



**Executive Committee Meeting
Tuesday, January 17, 2017
7:45 A.M.**

MCEDD Office, 515 East Second Street, The Dalles

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order- Chairperson Jan Brending		
Introductions		
Travel Approval	5 minutes	Approval
Other New Business	5 minutes	Discussion
Adjourn		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact Sherry Bohn at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is an equal opportunity lender, employer and provider.

Memorandum

Date: January 13, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Travel Request – CiderCon Attendance

Overview

I am requesting MCEDD Board approval to allow Carrie Pipinich to travel to Chicago, IL to participate in the CiderCon conference and represent the Gorge Cider Society through dedicated vendor space provided at no cost and in a regional association roundtable with cider industry associations from around the US.

CiderCon is put on annually by the United States Association of Cidermakers (USACM). It is the premier cider industry convention with cideries, researchers, marketing experts, industry partners, and other industry associations attending. It would provide staff with an opportunity to better understanding of the broader cider industry, hone marketing skills required to support the growing Gorge Cider Society, and give staff a chance to meet and learn from other regional association leadership.

The USACM has offered to provide a free pass for attendance at the convention and share lodging for the duration of the event to provide an opportunity for staff to participate. This is estimated at approximately \$1,100 in value that MCEDD can leverage. However, MCEDD would need to cover travel costs associated with the trip.

Staff proposes using funds from the Specialty Crop Block Grant through the Oregon Department of Agriculture (ODA) to cover travel expenses. This grant is focused on providing staff support and furthering marketing efforts for the Gorge Cider Society. The trip and its purpose fit within the scope of work for the grant and support further development of the Gorge Cider Society. Approval is conditional upon confirmation from ODA.

Expenses:

Flight: Approximately \$350 from Portland to Chicago.

Other: Up to \$225 for miscellaneous travel and meal expenses.

Total anticipated MCEDD cost (from dedicated grant funds): Approximately \$575

Request

All out-of-state (OR/WA) travel not already approved through the budget process must be approved by the MCEDD Board or Executive Committee.

I am requesting approval for the following travel for the staff supporting the Gorge Cider Society to attend Cider Con and represent the region's cideries at the conference.

Attending: Carrie Pipinich

Location: Chicago, IL

Dates: February 7 to 10, 2017