

WE Lead – 5.17.18 meeting

- **Attendance**

- *Present* (and their bureau, work location for planning purposes, & what they like to do with their best friends)
 - Melissa Walton Hendricks*
 - OMF/ Congress Center
 - Collect agate at the coast
 - Anna Becker*
 - Water/ Columbia Square
 - Hike with their dogs
 - Francesca Patricolo
 - PBOT/ Transitioning off the leadership team
 - Drinking/ having fun (margaritas, wine tasting, etc.)
 - Sadie Atwell*
 - Parks/ Peninsula Park Community Center (North Portland)
 - Traveling – getting on a plane and getting away from home
 - Janine Gates
 - Commissioner Fritz's office/ City Hall (transitioning off in July)
 - Anything that allows her to relax from busy job
 - Natalie Luttrell
 - BDS/ 1900 Building (will be on leave starting August 1)
 - Foot massage/ spa activities
- *Not Present*
 - Sarah Brenner
 - Parks/ Transitioning off the leadership team
 - Kerry Anderson*
 - Parks/ Congress Center
 - Kawana Bullock Clayton*
 - Parks/ Multnomah Arts Center (?)

- * denotes a person new to WE Lead

- **Areas of Interest**

- In addition to information above, everyone was asked to identify their existing or preferred areas of specialty
- Francesca: Event planning, Charity fundraiser
- Natalie: Women's History Month, Partnering with other Affinity groups, networking, mentorship/ skill sharing
- Options for incoming members – sky is the limit
 - *Ongoing/ yet to complete:*
 - [Website](#) development and updates

- Need “Web content Editor Level 1” training (through CityLearner)
- Networking events
- Mentoring programs
- Budgeting for the group
- Women’s History Month activities
 - [Historic Women’s History Month Events](#)
- Blog writer
- Meeting organization
- Partnering with other DEEP Affinity groups
- Book club organizing
- *Recently completed:*
 - Logo Redesign
 - Survey of members to develop vision/ mission
 - See results on website
 - Defined goals and objectives
- *Potential projects:*
 - Doing a better job connecting with other affinity groups
 - Printing magnet with our new logo
 - Skill building workshops
 - Bring in presenters from the State to present on Disparities Women in Oregon face specifically
 - Polling members to identify their needs from the group – maybe we can be more of a support group/ informal mentoring, and less events-focused
 - Analyzing gaps in City employment (i.e. women not in the trades positions), and analyzing if areas with women representation is representative (i.e. in areas where women are succeeding are all women succeeding or are white women disproportionately finding success?)
 - Partnering with OEHR and/ or BHR to get real data to analyze
 - Incorporate DEEP Affinity group awareness in Citywide onboarding processes
- *New members potential areas of interest:*
 - Melissa:
 - Intersectionality
 - Parenting impacts
 - Would be interested in the presentation on Disparities Women in Oregon face
 - Anna:

- Intersectionality
 - Women’s History Month Events
 - Previously coordinated a book club
- Sadie:
 - Professional Development Opportunities
 - Informational booths and advancement opportunities
 - More inclusive than just downtown corridor lunchtime events
 - Connecting with outside/ existing networks and events
- **WE Administration**
 - WE is a [DEEP](#) affinity group (there are about 9 total, and some new ones that are being started)
 - Janine is on the DEEP board
 - Affinity groups need to connect with members approximately quarterly
 - New WE Lead members will be getting access to the “WE Lead” email
 - *Calendar*
 - Last summer: ice cream social
 - November: Charity drive/ panel
 - December: Networking event
 - February: Galentine’s Day waffles
 - March: Women’s History Month
 - We can review archived events on the WE website
 - June: Training event
 - Have some sort of annual/ biannual all-member meeting
 - We have about 228 members (“WE Network” on Outlook)
 - WE Lead meets monthly
 - The minutes get posted to the website
 - Outgoing leadership team wishes they had prioritized getting together socially/ really gotten to know each other sooner
 - *Budget*
 - Current: \$246 (must be spent by June 30 – does not roll over)
 - If there is a remainder can we donate it?
 - Melissa will email DEEP and ask
 - For the 2018/19 budget
 - \$400 allocation from DEEP
 - \$100 donation (rolls over)
 - If there are events, speakers, etc. that are too expensive...
 - Can partner with other affinity groups
 - Can reach out to DEEP to support it
- **Action Items**

- For current/ exiting leadership team
 - Give new members WE Lead email access (Natalie)
 - Share mission, member feedback, survey results, etc. with new members to give them a better understanding of WE's culture, mission, membership, etc.
 - High level overview: Stay representative of all City employees, having more space to talk with together (more than "just" events)
- For current/ new leadership team
 - Set a time to meet by June 1 to get to know one another and identify next steps
 - Inquire if remainder funds can be donated prior to end of fiscal year (Melissa)