

**Portage County Bicentennial Committee**  
**February 8, 2006**  
*Minutes*

**Attendance**

Meeting was called to order at 6:05 p.m.

Present: Portage County-Kerry Macomber; Townships of Deerfield-Bill Westover, Franklin – Delores Durbin, Freedom – Sally Hubeny, Mantua– Mark Hall, Nelson - David Finney, Palmyra – Sam Vechter, Ravenna – Wayne Enders, Shalersville- Don MacLearie and Dorothy Caldwell, and Windham – Brian Miler; Villages of Garrettsville-Teri Eiermann and Hiram – Roger Cram

Excused Absence: Cities of Aurora and Kent; Townships of Brimfield, Edinburg, Randolph, Rootstown; Villages of Mantua, Sugar Bush Knolls and Windham

Unrepresented: Cities of Ravenna, Streetsboro and Tallmadge; Townships of Atwater, Charlestown, Hiram, Paris, Suffield; Villages of Brady Lake and Mogadore

**Approval of Minutes**

Approval January 11, 2006, minutes was moved by Mr. Cram; seconded by Mr. Westover. Upon verbal vote, motion passed unanimously.

**Request for Proposal for Portage Days at Geauga Lake**

Ms. Macomber reported that she and Ms. Eiermann met with JoAnn Townend, Portage County Director of Internal Services. Ms. Townend explained the Request for Qualifications process is used in projects requiring technical expertise such as engineering, design, architectural, etc. to determine the best qualified company. When specific activities or items are required such as merchandising for the Bicentennial, a Request for Proposal (RFP) process is normally used, which will determine the best price available. If the purchase is over \$25,000, the county is required to follow the State of Ohio bid process. However, because the Bicentennial Committee funds will flow through Family & Community Services, Inc., we will need to adhere to the guidelines applicable to the 501(c)3.

Ms. Townend agreed to provide Ms. Eiermann with sample proposals to refer when developing the RFP for the Birthday Party celebration. It was agreed that the RFP will go out to all organizations that may be able to provide for this event, including Geauga Lake, Parks and Recreation Departments, Schools, etc.

### **Committee Members**

Ms. Macomber reported that she and Mr. Cheplowitz met with the Board of Commissioners in January to discuss the progress of the Bicentennial Committee. It was noted at that meeting that several communities have not been represented. Mr. Cheplowitz requested that the minutes reflect which communities are not represented. The Commissioners agreed to approach communities about selecting an active representative. Ms. Macomber suggested approaching the Historical Societies. Mr. MacLearie offered to contact the four in the County where he is a member. It was suggested that the Record Courier Lifestyle Editor be contacted.

### **Budget Development for Events for Marketing Packets**

Mr. Cheplowitz presented event descriptions and budgets to the Board of Commissioners at the January 17, 2006, meeting where it was agreed that Mr. Cheplowitz would continue working with the Committee to develop and to define specific events, which he will then market to potential sponsors.

Mr. Cram noted that he is continuing to develop a proposal in which to solicit assistance from public relation firms for providing marketing materials, graphic designs, logo development, schedule of events, etc. He will report back to the Committee at a later date.

### **Volunteer Recruitment**

Ms. Macomber encouraged all Committee members to continue recruiting volunteers and requested that everyone bring three names of potential volunteers to the next meeting.

### **Next Meeting – Change in Location**

The next meeting will be Wednesday, March 8, 2006, at 6:00 p.m. at the Portage County Administration Building, 7<sup>th</sup> Floor Public Meeting Room, 449 South Meridian Street, Ravenna OH 44266. Ms. Macomber will meet attendees at the lobby door at 6:00 p.m.

### **Adjournment**

Meeting adjourned at 7:15 p.m.

Respectfully submitted,  
Kerry Macomber