

# The Urban League of Portland

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihlas  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddye Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

January 8, 1982

## M E E T I N G   N O T I C E

To: Urban League Board of Directors

From: H.J. Belton Hamilton, Chairman BH/bp

Re: January Meeting

I'm urging each of you to attend our next Board meeting on Wednesday evening, January 20th, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. We have a number of items of business critical to the operation of the League and to the Board.

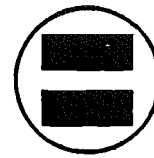
At our December Board meeting I announced that I will step down as Chair, and so we will need to fill that vacancy. Please refer to the enclosed December minutes for a full explanation of my stepping down.

Enclosed in this packet of information is the staff's recommendation for our 1982/83 budget. This budget has not been reviewed by the Finance Committee nor the Executive Committee, but I feel you should have an opportunity to review prior to our Board meeting. Also included are updated problem statements for the five-year plan.

At our meeting we will receive information on three proposals which need our approval -- two being considered for continued funding and one new project from the National Urban League. If you have questions or want additional information on the budget prior to our meeting, feel free to call Freddye.

I look forward to seeing you at 6:00 p.m. on the 20th.

BH/bp



# The Urban League of Portland

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihlas  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddye Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

January 14, 1982

## M E E T I N G   N O T I C E

To: Urban League Board of Directors

From: H.J. Belton Hamilton, Chairman BH/bp

Re: January's Meeting

As you know, our January meeting is scheduled for Wednesday, January 20, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. As a reminder, at our last meeting it was decided that all Task Force reports/recommendations would be submitted for review at the January meeting. Task Force chairpersons are asked to have their reports ready.

It would be very helpful if you would call Pauline or Brenda and let one of them know whether you will be attending the meeting.

BH/bp

## Enclosures:

Community Services Task Force Report  
Community Services Program Summary  
D.A.R.E. Program Summary

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

JANUARY 20, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. AD HOC COMMITTEE REPORTS
  - \* MEDIA FORUM PLAYERS ..... BENITA STROUGHTER
  - \* TENNIS TOURNAMENT ..... DONNY ADAIR
  - \* DIRECTORS LIABILITY ..... BOB REED
4. TASK FORCE REPORTS
  - \* EMPLOYMENT ..... DICK KISHIMOTO
  - \* COMMUNITY SERVICES ..... DONNY ADAIR
  - \* ADMINISTRATION ..... GWEN BLAKE
  - \* ECONOMIC DEVELOPMENT ..... LINDA TORRENCE
5. BOARD COMMITTEE REPORT
  - \* NOMINATING ..... GAYLE GEMMELL
6. URBAN LEAGUE GUILD ..... ODESSA HENDRIX
7. SELECTION OF DELEGATE TO REGIONAL & NATIONAL CONFERENCE
8. EXECUTIVE DIRECTOR'S REPORT
9. CHAIRMAN'S REPORT
10. UNFINISHED BUSINESS
11. NEW BUSINESS
12. EXECUTIVE SESSION
  - \* FINANCE COMMITTEE REPORT ..... JOEL SMITH
13. ADJOURNMENT

\* \* \*

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING**

**January 20, 1982**

---

The January meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order by Second Vice Chairman Clair Silver at 6:00 p.m.

The following Directors were in attendance: Belton Hamilton, Dick Kishimoto, Clair Silver, Joel Smith, Benita Stroughter, Gwen Blake, Donny Adair, Andrea Hollie, William June, Lisa Manning, Howard McElroy, Bruce Posey, Robert Reed, Rhobert Shaw, and Jeana Woolley. Guild member Lolita Darby attended for Odessa Hendrix.

The following Directors had excused absences: Gayle Gemmell, Nellie Fox, Odessa Hendrix, Richard Miller, John Pihlas, Sue Pisha, Carl Talton, and Linda Torrence.

The following Directors were absent without excuse: Luis Alvarez, Robert Burns, Bill Hilliard, Henry Scott, and Lou Williams.

Staff in attendance were Freddy Petett and Brenda Polk. Also in attendance were participants of the Urban League's Youth Leadership & Development Program and Project Director Ruth White.

The minutes of the December 16 meeting were approved.

Joyce Owens-Smith, Project Director, Urban League Community Services Program, gave a summary of the CSA program proposed for FY 82/83. The project will:

- (1) Provide energy education and advocacy information for low-income households.
- (2) Result in improved weatherization and conservation and correspondingly reduced fuel bills for community households.
- (3) Facilitate the development of three new community based programs.
- (4) Increase community capacity to generate "self-help" solutions to community problems through volunteer training and technical assistance.

**AD HOC COMMITTEE REPORTS**

**Media Forum Players**

Benita Stroughter reported that plans for the Media Forum Players fund raising event, February 26-27, are going well. Planned events include a press conference, a reception, a community forum, and a poetry reading concert. Tickets for the reception (\$25.00 each) and the poetry reading concert (\$15.00 each) can be reserved at the main Urban League office. There will be no charge for the community forum.

### Tennis Tournament

Donny Adair reported that contact has been made with representatives of Tennis Town and Tennis Northwest for assistance in hosting a fund raising tennis tournament in late summer or early fall of this year. Contacts are also being made with Reunite Wine and Nike for possible sponsorship. The next meeting is scheduled for early February and a report will be made at the next Board meeting.

### Directors Liability

Bob Reed distributed a summary of the various insurances presently in force for the Portland Urban League.

It was moved and seconded (Smith-Kishimoto) that Bruce Posey draft an indemnification agreement, which would serve as an indemnification from the UL to the Board of Directors, and that the League seek the necessary insurance coverage for protection should an indemnification have to be funded. (The same as Directors and Officers Insurance.) The motion passed.

It was further moved and seconded (Smith-Stroughter) that Bob Reed ascertain the availability and cost of (1) errors and omissions coverage, (2) an additional \$1,000,000 comprehensive general liability umbrella policy, and (3) increased coverage of auto policy. The motion passed.

## TASK FORCE REPORTS

### Employment Task Force

Bill June reported that the committee met and restructured the employment plan, and will be meeting with the Employment Office staff for finalization. (A written report was submitted.) The five identified goals are:

- (1) Prepare unemployed persons from the minority community to successfully compete in the national job market.
- (2) Improve the quality and availability of employment information.
- (3) Develop jobs for unemployed members of minority community.
- (4) Improve the capability of the Urban League's own employment activity.
- (5) Get young people to complete or return to school.

It was mentioned that Goal 5 is dealt with in the Youth Services five-year plan, and may not be appropriate in the employment section. The plan will be ready by the March Board meeting.

Community Services Task Force

Donny Adair reported that the Community Services section is complete as mailed, barring any changes recommended by the Board. Any recommended changes should be brought to Donny's attention before the next Board meeting.

Administration Task Force

Gwen Blake indicated that before the Administration Task Force can proceed, the Task Force chairmen need to meet again in order to clarify the scope of the administration section. Dick agreed to call such a meeting.

Economic Development Task Force

Freddye reported that the Economic Development Task Force has developed strategy for the balance of this fiscal year, and at their next meeting will develop strategy for the five-year plan.

It was agreed that by the March Board meeting all sections of the five-year plan should be ready for approval.

URBAN LEAGUE GUILD REPORT

Lolita Darby, in attendance in place of Guild President Odessa Hendrix, reported that the Guild will be embarking on a major membership drive. In addition, the Guild plans to become more visible through more contact with UL membership.

CHAIRMAN'S REPORT

Selection of Delegate to the Regional and National Conferences

Dick Kishimoto was elected delegate to both the Regional Delegate Assembly (April 1-4 in San Bernadino) and the Urban League National Conference (August 1-4 in Los Angeles). Benita Stroughter was elected alternate delegate.

NEW BUSINESS

Bruce Posey reported that he is preparing a report on the possibility of the League holding a Las Vegas type fund raising event.

EXECUTIVE DIRECTOR'S REPORT

Freddye reported the following:

1. Letters were mailed to all television/radio stations and newspapers regarding the National Urban League ad campaign. Calls are already coming in indicating a willingness to run the ad.

2. Status of Projects

The Senior Center's current budget will be cut by ten percent, which means cutting a staff position.

Youth Service Center staff members, along with other community-based agencies (NAACP, AMA, NE Neighborhood Association, community centers), are dealing with the issue of gang activity in Northeast Portland. The extensive coverage and amount of space used in the Oregonian article made it appear that several hundred youth are involved, when in fact, only a maximum of 20 youth are involved.

3. Because of problems in finalizing negotiations for the Occupational Awareness Program, will be writing a letter to Joe Gonzales, Director of the City's Training and Employment Division, declining to run the program.
4. A new program from the NUL, Domestic Action & Recruiting Enhancement (DARE), is expected to be funded within the next few months. This program will provide information on Army reserve activities; the object being to interest minority people in the reserves.
5. The Portland Public School Desegregation Monitoring Committee has recommended that Eliot School be the site for the Middle School. Freddy recommended that the League endorse the Eliot site, and that a letter be sent to the School Board stating that position. It was moved and seconded (Woolley-Hollie) that the above recommendation be approved. The motion passed.
6. The State of Black America 1982 has been released. Those interested in obtaining a copy should contact the main office. The cost will be approximately \$10.00.

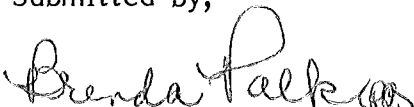
OLD BUSINESS

It was moved and seconded (Stroughter-Kishimoto) to accept the DARE program should it be awarded to the League, even though the program may be controversial. The motion passed.

It was moved and seconded (Stroughter-Adair) that the CSA proposal be submitted as prepared by the project director. The motion passed.

At 7:30 p.m., the meeting went into executive session.

Submitted by,

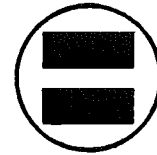


BRENDA POLK, Executive Secretary  
Urban League of Portland

Reviewed & Approved by:



GAYLE GEMMELL, Secretary  
Urban League Board of Directors



# The Urban League of Portland

---

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihlas  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Carl Talton  
Bill Supak  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddye Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

February 12, 1982

## M E E T I N G   N O T I C E

To:      Urban League Board of Directors

From:   H.J. Belton Hamilton, Chairman

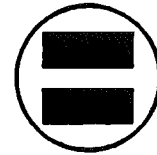
Re:      February Meeting

---

The February meeting of the Urban League Board of Directors will be held on Wednesday, February 17, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp





# The Urban League of Portland

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihlas  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddye Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

February 16, 1982

Dear Urban League Board of Directors:

I'm glad our paths came together in our mutual pursuit of the Urban League's goal for a racially integrated society. My association with the Urban League during these last 36 years has been most rewarding. To each of you, I would like to express my thanks for sharing a part of your life with me in this important undertaking.

I don't intend to go into social hibernation, or even to leave the Board at this time, but only to catch my breath and make room for others to assume the rein of leadership. Rest assured that I will continue to be around giving my support and serving as cheerleader for the Urban League's programs and for those who implement them.

Some of you will recall last year when I agreed to accept a third term in this second series as president, I did so with the understanding that the first vice president would be willing to accept the mantle before this term expired. I am stepping aside and offering my resignation as Board president, to be effective February 17, 1982, in line with my previous announcement to the Board two months ago. I do this with mixed feelings, but mostly with pleasure that comes from confidence in the multi-layered leadership, both at the Board and staff level.

I look forward to the time in the not too distant future when the Urban League in Portland will be raised to even greater height and achievement than we have experienced within the last two or three years. I think we all would have to say we have come a long way in that time. For this I compliment our Executive Director, Freddye Petett, and the staff which she has assembled.

So long,

  
H.J. Belton Hamilton,  
Chairman

FP/bp

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

FEBRUARY 17, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. Roll Call
2. Approval of Minutes
3. Media Forum Players ..... Benita Stroughter
4. Directors Liability Insurance ..... Bob Reed
5. Urban League Guild ..... Odessa Hendrix
6. Finance Committee ..... Joel Smith
7. Executive Director's Report
8. Chairman's Report
9. Task Force Reports
  - Employment ..... Dick Kishimoto
  - Community Services ..... Donny Adair
  - Administration ..... Gwen Blake
  - Economic Development ..... Linda Torrence
10. Unfinished Business
11. New Business
12. Adjournment

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING**

**February 17, 1982**

---

The February meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order by Chairman H.J. Belton Hamilton.

The following Directors were in attendance: Belton Hamilton, Joel Smith, Benita Stroughter, Donny Adair, Andrea Hollie, Bill June, Howard McElroy, John Pihás, Bruce Posey, Robert Reed, Rhobert Shaw, and Linda Torrence.

The following Directors had excused absences: Dick Kishimoto, Clair Silver, Gwen Blake, Luis Alvarez, Nellie Fox, Gayle Gemmell, and Richard Miller.

The following Directors were absent without excuse: Robert Burns, Odessa Hendrix, Bill Hilliard, Lisa Manning, Sue Pisha, Henry Scott, Carl Talton, Lou Williams, and Jeana Woolley.

Staff in attendance were Freddy Petett and Brenda Polk.

The minutes of the January 20, 1982 Board meeting were approved.

**FINANCE COMMITTEE REPORT, Joel Smith, Treasurer**

The Finance Committee met and reviewed the final draft of Peat, Marwick, Mitchell & Company's audit report for year ending June 30, 1981 and the management letter. The management letter contains a number of suggestions for improving the accounting procedures. With a few minor changes, the letter is ready to be issued in final form. By the next Board meeting answers to each item in the management letter will be developed.

The Committee discussed ways to reconstruct the June 30, 1981 financial statement, so that a clean audit opinion can be obtained at the next audit. A meeting with representatives of Oregon Accountants for the Public Interest (OAPI), a group which holds seminars and classes on proper accounting techniques, will be scheduled to discuss the possibility of their taking on as a public service project the reconstruction of the June 30, 1982 financial statement.

The Committee also discussed, as a long-range alternative, the possibility of creating a "super accounting agency", to be used by agencies/organizations who need accounting expertise but cannot afford to pay full price for the services.

Joel indicated that at this time, he is not sure how the League is doing fiscally. Freddy indicated that the budget for next year (beginning July 1) will include an accountant, at a salary of approximately \$20,000 per year, and an accounting clerk at a salary of approximately \$10,000 per year. Ideally, the accountant should be brought on as soon as possible, but to do so would require an approximate \$5,000 addition to this year's budget. There was a lengthy discussion on ways of funding the accountant position beginning April 1. It was moved and seconded (Pihás-June) that an accountant be hired by April 1, and that Freddy be instructed to make necessary adjustments in current staffing to pay the accountant \$20,000 per year. The motion passed. Freddy will develop a staffing proposal for approval at the next Board meeting.

### EXECUTIVE DIRECTOR'S REPORT

Freddye reported the following:

1. In response to a RFP from the National Urban League, a proposal was submitted for operation of a new LEAP project, to be funded through the Department of Labor. The purpose of the program to get minorities and women into apprenticeship and trade positions. If approved, the program would begin in June or July.
2. Will be sending a letter voicing concern over State Treasurer Clay Meyers and Chamber of Commerce staff member Rolv Schillios' planned trip to South Africa.
3. The Energy Project is scheduled to end in mid-March. All money allocated to Northeast Portland will be expended by that time.
4. The Youth Leadership & Development Program has established an Urban League Youth Council, and has submitted a request that the chairperson of the Council be allowed to attend Board meetings as an ad hoc member. It was moved and seconded (Adair-Torrence) that an invitation be extended to the chairperson of the Youth Advisory Council to regularly attend Board meetings and participate in discussions -- without the right to vote or attend Executive Committee meetings. The motion passed.

### TASK FORCE REPORTS

Donny Adair reported that no comments were received from Board members on the Task Force's final recommendations of the Community Services Five-Year Plan. This section is ready for finalization, unless additional comments are received.

Linda Torrence reported that the Economic Development Five-Year Plan will be ready for finalization by the March Board meeting. In addition, the Task Force will be following up with Grace Gallegos, of Impact, regarding her assistance in developing a proposal for the acquisition of an Urban League building.

### AD HOC COMMITTEE REPORTS

#### Tennis Tournament

Donny Adair reported that a meeting with representatives from Nike has been scheduled to discuss their level of involvement in this fund raising event. Marion Blackburn, of Tennis Town, has expressed his support. Donny will possibly travel to Seattle to meet with representatives of Reunite Wine to enlist their assistance also. The tennis tournament will probably take place in late August.

Media Forum Players

Benita Stroughter reported that plans for the Media Forum continue. Publicity, in the form of informational letters and flyers and PSA's, is being coordinated. Reservations for the reception at Benj. Franklin Savings & Loan (\$25.00) can be made by calling the main Urban League office. Tickets for the concert performance at Jefferson High School (\$15.00) are available at a number of ticket outlets. All Board members are urged to attend the functions, invite guests, and sell tickets.

UNFINISHED BUSINESS

Bruce Posey indicated that he has the indemnification agreement he was asked to develop, and will mail a copy to Freddy. Bruce also reported that there should be no legal problems involved in the League sponsoring a "Las Vegas night" fund raiser, and will make contact with the person who chaired a similar event for the Phone Company.

NEW BUSINESS

Andrea Hollie requested that a Board member volunteer to co-chair the Annual Dinner Committee with her. Andrea also expressed the dire need for volunteers, male or female, for the Boy Scouts of America in Northeast Portland. If you know of anyone interested in volunteering in this area, please contact Andrea.

CHAIRMAN'S REPORT

Belton Hamilton thanked the Board for the opportunity to serve as Chairman, and indicated that he was looking forward to working with the League from the other side of the table.

It was moved and seconded (June-Hollie) that the Board accept the resignation of Belton Hamilton as Chairman of the Board. The motion passed. He was thanked by all for his many years of service to the Urban League.

The meeting adjourned at 8:00 p.m.

Submitted by,

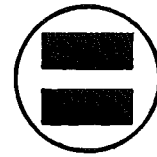
*Brenda Polk*

BRENDA POLK, Executive Secretary  
Urban League of Portland

Reviewed & Approved by,

*Gayle Gemmell*

GAYLE GEMMELL, Secretary  
Urban League Board of Directors



# The Urban League of Portland

---

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihls  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddie Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

March 11, 1982

Dear Urban League Board of Directors

This is my first official correspondence as your newly appointed Chairman, and I wish to challenge you with the responsibility of getting involved. We have an outstanding Executive Director, staff, and Board. Let's work together to support our organization. I consider each of you a resource to the League, and will be calling upon you to actively participate on our standing committees and task forces. We need 100 percent attendance at our Board meetings. Please arrange your schedule accordingly, so that we can have your full participation.

Thanking you in advance for your sharing and caring. I hope to see you on the 17th.

Sincerely,

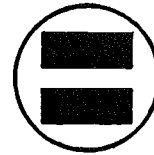
Dick Kishimoto,  
Chairman

DK/bp

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency



# The Urban League of Portland

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihlas  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddye Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

March 12, 1982

## M E E T I N G   N O T I C E

To: Urban League Board of Directors

From: Dick Kishimoto, Chairman *DX/bp*

Re: March Meeting

The March meeting of the Urban League Board of Directors will be held on Wednesday, March 17, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. It would be very helpful if you would call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp

Please note the meeting agenda on the reverse of this sheet.

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

MARCH 17, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
  - \* Nominating Gayle Gemmell
  - \* Annual Dinner Andrea Hollie
4. Ad Hoc Committee Reports
  - \* Media Forum Benita Stroughter
  - \* Tennis Tournament Donny Adair
  - \* Directors Liability Robert Reed
5. Task Force Reports
  - \* Employment Dick Kishimoto
  - \* Community Services Donny Adair
  - \* Administration Gwen Blake
  - \* Economic Development Linda Torrence
6. Urban League Guild Report Odessa Hendrix
7. Executive Director's Report
8. Chairman's Report
9. Unfinished Business
10. New Business
11. Adjournment



URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING

March 17, 1982

---

The March meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Gayle Gemmell, Benita Stroughter, Donny Adair, Nellie Fox, Andrea Hollie, Bill June, Howard McElroy, Richard Miller, John Pihas, Linda Torrence, and Jeana Woolley.

The following Directors had excused absences: Luis Alvarez, Gwen Blake, Robert Burns, Bruce Posey, Robert Reed, Rhobert Shaw, Clair Silver, and Joel Smith.

The following Directors were absent without excuse: Belton Hamilton, Odessa Hendrix, Bill Hilliard, Lisa Manning, Sue Pisha, Henry Scott, Carl Talton, and Lou Williams.

Staff in attendance were Freddye Petett, Dick Kuczek (Research Director), and Brenda Polk.

The minutes of the February 17th Board meeting were approved.

COMMITTEE REPORTS

Tennis Tournament

Donny Adair reported that the tennis tournament has been scheduled for August 7th - 15th at the Portland Tennis Center. Nike has agreed to provide tee-shirts to each participant, as well as some additional prizes. Other sponsors include Raleigh Hills Racquet Club, Tennis Town, KATU, and possibly Riunite Wine Company. Tentative plans provide for 208 tournament participant slots. There will be no charge for spectators; however, the UL Guild will be asked to assist with selling concessions. The entry fee will be between \$6.00 - \$9.00 and the projected profit is between \$1,300 - \$1,600. (A written report was also submitted.)

Nominating Committee

Gayle Gemmell reported that two members' terms have expired (Alvarez and Hamilton) and they will have to be replaced. Those Board members who have not been participating will be contacted to ascertain their desire to continue serving. Anyone having nominations are urged to submit them as soon as possible. The Nominating Committee will be meeting and will have recommendations ready for the next Board meeting.

### Annual Dinner

Andrea Hollie reported that it was recently learned that the Portland Opportunities Industrialization Center (POIC) has scheduled their annual dinner for one week before the Urban League annual dinner, and, like the League, has secured Dr. Prophet as their keynote speaker. Because of this conflict, the possibility of the two organizations holding a joint dinner has been discussed. (A phone call was made to Rosemary Anderson, Executive Director of POIC, during the Board meeting.) Rosemary indicated that the POIC Board met earlier in the day and agreed that a joint effort would be in the best interest of both organizations, and voted to proceed with joint planning, leaving the specifics up to Rosemary and Freddye. It was moved and seconded (Pihas-Gemmell) that the Annual Dinner Committee proceed with plans for a joint annual dinner with POIC. The motion passed.

### Media Forum

Freddye reported that the Media Forum events were not successful fund-raising activities. The financial loss is approximately \$2,200; and does not include the bill from the School District of \$1,600, part of which is in dispute. The critique prepared by the Media Forum Planning Committee indicated that reasons for the low response included:

- ° Publicity done over too short a time period.
- ° Heavy reliance on mass media, with minimum targeting on specific interest groups. Artistic community and patrons should have been targeted.
- ° No sales and distribution strategy for ticket sales, and inadequate selling time. Distribution points unknown to general public until week of event.
- ° Invitations for reception mailed too close to event.
- ° Community apathy.
- ° Tickets for concert performance priced out of reach of many who wanted to attend.
- ° Seven other events held over the same weekend conflicted with Media Forum events.

Recommendations to decrease the chance of financial loss on future fund raisers include:

- ° Contracting of a professional technical assistant.
- ° Initiating planning 4-6 months before scheduled event.
- ° Making ticket prices affordable to the general public, as well as targeted audiences.

- ° Securing substantial underwriting of the event through grants and contributions well in advance.
- ° More community education about the Urban League.
- ° Obtaining full commitment of Urban League Board and staff.

The Media Forum Players were very helpful, and did as much as they could to insure success. Robert Hooks indicated that they would return in a year or so if invited, and would even be willing to help with the publicity. Benita added that members of the artistic community were very appreciative of the League sponsoring the Media Forum, and expressed a desire for the League to sponsor more art-related activities. The possibility of establishing an Art Committee should be explored.

#### Director's Liability

Freddye read the letter forwarded by Bob Reed from Dennis Goode, Insurance Agent with Campbell, Galt, and Newlands, regarding quotations for director's and officer's liability coverage for Board members. After a short discussion, it was decided to table action until the next Board meeting, so that Bob Reed could be available to answer questions.

#### Task Forces

It was reported that reports from the Employment TF and the Economic Development TF would be available at the next Board meeting. The Community Services TF report is complete.

#### EXECUTIVE DIRECTOR'S REPORT

Freddye reported/requested the following:

1. Requested Board approval to testify before the City Council in support of the ordinance to create a Police Internal Investigations Auditing Commission, which will be discussed at an upcoming City Council hearing -- with the following recommended changes:
  - ° That the commission be authorized to directly introduce ordinances or resolutions to the City Council, in order to effect implementation of their recommendations; and
  - ° That the quarterly evaluations and recommendations go to the full Council, as opposed to just the Chief of Police and the Police Commissioner.

It was moved and seconded (Gemmell-Woolley) to approve the above request to testify before the City Council hearing on the ordinance to create a Police Internal Investigations Auditing Commission.  
The motion passed.

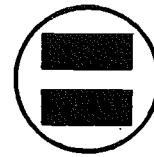
2. Funding for the Community Services Project, through the State block grant, has been approved; although the allocation has been cut by half.
3. Still awaiting word on approval of the new LEAP proposal. If approved, five positions will be added to the Employment Office staff.
4. Staff is currently putting together proposals for Education for Summer Fun and the Occupational Awareness Program for submission to the City of Portland as summer programming.
5. Status of the Finance Office has not changed. Spending has been cut back to a minimum. All general fund employees are taking a one day pay cut per pay period. Parttime positions have been cut -- Vern Chatman is being paid from Career Awareness funds. A financial statement will be provided at the next Board meeting. An offer has been made to an accountant for the Director of Finance position. However, if she decides to accept the position, she will not be available until July 1st.
6. The Jazmin Community Marching Band, an activity group working through the NE Youth Service Center, has requested assistance in making an application to the Metropolitan Arts Commission for a \$3,000 grant to purchase instruments, a band director's kit, and music. The band's short-range goal is to march in the Rose Festival Parade. If approved, money will come through the Urban League for disbursement. It was moved and seconded (Adair-Fox) to approve the Urban League making this grant application to the Metropolitan Arts Commission on behalf of the Jazmin Community Marching Band. The motion passed.

A policy needs to be developed which deals with how to determine which organizations/activities are eligible to become affiliated with the Urban League, especially as it relates to the League's non-profit status.

7. Will participate in an IBM Management Training Program in New York April 5th-9th. The only cost to the League will be transportation. IBM will pay for the total cost of the training, lodging, and meals.

#### Chairman's Report

Chairman Kishimoto stressed the importance of attendance at Board meetings, and indicated that he will be making contact with those directors whose attendance records are low. A regular monthly meeting time has been established for Freddie and he to meet to discuss League business.



# The Urban League of Portland

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihls  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddye Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

April 14, 1982

## M E E T I N G   N O T I C E

To: Urban League Board of Directors

From: Dick Kishimoto, Chairman *DK/sep*

Re: April Meeting

The April meeting of the Urban League Board of Directors will be held on Wednesday, April 21, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda and let one of them know whether you will be able to attend.

bp

Please note the meeting agenda on the reverse of this notice.

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS  
APRIL 21, 1982  
6:00 P.M.  
EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
  - \* Nominating Gayle Gemmell
  - \* Annual Dinner Andrea Hollie
  - \* Economic Development Linda Torrence
  - \* Tennis Tournament Donny Adair
  - \* Directors Liability Robert Reed
4. Urban League Guild Report Odessa Hendrix
5. Executive Director's Report
6. Chairman's Report
7. Unfinished Business
8. New Business
9. Adjournment

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING

April 21, 1982

The April meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Clair Silver, Gayle Gemmell, Joel Smith, Benita Stroughter, Gwen Blake, Donny Adair, Nellie Fox, Andrea Hollie, Lisa Manning, Richard Miller, John Pihas, Bruce Posey, Robert Reed, and Rhobert Shaw.

The following Directors had excused absences: Luis Alvarez, Belton Hamilton, Bill June, Howard McElroy, and Linda Torrence.

The following Directors were absent without excuse: Odessa Hendrix, Bill Hilliard, Carl Talton, Lou Williams, and Jeana Woolley.

Staff in attendance were Freddy Petett and Brenda Polk.

The minutes of the March 17th Board meeting were approved.

COMMITTEE REPORTS

Annual Dinner, Andrea Hollie, Chair

Andrea Hollie reported that the Publicity Sub-Committee, headed by Donny Adair, will be submitting information to all local newspapers and TV and radio stations. A number of interview tapings for both TV and radio have been scheduled. All invitations to the dinner have been mailed. Through the efforts of POIC staff, Ken Berry has agreed to play piano during dinner, and Grand Performance, a five-piece band, will perform at the after dinner party. All performers have agreed to appear at no charge.

Nominating Committee, Gayle Gemmell, Chair

After a short discussion, it was decided to combine the annual meeting with the annual dinner, as opposed to last year when the two events were scheduled separately.

The Nominating Committee submitted the following slate of officers for 1982-1983 for ratification:

Chairman	-- Dick Kishimoto
1st Vice Chairman	-- Benita Stroughter
2nd Vice Chairman	-- Clair Silver
Secretary	-- Bruce Posey
Treasurer	-- Joel Smith
Member at Large	-- Donny Adair
Member at Large	-- Jeana Woolley

It was moved and seconded (Gemmell-Miller) to adopt the recommended slate of officers submitted by the Nominating Committee. The motion passed.

Gayle Gemmell reported that the following Directors have resigned: Bob Burns, Sue Pisha, and Henry Scott. Luis Alvarez and Belton Hamilton's terms have expired, and they will rotate off the Board.

The Nominating Committee submitted the following names for election to the Board: Linda Rasmussen and Ollie Moreland. It was moved and seconded (Adair-Blake) to approve the nomination of Linda Rasmussen and Ollie Moreland, and to also nominate for election to the Board Karen Noble and Ben Talley. The motion passed.

With the above deletions and additions, there are now 27 members on the Board, with 3 positions yet to be filled. Nominations are still being accepted, and should be turned in to Gayle Gemmell. Chairman Kishimoto will send letters to the newly elected members notifying them of their appointment. In addition, new Board members will be introduced at the annual dinner.

Tennis Tournament, Donny Adair, Chair

The Tennis Tournament will be held at Grant Park (changed from the Portland Tennis Center), August 7-15. Six courts will be utilized. Contact has been made with Mr. Tennis, Osborn & Ulland, and the Irvington Club, to name a few, for contributions. Each participant will receive a tee-shirt, courtesy of Nike. KATU has agreed to be the major publicity sponsor. The entry fee for participation in the tournament will be \$7.50 for singles and \$2.50 for doubles. Because there is no charge for the use of the courts, and all other needed items are being donated, the League is assured of making a profit on this event.

After a short discussion, it was decided to offer at least ten scholarships, through corporate entry fees, to persons unable to pay the entry fee. Donny will draft a letter for mailing to corporations.

Directors Liability Insurance, Bob Reed

Bob Reed reported that he recently received a brochure offering directors liability insurance through United Way. Bob will send for the details of this insurance, for comparison with coverage currently being recommended, and will be ready to report at the next Board meeting.

Finance Committee, Joel Smith, Treasurer

The job announcement for the Finance Director is being circulated. Hopefully, this person will be hired by July 1.



Joel Smith distributed and discussed the latest Urban League financial statement. He reported that if the figures hold true through the end of the fiscal year, there will not be any deficiencies to be picked up by the general fund.

EXECUTIVE DIRECTOR'S REPORT

Freddye reported the following:

1. Enjoyed very much participating in the Regional Conference. The key-note speaker was NUL President, John Jacob. The main issues discussed were Urban League staff involvement in political campaigns and re-evaluation of the national dues structure.
2. Attended the I.B.M. Management Training Program in Tarrytown, New York, April 5-9. All of the modules were very interesting and worthwhile, and will be presenting at least three of the modules to staff members.
3. As a result of additional federal money becoming available through the CSA Block Grant, a volunteer coordinator will be hired.
4. No word has been received on the award of the LEAP project.
5. The \$3,000 grant application submitted to the Metropolitan Arts Commission on behalf of the Jazmin Community Marching Band was approved. The band will march in the St. John's, Starlight, and Grand Floral Parades.
6. Has been very involved in the discussions regarding the siting of Tubman Middle School. The possibility of bringing in federal mediators to help resolve the dispute is being considered.
7. A number of community-based organizations in Northeast Portland are involved in an effort to establish a Community Congress to provide a mechanism for organizations in Northeast Portland which will facilitate better communication and coordination in the area. In conjunction with this effort, a community calendar will be published.

CHAIRMAN'S REPORT

Chairman Kishimoto made the following committee assignments:

Grievance Hearing

Benita Stroughter, Chair  
Donny Adair  
Bill June  
Bruce Posey  
Linda Torrence

Management Study

John Pihas, Chair  
Richard Miller  
Rhobert Shaw  
Jeana Woolley

Nominating

Gayle Gemmell, Chair  
Nellie Fox  
Robert Reed  
Rhobert Shaw  
Benita Stroughter  
Mary Avery (non Board)  
James Harris (non Board)

Finance

Joel Smith, Treasurer/Chair  
Dick Kishimoto  
Bruce Posey  
Clair Silver

Economic Development

Linda Torrence, Chair  
Andrea Hollie  
Howard McElroy  
John Pihas  
Jeana Woolley

Personnel

Gwen Blake, Chair  
Gayle Gemmell  
Bill June  
Howard McElroy  
Ollie Moreland

Program & Planning

Clair Silver, Chair  
Lisa Manning  
Ben Talley  
Jeana Woolley

The Grievance Hearing Committee was given two grievances which have been filed, in accordance with the UL Personnel Manual, and which must be resolved by May 5th.

The Management Study Committee was asked to complete the Agency Management Study Outline required by United Way.

The Personnel Committee was asked to meet as soon as possible to discuss the UL retirement plan, which presently needs to be renegotiated.

Chairman Kishimoto reported that Freddye has been asked by the U.S. State Department to serve on the selection and promotions panel for diplomats, for six weeks, beginning July 12th in Washington D.C. She is requesting leave without pay in order to participate, and that Norm remain on staff until a week after her return. It was moved and seconded (Silver-Stroughter) that Freddye's request be approved. The motion passed.

UNFINISHED BUSINESS

Indemnification Agreement: After a lengthy discussion, it was moved and seconded that UL staff prepare individual indemnification agreement forms for signature by each Board member, and that the agreement be made effective as of date directors liability insurance is put into effect.  
The indemnification will indemnify to the limit of the insurance coverage secured. The motion passed.

NEW BUSINESS

Benita Stroughter reported that she is planning a corporate membership drive for the Urban League, which will probably be held May through August. Board members will be asked to make contact with corporations on the League's behalf. A prospective corporate membership list is being compiled for use in this effort.

The meeting adjourned at 8:20 p.m.

Submitted by:

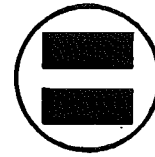
*Brenda Polk*

BRENDA POLK, Executive Secretary  
Urban League of Portland

Reviewed & Approved by:

*Gayle Gemmell / Sep*

GAYLE GEMMELL, Secretary  
Urban League Board of Directors



# The Urban League of Portland

---

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihlas  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddye Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

May 14, 1982

## M E E T I N G   N O T I C E

To:      Urban League Board of Directors

From:    Dick Kishimoto, Chairman

Re:      May Meeting

---

The May meeting of the Urban League Board of Directors will be held Wednesday, May 19, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda (224-0151) and let one of them know whether you will be able to attend.

bp

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

MAY 19, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- REHNARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. COMMITTEE REPORTS
  - ° ANNUAL DINNER . . . . . ANDREA HOLLIE
  - ° TENNIS TOURNAMENT . . . . . DONNY ADAIR
  - ° DIRECTORS LIABILITY . . . . . BOB REED
  - ° GRIEVANCE HEARING . . . . . BENITA STROUGHTER
  - ° PERSONNEL (RETIREMENT PLAN) . . . . . GWEN BLAKE
  - ° FINANCE . . . . . JOEL SMITH
4. URBAN LEAGUE GUILD REPORT . . . . . ODESSA HENDRIX
5. EXECUTIVE DIRECTOR'S REPORT
6. CHAIRMAN'S REPORT
7. UNFINISHED BUSINESS
8. ADJOURNMENT

\* \* \*

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING

May 19, 1982

---

The May meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Benita Stroughter, Clair Silver, Donny Adair, Gwen Blake, Andrea Hollie, Lisa Manning, Howard McElroy, Ollie Moreland, John Pihas, Linda Rasmussen, Ben Talley, Carl Talton, and Linda Torrence.

The following Directors had excused absences: Nellie Fox, Gayle Gemmell, Bill June, Richard Miller, Karen Noble, Bruce Posey, Robert Reed, Rhobert Shaw, and Joel Smith.

The following Directors were absent without excuse: Odessa Hendrix, Bill Hilliard, Lou Williams, and Jeana Woolley.

Also in attendance was Todd Sterling, Chairman of the Urban League Youth Advisory Council and Ad Hoc Board Member.

Staff in attendance were Freddy Petett and Brenda Polk.

The minutes of the April 21st Board meeting were approved.

COMMITTEE REPORTS

Annual Dinner

Andrea Hollie reported that the dinner was a success. The preliminary recap indicates a profit of approximately \$1,724.21 for the Urban League. It is unknown how much was netted by POIC, because they did not turn in money from their ticket sales as agreed. Although the joint effort was a necessity and was good for public relations, financially the League would have been better off hosting the dinner alone.

There was a short discussion about the possibility of inviting an entertainer to perform at next year's dinner, rather than having a speaker. The Annual Dinner Committee will pursue this idea.

Tennis Tournament

Donny Adair reported that he will be meeting with Wayne Baseden, from KATU, to set up the PR campaign; and will also be meeting with Nike to firm up their commitment for donations. As soon as final arrangements are made, the informational brochure will be printed and distributed. The tournament will be held August 7th-15th at Grant Park.

#### DIRECTORS LIABILITY INSURANCE

Freddye reported that Bob Reed researched the Directors & Officers Insurance offered under the United Way national program (through Huntington T. Block Insurance Co.). According to the summary submitted by Bob, the premium is \$585.00 annually for \$1 million in coverage. It was moved and seconded (Adair-Talton) that the League purchase Directors and Officers insurance through the Huntington T. Block Insurance Co. The motion passed. (There was a question of whether the \$1 million was for each individual Board member or \$1 million total. It was noted that most likely it was \$1 million total coverage, and if so, the League could not afford to purchase \$1 million coverage for each Director.) Freddye will contact the insurance company.

#### GRIEVANCE HEARING

Benita Stroughter reported that the Grievance Hearing Committee met to resolve the two grievances submitted by former League employees. In each case, the committee agreed to uphold the original decision of the Executive Director. Letters were sent to both complainants stating that position. No response has been received from either complainant, and the case is considered closed by the Urban League. There was a short discussion on whether the case histories of the grievances should be distributed to the entire Board. It was decided that because of the confidential nature of the material, that Benita would prepare summaries of both complaints for Board review.

#### PERSONNEL

Gwen Blake reported that the Personnel Committee met with Ocie Trotter, of Standard Insurance Co., to discuss establishing a pension plan for League employees. A second meeting will be scheduled with Ocie, giving him time to provide additional calculations based on suggestions made by committee members at the initial meeting. The committee also plans to get a second quote from another agency.

Regarding the grievance procedure, the committee did not have sufficient time to study the issue. However, it is agreed that there should be a grievance procedure in place, and will address the issue as soon as possible.

#### FINANCE

Freddye reported that the three finalists for the Finance Director position will be interviewed by the Finance Committee on Monday.

The auditors have started the FY 1981-82 audit.

The monthly financial reports were distributed to those present.

#### URBAN LEAGUE GUILD REPORT

Freddye reported that the Guild will have a brunch on Saturday, June 19th from 10:00 - 12:00 noon. The cost is \$6.35 per person. In addition, the Guild will host an outdoor luncheon & fashion show on Saturday, July 24th. The cost is \$5.00. Board support at one or both of these functions would be welcomed.

#### EXECUTIVE DIRECTOR'S REPORT

Freddye reported the following:

1. Status of projects:

- ° The Whitney M. Young Learning Center will close in June for summer vacation. A meeting has been scheduled with the School District to discuss next year's funding.
- ° A decision has not been made on funding of the Targeted Outreach Program (formerly known as LEAP); which will be funded by the Department of Labor through the National Urban League. The last correspondence received from NUL indicated that a decision would be made by June 2nd.
- ° Proposals for FY 82/83 have been submitted for both the Youth Service Center and the Senior Adult Service Center.
- ° The CSA project is funded through December 31st. Discussions are being held to determine how CSA funds will be distributed next year -- through a newly formed community action agency, or Multnomah County, or the City of Portland.

2. A \$100,000 award from the City and the County will enable the NE Senior Adult Service Center, Inc. (an incorporated group of volunteers) to purchase a building at 4128 NE Union Avenue, which the UL Senior Adult Service Center will move into. Details of the move (remodeling, phone installation, moving costs, etc.) are being negotiated. The move is scheduled to take place October 1st.
3. Freddye requested Board approval for the League to act as fiscal agent for three grants awarded by the Metropolitan Arts Commission to minority artistic groups in NE Portland -- The Sojourner Truth



Readers Theatre & Dance Troup (\$2,500); the Portland Stars & Stripes Drill Team (\$2,000); and Timesound Ensemble (\$1,500). Since these groups are not incorporated, they are not eligible to receive funds directly from the Arts Commission. All three of these groups have an affiliation with the League. It was moved and seconded (Adair-Moreland) that the above request be approved. The motion passed.

4. The National Urban League Conference will be held August 1-4 in Los Angeles. Anyone interested in receiving registration information should contact the UL main office.
5. Volunteers needed to:
  - ° Serve as the UL representative on the Oregon Black History Project Board.
  - ° Serve on the United Way Allocations Panel.

Carl Talton mentioned that a group of volunteers at Pacific Power & Light (E.C.H.O.) are interested in providing services to the Urban League. Freddie will contact Jean Gentry at PP&L to get more information.

6. An orientation session/tour for new Board members will be scheduled in the very near future.
7. Freddie introduced Todd Sterling, Chairman of the Urban League Youth Advisory Council. Todd is a Jefferson High School student and will be attending the Board meetings as an ad hoc member. Todd indicated that currently there are 15 members on the Youth Advisory Council. The Council plans to publish a newsletter, as well as being involved in a number of youth related activities.

#### CHAIRMAN'S REPORT

1. Chairman Kishimoto welcomed new Board members Ollie Moreland, Ben Talley, and Linda Rasmussen. Thank you's were extended to Andrea Hollie for chairing the Annual Dinner Committee and to John Pihas and the Pihas, Schmidt, Westerdahl Co. for developing the Annual Review.
2. An Urban League brochure developed by the Pihas, Schmidt, Westerdahl Co. is ready to be printed. However, because of budget constraints, the printing needs to be donated. Carl Talton agreed to check with PP&L regarding the printing.

3. After an indept discussion regarding summer Board meetings, it was moved and seconded (Adair-Hollie) that the Board meet during the summer months. The motion passed unanimously.
4. It was the concensus of those present that a Board retreat in the fall would be beneficial. Availability of PGE's retreat center (through Bill June), Menucha Retreat Center, and the YMCA/YWCA camps will be researched.

The meeting adjourned at 8:00 p.m.

Submitted by:

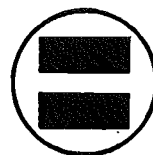
*Brenda Polk*

BRENDA POLK, Executive Secretary  
Urban League of Portland

Reviewed & Approved by:

*Bruce Posey bp*

BRUCE POSEY, Secretary  
Urban League Board of Directors



# The Urban League of Portland

## OFFICERS

H. J. Belton Hamilton  
*Chairman*

Dick Kishimoto  
*First Vice Chairman*

Clair Silver  
*Second Vice Chairman*

Gayle Gemmell  
*Secretary*

Joel Smith  
*Treasurer*

Gwen Blake  
*Member at Large*

Benita Stroughter  
*Member at Large*

## BOARD OF DIRECTORS

Donny Adair  
Luis Alvarez  
Robert P. Burns  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
John Pihls  
Sue Pisha  
Bruce Posey  
Robert Reed  
Henry Scott  
Rhobert L. Shaw  
Bill Supak  
Carl Talton  
Linda Torrence  
Lou Williams  
Jeana Woolley

## STAFF

Freddie Petett  
*Executive Director*

Norm Monroe  
*Deputy Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

June 11, 1982

## M E E T I N G   N O T I C E

To: Urban League Board of Directors

From: Dick Kishimoto, Chairman *DK sep*

Re: June Meeting

The June meeting of the Urban League Board of Directors will be held on Wednesday, June 16, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp

Please note the meeting agenda on the reverse of this notice.

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

June 16, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
  - \* Tennis Tournament ..... Donny Adair
  - \* Personnel ..... Gwen Blake
  - \* Economic Development ..... Linda Torrence
  - \* Corporate Membership ..... Benita Stroughter
  - \* Finance ..... Joel Smith
4. Urban League Guild ..... Odessa Hendrix
5. Executive Director's Report
6. Chairman's Report
7. Unfinished Business
8. New Business
9. Adjournment

### Economic Development

Jeana Woolley reported that Howard McElroy met with the Executive Committee on June 9th, and received approval in concept for the Economic Development Committee to proceed with the development of a proposal for a housing project through HUD. This approval was given under the condition that after the proposal is written, it can be withdrawn if the entire Board so desires. In addition, there will be a special Executive Committee meeting on June 29th to review the proposal, at which time the proposal writer will be present to answer any questions. Howard indicated that the project would involve the UL entering the property management/ownership market. There are two projects to choose from -- a 50-unit elderly/handicapped building which needs to be remodeled in North Portland, or a 38-unit new construction for the elderly in Northeast Portland. A non-profit agency must sponsor the project. If the proposal is selected, the League would be the sponsor and owner of an approximately \$1.5 million project. The deadline for submitting either proposal is June 30, 1982, hence the urgency of the action. Private sources have committed to writing the proposal at no cost to the UL. Besides enhancing the quality of the League's programs, the project will create an asset base for the League. The immediate cost to the UL would be approximately \$14,000 (which would be returned over a three-year period), which would be required on acceptance of the proposal by HUD. However, this sum can be borrowed from HUD. It was decided that all Board members would be invited to the special Executive Committee meeting on June 29th to review the proposal before it is submitted to HUD.

### Corporate Membership

Benita Stroughter reported that she is formulating plans to conduct a corporate membership campaign, with the assistance of Board members who would make contact with businesses identified as potential contributors. The campaign needs to be completed prior to the start of the United Way campaign in September.

### Finance Committee

Freddye reported that the Finance Committee helped in the screening and interviewing of candidates for the finance director position.

The auditors are doing a pre-audit, and will return in August to complete the audit. Expectations are that this year the audit will be clean, with very few exceptions.

The Finance Committee will be meeting to discuss whether action should be taken against Oregon Office Systems relating to the problems experienced with the computer system.

Urban League Guild

Freddye reported that the Guild will host an outdoor luncheon and fashion show on Saturday, July 24th. This affair will be at the home of Shelley and Helloise Hill, 7005 N.E. 29th, from 1:00 - 5:00 p.m. The cost is \$5.00.

EXECUTIVE DIRECTOR'S REPORT

1. The School District has refunded the Whitney M. Young Learning Center for next school year for \$24,000, which is the same level of funding as this year.
2. Both the Youth Service Center and the Senior Adult Service Center contracts for next fiscal year have been submitted to the City. There should be no problems in getting funding for next year.
3. The UL is working with a number of other community-based organizations to establish a Community Action Agency Program (CAAP) to serve Northeast Portland which would handle distribution of the State Block Grant dollars.
4. United Way has allocated \$228,000 to the UL for FY 82-83 (the request was for \$231,000), which is a very workable amount. However the funding will only be for six months (1/2 of the allocation), because United Way is changing from fiscal year funding to calendar year funding. This change will allow United Way to allocate funding after the fund-raising campaign is completed.
5. Dick Kishimoto and Freddye attended the open house and ribbon cutting ceremony held at the site of the future home of the Senior Center. Remodeling of the facility should be complete in time for staff to move in by October 1st.
6. A Board orientation/tour has been scheduled for July 1st, beginning at 11:30 at the Youth Service Center. New Board members, particularly, are invited.

UNFINISHED BUSINESS

Benita indicated that because of work related priorities, she has not been able to compile the summaries of the Grievance Committee hearings, but will complete them as soon as possible.

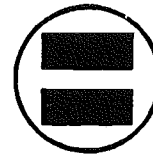
The meeting adjourned at 8:30 p.m.

Submitted by:

*Brenda Polk*  
BRENDA POLK, Executive Secretary  
Urban League of Portland

Reviewed & Approved by:

*Bruce Posey*  
BRUCE POSEY, Secretary  
Urban League Board of Directors



# The Urban League of Portland

## OFFICERS

Richard Kishimoto  
*Chair*

Benita Stroughler  
*First Vice Chair*

Clair Silver  
*Second Vice Chair*

Bruce Posey  
*Secretary*

Joel Smith  
*Treasurer*

Donny Adair  
*Member at Large*

Jeana Woolley  
*Member at Large*

## BOARD OF DIRECTORS

Gwen Blake  
Nellie Fox  
Gayle Gemmell  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
Olvin Moreland  
Karen Noble  
John Pihlas  
Linda Rasmussen  
Robert Reed  
Rhobert Shaw  
Ben Talley  
Carl Talton  
Linda Torrence

Todd Sterling, Ad Hoc

## STAFF

Freddye Petelt  
*Executive Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

July 14, 1982

## M E E T I N G   N O T I C E

To: Urban League Board of Directors

From: Dick Kishimoto, Chairman *DK*

Re: July Meeting

The July meeting of the Urban League Board of Directors will be held on Wednesday, July 21, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline (224-0151) by Wednesday morning and let her know if you will be attending the meeting.

bp

Please note the meeting agenda on  
the reverse of this notice.

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

JULY 21, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. COMMITTEE REPORTS
  - ° TENNIS TOURNAMENT ..... DONNY ADAIR
  - ° PERSONNEL ..... GWEN BLAKE
  - ° ECONOMIC DEVELOPMENT ..... LINDA TORRENCE
  - ° FINANCE ..... JOEL SMITH
  - ° BY-LAWS ..... BENITA STROUGHTER
4. URBAN LEAGUE GUILD REPORT
5. EXECUTIVE DIRECTOR'S REPORT
6. CHAIRMAN'S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT

\* \* \*



URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING

JULY 21, 1982

The July meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:05 p.m. by Dick Kishimoto, Chairman of the Board.

The following Directors were in attendance: Dick Kishimoto, Clair Silver, Bruce Posey, Joel Smith, Donny Adair, Jeana Woolley, Lisa Manning, Richard Miller, Ollie Moreland, Karen Noble, Rhobert Shaw, Carl Talton, Linda Torrence.

The following Directors had excused absences: Benita Stroughter, Nellie Fox, Gayle Gemmell, Andrea Hollie, William June, Robert Reed, Todd Sterling.

The following Directors were absent without excuse: Gwen Blake, Odessa Hendrix, William Hilliard, Howard McElroy, John Pihlas, Linda Rasmussen, Ben Talley.

Staff in attendance were Norm Monroe, Carol Lentz and Pauline Johnson.

The minutes of the June 16th meeting were approved.

COMMITTEE REPORTS

Tennis Tournament

Donny Adair reported that donations from the solicitations are coming in and letters have been sent to approximately forty companies who are regular supporters of the Urban League to encourage them to sponsor disadvantaged persons who would like to enter the tournament but are unable financially to do so; also Board Members are asked to sponsor individuals who might otherwise be unable to enter. The public service announcements have been completed at KATU, Channel 2 and these should begin to be aired right away.

Finance Report

Joel Smith reported on the procedure that Carol has drawn up for check signing and check issuance of all Urban League checks. The old procedure was that all checks had to have two signatures, under \$500 Freddie and one Board Member, over \$500 two Board Member's signatures were needed. With the new procedure, one signature will be needed on checks under \$500 and two signatures if the amount is over \$500. If any of the check signers has an interest in a particular check, he/she cannot sign on that check. It was moved and seconded (Moreland-Talton) that the new procedure be instituted.

All expenditures over \$500 must be approved by the Finance Committee. All purchases must now be made with purchase orders.

Carol will be reporting to the Finance Committee monthly and these reports will be made available for the Board; these reports will indicate any problem areas, any program which is exceeding its budget, any program which needs attention or discussion. Quarterly there will be a status report on all the major grants; semi-annually, a fund balance report.

The CSA audit is underway, the general fund audit will start September 1st.

The budget request to United Way was for \$231,000, we received from the allocation panel \$228,000, only \$3,000 less than was asked for. United Way is changing its procedure. Beginning in January 1984, allocations will be granted based upon the funds they know they have rather than giving out allocations and trying to raise the funds. We were allocated \$228,000, however, we are only receiving \$114,000 for the period July 1 through December 31, 1982. United Way will meet in December to make allocations for the balance of the year. Their statement is that the allocation for the second six months will be no less than the allocation for the first six months provided they have a successful fund raising campaign.

#### Economic Development

Linda Torrence reported on the concept of Urban League getting involved with a housing project. The Executive Committee did not proceed with the plan because it felt that there was not enough information to make a decision. The Economic Development Committee is planning to look into some other ventures and hopefully there will be others forthcoming.

#### Employment Task Force

General Miller asked the Board what thrust does the Board want the Employment Task Force Committee to pursue - the five-year plan or the IBM proposal? Norm mentioned that Freddye envisioned the IBM program to be coordinated by the Economic Development Committee and interfaced with the Employment Task Force Committee. The IBM project would be a long-term economic development project rather than just an employment program. An outline of the IBM proposal was given to Linda.

After a lengthy discussion, it was decided that the Employment Task Force will complete their portion of the five-year plan and get it submitted to the Board.

#### By-Laws

Ollie Moreland reported that the committee met twice and they are in the process of synthesizing some research they have made to incorporate the National Urban League concerns and their affiliate by-laws. There are some decisions about certain things in the by-laws which have to be made before the first draft will be completed. Hopefully by the next Board meeting or no later than September, the committee will give their report to the Board.

Norm mentioned that the metropolitan CAP (CSA) may require that we review our Board structure. Freddye should be talking with the group about the implication of a CAP to the By-Laws Committee if Urban League participates.

#### Deputy Director's Report

Norm Monroe introduced Pauline Johnson to the Board.

Norm reported that all Urban League projects are operating smoothly with no major or minor problems. One program which has been hectically inundated with young people is the Minority Youth Employment project. We have hired over 163 youth in the project and have a waiting list of over 400. We received monies totaling approxi-

mately \$108,000; we received another contribution from the Templeton Foundation which enabled us to hire three staff to provide work site coordination with the employees and employers in order to smooth out any problems that may occur. Freddy and I believe that if we are successful in operating this program, our future is pretty set with having a year round youth employment project. There is a group of community foundations who are very interested in starting a year round youth employment program as well as finding a mechanism for distributing benevolence or philanthropy to black organizations in the community. We have also received some help from the Black Commission to train 30 youth to improve their basic job and performance skills.

#### Chairman's Report

Dick Kishimoto passed out the new brochure which was designed by John Pihlas' organization.

He reported that there are a number of people on the Board who are not members of Urban League; he expects these individuals to join since they are on the Board. (Dues structure is printed on the back of the brochure.)

Norm mentioned that there is a need for the Board to define supporting and sustaining in the dues structure.

Andrea Hollie has asked for someone to co-chair the next Annual Dinner. Carl Talton volunteered.

The Hilton Hotel has asked us to submit a date for the next Annual Dinner. It was moved and seconded (Woolley-Smith) that we defer the date until we have secured a speaker.

Freddy has asked that instead of having a retreat this fall that we delay it until spring.

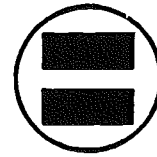
Dick will be attending the National Urban League Convention in Los Angeles and will be leaving on the 29th of July. When he returns, he will have a report for the Board.

#### Unfinished Business

Linda Torrence mentioned to the Board that the entire five-year plan needs to be approved. It was suggested that September might be a good month, having more Board members present.

Carol explained about the IBM proposal. We need to do a needs assessment to determine which programs we would want to run; we would hate to train people and then could not place them in jobs. Urban League has been involved in helping the legislature re-write the Enterprise Zone legislation and if a site for the IBM project were to be located in the Northeast area it would be within the Enterprise Zone and will qualify as a small business and we could possibly receive funding.

We would like to see the IBM program going this year; if we don't go with the proposal, IBM will give it to some other organization.



# The Urban League of Portland

## OFFICERS

Richard Kishimoto  
*Chair*

Benita Stroughter  
*First Vice Chair*

Clair Silver  
*Second Vice Chair*

Bruce Posey  
*Secretary*

Joel Smith  
*Treasurer*

Donny Adair  
*Member at Large*

Jeana Woolley  
*Member at Large*

## BOARD OF DIRECTORS

Gwen Blake  
Nellie Fox  
Gayle Gemmell  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
Olvin Moreland  
Karen Noble  
John Pihas  
Linda Rasmussen  
Robert Reed  
Rhobert Shaw  
Ben Talley  
Carl Talton  
Linda Torrence

Todd Sterling, Ad Hoc

## STAFF

Freddye Petett  
*Executive Director*

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

**August 13, 1982**

## M E E T I N G   N O T I C E

**To:      Urban League Board of Directors**

**From:   Dick Kishimoto, Chairman**

**Re:      August Meeting**

---

**The August meeting of the Urban League Board of Directors will be held on Wednesday, August 18, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Brenda by Wednesday morning and let one of them know if you will be attending the meeting.**

**bp**

---

**Please note the meeting agenda on the reverse of this notice.**

---

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



**A United Way Agency**

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

AUGUST 18, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
  - \* Tennis Tournament . . . . . Donny Adair
  - \* Personnel . . . . . Gwen Blake
  - \* Finance . . . . . Joel Smith
  - \* By-Laws . . . . . Benita Stroughter
4. Urban League Guild . . . . . Odessa Hendrix
5. Executive Director's Report
6. Chairman's Report
7. Unfinished Business
8. New Business
9. Adjournment

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING**

**AUGUST 18, 1982**

---

The August meeting of the Urban League Board of Directors, held at Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:15 p.m. by Benita Stroughter, First Vice Chair of the Board.

The following Directors were in attendance: Benita Stroughter, Bruce Posey, Joel Smith, Donny Adair, Nellie Fox, Andrea Hollie, Richard Miller, Ollie Moreland, Linda Rasmussen, Ben Talley, and Linda Torrence.

The following Directors had excused absences: Gwen Blake, Odessa Hendrix, Bill June, Dick Kishimoto, Lisa Manning, Howard McElroy, John Pihlas, Clair Silver, Todd Sterling, and Jeana Woolley.

The following Directors were absent without excuse: Gayle Gemmell, Bill Hilliard, Karen Noble, Robert Reed, Rhobert Shaw, and Carl Talton.

Staff in attendance were Norm Monroe, Carol Lentz, and Brenda Polk.

The minutes of the July 21st meeting were approved.

**COMMITTEE REPORTS**

**Tennis Tournament**

Donny Adair reported that the tennis tournament ran very smoothly and was a complete success. Approximately 80 people participated in the 9 events, including players from numerous clubs outside of Portland. There are approximately 50 tee shirts left, which are available from Donny for a \$5.00 donation. The profit from the tournament is \$574.00.

The only changes to be made next year are to have more court time available (approximately 20 potential players were turned away) and to have the trophies donated (purchasing of the trophies was the only major expense for the tournament).

The Board unanimously thanked Donny for a job extremely well done.

**Finance**

Joel Smith reported that the CSA audit is complete. The regular audit will begin September 7th. No problems are anticipated.

Carol Lentz reported that last year's grants for both the Youth Service Center and the Senior Service Center have been closed out. Approximately five percent of the dollars (\$6,000) allocated to the YSC was unexpended, and approximately two percent of the dollars (\$163) allocated to the SASC was unexpended. Unexpended dollars are returned to the contract source. Spending on the current YSC and SASC contracts are on target.

The Community Service Block Grant is currently spending on target, however, some budget modifications may have to be made before the contract period ends.

Spending from the general operating fund is right on target.

### By-Laws

Ollie Moreland reported that the draft of the proposed revisions to the by-laws are nearing completion, and will be mailed to all Board members prior to the next meeting.

### UNFINISHED BUSINESS

General Miller distributed and discussed the employment component of the five-year plan as revised by the Employment Task Force (copy attached). The blanks contained in Goal One will be filled in by the League's Research Director, so that the data will be up-to-date based on the current job market. The report will be complete by the September Board meeting. General Miller's toll free number in Salem is 1-800-452-7500. He is open to any comments or recommendations.

There was a short discussion on the need for staff representation on Board committees. It was the general feeling of those present that Freddy would be the appropriate person to appoint staff members to the various committees.

There was a lengthy discussion on ways to increase the Board's awareness of Urban League issues and activities. Suggestions included:

1. Forwarding copies of Freddy's presentations/speeches to all Board members.
2. Have Research Director provide monthly statistical summary of pertinent, relevant information.
3. Quarterly or semi-annual reports, with goals and objectives.
4. Change format of monthly report by discontinuing listing of meetings held and substituting some other reporting method.
5. Regular progress reports
6. Regular evaluation of programs.

It was decided that the Executive Director would be asked to submit one or two proposals outlining ways to increase the Board's knowledge and awareness of current Urban League activities, events, and issues.

Linda Torrence urged committee chairpersons to be prepared with written reports when their committee is scheduled on the meeting agenda. In cases where the chairperson cannot attend the meeting, a committee member should be prepared to make the report.

NEW BUSINESS

Norm Monroe expressed his appreciation to the Board for support offered during his tenure as Deputy Director of the League. Board members present thanked Norm for his service to the League and wished him well in future endeavors.

The meeting adjourned at 7:40 p.m.

Submitted by:

*Brenda Polk*

BRENDA POLK, Executive Secretary  
Urban League of Portland

Reviewed & Approved by:

*Bruce Posey Jr*

BRUCE POSEY, Secretary  
Urban League Board of Directors



GOALS

OBJECTIVES

COMMENT

Goal One

Prepare unemployed persons from the minority community to successfully compete in the national job market.

(1)

Conduct training programs for Urban League enrollees -- primarily in the areas of \_\_\_\_\_, and \_\_\_\_\_.

Activities and resources to be identified when we know what the specific program objectives are.

In 1983 we want to have \_\_\_\_\_ training program completions and want to have a placement ratio of \_\_\_\_\_ percent.

(2)

Conduct basic tutoring in reading, math, and entrance examination test taking.

Easier to lay out activities and resource requirements when the size and character of the program objectives are clear.

In 1983 we plan to graduate \_\_\_\_\_ persons from our training courses and expect a \_\_\_\_\_ % placement level.

Goal Two

Improve the quality and availability of employment information.

(1)

Computer terminal for Urban League Field Office.

Flashes jobs and assists in placement with representative from State Employment Service.

The Urban League is continuing source of info because of its uniqueness and history.

(2)

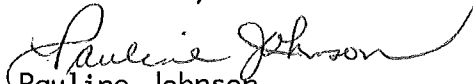
Weekly career awareness seminars. This is done now.

Urban League Office needs own clerical person.

Presently, the San Francisco and Los Angeles Urban Leagues are running very successful programs.

Meeting adjourned 7:18 p.m.

Submitted by:

  
Pauline Johnson  
Urban League of Portland

Reviewed and Approved by:

  
Bruce Posey, Secretary  
Urban League Board of Directors

## EMPLOYMENT

### Problem Statement

As of September, 1981, minority unemployment in Oregon stood at 18.5% overall, and 50.5% for youth. These figures were about double the statewide rates for all races of 9.09% overall, and 23.5% for youth.

In light of these alarming statistics, the Urban League faces major barriers in providing counseling and placement services to the hundreds of persons who frequent its employment office each year. The severe cutbacks in or elimination of federally funded job programs, as well as many other social services, will mean the loss of thousands of jobs to minority residents. This occurrence, in a state which has one of the highest unemployment rates in the nation, means that minorities now compete with the majority population for scarce job opportunities.

These minority job seekers find themselves at a disadvantage on several fronts. Low educational skills, little or no occupational skills, a lack of exposure to successful role models, little knowledge of proper work habits, and discrimination stand out as structural barriers to be overcome.

It becomes critical that the Urban League carry out strategies which enhance the ability of its constituents to prepare for, secure, and maintain long-term, upwardly-mobile employment and/or enter into private enterprise.

August 18, 1982

GOALS

OBJECTIVES

COMMENT

Goal Three

Develop jobs for unemployed members of minority community.

- (1) Increase the number of minority-owned businesses receiving Federal contracts from \_\_\_\_\_ to \_\_\_\_\_ by year-end 1983.

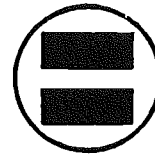
Need an updated list of minority contractors and a central coordination point.

Urban League could possibly take responsibility.

Goal Four

Improve the capability of the Urban League's own employment activity.

- (1) Add one job developer and one recruiter/counselor.
- (2) Charge a fee for service



# The Urban League of Portland

## **OFFICERS**

Richard Kishimoto  
*Chair*

Benita Stroughter  
*First Vice Chair*

Clair Silver  
*Second Vice Chair*

Bruce Posey  
*Secretary*

Joel Smith  
*Treasurer*

Donny Adair  
*Member at Large*

Jeana Woolley  
*Member at Large*

## **BOARD OF DIRECTORS**

Gwen Blake  
Nellie Fox  
Gayle Gemmell  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
Olvin Moreland  
Karen Noble  
John Pihlas  
Linda Rasmussen  
Robert Reed  
Rhobert Shaw  
Ben Talley  
Carl Tallon  
Linda Torrence

Todd Sterling, Ad Hoc

## **STAFF**

Freddie Petett  
*Executive Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



United Way Agency

404 COMMUNITY SERVICE CENTER

718 West Burnside

Portland, Oregon 97209

(503) 224-0151

**September 10, 1982**

## **M E E T I N G   N O T I C E**

**To:      Urban League Board of Directors**

**From:   Dick Kishimoto, Chairman**

**Re:      September Meeting**

**The September meeting of the Urban League Board of Directors will be held on Wednesday, September 15, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.**

**bp**

**Please note the meeting agenda on the reverse of this notice.**

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS**

**September 15, 1982  
6:00 P.M.**

**EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN**

---

**AGENDA**

- 1. Roll Call**
- 2. Approval of Minutes**
- 3. Committee Reports**
  - + Personnel . . . . . Gwen Blake**
  - + Finance . . . . . Joel Smith**
  - + By-Laws . . . . . Bill June**
  - + Employment Task Force . . . . . Richard Miller**
- 4. Urban League Guild . . . . . Odessa Hendrix**
- 5. Executive Director's Report**
- 6. Chairman's Report**
- 7. Unfinished Business**
- 8. New Business**
- 9. Adjournment**

**\* \* \***

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING**

**SEPTEMBER 15, 1982**

---

The September meeting of the Urban League Board of Directors, held at Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:20 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Clair Silver, Donny Adair, Jeana Woolley, Andrea Hollie, Lisa Manning, Richard Miller, Ollie Moreland, Karen Noble, Robert Reed, Rhobert Shaw, and Todd Sterling.

The following Directors were absent with excuse: Gwen Blake, Nellie Fox, Odessa Hendrix, Bruce Posey, Linda Rasmussen, Joel Smith, Benita Stroughter, Carl Talton, and Linda Torrence.

The following Directors were absent without excuse: Bill Hilliard, Bill June, Howard McElroy, John Pihas, and Ben Talley.

Staff in attendance were Freddie Petett and Brenda Polk.

The minutes of the August 18th meeting were approved with the following correction: The profit from the tennis tournament was \$674 rather than \$574.

**IBM SKILLS TRAINING CENTER**

Chairman Kishimoto introduced Ken Kelly, Administration Manager, IBM Portland; Juanita Griffith, Equal Opportunity Manager, IBM Regional Office in San Francisco; and Jeanne Albano, Administrative Operations Manager, IBM Portland.

Juanita Griffith narrated a slide presentation on IBM's involvement/activities in Skills Training Centers in other cities. The first IBM Skills Training Center opened in 1968. In 1981, in an effort to increase the corporate community's involvement in community-based activities to help make up for shrinking government support of those activities, IBM announced the planned expansion to other cities of their Skills Training Centers. IBM Skills Training Centers are operated through agreement between IBM, a community-based organization (CBO), and sponsors. IBM provides the equipment (and maintenance), instruction materials, and instructors. The CBO provides recruiting, screening, counseling, and placement of participants and support staff. The sponsors provide financial support (for rent, salaries of UL personnel, etc.). After three years, the CBO should be able to run the program without assistance from IBM.

Freddie indicated that a first draft of the proposal was developed by UL staff and mailed to the Board. The goal now is to have the proposal refined and finalized within the next 30-60 days in order to meet the application deadline of the Fred Meyer Foundation, a potential funding source. Proposed training would include word processing, data entry, and computer technician.

**UL BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 15, 1982**  
**Page 2**

---

Juanita indicated that IBM does not loan equipment to teach computer repair. Freddye stated that the proposal will be changed to indicate computer programming. Juanita also suggested that the sponsor section of the proposal be strengthened, as it is to the CBO's advantage to have a number of sponsors (three or more); and that the sponsors be involved in program activities, advisory council participation and placement of program participants. Also, it is best that firm commitments be obtained from sponsors to carry the program through the first three years.

It was moved and seconded (Miller-Hollie) to accept the preliminary proposal and to give Board approval to proceed with the development of a final proposal. The motion passed.

**FINANCE COMMITTEE**

Freddye distributed the August financial status report. She reported that Carol indicates spending trends are up-to-date. The Community Food and Nutrition Program will end September 30, which means the loss of one staff person. Portions of that program's activities will be picked up by other Community Services staff people. Depending on next year's block grant funding, the position may be reinstated. The audit is going very well and is over one-half completed.

**EXECUTIVE DIRECTOR'S REPORT**

- 1) Freddye reported that she chaired a panel - "What Comes After CETA" - at the NUL Conference. Two NUL documents were introduced at the conference:
  - \* Blueprint for Action - Outlines four specific areas all UL affiliates are being encouraged to focus on: (1) Crime in the Black community; (2) Single heads of households; (3) Teenage pregnancy; and (4) Voter education and registration.
  - \* The Rites of Passage: A Black Perspective -- A discussion paper on Black youth.

Both documents are available at the downtown UL office.

The NUL has asked all UL's to hold a youth speak-out day sometime in October to give young people a chance to relate their concerns and ideas. The Portland UL's speak-out day will be October 23rd.

- 2) At Freddye's request, the following items were reviewed and passed by the Board:
  - \* Approved the League's membership in the Tri-County Youth Services Consortium - a group of youth serving organizations which acts as a connecting agency for youth-related issues.



**UL BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 15, 1982**  
**Page 3**

---

- \* Approved a resolution in opposition to State Ballot Measure #3 (1½% property tax limitation). (Copy attached.)
  - \* Approved a resolution in support of the Japanese American Citizens League's request for redress to persons of Japanese ancestry for injustices suffered as a result of the US government's action in 1942 of evacuation and incarceration. (Copy attached.)
- 3) The Metropolitan Human Relations Commission is seeking applications from persons interested in serving on the Commission. Freddy indicated that requests come in daily for suggestions of people to fill these types of positions. It would be helpful to know specific areas of interest of individual Board members to help facilitate filling such requests.
  - 4) The UL Western Regional Conference will be held in Portland next year, April 7-10. Benita Stroughter will chair a six-member committee (committee to be formed) to plan the conference. If arrangements can be made to schedule John Jacob as the keynote speaker, the Annual Dinner will be moved to coincide with the conference, rather than holding it in May.
  - 5) The State has decided that it would be in the best interest of clients to fund one Community Action Program in Portland. This agency will coordinate federally funded service programs for low-income citizens, in an effort to avoid duplication of services. Each participating organization recommended three people to set up the initial board -- a public official, a low-income person or low-income representative, and a private citizen. The League's representatives are Commissioner Jordan, Donny Adair, and Bobbie Foster. By-laws have been drafted, and the first meeting is tonight.
  - 6) Freddy reported that at the last meeting of the UL Executive Council, during the NUL Conference, she was elected Secretary of the Council. The next meeting will be September 17-18 in Washington, D.C.

**EMPLOYMENT TASK FORCE**

General Miller indicated that the employment section of the UL Five-Year Plan is complete, with the exception of the statistics needed in Goal #1. It was moved and seconded (Kishimoto-Miller) to accept the Employment Task Force section of the UL Five-Year Plan upon completion of Goal #1. The motion passed. Chairman Kishimoto requested that copies of the Five Year Plan, as revised by the various task forces, be mailed to all Board members prior to the next Board meeting.

**CHAIRMAN'S REPORT**

- 1) Chairman Kishimoto reported that the NUL Conference was a very informative and educational experience. Attendance at the conference was over 12,000.

**UL BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 15, 1982**  
**Page 4**

---

Speakers included Thomas Bradley, William French Smith, Charles Robb, Rev. Jesse Jackson, Andrew Young, and Robert Guillaume, to name a few. Copies of the major speeches are available through the downtown UL office.

A major issue at the conference was the disaffiliation of the Chicago UL because of non-payment of dues. Correspondence has been received indicating that an agreement between the NUL and CUL has been reached and the affiliate has been reinstated.

- 2) Gayle Gemmell resigned from the Board effective August 25th. Letters of appreciation were sent by both the Chairman and the Executive Director.
- 3) Chairman Kishimoto reported that he received a request from the Oregon Community Foundation to approve the nominations of Ted Baker and Dr. Walter Reynolds to the OCF Board of Directors -- Ted Baker to fill the Social and Civic Group position and Dr. Reynolds to fill one of four recently authorized positions. He indicated a letter will be sent to OCF supporting the nominations.
- 4) Chairman Kishimoto reported that at the last UL Presidents Council meeting, which met during the NUL conference, he was elected to the position of Secretary of the Council.

**NEW BUSINESS**

Donny Adair thanked the Board for sending flowers because of the recent deaths in his family.

The meeting adjourned at 7:40 p.m.

Submitted by:

*Brenda Polk*

BRENDA POLK,  
EXECUTIVE SECRETARY  
Urban League of Portland

Reviewed and Approved by:

*Bruce Posey*

BRUCE POSEY,  
SECRETARY  
Urban League Board of Directors

### RESOLUTION IN OPPOSITION TO STATE BALLOT MEASURE #3

THE URBAN LEAGUE OF PORTLAND IS DEDICATED TO HELPING THOSE FAMILIES AND INDIVIDUALS VICTIMIZED BY RACISM AND POVERTY. THE URBAN LEAGUE DOES THIS THROUGH BOTH ADVOCACY AND EDUCATIONAL EFFORTS AND THROUGH THE PROVISION OF DIRECT SERVICES. AS AN AGENCY INVOLVED IN DIRECT SERVICE DELIVERY, THE URBAN LEAGUE HAS RECOGNIZED THE GREATLY INCREASED DEMAND FOR SUCH SOCIAL SERVICES DUE TO THE CURRENT UNEMPLOYMENT RATES AND ECONOMIC RECESSION CONDITIONS. THE URBAN LEAGUE ALSO RECOGNIZES THAT THE CURRENT RECESSION HAS GREATLY REDUCED STATE GOVERNMENT REVENUES AND THE RESOURCES THE STATE HAS AVAILABLE TO PROVIDE FOR NEEDED SOCIAL SERVICES. THIS SITUATION, OF RISING NEED IN A TIME OF FALLING RESOURCES, HAS RESULTED IN A SIGNIFICANT SHORTFALL IN OREGON'S ABILITY TO PROVIDE NEEDED SOCIAL SERVICES AND IN GREAT HARDSHIP FOR MANY OREGONIANS.

STATE BALLOT MEASURE #3 (1½% PROPERTY TAX LIMITATION) WILL GREATLY AGGRAVATE THIS SITUATION. MEASURE #3 WILL NOT ONLY DIRECTLY RESULT IN INCREASED UNEMPLOYMENT THROUGH LOSS OF STATE GOVERNMENT JOBS, BUT WILL DIRECTLY AND ADVERSELY IMPACT OREGON INDUSTRY AND OREGON'S ECONOMY THROUGH LOSS OF JOBS AND REDUCED ECONOMIC ACTIVITY DUE TO THE FORCED ENDING OF STATE BONDING ABILITY FOR SUCH PROGRAMS AS VETERAN'S HOME LOANS AND INDUSTRIAL REVENUE BONDS. THERE WILL ALSO BE A GENERALLY ADVERSE ECONOMIC IMPACT DUE TO FORCED REDUCTIONS IN STATE EXPENDITURES WHICH GENERATE A SIGNIFICANT PROPORTION OF STATE ECONOMIC ACTIVITY. MEASURE #3 WILL CLEARLY RESULT IN INCREASED UNEMPLOYMENT AND ADVERSELY IMPACT OUR ALREADY AILING STATE ECONOMY.

MEASURE #3 WILL ALSO DRASTICALLY REDUCE STATE GOVERNMENT REVENUES AND, MOREOVER, MANDATE A MAJOR REDUCTION IN THE PROPORTION OF STATE REVENUES DEVOTED TO SOCIAL SERVICES THROUGH FORCED EXPENDITURES UPON ARBITRARILY DESIGNATED "ESSENTIAL SERVICES". MEASURE #3 WILL THUS DRASTICALLY REDUCE RESOURCES FOR SOCIAL SERVICES AT THE SAME TIME ITS ADVERSE ECONOMIC IMPACT WILL INCREASE UNEMPLOYMENT AND GREATLY INCREASE THE NEED FOR SUCH SERVICES. MEASURE #3 WILL THUS HAVE A DISASTROUS IMPACT UPON THE STATE'S ECONOMY AND MANY OREGONIANS WILL SUFFER GREAT HARDSHIP IF MEASURE #3 IS PASSED. THEREFORE THE URBAN LEAGUE OF PORTLAND OPPOSES PASSAGE OF MEASURE #3 AND URGES ITS MEMBERS, AND ALL OREGONIANS, TO VOTE AGAINST STATE BALLOT MEASURE #3 (1½% PROPERTY TAX LIMITATION).

## RESOLUTION

WHEREAS, pursuant to Executive Order 9066, issued February 19, 1942, 120,313 persons of Japanese ancestry, most of whom were American citizens, were uprooted from their homes in the spring of 1942, were forcibly evicted from their West Coast homes and incarcerated in government detention camps without benefit of trial or hearings; and

WHEREAS, the uprooted people suffered immeasurable human damages, such as the loss of their basic rights of American citizenship, the loss of their individual freedom, the destruction of their personal human dignity, the disruption of their careers, interruption of educational opportunities, being torn away from their homes and their neighborhoods, and the psychological and emotional trauma of having been innocent victims discriminated against and imprisoned for three and one-half years; and

WHEREAS, in addition to their human losses, the innocent victims of this internment suffered irreparable loss and damage to their property, estimated by the Federal Reserve Bank of San Francisco, in 1942, as \$400,000,000; and

WHEREAS, in 1970, the National Council of the Japanese American Citizens League (JACL) voted to embark on a national campaign to seek remedial legislation for those affected by E.O. 9066, and subsequent military orders; and

WHEREAS, on July 31, 1980, President Carter signed Public Law 96-317, establishing the Commission on Wartime Relocation and Internment of Civilians to conduct the first official inquiry into the 1942 Evacuation and Incarceration of Americans of Japanese ancestry; and

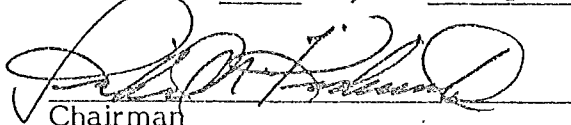
WHEREAS, in the Summer and Fall of 1981, the Presidential Commission heard extensive testimonies from many witnesses, including persons of Japanese ancestry whose lives were affected by E.O. 9066; and

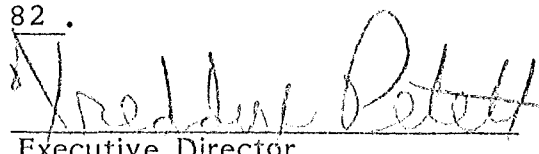
WHEREAS, the Commission on Wartime Relocation and Internment of Civilians will be completing its investigation and submitting its findings and recommendations to the U.S. Congress in 1982;

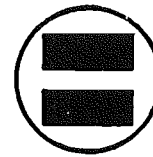
THEREFORE BE IT RESOLVED, that the Urban League of Portland, Portland, Oregon, in support of the Japanese American Citizens League, urge the Congress of the United States to provide just compensation for those individuals who suffered the injustices and hardships resulting from the government's action in 1942; and

BE IT FURTHER RESOLVED, that the Urban League of Portland, Portland, Oregon go on record as acknowledging that such past injustices committed against innocent persons by our government must be rectified as recognition of the moral and democratic principles which have made this great nation of ours the leader of humanitarian ideals.

Dated this 15th day of September 19 82 .

  
Chairman

  
Executive Director



# The Urban League of Portland

## OFFICERS

Richard Kishimoto  
*Chair*

Benita Stroughter  
*First Vice Chair*

Clair Silver  
*Second Vice Chair*

Bruce Posey  
*Secretary*

Joel Smith  
*Treasurer*

Donny Adair  
*Member at Large*

Jeana Woolley  
*Member at Large*

## BOARD OF DIRECTORS

Gwen Blake  
Nellie Fox  
Gayle Gemmell  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
Olvin Moreland  
Karen Noble  
John Pihlas  
Linda Rasmussen  
Robert Reed  
Rhobert Shaw  
Ben Talley  
Carl Talton  
Linda Torrence

Todd Sterling, Ad Hoc

## STAFF

Freddie Petett  
*Executive Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER

718 West Burnside

Portland, Oregon 97209

(503) 224-0151

**October 15, 1982**

## M E E T I N G   N O T I C E

**To:      Urban League Board of Directors**

**From:   Dick Kishimoto, Chairman** *DKb*

**Re:      OCTOBER MEETING**

**The October meeting of the Urban League Board of Directors will be held on Wednesday, October 20, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.**

**bp**

~~~~~  
**Please note the meeting agenda on the reverse  
of this notice.**  
~~~~~

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

October 20, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. Roll Call
2. Approval of Minutes
3. Committee Reports
  - ★ Personnel . . . . . Ollie Moreland
  - ★ Finance . . . . . Joel Smith
  - ★ By-Laws . . . . . Bill June
4. Urban League Guild Odessa Hendrix
5. Executive Director's Report
6. Chairman's Report
7. Unfinished Business
8. New Business
9. Adjournment

★ ★ ★

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING

OCTOBER 20, 1982

---

The October meeting of the Urban League Board of Directors, held at Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:05 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Joel Smith, Donny Adair, Nellie Fox, Andrea Hollie, William June, Lisa Manning, Linda Rasmussen, Rhobert Shaw, Todd Sterling, and Linda Torrence.

The following Directors were absent with excuse: Gwen Blake, Richard Miller, Ollie Moreland, Karen Noble, John Pihlas, Bruce Posey, Clair Silver, Benita Stroughter, Carl Talton, and Jeana Woolley.

The following Directors were absent without excuse: Odessa Hendrix, Bill Hilliard, Howard McElroy, Robert Reed, and Ben Talley.

The minutes of the September 15th meeting were approved.

Barbara Bivens-Blincoe, Director of the UL Senior Adult Service Center, discussed the various activities of the Center. She stated that the goal of the Center is to maintain elderly residents in their own homes, adequately nourished and sheltered for as long as possible. The Center is staffed by nine people, three of whom are over 65, and provides a community-based focal point where most senior citizens can access most services required for independent living. Services include client outreach, information and referral, coordination with the Volunteer Law Project, energy assistance and advocacy, trips and tours, arts, crafts and sewing classes, monthly newsletter, case management and counseling, transportation, and telephone reassurance. Future plans for the Center include a nutrition site serving hot meals daily, a medical screening site, a library, and an expanded activity program which will provide for the frail elderly as well as the more mobile senior citizen. The Center will be moving into a new building by November 1st, located at 4128 NE Union Avenue. This building, which was purchased with City/County general fund dollars, will house the Senior Center and its current activities, as well as a day center, complete with a pool table and a television room.

#### FINANCE COMMITTEE

Joel Smith distributed draft copies of the 1982 audit. He indicated that the League's financial records have been straightened out and timely, reliable reporting is occurring. The audit for year ending June 30, 1982 was completed with no exceptions and with a clean opinion letter. This turn-around in the Finance Office is due to the hard work of Carol Lentz and the Finance Office staff.

Carol distributed the September financial report.

It was agreed that the Finance Committee will formulate a long-term investment policy that will give Carol guidelines to follow regarding the type/quality of investment(s) the League will enter into.

The Board passed a resolution of thanks to Carol and her staff for their outstanding efforts, particularly regarding the audit.

#### BY-LAWS COMMITTEE

Bill June reported that the By-Laws Committee has drafted changes to both the Constitution and the By-Laws. After one more committee meeting, the proposed revisions will be mailed to the entire Board for review and discussion at the November Board meeting. Proposed revisions include reducing the number of members on the working board and establishing an advisory committee of resource people (i.e. for fund raising).

#### PERSONNEL COMMITTEE

Chairman Kishimoto reported that Gwen Blake resigned as Chairperson of the Personnel Committee, and Ollie Moreland has agreed to assume that position. The Personnel Committee will be reporting at the November Board meeting.

#### EXECUTIVE DIRECTOR'S REPORT

1. As a result of the approval granted by the Board at the September meeting, requests for funding of the IBM Skills Training Center were submitted to the Fred Meyer Foundation and to the Oregon Economic Action Council (US Bancorp's "Are You With Us" Campaign). (The request to the Oregon Economic Action Council was for \$50,000, however \$7,500 was granted.) A letter was written to John Elorriaga thanking him for the funding, and indicating that the funds would be requested once the program is ready to begin.

Ken Kelly, of Portland IBM, has requested that the proposal be restructured to the same format used in the Bay Area Urban League's Skills Training Center proposal. This is being done. He also indicated that before IBM will approve the concept, at least one year's funding commitment must be secured and a plan for subsequent years' funding must be developed.

The possibility of sponsoring an UL/IBM fund-raising luncheon, inviting CEO's from the top twelve corporations in Portland, will be pursued. The goal is to have the one-year commitments by December 1st -- the estimated cost for the first year is \$100,000. Space in the Walnut Park Office Building is being considered to house the project.



2. There will be a full UL staff retreat October 28-29, with executive staff members continuing through October 31. The retreat will be held at the Silver Creek Falls Conference Center. (UL offices will be closed Thursday and Friday, October 28-29.) The purpose of the retreat is to do some team building and for staff to get a good understanding of what the Urban League is.
3. The UL Western Regional Conference will be hosted by the Portland UL April 8-10, 1983. The Annual Dinner will be held April 7th; John Jacob will be the guest speaker. The site of the conference and the dinner are still being negotiated. Benita Stroughter and an UL member to be announced will co-chair the Regional Conference Planning Committee.
4. The Nordstrom benefit fashion show will be held either December 3 or 4. Cora Smith and George Rankins are co-chairing the event. Nordstrom will be picking up most of the cost, although a budget will be developed outlining the League's fiscal responsibilities.
5. Career Day will be held November 13th at the University of Portland. Vern Chatman is assisting in the planning and implementation of the program; his salary is being paid by the School District. A luncheon meeting with all the participating companies was held yesterday to disseminate general information. The cost to participate this year is \$100; with approximately 40 companies planning to participate.
6. Freddye requested Board approval for the League to act as fiscal agent for Lois Lewis, a poet who is applying to the Oregon Arts Commission for a \$600 grant. The League would receive \$100 in administrative cost. It was moved and seconded (Adair-June) to approve this request. The motion passed.
7. Freddye distributed an "Employment Training Needs and Opportunities Analysis" developed by Dick Kuczek, Research Director. This report will be used by the Employment Task Force to assist in completing the employment section of the five year plan.

#### CHAIRMAN'S REPORT

1. Chairman Kishimoto expressed disappointment at sparse Board attendance. There was a brief discussion regarding ways to increase participation at Board meetings, however, the discussion was tabled until after the revisions of the By-Laws have been discussed -- since there is a possibility there will be a change in the composition of the Board. Chairman Kishimoto indicated that Board members should feel free to call members who do not regularly attend meetings to encourage their participation.

2. A letter was sent to the Oregon Community Foundation concurring with their selection of Ted Baker and Dr. Walter Reynolds to serve on their Board of Directors.

OTHER BUSINESS

Donny Adair reported briefly on the activities of the newly formed Community Action Agency of Portland (CAAP) Board of Directors. The Board has established the hiring process and the executive director's job description. The purpose of the Board is to oversee Portland's Community Services Block Grant allocation.

Regarding the UL Five Year Plan -- Freddye indicated that the Community Services and Economic Development sections are complete; the Employment section is nearing completion; and the Administration section has not been completed. As soon as all sections have been completed, the total revised package will be distributed to the Board.

Freddye reported that if Ballot Measure 3 passes, funding for the Senior Center, the Youth Service Center, and the Whitney M. Young Learning Center will be drastically affected.

Andrea Hollie mentioned a potential program the UL may be able to operate through Tri-Met. As this information is developed, it will be presented to the Board.

Linda Torrence stated that she is working on a fund-raising project which is tentatively being planned for 1983. Details of the project to be announced.

The meeting adjourned at 7:10 p.m.

Submitted by:

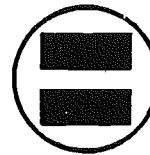
*Brenda Polk*

BRENDA POLK, EXECUTIVE SECRETARY  
Urban League of Portland

Reviewed and approved by:

*Bruce Posey* *hp*

BRUCE POSEY, SECRETARY  
Urban League Board of Directors



# The Urban League of Portland

## **OFFICERS**

Richard Kishimoto  
*Chair*

Benita Stroughter  
*First Vice Chair*

Clair Silver  
*Second Vice Chair*

Bruce Posey  
*Secretary*

Joel Smith  
*Treasurer*

Donny Adair  
*Member at Large*

Jeana Woolley  
*Member at Large*

## **BOARD OF DIRECTORS**

Gwen Blake  
Nellie Fox  
Gayle Gemmell  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
Olvin Moreland  
Karen Noble  
John Pihls  
Linda Rasmussen  
Robert Reed  
Rhobert Shaw  
Ben Talley  
Cari Talton  
Linda Torrence

Todd Sterling, Ad Hoc

## **STAFF**

Freddye Petelt  
*Executive Director*

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

**November 9, 1982**

## **M E E T I N G   N O T I C E**

**To:      Urban League Board of Directors**

**From:   Dick Kishimoto, Chairman** *DK*

**Re:      NOVEMBER MEETING**

The November meeting of the Urban League Board of Directors will be held on Wednesday, November 17, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. The minutes of the October meeting and the October monthly report will be distributed at the meeting. It would be very helpful if you would call Pauline or Brenda prior to the meeting regarding your ability to attend.

bp

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



**A United Way Agency**

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS

NOVEMBER 17, 1982  
6:00 P.M.

EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN

---

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. COMMITTEE REPORTS
  - \* PERSONNEL . . . . . OLLIE MORELAND
  - \* FINANCE . . . . . JOEL SMITH
  - \* BY-LAWS . . . . . BILL JUNE
4. EXECUTIVE DIRECTOR'S REPORT
5. CHAIRMAN'S REPORT
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. ADJOURNMENT

\* \* \*

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING

NOVEMBER 17, 1982

The November meeting of the Urban League Board of Directors, held in the Renhard Board Room at Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:00 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Joel Smith, Donny Adair, Jeana Woolley, Nellie Fox, Andrea Hollie, Bill June, Ollie Moreland, Rhobert Shaw, Carl Talton, and Linda Torrence.

The following Directors were absent with excuse: Gwen Blake, Richard Miller, Karen Noble, John Pihas, Bruce Posey, Linda Rasmussen, Clair Silver, and Benita Stroughter.

The following Directors were absent without excuse: Odessa Hendrix, Bill Hilliard, Lisa Manning, Howard McElroy, Robert Reed, Todd Sterling, and Ben Talley.

Staff in attendance were Freddy Petett, George Rankins, Joyce Owens-Smith, Carol Lentz, and Brenda Polk.

The minutes of the October 20th meeting were approved.

PERSONNEL COMMITTEE

Ollie Moreland reported that the Personnel Committee is considering/working on the following:

- ° UL employee benefit/retirement package.
- ° Evaluation of the Executive Director; and a proposed change in the format of that evaluation.
- ° Recommendation regarding permanency of the Personnel Committee.

An update on committee activities will be given at the next meeting.

PROJECTED C.S.P. ACTIVITY FOR 1983

Joyce Owens-Smith, Director of the UL Community Service Program, summarized planned Community Service activities for the upcoming year. The primary goal of the program is to serve as a broker for low-income persons in Northeast Portland -- developing a resource file and establishing access points for residents to get needed life sustaining services. Services will include an emergency feeding program; energy assistance, advocacy, and education (i.e. Energy Fair, Low-Income Energy

Assistance Program); volunteer coordination and referral; economic/community development through technical assistance (i.e. Housing Newsletter); and bi-lingual services for Spanish speaking persons. In addition, coordination and participation with the Community Action Agency will continue, which will guarantee that Community Service Block Grant money will continue to come into Northeast Portland as long as it is available for the state.

#### FASHION SHOW

George Rankins, co-chair of the Fashion Show Committee, reported that the Nordstrom/Urban League benefit fashion show and big band dance (which has been on the drawing board for over a year) has been scheduled for Friday, December 3, at the Jantzen Beach Thunderbird. The fashion show will begin at 8:30 p.m. and the dance will begin at 9:30 p.m. The cost is \$7.50 each. Nordstrom is donating \$3,000 to pay the models' fees. The UL fiscal responsibilities are room rental, the band fee, and promotions. The room rental is based on how much liquor is sold during the evening. (Over \$3,000 in sales -- there is no room charge; \$1,000-\$2,999 in sales -- the room charge is \$450; under \$1,000 in sales -- the room charge is \$900.) The band's fee is \$700; however, it is expected that this amount will be covered through funds being solicited for that purpose. Promotion costs are approximately \$150. In summary, the League's expenses could be as high as \$1,800 or as low as \$150, depending upon liquor sales for the evening, how successful the collection for the band is, and attendance. Mathematically, if \$1,800 is the cost, 240 tickets must be sold. The Board is asked to participate by attending and selling tickets.

#### RED LION HIRING PRACTICES

The issue of the hiring practices of the Lloyd Center Red Lion Inn was discussed. From outside appearances, the number of minority employees does not reflect the number of minorities in the community where the Red Lion is located. George Rankins indicated that the local NAACP chapter had agreed to initiate discussions with the Red Lion regarding their hiring practices. He will contact the NAACP president for a progress report, and will make contact with the Red Lion management if necessary. Joel Smith stated that any contact made with the Red Lion should be made with an open mind, and not in an accusatory manner.

#### FINANCE COMMITTEE

Carol Lentz distributed the financial status report for the month ending October, 1982. Joel Smith indicated that actual expenditures compared to budgeted expenditures were on target. The final audit and management letter for year ending June 30, 1982 has been completed. All recommendations have been followed up on. Copies of the audit are available for Board perusal, but are not for general public use.

CONSTITUTION & BY-LAWS REVISION

Bill June reported that proposed changes in the Constitution include:

- ° Bringing objectives in line with revised mission statement.
- ° Stating specifically what a 501(c)(3) agency can and cannot do.
- ° Reducing the number of Board members from 30 to 15.
- ° Establishing an Advisory Council.
- ° Changing title of Executive Director to President.
- ° Changing titles of Board officers.
- ° Changing functions of the executive committee.

The working draft of the proposed Constitution was reviewed. The committee will redraft the Constitution, taking into consideration comments and suggestions made. The redraft will be available at the next meeting. The working draft of the proposed By-Laws will be reviewed at the next meeting.

EXECUTIVE DIRECTOR'S REPORT

1. To pursue funding for the Skills Training Center, a luncheon involving CEO's from the top 10-15 Portland corporations, the Director of the Bay Area Skills Training Center, and IBM regional representatives is being planned. (Details TBA.) Board members will be asked to make follow-up phone calls prior to the luncheon to answer any questions the CEO's may have and to confirm their attendance.

Regarding a site for the Skills Training Center -- Joel Smith stated that Termicold's data processing office will be vacating a building that may be appropriate for the center (it has a raised floor and air conditioning), however, it is not located in Northeast Portland. The feasibility of using the facility, the cost, etc., will be pursued.

2. The Senior Center has moved to its new location (4128 NE Union Avenue); the phone number remains the same (288-8338). Feel free to drop in for a visit.
3. Career Day, held November 13 at the University of Portland, was outstanding -- well over 200 students attended, with 40 corporations participating.
4. A monthly in-house newsletter has been started. Copies will be included in the next Board mailing.
5. Volunteers are being sought to assist with putting together a UL newsletter.

6. The Marriott has been selected as the site for the Western Regional Conference, April 8-10, 1983. The site for the annual dinner has not been determined, but will be held on April 7th.

CHAIRMAN'S REPORT

Chairman Kishimoto reported that he received a request from Grace Gallegos, Director of Impact, to have Linda Torrence appointed as the Urban League's representative to Impact's Advisory Council. Because the letter of request did not explain the significance of the proposed appointment, it was moved and seconded (Woolley-Moreland) that specific information regarding the request be obtained in writing; and that the discussion be deferred until the next meeting. The motion passed. Chairman Kishimoto will contact Grace Gallegos for the needed information; and in the meantime, Linda Torrence will attend Impact's Advisory Council meeting on November 22nd for informational purposes.

The meeting adjourned at 9:00 p.m.

Submitted by:

*Brenda Polk*

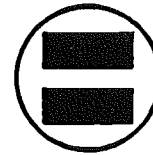
BRENDA POLK, EXECUTIVE SECRETARY  
Urban League of Portland

Reviewed and approved by:

*Bruce Posey*

BRUCE POSEY, SECRETARY  
Urban League Board of Directors





# The Urban League of Portland

## OFFICERS

Richard Kishimoto  
*Chair*

Benita Stroughter  
*First Vice Chair*

Clair Silver  
*Second Vice Chair*

Bruce Posey  
*Secretary*

Joel Smith  
*Treasurer*

Donny Adair  
*Member at Large*

Jeana Woolley  
*Member at Large*

## BOARD OF DIRECTORS

Gwen Blake  
Nellie Fox  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
Olvin Moreland  
Karen Noble  
John Pihlas  
Linda Rasmussen  
Robert Reed  
Rhobert Shaw  
Ben Talley  
Carl Talton  
Linda Torrence

Todd Sterling, Ad Hoc

## STAFF

Freddye Petelt  
*Executive Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

December 10, 1982

## M E E T I N G   N O T I C E

To:      Urban League Board of Directors

From:   Dick Kishimoto, Chairman

Re:      DECEMBER MEETING

The December meeting of the Urban League Board of Directors will be held on Wednesday, December 15, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. Please call Pauline or Brenda by Wednesday morning and let one of them know if you will be attending the meeting.

bp

~~~~~  
Please note the meeting agenda on the reverse  
of this notice.  
~~~~~

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS**

**DECEMBER 15, 1982  
6:00 P.M.**

**EMANUEL HOSPITAL -- RENHARD BOARD ROOM  
2801 NORTH GANTENBEIN**

---

**AGENDA**

- 1. Youth Service Center Update .....Avel Mayfield**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Committee Reports**
  - \* Personnel .....Ollie Moreland**
  - \* Finance.....Joel Smith**
  - \* By-Laws .....Bill June**
- 5. Executive Director's Report**
  - \* Proposed 1983-84 United Way Budget**
- 6. Chairman's Report**
- 7. Unfinished Business**
- 8. New Business**
- 9. Adjournment**

**\* \* \***

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING

June 16, 1982

The June meeting of the Urban League Board of Directors, held in the Renhard Board Room of Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:10 p.m. by Donny Adair, Member at Large.

The following Directors were in attendance: Benita Stroughter, Bruce Posey, Donny Adair, Jeana Woolley, Gwen Blake, Nellie Fox, Andrea Hollie, William June, Howard McElroy, Richard Miller, Ollie Moreland, Karen Noble, John Pihas, Todd Sterling, Ben Talley, and Linda Torrence.

The following Directors had excused absences: Dick Kishimoto, Lisa Manning, Rhobert Shaw, Clair Silver, and Joel Smith.

The following Directors were absent without excuse: Gayle Gemmell, Odessa Hendrix, Bill Hilliard, Linda Rasmussen, Robert Reed, Carl Talton, and Lou Williams.

Staff in attendance were Freddye Petett, Carol Lentz, and Brenda Polk.

Freddye introduced Carol Lentz, who was selected as the League's Finance Director. Carol will officially begin employment June 28th. Donny welcomed new Board member Karen Noble.

The minutes of the May 19th meeting were approved.

COMMITTEE REPORTS

Tennis Tournament

Donny Adair reported that discussions continue with Neil Goldschmidt and Nike regarding their commitment to donate prizes for the tournament. The tournament is listed on the City of Portland's list of upcoming events. A finalized report will be given at the July meeting.

Personnel

Gwen Blake distributed documents submitted by Ocie Trotter, of Standard Insurance, regarding a retirement program for UL staff. After a lengthy discussion, it was decided that it was in the best interest of the UL to get at least two other competitive quotes from other insurance companies. Suggested companies were Lincoln Life and Prudential.

It was moved and seconded (Hollie-Fox) to allow Freddye's continued participation in a private retirement plan for the current fiscal year. The motion passed.

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING**

**DECEMBER 15, 1982**

---

The December meeting of the Urban League Board of Directors, held in the Renhard Board Room at Emanuel Hospital, 2801 North Gantenbein, was called to order at 6:00 p.m. by Chairman Dick Kishimoto.

The following Directors were in attendance: Dick Kishimoto, Clair Silver, Joel Smith, Donny Adair, Bill June, Lisa Manning, Howard McElroy, Richard Miller, and Linda Torrence.

The following Directors were absent with excuse: Nellie Fox, Andrea Hollie, Ollie Moreland, John Pihas, Bruce Posey, Robert Reed, Benita Stroughter, and Jeana Woolley.

The following Directors were absent without excuse: Gwen Blake, Odessa Hendrix, Bill Hilliard, Karen Noble, Linda Rasmussen, Rhobert Shaw, Todd Sterling, Ben Talley, and Carl Talton.

The minutes of the November 17th meeting were approved.

**OVERVIEW OF NORTHEAST YOUTH SERVICE CENTER**

Avel Mayfield, Urban League Director of Youth Services, provided an overview of the Northeast Youth Service Center. The Center provides the following services and activities to youth ages 10-18:

- \* Personal, family, and group counseling.
- \* Diversion or assistance to youth who have been referred by the police or juvenile court.
- \* Parent involvement workshops.
- \* Employment assistance.
- \* Recreational activities (Jazmin Marching Band, Stars & Stripes Drill Team).
- \* Educational assistance and advocacy.
- \* Volunteer activities (Big Brother/Big Sister Program).

All services at the Center are free of charge. Office hours are 8:30 a.m. to 10:00 p.m. Monday through Friday, and 1:00 p.m. to 10:00 p.m. on Saturdays.

Contract service objectives accomplished in FY 1981-82 include:

- \* 690 unduplicated referrals were processed.
- \* 1,108 counseling hours were provided.
- \* 503 needs assessments were processed.
- \* 340 three-month follow-ups were completed.
- \* 714 youth participated in various youth projects.
- \* 155 youth were referred for tutoring.
- \* 1,109 youth participated in recreation activities.
- \* 471 youth received employment assistance.
- \* 85 youth participated in the Restitution Program.
- \* 71 parents participated in the parent support groups.
- \* 4,928 volunteer hours were contributed.

**URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING  
DECEMBER 15, 1982  
Page 2**

---

- \* 149 youth received education advocacy assistance.
- \* 26 public information activities were provided.
- \* 5,081 information and referral calls were answered.

The Center is currently underfunded, considering the client demographics of the service area. Minority youth in Northeast Portland are most likely to have multiple problems and most likely to have the most extensive range of problems. The City is presently attempting to come up with an allocation formula, taking into consideration the amount of juvenile crime in each of the five neighborhoods where youth service centers are located. However, budget cuts are anticipated in the 1982-83 fiscal year.

During the past year, Center staff members have received extensive culturally specific training in order to meet the needs of the clients being served. Many other agencies (schools, CSD, juvenile court), recognizing the expertise of the staff, regularly call on the Center for technical assistance and/or advice. Although the Center is overwhelmed by the number of youth needing assistance and resources continue to dwindle, NEYSC staff will continue to provide the best services possible.

**FINANCE COMMITTEE**

Joel Smith reported that all programs are either at or under their projected expenditures. The November 30th financial statement was distributed.

Carol Lentz reported on the investment account.

Carol also reported that the computer contract has been paid off, thereby saving a substantial amount in finance charges.

**CONSTITUTION & BY-LAWS REVISION COMMITTEE**

Bill June reported that he has revised the Constitution per the discussion from the last meeting. It was decided that the revisions of both the Constitution and the By-laws will be reviewed at the next meeting.

**EXECUTIVE DIRECTOR'S REPORT, Freddye Petett**

1. The CEO fundraising luncheon for the IBM Skills Training Center has been scheduled for Tuesday, December 21st, and will be hosted by Chuck Long at U.S. National Bank. Representatives from both Portland and San Francisco IBM will be in attendance. Responses to the letters of invitation are slowly coming in.

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING  
DECEMBER 15, 1982  
Page 3

2. Two houses have been offered to the Urban League. One from Mrs. and Mrs. James Tranch, at 741 North Beech, is offered free and clear. The other, from Mr. Ken Adair, at 4805 Northeast 14th Place, has a mortgage balance of \$25,500. Appraisals of both houses will be obtained before any Board action is requested.
3. Participated in a conference call with the UL Western Regional Conference Planning Committee to set the conference agenda. The conference will be held April 7-10 at the Marriott. The first session will begin at 1:30 p.m. on the 7th. One major issue to be discussed will be the dues structure.

The annual dinner will be April 7th at the Jantzen Beach Red Lion. NUL National President John E. Jacob will be the guest speaker.

4. United Way Budget

The proposed general fund portion of the United Way budget was presented. Carol explained that the budget was prepared to show how United Way dollars are being used in conjunction with the total agency. An 11 percent increase, which is justifiable because of the severe cutbacks received from other funding sources, is being requested. It was moved and seconded (Kishimoto-Silver) that this portion of the United Way budget be approved. The motion passed. Freddy indicated that a full United Way budget spread sheet will be prepared for the next meeting.

5. To-date a deficit of approximately \$192 was incurred on the fashion show. However, money from ticket sales is still coming in and it is expected that the break even point will be reached. Between 100-150 people were in attendance. Plans are that the fashion show become an annual event, and George Rankins has already made contacts for next year.

#### REQUEST FOR PROPOSAL -- DEVELOPMENT OF A BUSINESS INCUBATOR PROJECT

Freddy reported that the UL Economic Development Committee has met with a member of the Portland Development Commission regarding the RFP for redevelopment of the building at 3934 Northeast Union Avenue as an incubator project for small, minority, and female businesses in Northeast Portland.

Proposals are due to PDC BY March 10, 1983. Freddy indicated that technical assistance may be available from the NUL. After a lengthy discussion on the feasibility of submitting a proposal, the following motion was moved and seconded (Smith-Torrence): By the January Board meeting an UL staff person be selected to work with the Economic Development Committee in preparing the proposal. Also, the Economic Development Committee be authorized to hire a consultant at a cost not to exceed \$2,500. The motion passed.

URBAN LEAGUE OF PORTLAND  
BOARD OF DIRECTORS MEETING  
DECEMBER 15, 1982  
Page 4

PRESIDENT'S REPORT, Dick Kishimoto

1. Concerned about response to Tuesday's IBM fundraising luncheon. Board members who agreed to make follow-up calls to the corporations are urged to do so. Carol Lentz will be contacting those members for the results of their phone calls.
2. Board members are encouraged to keep their UL memberships up-to-date.
3. A very positive, informative article on board member Lisa Manning was printed in today's issue of This Week.

NEW BUSINESS

It was moved and seconded (McElroy-Smith) to select Dick Kishimoto as delegate and Benita Stroughter as alternate to the NUL Conference, July 30-August 3, 1983 in New Orleans. The motion passed.

The meeting adjourned at 7:50 p.m.

Submitted by:

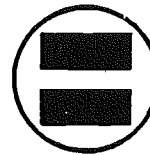
*Brenda Polk*

BRENDA POLK, Executive Secretary  
Urban League of Portland

Reviewed and Approved by

*Bruce Posey*

BRUCE POSEY, Secretary  
Urban League Board of Directors



# The Urban League of Portland

## OFFICERS

Richard Kishimoto  
*Chair*

Benita Stroughter  
*First Vice Chair*

Clair Silver  
*Second Vice Chair*

Bruce Posey  
*Secretary*

Joel Smith  
*Treasurer*

Donny Adair  
*Member at Large*

Jeana Woolley  
*Member at Large*

## BOARD OF DIRECTORS

Gwen Blake  
Nellie Fox  
Gayle Gemmell  
Odessa Hendrix  
William Hilliard  
Andrea Hollie  
William June  
Lisa Manning  
Howard McElroy  
Richard Miller  
Olvin Moreland  
Karen Noble  
John Pihls  
Linda Rasmussen  
Robert Reed  
Rhobert Shaw  
Ben Talley  
Cari Talton  
Linda Torrence

Todd Sterling, Ad Hoc

## STAFF

Freddye Petelt  
*Executive Director*

A NATIONAL  
URBAN LEAGUE  
AFFILIATE



A United Way Agency

404 COMMUNITY SERVICE CENTER  
718 West Burnside  
Portland, Oregon 97209  
(503) 224-0151

**November 9, 1982**

## M E E T I N G   N O T I C E

**To:      Urban League Board of Directors**

**From:   Dick Kishimoto, Chairman** *DK*

**Re:      NOVEMBER MEETING**

The November meeting of the Urban League Board of Directors will be held on Wednesday, November 17, 1982, at 6:00 p.m. at Emanuel Hospital in the Renhard Board Room. The minutes of the October meeting and the October monthly report will be distributed at the meeting. It would be very helpful if you would call Pauline or Brenda prior to the meeting regarding your ability to attend.

bp