



2023

Chuckanut Health Foundation Intern

Eukia LeMaster
Western Washington University

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COLLEGE OF THE ENVIRONMENT



Internship Title: Chuckanut Health Foundation Internship

Eukia Lemaster

Student Name: _____

September 2022 - March 2023

Internship Dates: _____

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STUDENT SIGNATURE Eukia Lemaster

DATE: March 10, 2023

Chuckanut Health Foundation Internship

Eukia Lemaster
September 2022 – March 2023

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Section 1 – Student Identification			
Last Name, First Name:	Eukia, Lemaster	Western ID:	01491685
Email Address	Eukia22@gmail.com	Major/PreMajor	ENVS

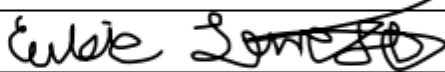
Section 2 – Registration Information			
Total Credits:	13	Faculty Advisor:	David Rossiter
Internship Start Date:	Sept 19	Internship End Date:	March 17
Number Credits Per Quarter (F/W/S/Sum)	F4/W9		
<i>Note: You must be registered for credits during quarters you perform <u>any part</u> of the internship work (Including Summer Session) to include writing of reports...this can be spread over multiple quarters. You are expected to register an appropriate number of credits based on anticipated hours worked BY Quarter (Example: Working 120 hours during Summer = 4 Credits Summer Enrollment)</i>			


Section 3 – Organization for Internship	
Organization Name:	Chuckanut Health Foundation
Intern Supervisor Name:	Heather Flaherty
Mailing Address:	1500 Cornwall Ave., Suite 201, Bellingham WA 98225
Email Address:	HeatherFlaherty@chuckanuthealthfoundation.org
Phone Number:	360-224-7313
Description of Duties (Or Attach Job Description): General office support (filing) Social media & communications support Content creation Research Project management (including meeting support)	

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Section 4 – Learning Objectives													
<p>What do I intend to learn from this experience:</p> <p>General office support: how to assist my coworkers & boss, including how to organize an office space, and proper methods for filing.</p> <p>Social media & communications support: how to get engagement online, the best ways to disseminate information & gather attention, how to communicate online in a professional setting.</p> <p>Content creation: how to make posters, social media posts, press releases, infographics, or any other content a company may need.</p> <p>Research: how to research & share my findings in a professional setting.</p> <p>Project management: how to be a leader & team player, how to schedule time & delegate tasks.</p>													
<p>How does this experience contribute to my educational goals:</p> <p>I want to incorporate Environmental Justice into the projects that the CHF is already working on for example the WREC.</p> <p>It will give me valuable insight into the world outside of education and what things are important/that I should be focusing on in my last 2 quarters at Western.</p> <p>I hope to learn if working in a non-profit is something I am good at and passionate about.</p>													
<p>If Faculty require any additional Learning Objectives, they should be listed here:</p>													
Section 5 - Deadlines, Evaluation, and Assessment (Completed by faculty advisor)													
<p>Meet with Advisor: _____</p> <p>First Draft Due: <u>March 6, 2023</u></p> <p>Final Draft Due: <u>March 17, 2023</u></p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>Additional Learning Objectives (as assigned by faculty)</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Oral Presentation Required</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Daily/Weekly Log Require</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table>		Yes	No	Additional Learning Objectives (as assigned by faculty)	<input type="radio"/>	<input type="radio"/>	Oral Presentation Required	<input type="radio"/>	<input type="radio"/>	Daily/Weekly Log Require	<input type="radio"/>	<input type="radio"/>
	Yes	No											
Additional Learning Objectives (as assigned by faculty)	<input type="radio"/>	<input type="radio"/>											
Oral Presentation Required	<input type="radio"/>	<input type="radio"/>											
Daily/Weekly Log Require	<input type="radio"/>	<input type="radio"/>											

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Section 6 – Students Certification	
<p>I certify that I have read the University Policy on Risk Management Considerations for Student Internships and I will report any injuries suffered while performing internship promptly to WWU. http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20(14).pdf</p> <p>I will endeavor to represent myself and my college well and will abide by the relevant policies, procedures and ethical standards of the university and the internship organization.</p> <p>I understand that 30-hours of work per credit earned is expected for an internship. I understand that I am expected to enroll in a number of credits commensurate with hours worked each quarter.</p>	
Student's Signature/Date	

Section 7 – Internship Site Supervisor Certification	
<p>I have reviewed the student's indicated learning objectives and on behalf of my organization agree:</p> <ul style="list-style-type: none"> • To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the assignment • To regularly evaluate/provide feedback to student on progress, projects and areas of growth • At or near the completion of the assignment to provide an evaluation of the student's performance • To review and approve the Student's Learning Plan and communicate with the college if areas are not going to be met. • To supply the student with, and abide by the organization's policy against discrimination and/or harassment in the workplace • To contact the instructor or the College of the Environment Internship Coordinator (360) 650-3646, ed.weber@wvu.edu should any problems arise 	
Internship Site Supervisor Signature/Date	<p>Heather Flaherty  Digitally signed by Heather Flaherty Date: 2022.09.12 16:32:12 -07'00'</p>

Section 8 – Faculty Advisor Certification	
<p>I certify that the student intern and I have reached agreement on the learning objectives and academic expectations for this experience. These objectives are challenging and enriching to the student's academic and/or career goals. I will award grades after satisfactory completion of all learning objectives/tasks/reports assigned.</p>	
Faculty Advisor's Signature/Date	

Section 9 – College of the Environment Internship Coordinator	
<p>Actions:</p> <ol style="list-style-type: none"> 1. Review Agreement 2. Update Course Override 3. File Agreement in Student Records 4. Communicate with Employers as necessary during internship 	

COLLEGE OF THE ENVIRONMENT INTERNSHIP REPORT

APENDIX I. SUPERVISOR LETTER

Attach a signed letter from your supervisor, on the host institution's letterhead, stating that you have completed the internship according to the organization's expectations and confirming the dates and number of hours of your internship



March 15, 2023

Prof. David Rossiter
Environmental Studies 539, MS9079
516 High Street
Bellingham, WA 98225

Professor Rossiter:

I am writing to share that share that Eukia Lemaster has successfully completed her internship hours with Chuckanut Health Foundation. Miss Lemaster has interned with the Foundation from September 19th, 2022 to March 17th, 2023 and has completed 390 of hours. Over the course of this internship, she has been engaged with multiple aspects of the Foundation's portfolio including the stewarding of the formation of the Whatcom Racial Equity Commission, supporting the Healthy Children's Fund campaign, consolidating and organizing our historical archive in preparation for the Foundation's 40th anniversary, researching health disparities countywide, and providing general operating and professional support to the organization.

In her time at the Foundation, Miss Lemaster has shown an aptitude for organizing and executing on projects. Because her tasks crossed so many aspects of the Foundation's work, she was asked to adapt to a variety of spaces and to consider what gifts she possessed that could be brought to the table. Getting to watch Miss Lemaster discover her talents, own the wisdom of her lived experiences, and build her civic muscle has been an honor. Her work has been deeply appreciated. Our hope is to see Miss Lemaster continue to engage in civic processes and pursue her passion for environmental justice.

Please let me know if you need anything further. I can be contacted at shu@chuckanuthealthfoundation.org or 360-219-3786.

Sincerely,

A handwritten signature in black ink, appearing to read "Shu-Ling Zhao".

Shu-Ling Zhao
Foundation Associate
Whatcom Racial Equity Commission Development Project Lead
Chuckanut Health Foundation

1500 Cornwall Avenue, Suite 201 | Bellingham, WA 98225

P: 360-671-3349 | E: info@ChuckanutHealthFoundation.org | www.ChuckanutHealthFoundation.org

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Tessa Whitlock
Operations Coordinator

Shu-Ling Zhao
Foundation Associate

Investing today for a
healthier tomorrow.

1. Whatcom Racial Equity Commission Project

The Whatcom Racial Equity Commission (WREC) is a project started by Shu-Ling Zhao and Kristina Michele Martens in the wake of the George Floyd murder and police brutality. Their goal was to create a community-led commission that would address racial equity in Whatcom County. These two wonderful women were supported by the Chuckanut Health Foundation (CHF) and began work on this project in 2020. In 2021, Shu, Kristina, and Heather Flaherty (the Executive Director of CHF) gave a presentation in an Environmental Political Science class I was taking. They shared their vision for WREC and asked for anyone who was interested in racial equity work to apply to be a stakeholder. I applied for a position as a stakeholder and got accepted, primarily working with the community outreach team.

We planned 32 focus groups with different community members, ranging from BIPOC parents to business leaders to faith communities. Our group drafted the questions and helped facilitate the focus groups. I was lucky enough to co-facilitate the focus group for university students. I really enjoyed being a facilitator. I liked being a part of important conversations and making sure everyone's voice was heard and that they felt comfortable. My work as a stakeholder officially came to an end in October of 2022 after the passing of the County ordinance formally establishing the WREC, but I was still invested in the process and wanted to continue moving the work along. In July of 2022 I was hired to be an intern at the CHF. I worked part time over the summer and then began doing the internship for credit in fall 2022 (4 credits) and continued my work in winter 2023 (9 credits). My internship with the CHF allowed me to continue the work for the WREC and gave me an opportunity to work on other projects.

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1.1 Events:

Bring All the Bright

On October 11th 2022, there was a public hearing to discuss the WREC ordinance and have it voted on by County Council members. Prior to the public hearing we decided to host a community event to brighten peoples' spirits. We called the event Bring All the Bright (BAB) because we wanted to bring a vibrant community into Council chambers. At this event we offered food, drinks, games, coloring, dancing, communication, and community. I was a part of this event, from its conception to cleaning up the last folding chair. Shu, Kristina, and I had many planning meetings where we conceived the idea for this event. I helped create budgets, call vendors and venues, buy supplies, make promotional material, helped with social media and physical promotion, created activities, assisted in a care event prior to BAB, made signage, set up the venue, worked the event, and cleaned up afterwards.



Fig. 1. Group Photo taken at BAB

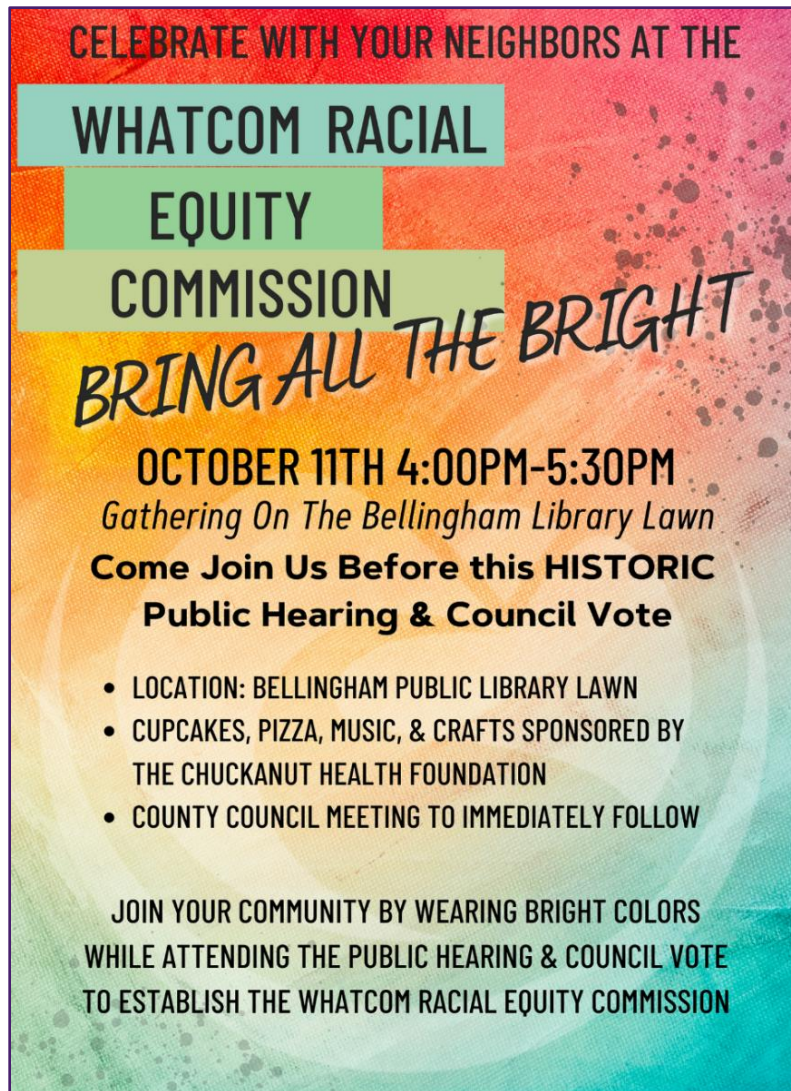


Fig. 2. BAB Promotional Poster

Figure 2 is a poster I helped create. This poster, and other iterations of it were shared online via email and social media alongside informational blurbs that I wrote. As part of the promotional work, I printed and hung some of these posters around Western's Campus. I shared this poster with my fall 2022 Environmental Studies (ENVS) classes via Canvas. My professors were also kind enough to let me promote the event in class. My work with WREC came up quite a decent amount in my Science in the Policy Process class (discussed more in section 4).



Fig. 3. Opt out Sign



Fig. 4. Invitation to Color



Fig. 5. Instruction Card

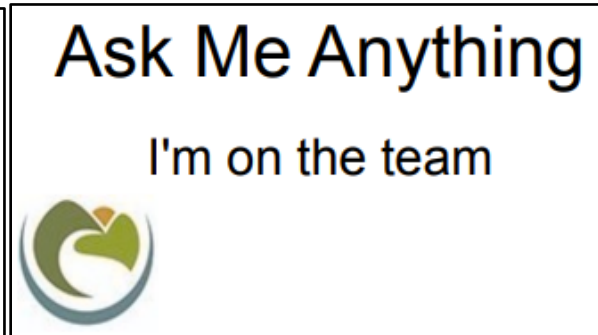


Fig. 6. Name Tag

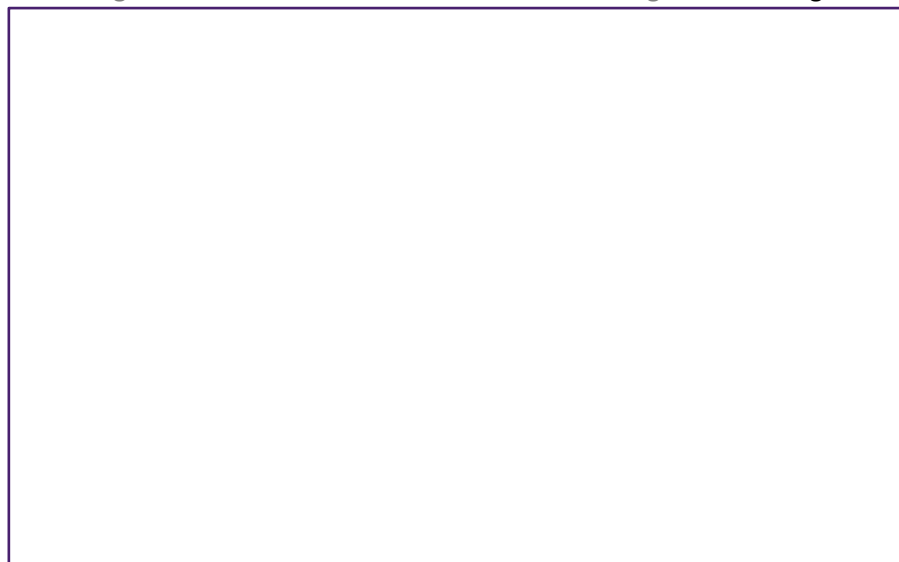


Fig. 7. Coloring Sheet

COLLEGE OF THE ENVIRONMENT INTERNSHIP REPORT

Figures 3-7 are documents I created and printed for the BAB event. Figure 3 is a sign informing guests that we would have a professional photographer (Bodi Hallett of Sattva Photos) at the event taking pictures and offering guests a way to opt out of having their photo taken and shared. Figure 4 is a sign inviting guests to use the crayons we provided to color on the coloring sheet (seen in figure 7). Figure 5 is an instructional card inviting guests to wear one of the boutonnieres we provided. The boutonnieres were handmade balsa flowers provided by Kristina. We asked all those who were going to Council chambers with us to wear one as a demonstration of collective solidarity. In another expression of solidarity during the public hearing, all those who were there in support of the WREC were asked to stand or raise their hand - the instruction card included this information so it would not be a surprise to people when the ask was made. Figure 6 is a name tag that was worn by me and a few others who were at the BAB event in a staff role. This tag alerted people of who to ask questions to - I had a few people come up to me with questions about WREC as a whole, the upcoming public hearing, and some general BAB questions. Figure 7 is a coloring sheet I designed and had printed at ADI. The event itself lasted about 4 hours, with two hours of set up (arranging tables, chairs, food, activities, speakers, and more), 1.5 hours where the community was present (I answered questions and helped with food and activities), and 30 minutes of tear down at the end.

Not pictured is a care event that happened prior to BAB. It was a small meeting at the CHF office with a few of the staff and community members that would be playing an important role in the public hearing. In the meeting we discussed what we planned to say, what the opposition might say, and ways to take care of our mental and emotional well-being during the hearing.



Fig. 8. Heather Flaherty (left) and Shu-Ling Zhao (right) at the Public Hearing
Photo credits: Bodi Hallett (Sattva Photo) at sattvaphoto.com

After the BAB event most of the attendees walked as a collective to County Council chambers, where we filled the room with color and joy. The public hearing was a very long ordeal, lasting 3.5 hours and engaging in some incredibly difficult conversations. Shu and Heather gave a wonderful presentation on WREC. Following that, we heard from many voices in favor of and in opposition to WREC during the public hearing. Then Council members got to speak and vote. The ordinance establishing the WREC passed with a 4-3 vote.

COLLEGE OF THE ENVIRONMENT INTERNSHIP REPORT

1.2 Projects:

Student Survey

A critical part of the WREC process was getting community input, one of the ways we did this was sending out surveys to the community. There was a general survey that I was not a part of, but I helped with the promotional material of the survey geared towards Whatcom's upper education students. This project took place in the summer of 2022 prior to the official start of my internship, but the information that we gathered during this process was used many times throughout my internship (for example when I helped a fellow intern edit her report of the findings).



Fig. 9. Promotional Image

Dear Whatcom County Students,

We want to hear from you! It's essential for us to hear from younger community members, and we've launched a Community Survey to do just that.

No matter what college or university you attended, your voice will be instrumental to the development of the Whatcom Racial Equity Commission and in helping to shape a Whatcom County where every person is able to live, thrive, and belong for who they are, as they are, regardless of race.

The survey takes less than 5 minutes to complete and your information is anonymous. It's available in English, Spanish, and Punjabi. By completing the survey, you will be entered into a drawing for the chance to win 1 of 6 gift cards of \$50 for a local grocery store. Feel free to share with your fellow Whatcom County peers!

To take the survey: <https://www.surveymonkey.com/r/PMD7DF9>

Fig. 10. Promotional Blurb

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Data by District

In preparation for the public hearing and the vote on the WREC ordinance Shu and I made an 8-page report documenting the disparities between white children and children of color in Whatcom County. The report can be found here: [Whatcom County - File #: AB2022-521 \(legistar.com\)](#) under attachment '9: Data by District'. Included in the Data by District Document is a map I made. The Map shows all the places in Whatcom County where participants joined the development of recommendations.

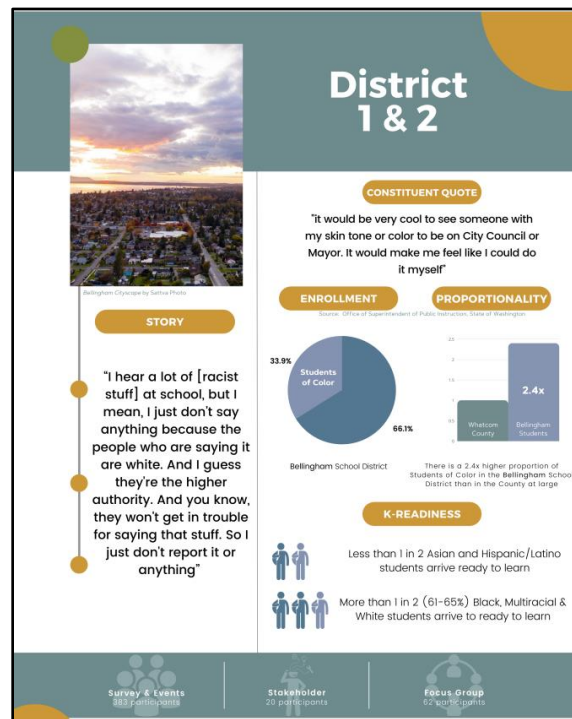


Fig. 11. A page from the Data by District report



Fig. 12. The Map

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Updating Disparities Document

A project I am still working on is updating the racial disparities document that Shu made in 2021. In order to understand the foundation of her original report I read the Targeted Universalism Primer by the Othering and Belonging Institute and the Groundwater Approach by the Racial Equity Institute. Then I began digging into the actual data in documents like the Vera report, survey of Whatcom jail inmates 2022, and Whatcom Covid Impact Assessment. There are many more documents I need to read to understand the data before I start making changes to the Disparities document, but I have learned so much already.

Digital Admin

I completed many tasks that would fall under the digital admin umbrella, but three main ones stick out to me: organizing the SharePoint server, updating the WREC website, and revising a process report. We used SharePoint to store all the files for WREC. My job was to transition the file organization from an active project work space to a reference archive. It required I shift the organizational structure of the files and upload any content that may have been missing.

A lot of the files in SharePoint can be found on the WREC website. My coworker Bodi and I worked on editing the website to reflect the passing of the ordinance. Most of the edits were language related but there were some aesthetic and content adjustments made as well.

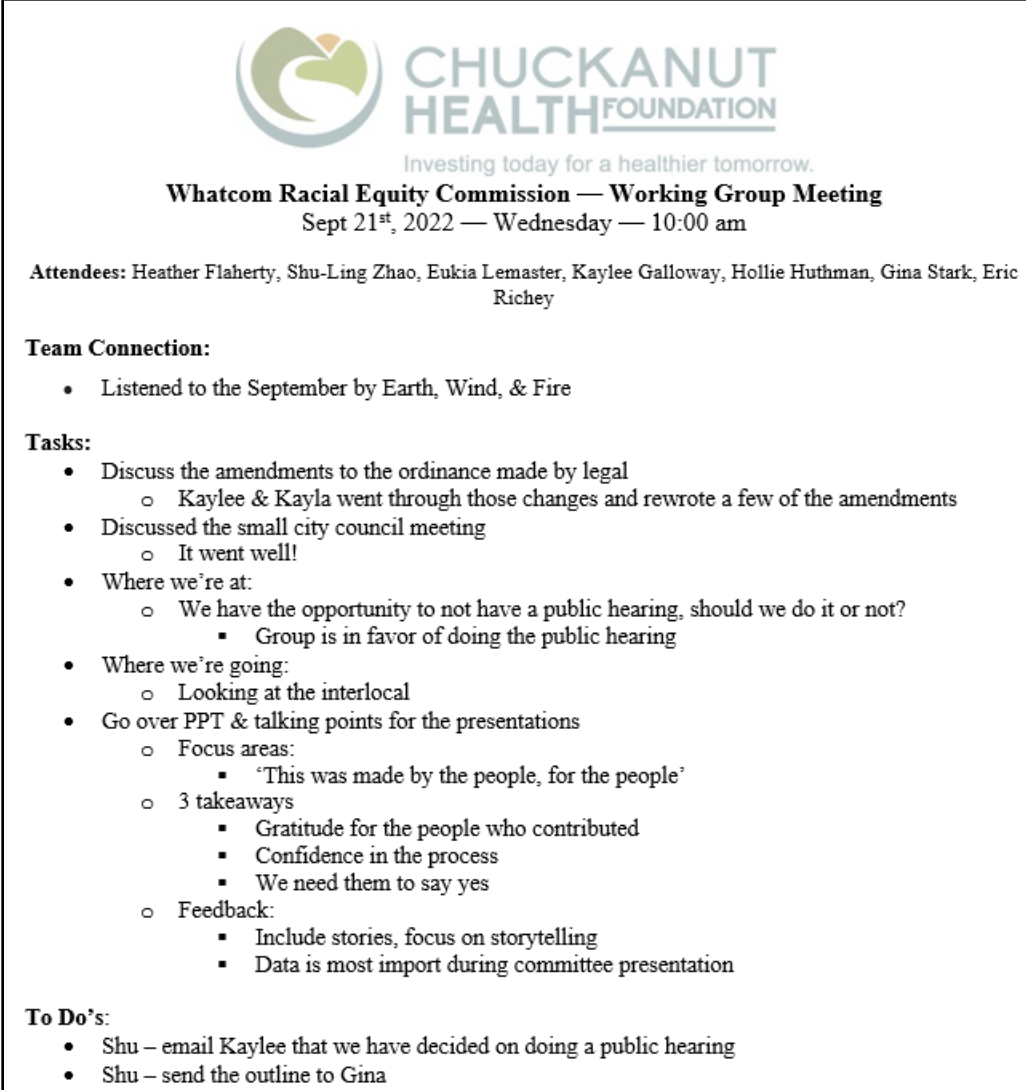
One of my fellow interns wrote a process report that summarized and reflected on the data from the community and student surveys. She is a data specialist and wrote the document with highly technical vocabulary. I am currently working with her to edit the document in order to make it more accessible to a broader audience.

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1.3 Miscellaneous Tasks:

Minutes

One of my tasks was to record meeting minutes for the Development Team, Planning Team, Working Group, and Review Committee meetings. In the minutes I would record the meeting type, date, time, attendees, and the contents of the meeting, with a special focus on tasks that came up during the meeting. On occasion I would also write agendas for these meetings.



The image shows a document titled "CHUCKANUT HEALTH FOUNDATION" with the tagline "Investing today for a healthier tomorrow." The document is for a "Whatcom Racial Equity Commission — Working Group Meeting" held on "Sept 21st, 2022 — Wednesday — 10:00 am". The attendees listed are Heather Flaherty, Shu-Ling Zhao, Eukia Lemaster, Kaylee Galloway, Hollie Huthman, Gina Stark, Eric Richey. The document is organized into sections: "Team Connection" (listening to a song), "Tasks" (discussing ordinance amendments, city council meeting, public hearing opportunity, interlocal, presentations), and "To Do's" (emailing Kaylee, sending outline to Gina).

CHUCKANUT HEALTH FOUNDATION
Investing today for a healthier tomorrow.

Whatcom Racial Equity Commission — Working Group Meeting
Sept 21st, 2022 — Wednesday — 10:00 am

Attendees: Heather Flaherty, Shu-Ling Zhao, Eukia Lemaster, Kaylee Galloway, Hollie Huthman, Gina Stark, Eric Richey

Team Connection:

- Listened to the September by Earth, Wind, & Fire

Tasks:

- Discuss the amendments to the ordinance made by legal
 - Kaylee & Kayla went through those changes and rewrote a few of the amendments
- Discussed the small city council meeting
 - It went well!
- Where we're at:
 - We have the opportunity to not have a public hearing, should we do it or not?
 - Group is in favor of doing the public hearing
- Where we're going:
 - Looking at the interlocal
- Go over PPT & talking points for the presentations
 - Focus areas:
 - 'This was made by the people, for the people'
 - 3 takeaways
 - Gratitude for the people who contributed
 - Confidence in the process
 - We need them to say yes
 - Feedback:
 - Include stories, focus on storytelling
 - Data is most import during committee presentation

To Do's:

- Shu – email Kaylee that we have decided on doing a public hearing
- Shu – send the outline to Gina

Fig. 13. An example of one of the many meeting minutes I recorded

COLLEGE OF THE ENVIRONMENT INTERNSHIP REPORT

1.4 Errands:

Gratitude gift delivery

In the time between my stint as a stakeholder for WREC and an intern for CHF there was a gratitude dinner where Shu made gifts for all attendees. Some of the gifts didn't make it home with the people they belonged to, so when I started as an intern, I hand-delivered the remaining gratitude gifts. Since it had been some time since the gratitude dinner, I made a letter (fig. 14) explaining the gifts (fig. 15) before delivering them. The gift deliveries took me all over Whatcom County, from Bellingham to the Lummi Reservation. One of the gifts I delivered was to Dr. Vernon Damani Johnson. He was one of my old teachers at WWU, and his class is how I became a stakeholder with the WREC.



Fig. 14. Letter we attached to gratitude gifts



Fig. 15. Gratitude gift

2. Prop 5 – Yes 4 Kids Campaign

2.1 Events:

Election Night Dinner – Nov 8, 2022

The Chuckanut Health Foundation has a few main projects, including the Yes 4 Kids Campaign (Y4K) which has been in development for a few years. I started helping with the campaign a few weeks before the results were announced on election night. Prior to the event, I made coloring sheets on Canva to entertain the children that would be attending, as well as event signage. I also bought thank you gifts that were distributed at the event and supplies for a cozy buffet and a craft buffet, this included things like hats, scarves, hand warmers, crayons and more since the event was held outside due to COVID precautions. On the day of election night, I helped set up the space, with specific attention to the ‘buffets’, and then helped tear down afterwards.



Fig. 16. Me and my coworker & her friends at the election night dinner
Photo credits: Bodi Hallett (Sattva Photo) at sattvaphoto.com

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Campaign Debrief Meeting - Jan 10, 2023

This meeting was a time to reflect on all stages of the campaign, celebrate achievements, and determine the next steps. For this event I helped book the venue, purchased, delivered, and served a birthday cake for one of the attendees, helped set up and tear down the event space, and printed and stapled packets during the meeting. After the meeting I transcribed sticky notes that attendees used for a brainstorming activity during the meeting into a Word document.

2.2 Projects:

Social Media endorsement

During the fall of 2022, I helped a fellow intern create social media content endorsing Y4K. This entailed emailing people who had endorsed the campaign to see if they would be okay having their face and their written endorsement shared on Instagram and Facebook. When the folks emailed back, we made sure to get photos and quotes from each one that was interested in participating and turned those pieces into Canva designs (as seen in fig. 17) that were later shared on the Y4K Instagram and Facebook, @yesforwhatcomkids.



Fig. 17. One of the many images that was shared on the Y4K social media

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Ballot Curing

After the results of the election night dinner, at which point the Y4K campaign was losing by a very narrow margin, the team decided to engage in ballot curing, which is the act of helping community members whose ballots weren't counted (due to ID and/or signature issues) fill out the proper paperwork and submit it so that their vote would be counted. It's important to note that ballot curing did not change people's votes or make it so late votes were counted. I helped with this project primarily with data support, which entailed me looking for the contact information of people who were on the list of ballots that needed to be cured. I spent Nov 22 & 23 in the Whatcom Democrats office helping with consolidating contact information as well as with coffee runs, creating a volunteer sign in sheet and a few other miscellaneous tasks. The efforts during the ballot curing process paid off as we ended up winning the election by just 20 votes.



Fig. 18. Friends from the Ballot Curing team

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Gratitude Tour

After Prop 5 won on the 28th of November 2022, my involvement in the project grew. This was primarily due to the gratitude tour the team embarked on shortly after hearing about the passing of the proposition. The goal of the gratitude tour was to show our thanks to the hundreds of individuals and organizations who helped Prop 5 win. The process started by gathering a list of everyone we wished to thank and sorting them into ‘tiers’ from 0-5. Tier 0 received handwritten notes and personalized gifts. Tier 1 received gift bags with local peanut butter, chocolate, and apples, as well as a handwritten card. Tier 2 received chocolate and a handwritten card, while Tier 3 got a handwritten card. Tier 4 got a card and Tier 5 got emails. In total there were around 500 gratitude gifts that needed to be found, purchased, made, packaged, and delivered.

I helped look for Tier 0 and 1 gifts by making phone calls to sellers and scouring the internet. I bought some of the gifts, mainly 20 jars of peanut butter (that was a weird grocery trip). A lot of the gifts were bought online by my boss, and I picked up the orders, for example Lydia’s place chocolate bars from K’ul Chocolates and a large order of cards. Some of the gifts needed to be designed, assembled, or fixed. The cards and the card insert (pictured below) were designed on Canva by me and my boss sent to Minuteman to be printed.

To prep the cards, I wrote ‘thank you’ on all 500 and folded them, later adding handwritten messages in some, putting them in envelopes, stamping and sealing the envelopes, and delivering them to the post office. I packaged each gift which was a different process depending on the gift tier. I had to learn how to print addresses on envelopes and how to use USPS Click & Ship to make shipping labels. The bulk of the delivery process happened over a few days, where I hand-delivered some of the Tier 0 and most of the Tier 1 gifts to people’s

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homes or places of business. I also made a stop at the post office to drop off gifts from Tiers 2-4. Since there were so many gifts going out, we had a ‘Gratitude Tour gift tracker’ that I worked diligently on to keep the status of each gift up to date.



Fig. 19. Front, back and middle of the cards (without the handwritten ‘thank you’)



Fig. 20. Insert that thank you messages were written on

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2.3 Miscellaneous Tasks:

Halloween Prep

To raise awareness for Prop 5, our team took part in a local Halloween gathering where we handed out candies with the Prop 5 logo on them. Unfortunately, I wasn't able to make it to that event but I did help prep the candy and later handed out the leftovers.



Fig. 21. The other interns and I putting stickers on candy on Oct 28, 2022

Counter Protesting & Get out the Vote

On election day our team was informed that there was a group of demonstrators at Western Washington University that were in opposition to Prop 5. Their main points of opposition were the increase in taxes the proposition would bring and their distrust in the government, but there were also some people in opposition who were worried that it would lead to indoctrinating children with vaccines, the LGBTQIA+ agenda or Critical Race Theory. In order to ensure that voters had accurate information, we decided to go to WWU with our own

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signs as well as the left-over candy from Halloween. Our main goal was to answer questions about Prop 5 as well as encourage students to turn in their ballots (as the final deadline was that night). I got to engage in a lot of wonderful conversations and was pleasantly surprised to learn that many of the students that I talked with had already voted or were on their way to turn in their ballot. That warmed my heart on that absolutely freezing day.



Fig. 22. Me and other CHF employees engaging with voters at WWU

3 General Intern Activities

3.1 Events

Gratitude Lunch - Nov 18, 2023

On November 18th, 2022, CHF held a gratitude lunch where people who had helped advance the portfolio of the foundation came together to share their work and create a connection. One of our goals for the event was to increase interconnectedness across CHF’s areas or work, so we made bingo sheets to encourage conversation. On the day of the lunch, I helped prepare the conference room by setting up chairs and tables and preparing the food area. During the event I passed out bingo sheets, answered questions, helped people get food, and participated in the meeting. Afterwards I helped get the space all cleaned up, which included compiling sticky notes that had attendees’ answers to the question ‘in 10 years what do we want to be proud of’ into a Word document. That Word document would later be used to make a beautiful piece of word art that was displayed at another meeting.

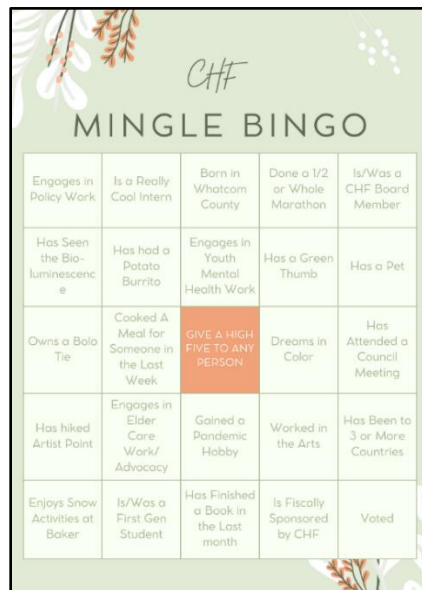


Fig. 23. Bingo Sheet



Fig. 24. Delicious meal the from meeting

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Q4 Board Meeting - Dec 12, 2022

On December 12, 2022, the CHF held its winter quarter Board meeting. We wanted to bring a fun, festive, and beautiful ambiance to the meeting so we decorated the meeting room with festive décor, designed and printed a piece of word art to be featured at each table, got everyone gifts, and made drinks! The word art (fig. 26) was a collection of quotes from a previous meeting that describe the dreams and aspirations for the organization. We also got everyone Christmas ornaments and cassette tapes with a customized insert that had a QR code for a very special Spotify playlist (fig. 25). To add to the festive atmosphere, I served seasonal beverages and made sure everyone had refreshments and that they all received their gifts.



Fig. 25. Cassette tapes

Photo credits: Bodi Hallett (Sattva Photo) at sattvaphoto.com

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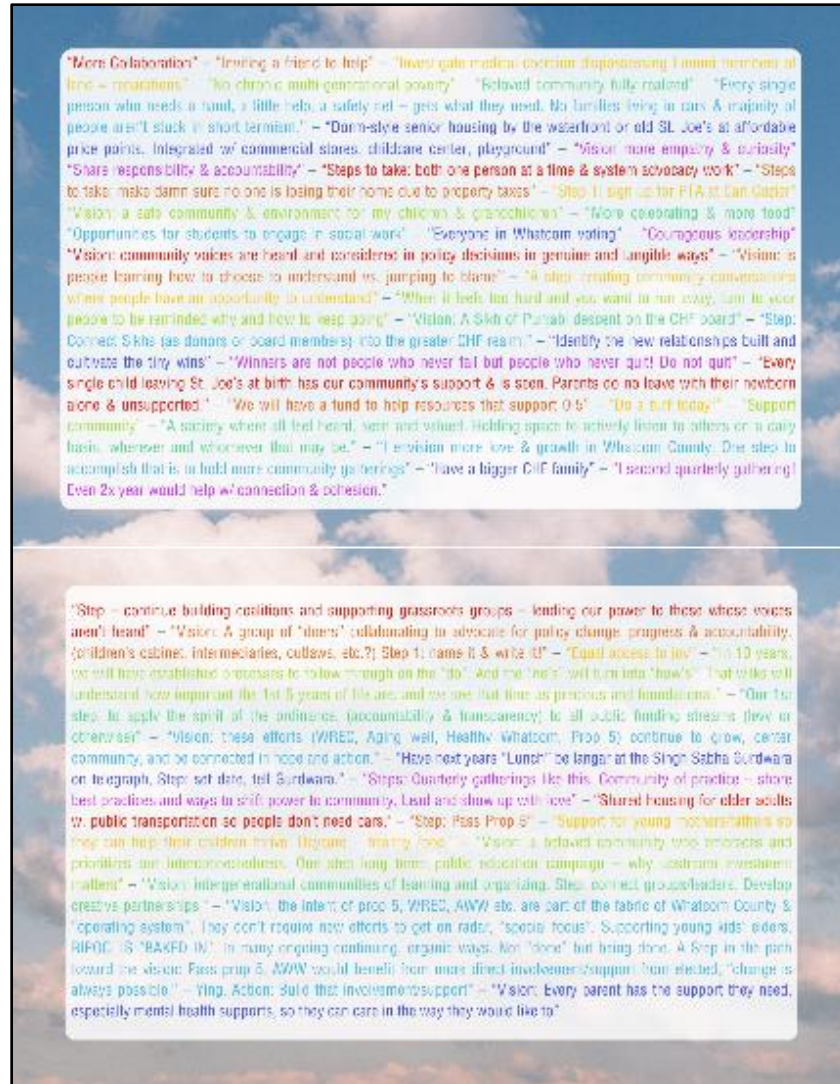


Fig. 26. Word art

Internal team meeting - Jan 26, 2023

My boss Heather was planning to be out of town for a few weeks in February so before her departure we held a small meeting to check in about each person's projects for the year and to get organized around what projects would happen while she was away. In preparation for the meeting, I made a list of career goals for my time at CHF and beyond. The meeting was a wonderful check-in where I got some clarity not only on my goals for the next few weeks but also for the team for the year.

3.2 Projects:

Office organization

I tackled many organization projects, both with digital files and in physical spaces. It started with a deep gutting of the intern workspace, which has most of the storage in the office (outside of the storage room). As you can see in fig. 27, it was a big job, so I called in some reinforcements, my fellow interns. We emptied every drawer and cupboard, throwing away or donating as much as possible, and then neatly reorganizing the remaining materials. The small meeting room/my boss Shu's office has gone through a few iterations of organizing and redesigning. Smaller organizational projects also occurred, like organizing the party/gift box, the card/envelope box, creating a new mail station, and doing an inventory of our cords and electronics.

The storage room is a big project I've been wanting to work on for a while but I have only been able to tackle small pieces at a time. This included sorting 12 large containers labeled "Historic Box" with a box number. I focused my attention on 3 of the boxes, creating new (and more clearly labeled) boxes that primarily contained annual reports, holiday cards, and annual appeals from CHF's 40-year history. One of the most noticeable reorganization projects was in the waiting room where I completely rearranged the furniture, décor and even created a snack/drink station. For my fellow organizers, I have included a picture (fig. 29) of the 'drink drawer' which came together so nicely I felt like it was pulled straight out of a home décor magazine.

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Fig. 27. Intern workspace organization day (Oct 21, 2022)



Fig. 28. Waiting room makeover

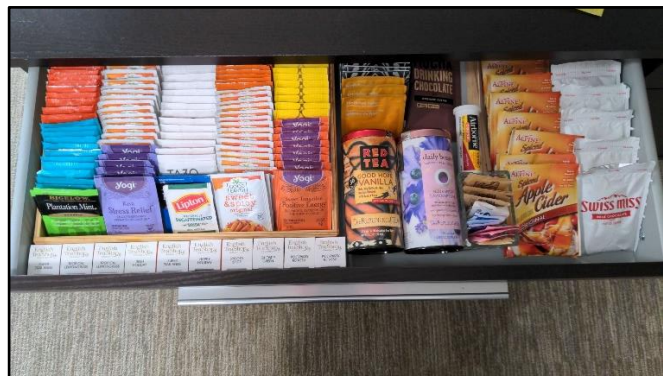


Fig. 29. Drink drawer organization

Historic Board Member Info

2023 is the 40th anniversary of the Chuckanut Health Foundation. Later this year we will be hosting a party to celebrate. My boss wishes to invite as many past Board members or their relatives as possible. To do this I first used archived annual reports to compile a list of past Board members. I then looked up past Board members on White Pages making a master list of contact information and addresses. Once I found as much information as I could, I drafted a call script to contact the past Board members to verify the proper address to send an invitation too.

3.3 Assorted Documents

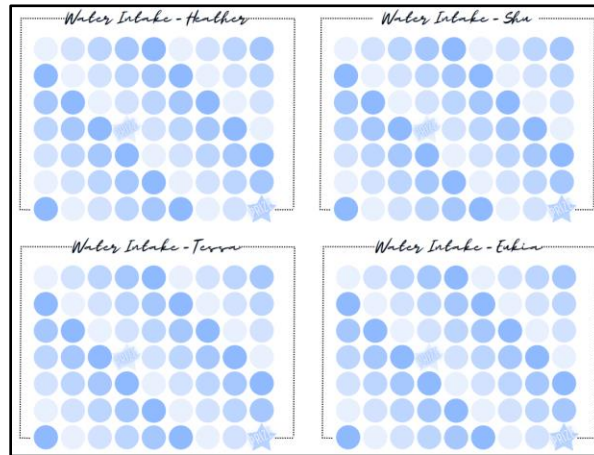


Fig. 30. Habit tracker: the office has a tendency to be on the dehydrated side, so I made a habit tracker where we get to mark each time we drink 10 oz of water

3.4 Errands

Being an intern means quite a wide range of errands, including: picking up mail from the post office or shopping orders, dropping things off at the recycle center, thrift store or bank, hand-delivering checks or gifts, and the most quintessential of intern errands, picking up drink and food orders.



Fig. 31. Picking up an order with my fellow intern from Refresh

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3.5 Miscellaneous tasks

Along with errands there were also a bunch of random tasks that needed to be completed around the office, some of them included: updating mailing lists, prepping envelopes, general cleaning, and document scanning. One of my favorite parts of the job was when I introduced the idea of spirit days to the office. They were so much fun and always gave the office a good chuckle. Below are a few of the posters and pictures from our spirit days:

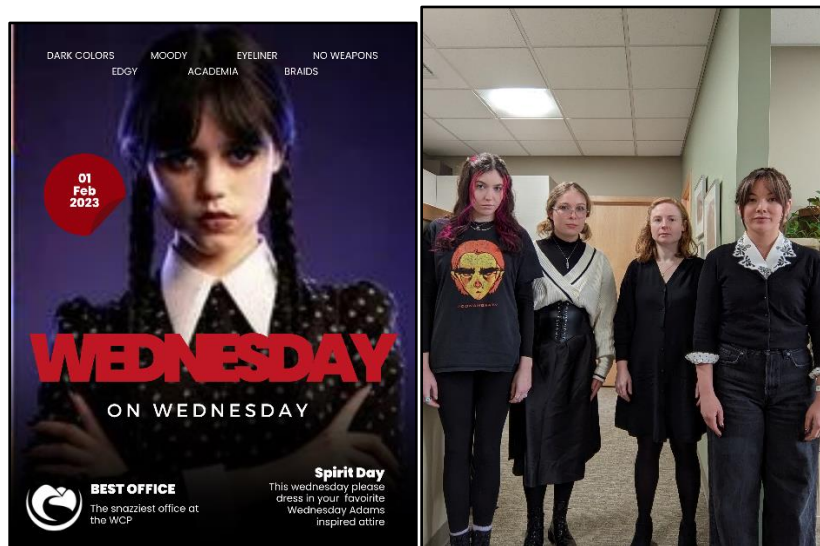


Fig. 32. Wednesday Addams Wednesday Feb 1, 2023



Fig. 33. Tropical Thursday Feb 9, 2023

4 Connections to My Degree

The Chuckanut Health Foundation is not currently doing work related to climate action or environmental justice, but that does not mean that there are no connections between my work as an intern and my education. A small but meaningful connection between the two is Dr. Damani Johnson: he was a professor of mine at WWU and the reason I got to take part in this wonderful opportunity. It was in Dr. J's class that I first heard about the WREC. Our paths crossed once again when I became a stakeholder and was pleasantly surprised to see that he was a stakeholder as well! When I started thinking about becoming an intern with the CHF, Dr. J gave me his guidance and support in getting the position, so I would like to say a huge thank you to Dr. J!

Another connection comes from a class I took with Zander Albertson, ENVS 450: Science in the Policy Process. In the class we could often debate the merits of larger scale systemic change vs. smaller scale local change. At the time I was working with the CHF and deeply involved in establishing the Whatcom Racial Equity Commission and passing Prop 5, both projects that I would classify as change on a smaller, local scale. I had a lot of firsthand experience that I was able to bring to those conversations, making the class more engaging and the concepts much easier to understand. While I usually advocated for the local approach, I also believe that systemic changes do need to happen in order for the kind of long-lasting change that we need. In my eyes, both styles of environmentalism need to happen at once. We need to build a new and better system and make sure that the people that are being harmed by the current system are getting the support they need along the way. I was really grateful for the

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opportunity to engage in the class material with the new lens that the internship provided and that my professor allowed me to inform my peers about the social justice work happening in our community.