1. Welcome & Introductions
   - Welcome by Stanley Penkin

2. Review and Approval of Meeting Notes (September 10, 2013)
   - Meeting notes from 09/10/2013 were approved with no comments or objects
     - Name spelling, Press; April Bare to April Baer

3. Chair Report (Stan Penkin)
   - Two major topics to be discussed later in the meeting
     - Membership
     - Metrics Format

4. Status Update by Revenue Bureau (Director Thomas Lannom)
   - See attached presentation

5. Metrics Sub Committee Report (Jim Cox)
   - Metrics Sub-Committee’s hope that the attached spreadsheets and checklists are simple and informational
     - IGAs talk about K-5 students
       - This poses a slight issue in metrics if schools have more grade variety, addressed with percentage attribution underneath students column
     - Modifications to spreadsheets are welcome – this could and may change down with time and further information
       - Stanley to distribute to school districts by week of 11/25/13 with tentative submittal deadline of 12/15/13
     - RACC to assist sub-committee with qualitative impact of tax
       - Due to lack of disbursement in the Fall RACC has requested a Fall Bump
         - Small disbursement to occur in December (see Revenue Bureau presentation), according to RACC contract first funds shall be used to fund grants to support non-profit Portland arts organizations
- **Update after meeting:** A December distribution to RACC is still a question mark as the school portion appears higher than estimated and the bureau's calculations are not finalized.
  - CAN is still a viable organization providing valuable information to the AOC though they have closed their 501c4 advocacy / campaign committee
  - The Checklist is missing Riverdale and will be added
  - With Stanley sending the information out to the school districts with a deadline, he will gather tabulated data
  - Annual report to City Council is projected to coincide with RACC's presentation of State of the Arts in March or April

6. Executive Sub-Committee Report (Stan Penkin)
   - Started out a committee of 20, officially lost 5 members:
     - Lionel Clegg
     - Kimberly Howard
     - Kevin Jones
     - Alyssa Macy
     - Anita Yap
   - Stanley Penkin has acquired the list of names without contact information of those who initially requested to join the committee
     - Jennifer Kalez and Thomas Lannom have strongly suggested to work with the Office of Neighborhood Involvement (ONI) for request of new members
       - Mark Wubbold to write a clear member/job description prior to reaching out to ONI
       - Giving a personal interview to speak with folks prior to joining the committee
       - According the Appointment Report on 12/19/2012 there is no clear guidance of member appointments outside of chair appointment to be done by the Mayor

7. Communications Sub-Committee Report (Victoria Dinu)
   - Victoria not present
   - Mark Wubbold has volunteered to assist with website if needed

8. Next Meeting (January 16, 2014)
   - Stanley Penkin has suggested another venue and an earlier time for the next meeting 01/16/2014
     - David McKay to solidify school within Parkrose for this meeting

9. Public Comment
   - None

10. Adjourn
    - Adjourned at 7:15pm