

Publicity Committee Minutes -
February 20, 2019
Location: Portland Bureau of Transportation, Portland, OR

Committee Members attending: Fred Corona, Scott Clement and Kitty Davis.

Minutes

Announcements and Introductions:

- a. Fred called meeting to order at 9:00 am and introductions were made.
- b. Draft minutes from 01.15.19 reviewed. Motion made by Fred and 2nd by Scott. Approved. Kitty to post on website.
- c. Chair Statement: none

Old Business:

- a. RFP Process: Members discussed Scope of Work, Background Information, Objectives, Proposal Submittal and Evaluation Criteria. Target date for RFP to go out: April 12, 2019. Will post on OUNC website and contact via email interested parties. May 8th the committee will have reviewed all submitted and scored using evaluation criteria. If needed, the committee would ask top 2 candidates to present in June. Pricing Sheet was discussed. (see Attachment 1)

New Business:

- a. Hillsboro Hops 2019 Sponsorship – Fred asked Kitty to have Matt sign new proposal. Budget for 811 swag was set at 1K.
- b. Fred needs financial statements from Joyce and provide to Scott Clement.
- c. Fred will email PM to add Scott to receive approved orders online.

Next Meeting: TBD

Motion to adjourn the meeting made by Scott and 2nd by Micah.

Adjourned at 10:40 a.m.

Submitted by Kitty Davis on Feb.25, 2019.