



## HUMAN RELATIONS COMMISSION AGENDA

**DATE:** September 6, 2023

**TIME:** 6:00 p.m.

**LOCATION:** City Hall 4th Floor Conference Room

- 1) **CALL TO ORDER:** *Chair, Denise Smith-Martinez*
- 2) **ATTENDANCE:** (Confirm Quorum) *Chair, Denise Smith-Martinez*
- 3) **APPROVAL OF MINUTES:** [August 2, 2023](#) *Chair Denise Smith-Martinez*
- 4) **OLD BUSINESS**
  - Women's Expo
  - HRC Swag
  - Strategic Planning Retreat Date
- 5) **NEW BUSINESS**
  - Vote on 2023-2024 Event Sponsorship
  - Diversity Taskforce—start-up
- 6) **PUBLIC COMMENT:** (allows 3 persons; 5 minutes each)
- 7) **ADJOURNMENT:** *Chair, Denise Smith-Martinez*



## HUMAN RELATIONS COMMISSION MINUTES

Denise Smith-Martinez, Chair, called the meeting to order at 6:33 p.m. quorum was not met due to lack of members present.

Denise Smith-Martinez, Chair, presented Minutes from the July 11, 2023 meeting, minutes were reviewed and approved (1<sup>st</sup> Catarino Guzman, 2<sup>nd</sup> Melissa Schaffner).

**Present:** Denise Smith-Martinez (Chair), Catarino Guzman (Vice Chair), Melissa Schaffner and Michelle Lowe (Staff Liaison).

**Absent:** Ebony Parson, Jose Vazquez and Joe Shakeenab

**Guest:** None

### **Old Business:**

Women's Expo: August 19, 2023, from 10:00 a.m. to 2:00 p.m. Catarino, Denise, and Melissa committed to rotate presence at event to answer attendee questions and inform attendees of HRC mission. HRC pamphlets and QR code for diversity task force will be available for those interested to serve community as well as any other giveaways (as available) will be at hand.

\*Selected giveaways need to be ordered by August 03, 2023.

Strategic Planning Retreat: Date for strategic planning retreat has to be changed to ensure maximum participation of all members. Maybe move date to September or October of 2023. Location is yet to be determined. Michelle Lowe will research locations within the city that will be no cost (or minimal) to HRC budget.

### **New Business:**

2023-2024 Event Sponsorship: No Quorum to vote.

Diversity Task Force: Start a taskforce made up of volunteers. Taskforce will be an extension of the HRC made up of people in the community from all demographics willing to commit to volunteer to educate and give voice to others in community.

Public Comments: None

Motion to Adjourn was made and approved at 6:45 p.m. (1<sup>st</sup> Melissa Schaffner, 2<sup>nd</sup> Catarino Guzman)

/s/ Ebony Parsons

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Ebony Parsons, Secretary