



MEETING AGENDA

Tuesday, March 21, 2017 • 10 am – 12 pm

Willamette River Room, Wilsonville City Hall

VOTING MEMBERS

Jeff Brown, Chair
General Manager,
Holiday Inn Wilsonville

Darren Harmon
General Manager, Family
Fun Center

Al Levit, Vice Chair
Bike Club Coordinator;
Wilsonville Planning
Commissioner

David Stead
General Manager,
Langdon Farms Golf
Club

Elaine Swyt
Principal, Mediaphysics;
Wilsonville Parks &
Recreation Advisory
Board Chair

ADVISORY /
EX-OFFICIO MEMBERS

City of Wilsonville
City Councilor Charlotte
Lehan, Council Liaison
Michael McCarty, Parks
& Recreation Director
Brian Stevenson, Parks
& Recreation
Coordinator (designee)

Clackamas County
Tourism & Cultural
Affairs (TCA)
Danielle Cowan, Director
Jim Austin, Community
Relations Lead
(designee)
Samara Phelps,
Development Lead
(designee)

Washington County
Visitors Association
(WCVA)
Carolyn McCormick,
President/CEO
Sylke Neal-Finnegan,
VP/Marketing &
Communications
(designee)

Wilsonville Area
Chamber of Commerce
Kevin Ferrasci O'Malley,
CEO

STAFF

Mark Ottenad,
Public/Government
Affairs Director

1. Welcome & Introductions 10:00

- Committee members and guests self-introductions
• Introduction of Michael McCarty, Parks & Recreation Director

2. Committee Business and Updates 10:10

- Approve Meeting Minutes of prior meeting on Feb. 14, 2017 *
• Recruitment for two vacant positions on committee
• Brian Stevenson promoted to Community Center Program Manager
• Review of City Community Tourism Matching Grant Program process *
• Tourism website contract with Wilsonville Chamber of Commerce
• Updates: French Prairie Bridge Project; Wilsonville Town Center Plan

3. Request for Proposals (RFP) for Tourism Development & Operations Coordinator Consultant

- Proposals due March 16 to be distributed; or discuss next steps

4. New Business 10:40

- Clackamas County "Community Tourism Matching Grant Program"
o Proposed Meeting date: Tue, April 25, 6 pm?
• 2017 Committee meetings schedule for May and beyond
• April 4 Clackamas County Tourism 'Tech Symposium' *

5. Next Meeting(s) 11:50

- HOLD for Potential Interviews with Tourism Consultant proposers
• Tue, Apr 11, 10 am - 12 pm • Thu, Apr 13, 10 am - 12 pm
• Tue, Apr 18, 10 am - 12 pm • Thu, Apr 20, 10 am - 12 pm
• PROPOSED: Tue, April 25, 6 pm – 8 pm, Clackamas County Community Tourism Matching Grant Program Review
• Thu, Apr 27, 10 am - 12 pm Willamette River Rm, City Hall
Potential recommendation on successful Tourism RFP proposer

* material in this packet

Wilsonville Tourism Promotion Committee



Clackamas County Tourism Tech Symposium

Tuesday April 4, 2017 - 8:30AM - 3PM



[Register Today](#)

\$10 Fee - Lunch provided
Location: Clackamas County Offices - Oregon City

Join us for a day filled with fun and informative sessions helping you to take the digital marketing strategy for your business to the next level. Learn from staff and other industry experts about:

**Content-driven website strategy - Live streaming on Facebook -
The impact of drones on businesses - Customer service through social care**