
Judy Hall
Ginny Lang
Anthony Meeker
Annette Price
Ed Schoaps
Norm Smith
Gerry Thompson
Fred VanNatta
Gary Wilhelms

MEMBER(S) EXCUSED: Sen. Lee Beyer
Sen. Ted Ferrioli
Sen. Arnie Roblen
Rep. Brian Clem
Rep. Vic Gilliam
Rep John Huffman
Paul Hanneman

STAFF PRESENT: Nick Herrera, Committee Administrator
Jessica Wangler, Committee Assistant

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

Recording Log – Recording started 09:55:50 AM

<u>TIME</u>	<u>SPEAKER</u>	<u>COMMENTS</u>
Welcome		
00:02:08	Chair Neal	Meeting called to order. Welcomes the members of the Foundation. States that Paul Hanneman has resigned from the Foundation.

Approval of January Minutes

00:04:04 Vice-Chair Plank States that Norm Smith should be shown as in attendance at the January meeting. States she has found a few non-substantive errors and will be providing them to Nick for correction.

MOVES THAT THE MINUTES BE ADOPTED WITH THE STATED CORRECTIONS.

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

Review of Financial Statements/Form 990/Audit Update

00:06:17 Chair Neal Reminds the Foundation that the auditor suggested that the entire Foundation review quarterly financial statements.

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

Gerry Thompson States that the Budget & Finance Committee will be meeting soon to review the budget and begin the budgeting process for the Foundation. This will likely include a comprehensive review of the chart of accounts.

Vice-Chair Plank States that she has forwarded her comments on to Gerry regarding the budget.

Gerry Thompson Asks members to submit all budget requests as soon as possible.

Ed Schoaps Asks for clarification regarding how profit is shown on the Profit & Loss Budget vs. Actual report.

Nick Herrera Provides clarification on how the profit is represented on the Profit & Loss Budget vs. Actual report.

Chair Neal States that The Fund Directors now are the only ones who contain a fiduciary responsibility regarding the Foundation's finances. States that when the transition happens in September, all Foundation members will have a fiduciary responsibility.

Tony Meeker

States that the 990 is pending because we are waiting on the final audit of the financial statements.

Executive Committee Report

00:15:42

Chair Neal

States that the Executive Committee approved expenditures for the Cherry Blossom Festival, they announced their intent to extend Dr. Bucy's contract, and authorized staff to set up a DropBox and Constant Contact account.

Development Committee

00:19:09

Ginny Lang

States that the committee has been working on a variety of projects including prospect lists, donor recognition, etc. The committee has also been working on how to implement a more organized fund raising program. The committee plans to interact with other foundations for networking purposes. States they are working on ways in which to ask members of the Foundation to renew or increase their gifts to the Foundation. States that the committee has decided to launch an endowment campaign. The goal is to raise an initial \$25,000 for the endowment, which is the minimum that the Oregon Community Foundation requires in order to manage an endowment. States that the committee has developed a prospect list of 200 people to solicit gifts for the endowment. States that it would be beneficial for the Foundation to be able to accept stock as gifts. Explains the process for how this will work.

Tony Meeker

Sharon Leighty

States that there are some details to work out.

Fundraising Education

00:29:00 Sharon Leighty States that it is essential for the Foundation to build the Foundation reputation and presence in the community. States that this will help the Foundation grow into a self-sustaining organization. Provides an educational brief to the members of the Foundation on how to be effective fundraisers. Please reference the video recording for detailed information regarding this portion of the meeting.

Nominations Committee - Gary Wilhelms

01:07:51 Gary Wilhelms States that the committee has recommended the reappointment of Jane Cease, Norm Smith, Gerry Thompson, Fred VanNatta, and Gary Wilhelms. If approved, their terms would expire on June 30, 2019. **MOVES THAT THE FOUNDATION NOMINATE JANE CEASE, NORM SMITH, GERRY THOMPSON, FRED VANNATTA AND GARY WILHELMS TO ANOTHER TERM EXPIRING JUNE 30, 2019, PENDING APPROVAL BY THE JOINT COMMITTEE ON LEGISLATIVE ADMINISTRATION. WITHOUT OBJECTION, MOTION CARRIES.**

Chair Neal

Gary Wilhelms States that the committee has recommended the appointment of former Senator Jason Atkinson and Julia Brim-Edwards, whose terms would become effective July 1, 2015 and expire on June 30, 2019. States that he has not received a Statement of Interest form back from either of these candidates. **MOVES THAT THE FOUNDATION NOMINATE JASON ATKINSON AND JULIA BRIM-EDWARDS TO SERVE ON THE FOUNDATION WITH A TERM**

**BEGINNING JULY 1, 2015 AND
ENDING JUNE 30, 2019, PENDING
APPROVAL BY THE JOINT
COMMITTEE ON LEGISLATIVE
ADMINISTRATION.**

Nick Herrera

States that Senator Atkinson's Statement of Interest was received by email the previous day.

Chair Neal

**WITHOUT OBJECTION, MOTION
CARRIES.**

Gary Wilhelms

**MOVES THAT THE FOUNDATION
GRANT EMERITUS STATUS TO
VERNE DUNCAN.**

Norm Smith

**MOVES THAT THE PREVIOUS
MOTION BE AMENDED TO GRANT
VERNE DUNCAN CHAIRMAN
EMERITUS STATUS.**

Chair Neal

**WITHOUT OBJECTION, MOTION
CARRIES.**

Building Committee

01:24:16

Marina Cresswell

States that the team is about 30% done with the implementation documents. States that we are nearing the 60% Detailed Design documents, at which point we will be near "construction ready". States that we will be giving a presentation on May 8th to the Capital Construction Subcommittee.

Gary Wilhelms

States that he is anxiously waiting to hear what the final budget number is.

Marina Cresswell

States that the team is currently working through the details and is determining how best to present the budget.

Chair Neal

Asks if the general fund dollars mentioned is from the current biennium.

Marina Cresswell

States that the general fund dollars are from this biennium. States that the general fund dollars are being used to hold the 550 Building to make sure that it is available if the project is approved.

Tony Meeker

States that legislators will be mostly concerned with how much the project will cost, and that they will be out of the building for about four years.

Plank, Vice Chair	Asks if the 3-4 year timeline has been the same for the whole project.
Kevin Hayden	States that the Master Plan Review Committee has recommended 42 months.
Frankie Bell	Asks what work can be done while people are still in the building.
Marina Cresswell	States that there is some site work that can be done around the building, but once we begin work on the building we will need to vacate.
Norm Smith	Asks if the 550 Building is seismically safe.
Marina Cresswell	States that it is significantly more seismically safe than the Capitol.
Jane Cease	States that she is concerned that we will be unable to continue the operation of government if this building collapses during an earthquake.
Ed Schoaps	Asks what Legislative Administration's plans are to meet with various media groups in regards to the project.
Kevin Hayden	States that there have been some discussions about meeting with the media. States that we do not have a consolidated communications strategy, and that any communications will be conducted in coordination with leadership.

Capitol History Gateway

01:54:24	Dave Bucy	Provides an update on the current status of the project and progress that has been made. States that the website is currently being developed. The virtual tour and introductory video is being developed. Part two of the exhibits has begun. States that many projects will carry over into the next biennium. States that all aspects of the project are being developed under the assumption that the OSCR project will be approved, requiring that all exhibits be mobile.
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	Herb Colomb	States that the Executive Committee has approved the extension of Dave Bucy's contract.
	Vice-Chair Plank	States that she will be working with Juliene to hire a photographer to take photographs that may be used for exhibits, etc.
	Herb Colomb	Discusses the list of projects for Phase 2 of the History Gateway. States that this list is continuing to be reviewed by the History Gateway Council.
	Chair Neal	States the desire to develop an exhibit regarding the OSCR project, if it is approved.
	Fred Neal	MOVES AN EXPENDITURE OF GATEWAY FUNDS OF NO MORE THAN \$500 FOR THE MUST SEE OREGON EVENT AT THE OREGON GARDENS.
	Fred Neal	WITHOUT OBJECTION, MOTION CARRIES.
Oral History		
02:04:09	Herb Colomb	States that him and Annette are drafting a Scope of Work, in consultation with the Oregon Historical Society, to solicit vendors to execute this project. States that Jane Cease has joined the History Committee.
Communications Committee - Ed Schoaps		
02:05:55	Ed Schoaps	States that we have begun utilizing other communications tools, such as Constant Contact, to make more frequent and meaningful contacts with those in our mailing list. States that he will be setting a meeting in the next couple of weeks to review and begin development of a communications strategy. This includes a review of our newsletter and website.
	Vice-Chair Plank	Asks if the committee will be looking at the current website, and what needs to be changed during this transition in September.

Ed Schoaps States that we will need to conduct a full audit of the existing website, and will likely need to hire a graphic designer and website developer to assist and developing a new webpage.

Vice-Chair Plank States the importance of having a fully functional website with regards to fundraising.

Chair Neal Asks how quickly we must begin this process given the September deadline.

Ed Schoaps States that a conversation would need to be had with Legislative Administration concerning how the relationship will work with regards to IT services.

Ginny Lang Asks for clarification regarding deadlines for the next newsletter.

Chair Neal States that the next newsletter should be published as quickly after sine die as possible.

Ed Schoaps States that he will address issues regarding the newsletter at the next committee meeting.

Tony Meeker Asks if the Beneath the Dome DVDs have been received.

Chair Neal States they have been received and are being sold in the Capitol Store.

Special Events Committee

02:24:42 Judy Hall States that we have been sponsoring some Capitol events recently. Most recently is the Cherry Blossom Day. States that the next Visitor Services event is Must See Oregon on May 16th, at the Oregon Gardens. The Heritage Fair is taking place on May 28th. Volunteers have been confirmed for this event. We plan to give away a Beneath the Dome DVD through a drawing at this event. Concert in the Park will be taking place July 11th. Holidays at the Capitol is in December. We are planning an exclusive event at Mahonia Hall for this. States that she will follow up with more details.

Legislative Update

02:30:38 Ginny Lang Provides a brief update on the status of the bills concerning the Foundation. She is continuing to work with legislators to inform them about the bills and is feeling very optimistic regarding both.

Governance Subcommittee

02:34:17 Vice-Chair Plank Provides an overview of the Governance Subcommittee work plan. States that her and Sharon have been working to prioritize policies to be put in place prior to the September transition. The two most important are the bylaws and Articles of Incorporation. These two should be ready for adoption by the June meeting.

Chair Neal Reminds everyone that HB 2037 directs The Fund to amend its bylaws to incorporate the Oregon State Capitol Foundation. There is no new 501(c)(3) being established.

Vice-Chair Plank Asks for input regarding the committee's task list. States that we will likely exceed our pro bono time limit from Miller Nash.
MOVES TO AUTHORIZE UP TO \$7,500 IN LEGAL EXPENSES BEYOND THE \$2,000 IN PRO BONO PROVIDED BY MILLER NASH.

Nick Herrera Asks how we are tracking the amount of hours we have used from Miller Nash.

Vice-Chair Plank States that she has been working with Miller Nash on these issues, and should have an update shortly.
WITHOUT OBJECTION, MOTION CARRIES.

Fred Neal