

Wednesday, April 27, 2022

Meeting 6:30 – 8:30 PM | Online Zoom Meeting

Purpose: To coordinate advocacy for implantation of the Action Plan

Time	Topic Leader	Topic	Info	Discuss	Action
6:30	Mustafah Finney	Welcome - Meeting Overview & Speaking Protocol <ul style="list-style-type: none"> • Recognition of Zoom Meeting Host • Participating Member Agreements • New Members Welcome • Code of Care - Meeting Roles Recognition <ul style="list-style-type: none"> • Recognition of Facilitator • Recognition of Timekeeper • Recognition of Note-taker - Next Meeting Reminder <ul style="list-style-type: none"> • Wednesday, May 25th - Introduction <ul style="list-style-type: none"> • Name/Pronouns/Affiliations 	X X X X X X X X	X	
6:45	Frieda C JR L Bobbi Y	Sub/Committee Update - Housing Subcommittee (5 min) - Operations & Structures Committee (5 min) - Grants Committee (5 min)	X X X		
7:00	Mason Durfee	SNAP Double Up Food Bucks Program-Oregon Food Bank- More locally grown fruits and veggies coming to low-income Oregonians through 'SNAP Double Up Food Bucks'. A presentation about this program and how our community members can take advantage of this opportunity (10 min)	X		
7:10	Structures Committee	Seeking feedback about EPAP Charge and Guiding Principles- See following sections from the Structures Document for review. Feedback will be considered for updates with the Structures Committee (20 min) <ul style="list-style-type: none"> • Action: Provide feedback on language updating these section 	X	X	X
7:30	Grants Committee & Grantee	Presentation from Grantee to General Membership- Having been recommended by the EPAP Grants Committee for Full Funding, the Lents Resilience Hub & Community Center will share about their potential project (20 min)	X		



7:50	Grants Committee	Partnership Grant 2022- Grants Committee will be seeking approval for this year's Partnership Grant. This Grant's purpose is to support projects that will be done in partnership with municipal and/or government agencies that can receive the funds and take responsibility for project completion. (10 min)	X	X	X
8:00	JR L	Advocate Update- update to ongoing EPAP business (5 min)	X		
8:05	Carol H Arlene K Gayle P Layla A	Representative Updates - East Portland Parks Coalition (5 min) - East Portland Land Use & Transportation Committee (5 min) - Portland Clean Energy Fund (5 mins) - Portland United Against Hate (5 min)	X X X X		
8:25		Announcements - Open Floor (5 min)	X		
8:30		Meeting Adjourn			

If you want to be on the agenda, Contact:
 Mustafa Finney: rosecitymustafah@gmail.com
 OR JR Lilly: jr.lilly2@portlandoregon.gov

Code of Care

- Expect and accept discomfort
- Listen to understand, not to respond
- Be accountable for your words and behaviors
- Practice self-care
- Protect confidentiality of who shared what
- Expect non-closure

Upcoming EPAP Meetings

Join us for our meetings as we continue to work improving livability in East Portland. All meeting materials will be posted on our web calendar.

Grants Committee Meeting

Thurs, April 28 | 4:30-6:00 pm

Economic Development Subcommittee Meeting

Mon, May 2 | 5:00-6:30 pm

East Portland Parks Coalition Meeting (now meeting on odd months)

Thurs, May 5 | 6:00-7:30 pm

Housing Subcommittee Meeting

Mon, May 9 | 6:00-8:00 pm

Operations Committee Meeting

Tues, May 17 | 5:00-7:00 pm

Culture & Language Subcommittee Meeting (now meeting on odd months)

Tues, May 17 | 7:00-8:30 pm

East Portland Land Use and Transportation Committee Meeting

Wed, May 18 | 6:30-8:30 pm

Structures Committee Meeting

Mon, May 23 | 5:00-6:00 pm

General Meeting

Wed, May 25 | 6:30-8:30 PM

Grants Committee Meeting

Thurs, May 26 | 4:30-6:00 pm

These gatherings are open to the public
Language Interpretation available upon request (we ask for one weeks' notice)

For more information and request, please contact:

JR Lilly, EPAP Advocate

jr.lilly2@portlandoregon.gov | (503) 823-8027

Current CHARGE

The East Portland Action Plan (EPAP) is an ongoing group charged to provide leadership and guidance to implement the *East Portland Action Plan, a guide for improving livability in outer East Portland*, as adopted by the Portland City Council in February 2009 and the Multnomah County Commission in July 2010.

The EPAP is an extension and outgrowth of the East Portland Action Plan Committee, which met from December 2007 to July 2008. The EPAP engages the community to advocate for resources to further the values, strategies, and items specifically described in the Action Plan. Together we strategically work to improve livability and prevent displacement in the East Portland Community Office (EPCO) coalition area. The East Portland Action Plan website may be found at: www.eastportlandactionplan.org.

To adopt the following:

CHARGE

The East Portland Action Plan (EPAP) is an ongoing group charged to provide leadership, guidance **and advocacy*** to implement the East Portland Action Plan, a guide for improving livability **the lives of residents** in outer East Portland.

*advocacy -- education and promotion of an issue

NOTE: References to the EPAP plan "as adopted by the Portland City Council and the Multnomah County Commission in July 2010" and the second paragraph have been removed as the Structures Committee would like to get agreement that the charge itself is what we agree to. We are not proposing to not include the history part of the charge, but that is not technically part of the "charge."

We would like to make sure that there is consensus that EPAP's purpose is still to improve livability in outer East Portland, based on a plan.

GUIDING PRINCIPLES

The EPAP is dedicated to:

- Value the past and consider the future in making decisions that contribute to improved livability in East Portland.
- Build lasting community leadership and relationships as a means to laying the groundwork for successful implementation of the Action Plan.
- Develop avenues for partnering by creating opportunities to bridge the work being done amongst EPAP committees and representatives, communities, and neighborhoods, thus building upon common values with respectful collaboration.
- Openness of input and ideas and to respect and value differences of opinion, ideals, and time commitments with civility.
- Ensure opportunities to participate are equitably provided across the spectrum of all interest groups and geographic areas, which may include the provision of translation, interpretation, and childcare.
- Provide a hospitable and welcoming environment to all attendees.
- Prioritize the involvement of underrepresented communities.
- Work towards the furtherance of actions and strategies as specifically described in the Action Plan.
- Work to resolve conflicts or issues using a restorative justice reconciliation process.

To adopt the following:

As stated in the current Structures document:

GUIDING PRINCIPLES

- Value the past and consider the future in making decisions that contribute to improved livability **lives for residents** in East Portland.
- ~~Build~~ **Develop** lasting community leadership and relationships as a means to laying the groundwork for successful implementation of the Action Plan.
- Develop avenues for partnering by creating opportunities to bridge the work being done amongst EPAP committees and representatives, communities, and neighborhoods, thus building upon common values with respectful collaboration.
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- Provide a hospitable and welcoming environment to all attendees.
- Prioritize the involvement of underrepresented communities **and commit to racial equity**.*
- Work towards the furtherance of actions and strategies as specifically described in the Action Plan.
- Work to resolve conflicts or issues using a restorative justice reconciliation process.

****Racial Equity statement to be included later in the Structures document: EPAP is committed to racial equity. We prioritize leadership and solutions from communities most affected by the issues we face in East Portland.***

East Portland Action Plan Meeting Notes, March 23, 2022

Introductions Committee Updates

Economic Development Report: Gayle

Ec dev is working on new action and new partners. Ronna from Portland Youth Builders presented at the last meeting. PYB provides education and employment skills for youth. Adam Cole from Outrowing Hunger presented about their work: to help immigrants and others to grow culturally appropriate foods, as well as developing business opportunities such as selling at farmers markets and developing products for sale. Portland Clean Energy Fund is releasing grant opportunities.

Housing Report: Nick

Several members of the City of Portland Charter Review Commission attended and described their efforts. The City Charter is reviewed every 10 years. This time there is momentum to change the city's form of government toward creating a city manager who would direct bureaus, expanding the city council and eliminating their role of directly managing bureaus, and electing commissioners by district. JR said that charter review will be on the agenda for the March EPAP general meeting. Jamila Dozier gave a Portland Housing Bureau report; three new Portland affordable housing bond projects were approved, two in inner southeast and one on SW Barbur Blvd. Nick shared data at the meeting that showed East Portland was not getting a fair share of bond resources compared to our population. Subsequent to the meeting PHB provided data that showed other East Portland projects that were funded by other sources.

Grants Report: Bobbi

The committee last met in January and will be meeting again tomorrow. Upcoming grant deadlines are March 11 for partnerships and April 15 for the community support fund.

Operations Report: JR

The Operations Subcommittee is meeting monthly to consider how EPAP might be restructured.

Deian Salazar introduced himself. He is a candidate to be appointed to the David Douglas School Board to replace Rep. Andrea Valderrama.

Decision-Making: JR

EPAP currently makes decisions using a consensus process. There have been concerns about this within EPAP and the issue was raised again in the recent consultant report. These issues include lack of clarity, authority to act by subcommittees vs. the general membership, whether regular attendance is required to vote, the potential for individuals to block actions by filibuster, participation in coalitions, pressure for members to go along, training, lack of an equity filter and lens, and updating membership guidelines. The Ops Subcommittee has discussed four options:

- Full consensus
- Consensus minus two
- “Fist to Five” consensus
- Majority or super-majority vote

There was discussion, including whether more than two dissenters should be required to block consensus and whether a super-majority should be 60%, 75% or higher. There was discussion about pros and cons, whether majority vote would lead to factions, and whether consensus had worked for EPAP in the past. Setting a quorum for voting was suggested; there isn't one now.

JR proposed voting on decision-making next month. He recommended having a vote on the options. Email or request a meeting with JR if you are interested in providing more detailed input.

EPAP Assessment: JR

JR recapped the consultants' recommendations: 1) Retire EPAP; 2) Partner with another organization; or 3) Scale down operations and scope of work. JR and Mustafah met recently with Com. Hardesty, who is supportive of EPAP and would like to see a workplan going forward.

Fill in JR's 8 recommendations here...

Advocate Update: JR

The indoor mask mandate ends March 31. The city is proposing a phased approach, with in-person meetings being allowed in July.

Representative Updates

Portland Clean Energy Fund: Gayle reported that mini-grants are available.

Portland United Against Hate: Layla said that the group has continued to meet throughout the pandemic. There have been fewer reports of hate crimes.

East Portland Parks Coalition: Carol announced the group is meeting next week. There will be a presentation by the Portland Parks and Rec volunteer coordinator.

Announcements

- The Multnomah County community involvement committee and library advisory board are seeking nominations.
- David Abrahamson is a Captain with the Portland Police Bureau at East Precinct. He is a David Douglas graduate and is happy to be working in East Portland. He is looking for community partnerships.

Slides:

http://eastportlandactionplan.org/sites/default/files/EPAP%20General%20Meeting%20Feb%202022_2.pdf



Grants Committee

March 24, 2022 | 4:30 PM

Partnership Grant 2022 Recommendation-

- As the Committee's Recommendation did not reach consensus at the General Membership Meeting the Grants Committee invited the objectors to the Proposal to the Meeting to discuss further their objections. The agenda items that were previously on the agenda were postponed until a future meeting.
- In this meeting the objectors shared their objections about the organization "The East Portland Collective" receiving EPAP funds as they were not clear of the Granting Process and requested to see the application.
- Members of the East Portland Collective shared some responses to the objectors and clarified elements of the proposed project.
- EPAP Members and Community members expressed support of the project and encouraged conversation with the objectors to see if consensus could be reached.
- JR mentioned that objecting the Grants Committee Recommendation is a grey area as he was not aware of this happening before and is not outlined in the Structures Document. He will be looking into the process further with the City of Portland Grant Management Division and with the City Attorney's Office.

Operations Committee

April 19, 2022 | 5:00 PM

- Structures Committee Update
 - They have agreed to start Monthly Regular Meetings happening on the 4th Mondays of every month at 5pm online. See EPAP Website Calendar for details.
 - They agreed on a Work Plan which starts with agreeing on our Charge and Guiding Principles and then working on parts of the Structures Document from there. Once we come to agreement on our foundation we can build on sections at a time.
 - They asked for feedback on the EPAP Charge and Guiding Principles, as each line was read and reviews, discussion was had and the group came to consensus on the recommendation language that will be presented to the General Membership Meeting.
- Partnership Grant Recommendation Update
 - JR gave an update from the from City Grants Management Division about clarifying the process and answering some questions we had. The City of Portland is supporting EPAP's process on deciding on how to allocate grant funds outlined in the application.
 - The next steps will be that the Grants Committee is reaching out to those who objected to clarify their objections and see if they are willing to negotiate and come to consensus. The Grants Committee will be bringing their recommendation once again at the upcoming General Meeting.
- The Grants Committee will be presenting to City Council on Wed, April 20 at 10:15 AM.
 - This presentation will be by the Grants Committee and will present General & Civic Grants for approval.
- JR provided updates after meeting with Commissioner Hardesty
 - Commissioner Hardesty mentioned that EPAP's Budget (FY 22-23) is in City Budget with no objections from other commissioners.
 - We shared with her the Structures Committee's Work Plan moving forward and she agreed with the process.
 - We checked in about the Decision-Making Conversation within EPAP. She offered she will support however the group decided to move forward.

Structures Committee

March 28, 2022 | 5:00 PM

- Since this was the first meeting of the Structures Committee in a while JR provided an short update on what EPAP has been going through and what is being request from the Operations Committee.
- As EPAP has agreed it is time to clarify and updated our Organization Structure to better served the communities of East Portland the Operations Committee has asked the Structures Committee to start a process of updating the Structures Document. This will be a task to work with the Operations Committee and the General Membership.
- The group agreed that it would be good to start with the Charge and Guiding Principles as this is the core of who we are. It would also be the area we mostly agree about and should not be controversial.
- After some discussion it was decided to work on these areas on our own and email suggestions to the group. Bobbi will present these suggestions at the Operations Committee and the General Membership Meeting.
- Once this area is agreed on the group will start to work on other areas of the document.
- The Group agreed that the 4th Mondays of the Month will be best for everyone.

Structures Committee

April 25, 2022 | 5:00 PM

- Bobbi gave an update about the conversation that was had at the Operations Committee meeting where they discussed the EPAP Charge and Guiding Principles. After some further discussion the group came to consensus for the recommendation that will be presented at the General Membership Meeting.
- The group then discussed potential next steps which include clarifying the Participating Membership Agreement and the Membership section of the Structures Document.
- They also discussed the need for a Equity Statement and some clarification on Decision Making. Since the General Membership has been already discussing Decision Making, they are requesting to have some education about this in the month of May, ask the Operations Committee to come up with a process to vote, and come to a decision about Decision Making at the May General Meeting.



EAST PORTLAND LAND USE & TRANSPORTATION COMMITTEE NOTES

April 20, 2022

122nd Avenue Project

Participants at this meeting received an update from Bryan Poole on the 122nd Avenue Project.

Bryan discussed the overall status of the plan, still in the draft stage, with some updates on the current priorities for crossing implementation. He announced that there will be a sounding board meeting on Friday, April 29, with a tentative release of updated draft documents based on the public input gatherings last fall.

We look forward to the updated documents and providing additional comment. If anyone is interested in the released draft, please contact JR Lilly for a link to the PBOT draft.

Continuing Loss of Tree Canopy in East Portland

We had an initial discussion about the tree canopy loss and also what is currently being proposed for transportation projects to mitigate the loss.

Further discussion will follow.

Our Next Meeting Is On: **May 18, 2022, Wednesday beginning at 6:30 PM**

Please join us via zoom.

EAST PORTLAND PARKS COALITION MEETING MINUTES 3/3/2022

Attending:

Carol Hasenberg, presiding chair of EPPC	Christina Avalie Wilkes
JR Lilly, EPAP Advocate	Jane Rothy Berry, Argay park volunteer
Scott Domine, PP&R	Jennifer Baxter, Centennial tree steward
Alicia Hammock, PP&R	Kyle Olsen, Russell resident, Luby cleanup
Kathi Holmes, Wilkes CC	Vicky Turel, East Holladay watch group
Linda Bauer, Pleasant Valley neighbor	Ann McMullen, Hazelwood NA
Linda Robinson, past EPPC chair	Lily Gilbert, PPF
Steve Pixley, PP&R Volunteer Coordinator	Jessica Green, PPF
Kirsten Provenzano, PP&R East Zone Horticulturalist	Carrie Gobel, treasurer Wilkes Comm. Gp.
Diane Terhune, Wilkes City Park volunteer	

This meeting was called to discuss the topic of volunteering in East Portland Parks. In the intro period, Carol asked whether Gateway Green Park should be considered an East Portland park as it is really located in the Madison South neighborhood. JR and Linda thought that, although this is technically true, since the entries for GG Park were in Hazelwood/Woodland Park area that we should continue to consider it as an East Portland park. Also, Madison South neighbors had not communicated that they wanted to engage with the park to City of Portland Staff (to their knowledge).

Steve Pixley was introduced as the first speaker and he reviewed the volunteer work that has been done in Portland parks during his work. This includes 460,000+ hours spent by volunteers. He gave examples of work being done, including Wahington Park deadheaders, flowers in Argay Park, etc.

The goals of PP&R's use of volunteers includes: stretching services needed in maintaining the parks, engaging neighbors in their parks and community, providing rewarding experiences for the volunteers.

Volunteers working for the PP&R are required to sign up for volunteer events from the PP&R staff member at the event. PP&R HR staff keep files on the volunteers and volunteers are required to follow City of Portland COVID rules requiring vaccinations.

There are basically two roles in the hierarchy of PP&R volunteers:

- Regular volunteers receive a higher level of trust from PP&R for their continued service and may have access to equipment not normally given to volunteers. They perform ongoing and maintenance projects for the parks which are set up with PP&R.
- Episodic volunteers join programs run by a park employee and report to those persons.

Volunteering projects can be done in a variety of categories including park maintenance, natural area volunteers, recreation, and event volunteers. Events can include the yearly World Cup and Halloween Carnivals.

Regular volunteers may work on a set schedule. It is important that volunteers communicate to park staff if any problems arise.

Kirsten Provenzano gave a short talk about volunteers working with her performing park flora maintenance tasks such as ivy removal and weeding. Ivy removal is a seasonal task which she recommends done in fall or early spring. It should not be done during the late spring or summer in order to give ground-nesting birds an opportunity to raise their young.

Carol asked Kirsten whether it was common practice to keep the ivy clippings in the parks and not remove them, as had been done in Gateway Green last fall. Wouldn't the vines be likely to reroot themselves in our climate? Kirsten responded that ivy was often removed from the parks, but in some cases it is wound into a ball and left as "bird's nests" to be used as cover by wildlife.

One project needing to be done is rechipping the dog park in Lynchview Park, at SE 165th and Market.

Diane mentioned getting neighbors involved in maintaining Wilkes Park.

There is an ivy pull project scheduled for April 2 at John Luby Park in Russell. The group discussed other possible locations for ivy pull projects and they included Lincoln Park in Hazelwood, Lynchwood Park in Centennial, and North Powellhurst Park in Powellhurst.

Someone mentioned the use of pesticides in parks (in particular the blackberry problem in Wilkes Headwaters) and one of the parks people mentioned that there is a very limited list of pesticides that are approved for use in Portland parks.

The use of volunteers was discussed briefly for events in parks. The original East Side Rovers group was originally established to pick up after fireworks events. Someone asked about whether a volunteer could run a snow cone machine at the Wilkes Movie event on August 13.

Jessica Green had a brief spot at the end of the meeting to request referrals/applications for Parks Champions, Small Grants and Parks Leadership Award for Portland Parks Foundation.

Respectfully submitted,
Carol S. Hasenberg



East Portland Action Plan

Member Participation Agreement

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MEMBERSHIP COMPOSITION

Involvement in the EPAP is open to everyone committed to Action Plan advocacy. An EPAP orientation session is offered after each general monthly EPAP meeting.

PARTICIPATION AGREEMENTS

Participants should make every effort to be present at EPAP general meetings. As a courtesy, staff should be notified in advance if a member is unable to attend. If a member is unable to attend, he or she may provide written comments relevant to the agenda, and they will be forwarded to the EPAP.

DECISION-MAKING

The EPAP will craft and recommend approaches and solutions that are workable for a wide range of needs and interests, based upon the 'Guiding Principles' identified above. The EPAP operates using a consensus model. Committees and Subcommittees can make public statements that are specific to their group. Proposals seeking approval from the general EPAP will be decided by Participating Agreement (PA) signing members. Committee, Subcommittee, or Workgroup consensus participation requires attendance at two (2) meetings and a commitment to future regular attendance.

EPAP Committees, Subcommittees, and Workgroups will engage in open and constructive dialogue among all attendees, seek input from other stakeholder groups, and ensure that diverging opinions are openly aired, discussed, and documented. People either individually or organizationally positioned to have conflict of interest based on individual or organizational affiliation in decision making are expected to participate in the discussion and disclose the conflict of interest to the group, but to abstain when consensus is being sought. If another group participant perceives someone has an undisclosed conflict of interest, this should be raised prior to seeking consensus. If the individual wants the abstention to be identified, this will be accommodated in the notes.

Should consensus not be established on a proposal brought to a meeting, the proposer is welcome to circulate the proposal for individual signatures and the people demonstrating strong opinions are encouraged to meet separately to negotiate a solution and to request time on the next meeting agenda to bring another proposal for consideration.

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PARTICIPATION AGREEMENT (PA) MEMBERS

Attendance at two (2) EPAP general meetings is required before an attendee is offered an opportunity to sign a *Participant Agreement*, which will designate them as a PA member. PA members will make every effort to be present at meetings. As a courtesy, staff will be notified in advance if a PA member is unable to attend. If a PA member is unable to attend, he or she may provide written comments relevant to the agenda, and the comments will be forwarded during the EPAP general meeting.

Participant Agreement (PA) members will:

- Encourage broad and inclusive participation. Current PA members will consciously welcome and orient new people and ideas.
- Interact with community members and partners to develop and promote interest and participation in implementing the Action Plan.
- Share information with local organizations in which you are involved, and gather, synthesize, and convey information and perspective from those organizations.
- Review background materials and monthly reports, to understand the issues and gain familiarity with the array of actions and initiatives currently underway that may intersect with the work you are doing.
- Provide a sounding board to ensure that a variety of data and viewpoints have been considered in the formulation of recommendations.
- Advocate with agencies and service providers as determined by the group.
- Voice concerns directly, promptly, and constructively with respect and civility.
- Become familiar with EPAP guiding documents, such as the 'East Portland Action Plan', 'Structure', 'Committees & Representatives', 'Principles for Improved Livability' and 'Involuntary Displacement Prevention Recommendations for East Portland'.



East Portland Action Plan

Structure

CHARGE

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COMPOSITION

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MEETINGS

All meetings, including general, Committee, and Subcommittee, are open to the public and will be announced in advance on the EPAP website calendar <http://eastportlandactionplan.org/calendar>.

All meetings are subject to David Douglas School District status concerning weather-related building closures.

A general meeting will be held on the 4th Wednesday of every month, starting at 6:30 PM. Should the meeting be canceled, the Operations Committee will determine whether to schedule another meeting, as well as alert the EPAP membership of such cancellations and rescheduling.

The purpose of the general meeting is to coordinate activities, monitor Action Plan progress, organize future advocacy opportunities, and consider new issues.

Committee and Subcommittee chairs are responsible for the scheduling of their respective Committee and Subcommittee meetings and for keeping the EPAP Advocate informed of any schedule changes in a timely fashion.

DECISION-MAKING

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LEADERSHIP

The EPAP will elect two PA members to act as general EPAP Co-Chairs. Each Co-Chair will be elected for a two-year term. The two Co-Chair's terms shall be staggered and will begin on July 1 of alternating years. Co-Chairs may be re-elected.

It shall be the responsibility of the Co-Chairs to announce the time and place of an election for Co-Chair no less than 30-days before the election is to be held. Nominations may be submitted to the Co-Chairs or made from the floor at the time of the election. If there is a single nomination for Co-Chair, a call for consensus shall be initiated. In case of two or more nominations for Co-Chair, a written secret ballot shall be used to determine the election of the Co-Chair, with the nominee receiving the majority of attending PA member ballot designations being elected as officer. Only attending PA members may submit a ballot.

A vacancy in a Co-Chair position can occur by the resignation of a Co-Chair or by a determination by consensus of the full EPAP membership that the position has become vacant. In the event of a vacancy an election shall be called, no less than 30-days before the election, for an new Co-Chair to till the remainder of the unserved term.

The EPAP Co-Chairs are expected to facilitate and regularly attend EPAP meetings and to be informed about EPAP activities. As facilitators, the EPAP Co-Chairs will preside over meetings, except when an alternate facilitator is designated. It is up to the discretion of the general EPAP Co-Chairs, with the support of the staff Advocate, to draft and adjust the agenda for the monthly general meeting.

The EPAP Co-Chairs will work to establish a healthy and sustainable culture by keeping energy devoted to **Relationships**, **Process**, and **Results** in balance – understanding that each of the three contribute to the health of the other two.

The EPAP general meeting will authorize establishment of Representatives, Committees, and Subcommittees, striving for co-chair leadership that reflects the aforementioned healthy and sustainable culture. EPAP Co-Chairs are expected to assign representation at Operations Committee meetings as convened. The EPAP may consider further attendance requirements for leadership positions.

STRUCTURE

A Committee, Subcommittee, and Representative structure serves the operational functionality of the EPAP and implementation of the Action Plan.

Committees and Subcommittees

The purpose of a Committee is to provide operational service to the EPAP; the purpose of a Subcommittee is to carry out specific strategies and action items of the Action Plan, by providing an issue-related forum for organizing advocacy. Committees and Subcommittees will:

- Be established by consensus at the general EPAP;
- Hold meetings open to the public and announced in advance on the EPAP web site calendar (<http://eastportlandactionplan.org/calendar>), held at mobility-device accessible locations within East Portland, and will offer EPAP-funded childcare and interpretation as needed;
- Have open participation, with at least one active person who is a PA signing member of the EPAP responsible to verbally report at the monthly general EPAP meeting;
- Operate using a consensus model;
- Strive for sustainability by establishing a culture that is equally invested in **Relationships, Process, and Results**;
- Are encouraged to embrace a Co-Chair model that consciously brings together individuals with the sustainable strengths mentioned above;
- Submit written monthly reports to the EPAP Advocate one week prior to the monthly meeting. Reports will include the following:
 - ✓ Identification of the EPAP item being addressed by the Committee or Subcommittee
 - ✓ Articulation of the Committee or Subcommittee goal
 - ✓ Identification of Committee or Subcommittee attendees
 - ✓ Statement of relevant issues addressed and decisions made
 - ✓ Request for input or action from the EPAP; and
- Assign a PA signing member of the EPAP to represent the Committee or Subcommittee on the EPAP Operations Committee and at annual reports to the government partners.

If a Committee or Subcommittee neglects to provide written and/or verbal reports for two (2) successive general meetings, the Committee or Subcommittee Chair(s) will be contacted and the lack of participation will be discussed. They will be encouraged to consider the viability of the Committee or Subcommittee and given notification that failure to meet the requirement for a third (3rd) successive general meeting will warrant the dissolution of the Committee or Subcommittee and an announcement will be made at the general EPAP meeting.

Representatives

The purpose of a Representative is to have an EPAP advocate who serves as a liaison on Action Plan area-specific issues when needed and appropriate, or until there is enough EPAP capacity to establish a Subcommittee. A Representative is often a liaison to a committee, group, organization, or commission and is afforded priority time to report at the general EPAP meeting in that capacity.

The Representative can be an authorized spokesperson for the EPAP on the designated issue for which they are appointed; but if the Representative is determined while representing the EPAP to have not spoken in alignment with the Action Plan and 'Principles for Improved Livability', the Representative is responsible to provide an acknowledgment and correct the misrepresentation.

An EPAP Representative will:

- Be a PA member who regularly attends the EPAP general meeting and will be established as an area-specific Representative by consensus of the general EPAP;

- Utilize the 'East Portland Action Plan', 'Principles for Improved Livability', 'Structure', and "Involuntary Displacement Prevention Recommendations for East Portland" documents along with the EPAP Advocate and Co-Chairs for reference and guidance;
- Report on significant activities and position statements on behalf of the EPAP at the general EPAP meetings;
- Bring forward issue relevant information and requests for EPAP support; and
- Adjust their representation as is necessary, based upon input from the general EPAP.

Representation with membership organizations:

- Requires a high level of commitment to consistent attendance at the area-specific issue-related organizational meetings and reporting to the general EPAP;
- Requires an 'opt out' mechanism for campaign or advocacy involvement that stipulates which members are supporting the stance. As a consensus decision making organization, the EPAP will not sustain involvement with membership organizations without this articulated option; and
- Campaigns and public statements on behalf of the membership organization should be brought before the EPAP if there is any possibility that the campaign or statement is not in alignment with the Action Plan or 'Principles' documents, or if there is ambiguity that needs to be addressed by consensus at the general EPAP.

Operations Committee

The purpose of the Operations Committee is to:

- Develop, seek general EPAP approval, and advocate for EPAP strategy;
- Function as an EPAP decision making body in time-sensitive situations, not including decisions related to governmental elections;
- Meet at least four (4) times a year to reinforce purpose integration; and
- Represent the EPAP to elected officials.

The Operations Committee has the following stipulated composition:

- Both General EPAP Co-Chairs;
- A PA representative from each Committee and Subcommittee that reports back to the committee they are representing about decisions made by the Operations Committee;
- Not to exceed 6 additional at large EPAP PA positions as determined by participating members of EPAP and
- The EPAP staff Advocate.

Structures Committee

The EPAP Structures Committee will make structural proposals to the full EPAP in an effort to support the operational functions of the group. Membership will be composed of interested PA members.

As the EPAP grows, we recognize that there may be a need to design enhanced operational structures.

Communications Committee

The EPAP Communications Committee will provide communication support that includes materials and web page development, and translation or interpretation to the EPAP.



Staff

The EPAP will be staffed by Advocates through the City of Portland Commissioner Position #4.

The EPAP Advocates will:

- Convene monthly general EPAP meetings and serve as process keepers to manage efforts for the good of the group as a whole;
- Work with all EPAP Co-Chairs to develop and distribute monthly EPAP meeting agendas, Committee and Subcommittee reports, and background materials during or in advance of meetings;
- When fully staffed, develop notes from the full EPAP meetings and distribute them within three weeks of the meeting. These notes will faithfully represent areas of general agreement within the group, note areas in which there are diverging viewpoints, and outline commitments to timelines for supported actions;
- Function as the City Grants and Municipal Partnership manager;
- Provide bureaucratic/administrative functions with the City of Portland; and
- Develop documents for review and comment.

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