



WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE MINUTES

August 29, 2023 at 6:30 PM

Wilsonville City Hall & Zoom (<https://us02web.zoom.us/j/85731711721>)

CALL TO ORDER – Meeting was called to order at 6:30 pm.

1. Roll Call

ATTENDANCE

Caroline Berry

Amy Day

Maripat Hensel

Joann Linville

Nik McGee

Devon Thorson

Metro Council Liaison Gerritt Rosenthal

STAFF

Zoe Mombert

Ronak Sameer-Asita

After the roll call, Zoe introduced Ronak to the Committee.

CONSENT AGENDA

2. Metro-CEC Minutes 5/22/2023 – Joann Linville made a motion to approve the May 22, 2023 Minutes. Caroline Berry seconded the motion. Motion passed unanimously.
3. Metro-CEC Minutes 5/30/2023 - Joann Linville made a motion to approve the May 22, 2023 Minutes. Caroline Berry seconded the motion. Motion passed unanimously.

NEW BUSINESS

4. **Chair and Vice-Chair Selection** – The Committee selected a Chair and Vice-Chair as required by the Bylaws. Devon Thorson made a motion to appoint Amy Day as Chair. Motion was seconded by Joann Linville. Motion passed unanimously. Amy Day made a motion to appoint Maripat Hensel as Vice-Chair. Motion was seconded by Caroline Berry. Motion passed. (Aye – 6, No – 0, Abstain – Hensel)

PROGRAM UPDATES & DISCUSSION

Wilsonville – Metro Community Enhancement Committee

August 29, 2023

5. **Program Overview** – Staff provided an overview of the program’s grant requirements. Revenue from FY 22-23 and expected revenue for FY 23-24 for both the Community Enhancement Fee and Community Investment Fee Program.
6. **Application Material Review** - The Committee voted to remove the program preferences. Chair Day made a motion to remove the grant application preferences. It was seconded by Caroline Berry and the motion passed unanimously.
7. **Outreach Plan**
Overall the committee is comfortable with the grant application. They provided suggestions for future outreach efforts and program modifications including:
 - Committee is interested to know if they can award grants directly rather than requiring the reimbursement process. Staff to review IGA with metro.
 - Chair is interested in having a simplified process for smaller grants. Amy will bring back suggested grant application language to the next meeting.
 - Committee is interested in using funding to provide grant writing assistance to non-profit applicants
 - Staff to evaluate grant writing resources and provide feedback on the city managing the project, if it were a grant proposal for the 2024 grant cycle.
 - Committee is interested in mentoring for grant applicants.
 - Members of the committee could nominate local non-profits to apply.
 - Committee requested that the current contact list be updated by calling the organizations, informing them of the grant and getting updated emails and addresses.
 - Suggested providing the invitation to Civics Academy participants to share the grant opportunity with their networks.
 - Add a list of projects that have been funded to the back of the grant information letter for examples of possible projects.
 - Committee suggested adding a testimonial about the grant process, possibly using video.
 - Committee suggested reaching out to the local schools/school district, OIT and CCC to share the grant opportunity.

Committee will meet on September 14th to discuss upcoming grant cycle.

ADJOURN – Meeting adjourned at 7:21 pm

NEXT MEETING - September 14, 2023 at 6:30 pm