



MINUTES
ARTS & COMMUNITY EVENTS
ADVISORY COMMITTEE MEETING
1300 NE Village Street
Fairview, OR 97024
April 24, 2013

PRESENT:

Renaye Delano
Rob Pierson
Jeff Arnold
Sherry Fox Hames
Tamie Arnold, Council Liaison

STAFF:

Devree Leymaster, City Recorder
Heather Martin, City Attorney

1. INTRODUCTIONS

Committee Members and Staff introduced themselves.

2. PRESENTATION BY CITY ATTORNEY

City Attorney Heather Martin reviewed FMC 2.17 and the mission of the ACEAC as outlined in FMC 2.17. Other items reviewed included:

- definition and actions of a quorum;
- public meeting law;
- meeting notice requirements;
- definitions and examples of actual and potential conflicts of interest; and
- public records disclosure and examples i.e. emails between committee members regarding committee business.

The Committee discussed the definition of the term *Advisory* in the ACEAC title. City Attorney Martin stated the ACEAC is a governing body and is subject to Public Meeting Laws. Per the intent and language of FMC 2.17 the ACEAC is to act in an advisory capacity to City Council. The Committee could request the code be revised to identify the ACEAC as an action committee, authorizing the committee to make decisions based on criteria set forth by City Council.

Councilor Arnold inquired if the language of FMC 2.17.060(G) referring to working cooperatively with other groups is applicable and current. The Fairview Community and Arts Council should be removed as it no longer exists and other applicable organizations added if needed.

Councilor Arnold stated at the next City Council meeting she would inquire and clarify, in what capacity and at what decision making level, City Council would like the ACEAC to act.

3. ELECT OFFICERS

Committee Member Delano nominated Committee Member Fox Hames for Chair and Committee Member Arnold seconded. Committee Member Fox Hames was appointed Chair by unanimous vote.

Committee Member Delano nominated Committee Member Arnold for Vice Chair and Chair Fox Hames seconded. Committee Member Arnold was appointed Vice Chair by unanimous vote.

4. COMMITTEE BYLAWS

The Committee reviewed the language of the draft by-laws and commented as follows.

- Clarify definition of *Advisory* – potentially change based on input from City Council.
- Clarify if permission is needed prior to requesting information or assigning projects for staff support services (2. b. Duties & Activities). Chair Fox Hames would request clarification from the City Administrator. Input language if needed.
- Define the role of Council Liaison. Add language under 2. Duties & Activities, item f. Language based on input from City Council. City Recorder Leymaster would research language examples for consideration.
- Meetings will ordinarily begin at 6:00PM and end no later than 7:30PM (3. a. Meetings).
- Change “newly revised” to “most current revision” of Roberts Rules of Order (3. g. Meetings).

The Committee agreed during discussion of the by-laws that *Public Wishing to Speak on Non-Agenda Items* would be added to the beginning of future agendas. Public input is important and the ACEAC wants to encourage and support it, but meetings need to be productive. The Chair would limit time based on number of persons wishing to speak and amount of discussion items on the agenda.

5. MEETING FREQUENCY, LOCATION, AND TIME

During Committee discussion it was agreed the Committee would meet in the Park View Conference Room, typically on the 2nd or 4th Wednesday of the month. The next meeting date would be determined at the prior meeting. This scheduling would allow the Committee to be flexible in meeting the needs of potential events and deadlines.

Committee Member Delano moved to set meeting times; beginning time at 6:00PM and ending time at 7:30PM. The motion was seconded by Vice Chair Arnold. The motion was approved by unanimous vote.

6. TENTATIVE AGENDA ITEMS

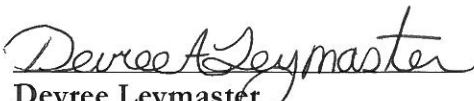
Review & Adopt Committee Bylaws
Discuss Committee Goals
National Night Out

7. ADJOURNMENT

Committee Member Delano moved to adjourn and Committee Member Arnold seconded. The meeting was adjourned at 7:35PM by unanimous vote.


Sherry Fox Hames, Chair


Date


Devree Leymaster
City Recorder