

**Travel Information Council**  
**Quarterly Meeting**  
**Wednesday, July 10, 2013**  
**Clarion Inn & Ontario Rest Area – Ontario, OR**

**Council Participating:**

Gwenn Baldwin, Chair, 3<sup>rd</sup> Congressional District  
Charlotte Lehan, 5<sup>th</sup> Congressional District  
Danuta Pfeiffer, 4<sup>th</sup> Congressional District  
Kathy Watson, 2<sup>nd</sup> Congressional District

Mike Drennan, Member-at-Large (via phone)  
Mary Olson, Secretary, OTC Appointed  
Bob Russell, Vice Chair

**Council Absent:**

David Porter  
Ed Washington

Maria Ponzi, 1<sup>st</sup> Congressional District

**OTE Staff Participating:**

Kyle Walker, CEO  
Jenn Smith, Executive Assistant  
Madeline MacGregor, Chief Communications Officer

Tim Pickett, COO  
Jason Nash, Rest Area Operations Manager  
Annie von Domitz, Chief Community Assets Officer

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Chari Baldwin called the meeting to order at 8:45 AM.

**New Business**

- A) **June 20, 2013 minutes:** Russell made a motion to accept the minutes with one spelling correction. Watson seconded; motion passed unanimously.
- B) **April & May Financial Overview:** Drennan reviewed the April and May reports. The most notable items are the cash increase in May, the A/R is down and A/P is also down.
- C) **Administrative Rules Advisory Committee:** Walker reviewed the Advisory Committee request and inquired if the Council would like to adopt the Committee. She clarified that the Council members on the Committee would remain the same and the additional members would be ad-hoc to align with expertise of the current issues. Russell made a motion to appoint a Rules Advisory Committee; Olson 2<sup>nd</sup>. Motion passed unanimously.

Council members then clarified their Committee assignments: Pfeiffer – Rest Areas & Signs; Russell – Rule Making, Finance & Executive; Olson – Rule Making, Finance & Executive; Lehan – Signs, Heritage Trees & Historical Markers; Watson – signs; Washington – Finance & Heritage Trees; Baldwin – Finance & Executive.

**Old Business**

- D) **DMV Records Forecast:** Pickett reviewed the DMV fee revenue and its decline compared to forecast. It was agreed that OTE and the Transportation Commission need to get together to discuss options. Olson offered to investigate why the fees are so different from projections. This information will be a critical part of strategic planning.

**Other Business**

- E) **Overview of Heritage Committees:** Lehan briefly reviewed the events and projects the Historical Marker and Heritage Tree Committees have been involved in.

Von Domitz informed the Council that the graduate student that had been studying the Grove of the States at the French Prairie rest area had issued his findings. He laid out three options for the Grove: 1) do nothing, 2) remove the whole grove or 3) rehabilitate in the current location. The general consensus is to rehabilitate.

- F) Sign Operations Customer Service Report:** Baldwin let the Council know this was in their packets.
- G) Next Council Meeting:** After some discussion, it was agreed the next Council meeting will be held at the OTE office in Salem on October 17<sup>th</sup> from 9 am – 4 pm. Council agreed that due to the large amount of work anticipated with the Strategic Planning and Governance updates a longer meeting than normal would be necessary.
- H) Strategic Planning:** Walker and von Domitz updated Council on the process and the engagement of OTE’s partners in the planning process. To keep the momentum going, Council agreed to meet for a Visioning planning day on Monday, August 5<sup>th</sup> from 10 am-3 pm in the Portland area.
- I) Tour of Ontario Rest Area:** Council and staff toured the Ontario Rest Area and met with state Representative Benz.

**Adjournment:** Meeting was adjourned at 12:15 pm

Respectfully Submitted,

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Mary Olson  
Secretary