

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.

Attachment 1

Pricing Sheet

Please provide the following promotional item requests:	This column will show if promo item was produced inhouse or outsourced
1.) Outdoor banner on vinyl- 4'H x 6'W, 4-color Price to reflect qty of 1 banner turnarund time?/how many business days?	Check box that is applicable: <input type="checkbox"/> Inhouse or <input type="checkbox"/> Outsourc ed
2.) Embroidery on baseball cap Provide sample: mail product sample to 305 N.E. 102nd Ave., Suite 300, Portland, OR 97220 Attn: Kitty Davis/OCC *using the logo attached Pricing to reflect qty's of: 10, 50, 100 turnarund time?/how many business days?	<input type="checkbox"/> Inhouse or <input type="checkbox"/> Outsourc ed
3.) Laser etching on 12 oz glass; logo prints 1/c Pricing to reflect qty's of: 6, 24, 72 turnarund time?/how many business days?	<input type="checkbox"/> Inhouse or <input type="checkbox"/> Outsourc ed
4.) 8.5"X11" Tri-Fold brochure 80# glossy paper Pricing to reflect qty's of: 500, 1,500 and 2,000 turnarund time?/how many business days?	<input type="checkbox"/> Inhouse or <input type="checkbox"/> Outsourc ed
5.) Screen printing on mens crewneck t-shirt (cotton/poly) logo prints 4/c on front pocket Pricing to reflect qty: 25, 50, 100 show sample on ????? turnarund time?/how many business days?	<input type="checkbox"/> Inhouse or <input type="checkbox"/> Outsourc ed
6.) Award plaque -cherry finish plaque w/ engraved plate (7"X9") turnarund time?/how many business days? Price to reflect qty: 1	<input type="checkbox"/> Inhouse or <input type="checkbox"/> Outsourc ed