

## **DEEP Executive Committee Meeting Minutes**

**Thursday, 2/27/2020**

**Pioneer Tower, 888 SW Fifth Ave, Suite 400, Willamette Room**

**Noon to 1pm**

Present: Becky Chiao, Wing Grabowski, Carolyn Quan Lee, Thomas Nacarrow, Miranda Wood, PollyAnne Birge, Debbie Caselton, Yvette Gayomali, Adrien Pacheco, Jeff Selby, Carol Stahlke

Note that the Executive Meeting has been added to the DEEP events calendar, which posts to the Portland Oregon.gov public website event calendar; members of the public may periodically attend or email with questions.

### Wonder Woman Awards

- Debbie has received help with tasks and decision making/small committee is handling event
- Ceremony will coincide with Women's History Month – nominations will be open in March (nominations open Mar 2nd, cutoff is Mar 20th, event is April 2nd)
- Certificates will be issued for every nominee – DEEP logo and Debbie's signature now added
- Process for certificates now improved through mail merge
- Optimizing Track-It form by creating a pull-down list of Bureaus/Organizations in City of Portland
- List reviewed by DEEP committee for completeness, full names
- Debbie created FAQ about awards – available on events website
- This is Commissioner Fritz's last year; she has always been supportive of DEEP, will do an honorary award at the ceremony for her
- Proposal for an annual award named after her for women who push for equity and advocacy, board will consider
- Discussion about doing a special print instead of a trophy like award

### New Affinity Group Application

- Application for a Climate NOW affinity group was rejected after consulting the City Attorney and the DEEP charter and by-laws, the proposed group did not meet the requirements listed in the official documentation
- No word back on the rejection communication, Wing will follow-up with proposed group co-founders

### Trans Day of Visibility

- March 26th, 2020 at 2 pm at City Council
- Will consist of engaging community groups and events
- Focus on homelessness in the trans community
- Also will have an in-remembrance tribute to Commissioner Nick Fish by Debbie

### Events

- DEEP Committee Work Retreat
  - March 21st from 11 am – 3 pm at Encorpneur Cafe
- Portland Building Tabling
  - March 18, 3-5 pm on 15th floor
  - Will distribute new brochures

- Sign up for affinity group email lists
- Banner should be fixed for event
- Think of fun things to do – spin the wheel diverse Portland history questions?
- Possible DEEP swag: Candy/Dental floss, reusable straws, stickers

### VET Inquiry

- Inquiry about members of an affinity group who don't uphold the values of DEEP and the affinity groups
- Member would have to do something breaking HR 2.02 in the workplace
- Debbie has met with City Attorneys regarding employee

### Sponsorships Available

- Civic Life sponsorships
  - Director has offered sponsorship up to \$500 if a public element is in place
  - affinity groups should apply
  - send requests to PollyAnne
- We Are Better Together
  - sponsorships available for full fiscal year
  - creates the base sponsorship through their own budget from OMF
  - can start applying for next fiscal year
  - Check-in with Tiffani Penson for coordination
  - Tiffani will be including Debbie in WABT meetings and information

### Debbie Away on Medical Leave – Responsibility Assignment

- Apr 22nd – May 20th
- Jeff – citywide emails, has access and knows formatting standards
- Carol, Angie, Thomas, PollyAnne – pay bills for affinity groups, has Pcards
- Carol– Budget Questions, will keep track of budget items
- Carolyn – Will respond to anyone who emails DEEP Committee distribution list with general inquiries. Angie will back up Carolyn.
- Wing – Will check DEEP email and defer items that can't be answered until Debbie gets back, \*Debbie will add Wing to access
- Wing will also add and delete emails to distribution lists.
- Library will be on hold, but questions about it can go to Yvette

Debbie will resend link to the Operations Manual

Jeff Selby – mentioned issues with communications coming out of OMF not qualifying severity of racial/equity factors in warning employees (in reference to groups gathering for public speech events – KKK e.g.). Sending request to OMF to specify threats for employees who could be inequitably impacted.

Minutes by Miranda Wood