RECEIVED
By City Clerk's Office at 10:38 am, Jan 17, 2023

CITY OF MELROSE
MELROSE HUMAN RIGHTS COMMISSION
MINUTES ● DECEMBER 14, 2022

Cassidy Conference Room, Melrose City Hall — Regular Meeting — 7:00PM-9:05pm
562 Main Street, Melrose, MA 02176

1) CALL TO ORDER

Attendee Name	Term	Title / Role	Status
COMMISSIONERS:			
Linda Apple	Feb/2025	Commissioner	Present
Tesfay Aradom	Feb/2025	Commissioner	Present
Randall Carter	Feb/2025	Commissioner / Fundraising Ways & Means	Present
Jennifer Champagne	Feb/2025	Commissioner / Vice-Chair	Present
Bonnie Clapp	Feb/2024	Commissioner / Chair	Present
Doug DiBrielle	Feb/2025	Commissioner / Secretary	Present
Joseph Phillips	Feb/2023	Commissioner	Absent
Mike Stankavish	Feb/2023	Commissioner	Absent
Jennifer Strasburger	Feb/2024	Commissioner / Treasurer	Present
Fatma Ulku Duru	Feb/2026	Commissioner	Present
Vacancy	TBD	Commissioner	N/A
LIAISONS:			
Lizbeth DeSelm		Liaison - School Committee	Absent
Rev. Dr. Suzanne Intriligator		Liaison – Clergy Association / MUUC	Present
Manjula Karamcheti		Liaison - City Council	Absent
GEM Student(s)	TBD	Liaison	N/A
GUESTS:			
Jim Bennet	N/A	Melrose Unitarian Universalist Church (MUUC) & Opening Doors Project	Present
Sam Hammer	N/A	Melrose Together – Art on Essex Project	Present

- With a roll call vote (8) present and (2) absent, the meeting convened at 7:00pm.

2) READING OF THE MINUTES
- *Deferred post public comment.* (See "Regular Business")

3) PUBLIC COMMENT
- **VOTE:** Chair Clapp Moves to open public comment by unanimous consent. No objections.

a) **MLK Day of Service Collaboration with Melrose Unitarian Universalist Church (MUUC)/Opening Doors Project –** *Jim Bennet*
   i) JB: Requested that MHRC consider COVID data while planning details of MLK event. Noted that MUUC & Melrose Disability Commission to sponsor in-house educational program during MLK event, potentially including Friends of Melrose METCO.
   ii) Open discussion of MLK Day of Service (see further details below)
b) **Melrose Together – Art on Essex (Creative alliance)** – *Sam Hammer, Jim Bennet*
   i) Sam Hammer presented slideshow outlining the "Art on Essex" project (Slideshow Link)
      (1) Overview: *Art Project calling awareness to the Asian Americans long history in Melrose community – over a century back. Celebrating the impact this community had on Melrose over time. To be installed during / after construction of new building located at 12-16 Essex Street, Melrose.*
      (2) SH made request that MHRC support this project through partnership and assistance disseminating related communications to the community.

- **VOTE:** Chair Clapp moves to close public comment by unanimous consent. No objections.

4) Updates:
a) **Treasurer's Report (JS):**
   i) General Account: $2148.66
   ii) Donation Account: $2497.43
   iii) Total Balance: $4646.09
   iv) Present Bills Pending: none
   v) Pending Receipts: none
   vi) Motion to Approve Invoices: N/A

b) Administrative Updates:
   i) Commissioner Certification & Terms:
      (1) JC verified all commissioners have completed (have plans to complete) three required certifications. Terms verified for all commissioners (see above). Fatma Ulku Duru notified commission of intent to continue as a commissioner for 2nd term (extending through Feb/2026)
   ii) MHRC City Email Address:
      (1) JC provided update on efforts to access MHRC city email address (Working with Adam LaFrance (former MHRC chair) and Andrew Ghobrial (Melrose City Clerk) to gain access).
   iii) *Global Education in Melrose* (GEM) Liaison positions need to be filled:
      (1) BC in conversations with GEM and hopes to have update by end of January/2023.
      (2) See Global Education in Melrose Pathway for more info about GEM.
   iv) MHRC Website:
      (1) Discussed need to update names of current commissioners.
         (a) **VOTE:** JC to contact Andrew Ghobrial (Melrose City Clerk) to update website. Approved by unanimous consent. No objections.
      (2) Discussed need to update "Mission Statement" to on City of Melrose Website.
      (3) Discussed need to add "MHRC – Resource List" to website.
   v) "Public Meeting Law" – Review & Discussion:
      (1) JC presented flow chart on what constitutes a "Public Meeting". *(See attached)*

(2) Discussed role of "Event Coordinators" (as opposed to creating "Subcommittee Workgroups"), where major decisions related to planning of events are made by commission during public meetings and executed by "Event Coordinators".
(3) All written communication is public communication.
(a) Discussion related to commissioners "Public Records Notice" to bottom of MHRC related communications.
(i) Ex: *****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.*****

vi) Solicitation of Donations and Sponsorships:
(1) All donation and sponsorship requests ON HOLD until Mayor Brodeur sets policy and establishes guidance on this topic. (Solicitation policy of previous administration does not automatically apply).
(2) Discussed Grant funding as a potential way to fund MHRC activities that is not in conflict with Conflict-of-Interest law.

5) MHRC Hotline Report:
a) **Hotline Status:**
i) Currently not operational. BC to follow-up with AG (City Clerk) to ensure hotline is restored.
b) MRHC Gmail:
i) Live on Website (BC and JC have access)

6) DEI Task Force *Update*: (JP)
a) Deferred

7) Friends of Melrose METCO (FOMM) *Update* (DD):
a) Meeting held: 11/29/22 @ 7pm (online) DD in attendance
b) FOMM in organizing phase with hopes to establish a presence in Melrose that brings METCO and Melrose communities together – hoping to partner with MHRC for Juneteenth event.

8) Education Foundation – Parent University Event *Update*: (DD)
a) Event held: 11/19/2022 @ Melrose HS (DD in attendance)
b) Strong turnout and participation. Affinity / Advocacy groups present expressed desire to partner with MHRC as a resource to collaborate across community organizations. Doug to update Community Partnerships list with organizations present at Parent U.

9) Networking / Community Partnerships *Update*: (DD, JC)
a) Resource list being created – goal to retain this item on recurring meeting agenda.

10) Recruitment (JC & BC):
a) *Deferred*

11) GEM Partnership (BC):
a) *Deferred*

12) Wakefield Human Rights Commission (JC):
a) Deferred

13) Regular Business:

a) Approval of prior meeting minutes (BC):

i) Draft of November/2022 Meeting Minutes sent to commissioners for review in advance of meeting by DD.

ii) **VOTE:** November/2022 Meeting Minutes approved by unanimous consent. No objections

b) Upcoming Events & Community Involvement:

i) **MLK Day of Service** – January 16th, 2023 (BC & TA)

(1) Discussed event details, including review of what worked well in past MLK Day of Service events.

(2) Melrose Racial Justice Community Coalition (MRJCC) hoping MHRC will help to promote and publicize event they are host in conjunction with MLK Day of Service

(a) **VOTE:** JS to create a flier to promote MLK Day of Service (contingent upon approval from MRJCC) approved by unanimous consent. No objections.

(3) **VOTE:** To Approve budget up to $1500 for BC and TA to move forward in coordinating the event in conjunction with Mayor's office by unanimous consent. No objections.

ii) **International Welcome Potluck** – March/2023 (JS & RC)

(1) Details TBD

iii) Other Events:

(1) Wakefield Human Rights Commission wants to collaborate with MHRC for Women's Day event. (JS) JS will email the commission to gather further details.

iv) IFTAR Event:

(1) **VOTE:** RC to complete Mass Cultural Counsel grant application to request funds for IFTAR event – approved by unanimous consent. No objections.

(2) **VOTE:** FUD & LA to gather all necessary details related to planning and hosting IFTAR event on April 8th, 2023 approved by unanimous consent. No objections.

14) Old Business

a) **DEI Summit / Collaboration with MRJCC (BC)**:

i) Deferred

b) **Community Conversations Collaboration with BRIDGE/PTO Reps**:

i) Deferred

15) New Business:

a) **January Agenda topics**:

i) Mayor Brodeur plans to attend

ii) MLK Day Update

iii) IFTAR Coordinator Update

iv) Emergency meetings:

(1) Discussion necessary to determine how commission responds to community events in a timely manner.

(2) Chair BC explained rationale behind recent public response on behalf of the MHRC and co-drafted with assistance from Mayor's office (responding to recent racial slurs directed at city counselor and their family).

16) Other Business

a) Issues or concerns which were unknown at the time this meeting was posted.

i) None noted.

17) Adjourn

a) Motion to Adjourn – approved by unanimous consent. No objections.
b) Meeting adjourned at 9:05pm

MHRC 2022-23 Main Events Calendar
September 11, 2022: Victorian Fair (BC)
October 8, 2022: Melrose Dance for Community (JP)
January 16, 2023: MLK Day of Service (BC & TA)
March TBD: International Welcome Potluck (JS & RC)
March 22-April 21, 2023 (TBD): Melrose Community Iftar Celebration (FD & LA)
May 20, 2023: Dance for Community (JP)
June 9, 2023: PRIDE (JC & DD)
June 19th, 2023: Juneteenth (JP)

MHRC Community Involvement
March 31, 2023: International Transgender Day of Visibility
March 25, 2023: Bridge Trivia Bee
May 16, 2023: GEM Graduation
May 27 & 28, 2023: Memorial Day Flag Retirement & Parade

The next regularly scheduled meeting of the Melrose Human Rights Commission is Wednesday, January 11, 2023 @ 7:00pm in the Cassidy Conference Room at Melrose City Hall.

Meeting minutes submitted by Doug DiBrielle, Secretary, MHRC on 1/13/2023

Supporting Documents Attached in pdf portfolio:

- Public Meeting Law – Flowsheet
- Melrose Together – Art on Essex slideshow
- GEM – Global Education in Melrose – Website
- FOMM – Friends of Melrose METCO – Website
- Melrose Education Foundation – Website
- Parent University – 11/19/2022 – Event Flier
- 2023 MLK Day of Service Grant Application
- 2023 IFTAR Grant Application
- 2023 Pride Event Grant Application
- 2023 Beebe Estate Rental Application