CITY OF MELROSE
MELROSE HUMAN RIGHTS COMMISSION
MINUTES ● NOVEMBER 9, 2022

Cassidy Conference Room, Melrose City Hall 562 Main Street, Melrose, MA 02176 | Regular Meeting | 7:00PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Linda Apple	Commissioner	Present	
Tesfay Aradom	Commissioner	Absent	
Randall Carter	Commissioner	Present	
Jennifer Champagne	Vice-Chair	Present	
Bonnie Clapp	Chair	Present	
Doug DiBrielle	Secretary	Present	
Joseph Phillips	Commissioner	Present	
Mike Stankavish	Commissioner	Absent	
Jennifer Strasburger	Treasurer	Present	
Fatma Ulku Duru	Commissioner	Present	
Lizbeth DeSelm	School Committee Liaison	Absent	
Rev. Dr. Suzanne Intriligator	Clergy Liaison	Absent	
Manjula Karamcheti	City Council Liaison	Absent	

Also Present: No others present
With a roll call vote (8) present and (5) absent, the meeting convened at 7:00pm.

II. READING OF THE MINUTES

- Human Rights Commission – Regular Meeting – October 12, 2022, 7:00pm
- Chair Clapp moves to accept the minutes without reading by unanimous consent. No objections.

III. PUBLIC COMMENT

- Chair Clapp Moves to open public comment by unanimous consent. No objections.
- [No members of the public in attendance]
- Chair Clapp moves to close public comment by unanimous consent. No objections.

IV. Treasurer's Report (Jennifer Strasburger)

- General Account: $5010.00
- Donation Account: $2800.00
    - (NOTE: City Budgeted on July 1, 2022, $3000.00 – with requirement to spend by June 30, 2023)
- Present Bills Pending:

    - Voted to approve $25 fee and $50 deposit to secure Beebe Estate venue for Pride Celebration 2023. Unanimous consent. No objections.
- Pending Receipts:
    - Treasurer (Jen S) requested check for $500 (Dance for Humanity expenses) in accordance with vote from October 2022 meeting.
- Motion to Approve Invoices:
    - Voted to approve payment of invoice by unanimous consent. No objections.

V. MHRC Hotline Report

- No calls to report.

VI. Fundraising/Marketing

- Discussed rules for fundraising and donations and Jenn C. will reach out to the City Solicitor for clarification.
- 2 Grants submitted to Mass Cultural Counsel by Jenn C. on 10/17/2022 (See attached):
    - MLK Day of Service and Community Potluck – Request for $1000
    - Melrose Pride – Request for $2000

VII. MLK Day of Service Planning

- MLK Day of Service - Alastair Mock and RJCC reached out about collaboration with their Friday evening music event. Need to get in touch with MUUC regarding details of the event and local organizations regarding setting up day of service opportunities. Bonnie will also reach out to Melrose Kind.
- Voted to propose to co-sponsor the MLK Day of Service events Alastair and RJCC are planning – Unanimous Consent. No Objections.
- Bonnie will coordinate with Alastair.

VIII. Announcements – Partnerships (PTO/Bridge & other orgs)

- Discussed PTO/Bridge Partnerships and increasing collaboration with other organizations in Melrose and possibly other local Human Rights Commissions. Commissioners set goal to attend meetings of other local organizations to gain better understanding of community events/concerns and to investigate possible collaborations.
    - Jenn C. attended event sponsored by Wakefield Human Rights Commission (Decolonizing Contributions by Indigenous People) and gave a brief description.
    - RJCC is also planning a DEI Summit.
    - Doug will attend the upcoming Parent University event and
    - Jenn C. will attend the upcoming Wakefield HRC meeting.

IX. Announcements – DEI Task Force

- Update provided by Joseph Phillips

X. New Business

- Discussion of the need to update the HRC City website and establish a city email address. Jenn C. will reach out to the Clerk of Committees.

XI. Membership

- Vote: voted to create a recruiting subcommittee consisting of Bonnie, Jenn, and Doug.
- There will be two open seats as of February 2023.
- Fatma and Joe also have terms expiring in February and will let Bonnie know if they plan to stay on for a second term.

XII. Other Business

- Discussion on HRC administrative procedures and goals of newly elected officers. Summary of Open Meeting Laws.
- Discussed procedures for event planning: Commissioners should copy chair on emails regarding event coordination. All substantive decisions around event planning should be deliberated and voted on during a general meeting.
- Discussed duties of the newly elected secretary and treasurer.
- New members kindly send all training certificates to Jenn and Bonnie. Also need to confirm term expiration dates with the Clerk of Committees for all members.

XIII. Set Next Agenda

To be determined prior to 12/07/2022 for approval and public posting.

XIV. Adjourn

- Motion to Adjourn accepted by unanimous consent. No objections.
- Meeting was adjourned at 8:30pm
- The next regularly scheduled meeting of the Melrose Human Rights Commission is:
    - Wednesday, December 14, 2022.

NOTE: Meeting minutes to be submitted by Doug DiBrielle, Commission Secretary, upon approval at next meeting. Submit to: meetingminutes@cityofmelrose.org