

## **Women's Empowerment (WE) Leadership Team, Steering Committee Meeting Minutes**

Wednesday, December 4, 2019, 12:30 pm – 1:30 pm, 1900 SW 4<sup>TH</sup> AVE, Conference room 4B, Portland OR 97204

**Attendees:** Zuleyma Figueroa (PBOT Streetcar), Anastasia Howard (BDS Senior Housing Inspector), Kawana Bullock Clayton (PP&R), Ana Brophy (BES Capital Manager II)

**Attending by phone:** Arielle Bradford (BES Extra Strength Program), Anne Phillip (BES Extra Strength Program)

**WE Lead members not present:** Bridgette Coleman (PBOT), Emily Volpert (BDS), Melissa (on maternity leave), Natalie Luttrell (BDS Inspector), Sadie Atwell (Arleta School Program Manager), Lolita Broadous (PP&R)

Kawana facilitated the meeting, beginning by referencing the agenda she sent out with the meeting invitation. She suggested that for the next three meetings prior to Women's History Month (WHM), someone should book them all in advance. We decided that the 12:30 – 1:30 pm timeslot would work best for all of us and that we would meet on December 18, January 15, and February 19. Anastasia volunteered to schedule the meetings and reserve rooms. Anastasia proposed that the agenda for the December 18 meeting include finalizing the WE work plan, finalizing the budget (especially with respect to WHM), and assigning event planning duties. It was decided by the group that the December, January, and February meetings will serve a dual purpose, both as Steering Committee monthly meetings and WE All-member meetings to plan for WHM. All WE members will be invited to these meetings. After WHM, we may return to separate Steering Committee and all-member meetings. We will revisit that after WHM.

Kawana opened discussion on delegation of WE Lead duties, beginning with who will be the point person to respond to emails in the WE inbox. Anne and Zuleyma volunteered to help with emails. After some further discussion, it was decided that the email protocol would be that Anne would respond to an inbox email and cc the entire WE Lead group, including Zuleyma. That way, WE Lead will all be apprised of the issues coming through the inbox. Anne will add any events that are suggested through the inbox to a tab on our spreadsheet for WHM and other resources. Kawana will send out a One Sheet with information about the WE group and past protocols. Anne will use this in her responses to WE Members. In addition, Anne will use the response to invite members to meetings.

Kawana mentioned that we should all make sure to keep track of the time we spend on Steering Committee duties. She led us in discussing the budget and options for allocation. Kawana said that we currently have \$945 (\$1000 initial budget – snacks for two planning meetings). We should decide as a committee how we allocate that budget. How much will go to plans for WHM? Kawana will send out information about past allocation of WHM budgets for some perspective. We should choose a percentage for WHM and for other goals of WE, including professional development.

At the December 18 meeting, we will begin planning with all WE members for WHM events. We can start reservation of rooms for events we are planning. Some known WHM month events are the Proclamation by City Council, Wonder Woman Awards, and a women's clothing swap. It would be good to amplify and promote existing WHM events as well, such as those offered by PSU. Delegation of planning responsibilities should begin at this meeting.

Ana mentioned that we need to turn in a Work Plan for this year to DEEP. We discussed that we should build on the 2017 WE Work Plan. Ana offered to create the document and email it to WE Lead for review.

At the close of the meeting, Kawana said that since we are out of time, we will need to move the discussion and vote about the name change for Women's Empowerment to Womxn's Empowerment. We will pick that discussion up at a meeting prior to WHM.

Anne will write notes for today's meeting and send to Emily Volpert. Emily will upload the meeting notes to the WE webpage.