

# Wilsonville Tourism Promotion Committee

## MEETING AGENDA

**April 5, 2016 • 3:30 pm – 4:30 pm**

Arrowhead Creek Room, Second Floor  
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

**Kathleen Mason**  
Community Relations  
Manager, Aurora  
Colony Historical  
Society

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

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

### ADVISORY / EX-OFFICIO MEMBERS

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

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

**Washington County  
Visitors Association  
(WCVA)**  
Carolyn McCormick,  
President/CEO

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

### STAFF

City of Wilsonville  
Mark Ottenad,  
Public/Government  
Affairs Director

- 1. Call to Order; Welcome & Introductions** **3:30**
  - Jeff Brown, Chair
  
- 2. Organizational Matters** **3:35**
  - Re-cap of last meeting — Meeting notes of March 1 \*
  - Committee appointments: Scheduled for June 6
    - Kathleen Mason – Position #1: 7/1/16 – 6/30/19
    - Elaine Swyt – Position #2: 7/1/16 – 6/30/19
    - \_\_\_\_\_ (vacant) – Position #7: ending 6/30/18
  
- 3. Tourism Plan at City Council** **3:40**
  - Staff Report and Draft Plan for April 4 presentation at City Council Work Session \*
  - Review of April 4 work session presentation with City Council about recommendations of Draft Tourism Plan
  - Modify plan as needed; approve any modifications as Committee recommendation to City Council
  - City Council Adoption of final revised Plan: Mon, April 18, 8 pm (approximate timeframe)
  
- 4. Tourism Website Page Mock-up Review** **4:00**
  - Elaine Swyt, Online/Marketing Subcommittee
  
- 5. Tourism Grant Programs Updates** **4:25**
  - Results of City “Community Tourism Grant Program” grant awards by Parks & Recreation Advisory Board on March 10\*

\* indicates relevant material in meeting packet