



Gladstone Community Center Advisory Board Meeting Agenda
Tuesday, September 19, 2023, 3:30 pm-5:00 pm
City Hall Council Chambers, 18505 Portland Avenue

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

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CALL TO ORDER

- a. Roll call of advisory board
- b. APPROVAL OF MINUTES FROM August 15, 2023

BUSINESS FROM THE STAFF - General Updates – Tiffany Kirkpatrick, Community Services Manager

- a. *Music on the Green* – how did it go?
- b. *Center will host Annual Volunteer Appreciate BBQ for all City volunteers – Friday, October 6, 2023 from 5:00 – 6:30 p.m.*
- c. *Center will host the Annual 50th Anniversary Dinner on Saturday, October 30, 2023 from 4:00-5:30 p.m. – sponsored by the Gladstone Seniors Foundation*

BUSINESS FROM THE BOARD – Mindy Proski, Chair/Board

- a. Senior Center Advisory Board is **officially renamed:** Community Center Advisory Board – YAY!!
- b. Board members discussion: (**see handout**) – Position descriptions; application process; who has the final decision for placement on committee? How many positions per committee are open?
 1. Ad Hoc Committee Names –
 - a. Community Center Winter Market Planning Committee (October 9-December 9)
 - i. Positions/roles needed for market + review applications by staff (all of Oct)
 - b. Gladstone’s Music on the Green Planning Committee (tba)

- i. Positions/roles needed music series + review applications by Community Services Manager, with support, if by possible, by Marci Jory, Tourism & Economic Development Coordinator and Community Center Advisory Board

BUSINESS FROM THE AUDIENCE

- a. Gladstone Senior Foundation update

NEXT MEETING: October 17, 2023

ADJOURN

MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

The Civic Center is ADA accessible. Hearing devices may be requested from the City Recorder at least 48 hours prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder at bannick@ci.gladstone.or.us. Staff will do their best to respond in a timely manner and to accommodate requests.

GLADSTONE SENIOR CENTER ADVISORY BOARD MINUTES FOR AUGUST 15, 2023

Meeting was called to order by Chair Mindy Proski at 3:29 P.M.

ROLL CALL:

Chair Mindy Proski, Evelyn Johannesen, Sylvia Kelner, Roxanne McMullin, Josie Whitaker, Maria Mitchell, Simona Gherghisan

ABSENT:

None

STAFF:

Tiffany Kirkpatrick, Community Services Manager; Hayley Kratz, Office Assistant; Jacque Betz, City Administrator

Chair Proski called the meeting to order. She advised that the City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to the extent reasonably possible, to make all meetings accessible remotely through technological means and provide the opportunity for members of the general public to remotely submit oral and written testimony during meetings to the extent that in-person, oral, and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Chair Proski went over the agenda for the meeting.

APPROVAL OF MINUTES:

Roxanne McMullin made a motion to approve the minutes from the July 18, 2023 meeting. Motion was seconded by Josie Whitaker. Ms. Kratz took a roll call vote, and the minutes were approved with a unanimous vote.

BUSINESS FROM STAFF:

Ms. Kirkpatrick said that they have only been progressing at the Center and she thanked the Advisory Board for making things happen. She said attendance has improved and folks are excited to see all the changes and new programs.

a) Music on the Green Events:

Ms. Kirkpatrick said a lot of community members attended the event, along with regulars from the Center. The bands did a good job - it was a lively evening. She received positive feedback and people are excited about the next event. They are always looking for different bands. The next event will be on Friday, September 8th. The theme is jazz and blues.

b) American Legacy Construction:

They do their best to try to work around construction projects going on. They have to make the construction work happen because they asked for it/paid for it/received a grant, but they also have to make sure they provide the activities for people. Everything is going well – the wall is up. The tables are being built - they used several of the finished ones today and they are wonderful.

c) Mural:

Cathy Rowe is the artist, and the mural is beautiful.

d) New Signage in front of the Center:

The sign now says: “Gladstone Community Center – the Spirit of Generations”.

The Friday bingo games will start up again in September. They are led by the Rotary Club. They will be held every third Friday of the month.

Everyone agreed that the Center is beautiful, and its personality is starting to surface. Chair Proski said she appreciates every person that had a hand in it.

BUSINESS FROM THE BOARD:

a) Community Festival Informational Booth:

Sylvia Kelner said she and Roxanne McMullin were there on Saturday. There was some confusion regarding the location of the booth. They had a lot of people come through and received a lot of positive feedback regarding the change to a Community Center. They thanked Ms. Kirkpatrick for helping make that happen.

b) Discussion regarding revisions on the “Boards, commissions, and committees” and renaming the Advisory Board:

Ms. Betz said she went through the proposed changes. She feels they need to have another discussion regarding membership. She feels comfortable moving forward with an ordinance, asking the City Council to amend an ordinance that formally changes the name of the Senior Center Advisory Board, changes the duties, and membership. This could be done on September 12th and would go into effect in 30 days.

She explained what an ad hoc committee means – a public body created by the Council for a particular purpose, issue, or need. Instead of adding members to the board they could have a new function as the Advisory Board and make recommendations to the City Council to create certain ad hoc committees, such as getting volunteers for certain events/functions/purposes. It would take approximately thirty days to put an ad hoc committee together. Everyone liked the idea.

A motion was made by Roxanne McMullin to amend Chapter 2.70.010 of the Gladstone Municipal Code (GMC), (Established -- Purpose), inserting a new #5 that says, “Recommend ad hoc committees for the City Council to create for a particular purpose, issue, or need”, for presentation to the City Council. Motion was seconded by Josie Whitaker. Motion passed with a unanimous vote.

Chair Proski and Ms. Kirkpatrick will work with Ms. Betz on a staff report to go to the City Council on September 12th. At the October 17th meeting the Board will discuss what ad hoc committees they would like to create. There was discussion regarding some ideas for committees.

BUSINESS FROM THE AUDIENCE:

None.

BUSINESS FROM THE SENIOR FOUNDATION:

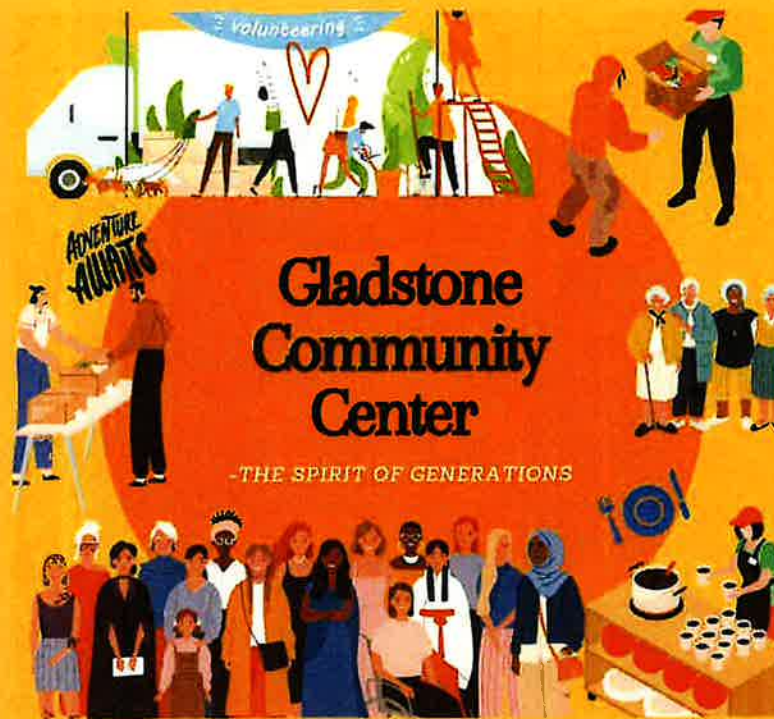
None.

ADJOURN:

A motion was made by Josie Whitaker to adjourn the meeting. Motion was seconded by Evelyn Johannesen. Motion passed with a unanimous vote. Meeting was adjourned at 4:15 P.M.

UPCOMING MEETING:

September 19, 2023 - 3:30 P.M. in Council chambers



handout for gladstone community center advisory board

Suggested Positions for Community Center Winter Market Committee:

- 1. Community Event Evaluator:** Very comfortable with computers and Word program, Access to email, to Create, Distribute and analyze surveys from the community about the event. Provides insight and data collection to give feedback on the value and impact of the event on the community. Works with Center Staff.
- 2. Media Coordinator:** Very comfortable with computers and Word program; Access to email to Create map of vendor booths, parking instructions; communicates with vendors about details of event (set-up, clearing out vendor booth number); creates an email/phone contact list of all accepted vendors for communication of market. Works with Center Staff.
- 3. Event + Entertainment Coordinator;** Very comfortable with computers, phone contact, making requests to performers, or other entertainment as a donation of time. Assist Center staff to support the entertainment happening at the market, before event and during. Creating a space for entertainment in the center for music and Santa visit.

