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# **MERC Commission Meeting**

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August 4, 2021  
12:30 pm

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Zoom Virtual Meeting

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# Metro respects civil rights

Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes that ban discrimination. If any person believes they have been discriminated against regarding the receipt of benefits or services because of race, color, national origin, sex, age or disability, they have the right to file a complaint with Metro. For information on Metro’s civil rights program, or to obtain a discrimination complaint form, visit [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights) or call 503-813-7514. Metro provides services or accommodations upon request to persons with disabilities and people who need an interpreter at public meetings. If you need a sign language interpreter, communication aid or language assistance, call 503-797-1890 or TDD/TTY 503-797-1804 (8 a.m. to 5 p.m. weekdays) 5 business days before the meeting. All Metro meetings are wheelchair accessible. For up-to-date public transportation information, visit TriMet’s website at [www.trimet.org](http://www.trimet.org).

Thông báo về sự Metro không kỳ thị của Metro tôn trọng dân quyền. Muốn biết thêm thông tin về chương trình dân quyền của Metro, hoặc muốn lấy đơn khiếu nại về sự kỳ thị, xin xem trong [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Nếu quý vị cần thông dịch viên ra dấu bằng tay, trợ giúp về tiếp xúc hay ngôn ngữ, xin gọi số 503-797-1890 (từ 8 giờ sáng đến 5 giờ chiều vào những ngày thường) trước buổi họp 5 ngày làm việc.

Повідомлення Metro про заборону дискримінації Metro з повагою ставиться до громадянських прав. Для отримання інформації про програму Metro із захисту громадянських прав або форми скарги про дискримінацію відвідайте сайт [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights) або Якщо вам потрібен перекладач на зборах, для задоволення вашого запиту зателефонуйте за номером 503-797-1890 з 8.00 до 17.00 у робочі дні за п'ять робочих днів до зборів.

Metro 的不歧视公告 尊重民權。欲瞭解Metro民權計畫的詳情，或獲取歧視投訴表，請瀏覽網站 [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)。如果您需要口譯方可參加公共會議，請在會議召開前5個營業日撥打503-797-1890（工作日上午8點至下午5點），以便我們滿足您的要求。

Ogeysiiska takooris la’aanta ee Metro Metro waxay ixtiraamtaa xuquuqda madaniga. Si aad u heshid macluumaad ku saabsan barnaamijka xuquuqda madaniga ee Metro, ama aad u heshid warqadda ka cabashada takoorista, booqo [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Haddii aad u baahan tahay turjubaan si aad uga qaybqaadatid kullamada dadweynaha, wac 503-797-1890 (8 gallinka hore illaa 5 gallinka dambe maalmaha shaqada) shan maalmo shaqa ka hor kullanka si loo tixgaliyo codsashadaada.

Metro의 차별 금지 관련 통지서 Metro의 시민권 프로그램에 대한 정보 또는 차별 항의서 양식을 얻으려면, 또는 차별에 대한 불만을 신고 할 수 [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). 당신의 언어 지원이 필요한 경우, 회의에 앞서 5 영업일 (오후 5시 주중에 오전 8시) 503-797-1890를 호출합니다.

Metroの差別禁止通知 Metroでは公民権を尊重しています。Metroの公民権プログラムに関する情報について、または差別苦情フォームを入手するには、[www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)。までお電話ください公開会議で言語通訳を必要とされる方は、Metroがご要望に対応できるよう、公開会議の5営業日前までに503-797-1890（平日午前8時～午後5時）までお電話ください。

ការគោរពសិទ្ធិពលរដ្ឋរបស់ ។ សំរាប់ព័ត៌មានអំពីកម្មវិធីសិទ្ធិពលរដ្ឋរបស់ Metro ឬដើម្បីទទួលបានការបណ្តឹងរើសអើងសូមចូលទស្សនាការបង្ហាញ [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)។ បើសិនជាអ្នកត្រូវការអនុបកប្រែភាសានៅពេលអង្គបុគ្គលិកសាធារណៈ សូមទូរស័ព្ទមកលេខ 503-797-1890 (ម៉ោង 8 រឺក្នុងម៉ោង 5 ល្ងាច ថ្ងៃអាទិត្យ) ប្រាំពីរថ្ងៃមុនថ្ងៃដែលអ្នកចង់បានការបង្ហាញ។

إشعار بحقوق مدني من Metro الحقوق والمدنية للمزيد من المعلومات حول برنامج Metro للحقوق والمدنية أو لإبداء شكوى ضد تمييزي زعي رجى زيارة الموقع الإلكتروني [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). إن كنت بحاجة إلى مساعدة في اللغة، ي ج ب ع ل ي ك الاتصال مقدم ب رقم الهاتف 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل خمسة ( 5 ) أيام عمل من موعد الاجتماع.

Paunawa ng Metro sa kawalan ng diskriminasyon Iginagalang ng Metro ang mga karapatang sibil. Para sa impormasyon tungkol sa programa ng Metro sa mga karapatang sibil, o upang makakuha ng porma ng reklamo sa diskriminasyon, bisitahin ang [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Kung kailangan ninyo ng interpreter ng wika sa isang pampublikong pulong, tumawag sa 503-797-1890 (8 a.m. hanggang 5 p.m. Lunes hanggang Biyernes) lima araw ng trabaho bago ang pulong upang mapagbigyan ang inyong kahilingan. Notificación de no discriminación de Metro.

Notificación de no discriminación de Metro Metro respeta los derechos civiles. Para obtener información sobre el programa de derechos civiles de Metro o para obtener un formulario de reclamo por discriminación, ingrese a [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Si necesita asistencia con el idioma, llame al 503-797-1890 (de 8:00 a. m. a 5:00 p. m. los días de semana) 5 días laborales antes de la asamblea.

Уведомление о недопущении дискриминации от Metro Metro уважает гражданские права. Узнать о программе Metro по соблюдению гражданских прав и получить форму жалобы о дискриминации можно на веб-сайте [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Если вам нужен переводчик на общественном собрании, оставьте свой запрос, позвонив по номеру 503-797-1890 в рабочие дни с 8:00 до 17:00 и за пять рабочих дней до даты собрания.

Avizul Metro privind nediscriminarea Metro respectă drepturile civile. Pentru informații cu privire la programul Metro pentru drepturi civile sau pentru a obține un formular de reclamație împotriva discriminării, vizitați [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Dacă aveți nevoie de un interpret de limbă la o ședință publică, sunați la 503-797-1890 (între orele 8 și 5, în timpul zilelor lucrătoare) cu cinci zile lucrătoare înainte de ședință, pentru a putea să vă răspunde în mod favorabil la cerere.

Metro txoj kev ntxub ntxaug daim ntawv ceeb toom Metro tributes cai. Rau cov lus qhia txog Metro txoj cai kev pab, los yog kom sau ib daim ntawv tsis txaus siab, mus saib [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Yog hais tias koj xav tau lus kev pab, hu rau 503-797-1890 (8 teev sawv ntxov txog 5 teev tsaus ntuj weekdays) 5 hnub ua hauj lwm ua ntej ntawm lub rooj sib tham.



Karis Stoudamire-Phillips  
Chair

John Erickson  
Vice chair

Deidra Krys-Rusoff  
Secretary-treasurer

Damien Hall

Ray Leary

Dañel Malán

Deanna Palm

## Meeting Agenda

August 4, 2021

12:30 to 2:30 p.m.

Zoom | Webinar ID: 899 5156 1451

<b>12:30 p.m.</b>	<b>Call to Order and Roll Call</b>
<b>12:35</b>	<b>Citizen Communication</b>
<b>12:40</b>	<b>Commission / Council Liaison Communications</b>
<b>12:45</b>	<b>COO Communications</b> Marissa Madrigal and Andrew Scott
<b>12:55</b>	<b>Financial Report</b> Brian Kennedy
<b>1:00 p.m.</b>	<b>Venues Business Reports</b> Matthew P. Rotchford, Robyn Williams, Craig Stroud
<b>1:15</b>	<b>Consent Agenda</b> <ul style="list-style-type: none"><li>Record of MERC Actions, June 2, 2021</li></ul>
<b>1:20</b>	<b>Action Agenda</b> <ul style="list-style-type: none"><li><b>Resolution 21-05</b> – To approve an increase in parking fees at the Portland Expo Center (Expo). Clark Moss</li></ul>
<b>1:25</b>	<b>OCC Racial Equity Action Plan Update</b> Michelle Hedegard
<b>1:40</b>	<b>Expo Development Opportunity Study Update</b> Paul Slyman

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# **MERC Commission Meeting**

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August 4, 2021  
12:30 pm

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Financial Report

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# Memorandum

Date: July 28, 2021  
To: Commissioner Karis Stoudamire-Phillips, Chair  
Commissioner John Erickson, Vice Chair  
Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer  
Commissioner Damien Hall  
Commissioner Ray Leary  
Commissioner Dañel Malán  
Commissioner Deanna Palm  
Councilor Christine Lewis  
From: Brian Kennedy – Chief Financial Officer  
Subject: June 2021 Financial Update

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The financial situation for the venues remains essentially the same through June. Activity from vaccination sites and the Sportsman show are positive and venue spending continues to be below budget. The combination of these factors is resulting higher projected ending balances at year end. Both Portland's and Portland Expo are projected to finish the fiscal year slightly better than was projected in April.

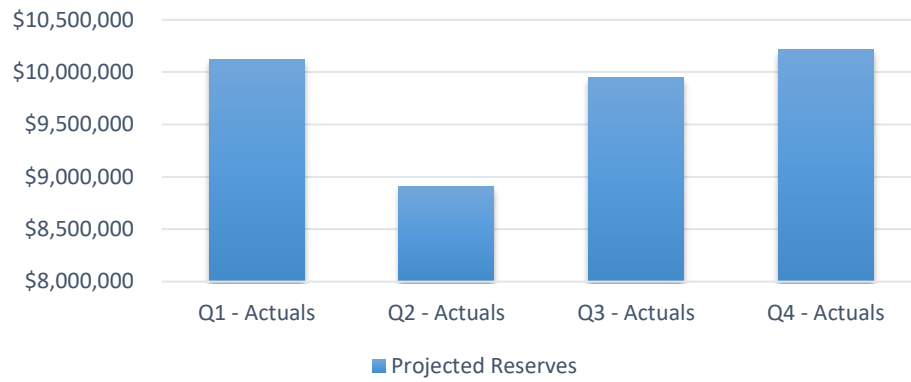
Expenses related to reopening will be starting to appear in the financial reports and will likely show some short-term declines in financial performance until event revenues start to materialize. Hotel occupancy appears to be beginning to trend in a more positive direction and transient lodging tax from the County Excise Tax Fund also appears to be trending up.

Staff submitted an application for the Shuttered Venue Operators Grant funded by the recent COVID-19 relief bill for Portland's. Last week, the Small Business Administration notified staff that Portland's had been awarded \$7,959,330. The maximum grant per venue is \$10 million. This grant revenue is not yet included in the Portland's projected reserves. Staff is exploring whether there is an opportunity to submit a request for additional funding in a supplemental grant award cycle.

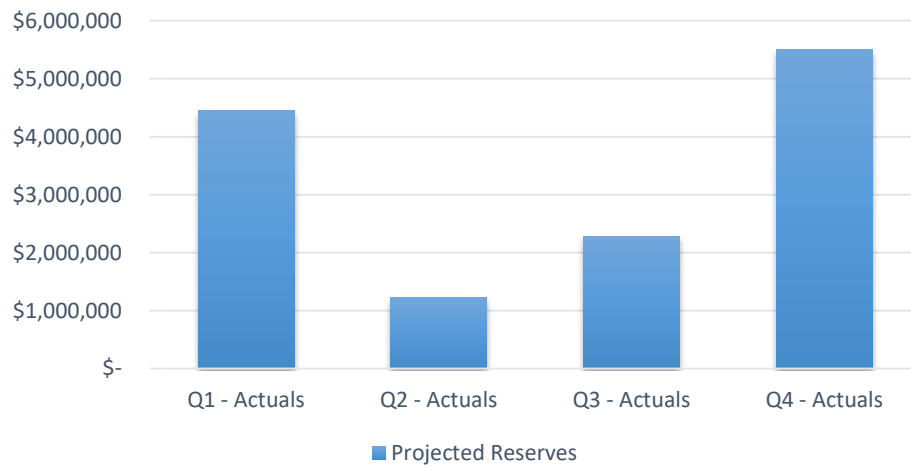
The financial information included this month will be updated as the year-end closing process continues.



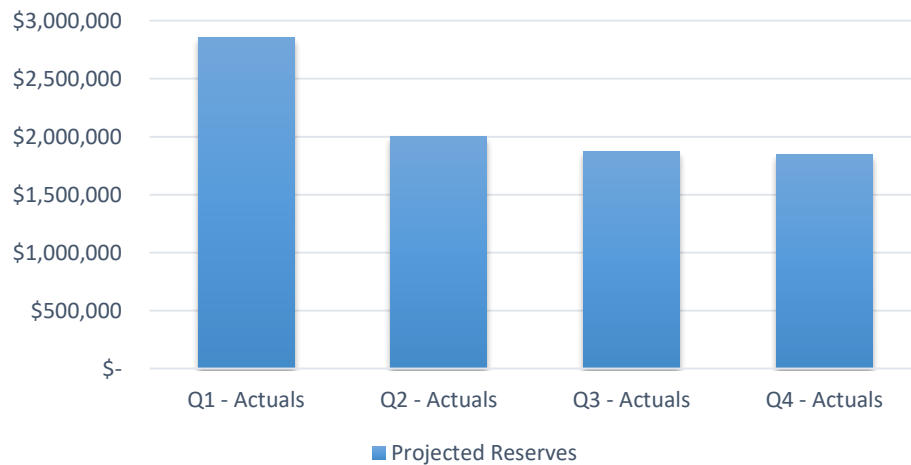
### OCC Reserves



### Portland's5 Reserves



### Expo Reserves



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

June 2021

June 2021	Annual Budget	Year-End by QTR					Variance
		Q1 - Actuals	Q2 - Actuals	Q3 - Actuals	Q4 - Actuals	Full Year	
Operations							
Charges for Services	5,498,000	426,313	503,202	693,338	735,874	2,358,728	(3,139,272)
Local Government Shared Revenues	3,338,000	-	944,906	2,105,595	2,113,050	5,163,551	1,825,551
Grants	735,000	(177,957)	90,925	885,051	10,750	808,768	73,768
Interest Earnings	162,322	50,569	58,770	31,429	32,456	173,225	10,903
Miscellaneous Revenue	-	2,872	8,257	8,160	34,090	53,380	53,380
Transfers-R	3,296,669	294,843	624,781	1,188,522	1,188,523	3,296,669	-
Total Revenues	13,029,991	596,640	2,230,841	4,912,096	4,114,744	11,854,321	(1,175,670)
Personnel Services	4,340,153	1,062,045	1,224,060	1,163,746	1,354,942	4,804,794	464,641
Materials and Services	10,998,500	717,330	1,152,456	1,629,921	1,446,905	4,946,612	(6,051,888)
Transfers-E	4,377,113	1,138,681	1,123,261	1,068,268	1,046,903	4,377,113	-
Total Expenditures	19,715,766	2,918,056	3,499,778	3,861,936	3,848,750	14,128,519	(5,587,247)
Net Operations	(6,685,775)	(2,321,416)	(1,268,937)	1,050,161	265,994	(2,274,198)	4,411,577
Capital							
Total Revenues	-	12,818	12,818	(25,636)	2,595	2,595	2,595
Total Expenditures	-	64,824	(42,728)	(11,398)	(3,136)	7,562	7,562
Net Capital	-	(52,006)	55,546	(14,238)	5,731	(4,967)	(4,967)
Change in Fund Balance	(6,685,775)	(2,373,422)	(1,213,391)	1,035,923	271,725	(2,279,165)	4,406,610
Beginning Fund Balance	12,497,327	12,497,327	10,123,905	8,910,514	9,946,437	12,497,327	12,497,327
Ending Fund Balance	5,811,552	10,123,905	8,910,514	9,946,437	10,218,162	10,218,162	

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

June 2021

June 2021		Annual Budget	Year-End by QTR					Variance
			Q1 - Actuals	Q2 - Actuals	Q3 - Actuals	Q4 - Actuals	Full Year	
Operations								
Charges for Services		1,878,572	367,187	619,005	396,714	583,312	1,966,218	87,646
Local Government Shared Revenues		115,000	-	-	-	115,000	115,000	-
Grants		145,000	(53,418)	23,672	202,078	1,950	174,282	29,282
Interest Earnings		28,500	12,467	16,407	6,258	6,001	41,133	12,633
Miscellaneous Revenue		-	79	11,356	10,708	1,544	23,688	23,688
Transfers-R		483,068	56,361	96,130	165,288	165,289	483,068	-
	Total Revenues	2,650,140	382,677	766,571	781,046	873,096	2,803,390	153,250
Personnel Services		517,357	123,358	176,356	152,395	242,159	694,268	176,911
Materials and Services		2,840,000	307,109	321,933	570,526	401,429	1,600,998	(1,239,002)
Transfers-E		1,795,653	187,872	1,158,295	194,796	254,690	1,795,653	-
	Total Expenditures	5,153,010	618,339	1,656,584	917,717	898,278	4,090,918	(1,062,092)
Net Operations		(2,502,870)	(235,662)	(890,013)	(136,672)	(25,181)	(1,287,528)	1,215,342
Capital								
	Total Revenues	-	2,076	37,924	-	-	40,000	40,000
	Total Expenditures	11,000	19,814	(6,594)	158	-	13,379	2,379
Net Capital		(11,000)	(17,738)	44,518	(158)	-	26,621	37,621
Change in Fund Balance		(2,513,870)	(253,400)	(845,495)	(136,830)	(25,181)	(1,260,907)	1,252,963
Ending Fund Balance		590,615	2,851,085	2,005,590	1,868,760	1,843,578	1,843,578	



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts

June 2021

June 2021	Annual Budget	Year-End by QTR					
		Q1 - Actuals	Q2 - Actuals	Q3 - Actuals	Q4 - Actuals	Full Year	Variance
Operations							
Charges for Services	2,852,779	(61,726)	14,124	136,351	50,648	139,396	(2,713,383)
Local Government Shared Revenues	402,000	-	81,787	182,251	292,398	556,436	154,436
Contributions from Governments	2,581,313	-	-	1,292,332	1,092,332	2,384,664	(196,649)
Contributions from Private Sources	-	-	-	-	1,000	1,000	1,000
Grants	735,000	(167,732)	7,944	785,825	5,250	631,287	(103,713)
Interest Earnings	78,623	34,445	21,314	9,224	10,854	75,837	(2,786)
Miscellaneous Revenue	40,756	43,410	(3,501)	(4,231)	14,446	50,124	9,368
Transfers-R	3,236,310	143,346	295,193	598,887	2,198,884	3,236,310	-
Total Revenues	9,926,781	(8,257)	416,861	3,000,639	3,665,811	7,075,054	(2,851,727)
Personnel Services	2,349,913	598,321	635,228	507,707	707,606	2,448,862	98,949
Materials and Services	4,989,000	(127,289)	387,568	647,219	390,198	1,297,697	(3,691,303)
Transfers-E	1,981,820	555,759	470,421	477,825	477,815	1,981,820	-
Total Expenditures	9,320,733	1,026,792	1,493,218	1,632,751	1,575,620	5,728,379	(3,592,354)
Net Operations	606,048	(1,035,048)	(1,076,356)	1,367,888	2,090,191	1,346,674	740,626
Capital							
Total Revenues	4,390,353	2,003,837	(871,162)	1,753,840	1,628,840	4,515,355	125,002
Total Expenditures	8,566,127	2,496,447	1,278,481	2,056,416	496,324	6,327,667	(2,238,460)
Net Capital	(4,175,774)	(492,610)	(2,149,643)	(302,576)	1,132,516	(1,812,312)	2,363,462
Change in Fund Balance	(3,569,726)	(1,527,658)	(3,225,999)	1,065,312	3,222,707	(465,638)	3,104,088
Beginning Fund Balance - Operating	1,929,275	1,929,275	894,227	(182,130)	1,185,758	1,929,275	
Beginning Fund Balance - Capital	4,045,000	4,045,688	3,553,078	1,403,435	1,100,860	4,045,688	
Total Ending Fund Balance	2,404,549	4,447,305	1,221,306	2,286,618	5,509,325	5,509,325	

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# **MERC Commission Meeting**

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August 4, 2021  
12:30 pm

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Venue Business Reports

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## MERC Monthly Business Report - OCC Report August 4, 2021

### 1. Mass Vaccination Site

This chart shows the number of vaccines by month made possible through the efforts of Team OCC in supporting the All4Oregon vaccination clinic from January through June. Incredible numbers to be proud of!



### 2. Inclement Weather Heat Shelter

OCC was once again called upon to support shelter needs for residents of our region to escape the record heat wave in early July. Multnomah County operated the shelter in several halls of OCC which provided cool space and overnight shelter to hundreds of individuals, as well as a few pets. We continue to communicate with Multnomah County and the Joint Office of Homeless Services on roles and responsibilities to improve the shelter experience and safety for all stakeholders.

### 3. Renewed Client Discussions about Future Events

The OCC team continues to discuss future events with clients and we have clients contracted and planning to proceed. Here is the current schedule for August and September. October and November are busy, too. We expect most events to proceed, but many variables are in play with the COVID-19 Delta Variant emerging, as well as clients assessing their own situations.

#### August (2 events)

Farwest

UTC Telecom Conference

## **September (20 events)**

Northwest Facilities Expo  
OHSU White Coat Ceremony  
Rose City Comic Con  
DJC TopProjects  
TriMet Hiring Event  
Hispanic Heritage Dinner  
Oregon Health Care Assoc.  
House & Outdoor Living  
US Citizenship Ceremony  
PCC Structural Dinner  
World Wide Dreambuilders  
AcroLove World Gathering  
Materials Show  
GeekCraft Expo  
NHRMA Conference  
DigitalSummit  
Multifamily NW (Spectrum 202)  
OnPoint Lead Meeting  
Fastest Growing Private 100 Awards  
Children's Cancer Gala

## **4. Staff Recalls and Rehires**

Given the return of meetings, conventions and consumer/industry shows, we are building back our teams. As you can imagine, we have been planning and looking forward to this opportunity for more than a year. We have spent a lot of time and energy in the past 15 months creating, reviewing, or improving our onboarding and staff training programs. Both returning coworkers and new hires will be onboarded and supported with training for success. So much has been changed and optimized with technology and our adoption of new procedures. We are excited!

### **July**

1 FTE Event Manager I  
1 FTE Event Manager II

### **August**

1 FTE Front Desk Receptionist  
12 FTE Utility Workers  
1 FTE Utility Maintenance Worker  
1 FTE Telecom/IS Technician  
1 FTE Event Manager I  
Variable Hour AV Techs  
Variable Hour Event Custodians  
Variable Hour Utility Workers

### **September**

1 FTE Director of Event Operations  
3 FTE Setup Supervisors

# PORTLAND'5

## CENTERS FOR THE ARTS



### Portland'5 Centers for the Arts MERC Business Report August 2021



On July 21<sup>st</sup> P5 received notice of award for the Shuttered Venue Operators Grant. P5 received all but \$8000 of their \$8 million request. This money will go a long way in funding P5's reopening and helping them get their feet underneath them as they work to rebuild business. Huge thanks to Caleb Ford and Rachael Lembo for their hard work on the application!!!!



Recalling staff and filling vacancies have been a top priority in June and July. Engineers were the first to come back as they worked to bring the buildings back to life after 15 months of dormancy. Life safety systems are being tested, air and water testing was completed (all good!) and HVAC systems are ramping up to full. The custodial crew was next as they take inventory, restock supplies and train on all the protocols required by the GBAC Star accreditation. Early August will see a lot of retraining of admissions staff in emergency refresher training as well as their role in the GBAC Star procedures. Stagehands are currently bringing all stage equipment on line, doing maintenance and preparing the stages for events. P5 is coming back with 10 fewer positions after months of discussing how we can operate more efficiently, effectively and sustainably. Staff was able to take advantage of a number of trainings-“Equity in Career Advancement”, “Why Pronouns Matter”, “Introduction to Bystander Intervention”

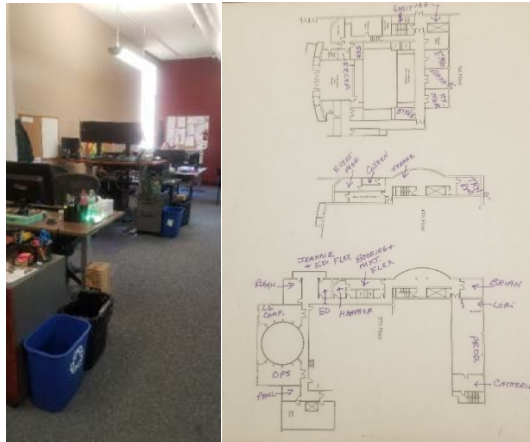
PORTLAND 5  
ARLENE SCHNITZER  
CONCERT HALL

PORTLAND 5  
KELLER  
AUDITORIUM

PORTLAND 5  
NEWMARK  
THEATRE

PORTLAND 5  
WINNINGSTAD  
THEATRE

PORTLAND 5  
BRUNISH  
THEATRE



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portland5.com



# PORTLAND'5

CENTERS FOR THE ARTS



Buh bye....



**MERC Commission Business Report for August 4, 2021 Meeting  
Portland Expo Center – Matthew P. Rotchford, Executive Director**

**Events / Sales Awareness**

- The Expo Center in partnership with Hollywood Theatre will present the 7<sup>th</sup> Annual PDX Drive-in Movie Spectacular, presented by Xfinity from July 29-August 28. For a full list of movies and live entertainment visit [www.expomovies.com](http://www.expomovies.com) Expo and Hollywood Theatre have gained roughly \$35K in sponsorship for the 5 week event and ticket sales are strong for most films. Options for additions and new partners are under review for September to expand the regional community event.
- Cirque du Soleil will return to the Expo campus in the summer of 2022. We are awaiting some finalization with TriMet before their permit process begins. This activates a use renewal of our 10 year agreement with Cirque.
- Expo and OMA are working to finalize multi-year agreement options for Expo major client that include some of our most profitable and popular events from the Sportsmen's Show to CEVA, Home and Garden to RV shows. Three year agreements secure business and allows clients to confirm the exhibitor base.

**Building / Department Awareness**

- The Expo team toured our OMA representatives and Chief of Staff Kristin Dennis in regards to City and County inquiries regarding a Safe-Rest location. Discussions are in early stages with more information to come.
- In coordination with MCDD, the Army Corps of Engineers and BES, the Expo is working with MCDD to coordinate repair discussions regarding the levy per the Army Corps plan.
- Expo met with BES regarding their desire to move forward with a Pump Station location at the southernmost property – more follow-up meetings continue.

**Capital Project Updates**

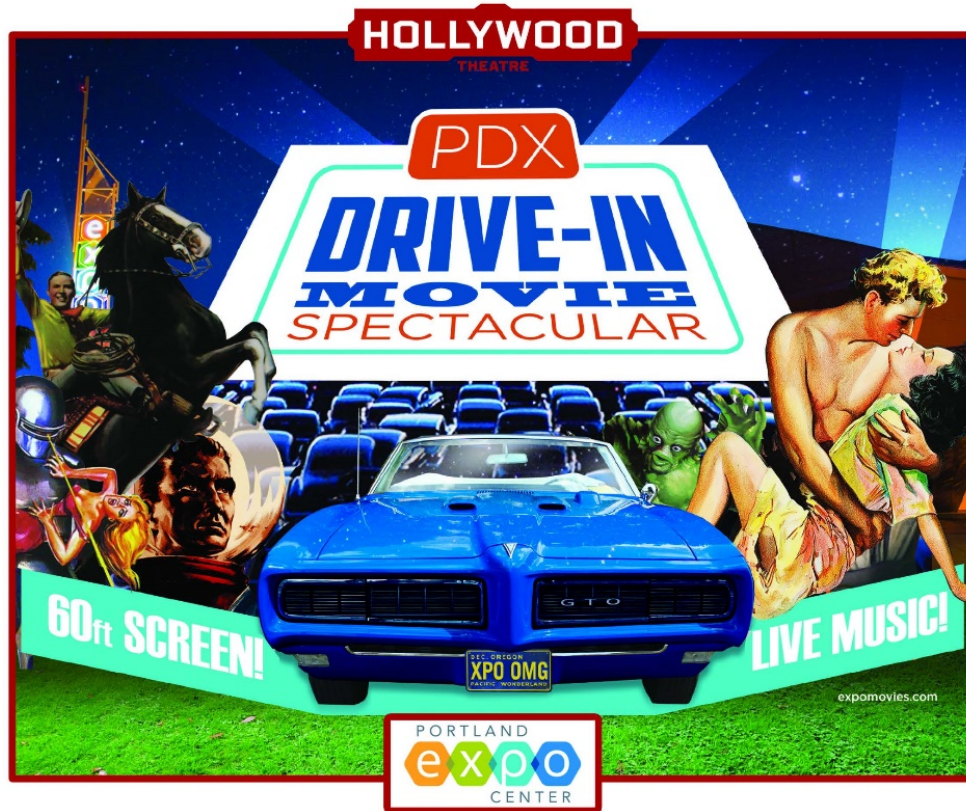
- Food and beverage and other equipment that have reached end-of-life are in the process of proper disposal, recycling or donation.
- In partnership through an IGA with Multnomah County, numerous life/safety repairs were completed for Hall C that exceeded our expectations.

**Staff / Partners**

- Expo welcomed back Brian Joerg, Event Manager II to return to his full-time position and he already is supporting the Stumptown Dog Show, the NW Food Show and others. Chris Fruhling returns as a variable hour part time Event Manager supporting the drive-in movies and weekend events. Additional show support hires are currently underway with assistance from Metro HR and Finance.
- We are also welcoming a new full-time Edlen Electrical Events Manager, Julia Inman. Welcome Julia!







presented by:  
**xfinity**

**CAR LOAD TICKETS \$40**

Includes entry for 1 car  
and up to 5 people

**INDIVIDUAL TICKETS \$10**

Includes entry for 1 pedestrian,  
cyclist or Max-rider

**FULL MOVIE & MUSIC LINE-UP:**



**expomovies.com**

sponsored by:



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# **MERC Commission Meeting**

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August 4, 2021  
12:30 pm

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Consent Agenda

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**Metropolitan Exposition Recreation Commission**  
**Record of MERC Commission Actions**  
June 2, 2021  
Virtual Zoom Meeting

<b>Present:</b>	Karis Stoudamire-Phillips, John Erickson, Deidra Krys-Rusoff, Damien Hall, Ray Leary, Deanna Palm
<b>Absent:</b>	Dañel Malán
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order Chair Stoudamire-Phillips at 12:34.
<b>1.0</b>	<b>Quorum Confirmed</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>Opportunity for Public Comment on Agenda and Non-Agenda items</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>3.0</b>	<b>Commission and Council Communications</b> <ul style="list-style-type: none"> <li>Commissioner Krys-Rusoff thanked the venues staff for all their work supporting community needs over the last year and a half.</li> <li>Councilor Lewis celebrated the recent milestone of half a million vaccines given at OCC. She shared the first annual report for the housing bond work was released last month and noted the program was able to leverage funds for 19 different developments which totals over 2000 affordable units. Parks and Nature programs have appointed a new oversight committee for bond and levy funds. Look for ribbon cuttings this summer / fall for Chehalem Ridge and Newell Creek Canyon nature parks.</li> </ul>
<b>4.0</b>	<b>GM Communications</b> Scott Cruickshank provided the following updates: <ul style="list-style-type: none"> <li>Scott invited Marissa Madrigal to provide a COO update and outline the upcoming GM transition.</li> <li>Paul Slyman provided an update on the Expo Development Opportunity Study.</li> </ul>
<b>5.0</b>	<b>Financial Report</b> Brian Kennedy presented a financial update. <ul style="list-style-type: none"> <li>Commissioner Krys-Rusoff noted the significant decrease in materials and services usage and asked for clarification. Kennedy responded all venues budgets are a combination of fixed and variable costs, such as cost related to hosting shows, so the decrease is due to much less venue activity.</li> </ul>
<b>6.0</b>	<b>Venue Business Reports</b> Matthew P. Rotchford, Craig Stroud and Robyn Williams reported on business at the venues during the past month. <ul style="list-style-type: none"> <li>Chair Stoudamire-Phillips shared that she is excited to hear of staff beginning to be brought back to venue positions.</li> <li>Commissioner Erickson asked about P5's volunteers returning. Williams responded that with very few exceptions they all want to return.</li> <li>Commissioner Krys-Rusoff asked about any updates or guidance from the State around expectations on capacity. Williams responded that they have not received much guidance and reiterated that the theaters cannot open if social distancing is a requirement.</li> </ul>
<b>7.0</b>	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li><b>Record of MERC Actions, April 7, 2021</b></li> </ul> <p><b>A motion was made to approve the Consent Agenda.</b></p> <p><b>VOTING:    AYE: 6 (Stoudamire-Phillips, Erickson, Krys-Rusoff, Hall, Leary and Palm)</b>  <b>              NAY: 0</b></p>

	<b>MOTION PASSED</b>
<b>8.0</b>	<p><b>Action Agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Resolution 21-04: To Approve Facility Rental Rates for the Fiscal Years 2022 - 2024 at the Portland Expo Center (Expo).</b> Presented by Alicia Crawford</li> </ul> <p><b>A motion was made by Commissioner Erickson and seconded by Commissioner Kryz-Rusoff to approve the Action Agenda.</b></p> <p><b>VOTING:    AYE: 6 (Stoudamire-Phillips, Erickson, Kryz-Rusoff, Hall, Leary and Palm)</b>  <b>              NAY: 0</b></p> <p><b>MOTION PASSED</b></p>
<b>9.0</b>	<p><b>Metro DEI Program update</b> Raahi Reddy, Cassie Salinas and Nyla Moore presented</p> <ul style="list-style-type: none"> <li>• Chair Stoudamire-Phillips asked how many staff members are participating in the Metro POC, Black and Pride ERGs. Moore responded somewhere between 80 and 100 people. Stoudamire-Phillips asked if staff are able to participate on company time and Moore responded yes, and co-chairs will be financially compensated for their additional efforts.</li> <li>• Commissioner Kryz-Rusoff asked for specifics on working with the venues on hiring practices as we reopen. Reddy responded that they are using the Metro racial equity framework to apply to projects, programs and budgets. The framework acts as a consistent connector across the agency.</li> </ul>
<b>10.0</b>	<p><b>Travel Portland Quarterly Report</b> <b>Greg Newland and James Jesse presented</b></p> <ul style="list-style-type: none"> <li>• Chair Stoudamire-Phillips asked about the search for the new creative services firm. Newland responded that they received 24 RFI responses. A local firm of 10 years with roughly 30 staff members was selected.</li> <li>• Commissioner Kryz-Rusoff thanked Travel Portland for all their support of local businesses.</li> </ul>
	As there was no further business to come before the Commission, the meeting was adjourned at 2:11 p.m. p.m.

Minutes submitted by Amy Nelson.

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# **MERC Commission Meeting**

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August 4, 2021  
12:30 pm

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Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 21-05**

Approval to increase parking fees at the Portland Expo Center (Expo).

**WHEREAS**, the Metropolitan Exposition Recreation Commission (Commission) sets the parking fees for Commission facilities; and

**WHEREAS**, Expo staff recommends that the Commission increase Expo's parking fees in accordance with market rates in the region and other expense factors.

**WHEREAS**, this fee adjustment will have a positive impact on the budget of the Portland Expo Center, and;

**BE IT THEREFORE RESOLVED**, that the Commission approves the Expo's parking fee structure for fiscal years 2022, 2023 and 2024.

Passed by the Commission on August 4, 2021

Approved as to form:

Carrie MacLaren, Metro Attorney

\_\_\_\_\_  
Chair

By: \_\_\_\_\_

Nathan A. S. Sykes, Deputy Metro Attorney

\_\_\_\_\_  
Secretary/Treasurer

## MERC Staff Report

**Agenda Item:** Approving Parking Fees for the Fiscal Years 2022-2024 at the Portland ExpoCenter

**Resolution No.:** 21-05

**Presented By:** Matthew P. Rotchford

**Date:** August 4, 2021

### **Background and Analysis:**

The Expo Center maintains roughly 2,500 parking spaces on our 53 acre campus at considerable yearly capital expense. The facility, each year, reinvests in the parking lot maintenance, landscaping, signage and technologies that ultimately serve our shared customers. The revenue from our parking operation, managed in part by our professional parking partner, Reef Parking; represent a critical portion of how our unique business model remains successful. In addition, and at the request of our clients, we have also added the functionality of on-line advance parking sales via our partners ParkHub and TicketsWest. This functionality speeds our intake to events and provides patrons pre-sale convenience.

The Expo Center's attendee parking fee and exhibitor rates were last increased to match at \$10 in 2019. Adding the on-line component for parking as well as other increases in labor and maintenance also increases expenses, and we recommend an increase to \$12 for attendees and exhibitor rates that will match both on-line and on-site sales.

At the discretion of the Expo Executive Director or at the recommendation of the Expo Parking and Ticketing Manager; the parking rate may decrease as low as \$10 or increase as much as \$15 for specialty events, volume sales or other conditions that consider needs of equity and or economic impacts. These variance approvals must be in writing and otherwise patron and exhibitor parking rates would remain consistent on-line and on-site at \$12 per space, per day with no overnight parking allowed without authorization.

**Fiscal Impact:** We based our revenue assumptions on a full calendar of events from the FY19 (Non-COVID) calendar. We anticipate that this action will increase our overall parking revenue by 15 percent, taking into account the impacts of COVID-19.

**Recommendation:** Staff recommends that the Metropolitan Exposition Recreation Commission approve the Portland Expo Center General Parking Fees to \$12 for attendees and exhibitors for FY22-FY24. These rates will match both on-line and on-site sales. Specialty event variances are to be approved in writing at the discretion of the Expo Executive Director.

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# **MERC Commission Meeting**

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August 4, 2021  
12:30 pm

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OCC Racial Equity Action Plan  
Update

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CHANGING

OREGON

Oregon  
Convention  
Center

WE ARE  
FORWARD  
THINKING



Oregon  
Convention  
Center

Oregon Convention Center

# RACIAL EQUITY ACTION PLAN

2019-2025

[oregoncc.org](http://oregoncc.org)

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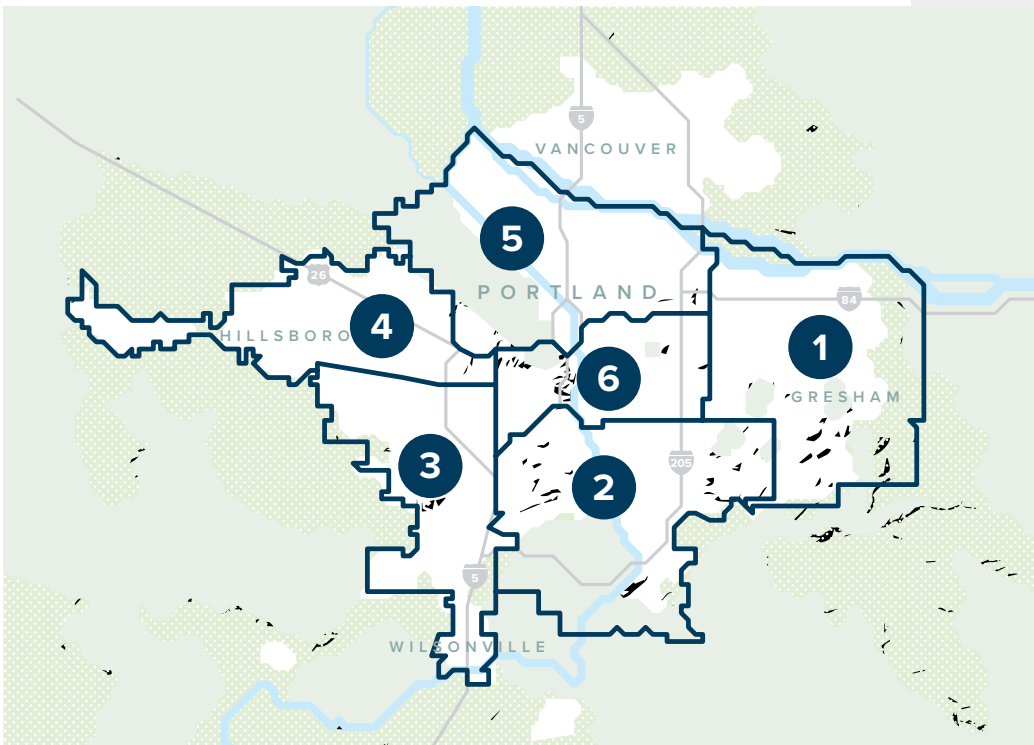
If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car—we’ve already crossed paths.

**So, hello. We’re Metro—nice to meet you.**

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future.

**Stay in touch with news, stories and things to do.**  
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**Metro Council President**

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Shirley Craddick, District 1

Christine Lewis, District 2

Gerrit Rosenthal, District 3

Juan Carlos González, District 4

Mary Nolan, District 5

Bob Stacey, District 6

**Auditor**

Brian Evans





## FROM THE EXECUTIVE DIRECTOR

The Oregon Convention Center is a premier event facility that leads sustainability practices for the meetings and conventions industry in the United States; now we are called to lead in ways that create better outcomes for people, especially systemically oppressed communities in our region. As the largest convention center in the Pacific Northwest, we know that to achieve greater equity in our region—and the mission of the Oregon Convention Center—we must first address the barriers faced by communities of color that were created through a long history of discriminatory policies.

Many of you have invested your time to help OCC create an equity action plan, developed by assessing all aspects of our work through a racial equity lens. Now it is time to put that plan into action. No matter what our role and connection to OCC, each of us has an important job to do to create conditions that allow everyone to flourish and participate in delivering world-class events. Over the next five years, we will learn, act, measure and adapt on the path to creating a better future. Thank you for joining me on this journey and advancing racial equity, diversity and inclusion at the Oregon Convention Center and in our communities.

# ABOUT US

## OREGON CONVENTION CENTER

The Oregon Convention Center is in and of greater Portland. We are owned and operated by Metro and managed through the Metropolitan Exposition Recreation Commission, so we don't just reflect greater Portland's values – we actually help fund and fuel progress here. Like the region itself, our dedication to serve people and our planet in the best ways possible demands that we constantly be on the move, that we stay open-minded and maintain an inexhaustible supply of creativity.

## OUR MISSION

Inspired by our region and located in the heart of Portland, the OCC is a gathering place for our guests to share their ideas and shape the future of our world. We're passionate about advancing equity and prosperity, supporting our environment and cultivating meaningful relationships in our community.

## METRO

Whether your roots in the region run generations deep or you moved to Oregon last week, you have your own reasons for loving this place – and Metro wants to keep it that way. Help shape the future of the greater Portland region and discover tools, services and places that make life better today.

## LAND ACKNOWLEDGMENT

The greater Portland area rests on traditional village sites of many Indigenous Peoples who made their homes and villages here to harvest and use the plentiful natural resources of the region. The unique conditions and location of these resources on the planet have helped to support a vast population of wildlife and humans. Migratory birds and insects have been using these resources as a crucial stopping and refueling point for their seasonal 1,000+ mile journeys. The Indigenous communities of the greater PNW region have honored, protected and stewarded these resources for thousands of years before European settlers knew these lands existed. We take this opportunity to honor the Indigenous Peoples who cared for this land since time immemorial and their families who continue to remind us that living in a place creates responsibilities to the land, water, air, animals and people of that place.

## THANK YOU

Thank you to the following contributors from the Oregon Convention Center, Metro and their partners including:

### OREGON CONVENTION CENTER

Craig Stroud  
*Executive Director*

Cindy Wallace  
*Director of Strategy  
& Business Development*

Matt Uchtman  
*Director of Facilities  
& Operations*

Michelle Hedegard  
*Equity & Belonging  
Program Manager*

Nick Brown  
*Public Safety Manager*

Ryan Harvey  
*Equity Program Manager  
2019-2020*

Barbara Scott  
Kimberley Luoto  
Alex Zapien  
Lisa Yimm  
Peggy Tabizon  
Lesa Pence  
*OCC Equity Team, 2019-2020*

### METRO

Heather Back  
*Metro Visitor Venues  
Communications and Policy  
Development*



## **WE ARE A CENTER IN MOTION**

We give people a place to gather, invent, and celebrate. We know that what we do in here matters out there. We are motion. We are action. We are creative, we are a dynamic center in a dynamic place. Passionate about serving people and planet. Working toward positive change, and endless possibility. We are the Oregon Convention Center. We are living our GO.

# **EQUITY VISION OF THE OREGON CONVENTION CENTER**

The Oregon Convention Center furthers racially equitable outcomes for our region so that all people thrive.

We prioritize diversity, equity, and inclusion in all of our decision-making and create inclusive spaces for both internal and external stakeholders.

In order to successfully chart a path toward racial equity, the OCC's Equity Team crafted a Vision Statement. It is written in the present tense, but is not meant to identify where the Oregon Convention Center currently finds itself. Instead, it is aspirational in nature. By advancing the equity work identified in this plan, the Equity Team hopes that this will become, and remain, a true statement.



# WHY WE LEAD WITH RACE

At its inception in 1990, the Oregon Convention Center was tasked with making a positive economic impact for our region. For the entirety of its existence, the OCC has maintained its focus on that goal.

And while the mission of the convention center has broadened over time, economic prosperity is still top priority. It is known, however, that not all of the region's 1.6 million residents experience that prosperity in the same way. Most communities of color in the Portland Metropolitan region currently experience the worst economic and social outcomes of any demographic group. The many decades of discriminatory and exclusionary practices that have resulted in this reality were worsened, if not directly caused, by policies created by government. So as a part of Metro Regional Government, the Oregon Convention Center identifies its influence as a key opportunity to help drive equitable change.

The OCC has outlined in this *Racial Equity Action Plan* its prioritized work to help eliminate the disparities that communities of color experience. And while it is certainly true that people of color is not the only demographic group that experience barriers, solutions that help to remove barriers for people of color will likely dismantle barriers for other marginalized groups. These other groups, such as LGBTQ+ communities, people with disabilities, the elderly community and those with low income will enjoy better outcomes alongside communities of color when we focus on achieving racial equity. This concept of targeted universalism is widely supported in research, and has been embraced by Metro.



# HOW WE GOT HERE

In 2016, Metro Council approved our Strategic Plan to Advance Racial Equity, Diversity and Inclusion (SPAREDI). The backbone of this document was a set of five Equity Goals laid out for the region. Each Metro department and venue were tasked with developing an action plan identifying opportunities for progress toward these goals. This is that document for the Oregon Convention Center.

## Our Changing Demographics

The demographics of the Portland metropolitan region are changing: we are becoming more diverse. This means that it has never been more important to eliminate the Equity Gap that exists in our society. The Oregon Convention Center has always worked hard to stay competitive, and so we must adapt to meet the needs of the clients, workforce and attendees of color that live in our region.

And when we take steps to level the field for historically marginalized communities, we all benefit. The wide range of perspectives and experiences employees of color bring to our workplace are tremendous value-adds. The Oregon Convention Center, and everyone throughout our region, benefit when we work toward the achievement of racial equity.

## The Intended Audiences of the Racial Equity Action Plan

The Oregon Convention Center created this document to serve as a roadmap for equity advancement. Because most of the objectives focus on internal operations, OCC employees are a key target audience. But certainly not the only one.

In addition to sharing this Plan with departments and venues within Metro, the OCC plans to use it to springboard into conversations with industry partners and valued clients. The publication of this Racial Equity Action Plan represents a tremendous opportunity to leverage existing relationships to advance equity, as well as create new relationships.



## OUR MISSION

Inspired by our region and located in the heart of Portland, the OCC is a gathering place for our guests to share their ideas and shape the future of our world. We're passionate about advancing equity and prosperity, supporting our environment and cultivating meaningful relationships in our community.





### **Plan for Implementation**

The Oregon Convention Center will implement this Plan over the next five years. The objectives, strategies and actions in this document will inform work plans that OCC leaders will create to track progress. An annual Equity Report will summarize progress on the stated actions, and funding will come from both OCC and DEI program budgets.



## CREATING A SHARED LANGUAGE

The Oregon Convention Center will implement this Plan over the next five years. The framework of objectives, strategies and actions in this document will inform annual work plans that OCC leadership will create to track progress. An annual report will summarize progress on the stated actions, and funding will come from both OCC and DEI program budgets.

In order to more effectively communicate the importance and direction of the path ahead, it is critical that stakeholders share working definitions of key terms.

- **Diversity**  
The variance or difference among people. Examples include race, ethnicity, gender, age, sexual orientation, gender identity, as well as many others.
- **Equality**  
Sameness. Provision of the same level of opportunity for everyone.
- **Equity**  
Fairness. The result of the same outcomes enjoyed by everyone.



- **Historic marginalization**

When a group has been denied access to something and/or suffered institutional discrimination.

- **Inclusion**

The degree to which diverse individuals are able to fully participate in the decision-making process within an organization or group. While a truly “inclusive” group is necessarily diverse, a “diverse” group many or may not be “inclusive”.

- **Race**

A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly color), ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the social, economic and political needs of a society at a given period of time.

- **Racial Equity**

When race can no longer be used to predict life outcomes, and outcomes for all groups are improved.

- **Racism**

Prejudice backed by legal authority and institutional control. It is a system of advantage based on race. Racism is a structure, not an event.

- **Targeted Universalism**

Using targeted strategies to reach universal goals.

\*The definition of racism is an amalgamation of definitions from several sources.



# DEVELOPING THE PLAN

## PHASE 1

### KICKOFF AND BASELINING

The project plan was created in mid-February of 2019. Interviews were conducted with the project managers overseeing the first round of action plans. Meetings were held with members of the Metro DEI team. Employee interviews began in March, the same month that OCC's Senior Team was engaged. By the end of April, we had established an employee Equity Team. The first meeting was held in early May.

## PHASE 2

### GAP IDENTIFICATION

The employee interviews, conducted in small groups as well as individually, allowed for the identification of gaps. During this same time, a contractor was hired to perform a cultural assessment of the Setup & Operations work team. Outcomes of each of these bodies of work highlighted a desire for improvement in the following areas:

- *Communication*
- *Accountability*
- *Transparency*
- *Respect*

## PHASE 3

### PLAN DEVELOPMENT

Throughout the Fall and Winter, input was provided by staff on how the five Equity Goals could be actualized in the work of the OCC. Themes began to emerge. As commonalities floated to the top, the Equity Team drafted objectives that could house more specific action items. These objectives would then be nested in the Metro-wide goals.

## PHASE 4A

### REVIEW AND APPROVAL

Meetings were held with every work group in February of 2020 to allow for additional touchpoints and review. Key clients representing culturally-specific events regularly hosted at the venue were given the opportunity to provide feedback. Additionally, the Equity Team worked with Travel Portland, a close partner also working to advance racial equity. A final draft of the Plan was approved by the Equity Team in March of 2020, and senior leadership followed suit in April of the same year.

## PHASE 4B

### **EQUITY & BELONGING PROGRAM MANAGER**

As crafted, the Plan outlined a series of actions untouched by a global pandemic. Yet, in the time between OCC leadership's approval and the first implementation steps, the COVID-19 global pandemic decimated and fundamentally changed OCC's business and operations.

OCC understands it must commit time and resources to provide learning and engagement opportunities for everyone, top-down, to be a part of the shared goals of racial equity and racial justice. Despite significant staff reductions caused by the pandemic, the position of Equity & Belonging Program manager was created and taken on by existing staff to make progress towards those goals.

## PHASE 4C

### **DEEPER DISCUSSIONS SERIES WITH MERC**

OCC understands it cannot realize fundamental change through a single training or workshop that checks single box. To ensure support of the Plan with deepened understanding, OCC launched the Deeper Discussion Series. In August 2020, all staff members were invited to join commissioners from MERC to better understand racism and how we work towards achieving racial equity and racial justice through conversation.

Topics have included: the historical context of racism, unconscious bias, systemic racism, white privilege, Black Lives Matter, and Black Heritage Month. By building a shared vocabulary and developing an analysis of where our organization is and what we must overcome, we are setting ourselves up to achieve better outcomes for everyone.

## PHASE 4D

### **INTERNAL COMMUNICATIONS IMPROVEMENT PROJECT**

In May 2019, OCC created a project to evaluate its internal communications and to provide recommendations for improvements to streamline how information is shared with staff by establishing protocols and best practices.

As recovery from the pandemic began, and with the actions of the Plan formalized, the project was reimaged and implemented with a heightened focus toward ensuring employees of color at OCC feel included, valued and empowered while at work.

## PHASE 4E

### **ONBOARDING PROGRAM PROJECT**

Beginning in September 2020, OCC worked to address its onboarding program by creating an improved holistic ecosystem with racial equity considerations evaluated every step of the way.

Through this more inclusive onboarding experience, the program supports all new employees, not just some of them. With inclusion as a focal point, each person is invited to feel seen during their employee journey and receive the support they need to get settled and ultimately contribute fully.

# SEEING OURSELVES IN METRO'S EQUITY GOALS

In order to advance Metro's five Equity Goals at the Oregon Convention Center, the OCC Equity Team crafted eight aspirational Objective Statements. They are written in the present tense, as is the Equity Vision Statement, to serve as the initial goalposts for this equity work. As these Objectives are reached, and then expanded upon, in the coming years, more Objectives will be written. As mentioned in other parts of this plan, what is outlined here represents only what has been prioritized for the next five years.

## **A: METRO CONVENES AND SUPPORTS REGIONAL PARTNERS TO ADVANCE RACIAL EQUITY**

**Objective A1.** *The Oregon Convention Center utilizes its sphere of influence to advance racial equity. (Our Relationship with Partners)*

## **B: METRO MEANINGFULLY ENGAGES COMMUNITIES OF COLOR**

**Objective B1.** *The Oregon Convention Center has strong relationships with, and fosters opportunities for, clients hosting diverse group events. (Our Relationship with Clients)*

## **C: METRO HIRES, TRAINS AND PROMOTES A RACIALLY DIVERSE WORKFORCE**

**Objective C1.** *The Oregon Convention Center is equitable in its hiring practices. (How We Hire Employees)*

**Objective C2.** *The Oregon Convention Center has formal onboarding, training, professional development and performance review programs that support and improve retention of a racially diverse workforce. (How We Retain Employees)*

## **D: METRO CREATES SAFE AND WELCOMING SERVICES, PROGRAMS AND DESTINATIONS**

**Objective D1.** *The Oregon Convention Center is a welcoming space for all guests. (Inclusivity for Guests)*

**Objective D2.** *All employees of color at the Oregon Convention Center feel included, valued and empowered while at work. (Inclusivity for Employees)*

## **E: METRO'S RESOURCE ALLOCATION ADVANCES RACIAL EQUITY**

**Objective E1.** *The Oregon Convention Center advances racial equity with its procurement policy and processes. (How We Contract)*

**Objective E2.** *The Oregon Convention Center weaves racial equity throughout venue operations. (How We Make Equity Progress)*



# THE OREGON CONVENTION CENTER'S RACIAL EQUITY ACTION PLAN

Elaborated upon in the following pages are the eight Objective Statements that help support the five Equity Goals outlined in Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion. Progress toward these objectives will be achieved advancing 18 strategies that have been identified as critical in the next five year. 43 supporting actions are the projects and tasks that ultimately compose "the work". Most of these actions will require project plans of their own, as well as the oversight of a project manager. Identified in this plan is the kickoff year proposed for each action.

These 43 actions represent the next five years of racial equity work for the OCC. While it is notable that some progress has already been made, it is more important to call out the vast amount of progress yet to be made. The publication of this Racial Equity Action Plan marks the embarkation of a transformational journey for the venue; the first phase of a new consideration of the work done at the Oregon Convention Center.



The Oregon Convention Center furthers racially equitable outcomes for our region so that all people thrive. We prioritize diversity, equity, and inclusion in all of our decision-making and create inclusive spaces for both internal and external stakeholders.

**OBJECTIVE A1. The Oregon Convention Center utilizes its sphere of influence to advance racial equity.**

Strategies	Supporting Actions	Project Lead	Implement By
<b>A1.1</b> Develop meaningful opportunities to advance racial equity.	<b>A1.1.1</b> Engage industry partners on equity best practices; co-create and share policies and procedures.	Equity & Belonging Program Manager	FY22
	<b>A1.1.2</b> Publish an annual Equity Report, inclusive of progress updates, to be shared with internal and external stakeholders.	Equity & Belonging Program Manager	FY23
<b>A1.2</b> Support Metro-wide efforts in the Northwest Region cohort of the Government Alliance on Race and Equity (GARE).	<b>A1.2.1</b> Participate in regular meetings and workshops to strengthen the role of government in the advancement of racial equity.	Equity & Belonging Program Manager	FY20
	<b>A1.2.2</b> Partner with the Metro DEI Team to create a Racial Equity Lens tool for the OCC.	Equity & Belonging Program Manager	FY22



**OBJECTIVE B1. The Oregon Convention Center has strong relationships with, and fosters opportunities for, clients hosting diverse group events.**

Strategies	Supporting Actions	Project Lead	Implement By
<b>B1.1</b> Track the business of events that bring attendees of color to the venue.	<b>B1.1.1</b> Develop an historic baseline trend and target goal for multi-cultural events.	Sales	FY21
	<b>B1.1.2</b> Design and administer a survey for event planners to identify opportunities for improvement.	Events	FY22
<b>B1.2</b> Provide the outreach and support necessary to increase the number of multi-cultural events.	<b>B1.2.1</b> Design a pilot grant program, including target goals and an implementation strategy, to support events with a focus on communities of color.	Sales & Leadership Team	FY24
	<b>B1.2.2</b> Track grant program return rates and collect feedback.	Sales	FY24
<b>B1.3</b> Strengthen relationships with organizations that support communities of color in the region, with a focus on restoration and reduction of historical harms.	<b>B1.3.1</b> Leverage the existing relationships of other Metro departments to help foster authentic partnerships.	Leadership Team	FY22
	<b>B1.3.2</b> Expand avenues of community outreach, so as to broadcast meaningful job opportunities, upcoming events of interest and opportunities for learning.	Equity & Belonging Program Manager & OCC Managers	FY23
	<b>B1.3.3</b> Investigate how OCC management can better support the needs of local community groups of color.	Leadership Team	FY24

## OBJECTIVE C1. The Oregon Convention Center is equitable in its hiring practices.

Strategies	Supporting Actions	Project Lead	Implement By
<b>C1.1</b> Assess current recruitment practices.	<b>C1.1.1</b> With support from Metro HR, develop a racial diversity baseline for all OCC work teams. Identify areas of opportunity to increase equitable practices.	Equity & Belonging Program Manager & Metro HR	FY22
	<b>C1.1.2</b> With Metro HR (Class/Comp) and OCC hiring managers, revisit job duties, minimum qualifications and prerequisites to eliminate equity gaps.	Equity & Belonging Program Manager & Metro HR	FY23
<b>C1.2</b> Provide hiring managers additional support in order to increase equitable hiring outcomes.	<b>C1.2.1</b> Survey hiring managers to prioritize where additional support is most needed.	Equity & Belonging Program Manager & Metro HR	FY22
	<b>C1.2.2</b> Work with Metro HR to develop additional resources that increase equitable recruitment outcomes, including sample questions and interviewing best practices documents, for each OCC hiring manager.	Equity & Belonging Program Manager & Metro HR	FY23
	<b>C1.2.3</b> Formalize measures of accountability by creating standing meetings between OCC hiring managers and Metro HR.	Equity & Belonging Program Manager & Metro HR	FY24

**OBJECTIVE C2.** The Oregon Convention Center has formal onboarding, training, professional development and performance review programs that support and improve retention of a racially diverse workforce.

Strategies	Supporting Actions	Project Lead	Implement By
<b>C2.1</b> Update the OCC onboarding program so that it exemplifies the brand, culture and inclusive values of the OCC, with a focus on employees of color.	<b>C2.1.1</b> Create an effective system for effectively tracking employee onboarding.	Equity & Belonging Program Manager	FY21
	<b>C2.1.2</b> With hiring managers, tailor onboarding content to meet the needs of specific work teams and positions.	Equity & Belonging Program Manager	FY23
	<b>C2.1.3</b> Utilize Microsoft 365 to house equity-focused hiring documents and materials.	Equity & Belonging Program Manager	FY21
<b>C2.2</b> Revisit the program for ongoing training and professional development of all OCC employees.	<b>C2.2.1</b> Close the equity gap in training opportunities, with a focus on employees of color and variable-hour staff.	Leadership Team & OCC Managers	FY24
	<b>C2.2.2</b> With Metro HR, design a training program that supports professional growth, and that keeps employees knowledgeable and engaged.	Equity & Belonging Program Manager	FY25
<b>C2.3</b> Incorporate equity into regular interactions and touchpoints that employees have with the OCC and Metro.	<b>C2.3.1</b> Design a phased approach to increase the focus on racial equity in employee performance reviews.	Equity & Belonging Program Manager & Leadership Team	FY22
	<b>C2.3.2</b> Spotlight potential career pathways and opportunities for employees' professional advancement, with a priority on employees of color.	OCC Managers	FY23

**OBJECTIVE D1. The Oregon Convention Center is a welcoming space for all guests.**

Strategies	Supporting Actions	Project Lead	Implement By
<b>D1.1</b> Provide annual equity and inclusion-focused trainings for all staff.	<b>D1.1.1</b> Assess needs and opportunities for equity-focused professional development within specific work teams.	Equity & Belonging Program Manager	FY23
	<b>D1.1.2</b> Partner with Metro HR and Metro DEI Teams to pilot equity-focused trainings tailored to managers and specific work teams (ex: trauma-informed care, cultural sensitivity)	Equity & Belonging Program Manager	FY24
<b>D1.2</b> Authentically address the historical harms related to OCC's location and status as a government entity.	<b>D1.2.1</b> Develop a communication plan for the OCC Land Acknowledgment Statement so that it can be shared with all clients, staff and guests.	Equity & Belonging Program Manager & Metro DEI	FY22
	<b>D1.2.2</b> Create a public-facing educational display on the history of the Albina neighborhood.	Equity & Belonging Program Manager	FY25
<b>D1.3</b> Remove barriers to a safe, inclusive and welcoming space to all guests by providing access to restrooms for any person, regardless of sex, gender identity or gender expression.	<b>D1.3.1</b> Convert OCC's existing inventory of public-facing single-occupant restrooms to all-user for use by any person, regardless of sex, gender identity or gender expression, ensuring ADA compliance.	Senior Leadership Team & Metro DEI	FY22
	<b>D1.3.2</b> Develop a plan to create all-user restrooms for use by any person, regardless of sex, gender identity or gender expression, ensuring ADA compliance including attendants or caregivers of a different gender identity of expression for future renovations when financially feasible.	Senior Leadership Team & Metro DEI	FY25

**OBJECTIVE D2. All employees of color at the Oregon Convention Center feel included, valued and empowered while at work.**

Strategies	Supporting Actions	Project Lead	Implement By
<b>D2.1</b> Advance equity by identifying opportunities to standardize regular work processes.	<b>D2.1.1</b> Use an equity lens to assess and improve scheduling processes and work assignments, with a focus on employees of color.	Equity & Belonging Program Manager & OCC Managers	FY23
	<b>D2.1.2</b> Update and formalize shift coverage practices to ensure equitable work assignments.	OCC Managers	FY23
<b>D2.2</b> Create methods of authentic staff recognition and employee engagement events.	<b>D2.2.1</b> Survey staff to determine preferred types of recognition and engagement.	Equity & Belonging Program Manager	FY22
	<b>D2.2.2</b> Compose a team of employees to advise and oversee events designed for all-staff engagement and work recognition.	Equity & Belonging Program Manager	FY22

**OBJECTIVE E1. The Oregon Convention Center advances racial equity with its procurement policy and processes.**

Strategies	Supporting Actions	Project Lead	Implement By
<b>E1.1</b> Create goals for, and work to increase, COBID* contracting and spending.	<b>E1.1.1</b> Determine a current baseline of COBID contracting, by percent of contracts, amount awarded and amount spent.	Leadership Team	FY24
	<b>E1.1.2</b> Create parity between the percentage of money awarded and the percentage of money spent on COBID contracts.	Leadership Team	FY24
<b>E1.2</b> Review the current solicitation process for opportunities to increase equitable outcomes.	<b>E1.2.1</b> Revisit the checklist for Equity Strategy Meetings held for formal contract solicitations.	Equity & Belonging Program Manager	FY25
	<b>E1.2.2</b> Attend outreach events to broaden the network of local COBID businesses.	Equity & Belonging Program Manager	FY25

\*State of Oregon's Certification Office of Business Inclusion and Diversity (COBID): a designation that identifies, minority-, woman- and veteran-owned businesses, as well as emerging small businesses.

## OBJECTIVE E2. The Oregon Convention Center weaves racial equity throughout venue operations.

Strategies	Supporting Actions	Project Lead	Implement By
<b>E2.1</b> Allocate the resources necessary for the advancement of racial equity.	<b>E2.1.1</b> Approve an annual budget for racial equity work.	Leadership Team	FY22
	<b>E2.1.2</b> Create a job description for, and hire, an Equity & Belonging Program Manager.	Leadership Team	FY21
	<b>E2.1.3</b> Ensure that the OCC Equity Team has representation from every internal department, and that quarterly opportunities for equity engagement are offered to all employees.	Equity & Belonging Program Manager	FY22
	<b>E2.1.4</b> Use an equity lens to study the potentially disparate effects of employee parking pass pay structures.	Equity & Belonging Program Manager & Guest Experience Manager	FY23
<b>E2.2</b> Track and report on the advancement toward stated racial equity objectives.	<b>E2.2.1</b> Determine a method for effectively tracking progress on the actions and strategies that advance OCC's racial equity objectives.	Equity & Belonging Program Manager	FY21
	<b>E2.2.2</b> Regularly report progress and provide updates to all OCC staff.	Equity & Belonging Program Manager	FY22





THANK  
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OREGON CONVENTION CENTER

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Oregon  
Convention  
Center



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# **MERC Commission Meeting**

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August 4, 2021  
12:30 pm

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Expo Development Opportunity  
Study Update

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