

Meeting Minutes

Human Relations Commission External Strategic Planning Subcommittee Regular Meeting

July 18, 2023 | 4:00 p.m.

Call to Order

The meeting was called to order by Chair Conaway at 4:02 p.m.



Roll Call

Subcommittee Attendance

Commissioner Tyler Conaway
Commissioner Betty Ramirez
Chair Erica Maxwell
Commissioner John Anguiano

Staff Attendance

Niki Tapia, DEI Officer
Adrianna Erickson, DEI Coordinator
Beth Banda, Special Events Senior
Specialist

Scheduled and Unscheduled Public Appearances

Discussion

Discussion was held on item 1.

1. DEI Assessment Strategic Plan Discussion
Niki Tapia, DEI Program Manager, reviewed the Strategic Plan document and introduced the new DEI Events Sponsorship Program to the committee. Beth Banda, Special Events Senior Specialist, stated that there was a distinction between the DEI Sponsorship Program, the Special Events Funding Program, and the DEI Minigrants program.
Chair Erica Maxwell asked if this program was only for new organizations.
Ms. Tapia responded that this program is for content that the DEI office does not currently cover, and the age of the organization is irrelevant.

Ms. Banda continued that there would be an application process and each grantee would be mandated to attend a Pro Series Training Program hosted by the DEI office.

This program would have expert professionals educate the grantees on a wide variety of topics.

Ms. Tapia clarified that the existing funding for Legacy partners is different from this program. This new program is meant to empower organizations to be self-sufficient within two years whereas the Legacy partners would receive existing support due to their Legacy status.

Ms. Banda explained that there would be two windows to apply for the program.

Round one would be open for events from January to December 2024 and the deadline for the application would be October 1, 2023.

Round two would be open for events from June to December 2024 and the applications would close on April 1, 2024.

Commissioner Erica Maxwell asked if an event is funded for January 24, how would they attend the Pro Series if it starts in February?

Ms. Tapia informed the committee that our office would work with them earlier to ensure success at their event.

Commissioner Betty Ramirez inquired how many new events will this program be able to fund? Ms. Banda informed them that up to five new events could be supported for the yearlong funding program.

Ms. Tapia asked the subcommittee to review the application and email any suggestions to her in a timely manner so the application could be posted for the public.

Ms. Tapia reminded the subcommittee that Goal four of the Strategic Plan is Assess and opened the discussion to gain input from subcommittee members to see how the HRC would like to review the programs, events, and mission of the division.

Commissioner Ramirez reminded the subcommittee that there was discussion of having expectations for all the HRC members and urged the subcommittee to set expectations for the commissioners.

Chair Maxwell suggested that a post event survey is submitted for every event a HRC member attends and this information is reviewed every three months. Twice a year, each commissioner will share their input about the events and meetings that were attended.

Calendar

2. Human Relations Commission Regular Meeting – August 16, 2023, 6 p.m.

Adjourn

The meeting was adjourned at 5:10 p.m.

Adrianna Erickson, Secretary

Erica Maxwell, Chair