

# DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP) ANNUAL WORK RETREAT

Saturday, May 4, 2019 10:00AM - 2:00PMdr  
Opal 28 - 510 NE 28th Ave, Portland OR 97232

## ACCOMPLISHMENTS/LESSONS LEARNED LAST YEAR

Accomplishments	Lessons Learned / Struggles
<ul style="list-style-type: none"> <li>- Active Affinity Groups.</li> <li>- More leadership meetings.</li> <li>- * New Employee Orientation (NEO).</li> <li>- Kwanzaa.</li> <li>- Diverse Women’s History Month.</li> <li>- Wonder Woman Awards (Needs more photos!).</li> <li>- All-user restrooms.</li> <li>- Pronouns.</li> <li>- DEEP brochures.</li> <li>- * Hours for involvement.</li> <li>- WB Safety Fair.</li> <li>- Sign-in sheets.</li> <li>- DEEP consulted with by leaders more.</li> <li>- TriMet AG possibly?</li> <li>- AG collaboration on cultural months.</li> <li>- Employees encouraged by DEEP’s influence (trans healthcare).</li> </ul>	<ul style="list-style-type: none"> <li>- Finances (P-Card, funding requests).</li> <li>- Leadership Development Program.</li> <li>- Bureau transfer \$ form?</li> <li>- SAP codes for time.</li> <li>- Lack of communication between AG volunteers and leaders.</li> <li>- Management training to advocate for AGs? Hours for involvement should help.</li> <li>- Director can see benefits of AGs but has implementation and sustainability hesitation.</li> <li>- Institutionalizing equity practices (Night shifts getting online trainings?).</li> <li>- Way to utilize DEEP library more? (Outreach to find book donors?)</li> <li>- Posters to explain DEEP alongside brochures and clarify questions.</li> </ul>

\* Improved BHR relationship.

## BUDGET

Budget last year = \$10,000.

\$200 from BES for Slavic Empowerment.

\$500 from BES for Black History Month.

\$1,500 due is remaining catering costs from Black History Month. Needs follow-up. (Source of funding may be PBOT, OMF? Find an accountant!)

### **Profit and Loss**

\$12,200 earned.

\$9,120.60 spent.

\$3,079.40 net profit.

### Budget Distribution

Ed/Training = **\$820**. This is lower than expected. Spend extra budget on trainings?

Events = **\$1,600**.

Speakers = **\$400**.

AG = **\$4,755** (\$2,455 technically spent).

Misc. = **\$1,600**.

Budget re-categorization will shift the above totals around.

New budget categorization and spending goals	
<b>Events/Speakers</b>	Kwanzaa \$1,173, WWA \$700, Simon Tam. Ideal spending: <b>\$2,500</b> .
<b>Ed/Training</b>	Conferences, workshops, trainings, classes, library. Ideal spending: <b>\$1,000</b> .
<b>Admin Overhead</b>	Subscriptions \$270, printing, supplies, retreat \$700, AG leader lunch x1 annually \$500. Ideal spending: <b>\$2,000</b> .
<b>AG</b>	If budget is \$10,000, each group gets \$500, if budget is \$15,000, each group gets \$1,000. Ideal spending: <b>\$4,500</b> or <b>\$9,000</b> .

## OPERATIONS MANUAL/BYLAWS

Refer to DEEP Operations Manual (draft) to see the written

- Purpose of DEEP.
- Organizational structure.
- Executive team.
- Communications.
- Finances.
- Affinity Groups.
- Cultural celebrations.
- Speakers and events.
- Library.
- Advocacy.
- Appendix: Bylaws.

**Communications**

Posters to help explain DEEP's purpose.

**Cultural Celebrations**

Add annual events such as Kwanzaa, WWA.

**Finances**

When requesting sponsorship from a bureau, food will not be covered, label this as a supply.

**Advocacy**

- Carol to assist in finance transfer, solutions for bureau to bureau transfers. Also report to city council (This will be beneficial to support budgets and record progress).
- Debbie to review Affinity Group guidelines.
- Jeff to submit a paragraph to work with OEHR.
- City attorney added.

**Bylaws**

Remove treasurer?

Add in leadership group to Affinity Groups.

*Question to consider: Changes after Fritz is gone?*