

AGENDA
COMMISSION ON CULTURAL DIVERSITY
October 26, 2015
OSCAR YRUN COMMUNITY CENTER
CONFERENCE ROOM
5:00 P.M.

ROLL CALL

ACCEPTANCE OF THE AGENDA

ACCEPTANCE OF THE MINUTES OF September 28, 2015

STAFF LIAISON'S REPORT

COUNCIL LIAISON'S REPORT

CHAIRPERSON COMMENTS/REPORT

- Business Cards and Shirts
- Associate members of more varied ethnic backgrounds

NEW BUSINESS

1. Discussion on supporting Buena Ethnic programs
 - Who can possibly attend the event on 10.28.15 at 5:00 pm at Buena
2. Review and discuss findings from Meet Yourself Tucson – Gail and Janet

OLD BUSINESS

1. Diversity subcommittee report
2. Partnerships with other commissions report
3. Report from Ft. Huachuca Oktoberfest
4. Discussion of “how do we explain what we do” – Our mission

CALL TO THE PUBLIC

CALL TO THE COMMISSION

ADJOURNMENT

CITY OF SIERRA VISTA
COMMISSION ON CULTURAL DIVERSITY
Regular Meeting of September 28, 2015
Oscar Yrun Community Center, Conference Room
3020 E. Tacoma St., Sierra Vista, AZ 85635

CALL TO ORDER

Gail Houston called the meeting of the Commission on Cultural Diversity to order 5:00 p.m.

ROLL CALL

MEMBERS PRESENT: Janet Pressler Frances Micheau
 Sigrid Limtiaco Chrysti Lassiter-Jones
 Gail Houston Shaundra McLemore-Sanders

MEMBER ABSENT: AJ Biami

STAFF LIAISON PRESENT: Lee Elaban

COUNCIL LIAISON PRESENT: Gwen Calhoun

OTHERS PRESENT: Deborah Aponte, Associate Member
 Jill Adams, City Clerk
 Jacqui Clay, CTE, Buena High School

ACCEPTANCE OF THE AGENDA

Frances made a motion to accept the agenda as written.

Janet seconded the motion.

VOTE: UNANIMOUS

ACCEPTANCE OF THE MINUTES OF August 24, 2015

Shaundra made a motion to accept the minutes.

Sigrid seconded the motion.

VOTE: UNANIMOUS

STAFF LIAISON'S REPORT

- Lee told the commission that Oktoberfest was successful in spite of the weather and we hope to have Oktoberfest again next year.

COUNCIL LIAISON REPORT ON CITY COUNCIL ACTIVITIES

- Gwen told the members that everything is a bit quiet this month.

CHAIRPERSON'S REPORT

- Gail asked the members put their cell phones on vibrate so that we can focus on the agenda and tasks at hand. She would like the branding initiative on the October agenda. Jill added some clarifications about agenda items and how they should be requested if they are just reporting items, meaning no action or discussion is permitted/needed or discussion items that would require/allow feedback from the commission.

NEW BUSINESS

1. Jacqui Clay – Buena High School Career Technical Education -

- Jacqui introduced herself and told the commission that she wanted to share the Ethnic celebration program that is being done at Buena this school year. She handed out a schedule of the monthly calendar of celebrations and explained how each month's programs would be conducted. She also stated that this program would be cross referenced to what the Ft. Huachuca is currently doing with their ethnic awareness programs. They currently have a zero dollar budget and would be looking for community assistance, especially on day 1 of each month with decorations and day 3 of each month which will be an evening event with speakers, etc. She stated that day 2 is a by the student/for the student activity and will take place during the lunch hours. If any of the members are interested in getting more information or helping, her contact information is on the calendar page. Gail would like to discuss this with the commission and suggested it be added to a future agenda. *info attached*

2. Open Meeting Law information

- Jill Adams, city clerk explained the new rules governing open meetings. A few items of note that she stressed were: Agenda items need to be specific. If an item says "report" than it is exactly that and no discussion can be conducted. If the liaisons or chairperson wish to discuss something, it can be added as a bullet point to their item. The city clerk's office would like a week's notice for the agenda to be posted or of any changes that are needed. If there is no quorum, there cannot be a meeting. Commissions do not have executive sessions. Gwen asked a few questions for clarification. Jill stated that if the agenda is followed and everyone stays on point the meeting will flow better and be quicker. Jill also requested that the members think of items to discuss in advance to give the public a chance to come to the meeting and be informed. The commission is an agent/advisor to the city council and therefore the same rules apply. Jill handed out an information sheet and will be having Open Meeting Law training in January 2016 to catch any newly appointed members and anyone else who has not been able to attend or that she missed on the last meeting dates. She told the members that since we are a business we need to be in compliance and things should run as such. She explained that it is the chair's responsibility to keep the meeting on track and to not engage anyone who is straying off track. Subcommittees will need to have an agenda since they are open to the public. When a meeting is scheduled, the member can let Donna know to inform the clerk's office or they can contact Maria Marsh or Jill directly, especially if Donna isn't available. All meetings, to

include subcommittee meetings, need to be recorded. Donna will be happy to assist with that. Recordings are preferred and when available a written record as back up is good. If there is no recording the written record would need to be VERY detailed. *info attached*

3. Meeting day and/or time change

- Gail asked if it was possible to change our current meeting day and or time, since Gwen has a small conflict. Chrysti reminded the members that AJ stated he would not be able to make a meeting any earlier than 5:00 pm. Donna also stated that she would have to find out if she would be able to close the front desk on meeting days if she was the only one at the desk. Gwen told them members that it was fine and she didn't want to move the meeting if it would be a problem. No action was taken on this item.

4. Discussion of Commission business cards

- Gwen stated that the city is working on new branding and ordering new cards. It was discussed that the members could use the cards to identify themselves when getting donations. This will be followed up on and reported at the next meeting.

5. Recruiting Asian members to commission

- Janet has composed a small 'ad' to send to some of the Korean churches and any other church that the members can think of to try and recruit new members or associate members. *see attached*

OLD BUSINESS

1. Diversity subcommittee report

- There is no report this month.

2. Partnerships with other commissions update

- Gail reported that CODI is having their Sierra Vistability Day in October and she was hoping the Diversity Commission could possibly have a booth. Since this is something that would require discussion and a vote, we will have to think about it for next year.
- Sigrid offered the commission's assistance if Sister's Cities needs it. She also reported on the exchange trip and the Cananea outreach project.
- Shaundra has been soliciting help for raffles for the West End commission
- Janet reported that the A&H commission is discussing redecorating the council chambers with new paint and art work.
- Chrysti attended the Historical committee and told the members that the new exhibit at the museum will open this week, with a subject of Sirens, Whistles and Badges.

3. Progress update on Ft. Huachuca Oktoberfest raffles

- Shaundra reported a lot of progress. She has promises of raffle prize donations that she will be picking up this month. She will also be compiling a list of all items and get it to the organizers. She told the members that they should all be getting their official invite soon. Donna will let the city clerk's office know that is a potential quorum of commissioners at this event. There was a discussion of who will be gathering a few more items for raffles. Shaundra suggested that the members ask the West End businesses as a promotion of that area.

CALL TO THE PUBLIC

- Deborah wanted to let the commission know that the Wellness Depot at the mall is not closing. She also asked if we could put a discussion of our mission statement on next month's agenda.

CALL TO THE COMMISSION

- Shaundra met with Col Trosson about the Oktoberfest. Shaundra and Gail will be helping on the day of the event. Ticket prices are now \$28.00 and it is an open seating event. The event is Friday, October 23rd from 7-11pm. Shaundra will touch base before the event and then send the members an email. Each raffle will be set up to be of equal value to each other raffle.
- Sigrid wanted to let the members know the German Army Liaison will be having a celebration on October 3rd at the 3:00 pm at the Holiday Inn Express. Cost is \$10 per person.

ADJOURNMENT

The meeting was adjourned at 6:17 p.m.



Gail Houston
Chairperson, Commission on Cultural Diversity