

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

Wednesday, February 19, 12:30 pm – 1:30 pm, Portland Building Room 217, Portland OR 97204

Attendees: Zuleyma Figueroa (PBOT Streetcar), Anastasia Howard (BDS Senior Housing Inspector), Ana Brophy (BES Capital Manager II), Arielle Bradford (BES Extra Strength Program), Anne Phillip (BES Extra Strength Program), Bridgette Coleman (PBOT)

WE Lead members not present: Emily Volpert (BDS), Melissa Walton Hendricks (OMF), Natalie Luttrell (BDS Inspector), Sadie Atwell (Arleta School Program Manager), Lolita Broadous (PP&R), Kawana Bullock Clayton (PP&R)

The main purpose of today's meeting was to coordinate the events we have been planning separately into a calendar of events for Women's History Month (WHM).

We all wrote the date, time, and title of our events on the room's whiteboard so that we could see the types of events and where they fall during the month. At the time of this meeting, we have five events planned by WE and several other external events that we would like to promote on our calendar for WHM.

WE events are:

March 12 TED talk event at WPCL

March 13 Be an Ally panel discussion in the Portland building

March 19 event centering around The Pad Project in the Portland building

March 19 clothing swap (1900 building) kicking off a week-long clothing drive (several locations)

March 20 TED talk event at the Portland building.

Women's History Month Events:

Be an Ally event: Facilitated panel discussion and Q&A

Date: March 13th 10-11:30

Location: Portland Building room 201

5 panelists: Chris Davis, Chris Warner, Chris Wanner, Jeff Selby, Mike Crebbs, (possibly Ted Wheeler)

Period, end of sentence documentary: documentary viewing and speaker presentations

Date: March 19th

Location: Portland Building room 1501

12-12:25 – watch the documentary

12:30- 1 guest speaker

1-1:30 assemble bags

Snacks/drinks

TEDX and facilitated discussion: TED talks with facilitated discussion

Date: March 12th 12-1pm

Location: Water Pollution Control Laboratory (WPCL), St. John's

Snacks/Drinks

TEDX and facilitated discussion: TED talks with facilitated discussion

Date: March 20th 12-1pm

Location: Portland Building, room 1500

Snacks/drinks

Clothing Exchange

March 19th

11-1pm

1900 building, 7th floor

Budget need - 5 boxes at \$17 each (Anastasia will work with Debbie to order boxes)

Looking for volunteers

Clothing Drive: Anastasia is organizing and will drop off and pick up boxes and flyers

Date: TBD

5 locations:

- Portland Building
- WPCL
- BES
- 1900 Building
- ?

Happy Hour Event: Wrap up an amazing Women's History Month with a fantastic Happy Hour

Date: March 31st

Location: Zue will find a location

Other sponsored events:

We should also include on the calendar: Greater Portland now, 30 years of theorizing justice, international women's day celebration (March 8th at living room coffee house from 6-8pm), a Mayoral proclamation (if one is planned)

**If you need printed materials for your event, you can work with the [City of Portland Printing and Distribution](#) team, and ask Debbie for a cost center to bill it to.

There are several other events we want to amplify by including them on our calendar, such as the March 1 Women's march. Ana also is planning an event around communication and emotional intelligence in the

[WE All-Member Meeting Minutes 2/19/2020](#)

workplace, which does not have a confirmed date yet. Zuleyma will organize a happy hour at the end of WHM on March 31 downtown.

Anastasia mentioned that it would be communicate with the WE Network for support for the WHM events, and to engage them in the activities. An “all-call” for engagement by the WE Network will be part of our outreach strategy for WHM.

Our outreach strategy to advertise WHM events throughout the City:

1. Compile list of events that we are working on:
 - a. Include who, what, when, where, why
 - b. Include a photo or flyer if applicable
2. Send information about our event(s) to Arielle to collate and organize
 - a. Arielle will add other WHM events happening throughout the city (NOW Women’s March, International Women’s day celebration, etc.)
3. Arielle sends our list of events to Emily
4. Emily creates WHM calendar of events
5. WE Lead will send out an email to WE Network for an all-call
 - a. Ask for volunteers to help setup/ break down events (set up snacks, greet people...)
 - b. Take photos at events
 - i. Will need photo release waivers at sign-in table
6. Emily sends out calendar for distribution
 - a. Including sending to WE Lead, Arielle, Bridgette, Debbie, and Anne
7. Bridgette and Arielle will draft a newsletter email and send to Debbie to announce all events city-wide
 - a. Bridgette will make a sign-in sheet we can use for each event
8. Debbie sends email and calendar to all City employees
9. WE Lead members continue advertising WHM events with Bureau-specific marketing

Things to do:

1. All people organizing events will send a short description (who, what, where, when, how, contact info/volunteer opportunities) of event to Arielle by Tuesday, February 25.
2. Anne will write Debbie to ask about WHM proclamation at City Hall, Wonder Woman event support, request payment for snacks for WPCL event
3. Bridgette will compile a list of snacks for all downtown events and email Debbie to ask her to order from Laretta Jeans. If you have a downtown event and want snacks, email bridgette.coleman@portlandoregon.gov by 3/1/2020
4. Bridgette will create a sign in sheet that can be used at events

Anne will facilitate next meeting on March 18 from 12:30 to 2 pm. This will be an all WE member meeting. Bridgette will make snack request. Anne (was this Zue? If yes, it is already resolved) will attempt to reserve a room larger than 217 in Portland Building, ask Bridgette for help if can’t reserve. This meeting will be a place to ask for volunteers for WHM event support (is this a little late to ask for help, I think we could ask when we send out the meeting invite. That way people can help with events earlier in the month. We will also show a TED talk regarding communication choices and discuss. Anne will create an agenda and email with invitation to WE Network.

Budget:

We has an available budget of \$843.17

Given the number of events needing snacks or other supplies, we agreed to cap the budget for each WHM at a maximum of \$75. This will allow for snacks or supplies, depending on the need.

Anne will write notes for today's meeting and send to WE Leadership team for edits. Then Anne will send the minutes to Emily Volpert. Emily will upload the meeting notes to the WE webpage.