

AGENDA
Mid-Willamette Valley
Council of Governments
**EXECUTIVE COMMITTEE/
ANNUAL DINNER PLANNING COMMITTEE
JOINT MEETING**

January 22, 2020
Noon
100 High Street SE, Suite 200, Salem, Oregon

1. Call to Order – *Cathy Clark*
2. Annual Dinner Update/Discussion Pg. 2-7
3. Award Nominations – *nomination information attached separately*
4. Other business
5. Adjournment

Annual Dinner Update
1/17/2020

Venue:

- Have venue reserved with same numbers as last year – **contract finalized**
- Using Iris Room (A & B) - Initial Access time – 4:30 p.m.; Final Exit time 10:00 p.m.
- Working estimate – 150 attendees
- Walk through of site & double check arrangements re: needed rentals (Denise/Karen/Renata)

Catering:

- Bon Appetit – menu selected, **confirmed** with caterer, to include dessert on table; providing linens and all table ware
- Headcount to caterer 2/12
- Table décor – Shanti Platt to deliver candle holders, battery candles, and colored doilies to COG offices – Denise will confirm number of tables
- Touch base with caterer in early February (Denise)

Annual Report:

- Department reports submitted – layout in progress (Denise)
- Cover photo ideas requested from staff
- On USB sticks? (~\$4 ea, need about 150, would include Report and presentations from event, COG logo printed on side in color, would need to order by end of January)
- Print = 80 (w/ USB) or 225 (print only)

Program:

- Updating of program document - ongoing (Denise)
- Music – none available from high school
 - Use pre-recorded?
 - Asking re: employee daughter to sing Anthem (Karen/Denise)
- AFJROTC presentation of colors – **confirmed** (\$200 donation to program)
- Keynote speaker – Kerry Tymchuk – **confirmed** (\$1000 donation to Oregon Historical Society)
- Draft and distribute scripts to Executive Committee members (Renata/Sean)

Door prizes:

- Need books from speaker (Sean taking lead)
- must be present to “win”
- other items in the ‘big basket’: wine? Need ideas/items (also need basket) (Denise taking lead)

Awards:

- Determine award recipients – 1/22 (Committee)
- Encourage award recipients to attend – determine if trying to keep the awards a secret (All)
- Have award plaques made (Denise)

Registrations:

- Processing/tracking registrations – in process
 - current registration = 81 (includes staff; last year at this point = 79) (Denise)
- Place cards – will have individual place cards (provided with nametags) so people can save their seats (Denise)
 - Options: 1.44”x3.75” (plain white or white with gold border); 2”x3.5” (plain white or ivory)
 - Cost \$14-\$27
- Name tags – will be choice of clip or lanyard (Denise)
- Invoicing registrations – anticipated to send out starting 2/10 (Darnell)
- Encourage members with no registrations to attend – list provided below (All)

Other Items:

- Need photographer – in contact with Chemeketa – will need to pay (Denise/Karen)
- Selfie-wall – Holly taking lead – has assistance from other staff
- “Passport” – Lisa taking lead – collecting questions, will have golf pencils avail for use
 - Need box/basket/other to collect passports for drawings
- Presentation Boards – managers working with Roxanne Beltz – in progress
- Embargoed press release to media – 2/18?
- February 19th – Event Day! (Everyone!)

Members not registered (as of 1/17):

Polk County

Yamhill County

Amity

Donald

Dundee

Falls City

Gates

Hubbard

Idanha

Jefferson

Lafayette

McMinnville

Mt. Angel

Newberg

St. Paul

Scotts Mills

Sheridan

Silverton

Turner

Chemeketa Community College

Salem Area Mass Transit District (Cherriots)

Willamette ESD

DRAFT Timeline for the 2020 Annual Dinner

4:30 p.m. – COG staff arrive to start set up; caterer arrives to set up bar and food service

6:00 p.m. - doors open/Reception (recorded music?) (**PPT part 1**)

6:30 p.m. - posting of colors (10-15 mins?), national anthem

6:45 p.m. – *Cathy Clark* - Welcome (5-10 mins), intro of 2019 Board (stand for applause)

6:50 p.m. – *Maria Pope, PGE* (5-10 mins)

7:00 p.m. – Dinner; musical interlude (live/recorded music) ??

7:30 p.m. – Keynote: Kerry Tymchuk – introduced by Cathy Clark

8:00 p.m. - *Cathy Clark* – intro of staff (stand for applause) and Annual Report (10-15 mins?)
(**PowerPoint slides**)

8:10 p.m. - Awards (5 @ 5-10 mins each) [note: asking past recipients present to stand for each award]

- Regional Cooperation (Project) award – _____ - *presented by* _____
(**Project PowerPoint slides**)
- Wes Kvarsten award – _____ – *presented by* _____ (photo) (**PPT Part 3**)
- Gwen VanDenBosch award – _____ – *presented by* _____
(photo)
- Chair's Choice award – _____ – *presented by Cathy Clark* (**Photo**)

Adjourn (no later than 9:30, hopefully) – *by Cathy Clark*

Encourage to stay and visit

Thank You...

to all those who have helped make this
occasion a success.

- ◆ Our Keynote Sponsor: Portland General Electric
- ◆ The City of Keizer for hosting the 2020 MWVCOG Annual Dinner
- ◆ Bon Appetit for the buffet
- ◆ McNary High School AFJROTC for Presentation of the Colors
- ◆ _____ For the National Anthem
- ◆ _____ For providing the music
- ◆ Planning Committee members: Mayor Cathy Clark, Jackie Franke, Mayor John McArdle, Councilor Roxanne Beltz, Sean O'Day, Karen Odenthal, and Denise VanDyke
- ◆ COG Staff for assisting every step of the way



Annual Dinner & Awards Presentation

Wednesday, February 19, 2020

**Host: City of Keizer
Keizer Community Center
930 Chemawa Road NE
Keizer, Oregon**



100 High Street SE, Suite 200
Salem, Oregon 97301
503-588-6177
www.mwvcog.org

The Awards:

The Gwen VanDenBosch Regional Leadership Award

recognizes an elected official in Marion, Polk or Yamhill County who demonstrates outstanding leadership in regional, intergovernmental affairs.

The Wes Kvarsten Professional Service Award recognizes a staff person or volunteer working for or on behalf of one or more member governments within the region who has exhibited sustained commitment in support of regional, intergovernmental cooperation.

The Regional Cooperative Project Award recognizes a partnership of local governments within the region for a project or initiative that enhances intergovernmental cooperation.

The Chair's Choice Award recognizes an individual or group for an achievement or effort that the Board Chair feels is deserving.

Keynote Sponsor



PROGRAM

6:00 pm.—Reception

Presentation & Posting of Colors....McNary High School AFJROTC

Call to Order/Welcome.....Mayor Cathy Clark, City of Keizer
Chair, 2019 Board of Directors

Words from our Keynote Sponsor: Portland General Electric

7:00 p.m. Buffet Dinner

Keynote Speaker:

Kerry Tymchuk, Executive Director, Oregon Historical Society

Annual Report.....Chair Clark

Award PresentationsCOG Executive Committee

Regional Cooperation Award.....

Wes Kvarsten Award.....

Gwen VanDenBosch Award.....

Chairman's Choice Award.....

Adjournment.....Jackie Franke, Chemeketa Community College
Chair, 2020 Board of Directors



KERRY TYMCHUK

Kerry Tymchuk serves as the Executive Director of the Oregon Historical Society. Founded in 1898, OHS is the designated steward of Oregon's history. Kerry has been named by the Portland Business Journal as "The Most Admired Non-Profit Executive in Portland," and in 2018 received the "Oregon Statesman of the Year Award" from Oregon Business Industry.

A native of Reedsport, Kerry is a 1981 graduate of Willamette University and a 1984 graduate of Willamette University College of Law. Prior to assuming the helm at OHS in April 2011, Kerry earned a reputation as one of Oregon's most respected public servants. His career included service as a Marion County Deputy District Attorney, Director of Speechwriting to U.S. Secretary of Labor Elizabeth Dole, Director of Speechwriting and Legal



Counsel to U.S. Senator Bob Dole, and Oregon Chief of Staff to U.S. Senator Gordon Smith.

Kerry co-authored with the Doles in the writing of four books: *Unlimited Partners* with Bob and Elizabeth Dole, *Great Political Wit* and *Great Presidential Wit* with Bob Dole, and *Hearts Touched With Fire* with Elizabeth Dole. He also worked with four Oregon business icons in the writing of their autobiographies: *One Tough Mother* with Columbia Sportswear Chairman Gert Boyle; *Vintage Merlo* with former Louisiana-Pacific CEO Harry Merlo; *No Small Potatoes* with Al Reser, the late chairman and CEO of Reser's Fine Foods; and *American Dreamers*, with Ken Austin, the Founder of A-dec.

A four-time champion on the popular television game show *Jeopardy*, Kerry is active in the community, serving on the board of trustees of AAA-Oregon, and Willamette University. Kerry and his wife, Becky, reside in Beaverton, and are the parents of two children.



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