*One July 17, 2019 the Open and Accountable Elections (OAE) Commission held their regular monthly meeting from 6:30 pm - 8:00 pm at Portland City Hall.*

Attendees:

* Courtney Helstein
* Tom Simpson
* Amy Ruiz
* Amy Sample Ward (by phone)
* Ricardo Lujan
* Serin Bussell
* Norman Turrill
* Sabra Purifoy
* Carol Cushman (member of public)

## Housekeeping

Daniel Lewkow had to step down from the Commission – he will be working for a participating candidate.

Helstein suggested moving meetings to 6pm from 6:30pm until further notice. Group agreed (Sample Ward noting both timeslots are hard for her but she makes it work).

## Minutes

Approve minutes from June?

* Too many edits were needed from a last minute tracked document with feedback, they will be reviewed at the August meeting.

## Program Updates

* The program had another milestone launch July 1 (forms with input online including attestation with no opt in or out box), you can see program status of candidates online.
* Two candidates have submitted Notices of Intent.
* Press update: the press release about accepting Notices of Intent went out:
	+ There was a blurb on tech related to the program in the Portland Tribune.
	+ OPB linked to our site in story about Sarah Iannarone.
* Tech update: Prepare for a demo day on August 29 - come and bring as many as you can and vote for our project to win.
	+ Be ready to secure free tickets in late July as they “sell out” in 24-48 hours.

## Feedback on the Candidate Guide

The document that was discussed is available (now amended to reflect the suggestions) online [here](https://www.portlandoregon.gov/OAE/article/738573).

More information on in-kind contributions when we have that clarified per Simpson.

Ruiz noted we should have a warning about the potential for match rate changes in the guide.

“XXs” erroneously still on page 9.

The glossary actually starts on page 22, mislabeled on page 2.

Format the “restrictions on campaign expenditures” format on page 2 and on page 10.

Repeat column heads on page 17 or fit all on page 16. On the bottom of page 4, make it “they” not “s/he”

Add the forms as addendums. This feedback was not taken by OAE staff in the interest of encouraging campaigns to be referring back to the OAE website often, should any important updates/changes be added.

Repeat headers on pages 19, 20, and 21.

Add the existence of public commission to the “about.”

Date on the cover is 2109, should be 2019.

Add staff to the glossary when they’re figuring out who to contact.

## Feedback on Forms: Request for reconsideration and removal of certain limits

The documents that were discussed are available [here](https://www.portlandoregon.gov/OAE/article/738569) and [here](https://www.portlandoregon.gov/OAE/article/738570) (now amended to reflect the suggestions).

We should add a sign on door to say it’s also the Open and Accountable Elections office. Fix date line formatting.

Auditor and Commissioner 3 are off format per Norman.

Rationale box – if you need additional space attach a document.

Make sure they’re all active links.

Make the digital versions fillable.

It’s too tight in the right column of the “determination to be reconsidered.”

Are the public subject to time limits in reconsidering penalties?

Ruiz asked that we mention the place in the law this refers to.

## Update on Accessibility Conversations

Ruiz summarized meetings with Commissioner Fish and Marshall Runkle.

Next step is to talk to the other two offices (Mayor and Hardesty) about the issue.

Courtney is happy to join those meetings.

Need consensus on where to get funds from and/or list of options for Council.

Lujan liked that it remains the onus of campaigns to not participate.

Simpson noted Hardesty is out for two more weeks.

## How to Handle Venmo Donations?

* Require paper form.
* Examine the volume moving forward per Lujan and Simpson.
* Default on the side of caution.
* Could the input form be online? Turrill likes the idea of an online form.

## Should OAE Print Materials for Campaigns About the Program?

Helstein would rebrand the lit with their logo on it.

We have a TBD budget – campaigns would rather get their full match than printouts. Ruiz agreed. It’s promotional so we want it out there. Lujan agrees.

Turrill wants the program to both post outreach materials online and print them for campaigns to use.

Ruiz says digital designs should be provided only and if we get feedback at the end about the public’s familiarity with the program that they need printouts in the future, consider for future cycles. Sample Ward agrees.

Ruiz asked us to check in with CMAF about the issue.

Lujan asks if we’re surveying contributors after the cycle as well. Noted as a good idea.