

MEETING MINUTES

ATTENDEES: Jeff King, George Cress, Tim Budelman, Howard Sullivan, Guy Storms, Hope Kramer, Jon-Michael Kowertz, Don Jones, Mark Frandsen, John Hayes, Mark Nakajima.

CITY STAFF: Michael Sykes

1. CALL TO ORDER:

The meeting was called to order @ 12:12 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNIAION:

None.

3. APPROVAL NOVEMBER 7TH, 2013 SUMMARY MINUTES:

Mark Frandsen moved to accept the meeting minutes as presented. Hope Kramer seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King briefly updated the group on various activities happening in the City. He handed out a flier which outlines several holiday events that will be taking place this month throughout Forest Grove. He said that the Times Litho Committee will be meeting one more time, and then will take their findings to the City Council for recommendations. After the City council gives their recommendations, the next step would be to go out to bid to a contractor. Jeff mentioned a few new businesses in town which include a microbrew on A Street, and a micro distillery in the old cherry building. He mentioned that the EDC is still advertising on Oregon Public Broadcasting, and with Google on Google Ad Words. As a direct result of the advertising, Jeff was contacted by a hard cider manufacturer who is interested in possibly locating their business in Forest Grove. Jeff said he will be attending the 11th Annual Oregon Leadership Summit next Monday, December 9th. Looking forward to January, Jeff reminded everyone that the Boards & Commissions Dinner is coming up, and also the Northwest Food Processor Conference is in January, which Forest Grove will be attending again along with Team Oregon.

5. BUSINESS:

A. McMenamins Host Update:

Hilary Olivos who is one of the managers at McMenamins stopped by to update everyone on what is happening @ the Grand Lodge over the holidays. First she

explained a new program that McMenamins has recently rolled out called The McMenamins Passport. A fellow McMenamins employee named Catherine Buck was also on hand to explain this new program as she is the very first person to complete her passport. The idea is to visit each McMenamins location / property in order to get your passport stamped. McMenamins owns locations as far north as Bothel, WA, and as far south as Roseburg, OR. It is not necessary to purchase anything in order to get your passport stamped. Completing a passport also includes other perks such as three free hotel nights at any McMenamins hotel, a free “Cosmic Tripster” keychain, and happy hour prices on all drinks Sunday through Thursday’s, all day long. The purchase price of a McMenamins Passport is \$20.00. Next Hilary announced that the Grand Lodge has recently hired a new chef who will be changing / updating the menu at the Grand Lodge somewhat with some new dishes. She also reminded everyone that McMenamins serves breakfast seven days a week. She said that “Breakfast with Santa” had already sold out, but that tickets to see the Dickens Carolers were still available. Hilary also mentioned that there are New Year’s Eve packages still available, and that the Grand Lodge has just received a liquor license to sell their hard liquor in bottles. This is the same liquor used to make mixed drinks already available in the bar(s) @ the Grand Lodge. Lastly, Hilary announced that for the first time ever, the Grand Lodge has hired a permanent, full-time gardener to maintain their beautiful grounds around the building.

B. Chamber of Commerce Update:

Howard Sullivan announced that approximately 150 – 200 people attended the tree lighting ceremony this year on November 30th, 2013. He thanked everyone involved for their help. Howard also reminded everyone that the annual Chamber wine raffle is currently underway, and that tickets are still available. The first place winner of the wine raffle receives 50 bottles of wine. Next Howard noted that membership is up, and that there are approximately 230 members at this time. He explained that he now has adequate volunteer help to have afternoons covered. He said he has volunteer help from the senior center and from students @ Pacific University.

C. Boards & Commissions Dinner:

Jeff King announced that the annual Boards & Commissions Dinner will be held on January 30th this year. He said that the EDC will have a Power Point presentation to present there, and that he hopes everyone from the EDC is able to attend.

D. EDC Operating Goals:

Jeff King referred to the “Meeting Operations Proposal” that is included in the hand out for today’s meeting that was drawn up after last month’s meeting. It outlines a new format for the upcoming EDC monthly meetings. He then asked

Howard Sullivan and Jon-Michael Kowertz how often they would like to give updates about the Chamber of Commerce, and the Small Business Development department @ PCC. They both responded that a quarterly update would be sufficient. Jeff explained that the goal of the new format is to have an agency from the surrounding areas attend every other month to educate the EDC members about their role and how they function. Then, every other month the plan is to have a small business from Forest Grove attend to describe their business, their experience in Forest Grove, what drew them to Forest Grove, and how they are currently doing with their operations. It was agreed that both big and small businesses would have valuable information to share with the group. Mark Frandsen stressed that the key to selecting speakers and / or businesses to present at future meetings is to ask, "What can we learn from them that can be used to achieve the EDC goals." Hope Kramer said that she did keep that idea in mind when she made the proposed outline for future meetings. Michael Sykes said that Intel would be an obvious choice for a large business to ask to come and speak, and that also the Washington County Visitors Association (WCVA) would be a great choice as they have money to invest in Washington County, and it is a great way to make lasting relationships and connections. The general consensus after a lot of discussion by the members was that inviting agencies that can give a forecast of where things are headed economically in the Portland area would be the best use of meeting time. The top choices of agencies to invite were: Intel, Greater Portland Inc., Westside Business Alliance, WCVA, & Metro. Mark Frandsen also suggested inviting County Commissioner Bob Terry, and Clean Water Services. Tim, Hope, Jeff, and Michael all agreed to meet to choose from the list of top choices, and to set up times for them to attend future meetings.

E. Strategic Plan & Goals Update:

Jeff King circulated two additional handouts pertaining to the strategic plan and goals of the EDC. He spent a few minutes going over the current make-up of the subcommittees and their members. Michael Sykes asked if the committees could be re-evaluated and then updated. He mentioned that there could be an e-mail created and sent to members to ask them if they want to continue on the same committee, or to possibly change to a different committee, or to perhaps serve on more than one committee. After much discussion it was decided that in the coming month that each committee will evaluate the strategic plan and how it pertains to their particular committee. Then when the EDC meets next, each committee can give their input and recommendations they have reached after evaluating their roles in the strategic plan.

6. COUNCIL COMMUNICATIONS:

None due to time constraints.

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McMENAMINS GRAND LODGE -- ALICE INKLEY ROOM
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7. STAFF & BOARD MEMBER COMMUNICATIONS:

None due to time constraints.

8. ANNOUNCEMENT OF NEXT MEETING:

EDC Chair Tim Budelman announced that the next EDC meeting will be held on January 9th, 2014 @ 12:00 noon, @ McMenamins Grand Lodge in the Alice Inkley Room.

9. ADJOURNMENT:

The meeting was adjourned by EDC Chair Tim Budelman @ 1:30 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: _____
EDC CHAIR