

City of Rowlett
Diversity Commission Meeting
Wednesday, November 14, 2018
City Hall
4000 Main Street, Rowlett, Texas 75088

Meeting Minutes

1. Call to order
 - Meeting to order at 6:31pm. The following members were present: Lakisha Culpepper, Brooke Donnelly, Jesse Roark, Diana Moore, Michael Hernandez, Jerry Hickman, Katie Babin, Robert McCarrier, Samantha Miller, Alena Jefferson-Shelbia, Sushil Mathew, Simone Wallace. Mark McAvoy and Elise Bowers represented City Staff. Mayor Tammy Dana-Bashian represented City Council.

2. Approve Prior Meeting Minutes
 - **Motion to approve minutes made by J. Hickman, second by B. Donnelly (passed unanimously).**

3. Public Input
 - There was no public input

4. Discuss Participation in Local Events
 - Commission members discussed the Veterans Day event at Veterans Park. No other events were discussed.

5. Committee Reports
 - a. Activities Calendar Committee: Commission discussed forming a committee to evaluate how to best add value through engagement; to recommend participation in future events; and recommend adding events of significant import to the City calendar. The committee will report on its activities at monthly commission meetings. **Motion to create committee and appoint L. Culpepper, B. Donnelly, and D. Younge (Chair) as members made by M. Hernandez, second by J. Roark (passed unanimously).**

 - b. Events Appearance Committee: Commission confirmed the purpose of the committee is to assist with branding the commission and to handle event related participation and marketing activities. Committee suggested participating in upcoming holiday events (see agenda item #6).

6. Commission Participation in Holiday Events
 - Commission members discussed participation in Holiday Parade on 12/8. Banner, ugly sweaters, holiday accessories, sparklers, glow sticks, candy. Possibly dressing or decorating to recognize Christmas, Hanukkah, Kwanza, New Year, Ayyam-I-Ha, etc.
 - Commission members discussed design options for a commission banner. **Motion to approve draft banner design made by L. Culpepper, second by A. Jefferson-Shelbia (passed unanimously).** K. Babin to design banner and submit for review.

- Commission members discussed making a recommendation to rebrand 'Trail of Trees' and other opportunities for future partnerships. Commission members scheduled to meet w/ Parks and Recreation Department on November 21.
- Commission members discussed the Commission's participation in decorating for Main Street fest. **Motion to approve made by L. Culpepper, second by D. Moore (passed unanimously).**

7. Diversity Contact Database Update

- Commission members discussed keeping database management as low tech as possible. A suggestion was made to provide updates in writing to database administrator (currently M. Hernandez). Once updates are completed a new version of the database would be forwarded to the staff liaison (currently M. McAvoy), who would distribute it via email to Commission members. **Motion to add database update to the monthly meeting agenda made by M. Hernandez, second by L. Culpepper (passed unanimously).**

8. Public Announcements

- Congregation Shearith Israel is hosting an interfaith Thanksgiving on November 20.
- City academy starts January 31. Interested individuals may register online at www.rowlett.com/cityacademy.

9. Agenda Items for Future Meetings

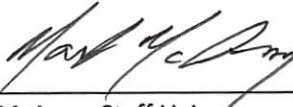
- Review goals and objectives.
- Discuss creating an education/community outreach event or event series.
- Database update.

10. Adjourn

- Commission chair adjourned the meeting at 8:34pm.



 Robert McCarrier, Chair



 Mark McAvoy, Staff Liaison

12/19/18

 Date Approved