

WE Lead Meeting – June 25, 2019

- Agenda:
 - Introductions
 - Subcommittees
 - Updates
- Introductions:
 - Present:
 - New members:
 - Ana Brophy – BES
 - Bridgette Coleman (phone) – PBOT
 - Zuleyma Figueroa (phone) – PBOT
 - Anastasia Howard – BDS
 - Anne Phillip – BES
 - Emily Volpert – BDS
 - Continuing members:
 - Anna Becker - Water
 - Kawana Bullock Clayton – Parks
 - Natalie Luttrell - BDS
 - Melissa Walton Hendricks – OMF
 - Absent:
 - New member:
 - Lolita Broadous – Parks
 - Continuing member:
 - Sadie Atwell - Parks
- Subcommittees:
 - Note: It is *not* the intention of the subcommittee process to reduce anyone's involvement. We are all full members of WE Lead, and can change our subcommittee commitments as needed.
 - Intentions behind creating subcommittees:
 - Ease of scheduling meetings
 - Appreciation/ acknowledgement that time is a finite resource for members
 - Allows folks to self-select where their interests and talents lie
 - Improve transparency of the work WE Lead does, and allow folks to dig deeper into areas of interest
 - Will hopefully allow WE Lead to put on more and better events; develop meaningful policy proposals proactively; and to improve the strength of our connections to other affinity groups, City employees generally, and the broader Portland community.
- Updates:
 - Comings & Goings
 - We are pleased to announce 7 new members of WE Lead today. Welcome to the team Lolita, Ana, Bridgette, Zuleyma, Anastasia, Anne, & Emily!

- Anna Becker will be leaving the City and WE Lead effective Friday, June 28. Thank you for all your work over the last year, and best of luck at your new job, Anna! You will be missed!
 - Subcommittees:
 - During the meeting discussion ensued and the Events Subcommittee was amended to include planning and preparation for Women’s History Month.
 - It is still the expectation and understanding that all members of WE Lead will participate in planning Women’s History Month, but the Events Subcommittee will take the lead on planning and organizing that engagement.
 - Google docs with list of subcommittees and assignments as of today’s meeting: https://docs.google.com/spreadsheets/d/1xqXayVs2GXDOwh99Oxbl0yqFDk8_e_nDf9c8RF3FK_FI/edit?usp=sharing
 - All: please review for accuracy/ to update your selections after our earlier discussion
 - Lolita and Sadie: please select one or more subcommittees
 - Note: Please be careful not to accidentally overwrite existing members when adding/ removing your name
 - Note: Suggested to have 1 member of Steering Committee serve as a liaison to the other 3 committees (either by having a member on the committee, or reaching out and connecting with them for updates)
 - Events, Policy, and Outreach & Intersectionality committees will schedule meetings with members of their subcommittee only
 - Website updates
 - Emily has sent out a form for bios of WE Lead members. Please fill out the form and return to Emily so that we can update the WE website with WE Lead member information.
 - Emily has graphic design experience, and can update the website and also create documents like the Women’s History Month calendar for the team.
 - Upcoming Meetings:
 - Full team:
 - Social event or happy hour in July
 - Kawana is looking into scheduling at Slante Bar
 - Possible Retreat and/ or WHM kickoff in December/ January
 - Steering Committee:
 - Meets Monthly
 - To be scheduled by a member of the Steering committee.
 - Recommend a standing, recurring meeting that is initially scheduled based on availability of members of the subcommittee.
 - Steering Committee invite to be sent to all members of WE Lead, with folks not on the committee being “optional” attendees. All members can attend or call in as their schedule permits.
 - Events Committee:
 - Meets Quarterly
 - To be scheduled by a member of the Events Committee

- Policy Committee:
 - Meets Quarterly
 - To be scheduled by a member of the Policy Subcommittee
- Outreach & Intersectionality:
 - Meets Quarterly
 - To be scheduled by a member of the Outreach & Intersectionality Subcommittee