



Agenda Packet

SEPTEMBER 23, 2025

5:30 PM

AGENDA

Philomath City Hall
980 Applegate St.
philomathoregon.gov



Date Tuesday, August 26, 2025
Time 5:30 PM
Location Council Chambers / Live Stream on YouTube

Contact cworkman@philomathoregon.gov

A. ATTENDANCE

B. APPROVAL OF MINUTES

1. Minutes of July 22, 2025 Inclusion Ad Hoc meeting
2. Minutes of August 26, 2025 Inclusion Ad Hoc meeting

C. URGENT BUSINESS

D. UPDATES & ANNOUNCEMENTS

1. Inclusion Committee at Aug 31 Farmer's Market
2. Senior Event Update
3. National Hispanic/Latino Heritage Month Event Update

E. BUSINESS

1. Minutes of June 24, 2025 IC Correction
2. Inclusion Committee Handbook Updates

F. NEXT MEETING

1. October 28, 2025 at 5:30 PM
2. Agenda Item Topic Requests?

G. ADJOURNMENT

Meeting Participation Instructions

This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend. Public comments and testimonies are also available via written or electronic participation. City meetings are live-streamed on the [City's YouTube channel](#).

Speaking in Person: Please fill out a Speaker Request Form on the table near the doors and give it to the City Recorder. If you have a written statement for the Committee, please email it or provide 10 copies to the City Recorder who will distribute them to the Committee.

Speaking Virtually: Register to speak by contacting the City Manager's office before 4:00 PM the day of the meeting. Email cityhall@philomathoregon.gov or call 541-929-6148 to provide your name, phone number, address, email, and topic. Presentation materials should be submitted as written testimony.

ADA Accessibility: The City will strive to accommodate for all residents. City Hall is ADA accessible meeting space. Given at least **two** business days' notice, an interpreter can be provided for the hearing impaired or those with limited proficiency in English.

Contact the City Manager's Office to make interpreter arrangements:
541-929-6148 | cityhall@philomathoregon.gov | PO Box 400, Philomath, OR 97370

Opportunities to Comment

Methods:

1. Appear at City Hall Council Chambers
2. Sign up to speak via phone or Zoom (contact City Hall)
3. Email written comments to City Hall
4. Deliver written comments to City Hall
5. Mail written comments to City Hall

Deadline – Must be received by:

- Prior to Roll Call – day of the meeting
- 4:00 PM – day of the meeting
- Noon – day of the meeting
- Noon – day of the meeting
- Noon – day of the meeting



MINUTES

Regular Meeting

Philomath City Hall

980 Applegate St.

philomathoregon.gov

Date: Tuesday, July 22, 2025

Time 5:30 PM

Location Council Chambers / Online

Recordings youtube.com/live/BITxeV3K0PA

A. ROLL CALL (Start Time: 5:32 PM)

Meeting called to order by Amanda Polley.

PRESENT

Christopher McMorran

Jessica Andrade

Jenn Amador

Rose Bricker

Amanda Polley

Jane Sherwood

Zina Allen

Catalina Contreras

Bethany Harvey

Denise Tafen

Alba Sederlin

ABSENT

Diane Crocker

Jenna Fischer

Nora Smith

STAFF PRESENT

City Manager Chris Workman

B. URGENT BUSINESS (Start Time: 5:33 PM)

- Provided information on Community Day of Service on Saturday, Sep 13 at 9:00 AM at the Benton County Fairgrounds. Polley will send out an email to committee members.
- Provided information on the Clothesline Sale of Art on Saturday, Aug 2 at 6:30 PM at the Corvallis Central Park.

Sederlin joined the meeting at 5:34 PM.

1 **C. OLD BUSINESS**

2 **1. Review Age Friendly Proclamation**

3 **Start Time 5:37 PM**

- 4 • Discussed updates to the proclamation.
- 5 • Provided updates on senior meetings and mentioned next meeting on Tuesday,
- 6 September 9.
- 7 • Plan to have senior information packets ready.
- 8 • Polley will submit final copy of the proclamation to the City Recorder.

9

10 **2. Natl. Hispanic/Latino Heritage Month Event Update**

11 **Start Time 5:44 PM**

- 12 • Amador and Bricker reported on leads and outreach.
- 13 • Discussed setting a date for the event and avoiding double-booking a date.
- 14 • Event planning group will provide more details during the August meeting.

15

16 **3. Suggested Updates for 2026 Inclusivity Proclamation**

17 **Start Time 5:49 PM**

- 18 • Polley summarized the proclamation and previous months' points.
- 19 • Allen expressed concerns that the committee's stated values are not matched by its
- 20 actions.
- 21 • Allen noted experiences of bias and gatekeeping within the committee and related
- 22 events.
- 23 • Discussed the proclamation and providing points of action for the year.
- 24 • Discussed continue to develop community standards within the Inclusivity Committee.

25

26 Allen, Tafen, and Contrerras-Colin left the meeting at 6:35 PM.

- 27
- 28 • Discussed past events and accomplishments and include into the resolution the
- 29 accomplishments and resolve to do future things.
- 30 • Discussed creating a bullet list of events and accomplishments for the farmers' market to
- 31 provide more information to the public.
- 32 • Discussed formalizing the committee procedures August or September agenda and
- 33 requested legal guidance to inform the discussion.

34

35

36 **D. BUSINESS**

37 **1. Review Inclusivity Calendar**

38 **Start Time 6:55 PM**

- 39 • Crocker completed the August social media post.
- 40 • Crocker to check status on the September banner redesign.

41

42 **2. Philomath Market IC Tabling Volunteers: 2 shifts, 3 people max**

43 **Start Time 6:57 PM**

- 44 • Polley should be contact for the August 31 Farmers' Market sign-up.
- 45

1
2
3
4
5
6
7
8
9
10
11
12
13
14

E. NEXT MEETING (Start Time: 6:59 PM)

1. Aug 26, 2025, 5:30 PM

2. Agenda Topic Requests?

- None.
-

F. ADJOURNMENT (End Time: 6:59 PM)

The City Recorder maintains a recording of these proceedings with the agenda, minutes, and documentation associated with this meeting.

Respectfully submitted by: Crystal Weber, City Recorder

DRAFT



1 **MINUTES**

2 **Regular Meeting**

3 Philomath City Hall

4 980 Applegate St.

5 philomathoregon.gov

7 **Date:** Tuesday, August 26, 2025

8 **Time** 5:30 PM

9 **Location** Council Chambers / Online

10 **Recordings** youtube.com/live/YiZnYUMIO_Y

13 **A. ROLL CALL (Start Time: 5:30 PM)**

14 Meeting called to order by Amanda Polley.

16 **PRESENT**

17 Christopher McMorran

18 Jessica Andrade

19 Diane Crocker

20 Rose Bricker

21 Amanda Polley

22 Jane Sherwood

23 Alba Sederlin

ABSENT

Jenn Amador

Jenna Fischer

Nora Smith

25 **STAFF PRESENT**

26 City Manager Chris Workman

29 **B. APPROVAL OF MINUTES (Start Time: 5:32 PM)**

30 1. Minutes of June 24, 2025 Inclusivity Ad Hoc Committee meeting

32 **Action** To approve the minutes as presented.

33 **Consensus** **Action Approved (7 present)**

36 **C. URGENT BUSINESS (Start Time: 5:33 PM)**

- 37 • Philomath Phellowship is meeting on Friday, August 29 from 6PM to 8PM at the Philomath Museum to discuss the program's ongoing status.
 - 38 • Philomath's Citizens' Academy begins on September 4 from 6PM to 8PM at City Hall.
- 39
-
- 40

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

D. OLD BUSINESS

1. Farmers' Market Volunteer Signup

Start Time 5:34 PM

- Discussed details for upcoming Sunday market scheduling.
- Andrade volunteered for the full day. Sherwood volunteered for the morning.
- Staff will prepare materials to be picked up.

2. Senior Event Update

Start Time 5:37 PM

- Discussed upcoming event on Tuesday, September 12 at 10AM at the Philomath Library on the topic of city leaders.

1. Farmers' Market Volunteer Signup (Cont'd)

Start Time 5:38 PM

- Sederlin volunteered for the afternoon.

2. Senior Event Update (Cont'd)

Start Time 5:39 PM

- Expressed thanks for Philomath News article and the increased interest for future meeting.
- Discussed upcoming October event focusing on the topic of Medicare.

3. National Hispanic/Latino Heritage Month Event Update

Start Time 5:43 PM

- Polley summarized information regarding contact information for interested people in planning the event.
- Discussed holding the event on October 12 and using the City Council's booth at the Farmers' Market as the venue.

4. Hispanic Heritage Month Banner Review

Start Time 5:46 PM

- Discussed new designs and incorporation of new city logo and city website link.
- General consensus to move forward and send the black and orange version to the printer.

5. Discussion on Inclusivity Committee Meeting July 22, 2025

Start Time 5:49 PM

- Crocker shared comments on inclusivity and diversity, encouraging members to listen respectfully, be supportive of one another's priorities, and work harder toward fostering a welcoming and collaborative committee.
- Discussed and clarified the history of the Pride event.
- Discussed benefits of the event and ongoing efforts of the Inclusivity Committee to support inclusive events.
- Discussed being mindful of those who are not involved or represented.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

E. BUSINESS

1. Review Inclusivity Calendar for Action Items

Start Time 6:06 PM

- Discussed long-term planning and skipping committee meetings in November and December due to holidays unless needed.
 - Agreed to place rules of engagement on the September agenda for discussion.
 - Discussed having inclusivity calendar on the October agenda and to discuss goals for 2026.
 - Bricker notified members of the committee on submitting their resignation on August 27, 2025.
 - Andrade is continuing to accept suggested points for the rules of engagement prior to the September meeting.
 - Open recruitment to fill vacancy in January 2026.
-

F. NEXT MEETING (Start Time: 6:16 PM)

1. September 23, 2025, 5:30 PM

2. Agenda Topic Requests?

- None.
-

G. ADJOURNMENT (End Time: 6:18 PM)

The City Recorder maintains a recording of these proceedings with the agenda, minutes, and documentation associated with this meeting.

Respectfully submitted by: Crystal Weber, City Recorder

AGENDA ITEM SUMMARY



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

Title/Topic: Updates & Announcements

Date: Tuesday, September 23, 2025

Department: Administration

Contact(s): City Manager Chris Workman

SUMMARY

1. Inclusivity Committee at Aug 31 Farmer’s Market

Report from members that attended.

2. Senior Event Update

Councilor Crocker will provide an update on the September senior event that happened at Philomath Library

3. National Hispanic/Latino Heritage Month Event Update

Hear from planning group about status of event and how we can support their efforts.

AGENDA ITEM SUMMARY



Title/Topic: Correction to Inclusivity Committee June 24, 2025 Minutes

Date: Tuesday, September 23, 2025

Department: Administration

Contact(s): City Recorder Crystal Weber

BACKGROUND

During preparation of the minutes for the September 23, 2025 Inclusivity Committee meeting, staff identified that the approved minutes for the June 24, 2025, Inclusivity Committee meeting were incorrect. The document contained information that pertained to the July 22, 2025, Inclusivity Committee meeting.

CORRECTION

To ensure accuracy of the permanent record, the corrected sections for the June 24, 2025, Inclusivity Committee meeting are presented here. This correction is intended to replace the inaccurate content that was previously included:

A. ROLL CALL (Start Time: 5:32 PM)

Meeting called to order by Amanda Polley.

PRESENT

Christopher McMorran
Jessica Andrade
Diane Crocker
Jenn Amador
Rose Bricker
Amanda Polley
Jane Sherwood
Zina Allen
Alba Sederlin

ABSENT

Jenna Fischer
Nora Smith

STAFF PRESENT

City Recorder Crystal Weber

1
2
3
4
5
6
7
8
9
10
11
12
13
14

B. APPROVAL OF MINUTES (Start Time: 5:33 PM)

- 1. Minutes of May 27, 2025 Inclusivity Ad Hoc Committee meeting

Action To approve the minutes as presented.
Consensus **Action Approved (9 present)**

C. URGENT BUSINESS (Start Time: 5:34 PM)

- Reminded members of the Pride Event on Saturday, June 28 from 12PM to 4PM.
 - Mentioned that raffle tickets can gotten via donation item or a dollar to win the basket.
-

D. PUBLIC COMMENT (Start Time: 5:36 PM)

- None.

AGENDA ITEM SUMMARY



Title/Topic: Inclusivity Committee Handbook Updates

Date: Tuesday, September 23, 2025

Department: Administration

Contact(s): City Manager Chris Workman

SUMMARY

At the August meeting we agreed to spend a significant amount of time at the September meeting editing and updating the language in our handbook.

Here are some questions to consider as you review the attached handbook documents.

1. What do you think the Missions & Objectives of the Inclusivity Committee are?
2. Do the current Missions & Objectives match what you expected when you joined the committee?
3. What are we currently doing as a committee to meet the Missions & Objectives?
4. What could we do better?

ATTACHMENT(S)

1. IC Handbook DRAFT – Readable
2. IC Handbook DRAFT – Track Changes

1 **City of Philomath Inclusivity Committee handbook**

2 **Handbook Purpose**

3 The purpose of this handbook is to provide important guidance to Inclusivity Committee
4 members as a living document reflecting the committee’s consensus on its structure and
5 function. Updates can be made to the handbook at any time with consensus of the committee.

6 **Introduction to the Inclusivity Committee**

7 In response to the murder of George Floyd and so many others, the Philomath City Council
8 formed an ad hoc Inclusivity Committee in June 2020 with the initial assignment to prepare a
9 responsive statement for the community. Since then, the Inclusivity Committee has worked to
10 foster support and growth for diversity, equity, inclusion, and accessibility (DEIA) initiatives and
11 programs in Philomath. The committee is uniquely structured to include engagement from the
12 greater Philomath community with a focus on consensus that encourages all voices to be heard.
13 The committee’s mission and objectives shown below have been approved by the committee
14 and the Philomath City Council, and are current as of September 2025. The mission is designed
15 to remain stable while the objectives in practice may be updated more frequently.

16 **Mission and Objectives**

17 The Philomath Inclusivity Committee supports our city and its leadership in fostering an
18 inclusive, just, and equitable community that honors its past while creating a diverse and
19 accessible city for future generations by:

- 20 1) fostering a brave space where learning new ideas, unlearning biases, and sharing lived
21 experiences can occur;
- 22 2) providing knowledge building opportunities for city leadership & the community;
- 23 3) offering opportunities for cultural exchange and space for conversations while
24 prioritizing accessibility;
- 25 4) facilitating communication between city leadership and under-represented
26 communities; and
- 27 5) reviewing actions and practices within city governance and providing potential
28 improvements as recommendations to city leadership.

29 **Objectives in Practice**

- 30 A. Identify and remove systemic barriers and challenges for communities historically and
31 currently excluded within our local government
 - 32 1. Review city documents, including the strategic plan, policies, charter, municipal
33 code, and ordinances, through a social justice lens and provide recommendations
34 to City Council or other designated body

- 1 a. Create a schedule of city documents to be reviewed by the committee
- 2 b. Create a process for reviewing city documents through a diversity,
- 3 equity, inclusion, and accessibility lens prior to adoption or renewal.
- 4 B. Provide multiple kinds of training opportunities for city staff, councilmembers, city
- 5 volunteers, and/or the public
- 6 C. Build and strengthen the City's relationship with Tribal Nations which were forcibly
- 7 removed from this land, now called Philomath, and research Indigenous history in this
- 8 place to help determine how to better enhance our relationships
- 9 D. Celebrate diversity in Philomath
- 10 1. Establish, maintain, and periodically revise an Inclusivity calendar of events and
- 11 learning opportunities spotlighting various demographics for the purposes of
- 12 celebrating our identities, and of bringing recognition to issues of inequity and
- 13 ways to combat them
- 14 E. Support projects and events led by partner organizations and groups with similar social
- 15 justice goals
- 16 1. Identify groups best suited for an initial round of outreach
- 17 2. Draft an Inclusivity Committee introductory letter and send it to these groups to
- 18 establish active and ongoing communication

19 **Committee Composition**

20 The Inclusivity Committee recognizes that it is important to keep a diverse and adequate
21 number of members whom are appointed by the Philomath City Council. We recognize that the
22 work we do is important and needs committee members with diverse lived experiences to be
23 successful. The Inclusivity Committee encourages participation of all community members who
24 attend our meetings. We make recommendations to City Council and act by consensus of those
25 in attendance.

26 A. Membership

- 27 1. The Inclusivity Committee shall be composed of a minimum of six and maximum
- 28 of nine official committee members and an indeterminant number of unofficial
- 29 committee members.
- 30 2. All who participate in Inclusivity Committee meetings are considered committee
- 31 members. Official and unofficial committee members have an equal voice as it
- 32 pertains to committee business.
- 33 a. Official committee members – Three City Council members and three to
- 34 six Philomath community members shall be appointed by the council as
- 35 official committee members. "Official" committee members are

- 1 identified solely to ensure that the committee is in compliance with
- 2 Oregon public meetings laws.
- 3 b. Unofficial members – Philomath community members not appointed by
- 4 the council who participate in committee meetings shall be considered
- 5 “unofficial” committee members.
- 6 3. Any community member residing within the general Philomath community is
- 7 eligible to serve on this committee.
- 8 B. Terms – Appointments are for staggered two-year terms expiring on December 31st. No
- 9 member may serve more than three consecutive terms unless with the approval of a
- 10 majority of the City Council.
- 11 C. Vacancies – All vacancies shall be filled by appointment of the council.

12 **Committee Operations**

- 13 A. Officers – Committee members shall select one chair or two cochairs to serve for one
- 14 year from among their members at the first committee meeting of the year. The chair(s)
- 15 shall prepare meeting packet documents, facilitate meetings, and work with
- 16 management as needed.
- 17 B. Process – The Inclusivity Committee is a community-led committee that seeks city
- 18 council approval prior to pursuing new ideas and initiatives. The committee also serves
- 19 as an advisory committee to the city council and shall receive matters referred from city
- 20 council or management. The chair(s), a committee councilmember, or management shall
- 21 report findings or recommendations to the city council. The city council shall use those
- 22 findings or recommendations as the council sees fit.
- 23 C. Committee Member Participation – We recognize that every committee member is a
- 24 volunteer donating their valuable time and energy to be involved with this committee.
- 25 Furthermore, every person has different capacities for committee involvement that may
- 26 shift over time. We therefore view committee participation as a spectrum, and welcome
- 27 all who wish to be involved whatever their capacity may be.
- 28 1. We want to facilitate committee participation to all who wish to participate. We
- 29 therefore ask that any committee member needing an accommodation(s) meet
- 30 with the chair(s) and staff to determine how we can best meet your needs.
- 31 2. Official committee members commit to attending as many meetings as possible,
- 32 notifying the chair(s) and staff if they are unable to attend a scheduled meeting.
- 33 This is important because official committee member attendance determines
- 34 whether a quorum is present and a meeting can legally be held. Therefore, any
- 35 committee member who misses two or more meetings without prior notification

- 1 will be asked to meet with the chair(s) to assess whether it would be a better fit
2 for them to participate as an unofficial committee member.
- 3 3. We encourage committee members to review meeting packets prior to meetings
4 and to be prepared to share their thoughts and recommendations at committee
5 meetings. In order for the committee to continue making progress through our
6 annual work plan, committee members who do not review the packet prior to a
7 meeting might not be able to fully participate in that meeting. Accessibility
8 accommodation requests are the exception to this notion.
- 9 4. We encourage committee members to help develop documents, plan events, and
10 share recommendations by giving time to these efforts outside of committee
11 meetings to help streamline our meetings.
- 12 D. Community Agreements – Inclusivity Committee members agree to follow a set of
13 guidelines outlining how we would like to engage with one another and work together
14 to achieve our goals. The committee comes to a consensus on these guidelines known as
15 the committee’s Community Agreements. The intent of following these agreements is to
16 cultivate an environment that is as supportive as possible, allowing us to be more
17 receptive to new ideas and learning, and enabling us to do our best work possible. These
18 agreements shall be revised annually. The Inclusivity Committee agrees to cultivate an
19 environment where we:
- 20 1. Treat each other and ourselves with respect, empathy, and compassion;
- 21 a. One voice at a time – refrain from speaking over each other and allow
22 the chair(s) to call on individuals to speak when needed
- 23 b. Stay on topic – if a tangential idea is brought up, pull the focus back to
24 the agenda item and write notes in the “parking lot” to revisit later
- 25 c. Be present and actively listen with curiosity, defaulting to inquiry over
26 judgement – seek to learn about each other, extend grace, and ask for
27 clarification rather than assuming intent
- 28 d. Challenge assumptions by questioning and critiquing ideas and actions
29 rather than individuals – we can learn from each other while respecting
30 our differences
- 31 e. Be compassionate with ourselves and others when intent and impact do
32 not align – we are all lifelong learners
- 33 2. Can be brave and are open to learning;
- 34 a. Make room for multiple perspectives simultaneously – think beyond
35 binaries

- 1 b. Speak your truth and let others speak theirs – say what you know to be
2 true for you and your experience and not others, using “I statements
3 rather than generalizations
- 4 c. Embrace imperfection, lean into discomfort, stay flexible, and be open
5 to doing things differently – making mistakes can be uncomfortable, but
6 it’s okay and is an important part of learning and growing
- 7 d. Accept feedback openly and ask clarifying questions - Bring a learning
8 mindset rather than assume expertise, recognizing we are all at a
9 different point on our path and giving room to learn without judgement
- 10 e. Expect and accept non-closure – this work is complex and it’s okay that
11 sometimes conversations may need to be revisited to reconcile
12 differences or things may need to be left unsaid or unfinished
- 13 3. Maintain personal accountability;
- 14 a. Accept responsibility for your words and actions – examine your intent
15 and be aware of your power, positionality, and privilege
- 16 b. Share only what you are willing to make public knowledge – all
17 committee business and content are made available to the public to
18 comply with state public meetings laws, while meetings are
19 livestreamed and recorded to comply with City policy
- 20 c. Be honest and follow through with tasks you agree to take on – remain
21 respectful of each others’ time and efforts
- 22 d. Acknowledge mistakes and any harm caused, learn and make a
23 commitment to improve, and address negative impact caused – impact
24 and intent do not always align
- 25 4. Support each other and prioritize inclusion and accessibility.
- 26 a. Take care of yourself and ask for what you need – we all have different
27 needs and accommodations to help us fully participate
- 28 b. Take space and then make space, because every voice is important –
29 challenge yourself to speak up if you are quiet and be mindful of leaving
30 room for quieter voices if you share often
- 31 c. Avoid jargon, acronyms, and industry language – use inclusive language
32 that is accessible to all
- 33 d. Together, we know a lot – collaboration will always lead to better
34 outcomes
- 35 e. Celebrate the wins – this work is difficult and often takes time, no
36 success is too small to make meaningful progress

- f. Laugh and have fun together – being in community with one another is meant to bring joy, so let's embrace it

E. Meetings

1. The Inclusivity Committee shall generally meet monthly. Additional meetings may be held to discuss time-sensitive subjects as needed.
2. As of September 2025, agenda items and related meeting materials shall be sent to the chair(s) by the 15th of the month to allow time for review and preparation before providing all materials to the city recorder by the morning of the Thursday prior to the scheduled meeting.
3. A quorum is one more than half of current official members at the time of the meeting.
4. The committee operates by consensus with no formal motions or voting. This includes official and unofficial members having an equal voice.
5. All committee members and any guests shall follow and uphold the committee's community agreements (see section D) defining how we want to be in relationship with each other as we work together on committee business.
6. Generalized agenda structure
 - a. Attendance
 - b. Minutes
 - c. Urgent Business
 - d. Business
 - 1) Updates & Announcements
 - 2) Inclusivity Calendar: [MONTH-MONTH]
 - 3) [OTHER AGENDA ITEMS]
 - e. Next Meeting
 - 1) [DATE & TIME]
 - 2) Agenda item topics: [TOPICS LISTED]
 - f. Adjournment
7. Agenda Section Descriptions
 - a. **Attendance** – Each attendee in person and online takes turns saying their name for inclusion in the meeting minutes record.
 - b. **Minutes** – Past meeting minutes are automatically approved by the committee if there are no mistakes to correct and if there are no objections to the document's content. Otherwise, the committee will need to come to consensus before the document's approval.

- 1 c. **Urgent Business** – Topics not on the agenda that have a time-sensitivity
2 and/or a content-sensitivity component can be brought to the
3 committee for consideration at this time.
- 4 d. **Business** – This section contains agenda item topics covering both old
5 and new committee business.
- 6 1) **Updates & Announcements** – Information sharing occurs at this
7 time and can include the following:
- 8 a) Quick updates not requiring further committee discussion
9 or action (e.g., City Council approval of an Inclusivity
10 Committee-recommended proclamation)
- 11 b) Announcements of social justice-related events, learning
12 opportunities, and volunteer opportunities in our
13 community and the surrounding region
- 14 c) Consideration of content to add to the City’s DEI webpage
- 15 2) **Inclusivity Calendar: [MONTH-MONTH]** – Inclusivity Calendar
16 business is discussed at least three months in advance of each
17 monthly recognition until completed. It is helpful to list them in
18 the agenda. Items of discussion can include the following:
- 19 a) Reviewing, editing, and approving proclamations, social
20 media posts, and banner designs
- 21 b) Event planning updates and decision-making
- 22 c) Calls for volunteers to carry out related tasks
- 23 3) **[OTHER AGENDA ITEMS]** – Other topics of discussion occur here.
- 24 e. **Next Meeting** – This section is to help the chair(s) plan the next
25 committee meeting.
- 26 1) **[DATE & TIME]** – A reminder of the committee’s next meeting
27 date and time are listed here for everyone’s reference.
- 28 2) **Agenda item topics: [TOPICS LISTED]** – Agenda item topics listed
29 here serve as a reminder to incorporate them into future meetings
30 at the committee’s discretion and as time allows.
- 31 f. **Adjournment**

32 **Other Committee Procedures**

33 These procedures are exclusive to the Inclusivity Committee and are not intended to detract
34 from the City Committee Procedures of which the committee generally operates.

- 35 A. **Recruitment** – It is important that we maintain a diverse membership in order to be
36 effective in our efforts.

- 1 1. The City will maintain a notice of open positions on the City’s committee
2 webpage as well as the City’s Diversity, Equity, Inclusion, and Accessibility
3 webpage.
- 4 2. As needed, we will reach out to local groups, governments, places of worship,
5 and at activities we sponsor or support.
- 6 3. As needed, we will use social media, reach out to personal contacts, and post
7 notices in businesses.
- 8 B. Evaluation – Annually in July, we will assess the effectiveness of our operations and
9 recruitment to identify improvements and/or changes that are needed.
- 10 C. Proclamations & Resolutions
- 11 1. Social Justice Events Calendar Proclamations – The Inclusivity Committee has
12 established a dynamic Social Justice Events Calendar which we deem appropriate
13 for the City to acknowledge through Proclamation or resolution.
- 14 a. These events shall be initiated by the Inclusivity Committee prior to the
15 date of adoption by the City Council giving sufficient time for review by
16 the Committee and City Council.
- 17 b. Generally, the Committee will initiate consideration of such event 3
18 months prior to scheduled adoption. Such schedule will take into
19 account of when the City Council meets the first Monday of each month
20 and the date the individual event should take place.
- 21 1) i.e., If an event is proclaimed for the 20th of the month, the City
22 Council would need to adopt such proclamation at their meeting
23 in the same month. If the event occurs on the 5th of the month,
24 the City Council would need to adopt a proclamation in the
25 previous month.
- 26 2. Emergency Proclamations – New or Emergency Proclamations may be made by
27 the Mayor or City Council without consultation with the Inclusivity Committee.
28 However, should time be available at a regularly scheduled Committee meeting
29 such proclamation will be presented for comment.
- 30 3. New Social Justice Proclamations – The Inclusivity Committee and/or the City
31 Council can initiate new social justice proclamations using the procedures above.
- 32 a. Generally, the draft proclamation will be written by the individual who
33 proposed the proclamation.
- 34 D. DEIA Webpage Content – The purpose is to provide a uniform way of selecting and
35 providing webpage content for the City’s DEIA webpage.
- 36 1. Adding content to the City’s DEIA webpage

- 1 a. Send content request to the Committee Chair(s) one week prior to the
- 2 regularly scheduled meeting.
- 3 b. The Chair(s) will include the request in the agenda.
- 4 c. The Committee will review the request and determine whether it is
- 5 appropriate to include on the webpage.
- 6 d. If approved, the Chair will report the request to the website manager.
- 7 e. The website manager will update the webpage.
- 8 E. Partnering with Organizations & Community Groups – The committee recognizes that
- 9 there are many organizations and groups already existing in our community that share
- 10 similar values and have community knowledge and expertise in the services they
- 11 provide. The Inclusivity Committee shall prioritize partnering with organizations and
- 12 community groups when possible.
- 13 1. Partnership requests for assistance
- 14 a. Representatives of a group shall coordinate with the chair(s) and staff
- 15 prior to making a request at a committee meeting
- 16 b. Requests to the committee shall consist of a brief overview of:
- 17 1) the organization or community group;
- 18 2) their mission;
- 19 3) the event they are requesting assistance with; and
- 20 4) their specific request(s) of the committee and its members.
- 21 2. Types of partnerships:
- 22 a. Volunteer Partnership – individual committee members support event
- 23 in carrying out associated tasks
- 24 1) Events are not committee or city events
- 25 2) Committee requests are an opportunity to spotlight the event to
- 26 the greater Philomath community
- 27 3) Updates leading up to the event may be provided with permission
- 28 from the chair(s)
- 29 4) Example: Philomath Pride (2025)
- 30 b. Sponsorship – the committee provides logistical support and/or the city
- 31 provides financial support for the event
- 32 1) Events are not committee or city events unless otherwise
- 33 confirmed by the partner group(s)
- 34 2) Example: Jumping Into Fire: Triple Nickels Veterans Day
- 35 presentation with Dr. Robert Bartlett (2023)

- 1 c. Collaboration: the committee plans and carries out at least half of the
- 2 event, provides logistical support, and/or the city provides financial
- 3 support for the event
- 4 1) Events are committee and city events
- 5 2) Examples: Senior Gatherings (2025-present)

DRAFT

Inclusivity Committee meeting – 9/23/2025

1 **City of Philomath Inclusivity Committee handbook**

2 **Handbook Purpose**

3 The purpose of this handbook is to provide important guidance to Inclusivity Committee
4 members as a living document reflecting the committee’s consensus on its structure and
5 function. Updates can be made to the handbook at any time with consensus of the committee.

6 **Introduction to the Inclusivity Committee**

7 In response to the murder of George Floyd [and so many others](#), the Philomath City Council
8 formed an ad hoc Inclusivity Committee [in June 2020](#) with [the](#) initial assignment to prepare a
9 responsive statement for the community. Since then, the Inclusivity Committee has worked to
10 foster support and growth for [diversity, equity, inclusion, and accessibility \(DEIA\)](#) initiatives and
11 programs in Philomath. The committee is uniquely structured to include engagement from the
12 greater Philomath community with a focus on consensus that encourages all voices to be heard.
13 The committee’s mission and objectives shown below have been approved by the committee
14 and the Philomath City Council, and are current as of [September](#) 2025. The mission is designed
15 to remain stable while the objectives in practice may be updated more frequently.

Deleted: in June 2020

Deleted: an

Deleted: March

16 **Mission and Objectives**

17 The Philomath Inclusivity Committee supports our city and its leadership in fostering an
18 inclusive, just, and equitable community that honors its past while creating a diverse and
19 accessible city for future generations by:

- 20 1) fostering a [brave](#) space where learning new ideas, unlearning biases, and sharing lived
21 experiences can occur;
- 22 2) providing knowledge building opportunities for city leadership & the community;
- 23 3) offering opportunities for cultural exchange and space for conversations while
24 prioritizing accessibility;
- 25 4) facilitating communication between city leadership and under-represented
26 communities; and
- 27 5) reviewing actions and practices within city governance and providing potential
28 improvements as recommendations to city leadership.

Deleted: safe

29 **Objectives in Practice**

- 30 A. Identify and remove systemic barriers and challenges for communities historically and
31 currently excluded within our local government
- 32 1. Review city documents, including [the strategic plan](#), policies, charter, municipal
33 code, and ordinances, through a social justice lens and provide recommendations
34 to City Council or other designated body

Inclusivity Committee meeting – 9/23/2025

- 1 a. Create a schedule of city documents to be reviewed by the committee
- 2 b. Create a process for reviewing city documents through a diversity,
- 3 equity, inclusion, and accessibility lens prior to adoption or renewal.
- 4 B. Provide multiple kinds of training opportunities for city staff, councilmembers, [city](#)
- 5 [volunteers](#), and/or the public
- 6 C. Build and strengthen the City’s relationship with Tribal Nations which were forcibly
- 7 removed from this land, now called Philomath, and research Indigenous history in this
- 8 place to [help](#) determine how to better enhance our relationships
- 9 D. Celebrate diversity in Philomath
- 10 1. Establish, [maintain, and periodically revise](#) an Inclusivity calendar [of events and](#)
- 11 learning opportunities [spotlighting various demographics for the purposes of](#)
- 12 [celebrating our identities, and of bringing recognition to issues of inequity and](#)
- 13 [ways to combat them](#),
- 14 E. Support projects and events led by partner organizations and groups with similar social
- 15 justice goals
- 16 1. Identify groups best suited for an initial round of outreach
- 17 2. Draft an Inclusivity Committee introductory letter and send it to these groups to
- 18 establish active and ongoing communication

Deleted: members of committees/boards/commissions

Deleted: event

Deleted: or program of equity, diversity, inclusion, and accessibility

Deleted: consisting of lectures and webinars

Committee Composition

The Inclusivity Committee recognizes that it is important to keep a diverse and adequate number of members whom are appointed by the Philomath City Council. We recognize that the work we do is important and needs committee members with diverse lived experiences to be successful. The Inclusivity Committee encourages participation of all community members who attend our meetings. We make recommendations to City Council and act by consensus of those in attendance.

A. Membership

- 1. The Inclusivity Committee shall be composed of a minimum of six and maximum of nine official committee members and an indeterminant number of unofficial committee members.
- 2. All who participate in Inclusivity Committee meetings are considered committee members. Official and unofficial committee members have an equal voice as it pertains to committee business.
 - a. Official committee members – Three City Council members and three to six Philomath community members shall be appointed by the council as official committee members. "Official" committee members are

Inclusivity Committee meeting – 9/23/2025

1 identified solely to ensure that the committee is in compliance with
2 Oregon public meetings laws.

3 b. Unofficial members – Philomath community members not appointed by
4 the council who participate in committee meetings shall be considered
5 “unofficial” committee members.

6 3. Any community member residing within the general Philomath community is
7 eligible to serve on this committee.

8 B. Terms – Appointments are for staggered two-year terms expiring on December 31st. No
9 member may serve more than three consecutive terms unless with the approval of a
10 majority of the City Council.

11 C. Vacancies – All vacancies shall be filled by appointment of the council.

12 **Committee Operations**

13 A. Officers – Committee members shall select one chair or two cochairs to serve for one
14 year from among their members at the first committee meeting of the year. The chair(s)
15 shall prepare meeting packet documents, facilitate meetings, and work with
16 management as needed.

17 B. Process – The Inclusivity Committee is a community-led committee that seeks city
18 council approval prior to pursuing new ideas and initiatives. The committee also serves
19 as an advisory committee to the city council and shall receive matters referred from city
20 council or management. The chair(s), a committee councilmember, or management shall
21 report findings or recommendations to the city council. The city council shall use those
22 findings or recommendations as the council sees fit.

23 C. Committee Member Participation – We recognize that every committee member is a
24 volunteer donating their valuable time and energy to be involved with this committee.
25 Furthermore, every person has different capacities for committee involvement that may
26 shift over time. We therefore view committee participation as a spectrum, and welcome
27 all who wish to be involved whatever their capacity may be.

28 1. We want to facilitate committee participation to all who wish to participate. We
29 therefore ask that any committee member needing an accommodation(s) meet
30 with the chair(s) and staff to determine how we can best meet your needs.

31 2. Official committee members commit to attending as many meetings as possible,
32 notifying the chair(s) and staff if they are unable to attend a scheduled meeting.
33 This is important because official committee member attendance determines
34 whether a quorum is present and a meeting can legally be held. Therefore, any
35 committee member who misses two or more meetings without prior notification

Deleted: Expectations

Inclusivity Committee meeting – 9/23/2025

1 [will be asked to meet with the chair\(s\) to assess whether it would be a better fit](#)
2 [for them to participate as an unofficial committee member.](#)

- 3 3. We encourage committee members to review meeting packets prior to meetings
4 and to be prepared to share their thoughts and recommendations at committee
5 meetings. [In order for the committee to continue making progress through our](#)
6 [annual work plan, committee members who do not review the packet prior to a](#)
7 [meeting might not be able to fully participate in that meeting. Accessibility](#)
8 [accommodation requests are the exception to this notion.](#)
- 9 4. We encourage committee members to help develop [documents, plan events,](#) and
10 [share](#) recommendations by giving time to these efforts outside of committee
11 meetings [to help streamline our meetings.](#)

Deleted: information, proclamations,

Deleted: for regular committee meetings,

12 [D. Community Agreements – Inclusivity Committee members agree to follow a set of](#)
13 [guidelines outlining how we would like to engage with one another and work together](#)
14 [to achieve our goals. The committee comes to a consensus on these guidelines known as](#)
15 [the committee’s Community Agreements. The intent of following these agreements is to](#)
16 [cultivate an environment that is as supportive as possible, allowing us to be more](#)
17 [receptive to new ideas and learning, and enabling us to do our best work possible. These](#)
18 [agreements shall be revised annually. The Inclusivity Committee agrees to cultivate an](#)
19 [environment where we:](#)

- 20 [1. Treat each other and ourselves with respect, empathy, and compassion:](#)
- 21 [a. One voice at a time – refrain from speaking over each other and allow](#)
 - 22 [the chair\(s\) to call on individuals to speak when needed](#)
 - 23 [b. Stay on topic – if a tangential idea is brought up, pull the focus back to](#)
 - 24 [the agenda item and write notes in the “parking lot” to revisit later](#)
 - 25 [c. Be present and actively listen with curiosity, defaulting to inquiry over](#)
 - 26 [judgement – seek to learn about each other, extend grace, and ask for](#)
 - 27 [clarification rather than assuming intent](#)
 - 28 [d. Challenge assumptions by questioning and critiquing ideas and actions](#)
 - 29 [rather than individuals – we can learn from each other while respecting](#)
 - 30 [our differences](#)
 - 31 [e. Be compassionate with ourselves and others when intent and impact do](#)
 - 32 [not align – we are all lifelong learners](#)
- 33 [2. Can be brave and are open to learning:](#)
- 34 [a. Make room for multiple perspectives simultaneously – think beyond](#)
 - 35 [binaries](#)

Inclusivity Committee meeting – 9/23/2025

- b. Speak your truth and let others speak theirs – say what you know to be true for you and your experience and not others, using “I statements rather than generalizations
- c. Embrace imperfection, lean into discomfort, stay flexible, and be open to doing things differently – making mistakes can be uncomfortable, but it’s okay and is an important part of learning and growing
- d. Accept feedback openly and ask clarifying questions - Bring a learning mindset rather than assume expertise, recognizing we are all at a different point on our path and giving room to learn without judgement
- e. Expect and accept non-closure – this work is complex and it’s okay that sometimes conversations may need to be revisited to reconcile differences or things may need to be left unsaid or unfinished

3. Maintain personal accountability;

- a. Accept responsibility for your words and actions – examine your intent and be aware of your power, positionality, and privilege
- b. Share only what you are willing to make public knowledge – all committee business and content are made available to the public to comply with state public meetings laws, while meetings are livestreamed and recorded to comply with City policy
- c. Be honest and follow through with tasks you agree to take on – remain respectful of each others’ time and efforts
- d. Acknowledge mistakes and any harm caused, learn and make a commitment to improve, and address negative impact caused – impact and intent do not always align

4. Support each other and prioritize inclusion and accessibility.

- a. Take care of yourself and ask for what you need – we all have different needs and accommodations to help us fully participate
- b. Take space and then make space, because every voice is important – challenge yourself to speak up if you are quiet and be mindful of leaving room for quieter voices if you share often
- c. Avoid jargon, acronyms, and industry language – use inclusive language that is accessible to all
- d. Together, we know a lot – collaboration will always lead to better outcomes
- e. Celebrate the wins – this work is difficult and often takes time, no success is too small to make meaningful progress

Inclusivity Committee meeting – 9/23/2025

1 [f. Laugh and have fun together – being in community with one another is](#)
2 [meant to bring joy, so let's embrace it](#)

3 E. Meetings

- 4 1. The Inclusivity Committee shall generally meet monthly. Additional meetings may
5 be held to discuss time-sensitive subjects as needed.
- 6 2. [As of September 2025, agenda items and related meeting materials shall be sent](#)
7 [to the chair\(s\) by the 15th of the month to allow time for review and preparation](#)
8 [before providing all materials to the city recorder by the morning of the Thursday](#)
9 [prior to the scheduled meeting.](#)
- 10 3. A quorum is one more than half of current official members at the time of the
11 meeting.
- 12 4. [The committee operates by consensus with no formal motions or voting. This](#)
13 [includes official and unofficial members having an equal voice.](#)
- 14 5. [All committee members and any guests shall follow and uphold the committee's](#)
15 [community agreements \(see section D\) defining how we want to be in](#)
16 [relationship with each other as we work together on committee business.](#)
- 17 6. Generalized agenda structure
- 18 a. Attendance
 - 19 b. Minutes
 - 20 c. Urgent Business
 - 21 d. Business
 - 22 1) Updates & Announcements
 - 23 2) Inclusivity Calendar: [MONTH-MONTH]
 - 24 3) [OTHER AGENDA ITEMS]
 - 25 e. Next Meeting
 - 26 1) [DATE & TIME]
 - 27 2) Agenda item topics: [TOPICS LISTED]
 - 28 f. Adjournment
- 29 7. Agenda Section Descriptions
- 30 a. **Attendance** – Each attendee in person and online takes turns saying
31 their name for inclusion in the meeting minutes record.
 - 32 b. **Minutes** – Past meeting minutes are automatically approved by the
33 committee if there are no mistakes to correct and if there are no
34 objections to the document's content. Otherwise, the committee will
35 need to come to consensus before the document's approval.

Deleted: will be prepared and sent out to members at least two business days before the scheduled meeting

Inclusivity Committee meeting – 9/23/2025

- 1 c. **Urgent Business** – Topics not on the agenda that have a time-sensitivity
2 and/or a content-sensitivity component can be brought to the
3 committee for consideration at this time.
- 4 d. **Business** – This section contains agenda item topics covering both old
5 and new committee business.
- 6 1) **Updates & Announcements** – Information sharing occurs at this
7 time and can include the following:
- 8 a) Quick updates not requiring further committee discussion
9 or action (e.g., City Council approval of an Inclusivity
10 Committee-recommended proclamation)
- 11 b) Announcements of social justice-related events, learning
12 opportunities, and volunteer opportunities in our
13 community and the surrounding region
- 14 c) Consideration of content to add to the City’s DEI webpage
- 15 2) **Inclusivity Calendar: [MONTH-MONTH]** – Inclusivity Calendar
16 business is discussed at least three months in advance of each
17 monthly recognition until completed. It is helpful to list them in
18 the agenda. Items of discussion can include the following:
- 19 a) Reviewing, editing, and approving proclamations, social
20 media posts, and banner designs
- 21 b) Event planning updates and decision-making
- 22 c) Calls for volunteers to carry out related tasks
- 23 3) **[OTHER AGENDA ITEMS]** – Other topics of discussion occur here.
- 24 e. **Next Meeting** – This section is to help the chair(s) plan the next
25 committee meeting.
- 26 1) **[DATE & TIME]** – A reminder of the committee’s next meeting
27 date and time are listed here for everyone’s reference.
- 28 2) **Agenda item topics: [TOPICS LISTED]** – Agenda item topics listed
29 here serve as a reminder to incorporate them into future meetings
30 at the committee’s discretion and as time allows.
- 31 f. **Adjournment**

32 **Other Committee Procedures**

33 These procedures are exclusive to the Inclusivity Committee and are not intended to detract
34 from the City Committee Procedures of which the committee generally operates.

- 35 A. **Recruitment** – It is important that we maintain a diverse membership in order to be
36 effective in our efforts.

Inclusivity Committee meeting – 9/23/2025

1 1. The City will maintain a notice of open positions on the City's committee
2 webpage as well as the City's Diversity, Equity, ~~Inclusion, and Accessibility~~
3 webpage.

Deleted: and

4 2. As needed, we will reach out to local groups, governments, places of worship,
5 and at activities we sponsor or support.

6 3. As needed, we will use social media, reach out to personal contacts, and post
7 notices in businesses.

8 B. Evaluation – Annually in July, we will assess the effectiveness of our operations and
9 recruitment to identify improvements and/or changes that are needed.

10 C. Proclamations & Resolutions

11 1. Social Justice Events Calendar Proclamations – The Inclusivity Committee has
12 established a dynamic Social Justice Events Calendar which we deem appropriate
13 for the City to acknowledge through Proclamation or resolution.

14 a. These events shall be initiated by the Inclusivity Committee prior to the
15 date of adoption by the City Council giving sufficient time for review by
16 the Committee and City Council.

17 b. Generally, the Committee will initiate consideration of such event 3
18 months prior to scheduled adoption. Such schedule will take into
19 account of when the City Council meets the first Monday of each month
20 and the date the individual event should take place.

21 1) i.e., If an event is proclaimed for the 20th of the month, the City
22 Council would need to adopt such proclamation at their meeting
23 in the same month. If the event occurs on the 5th of the month,
24 the City Council would need to adopt a proclamation in the
25 previous month.

26 2. Emergency Proclamations – New or Emergency Proclamations may be made by
27 the Mayor or City Council without consultation with the Inclusivity Committee.
28 However, should time be available at a regularly scheduled Committee meeting
29 such proclamation will be presented for comment.

30 3. New Social Justice Proclamations – The Inclusivity Committee and/or the City
31 Council can initiate new social justice proclamations using the procedures above.

32 a. Generally, the draft proclamation will be written by the individual who
33 proposed the proclamation.

34 D. DEIA Webpage Content – The purpose is to provide a uniform way of selecting and
35 providing webpage content for the City's DEIA webpage.

36 1. Adding content to the City's DEIA webpage

Inclusivity Committee meeting – 9/23/2025

- 1 a. Send content request to the Committee Chair(s) one week prior to the
- 2 regularly scheduled meeting.
- 3 b. The Chair(s) will include the request in the agenda.
- 4 c. The Committee will review the request and determine whether it is
- 5 appropriate to include on the webpage.
- 6 d. If approved, the Chair will report the request to the website manager.
- 7 e. The website manager will update the webpage.

8 E. Partnering with Organizations & Community Groups – The committee recognizes that
9 there are many organizations and groups already existing in our community that share
10 similar values and have community knowledge and expertise in the services they
11 provide. The Inclusivity Committee shall prioritize partnering with organizations and
12 community groups when possible.

13 1. Partnership requests for assistance

- 14 a. Representatives of a group shall coordinate with the chair(s) and staff
15 prior to making a request at a committee meeting
- 16 b. Requests to the committee shall consist of a brief overview of:
 - 17 1) the organization or community group;
 - 18 2) their mission;
 - 19 3) the event they are requesting assistance with; and
 - 20 4) their specific request(s) of the committee and its members.

21 2. Types of partnerships:

- 22 a. Volunteer Partnership – individual committee members support event
23 in carrying out associated tasks
 - 24 1) Events are not committee or city events
 - 25 2) Committee requests are an opportunity to spotlight the event to
26 the greater Philomath community
 - 27 3) Updates leading up to the event may be provided with permission
28 from the chair(s)
 - 29 4) Example: Philomath Pride (2025)
- 30 b. Sponsorship – the committee provides logistical support and/or the city
31 provides financial support for the event
 - 32 1) Events are not committee or city events unless otherwise
33 confirmed by the partner group(s)
 - 34 2) Example: Jumping Into Fire: Triple Nickels Veterans Day
35 presentation with Dr. Robert Bartlett (2023)

Inclusivity Committee meeting – 9/23/2025

- 1 c. Collaboration: the committee plans and carries out at least half of the
- 2 event, provides logistical support, and/or the city provides financial
- 3 support for the event
- 4 1) Events are committee and city events
- 5 2) Examples: Senior Gatherings (2025-present)

DRAFT