Arts Education and Access Fund Citizen Oversight Committee (AOC) MEETING NOTES

Date: February 13, 2013
Time: 6:00 pm – 8:00 pm
Location: Room C, Portland Building, 1120 SW 5th Ave, Portland
Attendees: AOC members, City of Portland staff and Public (see attached sign in sheets).
Did Not Attend: Alyssa Macy, Steven Nance, Sen. Chip Shields

1. Introductions
   a. Introduction by Stanley Penkin, Co-Chair. Penkin explained that the major focus of this
      first meeting was largely informative and organizational.
   b. Comments by Mayor Charlie Hales and Former Mayor Sam Adams
   c. Self introductions by Committee members and City staff.

2. Arts Tax Presentation by Revenue Bureau
   a. Thomas Lannom, Revenue Bureau Director, provided an overview of the Arts Tax
      Program (see attached PowerPoint presentation) and responded to a number of
      questions from the committee.

3. Committee Charge and Responsibilities
   a. Penkin described the committee’s charge as written in the city ordinance. He suggested
      that this committee now has to determine how it moves forward to meet that charge
      and responsibility, and encouraged input from everyone.

4. Committee Framework and Protocol
   a. Expectations, measurables and impacts
      ➢ Proposed measurables were provided in the “Other” section of binder.
      ➢ Penkin suggested creation of a sub-committee to set guiding document for metrics.
      ➢ Committee discussed ways to establish baseline data such as contacting All Hands
         Raised, RACC, CAN and the school districts.
   b. Framework document draft
      ➢ Penkin asked members to review the proposed Framework Document. City
         Attorney’s Office has reviewed it and suggested changes.
   c. Co-chair responsibilities
      ➢ Was suggested that sub-committees be created to assist Co-chairs: Executive Sub-
         committee to work on the framework and other issues that might arise and a
         Metrics Sub-committee.
   d. Note taking
      ➢ Revenue Bureau will take notes.
   e. Reporting
      ➢ Discussed timeline for disbursing funds (see school IGAs) and the responsibilities of
        City staff to provide data.
   f. Parking reimbursement
      ➢ In areas where parking validation is available by the City, it’s up to the discretion of
        the Committee Member to request it.
g. Media Communications
   - If approached by media, Committee Members must be clear that any opinions offered are personal and not representative of the Committee.
   - As this committee is an objective group, it was suggested that committee members avoid political issues that may arise.
   - It’s a good idea to refer media requests to the Co-chairs.

h. Public Meeting Law
   - Public must be notified of meetings.
   - Limit sensitive email communications because email is subject to public records laws. Suggest talking in person instead.

5. Future Meeting Times and Venues
   a. Was suggested that the next meeting be 4 to 6 weeks from now.
   b. Possibly at other locations such as Revenue Bureau or Portland Public Schools.

6. Public Comment

7. Adjourn
   a. Adjourned at 8:00 pm.

Barbra Rice  2/27/2013