



MELROSE HUMAN RIGHTS COMMISSION

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December 14th, 2023 Meeting Minutes

Members Present: Bonnie Clapp (Chair), Linda Apple, Randall Carter, Doug BeBrielle, Kelsey Lima, Fatma Ulku Duru,

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

Members of Public: Jay Stapp

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:

- Approval of November minutes were approved
- Prior minutes that will need approval at the December meeting are:
 - October (B.Clapp)
 - ****Minutes from October 17, 2023's meeting will be shared prior to January 11th, 2024's meeting where a motion will be entertained to approve said meeting minutes.***

PUBLIC PARTICIPATION

The Chair noted that one member of the public was present. The Chair stayed a motion to open public participation as the public member only wanted to observe tonight's meeting.

REGULAR BUSINESS

Chairperson's Administrative Report:

- Clerk Election:
 - Chair Clapp noted that the the position of Clerk is vacant and the commission needed to vote on electing this position
 - (b) Commissioner APPLE moved that the MHRC has a rotating Clerk of the Melrose Human Rights Commission until our annual election in March 2024.
 - Commissioner CARTER seconded
 - 6 YES so that motion passes
- Recruitment:
 - 1 current vacancy
 - T. Aradom resigned via email on December 9, 2023, leaving the Commission with **2 vacancies**
 - R. Carter reached out to Mayor's Office on October 19, 2023 to inquiring about the Mayor waiving the residency requirement for F. Ulku-Duru
 - B. Clapp met with Mayor Brodeur and Mayor-Elect Grigoraitis on December 1, 2023 and was given verbal confirmation that Mayor Brodeur would waive the residency requirement so F.

- Ulku-Duru could remain on commission
 - B. Clapp followed up with an email to Mayor Brodeur and Mayor-Elect Grigoraitis asking if Mayor Brodeur could share a written statement with the commission confirming his waiving of the residency requirement on December 6, 2023
 - J. Stapp sent along letter of interest and resume on Nov. 28th. B. Clapp shared with Mayor Brodeur and Mayor-Elect Grigoraitis at Dec. 1 meeting and forwarded along on December 11, 2023
 - Discussion of recruitment efforts (e.g., Coffee with a Commissioner, developing student internship job description to share with MVMMS & MHS student groups)
 - VOTE: Interested commissioners in working on recruitment efforts?
- 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 - OPEN
 - Vice-Chair - serves in absence of the chair
 - Clerk - certifies meeting minutes, observance of the open meeting law, and maintains a journal of proceedings - OPEN
 - 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 (12/14/2023): **\$3,000** **Must be spent by end of FY24 (June 30, 2024)*
- Donation Account Balance (12/14/2023): **\$2,125.01** **Can carry-over past fiscal year ending*
- Current Total (12/14/2023): **\$5,125.01**
- Approved FY24 Expenditures:
 - \$500.00 to Opening Doors Project for MLK '24 Evening Program (11/17/2023)

UPDATES

Potential Partnership & Collaborations Action Items:

- Updating Melrose Stakeholders Contact List

Potential Advocacy Action Items:

- None to Report

Potential Communications & Community Awareness Action Items:

Restructuring Tasks:

- Chair Clapp shared the co-created [Restructuring Statement](#) with the commissioners. The group worked on the statement together for a good portion of the meeting. Chair Clapp then put a motion to the commission:
 - *The motion on the floor is that Commissioner DiBrielle moves that Chair Clapp collects input*

from fellow commissioners and develop a Google form, at which point Chair Clapp will share it with the community via email to those groups and individuals identified on the Community Stakeholders contact list, through the Mayor's Office distribution list, in a Winter edition of the HRC Hub, and on MHRC's social media platforms by December 22nd.

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- Commissioner Carter seconds.
- 6 **YES** so the motion passes

Partnerships & Collaborations Report:

- 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.

Advocacy Report:

- There was no update to report subsequent to the most recent regular meeting.

Communication & Community Awareness Report:

- Hotline, HRC City of Melrose Email, and Social Media Messaging (BC)
 - There was no update to report subsequent to the most recent regular meeting.
 - **MHRC Quarterly Newsletter** - *December edition to share a statement with the community?*
- **Informational Social Media Posts:**
 - **December Dates:** International Day of Persons with Disabilities (3rd), Hanukkah (evening of 7th-evening of 15th), Christmas (25th), Kwanzaa (26th-Jan. 1st)
 - **January Dates:** New Year's Day (1st), Orthodox Christmas (7th), Orthodox New Year (14th), MLK Day (15th)
- Parking Lot Items for Future Meetings:
 - How do we get our survey out to ALL members of Melrose in order to capture the true and current human rights issues in Melrose?
 - Involving the students in helping with our educational and informational social media posts/HRC Hub?

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 L. Apple and seconded by R. Carter. **Motion passed with no objections.**
- Meeting adjourned at 8:30pm.