



MELROSE HUMAN RIGHTS COMMISSION

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RECEIVED
By City Clerk's Office at 9:09 am, Mar 22, 2024

October 17, 2023 Meeting Minutes

Members Present: Bonnie Clapp (Chair), Linda Apple, Randall Carter, Doug BeBrielle, Jake Rogers, Jennifer Strassburger, Fatma Ulku Duru

Members Absent: Tesfay Aradom, Kelsey Lima, Joe Philips, Rev. Dr. Susanne Intriligator (Clergy Liaison), Lizbeth DeSelm (City Council Liaison), Manjula Karamcheti (City Council Liaison)

Members of Public: None

Call to Order: Meeting (held in Cassidy Room, Floor 2, City Hall) was called to order by Chair Bonnie Clapp at 7:00 pm with a quorum of 6 Commissioners present.

READING OF THE MINUTES

Prior Meeting Minutes:

- Commissioner DiBrielle moved to accept without reading the Human Rights Commission Meeting Minutes from September 21, 2023.
 - Commissioner Apple seconded.
 - 6 YES so that motion passes

PUBLIC PARTICIPATION

The Chair noted that no members of the public were present. The Chair stayed a motion to open public participation as no members of the public were present.

REGULAR BUSINESS

Chairperson's Administrative Report:

- **Vice-Chair Election:**
 - Chair Clapp noted that the the position of Vice Chair is vacant and the commission needed to vote on electing this position.
 - (b) Commissioner Apple moved to elect Commission DiBrielle to be Vice Chair of the Melrose Human Rights Commission until the annual election in March 2024.
 - Commissioner Rogers seconded
 - 6 YES so that motion passes
- **Recruitment:**
 - 1-3 commissioners need to be recruited (one on-going vacancy, one potential vacancy if Commissioner Aradom decides to resign, one potential vacancy as Commissioner Ulku Duru is moving to Winchester)
 - Discussion about recruitment efforts:
 - Coffee with a Commissioner
 - Adding HRC Youth Action Commissioners from middle and/or high school
- **Annual Report:**

- Commissioner Clapp submitted an Annual Report of HRC activities to the Mayor and City Clerk on October 5, 2023
- **Annual Election:**
 - Executive Officers shall be elected annually by the Commission at the first meeting in March (March 14, 2024)
 - Chair - presides over all meetings and officially represents the body before City Council and other officials
 - Vice-Chair - serves in absence of the chair
 - Clerk - certifies meeting minutes, observance of the open meeting law, and maintains a journal of proceedings
 - Treasurer - in charge of all financial affairs, funds, and valuable papers and keep full and accurate records thereof
 - Upon annual election, the newly elected Chair will meet with the Chair of the respective City Council (current City Council liaison is Manjula Karamcheti) to define appropriate interaction and communication for the fiscal year (approx. date late-March 2024)
 - On or before April 1, 2024, the Clerk will notify the city clerk of the regularly scheduled meeting times, dates, and locations for the calendar year

Treasurer's Report:

- General Account Balance (10/23/2023): **\$3,000** **Must be spent by end of FY24 (June 30, 2024)*
- Donation Account Balance (10/23/2023): **\$2,125.01** **Can carry-over past fiscal year ending*
- Current Total (12/14/2023): **\$5,125.01**
- Approved FY24 Expenditures: None

UPDATES

Strategic Planning Session:

- Group reading of Together is Better by Simon Sinek.
 - Each commissioner shared their musings/reactions to parts of the parable and how it might impact Melrose Human Rights Commission moving forward.
- Commissioner DiBrielle presented a proposed strategic planning outline (attachment 1)
- Discussion about how to re-align Melrose Human Rights Commissions efforts to the city charter

Potential Partnership & Collaborations Action Items:

- Melrose Stakeholders Contact List
- DEI Task Force (JP)
 - There was no update to report subsequent to the most recent regular meeting.
- Melrose Public School's PTO DEIB Reps (BC)
 - There was no update to report subsequent to the most recent regular meeting.

Potential Advocacy Action Items:

- Discussion on releasing a potential statement about the Israel/Gaza unrest

Potential Communications & Community Awareness Action Items:

MHRC Restructuring:

- A motion was made by Commissioner DiBrielle that Chair Clapp meets with the Mayor's Office to share the restructuring motion that was passed at September's meeting and discuss the next steps that the

commission is looking to pursue.

- Commissioner Apple seconds.
- 6 YES so the motion passes
- Discussion continued regarding next steps:
 - Commission will work on and approve a community statement
 - Brainstorm partner organizations that we wish to ensure restructuring statement is shared with
 - Discuss ways that we can tackle the tasks of assessing current human rights in the community
 - Discuss ways that we parse out our city monies (\$3,000).
 - Can we use our funds to help sponsor community organizations who will be taking on the primary hosting of events?
 - Can we use our funds on training?

Potential Community Action & Educational Events Action Items:

- Chair Clapp shared that Alastair Moock emailed her to inquire about a potential partnership with Opening Doors Project for MLK Day of Service. The Opening Doors Project is interested in putting on an evening performance and wondered about Melrose Human Rights Commission co-sponsor the event.
- Discussion about Lincoln's PTO World Culture Night

Other and/or Unfinished Business:

- There was no other or unfinished business discussed.

New Business:

- There was no new business discussed.

Adjournment:

- A motion to adjourn was made by Commissioner Apple.
 - Seconded by Commissioner Carter.
 - 6 YES so the motion passes.
- Meeting adjourned at 8:30pm.

MHRC Planning Meeting: 10/17/23

What does being a commissioner mean to you?

What do you hope to achieve as a commissioner?

What skills do you bring to this team?

Strategic Planning Steps:

1. Get Ready & Organized

- a. Doug share draft statement to community on recent decision by MHRC to re-org - Stay tuned for a survey - We need your support and input.
- b. Establish subgroup - 1st draft of vision
 - i. Gather and review history of HRC - outline where MHRC has been to help chart where it is going.
 - ii. Develop Survey for community
 - iii. Develop rough draft vision
- c. Subgroup: Share survey w/ partner orgs - Ask for feedback on survey questions / input (gets buy in)

2. Articulate the Mission, Vision, Values

- a. Chart the course forward using inputs from step 1.

3. Review strategic position

- a. How is the MHRC positioned to achieve Step 2
- b. What are the resources, strengths, weaknesses, opportunities, threats

4. Agree on Priorities

- a. Determine short term goals / objectives
- b. Determine long term goals / objectives
- c. Outline this year's action items

5. Organize / Build the plan:

- a. Articulate action items on a timeline
- b. What are the costs
- c. Who needs to participate

6. Manage implementation

- a. How will we know if we are on track?
- b. How will we hold ourselves accountable?