

MEETING MINUTES
DIVERSE AND EMPOWERED EMPLOYEES OF PORTLAND (DEEP)
ANNUAL RETREAT

SATURDAY, MAY 30, 2015 ☆ 10:00 AM – 2:00 PM
 Q CENTER – 4115 N MISSISSIPPI, PORTLAND OR 97217

Present	Absent
Maximo Behrens	Mary Hansen
Debbie Caselton	Greg Wolley
Janis McDonald	Dennis LoGiudice
Thomas Nancarrow	
Jim Fairchild	
Carolyn Quan Lee	
Delphine Kennedy-Walker	
Angie Harris	
Dylan Carmody	
Yvette Gayomali	

1. Opening

Names were drawn from a bag and each person said three nice things describing the DEEP member drawn and everyone guessed who they were.

2. Goals and Priorities for next fiscal year

The group first made a list of accomplishments from this fiscal year (2014/2015):

- Affinity groups active: Faith & Friends, WAG, CAAN, ULA, PDXCitymamas, VET, FACE
- Library
- Mentorship Program outlined
- Videos
- Philippine Relief by FACE
- A Finished Heart co-sponsorship with PRISM
- Native American Marketplace
- Sponsored Cambodian/Lao/Thai event with Parks
- Presented The Slants & Simon Tam and the Minidoka Swing Band
- Pride Parade
- Black History Month, Black & Blue Panel
- Women’s History Month (A+++)
- ULA restarted
- Working with Police and Fire on BHM & WHM
- Dante – Self Defense Workshops

- Attended several events (Human Rights Awards, Women’s Leadership Luncheon, etc.)
- Sent employees to trainings/workshops/conferences
- Meet & Greet
- Kwanzaa

Goals and Priorities for 2015/2016:

- Launch Mentorship Program
- Hire one BIG Speaker (\$5k?) – have them speak twice if possible.
- Hire Walidah Imarisha (and pay double since we didn’t pay her last time)
- Send employees to more trainings and conferences
- Continue the library, videos, A/V & pics and cultural months.
- Affinity Group participation in cultural months
- DEEP members at all events
- Bureau equity committees involved more – promoting DEEP
- Kickoff FAASHN again
- Officially start Disability Awareness Group
- Officially combine FACE with AAPI groups

Discussion was held about roles, specifically Debbie asked if the group would be interested in having a CO-Chair role. Everyone unanimously voted Janis McDonald as co-chair with Debbie. Discussion would be had with Greg if he wanted to continue to be Vice-Chair or have a co-vice chair as previously with Danilo. Janis asked Debbie to be sure to share responsibilities with her.

Delphine brought up the idea of all of the DEEP EC members marching in the Pride Parade with Debbie and council this year. The group wants t-shirts (white with rainbow DEEP on the front). Debbie checking on price.

3. Budget

We have spent our whole \$10k budget. Not positive what our budget is for FY 15/16, but assuming its \$14k?

Here is our WISH list for budget:

Speakers/Events (1 big speaker - \$5k, Walidah - \$1k, Kwanzaa)	\$8,000
Communications/Promo -	\$1,000
Training	\$5,000
Affinity Groups	\$3,500
Sponsorship	\$3,000
Miscellaneous	<u>\$ 500</u>
Total	\$21,000

4. Role of liaisons for Affinity Groups

Liaisons for Affinity Groups

WAG – Janis
PDX Citymamas – Debbie
CAAN – Angie and Greg
ULA – Maximo
Faith & Friends – Delphine
VET – Debbie & Jim
LGBTQ – Debbie & Dylan
FAASHN – Dylan
Disability – Thomas
AAPI – Yvette & Carolyn

It was requested that perhaps each DEEP EC member should be a liaison to each Affinity Group. It was asked if Mary could perhaps be a liaison with CAAN (maybe to help keep them on track, i.e., reminders, etc.). Ask Mary after this retreat.

Roles of Liaisons:

- Check in meetings
- Attend meetings, if they are held
- Provide guidance and support
- Attend events, especially proclamations
- Report to DEEP EC regarding status

5. Sponsorship and Speaker Policy

A sponsorship policy has already been drafted. Resend after retreat. Jim Fairchild said he will draft a policy for speakers. Some points were drafted for the speaker policy:

- Speakers need to be pre-approved by DEEP
- Must follow city guidelines, HR rules, etc.
- Talked about keeping aware of opposing views, think of providing opposing views at a later date by a different group? (i.e., pro-life group and pro-choice group)
- Attending at lunch hour or after work (on your own time)?

6. Participation in City events by employees

Conversation came up about asking at city council for 2 hours a month for city employees to attend DEEP events, and affinity group meetings. There is a lot of discouragement from supervisor to be involved in events or attend. The group understands that union employees have a tougher time and there needs to be work with the unions to get this through. Non-rep employees should be encouraged to attend if possible. Jim would draft an ask to council stating how it abides by preapproved city plans, etc.

Meeting adjourned at 1:40 PM
Minutes taken by Debbie Caselton