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

**Date:** April 5, 2013

**Time:** 3:00 pm – 4:30 pm

**Location:** Conference Room, Mayor's Office, 1221 SW Fourth Ave., Portland, Oregon Attendees: AOC members: Susan Denning, Victoria Dinu, Mark Wubbold, Anita Yap and

Stan Penkin

Public Attendee: Susan Berman

### 1. Introductions

Introduction by Stanley Penkin, AOC Co-Chair. Penkin explained that the major focus of this meeting was to review and discuss the contents of the *Framework Document* taking into consideration the City Attorney's comments for the creation of a revised draft.

#### 2. Framework Document Draft

- a. Mark Wubbold asked why this document isn't considered Bylaws. Penkin explained his understanding that formal Bylaws were not required of this Committee and that the intent was to try and keep it less formal
- b. A discussion ensued regarding diversity and inclusion and whether or not the AOC should have a mission statement. It was agreed that a mission statement was not necessary for an oversight group charged by City Council, but that language around the Committee's concern about diversity was already included in the draft.
- c. Concern was expressed that the description of staff responsibilities (article 5) might be burdensome or too costly. Penkin explained that these responsibilities are understood and accounted for within the Revenue's cap, but it was agreed to have Revenue staff review the language for any changes.
- d. It was agreed that this document moving forward will be titled Working Agreement.
- e. The group reviewed each Article and City Attorney comment and agreed to a number of changes and tweaks to the language. This will be reflected in the revised draft that will be submitted to the entire AOC Committee for discussion at the next meeting on April 23<sup>rd</sup> with the intent of seeking approval. Penkin will prepare a revised draft to share and review with the Sub Committee prior to full distribution.

### 3. Public Participation

Anita Yap voiced her concern about the extent of public participation at AOC meetings and her desire to have the public be part of the process. Penkin explained that the agenda allows for public input at the end of meetings, and that under public meeting law the co-chairs can engage in conversation with the public to the extent deemed appropriate. The group agreed that public participation was a good goal, but could not agree on the best method of accomplishing that. Penkin expressed his concern about maintaining efficient and timely meetings and the difficulty of doing that if the public was permitted to be an integral part of meetings. There was further conversation about having full public participation only at more informal Sub Committee meetings and perhaps holding special forums or Q&A's for specific issues. This issue will be on the agenda for discussion at the April 23rd meeting.

### 4. Communication

Penkin explained that required public notices of AOC meetings were being posted on the RACC, Revenue Bureau and Mayor websites, but asked how we might better communicate to the public at large to encourage greater public attendance at meetings. Victoria Dinu suggested that there are other means of communicating and offered to help with that effort, which is an area in which she is knowledgeable. Yap suggested that we establish a Communications Sub Committee to which the entire group enthusiastically agreed. Dinu agreed to chair that Sub Committee.

## 5. RACC

A question was raised regarding RACC's process for distributing funds. It was suggested that Eloise Damrosch be invited to a subsequent full AOC meeting to explain their process.

## 6. Public Comment

a. Susan Berman expressed her appreciation for the work the committee was doing and that being present gave her a better understanding.

## 7. Adjourn

a. Adjourned at 4:30 pm.

Stan Penkin 4/8/2013