

New Portlanders Policy Commission Meeting Agenda

Date: 09/03/2024

Time: 6pm-7:30pm

Agenda:

Welcome

1. NPPC Resolution: Creating of Work Groups

Goal/Purpose:

Establish 4 workgroups (find below) with each drafting a report on at least the following matters:

1. Goal/Purpose
2. Responsibilities
3. Membership
 - a. How many members are needed?
 - b. Excluding or not excluding the presiding officers?
 - c. Minimum and maximum?
4. Presiding Officers
 - a. Co-Chairs or Chair/Vice Chair
5. Meetings
 - a. How often do they meet?

This helps determine what each subcommittee within the New Portlanders Policy Commission (NPPC) is needed and establishes clear understanding to both its members and the public.

Reports will be presented to the whole NPPC **by the end of 2024**, to be on track on working on policies/engagement with the new form of government in the City of Portland.

In accordance with the NPPC by-laws, each Commissioner is required to serve on a subcommittee. With no subcommittee currently active (except the Community Engagement), this would temporarily amend it to be a workgroup until reports are submitted to determine whether these subcommittees may be permanently established.

Workgroups:

1. Workgroup on [Advocacy and Policy](#) Mia, Kerri, Sahar
 2. Workgroup on [Grant Selection](#) Stephanie,
 3. Workgroup on [Youth & Education](#) Jorge,
 4. Workgroup on [Community Engagement](#) – Guluzar, Demet, Sankar, Sahar
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2. Wed next week:
 - a. Sahar & Jorge
 3. Becoming Welcoming certified

4. **New Selected Members**

- a. Announce and introduce newly selected members.
- b. Discussion on any immediate onboarding needs or questions.

5. **Fact-Check Document and Onboarding Feedback**

- a. The scheduled Monthly meeting dates when and where will the meetings be?
 - i. Suggestion to have the meeting be the first week of every month (Tuesday) 6pm-7:30pm (Not voted on)
 - ii. Suggestion creating a WhatsApp chat or Teams for NPPC updates and check in for only NPPC meetings and reminders to hold accountability. (Not voted on)
- b. How does the voting happen and what the different positions.
- c. Rights and responsibilities acknowledgement.

6. **Commission Positions**

- a. Discuss available positions within the commission:
- b. Suggestion not voted on:
 - i. Secretary: Admin and note taking and food order for meetings
 - ii. Co-Chair: self-nominations or other member nominations.
 - iii. Suggest discussing this position when budget allocated (Treasurer: oversee spending and event sponsorship and event creation. Food order for meetings?) check with Ocean regarding city policy around that.
 - iv. Social media coordinator: capacity of keeping it up and updated. – Racheal
 - v. Members to express interest in specific roles.

7. **Elections**

- a. Conduct elections for commission roles, including Chair and Co-Chairs.

8. **Commission logo, or social media page?**

- a. Suggested to create a logo – Hire a professional to complete the logo – schedule a meeting with the NPPC.
- b. Social media page: Intsa, Facebook, LinkedIn

9. **Welcome Week 2024 Schedule**

- a. <https://www.portland.gov/civic/2024-welcoming-week>

10. NPPC Table at Welcome Week Opening Ceremony

- a. Plan for NPPC representation at the Welcome Week 2024 opening ceremony.
 - i. Rachel, Massarra, Baher, Sahar, Jorge, Bernal, Mia
- b. Assign tasks for setting up and managing the NPPC table.

11. Event Representation

- a. Identify members who are interested in speaking or sharing thoughts at Welcome Week events.
- b. Discuss potential speeches or talking points on community involvement and welcoming week themes.

12. Next Steps and Closing

- a. SharePoint and Teams group chat