



**Oregon Travel Information Council**  
1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

**MINUTES**  
**Oregon Travel Information Council Special Meeting**  
**Monday, October 16, 2017**  
**By Email**

**Council Members Present by email:**

Bob Garcia, Vice Chair	Kathy Watson, Secretary
Gwenn Baldwin	Kenji Sugahara
Mike Marsh	David Lohman

**Absent:** Ryan Snyder, Ed Washington, Chair

**OTE Staff:**

Nancy DeSouza, Executive Director; Jessica Carbone Office Assistant

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**Convening:** A special email meeting of the Travel Information Council was called to order by DeSouza at 9:13 a.m. in the OTE offices in Salem.

**Introductions:** There were no members present. DeSouza counted six email responses to verify a quorum was met.

**New Business:**

**Action/Voting Items:** Executive Director Position Description and Suggested Salary.

**Formal Reading of the Question:**

DeSouza read the first question: *“Does the Travel Information Council approve the recommendation of the Executive Committee for the proposed position description for the Executive Director and salary range for the position of \$100,000 - \$135,000?”*

**Reading of the TIC member votes into the record:**

**6 Ayes; 0 Nays; 2 Absent**

The question was unanimously approved.

**Adjourn: 9:15 a.m.** – Meeting adjourned.

- Next Scheduled Meeting: December 11, 2017- OTE Administrative Office, 1500 Liberty St. SE, Salem, OR 97302.