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## **CITY OF OREGON CITY ARTS COMMISSION AGENDA**

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City Hall Mt. Hood Room, 625 Center St., Oregon City, OR 97045  
Thursday, November 20, 2025 at 6:30 PM

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Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email [agriffin@orc.city.org](mailto:agriffin@orc.city.org) or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)
  - Email [agriffin@orc.city.org](mailto:agriffin@orc.city.org) (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
  - Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045
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### **1. CALL TO ORDER AND ROLL CALL**

### **2. ADOPTION OF THE AGENDA**

### **3. APPROVAL OF MINUTES (6:35-6:40)**

- a. Minutes from October 16, 2025

### **4. PUBLIC COMMENT**

*Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Arts Commission.*

### **5. DISCUSSION ITEMS (6:45-8:20)**

- a. Final Review of Proposed Updates to the Arts Commission Bylaws
- b. Review Objectives for Strategy Document
- c. Administrative Items
  - i) Review Proposed Questions for Arts Commissioner Applicants
  - ii) Appointment of Secretary

### **6. COMMUNICATIONS (8:20-8:30)**

- a. Salmon Bench
- b. Update of the Municipal Code
- c. Shared Drive Training
- d. Preview of Future Agenda Items

### **7. ADJOURNMENT**

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## **PUBLIC COMMENT GUIDELINES**

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Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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### **ADA NOTICE**

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The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

**Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.**

**Video Streaming & Broadcasts:** The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

**I Call to Order – Roll Call**

The meeting of the Oregon City Arts Commission was called to order on October 16, 2025. Roll call was conducted with the following members were present: A. Wilson, D. Loi, A. Dexter, J. La Master, Quire, R. Sira (Virtual), and J. Planton and M. Ravenwise. arrived shortly after the start of the meeting. Mayor McGriff and J. Graham were also present.

**II Adoption of the Agenda**

The agenda was approved without any changes.

**III Approval of Minutes**

Quire **MOTIONED** to approve the minutes as posted from September 18, 2025. A. Wilson seconded. There was no further discussion, nor objections or abstentions. The motion was **APPROVED**.

**IV Public Comment**

Ariella-Sophie Sternberg informed the Committee that the Clackamas Art Alliance was hosting a workshop on Saturday, November 15<sup>th</sup> at the Oregon City Library on How to Write an Expressive Artist Statement from 2:00-3:00pm.

**V Discussion Items**

*City Liaison Update*

J. Graham shared that he will be acting as the city liaison for the Oregon City Arts Commission moving forward and reviewed his responsibilities in conjunction with that role.

*Updates to Art Commission Bylaws*

D. Loi reviewed the proposed changes to the Oregon City Arts Commission which had been previously discussed and reviewed by the group. She highlighted those sections which were being impacted by the proposed municipal code changes and discussion with the City Commission. Due to time constraints, the Oregon City Arts Commission agreed to finish this discussion at its November meeting.

*Strategy Objectives*

J. Planton summarized the Strategy Objective Worksheet and asked that any Art Commissioner who wishes to submit any additional proposed objectives to do so prior to the next meeting by emailing J. Graham and himself.

*Art Commission Onboarding Process*

During the bylaw's discussion, the group discussed the onboarding process for new Arts Commissioners. It was noted that this responsibility should fall on City Staff, however staff could be given a checklist of items the Oregon City Arts Commission believes should be covered as part of their onboarding process with new Commissioners. J. Planton asked anyone

who wanted to put forth any additional proposed questions for the Oregon City Arts Commission interview process, to please send those to J. Graham and himself.

*Appointment of Secretary*

J. Planton briefly reviewed the need for the Oregon City Arts Commission to appoint a Secretary due to the city liaison change and asked for volunteers to reach out if they were interested.

*Commission Meeting Cadence*

The Oregon City Arts Commission discussed the cadence and timing of their meetings. Based on feedback from Mayor McGriff, it was proposed that the Oregon City Arts Commission meet for two hours moving forward from 6:30pm-8:30pm on every third Thursday of the month.

Quire **MOTIONED** to change the meeting time of the Oregon City Arts Commission to 6:30pm-8:30pm on every third Thursday of the month. A. Wilson seconded. There was no further discussion, nor objections or abstentions. The motion was **APPROVED**.

**VI Communications**

There were no communications.

The meeting adjourned at 8:44pm.

## Oregon City Arts Commission (OCAC): Strategy Objectives Worksheet

**Instructions:** Please use this worksheet to identify other specific objectives you would like to put forward to the group in line with our identified goals.

### Definitions Reminder:

Goal - is a broad, long-term desired purpose that an organization strives to achieve.

Objective - is a specific, measurable, time-bound action or step taken to achieve a goal.

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**Goal:**

### Strengthen the OCAC Structural Foundation

*Build a strong foundation for the OCAC by implementing best practices, standardizing operations, and securing flexible funding to create a leading public art program.*

### Proposed Objectives:

- **Establish several key best practice policies and procedures to standardized procedures\*.**
  - **Examples:** *Art Installation and Management Process; Mural Program Checklist; RFP and Evaluation Process; Budget and Financial Procedures (inline with Finance Department); etc.*
  - **\*Specific procedures as identified by Rebecca:**
    - *Elections & Onboarding (In Process): Formalize the process for elections and onboarding new members to ensure a smooth transition and active participation in the commission's work.*
    - *RFP Development: Create an adaptable template for Requests for Proposals (RFP) based on the spreadsheet you've developed to streamline the application process for art projects.*
    - *RFQ Creation and Vetting Process: Develop a systematic program for Requests for Qualifications (RFQ), including vetting procedures and renewal processes for artists and contractors.*
    - *Art Selection Process: Establish a clear art selection process that includes stages from RFP submission to forming small work teams for vetting and selection.*
    - *Art Installation Process: Establish a clear installation process with the city and celebration/documentation/accessioning of completed projects.*
    - *Active Inventory and Deaccession Plan: Review the current inventory of artworks housed in the library basement, create a comprehensive active inventory list, and develop a deaccession plan to determine the future of underutilized/damaged artworks.*

- *Implement a structured voting process: Create a matrix or similar tool, to streamline our consensus decision-making and enhance efficiency in our collaborative efforts.*
- **Launch multiple programs for soliciting financial support for the arts in Oregon City.**
  - **Examples:** *Percentage for the arts program; Art sponsorship program; Donation program; Grant writing policies; etc.*
- **Create a Marketing Plan to promote art and artists in Oregon City.**
  - **Examples:** *Website; Social Media Campaigns (work with Jarrod); Articles (Trail News and other publications); Blogs; Podcasts; etc.*
- Other
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**Goal:**

**Forge Community Partnerships Through Art**

*Develop strong partnerships to engage the Oregon City community through art. Connect city government, the regional arts community, and citizens to expand public art opportunities.*

**Proposed Objectives**

- **Participate in Long Term Art Projects\* with Multiple Stakeholders**
  - **Example:** *Corridor Project, Parks and Recreation (Art in Parks/Festivals), Library (For Literary Arts); Destination Oregon City and Downtown Oregon City Association (Art Walks)*
  - **\*Possible Projects proposed by Rebecca:**
    - **Develop Educational Workshops, Classes, or Residencies:**
      - *Collaborate with local arts organizations, such as Parks & Recreation, Clackamas Arts Alliance, and Destination Oregon City, to establish a series of educational workshops and artist residencies that engage community members.*
    - **Establish an Artist Mentor Program:**
      - *Pair emerging artists with established artists in the community for mentorship, providing guidance, support, and opportunities to collaborate on projects.*
    - **Facilitate Art and Science Collaborations:**

- Partner with local science organizations or schools to create interdisciplinary projects or workshops that explore the intersection of art and science, encouraging creative thinking and innovation.
  - **Launch a Volunteer Program Featuring a Dedicated Recruitment Platform:**
    - Create a volunteer program that invites community involvement in planning and executing art projects, complete with a "Volunteer" button on the new OCAC website to streamline recruitment and communication.
  - **Develop a Local Artist Showcase Series (in person and/or online) with DOCA:**
    - Organize a series of events where local artists can present their work, share their stories, and connect with the community, fostering a stronger appreciation for the local arts scene.
  - **Implement an Art Therapy Program:**
    - Offer art therapy workshops for various groups (e.g., youth, seniors, underserved communities) to promote healing and self-expression through art.
  - **Start an Artist Exchange Program:**
    - Create a program that connects local artists with artists from sister cities to foster cultural exchanges that lead to collaborative projects, shared learning experiences, and artist exchange talks.
  - **Reconnect with the Grand Ronde Tribe for Collaborative Art Projects:**
    - Establish ongoing dialogue and artistic collaborations with the Grand Ronde Tribe to celebrate the cultural heritage of the area and incorporate indigenous art and perspectives into community projects.
- **Share ideas and best practices with other art commissions and art focused organizations**
  - **Example:** West Linn, Lake Oswego, Tateshina (Sister City), TRAG and CAA, etc.
- **Create new partnerships with local businesses**
  - **Example:** 1 new project a year with a different partner in a different category (Trolls and Metro): Performance, Visual Art, Music, Photography, Literary, etc.
- Other
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**Goal:**

**Curate Projects that Enhance Placemaking**

Focus on projects that support the City's placemaking efforts. Expand the city's art program by diversifying artistic mediums, subject matter, and locations to enhance tourism and community quality of life.

**Proposed Objectives**

- **Establish an Art Master Plan for Oregon City**
  - **Example:** Sets out our plan to build up the art inventory and diversification of art in Oregon City.
- **Create one new stationary piece of art in Oregon City each year**
  - **Example:** Art in Rain, Troll, New City Murals, etc.
- **Create Annual Placemaking Projects:**
  - **Example:** Initiate one significant placemaking art project each year with Destination Oregon City that transforms a public space to enhance community identity.
- **Integrate Art into Local Infrastructure Projects:**
  - **Example:** Collaborate with city planners and engineers to incorporate art into roadways, bridges, and public transport designs, making art a functional aspect of daily life. Example: the call for developers where the Clackamas Landscape used to be or get the county to donate their decrepit County Building on Abernethy for an Arts Center.
- **Develop Community-Inspired Temporary Art Installations:**
  - **Example:** Engage residents in creating temporary art installations that reflect community themes, ensuring they are designed and constructed collaboratively with local residents. RACC places artwork in public buildings & community centers, including stairwells, as part of programs like the PDX's % for the arts. Other temporary installations like LO's Art Without Walls or PDX's Winter Lights Festival.
- **Launch Art in Unexpected Outdoor Spaces Initiative:**
  - **Example:** Identify underutilized or overlooked spaces for creative installations or performances, activating these areas and drawing attention to their potential.
- **Create one new piece of art in multiple disciplines each year**
  - **Example:** Performance, Visual Art, Music, Photography, Literary, etc. Other
- Other
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**Goal:**

**Enhance Regional Awareness and Brand**

*Increase regional awareness and build a strong, cohesive identity for the Art Commission, establishing Oregon City as a premier public art destination. Position OCAC as a strategic leader in shaping the city's public art landscape by grounding our work in a clear vision and community storytelling.*

### **Proposed Objectives**

- **Launch Website for promoting the arts in Oregon City**
  - **Example:** *Need to have a plan after launch to make sure there is a steady flow of information happening.*
- **Promote Art Leadership within the Art Commission**
  - **Example:** *Additional training for Art Commissioners (NEA, Americans for the Art), Tackling issues like AI, respecting our history but promoting diversity, art and economic growth (tourism, vibrancy, community identity).*
- **Clean Up Vision Statement**
  - **Example:** *Clarify our role and intentions.*
- **Build on brand-oriented programs**
  - **Example:** *Art for Every Heart*
- **Art Walks:**
  - **Example:** *Organize regular art walks with printed maps where local galleries, studios, and businesses open their doors to the public, offering guided tours or artist talks. This can help build local interest and traffic in both the arts and businesses.*
- **Art & Business Partnerships:**
  - **Example:** *Collaborate with local businesses to feature rotating art displays in their establishments. Businesses can sponsor local artists, providing them exhibition space in exchange for branding opportunities.*
- **Themed Pop-Up Events:**
  - **Example:** *Coordinate with businesses to host pop-up markets or art fairs featuring local artists and artisans, creating festive, community-focused events that showcase both art and local commerce.*
- **Art-Themed Community Nights:**
  - *Partner with restaurants or cafes to host art-themed nights, where local artists showcase their work or perform while patrons enjoy special menu items or discounts.*
- **Collaborative Workshops:**
  - **Example:** *Work with local businesses to offer joint workshops (e.g., art and coffee brewing, painting and wine tasting) that promote a fun, creative experience and draw in diverse audiences.*
- **Sponsorship Opportunities for Art Events:**
  - **Example:** *Invite local businesses to become sponsors of community art events or festivals, allowing them to gain visibility while supporting the arts, creating a win-win situation.*
- **Artist-in-Residence Programs in Local Businesses:**

- **Example:** *Create opportunities for artists to work in local businesses, collaborating on projects that engage both the artist and the community, while providing a unique experience for customers.*
- **Create an Arts Passport Program:**
  - **Example:** *Develop a program with Destination OC where community members receive a "passport" that gets stamped at various art events and participating local businesses, encouraging exploration and participation while offering rewards or discounts for filling the passport.*
- **Incorporate Art into Local Events and Celebrations:**
  - **Example:** *Work with the chamber of commerce or event organizers to incorporate art exhibits, performances, or installations into local festivals, fairs, or holiday celebrations to boost visibility and engagement.*
- Other
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

# Oregon City Arts Commissioner Application Review Process and Onboarding – DRAFT

*Date: November 2025*

## Application Process Overview

Art Commissioner Applications will be collected by the City through their online portal here: <https://onboard.orcity.org/application/>

*NOTE: This is the same application that you use for all Oregon City Boards and Commissions.*

City staff will review and provide applications to the Arts Commission City Liaison. The Arts Commission City Liaison will then provide the application to the Arts Commission and time will be scheduled for either the November or December Arts Commission Meeting each year.

At whichever meeting the applications are reviewed, Arts Commissioners will be able to select and ask their own set of questions for identifying qualified candidates. After each candidate is interviewed, the Arts Commissioners will complete a ballot for prioritizing their selections. These ballots will be compiled to identify a prioritization list of all candidates which will then be handed over to the City Liaison to deliver to the Mayor for final selection.

**NOTE:** The Art Commission ballots are only a recommendation to the Mayor, as the Mayor will have all final decision-making authority to select candidates for all Boards and Commissions.

**Proposal:** In the past we have agreed that if an applicant is not present, we will not list them on the ballot, which means they will be deprioritized on our official recommendation to the Mayor. Should we continue with that same process, or is there another option we think would be a good alternative?

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## **Proposed Questions for Art Commission Applicants (to be read at interview)**

- Each candidate will be asked the following questions in a public meeting setting.
- Please keep responses concise (approx. 2-3 minutes each).

- Commissioners, read each question clearly and allow time for the candidate to answer.
- Please keep notes and refer to the evaluation sheet.

Proposed Questions (need to select 4-5):

*About Themselves*

1. Please introduce yourself and tell us why you are interested in being on the Arts Commission?
2. Please describe any background you have in the Arts?
3. What non-art skills will you bring to the table to support the Oregon City Arts Commission? (Examples being grant writing, project management, marketing experience, etc.)
4. What is your prior experience in serving on a committee, board, or commission. What was your role in that group?
5. Have you ever served or are you currently serving on any other Oregon City or Art-related Boards or Commission? If so, please describe your experience with these bodies and what contributions you have made within them?
6. Can you share a time when you worked with others toward a shared goal - this could be in any setting, not just professional?
7. Briefly explain why you are interested in joining the Arts Commission and what you hope to contribute to the group?
8. Do you see any potential conflicts with your ability to regularly attend monthly meetings (either in person or remotely), and/or do you have any potential conflicts of interest related to this position? If Yes, please describe briefly, including the nature of the conflict and who is involved?
9. Are you able to attend regularly scheduled monthly meeting of the Arts Commission- Thursdays at 7 pm.

*About Their Point of View on Art in Oregon City*

10. What do you think is most important to Oregon City's public arts and culture programs? What do you think could be improved in public art programs within Oregon City?
11. Please describe the opportunities and challenges you see for the arts in Oregon City?

*Other*

12. Do you have any questions for the Commission?

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## Art Commissioner Candidate Evaluation Form

To be completed privately by each commissioner following all interviews.

NOTE: Final format for the form will be completed once the questions/scoring items are confirmed.

Scoring Criteria (1-5): 1 = Limited | 2 = Developing | 3 = Solid | 4 = Strong | 5 = Exceptional

For each criterion, circle ONE number that best reflects your assessment.

Please base your assessment on the candidate's interview responses AND the information provided in their written application.

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Name of Commissioner Reviewing: \_\_\_\_\_

Does this applicant meet the following criteria? You can find this in their online application.

Eligibility and Residency

Confirm that the applicant is an Oregon City resident (as required), and check length of residency and neighborhood representation to ensure geographic diversity.

Arts Engagement and Background Relevant to the Commission's Work

Look for demonstrated passion, experience, or meaningful connection to the arts or community culture in any form (including visual, performing, literary arts, administration, advocacy, collector, or related skills). This helps ensure the applicant can contribute to the commission's mission even if they are not a practicing artist.

Commitment and Availability

Verify that the applicant indicates willingness and ability to commit to monthly meetings and possible extra committee work, as well as transparency regarding any potential conflicts of interest.

Community Connection & Values Alignment

Demonstrated connection to Oregon City's arts scene, appreciation for local culture.

Scoring: 1 2 3 4 5

#### Understanding of Art & Its Impact

Openness to diverse art forms, awareness of art's impact on community, ability to articulate

thoughts on the role of public art.

Scoring: 1 2 3 4 5

#### Interpersonal & Collaborative Skills

Evidence of successful collaboration, ability to listen and value diverse perspectives, respectful

communication.

Scoring: 1 2 3 4 5

#### Ethical Judgement & Integrity

Demonstrates commitment to fairness, awareness of potential biases, honesty and transparency.

Scoring: 1 2 3 4 5

#### Creative Vision & Innovation

Forward-thinking, ability to contribute new ideas, potential to advance the commission's goals.

Scoring: 1 2 3 4 5

(Total Score:) \_\_\_\_\_ / 25

Final Recommendation:

Highly Recommend

Recommend

Recommend with Reservations

Do Not Recommend

Optional Comments: (Use this space to provide any additional insights or comments to support your assessment.)

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# CITY OF OREGON CITY

## Staff Report

625 Center Street  
Oregon City, OR 97045  
503-657-0891

**To:** City Commission **Agenda Date:** November 20, 2025  
**From:** James Graham, Economic Development Manager

**SUBJECT:** New Candidates for Art Commission Vacancies

### STAFF RECOMMENDATION:

Staff recommend that the Oregon City Arts Commission interview the six candidates and recommendations to the Mayor.

### EXECUTIVE SUMMARY:

There are six pending applications for three vacancies on the Arts Commission.

The Arts Commission will forward its recommendations to fill the vacant seats to the Mayor of Oregon. The Mayor may either consider the Arts Commission’s recommendations or not.

Individuals appointed to the Arts Commission are expected to officially take their seats on the Arts Commission by January 15, 2026.

### BACKGROUND:

The application process for new candidates applying for three vacancies on the Arts Commission began in August 2025. The process for receiving applications to the Arts Commission closed on November 12, 2025.

There are six pending applications, they are from the following candidates:

Applicant	Occupation	Employer
Kristen Iseri	Project Manager	Pacific Seafood
Morgan Shelly Shanafelt	Hairdresser	Bishops Barbershop
Justin Wallace	Designer	Security Signs
Nora Brodnicki	Art Instructor	Clackamas Community College
Josh Planton	Event Coordinator	One Call Concepts
Alexis Ingram	Major Gifts Officer	Wildlife Conservation Society

The Arts Commission is to make recommendations for the three vacant seats to the Mayor of Oregon City. Candidates appointed by the Mayor will officially take their seats on January 15, 2026.

**OPTIONS:**

1. Mayor may choose all or none of the recommendations made by the Arts Commission.

**BUDGET IMPACT:**

Amount n/A

FY  
2026 -2028

Funding Sources n/a

1.

# Kristen Iseri

Oregon City, OR | Generated 10/13/2025 @ 12:54 pm by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Kristen Iseri  
**Application Date** 10/10/2025  
**Expiration Date** 10/10/2026  
**Status** Received

Board	Vacancies	Status
Arts Commission	1	<span>Pending</span>

## Basic Information

**Name**  
Kristen Iseri

## Contact Information

**Address**  
[REDACTED]  
[REDACTED]  
**Yes, I am a resident**  
Yes  
**Email**  
[REDACTED]

## Occupation

**Employer**  
Pacific Seafood  
**Job Title**  
Project Manager

### How long have you lived in Oregon City?

4 years

### Describe relevant work experience that may relate to the board or committee you are applying for.

Managing projects & events; working with the public; admin experience; managing budgets

### Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.

See resume: Willamette University, BS Business Econ, Art Minor, MBA

### Describe volunteer activity within this or other communities

Coordinator for Oregon City Festival of the Arts

### Do you presently serve on a City board or committee?

No

### Explain your interest in this board/committee and why you think its issues are important

Stronger community connection and hope to coordinate efforts between TRAG and the arts commission. Would like to see even more bridges built between groups and resources.

### List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

Membership on TRAG and coordinating Festival of the Arts. Coordinated efforts with OC Porchfest and End of the Oregon Trail.

### In which neighborhood of Oregon City do you live?

McLoughlin.

**I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additional proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.**

Yes

Generated 10/13/2025 @ 12:54 pm

# Kristen Iseri

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Oregon City, Oregon | [kiserimba@gmail.com](mailto:kiserimba@gmail.com) | 503-779-8476 | LinkedIn: kristen-iseri

## Professional Summary

Executive-level project and operations professional with 15+ years of experience supporting senior leadership, managing confidential information, and coordinating complex projects. Experienced in Microsoft Office Suite, Google Workspace, and learning new systems quickly. Skilled in calendar management, travel coordination, report writing, and financial processes. Recognized for professionalism, discretion, and the ability to communicate clearly with executives, the public, and diverse stakeholders. Brings strong customer service orientation and commitment to integrity, accountability, and teamwork.

## Professional Experience

### **Pacific Seafood – Clackamas, OR**

*Project Manager / Document Control Manager, Talent & Culture, Oct 2024 – Present*

- Develop and implement governance strategy for ERP project documents, ensuring security, version control, and access management across divisions.
- Manage corporate intranet (SharePoint), providing resources and permissions for 1,500+ employees.
- In partnership with the VP of Talent & Culture, plan and execute the annual corporate Leadership Conference for 200+ participants.

*Project Manager – IT, Mar 2023 – Oct 2024*

- Coordinated change management, training plans, and communications for initial SAP implementation at 3 sites, prioritizing competing deadlines.
- Partnered with subject matter experts and HR managers to map employees to security roles and scheduled training plans for 500+ employees distributed across three shifts.
- Composed executive communications in collaboration with Marketing & Communications team to support organizational rollout.
- Position eliminated due to strategic realignment.

### **Ag8, LLC – Oregon**

*Owner & Jeweler, 2022 – Present*

- Manage all aspects of the business: scheduling, supplies, consultations, day-to-day financial & project management
- Promote brand through social media, website, and participation in local events

### **Willamette University – Salem, OR**

*Director, Executive Development Center (EDC), Atkinson Graduate School of Management, Feb 2014 – Mar 2023*

- Directed 5 professional programs (\$1M+ budget), supervising 5 program managers, 24 instructors, and hundreds of students annually.
- Created reports, contracts, and correspondence for executives and external partners; proofed documents to ensure accuracy (MS Word, Excel, PowerPoint).
- Transitioned programs to virtual delivery during COVID, including developing documentation, publishing training materials, and serving as IT support.

- Tracked timelines, prioritized tasks, managed multiple projects, and provided customer service to internal and external stakeholders.

*Director of Business Operations & Executive Assistant to the Dean, Graduate School of Education,  
Nov 2007 – Feb 2014*

- Provided confidential executive support which included faculty tenure/promotion, payroll, accreditation, and HR processes, to ensure legal and institutional compliance.
- Managed dean’s calendar, coordinated complex travel, and arranged meetings.
- Prepared agendas, recorded and published meeting notes for faculty, board members and regulators.
- Produced sensitive correspondence, board reports, and personnel documents while maintaining confidentiality.
- Created budgets, processed invoices, reconciled accounts, and tracked financial transactions in compliance with university policy.
- Managed commencement ceremonies and high-profile events involving elected officials, community leaders, and volunteers.
- Supervised staff and student employees, ensuring policy compliance and service excellence.

### **State Farm Insurance – Portland, OR**

*Licensed Office Representative, Sept 2001 – Nov 2007*

- Serviced 1,700+ households across auto, home, life, and business insurance policies.
- Handled sensitive customer records, ensured compliance with regulations, and explained complex policies.
- Provided training for staff on new technology and maintained accurate documentation.

### **Unitrin / Financial Indemnity Company – Salem, OR**

*Claims Adjuster I, Oct 1999 – May 2001*

- Investigated and evaluated auto accident liability/bodily injury claims across 7 states.
- Prepared arbitration documentation and processed payments, ensuring compliance with state laws.

## **Volunteer Experience**

### **Oregon City Festival of the Arts | Three Rivers Artist Guild**

*Festival Coordinator, 2023 – Present*

- Plan and execute the annual art festival (2,500+ attendees, 50+ artists).
- Manage 50+ volunteers, budget, contracts, and city partnerships, ensuring operational success.
- Coordinate performers, vendors, and marketing, social media, including communications with local elected officials and community sponsors.

## **Education**

- MBA, Willamette University, 2013
- BS, Business Economics, Willamette University, 1999

## **Professional Development & Certifications**

- ICF Coach Certification (in progress)
- Certified Personal Trainer & Nutrition Coach, 2022 (ISSA, PN 1 & 2)
- Project Management Professional Exam Prep Course, 2018

# Ms. Morgan Shelley Shanafelt

Oregon City, OR | Generated 10/13/2025 @ 12:57 pm by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Ms. Morgan Shelley Shanafelt  
**Application Date** 10/12/2025  
**Expiration Date** 10/12/2026  
**Status** Received

Board	Vacancies	Status
Arts Commission	1	<span>Pending</span>

## Basic Information

**Name**  
Ms. Morgan Shelley Shanafelt

## Contact Information

**Address**  
[REDACTED]  
[REDACTED]  
**Yes, I am a resident**  
Yes  
**Email**  
[REDACTED]  
**Phone**  
[REDACTED]  
**Cell Phone**  
[REDACTED]

## Occupation

**Employer**  
Bishops Barbershop  
**Job Title**  
Hairdresser

### How long have you lived in Oregon City?

3 years

### Describe relevant work experience that may relate to the board or committee you are applying for.

I am a highly organized and hard working person with many connections in the art world. I am also a textile artist. I could be a great addition.

### Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.

Oregon City High School graduate I have a fashion design degree from Seattle Central, a Cosmetology license and am a certified phlebotomist. I have worked with many theaters in the area and some music videos. I also have deep roots in the Portland music scene.

### Describe volunteer activity within this or other communities

I have not volunteered in Oregon City but I have done it in Portland from running fashion shows to putting on galas and booking bands.

### Do you presently serve on a City board or committee?

No

### Explain your interest in this board/committee and why you think its issues are important

I think that the arts are really important to the vitality and livability of a community. Art has long been a healing endeavor to individuals. It's therapy. It's hope. It's beauty in the face of the ugliness that is so prevalent in the world.

### List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

I have managed retail shops, coordinated events and organized art showings.

### In which neighborhood of Oregon City do you live?

Hilltop

**I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additional proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.**

Yes

Generated 10/13/2025 @ 12:57 pm

## EDUCATION

**Phagans School of Hair Design**

**2002-2004**

Degree in Cosmetology, licensed to practice in the state of Oregon.

**Seattle Central College**

**1999-2001**

Associates Degree in fashion design patterning and construction.

## SKILLS

- Sales
- Customer service
- Merchandising
- Experience and knowledge of current trends in fashion, and construction
- with a foundation in fashion design and aesthetics.

## EXPERIENCE

**Rudy's Barbershop / Bishops Barbershop (SW Portland)**

**2016-2022 Hairdresser**

Duties include cashiering, booking, opening and closing duties. Number one in retail sales for hair product at the SW Portland location. Adhering to state sanitation guidelines, as well customer service. Stocking and retail display.

Key holder

**The Barbers (Sellwood)**

**2014-2016 Hairdresser**

Duties include cashiering, booking, opening and closing duties.

Adhering to state sanitation guidelines, as well customer service.

Stocking and retail display. Key holder

**Dosha (NW Portland)**

**2013-2014 Hairdresser**

Duties include cashiering, opening and closing duties.

Adhering to state sanitation guidelines, as well customer

service. Skin and nail care. Stocking and retail display.

**Bishops (NE 28th)**

**2013-2014 Hairdresser**

Duties include cashiering, booking, opening and closing duties. Number one

in retail sales for hair product at the NE 28th location, second in the whole

company. Adhering to state sanitation guidelines, as well customer service.

Stocking and retail display. Key holder

# Justin Wallace

Oregon City, OR | Generated 10/20/2025 @ 1:11 pm by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Justin Wallace  
**Application Date** 10/20/2025  
**Expiration Date** 10/20/2026  
**Status** Received

Board	Vacancies	Status
Arts Commission	1	<span>Pending</span>

## Basic Information

**Name**  
Justin Wallace

## Contact Information

**Address**  
[REDACTED]  
[REDACTED]  
**Yes, I am a resident**  
Yes  
**Email**  
[REDACTED]  
**Cell Phone**  
[REDACTED]

## Occupation

**Employer**  
Security Signs  
**Job Title**  
Designer

### How long have you lived in Oregon City?

10 Years +

### Describe relevant work experience that may relate to the board or committee you are applying for.

Been an artist and a designer for as long as I can remember. I can assist with anything creative or computer related. Have experience with design to build to install.

### Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.

California State University, Fullerton. Bachelor of Fine Arts [BFA], Graphic Design / Illustration

### Describe volunteer activity within this or other communities

Have volunteered time and resources to OC schools - Gaffney, John McLoughlin, Gardiner + OCHS.

### Do you presently serve on a City board or committee?

No

### Explain your interest in this board/committee and why you think its issues are important

I've always been a supporter of integrating art into communities, and now I want to contribute to my own.

### List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

Art and design major in college. 20+ years in graphic design for the built environment.

### In which neighborhood of Oregon City do you live?

Tower Vista

**I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additional proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.**

Yes

Generated 10/20/2025 @ 1:11 pm

## Contact

jwtwallace@gmail.com

[www.linkedin.com/in/justin-wallace-5087b523](http://www.linkedin.com/in/justin-wallace-5087b523) (LinkedIn)

## Top Skills

Smartsheet

Information Graphics

Skilled Multi-tasker

## Languages

English

# Justin Wallace

Environmental Graphic Designer  
Portland, Oregon, United States

## Summary

Design professional specializing in the built environment.

---

## Experience

### Security Signs

Environmental Graphic Design  
April 2015 - Present (10 years 7 months)  
Portland, OR

Security Signs is a leading full-service custom fabrication sign company based in Portland, Oregon.

We transform ideas into visual assets that build and support your brand.

### Blair Sign Programs

Environmental Graphic Design  
March 2010 - October 2014 (4 years 8 months)  
Santee, CA

### San Diego State University

Graphic Design  
May 2008 - December 2009 (1 year 8 months)  
San Diego, CA

Job ended due to the mass CA state lay-off's.

But before that ->

Graphic Designer for an on-campus sign and graphics department. Worked with all levels of campus staff. My duties included design, production, installation, project management and event planning.

- Worked on a variety of projects including ADA/code standards, campus maps & directories, campus wayfinding and campus sign programs.

- Surveyed, programmed and designed new wayfinding and signage standards for SDSU's parking structures.

## BIGPICTURE Designs

Owner

July 2005 - April 2008 (2 years 10 months)

San Diego, CA

Oversaw all business operations including creative, administrative, account development, production and installation. A full service, non-electric, sign and design company. Primary focus was on vehicle wraps & graphics but also provided indoor/outdoor signs,

- Clients included Clear Channel, Time Warner, Costco, Budget Fleet Sales, XO Communications, plus many more local and national accounts.

- Coordination of outsourced vendors for project deliveries.

- Company branding included logo design & development, marketing materials, front end website design and company standards.

\*Closed company doors due to work slow down and family obligations\*

## Final Touch Graphics / Color Works

Graphic Design

February 2000 - January 2005 (5 years)

San Diego, CA

Design and project management of POP, direct mail, print advertising, outdoor/indoor signage, wayfinding, ADA signage & vehicle wraps.

- Responsibilities included client interaction, original concepts, proofing, designs, file prep, color and design theory, design direction, and production.

## AT&T

Ad Designer

September 1999 - February 2000 (6 months)

Anaheim, CA

Yellow Pages Ad Designer for AT&T, formerly Pacific Bell Yellow Pages.

DBA: Digital Graphics Advantage.

## Pep Boys / Napa Auto / Kragen Auto

Retail Auto Parts

February 1993 - August 1999 (6 years 7 months)

El Cajon, CA / Fullerton, CA

I worked in retail auto parts from high school through college.

---

## Education

California State University-Fullerton

Bachelor of Fine Arts [BFA], Graphic Design / Illustration · (1997 - 1999)

Cuyamaca College

General Studies · (1994 - 1997)

Grossmont College

General Studies · (1994 - 1997)

# Nora Brodnicki

Oregon City, OR | Generated 10/24/2025 @ 4:40 pm by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Nora Brodnicki  
**Application Date** 10/24/2025  
**Expiration Date** 10/24/2026  
**Status** Received

Board	Vacancies	Status
Arts Commission	1	<span>Pending</span>

## Basic Information

**Name**  
Nora Brodnicki

## Contact Information

**Address**  
[REDACTED]  
[REDACTED]

**Yes, I am a resident**  
No

**Email**  
[REDACTED]

**Phone**  
[REDACTED]

**Cell Phone**  
[REDACTED]

**Business Phone**  
[REDACTED]

## Occupation

**Employer**  
Clackamas Community College

**Job Title**  
Art Instructor/ Department chair

### How long have you lived in Oregon City?

26 years (working at CCC)

### Describe relevant work experience that may relate to the board or committee you are applying for.

My work experience is primarily teaching art courses and elements of my job include art acquisition, serving on and leading committees and work groups.

### Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.

HS Degree from WH Hall High School; BA from Hartwick College; MA from Syracuse University; MFA from SUNY New Paltz.

### Describe volunteer activity within this or other communities

I served on the Public Art Steering Committee many years ago under the leadership of Chryl Snow, I am a member and volunteer of the Oregon Potters Association (OPA).

### Do you presently serve on a City board or committee?

No

### Explain your interest in this board/committee and why you think its issues are important

Amy Wilson recently met with me to discuss the poor restoration of the Salmon Bench I created in 2005. She encouraged me to apply for this position. I believe that art strengthens communities and makes city streets and public spaces more inviting.

### List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

I have served on and led a number of committees at Clackamas Community College and continue to do so.

### In which neighborhood of Oregon City do you live?

I live in Portland.

**I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additional proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.**

Yes

Generated 10/24/2025 @ 4:40 pm

***Nora E. Brodnicki***



**Work Experience:**

- September 1999-present**      **Full-Time Faculty.** Clackamas Community College, Oregon City, OR. Ceramics, Art History and Basic Design.
- March 2012-present and September 2004-2006**      **Department Chairperson (Art and Digital Media)** Clackamas Community College. Oregon City, OR.
- Spring 2004, 2005, 2006**      **Part-time Instructor.** Portland Community College. Portland, OR. Modern Art History (1945-Present)

**Education:**

- September 1999**      **MFA, Ceramics.** State University of New York, New Paltz, NY.
- May 1996**      **MA, Art History.** Syracuse University, Syracuse, NY.
- May 1991**      **BA, Art History.** Minor in studio arts. Hartwick College, Oneonta, NY.

**Select Exhibitions and Events:**

- September- October 2018-2025.** *Annual Day of the Dead Show.* Guardino Gallery. Alberta Street, Portland, OR.
- Spring 2018- 2025.** *Ceramics Showcase.* Oregon Potters Association Annual Show and Sale. Oregon Convention Center.
- November- December 2021-2024.** *Ceramics Northwest Exhibition and Sale.* Downtown Portland, OR.
- September- December 2024.** *Faculty Show.* Clackamas Community College. Oregon City, OR.
- October 2023 – January 2025.** *Governor’s Mansion.* Two plates on display in Salem, OR.
- March 2018.** NCECA Juried Show. Pittsburgh. PA. (*Das Narrenschiff* stoneware plate 2017).

**September-October 2015.** *Juried Alumni Exhibition.* Hartwick College, Oneonta, NY.

**January- February 2014.** *Draw! Pen, Paper and Beyond.* Columbia Art Gallery. Hood River, OR.

**March -May 2012.** *Sources and Influences: Contemporary Clay Artists, Mentors and Students.* Huntington Museum of Art, WV.

**Commissions:**

**2009-2015** **First Cup Coffee House.** Portland, OR. Standing order for the coffee mugs used at this coffee shop.

**2005** **Salmon Park Bench.** Stoneware tiles over a cement form. Placed on 7<sup>th</sup> and Madison Street. City of Oregon City.

**2005** **Oregon City Tiles.** Porcelain tiles with decals of historic photographs from 7<sup>th</sup> Street in Oregon City. City of Oregon City.

**Service to the CCC and Community:**

**2016-17, 2021-22, and 2023-24.** FT Faculty President. CCCEA union president for three terms.

**2015-present.** Co-chair of CCC Sabbatical Committee. Review sabbatical applications and reports. Support faculty. Present to Board of Education annually.

**2024- present.** Co-chair of CCC Curriculum Committee (2024-present). Facilitate Curriculum Committee meetings which oversees curriculum and program updates at CCC.

**2018- present.** Chair of CCC Arts Acquisition Subcommittee. Facilitate purchase, labeling and maintenance of art on campus.

**March 2018- 2025.** One of the judges for Clackamas ESD Annual Student art show.

**January 2022- present.** Ceramics Showcase “Group Booth co-chair”. Attend OPA meetings, help organize the Group Booth for the annual Ceramics Showcase event at the Oregon Convention Center

**ca. 2009** Public Art Steering Committee (Arts Action Alliance/ Clackamas County)

# Josh Planton

Oregon City, OR | Generated 10/27/2025 @ 12:25 pm by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Josh Planton  
**Application Date** 10/26/2025  
**Expiration Date** 10/26/2026  
**Status** Received

Board	Vacancies	Status
Arts Commission	1	<span>Pending</span>

## Basic Information

**Name**  
Josh Planton

## Contact Information

**Address**  
[REDACTED]  
[REDACTED]  
**Yes, I am a resident**  
Yes  
**Email**  
[REDACTED]  
**Cell Phone**  
[REDACTED]

## Occupation

**Employer**  
One Call Concepts, LLC  
**Job Title**  
Event Coordinator

### How long have you lived in Oregon City?

39 years

### Describe relevant work experience that may relate to the board or committee you are applying for.

For the past four years I have sat on the Oregon City Arts Commission as a Commissioner, and the last year as the elected Chair. In my day job I have supported non-profit and quasi-judicial Board for the State of Oregon over the past 11 years. I have great organizational and logistics skills, marketing background, and strategic planning experience.

### Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.

La Salle High School and Linfield College. I have a Bachelor of Science in Finance and Bachelor of Art in Political Science.

### Describe volunteer activity within this or other communities

Apart from participation on the Oregon City Arts Commission over the past four years, I have also served on the Oregon City Budget Committee, was a "Heart" volunteer at the Oregon Humane Society from 2014-2017, and a volunteer at the Tigard Library from 2012 until 2015.

### Do you presently serve on a City board or committee?

If yes, which boards: Arts Commission

### Explain your interest in this board/committee and why you think its issues are important

I think art (and creativity in general) is an important aspect of every community which we must strive to progress, promote, and protect for several reasons beyond just its beauty. Art in any city should be thought out and represent the entire community who live and work there and give us all perspective in our daily lives. As a member of this committee, I believe I will be able to help influence how art is perceived in our community and help establish works which will be a legacy of the cultural and demographic changes/impacts which will define Oregon City for future generations.

### List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

I have a passion for art (in all forms, but primarily painting, photography, and sculptures) which started in high school where I studied art for all four years. I continued my art education in college, almost minoring in art history. Since then, I have continued my passion for it as a hobby, being a member of the Oregon Art Museum in Portland, and through collecting art when I travel internationally for work.

### In which neighborhood of Oregon City do you live?

McLoughlin

**I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additional proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.**

Yes

Generated 10/27/2025 @ 12:25 pm

# JOSHUA F. PLANTON

## EVENT DIRECTOR

*Strategic Event Planning | Project Management | Creative Problem Solver*

Results-oriented Senior Event and Project Management specialist with over eleven years working in the non-profit and tech-industry, to deliver technology training, build brand awareness, and drive advocacy among government officials. Known for planning, executing and innovating industry events to meet client expectations and take advantage of market trends. Capable of managing multiple client and business priorities with ease while still meeting deadlines.

## PROFESSION SKILLS SUMMARY

### Event Management

- Led multiple cross-departmental teams of upwards of 9 employees each in the planning of over 70+ domestic and international events, for up to 800 attendees including international dignitaries and US Government Officials. Ran events in multiple APAC, European, South American, and African locations, opening new geographic areas of influence while increasing attendee participation by over 90% and social media engagement by more than 1000%.
- Oversaw multi-million-dollar event budgets and an inventory of multi-million-dollar event equipment. Developed relationships with key industry vendors in negotiating favorable terms for clients.
- Oversaw the execution of an array of workstreams: catering, sponsorship, exhibitors, venue sourcing and safety management, speakers, vendor management, registration, award dinners, and crowd management.
- Established KPI's and SOP's to help define new success criteria that meet client expectations and promote innovation. Rolled out new event equipment/platforms to increase productivity and lower costs.

### Strategic Leadership and Alignment

- Facilitated client growth through strategic planning, data analysis, and governance-focused practices.
- Developed a team cross-training program to broaden knowledge base and increase team-flexibility in an effort to avoid burnout among colleagues.
- Managed budget and multi-personnel teams on multiple website, marketing, and operational projects to update arcane, manual systems and improve market branding for clients.
- Led improved training overhauls to increase efficiency, abide by regulatory mandates and establish best practices.
- Responsible for direct report(s) including coaching, managing project assignments and individual growth plans.

## WORK EXPERIENCE

<b>VTM GROUP, INC.</b> , Beaverton, OR <i>Account Manager</i>	<b>10/2013 – Current</b>
<b>Impac Mortgage</b> , Lake Oswego, OR <i>Reports Coordinator</i>	<b>11/2012 - 10/2013</b>
<b>Scheller Financial Services</b> , Portland, OR <i>Processing Agent</i>	<b>01/2010 – 10/2012</b>

## EDUCATION

**Bachelor of Arts, *Political Science***, LINFIELD COLLEGE, McMinnville, OR  
**Bachelor of Science, *Finance***, LINFIELD COLLEGE, McMinnville, OR

## PROFESSIONAL & CIVIC INVOLVMENT

Oregon City Arts Commission (Volunteer- Elected Chair in Jan 2025), Oregon City Budget Committee (Volunteer), Oregon City Tourism Grant Committee (*Volunteer*), Oregon Humane Society (*Volunteer*)

503-475-3789 | [joshplanton@gmail.com](mailto:joshplanton@gmail.com) | Portland, OR

# Alexis Ingram

Oregon City, OR | Generated 11/4/2025 @ 2:34 pm by OnBoardGOV - Powered by ClerkBase

**Status**

**Name** Alexis Ingram  
**Application Date** 11/4/2025  
**Expiration Date** 11/4/2026  
**Status** Received

Board	Vacancies	Status
Arts Commission	1	<span>Pending</span>

## Basic Information

**Name**  
Alexis Ingram

## Contact Information

**Address**  
[REDACTED]  
[REDACTED]

**Yes, I am a resident**  
Yes

**Email**  
[REDACTED]

**Phone**  
[REDACTED]

## Occupation

**Employer**  
Wildlife Conservation Society

**Job Title**  
Major Gifts Officer, Western Region

### How long have you lived in Oregon City?

Since 2008

### Describe relevant work experience that may relate to the board or committee you are applying for.

I have worked as a fundraiser in nonprofits my entire career and at arts organizations like the Portland Art Museum and Artists Repertory Theatre.

### Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.

BA in Art History MA in Art Administration

### Describe volunteer activity within this or other communities

I have served on the board of AGE+ and on the early iteration of what is now Willamette Falls Trust.

### Do you presently serve on a City board or committee?

No

### Explain your interest in this board/committee and why you think its issues are important

I am a proud Oregon City community member and believe that public art is a critical component of creating a vibrant and special community. We have a deep history in this town and that includes artists in the past (Lee Kelly) and the future (as seen through the recent popular Open Studios tour).

### List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

I worked with a number of Oregon City leadership during my engagement with Willamette Falls Trust, as both a board and staff member. I am known to be an inclusive collaborator.

### In which neighborhood of Oregon City do you live?

Beavercreek (I just moved out here a year ago, lived in the South End Neighborhood for all the years prior, and I'm not entirely clear on whether I qualify as a 'resident' or not?)

**I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additional proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.**

Yes

Generated 11/4/2025 @ 2:34 pm

## Alexis Ingram, CFRE

██  
██

### Professional Experience

WILDLIFE CONSERVATION SOCIETY

Remote

*Major Gifts Officer, Western Region*

*June 2024 - present*

- Manage a portfolio of 200 major gift donors and prospects, develop and implement comprehensive identification, cultivation, solicitation, and stewardship strategies
- Raise \$2M annually; part of a larger Development Team that raises more than \$218M annually

WILLAMETTE FALLS TRUST

Oregon City, Oregon

*Director of Development*

*July 2018 - June 2024*

- Provided strategic leadership for a multi-million capital campaign (estimated \$150M for phase 1) to create an inter-Tribal public access project at Willamette Falls; developed a comprehensive campaign strategy and all related case materials
- Identifies, cultivated, solicited, and stewarded a robust regional portfolio of principal gift donors and prospects; experienced in soliciting six- and seven-figure gifts; secured three \$5M pledges and additional six- and seven-figure commitments from individuals and foundations
- Worked in close collaboration with volunteer leadership on the Board of Directors, Tribal Leadership Committee, and Campaign Cabinet
- Supervised in-house Major Gift Officer, Campaign Manager, contract Campaign Counsel, grantwriter, PR and communications firm, IT and database support staff
- Oversaw a portfolio of 119 six-figure donor prospects
- With other senior staff, developed and implemented strategies for securing public funding from local, state, and federal sources

OREGON HUMANE SOCIETY

Portland, Oregon

*Major Gift Officer*

*Oct 2014 – July 2018*

- Managed a portfolio of 150-180 major gift donors and prospects, developed and implemented comprehensive identification, cultivation, solicitation, and stewardship strategies
- Member of the Major Gifts and Campaign team, participate in the planning and execution of campaign strategy for a \$30 million capital campaign, create solicitation strategies for all donors in my portfolio, qualify prospects
- Maintain and cultivate relationships with donors and prospects to ensure excellent donor experience; conduct one-on-one meetings with donors; 158 meetings in 2017, average 130 donor contacts per month
- Work closely with all departments in the organization to ensure a culture of philanthropy, co-lead the Employee Campaign Committee, collaborate with planned giving officer, grantwriter, and other colleagues
- Routinely collaborate with members of the OHS Board of Trustees, the Marketing Committee, and the Campaign Cabinet on donor cultivation and stewardship strategy

## ARTISTS REPERTORY THEATRE

Portland, Oregon

### *Development Director*

*Oct 2012 – Oct 2014*

- Principal fundraising strategist for an organization with a \$3 million budget, provided leadership for all fundraising activities, ensured exceptional donor stewardship, and served as the primary contact for the theatre's donors and stakeholders
- Conceived and executed successful annual fundraising galas and luncheons, met fundraising goals through a variety of revenue streams including ticket sales, sponsorships, and special appeals; planned and executed many mid-size donor events throughout the season
- Planned, developed, deployed, and evaluated all aspects of donor communication including all acquisition mailings, e-solicitations, invitations, renewal and acknowledgment letters

### *Grant & Development Operations Manager*

*July 2011 – Oct 2012*

### *Grant Coordinator*

*Sept 2010 – July 2011*

## PORTLAND ART MUSEUM

Portland, Oregon

### *Development Associate*

*2008 - 2010*

- Responsible for providing key support to achieve fundraising objectives for an organization with a \$13M budget and a database constituency of more than 100,000 records
- Worked closely with content experts to write and submit all organizational grants and reports, maintained grants calendar

## Education, Certifications

Certified Fundraising Executive (CFRE) 2017 - present

MA in Nonprofit Administration, Arts | University of Oregon, Eugene, OR

BA in Art History | Lake Forest College, Lake Forest, IL

## Community Involvement, Memberships

- AGE+, Board Member, 2019 - 2023
- Willamette Falls Trust, Secretary, 2016-2018
- Goose Hollow Foothill League, Treasurer, 2012-2014
- Association of Fundraising Professionals
- Willamette Valley Development Officers

## Computer Skills

- Microsoft Office Suite: Outlook, Excel, PowerPoint, Word
- CRM databases: Raiser's Edge, Tessitura, Salesforce, Bloomerang, Pipedrive
- Project Management: Asana, Slack
- Google Suite
- Familiarity with the Adobe Creative Suite, Wordfly, MailChimp, Squarespace, Canva