

*Please review
for your info
next meet to make
plans for the
annual mtg*

WCCAO Executive Committee Minutes
May 17, 1994⁵

Present:

Shirley Huffman, Cindy Hirst, Bob Shoemaker, Greg Zuffrea, Sherry Robinson and Jerralynn Ness.

Minutes:

Cindy moved and Greg seconded that the April 10, 1995 minutes be approved as submitted. Motion carried.

Annual Meeting:

The committee agreed to the following plan for WCCAO's Annual Meeting:

- When:** June 20, 1995
- 5:00 - 6:00 - Tours and Social Hour
 - 6:00 - 6:30 - Business meeting
 - * Election of members and officers
 - * Approval of 1995-96 Budget and Workplan
 - 6:30 - 7:15 - Dinner by Reedville Cafe; picnic style
 - 7:15 - 8:00 - Program
 - * Recognition of outgoing Board members and officers
 - * Installation of 95-96 officers
 - * Recognition of key supporters

Who: WCCAO Board members & spouses; key staff and spouses; special guests (Bruce Nicholsen and Gary Miller from Silco; Sid Scott, Architect)

The dress will be very casual as we will be in an unfinished building holding a picnic!

Board Elections:

Cindy reported that Gordan Faber, Shirley Huffman, Russ Wilkinson and Katrina Pirkle had agreed to be nominated to another term. Shirley reported that Centro Cultural had selected Pricilla Orozco as their representative. Shirley also had been in contact with Craig Kinney from Intel to see if he would be interested in serving on the Board. He will get back to Jerralynn with his decision. If Craig isn't able to serve, Cindy will extend an invitation to Barbara Smith from US Bank, with Pat Bremkamp from Toshiba as a back up. Jerralynn will re-contact the Mayor of Tigard and ask him to consider a membership seat with a designee appointed to represent him. Jerralynn is also extending an invitation to Representative Chuck Carpenter, Oregon Human Development Corporation and a family served by WCCAO.

An officers slate was developed as follows: Chair, Cindy Hirst; Vice Chair, Dick Porn; Treasurer, Greg Zuffrea; Secretary, Maria Loreda; At-Large, Shirley Huffman and Jeff Fish. Cindy will contact the nominees to see if they will accept.

Annual Meeting Program:

If selected by then, introduction of the 1996 Honorary Chair; recognition of Building Committee members: Russ, Dick P. and Leon; recognition of Contractor and Sid Scott, Architect; recognition of Gary Conkling for his work with Tualatin Valley Housing Partners; installation of Incoming Officers; and recognition of outgoing Chair and Executive Committee members. Shirley, Jerralynn and Cindy will deliver the program.

WCCAO's New Name:

Jerralynn announced that from the two names presented by the Board to staff that "Community Action Organization" was selected. It is now time to practice saying "I am a Board member of the Community Action in Washington County" or "I work for Community Action in Washington County" and to drop WCCAO from our vocabulary! Discussion followed. The committee requested that staff check with the State Corporation Division to make sure that the new name is acceptable.

Transition to Phase III of the Capital Campaign:

Jerralynn reported that Phase II of the campaign is coming to a close with the completion of the new building. The balance of funds needed will become part of Phase III, retire the debt strategy. The Board will have the primary responsibility for campaign leadership. The Collins Group will provide a training to the whole Board to prepare them for this role.

Membership Attendance:

The revised By-Laws distinguish between excused and unexcused absences. The committee discussed the definition of an excused absence. By consensus it was agreed that Board members who notify WCCAO before the meeting that they will be absent, will be excused. If a Board member frequently misses Board meetings, a designee of the Board will discuss the issue with the Board member to determine if attendance can be improved or of a resignation is in order.

Thrift Store:

Jerralynn presented a recommendation to close the Thrift Store due to inadequate profits and to explore transitioning it into a clothes closet operated by a volunteer group. Discussion followed. The committee, by consensus, supported the recommendation. Greg offered a number of suggestions for the clothes closet operation.

Celebration Planning:

Jerralynn asked the committee to consider the following plan for celebrating Community Action's 30th anniversary combined with the grand opening and dedication of the new building:

Hold it on a Friday in October, when Rep. Furse and Sen. Hatfield can be present, from about 3:30 until 6:30. Provide catered hors d'oeuvres and beverages. Obtain sponsors and donated wine. Hold the dedication at about 5:30 with Linda Peters and our Congressional reps. having a role. Recognize donors and volunteers. Have donor wall in place, 94-95 annual report prepared, set up housing discrimination history display and a program display.

Discussion followed with support expressed for going this direction.

Next Meeting: Will be scheduled after elections.
jn/c/docs/board/exmn595