

City and County of San Francisco  
**HUMAN RIGHTS COMMISSION**

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Theresa Sparks  
Executive Director



Edwin M. Lee  
Mayor

**Equity Advisory Committee ("EAC")**

**Minutes from November 13, 2012 Meeting**

**Community members present:**

Valerie Coleman, Angela Jenkins, Rick Hauptman, Erin Le, Miquel Penn, Jamie Wagoner, Stella Kim

**Community members absent:**

Jane Henzerling, Mollie Ring, Monali Seth, Alex Randolph, Barry Kendall

**Call to Order approval of minutes**

Committee members reviewed October EAC minutes.

**Public comment on items not on the agenda**

None.

**Commissioners and staff report**

Zoe advised Committee members that the HRC is hosting a reception in their honor on December 6, 2012 at Lush Life Gallery in the Fillmore. She encouraged all committee members to attend.

**Discussion: Equity Advisory Committee successes and lessons learned 2012**

Commissioner Lee and present committee members discussed continued questions they had about the relationship between the EAC and the Commission. Committee members discussed making the following changes to the EAC meeting format:

**Proposed Structural Changes**

1. Attendance at Commission meetings:
  - a. Committee members attend a Human Rights Commission meeting within the first two months of the new year.
  - b. Committee members report to the HRC twice a year. Committee members determine those dates in January.
  - c. Committee members attend commission meetings of other Commissions and report back to the EAC.
2. Format of Meetings
  - a. Meetings are conducted in accordance with the following format

5:30 pm-6:00 pm- Roll Call, Approval of Minutes, Staff and Commission Report  
6:00 pm-7:00 pm- Subcommittee reports  
7:00 pm-7:30 pm- Staff report on Commission activities and news events,  
committee

members report on trends in their neighborhoods,  
Announcements, Adjournment

- b. In January, Committee members submit \$15-\$20 to staff or a designated committee member who will use such funds to purchase snacks and food for all EAC meetings.

### 3. Subcommittees

- a. EAC has 2-3 subcommittees per year.
- b. Subcommittees consist of no less than 4 EAC members.
- c. Each subcommittee is responsible for presenting at the EAC meeting three months during the 12 month calendar. The subcommittee members will divide their reports at meetings as follows:
  - i. First month: *Education* on subcommittee issue
  - ii. Second month: *Dialogue on subcommittee* issue. This meeting will include a "round robin" session in which each EAC member will provide comment or question on the subcommittee's report.
  - iii. Third month: *Decision* by EAC on the issue.
- d. Subcommittee reports can include speakers from nonprofit and nongovernmental organizations as well as speakers from government agencies. Subcommittee members may also use this time to ask Commissioner to provide comment on whether an issue or project should be brought before the full commission.
- e. New issues or POPs will be discussed and voted on after new members have had the opportunity to attend EAC meetings and a Commission meeting. Date will be decided on at the first EAC meeting.

Committee member Barry Kendall did not attend the meeting but submitted his comments via email. A copy of that email was provided to committee members.

HRC staff Zoë Polk advised the committee members that she would email them these proposed changes for discussion and vote at the next EAC meeting.

### **Announcements**

Zoë advised that they are recruiting new members for the EAC and that she's looking for volunteers from the committee to help interview candidates.

Zoë reminded EAC members to attend the HRC reception on December 6, 2012.

### **Meeting Adjourned**