

**MEETING MINUTES**  
**DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP)**  
**EXECUTIVE MEETING**  
 THURSDAY, AUGUST 27, 2015 ★ NOON – 1PM  
 CITY HALL – ROSE ROOM

<b>Executive Committee Members</b>			
Angie Harris	✓	Janis McDonald	✓
Carolyn Quan Lee	✓	Jim Fairchild	✓
Debbie Caselton	✓	Maximo Behrens	✓
Delphine Kennedy-Walker	✓	Thomas Nancarrow	E
Dylan Carmody	E	Yvette Gayomali	✓
Greg Wolley	✓		

1. Group discussed next steps with Mentorship Program which is in the hands of ULA to come up with the scope of work and job description. Janis mentioned that they wanted to hire Yvonne Chang as a trainer and she should be MWESB certified. Janis will check into this.
2. Delphine brought up the Citywide Equity Committee's (CEC) Road Map to Equity push right now and felt that we should jump on this opportunity to reach out to bureaus to get their involvement in cultural events with the city. Debbie is going to draft a letter from DEEP to bureau directors, equity managers, etc. that invites them to reach out to DEEP and utilize our resources, and work with us, other bureaus, city employees, and the affinity groups. The letter/email should mention which cultural events are celebrated as well as who the affinity groups are. Janis pointed out how BTS has adopted Women's History Month as their month of choice to participate in and feels that other bureaus may want to take on specific months themselves.
3. Debbie brought up two different awards that she felt DEEP should be nominated for but felt awkward nominating ourselves. One is the Robert Phillips awards for the Diversity Conference and is due September 4. The other is the Spirit of Portland awards due on September 11. Greg suggested maybe a past DEEP member could help us by nominating us (we would write it up), and maybe Mary Hansen would help us out.
4. Angie brought up Kwanzaa this year and we set the date for Tuesday, December 29, which is Ujamaa – Collective Work and Responsibility: To build and maintain our community together and make our brother's and sister's problems our problems and to solve them together. The group suggested we do an African American Market Place during the event, possibly the second floor of City Hall. We need to invite the mayor and his wife, Commissioner Fritz and Dante James to speak. Debbie will contact Lisa Howard about youth spoken word poets (her daughter).
5. Debbie will fix group email (done).