

iii. Parade

Mr. Nieman provided a brief update on parade planning activities and noted that Celebrate Milwaukie, Inc. (CMI) had donated \$10,000 to the City to coordinate the parade and to support public relation efforts for the parade and Vietnam Memorial Wall event.

Mr. Stauffer noted there were no comments on the February 19, 2015, planning notes.

a. Administrative and Finance

i. Budget and Fundraising

Mr. Craig noted the need to commit soon to port-a-potty and gold cart rental agreements, and he noted the assistance of Mr. Aschenbrenner in getting a favorable quote for port-a-potties.

Mr. Nieman noted the possibility of working on a sponsorship from Waste Management, Inc.

Ms. Hedges suggested the group set-up a Go-Fund-Me account to receive donations online and to expand the fundraising outreach. The group noted that American Legion Post 180 was handling all donations and that such online fundraising sites require a fee or a percent of the profits. The group suggested that Ms. Hedges work with Mr. Craig to investigate setting-up online donations.

The group discussed setting-up an event page on Facebook and Mr. Nieman said the City could work to set that up and promote it through the City's and partner social media accounts.

Mr. Buckles asked if there were any plans to accept donations at the entrances to the wall site, and the group noted The Moving Wall (TMW) contract limits about soliciting funds with 100 yards of the wall.

b. Logistics Section

i. Event Staffing: Organization Chart Update

Mr. Craig noted that Mr. Lueck was working to update the position descriptions and that there were still several vacant positions on the organization chart.

ii. Volunteer Recruitment

Mr. Craig and **Ms. Hedges** discussed the need to recruit volunteers and noted the need to receive completed Volunteer Forms. They confirmed that minors could serve as volunteers with adult supervision, and they noted that Scout troops, high school ROTC groups, and the Young Marines have been contacted and are making plans to volunteer if possible.

The group discussed other groups who had volunteered verbally and how to make set-up an online volunteer form. Ms. Hedges, Ms. Jay, and Mr. Nieman said they would work to reach out to Hands-on-Portland to set-up an online volunteer form.

iii. Wall Platform Update

Mr. Craig reported that TMW group had approved the proposed wall platform design and that work would now begin to locate the lumber and supplies to build the structure. **Mr. Shannon** confirmed that he would work on a materials list.

The group discussed companies that might donate the materials and supplies, and it was noted that the City, North Clackamas School District (NCS D), the County, the State, and several local companies, would be able to donate sand bags and sand or bark.

Mr. Shannon discussed the wall platform structure measurements and said that the NCS D could provide the light required for the flag pole. He suggested that several folks get together on a night in April following an evening game to look at how the stadium lights could be adjusted to light the wall and not violate the NCS D's Community Service User agreement.

Ms. Jay asked what services her group may be able to provide, and the group discussed what was meant by a "stand-down" and Mr. Nieman, Mr. Craig, and Ms. Jay agreed to meet.

Mr. Buckles noted that he was waiting to hear from the group regarding how his event to assist an Iraq and Afghanistan veteran can fit into TMW weekend, and **Ms. Hedges** said Mr. Lueck would contact him.

The group discussed the possibility of a company in Oregon City and the Clackamas Fire District #1 (CFD#1) providing sand and sand bags for the wall platform.

c. Operations Sections

i. Review Program Schedule

1. Speaker and Dignitary Invite List

The group discussed possible speakers and dignitaries to invite and it was noted that the ability of the Oregon Congressional delegation to attend would depend if Congress was in session.

Mr. Craig suggested the City would be better able to handle the speaker and dignitary invitee list, and **Mr. Nieman** noted the City could take the lead and work with TriMet as well.

ii. Vendors

The group discussed where non-Wall related vendors will be located downtown, including the tentatively finished Adams Street Connector or at Bernard's Garage.

iv. Parking Options

Mr. Craig announced that Chuck Leverton, with American Legion Post 180, will coordinate parking.

The group discussed which lots to seek and confirmed that the NCSO has approved use for parking at MHS, Milwaukie Elementary School, and Rowe Middle School. It was noted that use of the former Hector Campbell Elementary School was ruled out due to scheduled road work on Railroad Avenue.

Mr. Stauffer suggested that any parking lots east of Highway 224 would be too far away from the event site and that parking coordination should focus on downtown Milwaukie and along Lake Road. He added that the heaviest day for parking will be Saturday.

The group discusses other NCSO and church parking lots that may be used along Lake Road.

Mr. Nieman said the City could provide a map with available parking lots around MHS.

Mr. Craig reported that Willamette View has offered the use of their 3 shuttle buses with details about drivers needing to be worked out. He noted that he and Mr. Leverton and Mr. Shannon would coordinate before the next planning meeting regarding parking.

d. Miscellaneous Topics

Mr. Ryan reported that the Camp Withycombe Military Museum and the Vietnam re-enactors were all set to be present at MHS during the event. He noted that the re-enactors would need to plan a time to set-up their bunker. He noted the Living History Day at Camp Withycombe in May and said a Buffalo Soldiers group could be available to participate in the parade.

The group agreed that inviting groups that represent other conflicts and wars, including the Buffalo Soldiers, would be welcome to participate in the parade.

Mr. Ryan also said he would work with Mr. Wheeler and Mr. Nieman to get stories about the event inserted in the internal National Guard newspaper and 'all-user' email list. **Mr. Nieman** said he and Mr. Wheeler would coordinate with Mr. Ryan.

Ms. Cartasegna reported that she was taking notes on behalf of Clackamas County Commissioner Jim Bernard and that they are looking for ways the County can support the event.

Mr. Nieman said he would like the help of the County Tourism Board in promoting the event.

Ms. Cartasegna, Mr. Nieman and **Mr. Craig** discussed presenting a report on the event to the Clackamas Board of County Commissioners (BCC).

Mr. Stauffer noted that the group had discussed reading all 58,000+ names of those lost in Vietnam over the course of the weekend and reported that he had found that a little over 2,000 of those lost in Vietnam were from the Pacific NW. He suggested that a smaller regionalized list of Vietnam casualties be researched to make it easier to read and honor local names.

The group discussed what states and regions might be included in the names read and it was agreed to read a list of Vietnam casualties from the Oregon, Washington, and Idaho region.

Mr. Shannon confirmed that the NCSB Board had approved the American Legion Honor Guard's use of blanks for a ceremonial salute and noted that live ammunition was not permitted.

Mr. Monahan reported that the City would be working on a letter and outreach effort to MHS neighbors giving them warning about the night time lights and anticipated crowd.

Ms. Hedges and **Mr. Craig** discussed the noise made by cars driving over the rumble strips at MHS.

3. OTHER COMMEMORATIVE EVENTS

None discussed.

Mr. Craig noted that in May or June the group will need to begin meeting on a weekly basis to coordinate event activities and tasks.

Mr. Craig adjourned the meeting at 5:34 p.m.

Next Meeting: **Thursday 4/16/2015 at 4 p.m. at City Hall**

FOLLOW-UP ITEMS:

- CITY: MHS neighbors outreach effort
- CS: draft materials list for wall platform structure
- JC: contact Cameron Smith regarding ads in *Oregon Veteran News*
- JC and LH: set-up online donation site (Go-Fund-Me)
- JC, CS, and CL: coordinate parking
- JC, PJ, and MN: discuss stand-down and other ways to help veterans
- GW: ad and insert pricing from *The Oregonian*
- GW: inquire with Pamplin Media Group about Eastern Oregon newspaper inserts
- LH, PJ, and MN: set-up online volunteer registration (Hands-on-Portland)
- MJC, MN, and JC: coordinate presentation to Clackamas BCC
- MN: work with TriMet on building speaker and dignitary invitee list
- MN: map of parking lots downtown and west of Highway 224
- MN, GW, and RR: coordinate stories and e-blasts via National Guard newspaper and email
- MN and SS: set-up Facebook event page
- SS: research the height of TMW panels
- SS: draft regional list of Vietnam casualties
- SS: revise draft schedule to include names read, speakers, and concerts