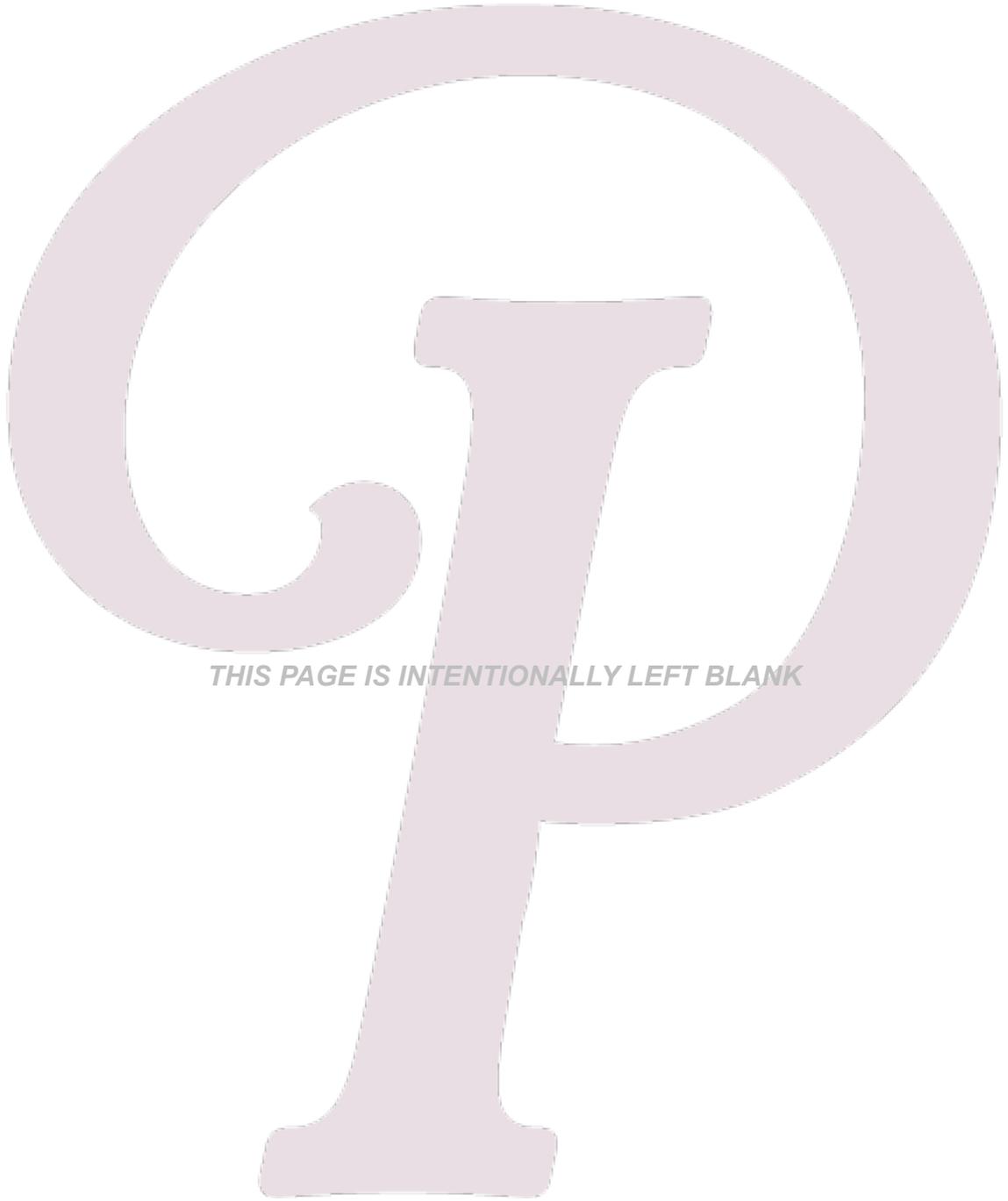




# Agenda Packet

**FEBRUARY 24, 2026**

**5:30 PM**



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# AGENDA

Philomath City Hall  
980 Applegate St.  
[philomathoregon.gov](http://philomathoregon.gov)



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**Date** Tuesday, February 24, 2026  
**Time** 5:30 PM  
**Location** Council Chambers / Live Stream on YouTube  
**Contact** [cworkman@philomathoregon.gov](mailto:cworkman@philomathoregon.gov)

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## Welcome to the Inclusion Ad Hoc Committee!

This is an informal meeting, and everyone is invited to have a seat and join in the conversation at any point.

You are welcome as you are!

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### A. ATTENDANCE & INTRODUCTION

### B. APPROVAL OF MINUTES

1. Minutes of January 27, 2026 Inclusion Ad Hoc meeting

### C. ANNOUNCEMENTS

### D. BUSINESS

1. Chair Selection
2. Community Agreements
3. Committee Work & Goals

### E. NEXT MEETING

1. March 24, 2026 at 5:30 PM
2. Agenda Item Topic Requests?

### G. ADJOURNMENT

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## 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](mailto: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](mailto: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](http://philomathoregon.gov)

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**Date:** Tuesday, January 27, 2026  
**Time** 5:30 PM  
**Location** Council Chambers / Online  
**Recordings** [youtube.com/live/uKhPOCrIIPA](https://youtube.com/live/uKhPOCrIIPA)

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**A. ATTENDANCE & INTRODUCTION (Start Time: 5:30 PM)**

Meeting called to order by Amanda Polley.

**PRESENT**

Jessica Andrade  
Jenna Fischer  
Megan Irwin  
Alba Sederlin  
Jane Sherwood  
Jenn Amador  
Liliana Calderón  
Ricardo Escobar  
Amanda Polley  
Anisa Teslow

**ABSENT**

Valery Cam  
Diane Crocker

**STAFF PRESENT**

Assistant City Manager Chelsea Starner

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**B. CHAIR SELECTION (Start Time: 5:43 PM)**

- Chair selection postponed to the February meeting in anticipation of additional appointed members, improved quorum stability, and a fuller committee roster.
- 

**C. APPROVAL OF MINUTES (Start Time: 5:44 PM)**

1. Minutes of October 28, 2025 Inclusivity Ad Hoc Committee meeting
  - Correction on Page 1, Line 26 from “Anessa Teslo” to “Anissa Teslow.”

- Correction on Page 2, Line 32 from “being” to “begin.”

**Action** To approve the minutes as amended.

**Consensus** **Action Approved (10 present)**

#### D. URGENT BUSINESS (Start Time: 5:46 PM)

- Benton County Historical Society fundraiser at both Block 15 locations in Corvallis with proceeds supporting collections and preservation.
- Sensational Seniors are having a craft event on the first Tuesday in February at Maxtivity at 10:00 AM, and a home safety and security information session on the second Tuesday in February at 10:00 AM in the Council Chambers.

#### E. BUSINESS

##### 1. Inclusivity Committee 101

**Start Time** 5:48 PM

- Discussed approach for reviewing committee history, structure, and meeting practices.
- Discussed committee history, updating documents, and prioritizing updates.
- Discussed the revision from “volunteers” to “members of advisory bodies” and that it better clarifies the committee’s advisory role and function within City government.
- Discussed appointed membership capacity, appointed members vs non-appointed members, and quorum requirements.
- Discussed chair responsibilities and benefits of a co-chair model for continuity and coverage.
- Consensus reached to move “Community Agreements” discussion to February to allow more time and prioritize proclamations.
- Discussed clarifying boundaries between city events, committee-supported events, and external community events.
- Discussed clarifying how funding, liability, and sponsorship impact whether an event can be housed under the City and using working groups without a quorum to complete logistics between monthly meetings.
- Discussed revisiting having a dedicated budget line item for the committee.
- Discussed balancing recurring awareness items with longer-term work.
- Committee members to bring goal ideas to February meeting, including specific project concepts and longer-term priorities, and flagged Philomath Vision 2050 as a topic the committee may want to weigh in on.

##### 2. Women’s History Month Proclamation

**Start Time** 6:50 PM

- Briefly discussed proclamation purpose and typical structure.
- Reviewed the 2025 Women’s History Month proclamation for updates for 2026 and for forwarding to City Council.

- 1 • Consensus reached to update the national theme for 2026 to “Leading the Change:  
2 Women shaping a sustainable future to highlight women driving sustainability across  
3 environmental, economic, and social justice areas.”
  - 4 • Consensus reached to include the additional whereas “WHEREAS, we recognize and  
5 honor women of Philomath in their role as mothers raising children, managing  
6 households, taking on caregiving roles, and working from home to strengthen our  
7 community in the past, present, and future.” between Page 1, Lines 36 and 39.  
8 Staff to add the updated proclamation to an upcoming City Council agenda for adoption  
9 and reading in March.
- 

10  
11  
12 **F. NEXT MEETING (Start Time: 6:58 PM)**

13 **1. February 24, 2026, 5:30 PM**

14 **2. Agenda Topic Requests?**

- 15 1. Community Agreements.
- 16 2. Looking Ahead to 2026.

- 17
  - 18
  - 19 • Consensus was reached to share the Poverty in America social media post from 2025.
  - 20 • Discussed National Holocaust Remembrance Day, and to check if a prior draft exists. If not,  
21 to draft via a volunteer group and review timing to be read in April.
- 

22  
23  
24 **G. ADJOURNMENT (End Time: 7:05 PM)**

25  
26 *The City Recorder maintains a recording of these proceedings with the agenda, minutes, and*  
27 *documentation associated with this meeting.*

28  
29 Respectfully submitted by: Crystal Weber, City Recorder



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1 **AGENDA ITEM SUMMARY**  
 2  
 3  
 4



5  
 6 **Title/Topic:** Chair Selection  
 7

8  
 9 **Date:** Tuesday, February 24, 2026

10 **Department:** Administration

11 **Contact(s):** City Manager Chris Workman  
 12

13  
 14 **SUMMARY**

15 The committee needs to select a chair for the remainder of our 2026 meetings.  
 16

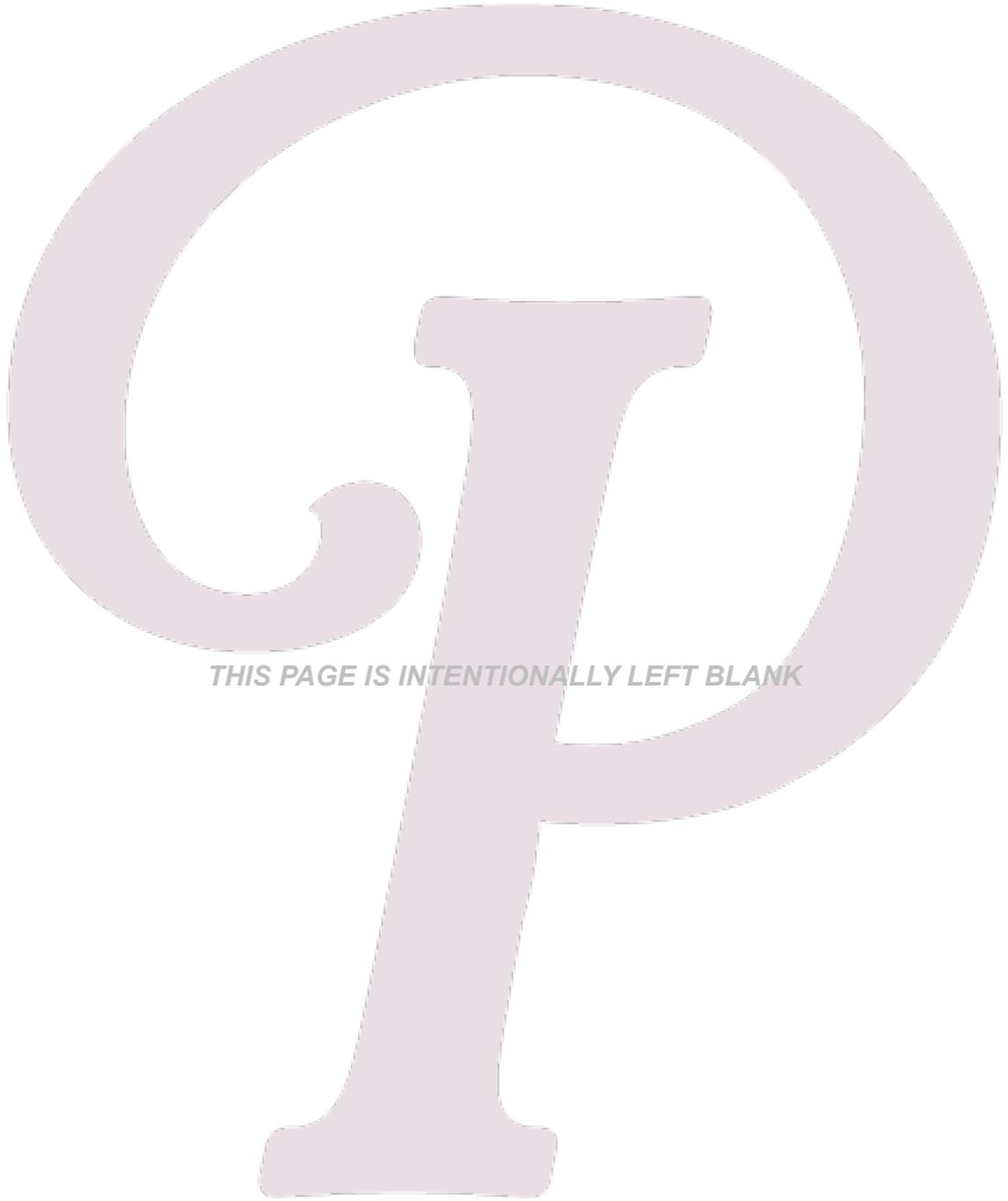
17 The committee chair is responsible for setting the agenda and providing packet materials to city  
 18 staff by a specific date for formatting and compiling.  
 19

20 There are options for how this committee is chaired and the final decision is at the discretion of  
 21 committee participants:  
 22

- 23 1. Single chairperson – this is the format we have used in 2025.
- 24 2. Two co-chairs – we used this format in previous years.
- 25 3. Others – if committee members have suggestions we can discuss.

26  
 27 **ACTION ITEM**

- 28 • Select a committee chair(s) for 2026.



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# AGENDA ITEM SUMMARY



**Title/Topic:** Community Agreements

**Date:** Tuesday, February 24, 2026

**Department:** Administration

**Contact(s):** City Manager Chris Workman

## WHAT ARE COMMUNITY AGREEMENTS AND WHY SHOULD WE HAVE THEM?

### From the National Equity Project Website:

Agreements come from a consensus-driven process to identify what every person in the group needs from each other and commits to each other to feel safe, supported, open and trusting. As such, they provide a common framework for how people aspire to work and be together as they take transformational action.

Agreements are an aspiration, or collective vision, for how we want to be in relationship with one another. They are explicitly developed and enforced by the group, not by an external authority, and as such must represent a consensus.

Learn more at [www.nationalequityproject.org/tools/developing-community-agreements](http://www.nationalequityproject.org/tools/developing-community-agreements)

## DISCUSSION

Having committee approved agreements has been helpful in the past to navigate discussions and decision making. They also allow us to create a framework that all members have agreed to so that we can hold each other accountable as we all work together.

## ACTION ITEM BEFORE FEB 24 MEETING

- Review the list of attached agreements and choose up to 5 that are important to you. You are also welcomed to suggest something not on the list.

## ACTION ITEM DURING MEETING

- Discuss the agreements that members are recommending for the final document.
- Choose 10-12 agreements for a final document that this committee will use. We will also provide this list to any guests that attend future meetings.

## ATTACHMENTS

1. Community Agreement Reference Examples

## 1 Inclusivity Committee Community Agreements

2 Inclusivity Committee members agree to follow a set of guidelines outlining how we would like  
3 to engage with one another and work together to achieve our goals. The committee comes to a  
4 consensus on these guidelines known as the committee’s Community Agreements. The intent of  
5 these guidelines is to cultivate an environment that is as supportive as possible, allowing us to  
6 be more receptive to new ideas and learning, and enabling us to do our best work. These  
7 agreements are located in a separate document and shall be revised annually.

8 The Inclusivity Committee agrees to cultivate an environment where we:

- 9 1. Treat each other and ourselves with respect, empathy, and compassion;
  - 10 a. One voice at a time – refrain from speaking over each other and allow the chair(s) to
  - 11 call on individuals to speak when needed
  - 12 b. Stay on topic – if a tangential idea is brought up, pull the focus back to the agenda
  - 13 item and write notes in the “parking lot” to revisit later
  - 14 c. Be present and actively listen with curiosity, defaulting to inquiry over judgement –
  - 15 seek to learn about each other, extend grace, and ask for clarification rather than
  - 16 assuming intent
  - 17 d. Challenge assumptions by questioning and critiquing ideas and actions rather than
  - 18 individuals – we can learn from each other while respecting our differences
  - 19 e. Be compassionate with ourselves and others when intent and impact do not align –
  - 20 we are all lifelong learners
- 21 2. Can be brave and are open to learning;
  - 22 a. Make room for multiple perspectives simultaneously – think beyond binaries
  - 23 b. Speak your truth and let others speak theirs – say what you know to be true for you
  - 24 and your experience and not others, using “I” statements rather than generalizations
  - 25 c. Embrace imperfection, lean into discomfort, stay flexible, and be open to doing things
  - 26 differently – making mistakes can be uncomfortable, but it’s okay and is an important
  - 27 part of learning and growing
  - 28 d. Accept feedback openly and ask clarifying questions - Bring a learning mindset rather
  - 29 than assume expertise, recognizing we are all at a different point on our path and
  - 30 giving room to learn without judgement
  - 31 e. Expect and accept non-closure – this work is complex and it’s okay that sometimes
  - 32 conversations may need to be revisited to reconcile differences or things may need to
  - 33 be left unsaid or unfinished
- 34 3. Maintain personal accountability;
  - 35 a. Accept responsibility for your words and actions – examine your intent and be aware
  - 36 of your power, positionality, and privilege

- 1        b. Share only what you are willing to make public knowledge – all committee business
- 2            and content are made available to the public to comply with state public meetings
- 3            laws, while meetings are livestreamed and recorded to comply with City policy
- 4        c. Be honest and follow through with tasks you agree to take on – remain respectful of
- 5            each others' time and efforts
- 6        d. Acknowledge mistakes and any harm caused, learn and make a commitment to
- 7            improve, and address negative impact caused – impact and intent do not always align
- 8    4. Support each other and prioritize inclusion and accessibility.
- 9        a. Take care of yourself and ask for what you need – we all have different needs and
- 10           accommodations to help us fully participate
- 11        b. Take space and then make space, because every voice is important – challenge
- 12           yourself to speak up if you are quiet and be mindful of leaving room for quieter voices
- 13           if you share often
- 14        c. Avoid jargon, acronyms, and industry language – use inclusive language that is
- 15           accessible to all
- 16        d. Together, we know a lot – collaboration will always lead to better outcomes
- 17        e. Celebrate the wins – this work is difficult and often takes time, no success is too small
- 18           to make meaningful progress
- 19        f. Laugh and have fun together – being in community with one another is meant to bring
- 20           joy, so let's embrace it



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# AGENDA ITEM SUMMARY



**Title/Topic:** Committee Work & Goals

**Date:** Tuesday, February 24, 2026

**Department:** Administration

**Contact(s):** City Manager Chris Workman

## SUMMARY

A planning calendar was developed by a past Inclusion Committee cohort to assist with planning committee work. This calendar was filled out through 2026.

As a committee we need to decide if we want to complete the suggested work that is on the calendar.

### Upcoming Recommended Work:

- National Holocaust Remembrance Day Proclamation – Due April
- National Asian American & Pacific Islander Heritage Month Proclamation – Due May
- National Disability Employment Awareness Month Proclamation – Due August
- National Hispanic & Latino Heritage Month Event – September

## DISCUSSION QUESTIONS

- Does the committee want to add these items to our work plan for the year?
- What other goals does the committee have for 2026?
- How should the committee track goals and potential plans?

## ACTION ITEMS

- Decide on proclamations and assign volunteers to write drafts
- Establish a process for tracking goals and plans

## ATTACHMENTS

1. Inclusion Committee Planning Calendars



KEY	Social Media Post	Banner exists
	Proclamation	Event

Mo.	2025	2026	2027
Jan	Poverty in America Awareness Mo. (Partner w/PCS Resource Sharing)		
Feb	Black & African American Heritage Mo.		
Mar	Women's History Mo.		
Apr	National Holocaust Remembrance Day		
May	Natl. Asian American & Pacific Islander Heritage Mo.		
Jun	LGBTQ+ Pride Mo.		
Jul	United States Independence Day		
Aug	Senior Citizen's Day		
Sep	National Hispanic/Latino Heritage Mo.		
Oct	Indigenous Peoples' Day National Disability Emp. Awareness Mo.		
Nov	Veteran's Day		
Dec	Universal Human Rights Month		

OBJECTIVES: Awareness, honoring, education, visibility, cross-promotion (of others' events), and celebration.

## 2024-2026 PHILOMATH INCLUSIVITY COMMITTEE CALENDAR

		<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>January</b>	Poverty in America Awareness Month	Social Media Post	Social Media Post Partner w/ PCS - Resource Sharing(?)	Social Media Post
<b>February</b>	Black & African American Heritage Month	Event	Event	Event
<b>March</b>	Women's History Month	Proclamation	Social Media Post	Social Media Post
<b>April</b>	National Holocaust Remembrance Day	Social Media Post	Proclamation	Social Media Post
<b>May</b>	National Asian American & Pacific Islander Heritage Month	Social Media Post	Social Media Post	Proclamation
<b>June</b>	LGBTQ+ Pride Month	Event	Event	Event
<b>July</b>	United States Independence Day	Social Media Post	Social Media Post	Social Media Post
<b>August</b>	None - Recruitment(?) Farmer's Market information booth(?)	Social Media Post(s?)	Social Media Post(s?)	Social Media Post(s?)
<b>September</b>	National Hispanic/Latino Heritage Month	Social Media Post	Proclamation	Social Media Post
<b>October</b>	Indigenous People's Day National Disability Employment Awareness Month	IPD - Proclamation NDEAM - Social Media Post	IPD - Social Media Post NDEAM - Social Media Post	IPD - Social Media Post NDEAM - Proclamation
<b>November</b>	Veteran's Day	Event	Event	Event
<b>December</b>	Universal Human Rights Month	Social Media Post	Social Media Post	Social Media Post

**OBJECTIVES:**

Awareness, honoring, education, visibility, cross-promotion (of other's events) & celebration.