

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

Wednesday, December 18, 2019, 12:30 pm – 1:30 pm, 1900 SW 4TH AVE, Conference room 5B, Portland OR 97204

Attendees: Zuleyma Figueroa (PBOT Streetcar), Anne Phillip (BES Extra Strength Program), Anastasia Howard (BDS Senior Housing Inspector), Kawana Bullock Clayton (PP&R), Ana Brophy (BES Capital Manager II), Arielle Bradford (BES Extra Strength Program), Natalie Luttrell (BDS Inspector), Barbara Hart (PP&R), Amy Jo Mccarville (PP&R)

Attending by phone: Melissa Walton Hendricks (Resource Conservation & Operations Coordinator)

WE Lead members not present: Bridgette Coleman (PBOT), Emily Volpert (BDS), Sadie Atwell (Arleta School Program Manager), Lolita Broadous (PP&R)

Zuleyma facilitated the meeting, beginning by welcoming everyone and referring to agenda points. She led the discussion about WE budget for the year and how much should go for Women's History Month events, Team professional development, and sponsored events. Kawana, sent via email WE 2014-2020 expenses. Anastasia recommended to spend \$400 for Women's History Month before the end fiscal year and Natalie suggested to find local business, preferably Minority Owner Women businesses to order food for events. We know this is more expensive. We will try to partner with other Affinity groups and Equity groups to distribute the cost. It can be a sponsorship. The budget will cover payments for guest speakers. We will evaluate getting the one-woman show as one of the events. Ana will find work from the artist and send a link to the Steering Committee. We can make a decision via e-mail and be prepared to discuss at the next meeting.

We decided to reach out other bureaus and affinity groups, if any interest in sponsoring or participating in getting female artist for a performance/ event. Barbara and Amy suggested using the Multnomah Arts Auditorium for performances. Others suggested reserving the new City of Portland building auditorium. Natalie would check on the process to reserve the auditorium.

The list of Women's History events we put together with many women attending an earlier meeting, is missing who will be the lead in several events. We reviewed the list and people added their names to the primary contact column. Everyone was on board in taking event responsibilities for Women's History Month and figuring out what we need to do to get commitment from other WE members. Further, we agreed whoever is hosting an event (the primary contact) during WHM should take care of publicity, reserving room (s), asking for help, and coordinating the event.

Ana, Arielle, and Anastasia suggested that we do team professional development in the fall. We need to keep WE members in the loop of when events are happening. Our solution is for Anne to send emails

promoting WE events, Monday morning and beginning of month. We can also ask Debbie Caselton to help with sending e-mails to a larger audience. We need to be careful and sensitive about not starting communication about WE Lead events until early March. This year we will have at least 7 opportunities in this month. We also agreed not to schedule events on Monday or Friday. Anne will continue checking and monitoring WE emails, Zuleyma will assist when is needed.

At the end of meeting, we decided to wait and have more discussion before changing name from Women's Empowerment to Womxn's Empowerment. Natalie suggested to educate the WE membership why we are changing name. There are questions from members about the change. Zuleyma suggested to post in WE website an educational explanation about the name change.

Next two meeting are for planning and finalizing events for Women's History Month (WHM)

Zuleyma took notes to write minutes of today's meeting and she will send to group and Emily Volpert to post on the website. Ana Brophy suggested a review period during which WE Leadership members can offer additions or corrections to the minutes. After the Steering Committee reviews the minutes, Emily will post them to the website.

Ana Brophy will facilitate next WE meeting schedule Wednesday January 15, 2020.