

# Wilsonville Tourism Promotion Committee

## MEETING AGENDA

Thursday, December 1, 2016 • 10 am – 12 pm

Willamette River Room, Wilsonville City Hall

### VOTING MEMBERS

**Jeff Brown, Chair**  
General Manager,  
Holiday Inn Wilsonville

**Darren Harmon**  
General Manager,  
Family Fun Center

**Al Levit, Vice Chair**  
Bike Club Coordinator;  
Wilsonville Planning  
Commissioner

**David Stead**  
General Manager,  
Langdon Farms Golf  
Club

**Elaine Swyt**  
Principal,  
Mediaphysics;  
Wilsonville Parks &  
Recreation Advisory  
Board Chair

**Karla Tovar,**  
Marketing  
Communications and  
Tourism Specialist,  
World of Speed  
Museum

### ADVISORY / EX-OFFICIO MEMBERS

**City of Wilsonville**  
City Councilor  
Charlotte Lehan,  
Council Liaison  
VACANT, Parks &  
Recreation Director  
Brian Stevenson,  
Parks & Recreation  
Coordinator  
(designee)

**Clackamas County  
Tourism & Cultural  
Affairs (TCA)**  
Danielle Cowan,  
Director  
Jim Austin, Community  
Relations Lead  
(designee)  
Samara Phelps,  
Development Lead  
(designee)

**Washington County  
Visitors Association  
(WCVA)**  
Carolyn McCormick,  
President/CEO  
Sylke Neal-Finnegan,  
VP/Marketing &  
Communications  
(designee)

**Wilsonville Area  
Chamber of  
Commerce**  
Kevin Ferrasci  
O'Malley, CEO

### STAFF

Mark Ottenad,  
Public/Government  
Affairs Director

- 1. Welcome & Introductions** **10:00**
  - Committee members and guests self-introductions
  
- 2. Committee Business/Updates** **10:10**
  - Resignation of Kathleen Mason, Old Aurora Colony Museum / Aurora Colony Historical Society: Position #1, term ending 6/30/19
  - Approve Meeting Notes of prior meeting on Oct. 27, 2016 \*
  - 2017 Committee meetings schedule: regular and special meetings ■
    - Date change request for City Community Tourism Grant Program applications review and award from Thur, Feb 23, to Wed, Feb 22
  - Other Updates: City staffing changes; visitor profile study
  
- 3. Tourism Program Consulting RFP** **10:25**
  - Draft-3 of Request for Proposals (RFP) for Tourism Development & Operations Coordinator Consultant \*
  
- 4. Tourism Website** **11:10**
  - Draft City Contract Scope and Rates Exhibits for Chamber of Commerce Tourism Website hosting and management ■
  
- 5. New Business** **11:40**
  - Clackamas County Tourism Strategic Priorities for 2017-2021 Meeting: Wed, Dec. 14, 3:30-5:30 pm, at World of Speed Museum ■
  
- 6. Next Steps** **11:50**
  - Finalize draft RFP and website contract; draft itemized budget; contact Visitor Profile Study consultants for cost estimate
  - Meet or Cancel Committee meeting set for Thur 12/8 10 am – 12 pm

\* materials in packet    ■ materials at meeting