

22500 Salamo Rd.  
West Linn OR 97068  
[www.westlinnoregon.gov](http://www.westlinnoregon.gov)

**WEST LINN**  
**ECONOMIC DEVELOPMENT COMMITTEE**  
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November 3, 2015  
8:00 AM  
Bolton Room, City Hall  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary Notes**  
**Attendees:** Dan Gardner, Troy Wolfe, Kazi Ahmed, Gail Holmes, Linda Neace, Brenda Perry, Staff: Chris Kerr

**Meeting Time:**  
8:00 am to 9:00 am  
**Discussion:**

* Discussed membership. Linda Neace is not going to reapply for EDC membership.
* Kazi mentioned having projects like a street fair with a barbeque, business sponsored trick-or-treating and pumpkin carving contest.
* Chris said that we need to recruit for new EDC members and elect a new chair and vice chair for the EDC. Chris said that the EDC could wait to elect the chair or vice chair until all members are on the board or elect them now. Kazi and Gail thought it best to vote now.
* Troy was voted chair (4-0) and Gail was voted vice chair (5-0) of the EDC. Both were voted in unanimously.
* Chris presented the annual form and asked for feedback.
* Kazi wants the group run by members, not by staff
* Should focus more on recruitment of businesses
* Dan emphasized that workgroups are important for making progress.
* Chris said that the EOA is on the City website.
* Annual Report
  + Challenges
    - Changes in membership, quorum issues
* Brenda Perry says that Chamber of Commerce can reach out to businesses for EDC membership
* Reach out to neighborhood groups
* Possibly put an ad in the newspaper
* Consider membership category -- Want broad representation from the community: diverse business industries (not just construction or real estate) and membership from different geographic areas.
* Print out EDC membership applications and give to EDC members
* Recommendation to council: EDC will do the recruitment efforts, and encourage Council to make appointments based on broad representation.
* Motion: Agree to send outreach to Chamber and neighborhood groups before next meeting. (Seconded but no vote)
* Send a paragraph advertising recruitment for board and send in city-wide newsletter. Troy wants bullet points. Need to pinpoint goals of EDC. Dan will write up a paragraph and then everyone will comment on it. Respond by \_\_\_\_\_.
  + - Frustration with not having more accomplishments
* Another member says we should set three goals that we really want to accomplish
* Kazi wants minutes from the meetings put on the website
  + Accomplishments
    - Guest speakers – Add that there was a discussion with guest speakers, and it was an educational piece.
    - EOA
    - Business focus group project
    - CPP grants
* Motion: Agree to send outreach to Chamber and neighborhood groups before next meeting. (Seconded but no vote)
* Send a paragraph advertising recruitment for board and send in city-wide newsletter. Troy wants bullet points. Need to pinpoint goals of EDC. Dan will write up a paragraph and then everyone will comment on it.
* Goals
  + Support Council’s decisions regarding Arch Bridge/Bolton Implementation
  + Special Event Signage Marketing
    - Gateways to West Linn needs to improve. Gateways for Lake Oswego say “Wow, I’m in Lake Oswego!” (Tangent: sidewalks and landscaping needs to improve.)
  + Establish Welcome to West Linn Committee
    - Welcome package for people moving to West Linn
  + Single-day retreat for EDC
  + Determine Recruitment strategy
    - Need to create an economic identity
    - Need to form a workgroup
* CPP Grants -- Some wanted orientation in January. Agree to December 16 orientation, but there was no motion.

**Meeting Adjourned**