

## **DEEP Executive Committee Annual Work Retreat**

Saturday, April 14, 2018, 10am – 2pm

Opal 28, 510 NE 28th Ave, Portland, OR 97232

### **In attendance:**

1. Maximo Behrens
2. Debbie Caselton
3. Becky Chiao
4. Wing Grabowski
5. Angie Harris
6. Carolyn Q. Lee
7. Janis McDonald
8. Janine Gates
9. Neelam Jain
10. Betty Nelson
11. Carol Stahlke
12. Miranda Wood
13. Jeff Selby

### **Absent or Excused:**

Robert Bedgood  
Thomas Nancarrow  
Yvette Gayomali  
Adrien Pacheco

### **Introductions**

What is something we all don't know about you?

What did/do you want to be when you grow up?

### **Accomplishments 7/1/2017 - Today**

1. New Members!
2. Kwanzaa.
3. SET Proclamation.
4. Tim Wise.
5. Priced Out.
6. CAAN & Vet Proclamation.
7. WePersist Panel.
8. WHM.
9. Trans 101.
10. WE Awards.
11. WWA.
12. Native American Market.
13. Adapted "without space [at the Portland Building]".
14. Name dropped by Mayor.
15. Meeting Serilda (responsive).
16. HR/LDP.
17. Affinity Group Meeting.
18. Webinar for Women.

## **19. Affinity Group Leadership and Collaboration**

1. Cultural celebrations.
  - a. WHM.
  - b. CAAN.
  - c. VET.
  - d. SET.
2. Galentine's.
3. PDXCitymama's Fostercare.
4. Creative funding.

### **Profit and Loss**

- Funding meals and refreshments with P Cards?
- Alternative cards (MyVanilla Visa, gift cards)? Taxes and fees need to be considered. Janine and Miranda are looking into this.
- Trading a shared card among affinity groups?

### **Budget**

BIBS - \$500

Affinity groups budget = \$3,600 (\$400 X 9)

- \$1,360 (spent)

\$2,240 (remaining)

Spent

Ed/Training - \$1,640 (Budget: \$2,000)

### **Remaining**

\$3,000

- \$2,240

- \$500 (Priced Out)

= \$260 (Not including price of brochures/posters)

### **Requests**

- Another showing of Priced Out? (\$500)
- Can groups that don't use their budget let another group use it?
- Brochure restock. New posters 11 x 17, to edge, full color.
- Is the affinity group budget big enough? Why aren't they spending it?

### **FY 18/19**

\$10,000

- Can DEEP sponsor/get involved in the Immigration Story? - Commissioner Fritz.
- Instead of sponsorships, we have bought tickets and sent participants to events, or covered printing costs.

#### Categories:

- Ed/Training. **\$2,000**
    - When someone takes a training, can we allot time quarterly to have them present what they learned to their AG?
  - Events (AG council meetings and retreats, **\$1,200** Kwanzaa **\$1,000** (\$2,250)?).
    - Food for new groups needs to be considered in budget.
    - Will bureaus support funding Kwanzaa (clarify how much, by when, for what)? DEEP will put down \$1,000, the rest will be sponsored. Goal = DEEP does not pay for it.
    - Partner with Standard and County to fund events.
    - We can't compromise our celebration --specifically food-- to reduce cost, because it is what makes us stand out and draw in participation.
  - Speakers. **\$600**
    - More time, hour per week, to establish transformational information? Do we need a bigger budget to support this? (\$100 leftover in budget was added.)
    - Can we film this to solve the problem of remote employees not being involved? Capturing requires permissions, and doesn't allow for questions from viewers.
  - AG. **\$4,400**
    - Discuss with leaders their opinion on budget. Why aren't they spending their money, what are their plans to spend it on? Are they spending it by mid-May?
  - Misc.. (Office supplies, subscriptions, accounting) **\$800**
- = \$10,000**

#### Misc. Questions/Suggestions:

- How can we make a safe place for people as an alternative option from their job's equity?
- DEEP is founded on diversity, but supports equity (Update mission statement? Next meeting should determine new mission statement, include "advocacy").
- How can we resolve conflicts with "stepping on equity manager's toes" while spreading our citywide movement?

- More DEEP members “shadow” Debbie to learn how to take on leadership, responsibility and making connections with new members to help growth outside of Debbie.
- Guidance on legality outside of DEEP.
- Workgroup to identify operation handbook (define AG budget details as well?).
- FAQ document.
- Advocacy for people to help them with their options.
- Getting HR involved with AG leadership meetings means that complaints that are brought up will be reported. How can we make a safe place for people to share their experiences in the presence of managers that are obligated to report? What can we negotiate with these rules to make exceptions in these spaces?

### **Affinity Groups**

1. CAAN.
2. WE.
3. PDXCitymamas.
4. LGBTQ & Friends.
5. SET.
6. HAPI.
7. FACE.
8. ULA.
9. VET.
10. Native American.
  - a. Native Alaskan.
  - b. American Indian.
11. WOC, Women of Color.
12. Disability.

### **Action Items**

- Affinity Group Leadership Council – Debbie:
  - Find out if they are planning on spending their money (by May 15), and if they aren’t why not?
  - Find out what bureaus they are asking for money
- DEEP operational handbook/FAQ work group: Wing, Carolyn, Miranda, Carol, Neelam, Angie, Betty, Becky and Debbie. Wing will set up meeting.
- Gift card debacle – Janine and Miranda (Carol will send the form)
- Kwanzaa committee: Angie, Carol, Miranda, Betty, Neelam, Wing & Carolyn – Jeff for photos if available
- Brochures/posters – Jeff
- Immigration Stories – Janine

- Calendar for bureaus – Debbie will compile to ask for money in the future
- Priced Out – Purchase and get scheduled at different locations with leads at each site (including Affinity Group leadership).
- Employee Resource Groups/Affinity Groups with other organizations/businesses (i.e., The Standard, Multnomah County) – Debbie to find contacts.

### **Homework**

Find events, speakers, trainings, conferences + workshops to determine budgets to request from bureaus.

Notes by Drew Amrine