

CITY of CASCADE LOCKS — Tourism Committee Meeting Minutes

TOURISM COMMITTEE MEETING, Monday, August 7, 2023, 6 PM, Council Chambers

1. Call Meeting to Order & Roll Call

The meeting was called to order by Chair Matt Kelly at 6:30 PM. Attending: TM Harry Troeger, TM Pam Thweatt and TM Sophie Harbaugh. Also present, Support Staff, Annie Van Domelen. *Vice Chair Debbie Fine attempted to attend through Zoom but was unable to hear the committee well enough over the phone.

2. Amendments to the Agenda

Chair Kelly amends the agenda to include a vote on Staff RFP to be placed in Old Business, 10D.

Staff amends the agenda to include a vote on renewing the Multnomah Falls and Mt. Hood kiosk through Certified Folder to be placed in New Business, 11B.

3. Comments from General Public

Steve Gast stopped by the meeting with concerns regarding traffic and crosswalks.

4. Discussion/Declaration of Potential Conflicts of Interest

Staff declares a conflict of interest when it pertains to the RFP, and will remove herself during the discussion.

5. Approval of Minutes Presented: July 10, 2023

At 6:32 PM, TM Thweatt motions to approve the July 10, 2023 minutes. TM Troeger seconds the motion. All in favor. Motion passed.

6. Approval of Financials

7. Approval of Bills

8. Staff Report

Heather Soderberg, who intended to be at tonight's meeting, was unable to attend. She reported that the PCT raffle project has already been completed, aside from some final touches. The committee confirms they'd like to donate the raffle proceeds again year. Staff shows the committee the printed postcards that will be given away at PCT Days. She then presents an idea suggested earlier about Tourism paying postage for letters, not just postcards, at PCT Days. The committee agrees to only pay for mailing postcards as done in the past. Staff mentions Travel Oregon grants and that she's registered for their virtual lunch meeting. August 18 is the deadline for receipt of a Letter of Intent. Staff will do more research to find out exactly what grants cover and what the Letter of Intent entails, which will be a deciding factor in whether or not there's enough time to apply. Unfortunately, Travel Oregon does not currently have a grant writer to assist but they do have a grant writing team that answers questions. Tourism committee grant ideas include visitor signage (Staff did reach out to the Port regarding signage down in Marine Park but hasn't heard back), ADA assistance, First Nation event or support, inclusivity and the OSU Tourism study that focuses on livability for locals combined with tourism. TM Thweatt suggests keeping lists of things the committee would like to use grant money for, then Staff can run those ideas by Travel Oregon.

9. Port Report

10. Old Business

A. Vote :: RFP for Support Staff

*Vice Chair Fine arrives to vote on the RFP. Since Vice Chair Fine can only stay briefly, Staff recommends amending the Agenda to place the RFP vote as Old Business, 10A and moving the other existing items down a spot. The committee agrees and Staff leaves the room so members can discuss the vote. Staff is invited to return. At 7:26 PM, TM Thweatt makes a motion to approve Annie Van Domelen for the Staff

Support RFP position. TM Troeger seconds the motion. All in favor. Motion passed. Vice Chair Fine departs.

B. Tourism Committee Ordinance Review

Chair Kelly thinks the revised committee ordinance is fine, and members agree.

C. Follow up on Visitor Information Signage

The committee agrees that Emily owned the conversation about signage last meeting, so members agree to bump it to the next meeting.

D. Follow up on Indigenous Cultural Gathering

Regarding Festival of Nations, Chair Kelly reached out to an acquaintance who's a tribal elder and he said he'd be interested in the idea. It's agreed to further the conversation to next meeting when more members are present.

11. New Business

A. PCT Days Logistics / Volunteer Schedule

Staff and committee work on filling in the volunteer schedule.

B. Vote :: Multnomah Falls and Mt. Hood Kiosk Renewal

TM Troeger asks Staff to check the price increase on the agreement and the committee pushes the vote to next meeting since it's not due until 11/01/23.

12. Upcoming events:

A. 16th Annual PCT Days, August 18–19, Friday: 12:30–6:30pm / Saturday: 8:30am–7pm, Marine Park

13. Tourism Committee Member Reports

A. Matt Kelly

Chair Kelly encourages a connection with Skamania County Chamber of Commerce since they do a lot of things that would be aspirational for Cascade Locks Tourism to do, for example: music festivals, fairs, grants. Staff agrees to reach out.

B. Debbie Fine

C. Harry Troeger

TM Troeger discusses news that the Port is not allowing drones at PCT Days festival.

D. Val Stepanchuk

E. Pamela Thweatt

TM Thweatt reports the sternwheeler will be running PCT Days weekend.

F. Sophie Harbaugh

Sophie sent an email to all committee members to review so they can comment on photo contest ideas and rules. TM Troeger mentions the legal situation needing to be addressed as well. Staff will find the photography release form and send it out to members as a resource.

G. Emily Seely

14. Next Meeting Date & Time: Monday, September 11, 2023, 6 PM, Old Library

15. Adjournment: Meeting adjourned at 7:36 PM

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

Public access to the meeting is available via Zoom. Remember *6 to mute/unmute your phone, *9 to raise your hand if you have a question or comment. By smart device on zoom.us, meeting code: **872 129 1324**, password: "**citymeet**" / By phone: **1-253-215-8782**, meeting # is **872-129-1324**, passcode: **17722174**