

**Travel Information Council
Meeting
Tuesday, July 24, 2012
Oregon Travel Experience Office
Salem, OR**

Council Participating:

Gwenn Baldwin, 3rd Congressional District
Charlotte Lehan, 5th Congressional District
Mary Olson, OTC Appointed
Maria Ponzi, 1st Congressional District
Bob Russell

Mike Drennan
Tom Loun
Danuta Pfeiffer, 4th Congressional District
David Porter (participated telephonically)

Guests Present:

Scott West, Chief Strategy Officer, Travel Oregon Twyla Lawson, DAS
Jennifer Rogers, DAS

OTE Staff Participating:

Tim Pickett, Interim CEO Jim Renner, Chief Rules & Policy Advisor Jenn Smith, Exec. Assistant

Acting Chair Baldwin called the meeting to order at 1:34 pm. She welcomed Council members, staff and guest. Self introductions were made.

Public Comment

Baldwin asked if there was anyone present that would like to comment. Hearing none, she closed the public comment portion of the meeting.

Executive Reports

A. June 19, 2012 minutes: Drennan moved to accept the minutes as presented; Ponzi seconded. Motion passed.

B. TIC Financials: Drennan presented the June 30, 2012 financial statements. He noted that this is the end of the first fiscal year of the biennium and staff has closed out the year.

Drennan reviewed the different funds and the purposes and uses for each one.

Drennan reported that the accounts receivables are in very good shape and staff does an excellent job at collection.

Regarding fixed assets, Drennan stated that the bulk are in the signs.

Drennan noted the accounts payable has come down over the last 3 months. However, there is still some large outstanding debt that is over 60 days. The majority is the contractor for Baldock, Department of Administrative Services (DAS) and Oregon Department of Transportation (ODOT). (*Note: the three outstanding debtors over 60 days should be Coral, DAS and ODOT.*)

Regarding deferred income, Drennan said the sign customers are billed for a year in advance. Because of this the money shows as a liability until it is earned. The Rest Area dollars are similar in that they are received in one lump sum and deferred until earned monthly.

Regarding the non-payment of PERS, Drennan reported there has been an agreement reached with DAS to repay the back amount.

The final report shows a deficit for the year ending June 30, 2012.

Drennan then reported on the income and expenses for June, noting the large expense on the retirement line reflecting the payment to PERS. In addition, the expenses for Rest Area maintenance and repair were over budget. Baldwin asked how much of that overage was attributable to the Tillamook and/or Government Camp rest areas. Pickett replied that in fact it was mostly caused by a sewer issue at the Santiam Rest Area.

Drennan told the committee that staff is working on a plan for replacing signs, their true value and how to best depreciate them.

Drennan reported that from a cash flow perspective the year end was a positive number. However from a GAAP reporting standard, the final number was negative.

New Business

- A. Election of Officers:** Baldwin presented the slate of officers as follows: Drennan – Member at Large; Olson – Secretary; Russell – Vice Chair; Baldwin – Chair. Loun made a motion to accept the slate as presented; Porter seconded. Motion passed.
- B. Interim Director Appointment:** Due to the recent retirement of CEO Cheryl Gribskov, Council requested Pickett act as interim Director. Russell made a motion to accept; Porter seconded. Motion passed.
- C. Proposed Amendment to Free Coffee OARs:** Renner reviewed the proposed changes to the Oregon administrative Rules (OAR) that allows OTE to serve coffee at the Rest Areas. The main change will be to change the language from naming specific Rest Areas to cover all Rest Areas managed by OTE. Renner noted that to allow the timing to be right for a public hearing in October to allow service to begin at the Rest Areas being added January 1, 2013, Council would need to approve the changes at this meeting. Renner requested for Council to approve to proceed with the filing of necessary papers. Russell made a motion to accept; Loun seconded. Motion passed.
- D. Committee Recruitment:** Baldwin brought to the Council's attention the description of the subcommittees in their packets. She asked that everyone consider which subcommittee they would like to serve on and sign up on the sheets being passed around.

Old Business

- A. CEO Recruitment Process:** Lawson told the Council that there is not a fee for Director appointments. However, if a different position was requested, a fee may be incurred. She then reviewed the process of how DAS is proposing recruiting for the CEO/Director position for OTE. She stressed the importance of following the process laid out if the Council wanted to be able to have executive sessions.

Lawson told the Council that public comment was necessary when establishing the criteria for the position and again before a final vote is made on the final proposed candidate.

Lawson directed the Council to the draft timeline in their packets. She said that the timeline could be altered in time or what steps were taken, as the Council would like.

She recommended the first step would be to do a survey of the stakeholders to help develop the position profile. The Council agreed that would be a good first step. The Council suggested some edits to the proposed questions. It was agreed Lawson and Rogers would work with Communications Director, Madeline MacGregor to get the survey link out to the identified stakeholders.

Russell, Drennan, Olson volunteered to be on the Screening Committee.

Based on the timeline it was agreed the Council would meet telephonically on August 22, 2012 at 10:00 am to take public comment on the recruitment time line and the criteria that will be developed by Lawson and Rogers from the survey responses.

B. Review of Government Camp: Pickett gave a brief history of how OTE came to manage the Government Camp Rest Area. The Rest Area is on U.S. Forest Service land and currently ODOT owns the building. Pickett told the Council that ODOT is ready to complete the process of transferring the building at the Rest Area to OTE ownership. Pickett requested support to complete the process. The Council agreed that finishing the transfer would be beneficial.

C. ODOT Request for Consideration of Other Rest Areas: Pickett told the Council that ODOT had contacted him to discuss OTE managing two additional rest areas, Dead Man's Pass (I-84) and Suncrest (I-5). These rest areas were not addressed in the recent legislation. Pickett requested consent to engage in the conversation with ODOT. The Council agreed that starting the conversation would be productive.

Loun suggested OTE consider cross-training Rest Area staff in the more rural parts of the state to be able to do some of the maintenance on the OTE signs. Renner and Pickett agreed it was something that should be explored.

Next Meeting

Loun brought up the subject of recognizing former Council members and Cheryl Gribkov for their years of service. It was decided that at the October meeting, they would be invited to dinner and awards would be presented to the Councilors and a recognition gift for Gribkov.

After discussion, Council agreed to set a meeting schedule and meet the 2nd Wednesday of the first month of the quarter. For the upcoming quarter that date is October 10, 2012. The meeting will take place at the OTE office at 9:00 am.

Note: 2013 will be held on January 9, 2013, April 10, 2013, July 10, 2013 and October 9, 2013.

It was agreed that discussion of holding meetings in different parts of the state would take place at the October 10th meeting.

Council requested staff to ask Fred Testa from Oregon State Police and Bill Stewart from Clackamas County if they could attend the October Council meeting and give the history of the Baldock rest area and the homeless issues.

Adjournment: Russell made a motion to adjourn; Drennan 2nd. Motion passed.

Meeting was adjourned at 3:01 pm.

Respectfully Submitted,



Mary Olson
Council Secretary