1. Welcome & Introductions
   - Welcome and introduction by David McKay
     - YouTube video introduction
   - Welcome by Stanley Penkin

2. Review and Approval of Meeting Notes (November 19, 2013)
   - Approved
   - See Revenue Bureau Website: https://www.portlandoregon.gov/revenue/article/480612

3. Chair Report (Stan Penkin)
   - New Mayor’s Office liaison – Josh Alpert, Policy Director
   - Revised Metrics Checklist
     - Stanley to clarify baseline
   - There have been five member resignations with an additional two pending
     - Stanley Penkin, Jennifer Kalez, Thomas Lannom, Terri Williams, and Commission Nick Fish had a meeting to discuss potential outreach strategies for new members
       - Council will be doing the recruitment through targeted outreach
       - If any AOC member has outreach suggestions, contact Jennifer Kalez
     - Stanley has obtained the list of the citizens that initially applied for the committee
   - Report to Council is to be in the Spring (March / April)
     - RACC presentation and AOC to present as Time Certain for Council
       - Jennifer will speak with Commissioner Fish regarding date and time
     - Next school disbursement is in mid-March

4. Status Update by Revenue Bureau (Director Thomas Lannom)
   - See attached PDF: 2014 01 16 Arts Education and Access Income Tax Update
     - Commissioner Fish and Jennifer Kalez have been focused in presenting positive outreach for April 15th reminders
       - Discussion – equity strategies through neighborhood associations, the Council Report, and school district communications
       - Short overview and outcome of Council Work Session options
5. Metrics Sub Committee Report (Alina Harway)
   • See attached minutes: AOC Metrics Sub-Committee Meeting Minutes 20140109
     o Revisions to metrics framework, general overview of meeting minutes
       ▪ Added definitions for consistency
       ▪ Amended request of general fund at school level
       ▪ Quest for qualitative data
         • Future data: impact of arts on student achievements
         • Future data: concept of parents/students access
         • The Right Brain Initiative tracks qualitative data
           o Sub-committee will investigate Right Brain to see who collects, analyzes, and reports data.
           ▪ Addition of FTE Arts Teachers paid by Arts Levy Funds
           ▪ Addition of footnotes
     • Sub-Committee will have an additional meeting for RACC disbursement
       o RACC reported that they will be hiring a qualitative assessor, funds are projected for this position by end of the school year
       o Alina extended an invitation to RACC members to the next Metrics Sub-Committee meeting

6. Executive Sub-Committee Report (Stan Penkin)
   • Report and overview given during introductions.

7. Communications Sub-Committee Report (Mark Wubbold)
   • Distribution of PDF: Communications Sub-Committee Web Comments
   • Purpose of AOC website – to show that AOC is citizen committee not part of the government that collects the taxes
   • What the AOC website should accomplish”
     o Welcome citizens
     o Talk about Committee members
     o Meetings / minutes to be maintained at the Revenue Bureau level
     o Q & A to be turned into FAQ
   • Ideas:
     o Donate button
     o Pay Arts Tax
     o Community Arts calendar
     o Video clips
     o New photos
     o Positive impact – news stories
     o Use of funds, $ amounts
     o Meetings v. Minutes -> send to Rev website
       ▪ Email exchange and link between rev and AOC
       ▪ Official committee business
   • Cost, maintenance, creation of website
     o Cost = reimbursed by Arts Fund
- Maintenance and creation to be done by Mark
- AOC Reports to live on AOC site
- Sustainability of site with a volunteer committee
  - Mark to create bare-bones website by the next AOC meeting

8. Next Meeting (TBD)
   - Timeframe – late March
     - Meghann and Stan to work together to create a Doodle
     - Participate: [http://doodle.com/8kq74s447atu89ix](http://doodle.com/8kq74s447atu89ix)

9. Public Comment
   - No comments.

10. Adjourn
    - Adjourned at 7:10pm