

GHRC Meeting Minutes

January 14, 2020

Present: Marc Lathey, Jason Kinsey, Harlene Gilbert, Chad Freeman, Lorinda Weinstock, Chelsea Snyder, Tammy Papperman (by phone)

Absent: Jordann Myers, Dinah Brennan

Michele called the meeting to order at 5:33pm.

A. Shield Exercise

Meeting began with the Shield Exercise, with each commissioner explaining the four quadrants of their shield that answered the following questions:

1. What is the most important issue this commission is facing?
2. What is the purpose of this commission?
3. What do you look forward to as a member of this commission?
4. What is the current frustration of the future of this commission?

Corresponding answers are listed below in aggregate:

1. Creating awareness; lack of community awareness of our purpose; sparking change; community stuck in their ways and misinformation; addressing preconceived notions; visibility in the community; direction and focus
2. Healthy robust exchange of ideas; advocacy and knowledge; community/unity building; break down barriers and safely facilitate dialogue; bring community together; be a resource and advocate for community, braking barriers and bringing community together
3. Seeing growth; more community awareness/engagement; decrease sadness and increase happiness in community; empowering community members about HR, community outreach; increased commitment, bring energy to fruition, brainstorming and engagement of members
4. Lack of awareness and participation; time and energy, compass spinning- lack of direction; lack of organization; communication, bringing energy to fruition (organization and follow through), time

The commission then discussed ways to address the challenges and to build on current momentum. Harlene spoke about the Food Desert in Geneva, and Chelsea offered to share information about the Food Justice Task Force with the Commission.

B. Update on New Liaison

Michele and Erica met with Councilor Salamendra on January 10, 2020 to discuss the history of the GHRC, current initiatives, and expectations. Councilor Salamendra is very excited to work with us and mentioned she gets a lot of questions on fair housing and landlord/tenant issues. They discussed resources available to residents, the complaints process as it currently stands, and plans for 2020. She was unable to attend this evening due to City Council retreat. They established a commitment to two-way communication to meet resident needs.

C. Expectations and Accountability

To address concerns over organization and accountability, the commissioners discussed and set expectations for the various events and initiatives for the year. Michele will create a calendar with the events, including agreed upon checkpoints for advertising, logistics planning, etc. Commissioners discussed level-setting expectations for each event in the 2020 calendar to improve accountability for execution. These include:

1. Setting calendar of events in January to allow for early planning (All commissioners)
2. Minutes will be distributed within 1 week following meeting and Agendas will be sent out one week prior to meeting (Erica)
3. Subcommittee responsibilities
 - a. In order to improve efficiency during monthly meetings, subcommittees commit to meeting at least once in between monthly meetings to work on their respective task. Subcommittees will give updates at monthly meeting and any items to be voted on will be voted on during that time. Subcommittees will decide if their meeting occur in-person or via conference call/email.
4. Advertising
 - a. Deadline for flyers, Facebook events, etc will be 4 weeks prior to event. This will allow commissioners to post physical advertisements around town and provide ample time to hit other channels (social media, website, etc.) (PR Subcommittee)
 - b. For invite only events, a timeline for save-the-dates and invitations will depend on the event.
5. Social media accounts
 - a. Chad volunteered to help with managing social media accounts, with the help of other commissioners with admin privileges. Goal would be to post weekly either promoting other events within Geneva that are aligned with GHRC mission or highlighting a human rights issue.
 - i. Education Subcommittee will aid in content sourcing.
6. Brochures
 - a. Michele will distribute the original brochure digital file for review. Education committee will update with current GHRC contact information and suggested content and bring to the February meeting for review
7. Office Hours

- a. Advertising will follow same deadlines as above. Once library is secured for rest of 2020, we can create long-term advertising.
- b. Focus
 - i. Copies of complaint forms will be in the office hours supply box. Office hours will take a more educational approach, highlighting a human rights topic each month. Commissioners voted on purchasing one book (aligned with monthly theme) to be given away via random drawing for those who visit us at Office Hours
 - ii. Themes- Commissioner responsible for the monthly office hours will suggest the theme for their month at the GHRC meeting two months prior (eg February for April Office Hours). The responsible commissioner, with help of education committee if needed, will develop a small fact sheet, Q& A, or other resources to use for community conversations on their chosen topic. Books will also be selected for giveaway.
- c. It was recommended that we secure business cards with GHRC information for Office Hours table. Vote passed unanimously for purchase of cards. (Michele will arrange).
- d. Chelsea will share the resource list from the Resiliency Center to assist community members during office hour visits. Education Committee will decide if said resources need to be printed or available electronically.

8. Events Committee

- a. With a plan of action already drafted for 2020, the GHRC discussed timing and topics for quarterly Film Series. For the GNRC joint event, Zootopia was the recommended choice. Additional movie suggestions included George Takei's Allegiance, or a live production of the Harriet Tubman one-woman show.
- b. Tentatively, these events would occur in March (Allegiance), June/July, Aug/Sep(Zootopia), and December (Human Rights Day)
 - i. PR and Education Subcommittees will provide support as requested by Events committee. Support requests will be made at least 4 weeks prior to event (eg aligned activity or advertising as described above).

9. #IamGeneva campaign

- a. Commissioners discussed tying this campaign to the Film Series. Erica and Michele will speak with Kathy Collins to confirm. New banner can be used as back drop if needed, and Michele already has template printed for recording resident stories. They will also work with social media/PR group to determine distribution and use of images and stories.

10. Pride

- a. Commissioners discussed using the Wheel again for PRIDE and using this event as June's "Office Hours" location. Events Committee will organize logistics for PRIDE event.

11. Community Compact

- a. Michele or designated GHRC representative will give monthly updates at GHRC meeting. All commissioners were encouraged to attend meetings on the third Tuesday of every month at the Welcome Center. Michele asked if any commissioners would like to represent the commission when she or Dinah cannot be present. Chelsea is already regularly attending and may take on this role. Harlene also expressed interest in getting involved.

12. Renewing terms for commissioners

- a. A vote was moved to reappoint Chelsea Snyder and Jason Kinsey for new terms beginning in 2020. Motion was passed unanimously.

Meeting adjourned at 6:55 pm.

GENEVA HUMAN RIGHTS COMMISSION

Minutes

Tuesday, February 12th 2020
5:30PM

Geneva Enterprise Development Center (GEDC)
Conference Room
Geneva, New York 14456

a. **ROLL CALL-**

- i. Present; Chad Freeman, Chelsea Snyder, Harlene Gilbert, Jason Kinsey, Michele Barrett, Tammy LeClair, Dinah Brennan
- ii. Absent; Lorinda Weinstock, Marc Lathy

b. **CALL TO ORDER**

- i. Michele Barrett, Chair

c. **WORK SESSION**

i. **Admin Report:**

1. GHRC has spent \$15 as of February 2020
2. A current commissioner has resigned from GHRC commission
3. We currently have 4 vacant seats left.
4. We currently have 9 active members out of 13
5. Erica will be reaching out to current applicants to see if they are still interested. We can try to set up interviews for mid to end of March
6. Erica mentioned having a GHRC commissioner present at all compact meetings to report on the GHRC monthly meetings.
 - a. Compact is in the process of redoing the police complaint form and brochure
 - b. Once completed we will distribute to GHRC commissioners as well in case anyone has any questions or would like help filling out.

ii. **Approval of minutes:**

1. Michele has made a motion to approve GHRC minutes from January 14th 2020
2. Harlene has moved motion 2nd by Chelsea. Motion carried.

iii. **GHRC New Member Interviews:**

1. We will need to conduct interviews
 - a. Erica will review current applicants and reach out to see interest.
 - b. Michele will send out a doodle poll to figure out scheduling for interviews.

- c. GHRC commissioners have decided to pick an evening for scheduling of interviews not on a meeting night due to time constraints.
- d. Erica has requested if commissioners have anyone else in mind for applicants or interested candidates to have them contact her or fill out an application online
- e. Jason and Chelsea have been re-appointed to GHRC.

iv. GHRC Officer Elections:

- 1. We currently are looking for a commissioner to volunteer to be appointed treasurer.
- 2. Treasurer will work in conjunction with Michele and Erica to help report out budget and spending the GHRC does.
- 3. Motion has been to appoint Jason Kinsey to GHRC treasurer, moved by Dinah 2nd by Harlene. Motion carried.

v. Subcommittee Updates:

- 1. Chad has requested via the GHRC calendar not to post on social media weekly, instead shifting to bi-weekly or monthly updates.
- 2. Chelsea has continued to update and revamp our website, once website is updated Erica will add to city website.
- 3. City website is in the process of getting updated as well, Erica can add events to city website for GHRC by emailing her details and times.
- 4. Plan A for events was to host a play on Harriet Tubman, due to illness on the play side they are unable to do it.
- 5. Plan B was/is to screen 'Selma or Thirteenth' at the public library. Both films available to screen for free due to non-profit and the library already having the licensing fees.
- 6. Chad has mentioned doing a collaboration with HWS and the GHRC on the screening of 'Thirteenth' followed by student led discussion.
- 7. Education committee; Michele has mentioned she is looking for the original GHRC brochure to make edits and updates so members can have to information and can be sent out to various locations in the City of Geneva.

vi. Office Hours:

- 1. Office hours will now be centralized around a specific theme. The commissioner who has volunteered for that month will make those choices.

2. Office hours will be held first weekend of month at the Geneva Free Public Library
3. The Geneva Public Library has offered to shelve all the GHRC materials for office hours for their convenience.

vii. Upcoming pre-planning event discussion

1. Geneva Reads event; GHRC will be a tabling for 'All Are Welcome Here' and an activity of coloring pages and yard sign decorating.
2. June/FLX PRIDE weekend will be officer hours for the GHRC. (will note those changes when flyer is sent out for spring office hours).
3. End of July movie series 'Zootopia' (reach out to Jess with GNRC for screen)
4. NAACP, school supplies event, (GHRC table and assist).
5. Michele will make changes and updates to GHRC calendar and re-send out.

- d. **PUBLIC SESSION** – 6:30 – 7:00pm
 - i. No comment
- e. **ADJOURNMENT** – 6:45pm