

Minutes
City of Gresham Community Enhancement Advisory Committee
Tuesday, September 25, 2018 6:00 p.m.
Gresham City Hall – 1333 NW Eastman Parkway, Gresham, OR 97030
Conference Room 2A

Members Present:

Michael Patrick
Shannon Chisom
Karylenn Echols, City Councilor
Shirley Craddick, Metro Councilor

Staff Members Present:

Bill Eggert
Joe Walsh
Teresa Hall (Recording Secretary)

Members Absent

Bess Wills

Visitors

Rob Nathan (Metro)
Patton Echols
Carol Rulla
Joan Albertson
Charlotte Becker

A. Call to Order

Councilor Echols convened the meeting of the Community Enhancement Advisory Committee at 6:09 p.m.

A.1 Citizen Comment – Carol Rulla provided input and recommended changes or corrections to the following documents:

- Application Document
 - Page 2 item #8 correct typo
 - Page 4 item #5 include volunteers as agents
 - Page 5 item #2 Could City Employees be allowed to participate on their own time?
- Instructions Document
 - Page 2 item E – should request permission of the owner
 - #8 Senior or Low Income
 - Page 3 item #7 language says “please” should state “required” to mention the grant in all promotional materials

A.2 Approval of Minutes: Michael Patrick moved that the committee approve the Meeting Minutes from January 16, 2018 & April 17, 2018. It was seconded by Shannon Chisom.
Vote: Unanimous

B. Approval of Grant Forms & Procedures – Joe Walsh – Attachments A1-A3

Joe Walsh walked the committee through a review of the following forms: Grant Application Instructions, Grant Application Form, Grant Exit Report. After discussion and consensus on additional recommended changes there was a motion: Shirley Craddick moved that the committee approve the documents as amended. It was seconded by Michael Patrick. Vote: Unanimous

C. Grant Communication/Promotion – Attachment B

Joe Walsh presented a communications plan coordinated by Elizabeth Coffey, Communications Manager for the City (Attachment B).

The Grant promotional plan includes using the following to promote the Grant program:

- City's Social Media Page
- City's Website
- Neighborhood Connections Newsletter
- Gresham Newsletter
- Press release to Gresham Outlook
- Press release to Metro East Community Media.
- NextDoor.com
- Word-of-mouth.

D. Budget Update and FY 2018-19 Approval

Bill Eggert presented the Committee with the budget.

E. Good of the Order

F. Adjournment

The meeting adjourned at 8:51 p.m.