



**CITY OF KEIZER  
VOLUNTEER COORDINATING COMMITTEE MINUTES  
March 11, 2021**

Chair Daisy Hickman called the meeting to order at 6:07 p.m. In attendance were:

**Present:**

Daisy Hickman, Chair  
Larry Jackson, Vice Chair  
Guillermo Rodriguez  
Robin Wilson  
Laura Anson  
Jane Herb  
Jessica Davidson

**Absent:**

Robin Wilson

**Council/Staff Present:**

Dan Kohler, Councilor  
Ross Day, Councilor  
Debbie Lockhart, Deputy City Recorder

**PUBLIC TESTIMONY:** None.

**APPROVAL OF MINUTES:** Jessica Davidson moved for approval of the January 2021 minutes. Jane Herb seconded. Motion passed as follows: Hickman, Jackson, Anson, Herb, Davidson and Rodriguez in favor with Wilson absent.

**COMMITTEE MEMBER APPOINTMENTS:** None

**DISCUSSION ON VISION FOR TRAINING:** Councilor Kohler explained that Mayor Clark had asked him and Councilor Day to put together a training for all committee members. Discussion took place regarding making the training available on-line to accommodate schedules, putting a link on the application to an electronic training session, and holding trainign in person as a half-day workshop with breakout sessions.

Committee members agreed that the training should not be mandatory and provided the following input on what they felt the training should be:

- How to use the microphone
- Basic Roberts Rules
- Behavior expectations
- Rules and procedures for each committee
- Public meeting laws
- Chair training – make sure all are heard
- Using the City website as an information resource

Focusing specifically on Volunteer Coordinating Committee, members discussed the importance of reading the packet, focusing on the applications, calling the references on the applications and developing interview questions from that information. Councilor Kohler indicated that he hoped to have a training ready by August or September.

**OTHER BUSINESS**

**Next Meeting:** Jessica Davidson moved that the Volunteer Coordinating Committee meet in person for the April meeting. Jane Herb seconded. Motion passed as follows: Hickman, Jackson, Anson, Herb, Davidson and Rodriguez in favor with Wilson absent.

**Recruitment:** Staff will continue recruitment for the Youth Councilor vacancy. Recruitment is underway for expiring terms on the Arts Commission, Willamette Water Trail Partnership and the Mid-Willamette Valley Community Development Partnership.

**NEXT MEETING DATE** – April 8, 2021 In Person

**ADJOURNMENT** – Meeting adjourned at 7:12 p.m.

Minutes approved: 04-08-21