

Southside Oroville Community Center

Advisory Committee Meeting

Minutes

July 18, 2014

1:30 p.m.

Small Conference Room

- I. Introductions
 - a. Committee Members

The following committee members were in attendance:
Jennifer Macarthy – County of Butte, Economic and Community Dev. Mngr.
John Rivers – Southside Oroville Community
David Goodson – Private Sector
The Hignell Companies – Facility Management
 John Iler – The Hignell Companies, Property Manager
 Greg Wietbrock – The Hignell Companies, VP Property Management
 Liz Norlund – The Hignell Companies, Administrative Assistant
 Keesha Hills- Onsite Facility Manager
 - b. Guests
Kevin Thompson – Facility Tenant (Community Improvement Assoc.), also Hignell/facility employee.
- II. Minutes approved from June 27th meeting.
- III. Facility Status Report
 - a. Marketing Strategy Update

Keesha presented marketing campaign copies and has more to offer when software issues are overcome. A request was made to utilize actual SOCC images for the marketing campaign, Keesha gave confirmation that the images are in fact from SOCC's archives, but invited board members to feel free to offer any images they have that would be appropriate as well. Discussion was had about whom to include on the business list to receive marketing mailers and included suggestions such as caterers, photographers, non-profit organizations, etc. Jennifer Macarthy offered to check with the Chamber of Commerce for a comprehensive list of businesses. Greg requested Keesha check into being added to the Chamber of Commerce's monthly flyer. Jennifer also offered to assist Keesha with the set up of a facebook page before the Business to Business event.
 - b. Facility use and upkeep
The Facility Reserve Analysis is reported to begin any day according to Hignell. Updates regarding the survey's status to follow at the next meeting.

IV. Community Empowerment Program

Jennifer Macarthy provided copies of the updated draft of the Participation Request Form for the Community Empowerment Program, noting a need to change an item on line 15. There was talk of a move for approval of the finalized processes of the program; however, the board was unable to vote properly due to low attendance. On the table for vote at the next meeting will be that the board finalizes the guidelines, vote that Hignell be the appropriate entity to implement those guidelines as well as vote that Hignell be the entity to filter incoming applications.

V. Community Forum

A decision was made regarding having the Community Forum take place on October 11th from approximately 11-1. Features of the event are to include the status of the center, introduction of the Empowerment Program and the opportunity both verbally and by questionnaire for attendees to have input assessing the needs of the center and suggestions for new events and community needs. Suggestions were made to be sure to collect email addresses at the event in order to send a quick acknowledgement of the center's reception of the suggestions received. The potential need for a dedicated email address for future suggestions was also discussed.

Jennifer will review previous invitations for the Community Forum and the county is to send mailers/flyers to lists they generate. Keesha will contact the Chamber of Commerce and the city of Oroville to share the event date for their calendars if possible as well as review the SOCC calendar in order to schedule clean up times.

The board was asked to help suggest a tagline for the Community Forum with an underlying theme of connecting with the community.

VI. Next scheduled meeting will be Friday August 29th at 2:00 p.m. in the small conference room.