



**ROCKVILLE HUMAN RIGHTS COMMISSION
MEETING MINUTES**

Red Maple Conference Room
Wednesday, January 29, 2020
7:30 p.m.

Members Present: Courtney Proctor, Chair; Andrew Lin, Vice Chair; Kindra Jones; Alex Nieves; Oyebisi Olatoye; Bethany Pereira; and Chidera Nwosu
Student Ambassadors Present: Kavya Mishra and Victoria Koretsky
Staff Present: Janet Kelly

I. Call to Order

The meeting was called to order at 7:42 p.m.

II. Welcoming of Guests

III. Adoption of Meeting Agenda and Minutes

The HRC unanimously adopted the meeting agenda (with one noted correction) and October and November meeting minutes (with one noted correction).

IV. Chair's Report

A. Administrative Updates

Chair Proctor introduced Commissioner Nwosu, who was appointed last month, and informed everyone about the two vacancies on the commission. She also reminded commissioners to complete their Open Meetings Act training by January 31st.

B. Branding and Promotion

Chair Proctor discussed the HRC branding and promotion topics below.

1. Logo: Can only use the city seal
2. Email Account: Requested official email account to legitimize email communications during fundraising efforts. The initial request was denied; however, Liaison Kelly is still working on this.
3. Display Board: Commissioner Olatoye is leading this project. A new display board and accessories have been purchased. Currently in the process of preparing content for the board. Expect to have it completed before the Hometown Holidays event in May.
4. Badges: Requested badges for all commissioners and ambassadors. They will be metal with magnetic backing and include everyone's title, the commission name, and the city seal. Liaison Kelly will order them soon.
5. Business Cards: Would like to order business cards for any commissioner who is interested in having them.

6. **Promotion:** E-flyers need to be posted on all social media platforms and shared with everyone's personal and professional networks. Also, everyone needs to help physically post flyers at various locations throughout the city (*e.g.*, recreation centers, libraries, businesses, and community boards). Ambassador Koretsky mentioned the possibility of sharing information on community listservs as well.
7. **E-newsletter:** Suggested having an official HRC e-newsletter, which could be published quarterly. Would require the HRC webpage to be kept updated.

ACTION ITEMS: Ambassador Mishra stated that her high school plans to host an activism night. She will email more information. Also, Liaison Kelly will start an initial promotion list, which will include specific locations to target throughout the city.

V. Staff's Report

A. MLK Day Celebration Debriefing

Liaison Kelly stated that feedback regarding the event was mostly positive. For example, guests liked the food and thought the program flow was good. She then opened the floor for comments and suggestions for improvement, which included the following:

1. Need better promotion;
2. Publicize which elected officials plan to attend;
3. Add more signage to better direct traffic;
4. Have bottled water available for performers;
5. Include the event survey in the program, and add the event time to the programs;
6. Increase student involvement by adding a display featuring local students' artwork in the hallway near the gallery;
7. Separate the service projects from the information tables to decrease confusion among volunteers; and
8. Remove certain volunteer shifts, and have volunteers serve throughout the event.

B. NAACP Freedom Fund Dinner

Liaison Kelly reminded everyone about the upcoming NAACP Freedom Fund Dinner, which will take place May 17th, 5:00 p.m.—9:00 p.m., at Martin's Crosswinds in Greenbelt. She explained that she had four tickets available and that additional attendees would have to purchase their own tickets. Each ticket includes a complimentary NAACP membership.

VI. Committee Reports

A. Multimedia Scholarship Competition

1. **Launch:** The revised guidelines and instructions have been published on the webpage at www.rockvillemd.gov/humanrights. Submissions are due March 27th.

2. Promotion: The competition is scheduled to be featured in *This Week in Rockville*. Also, information has been sent to HRC volunteers and supporters. However, the commission is still awaiting flyers and social media posts.
3. Fundraising: The HRC needs to secure additional funds by early March. Chair Proctor requested assistance soliciting sponsorships.

B. Rockville Pride

1. Promotion: Promotion has started. However, the commission is still awaiting an update to the webpage.
2. Fundraising: Fundraising has started. The focus is on contacting major businesses. Chair Proctor requested assistance soliciting sponsorships and donations. Ambassadors Mishra and Koretsky agreed to help.
3. T-shirts: Commissioner Nieves is working on the design and will have options available before April 30th. The cost will be ~\$500 if done by Custom Ink. Ambassador Mishra stated that she may be able to secure a better deal.
4. Performers: Chair Proctor stated that she had contacted Wicked Jezabel (a local band) and welcomed suggestions for performers from others.

VII. Old Business

There were no old business items.

VIII. New Business

City Council Liaison: Commissioner Nieves agreed to lead the effort to secure a city council liaison for the commission, and Liaison Kelly will help coordinate that.

MS Awareness Week: The HRC unanimously agreed to support the submission of a proclamation request for MS Awareness Week, which is March 8th-14th.

IX. Announcements

Chair Proctor informed everyone that Commissioner Olatoye had been appointed to the Montgomery County Remembrance and Reconciliation Commission as an ex-officio member and HRC representative. She also reminded them about an upcoming event featuring Secretary Lonnie Bunch at Busboys & Poets on February 4th.

X. Adjournment

The meeting was adjourned at 9:18 p.m.