

WE Leadership Committee Notes

June 22, 2017 11:30-1PM Portland Building BTS 4th floor, Auxiliary Conference Room

Attendance:

- Natalie Lutrell
- Francesca Patricolo
- Huong Nguyen
- Ida Salazar

Absent/ regrets:

- Sarah Brenner

The group discussed how we should use the list serve and agreed that we should tell our membership that we will send them updates no more than once a month and quarterly at a minimum.

The group discussed how to use the blog, deciding that it is where we should post our meeting notes, interesting and relevant articles, and news about related city activities. The group agreed that we would like to see member interactions on the blog so people should be able to submit comments. Everyone agreed that the comments should be monitored though, so the comments should trigger an email notification to us.

The committee agreed that we should have a shared email box from which we can send emails to our membership and all have access. We decided on WElead@portlandoregon.gov.

The committee agreed we need a plan for WE activities now that we have a vision, mission, goals, and objectives and decided on the following, which we will communicate with our membership in our next email update to them:

Month	Activity	WE Lead Champion
September	Charity Drive + Hot Topic Panel	Francesca
December	Networking Event	Ida
March	Women's History Month	Natalie
June	Training Event	Huong

For the September charity drive, the group discussed ideas including a bra drive, feminine hygiene products, and dress for success.

TO DO:

- Huong will ask Debbie to transition Sarah to maintain the WE webpage
- Ida will ask Sarah if she has all the training she needs to be updating the webpage
- Natalie will go ahead and make a few updates on the webpage, such as contact names
- Ida will set us up with a shared WElead@portlandoregon.gov email box
- Francesca will type up the notes for the group (needs 1 week)

- Natalie will take the first go at drafting the email to go out to the membership. She will send it out for WE Lead to edit before sending
- Francesca will begin looking for potential panel members for the Sept event
- Natalie will ask Sarah if we can get the blog looking good before our membership email goes out
- Draft an email to the membership including:
 - the vision, mission, goals, and objectives
 - tell our membership that we will send them updates no more than once a month and quarterly at a minimum
 - Ask members for their ideas about women-supporting charities or programs we might collect donated items for

Notes provided by Francesca Patricolo.

DRAFT