

Chair – Betsy Brower

Members Present: Devon Downeysmith, MJ Guidetti-Clapshaw

Members Absent: David Andersen, Tom Cook

Staff Present: Bryan Pohl, Dan Riordan

Council Liaison: Malynda Wenzl

Student Advisor: Briana Larios

Community Communication: None

Minutes Approval: Devon made the motion to approve the December meeting minutes. MJ seconded the motion. The December minutes were approved as written.

COUNCIL LIAISON UPDATE: Malynda Wenzl provided the Council Liaison report.

- A new City Councilor, Val Valfre, was appointed to fill the City Council vacancy left by Councilor Matt Vandehey's resignation. Malynda Wenzl will remain CCI liaison for the foreseeable future. Councilor Wenzl also provided an update on the Community Enhancement Program Committee grant approval process. Grant applications are due between March and April. The public can make a pitch to help fund a project that will benefit the City; City Council will vote on which projects to fund. Each applicant needs to meet only **one** of the criteria as listed here on the City website: <http://www.forestgrove-or.gov/citycouncil/page/community-enhancement-program-committee>.
- January 18 is the Board & Commissions thank you dinner. Councilor Wenzl encouraged the committee to attend. Spouses are welcome. CCI should create a PowerPoint to present on items accomplished in the past year, as well as issues currently being worked on for the upcoming year. This presentation is a good opportunity to make sure other Boards & Commissions know how CCI can serve as a resource to them. Betsy and MJ will plan the presentation and present it to the group.
- The week after the Annual Town Meeting, City Council will host its annual retreat to discuss goals for the new year.
- In-town density was an issue discussed at a recent City Council meeting; the measure was not passed by City Council. Council recommended that the Planning Commission approve additional density; the measure is back with the Planning Commission for additional review.

BUSINESS:

Annual Town Meeting:

- Devon is working to get quotes for food and beverage, and will provide additional information this week.
- Promotion: the group reviewed Devon Downeysmith's ATM promotional plan and assigned action items. Of note:
 - Bev Maughn has worked to facilitate a Facebook Live broadcast and stream the meeting live on cable access.
 - Bev is also adding information on the ATM in the utility bill.
 - The ATM will be advertised in the Forest Grove News-Times.
 - ATM information is posted on the Fire Station reader board. Dan Riordan to add text for a second message promoting the town hall portion of the meeting.
 - Lawn signs are being considered.
 - Banners are in production and will be hung in high visibility areas soon.
 - Betsy reached out to Briana for information on flyers. If Briana is unable to produce the flyers, MJ will take care of them by EOD 1.8.18.
- The group also created a draft agenda for the ATM, and scheduled a special CCI meeting next week to continue discussing logistics and outreach.

NEXT MEETING: The group will reconvene on Tuesday, January 9 from 5:30-6:30pm. MJ or Briana will have flyers completed and printed to distribute at the meeting.

MEETING ADJOURNMENT: The meeting was adjourned at 7:00 PM by Chair Betsy Brower

Respectfully submitted,
Devon Downeysmith