DRAFT
Equity Advisory Committee (“EAC”) Minutes from the February 8, 2012 Meeting/Orientation

Committee members present:
Commissioner Faye Woo Lee, Commissioner Michael Pappas, Rick Hauptman, Elena Gil, Azalia Merrell, Jane Henzerling, Mollie Ring, Miquel Penn, Valerie Coleman, Angela Jenkins, Barry Kendall, Stella Kim, Erin Le, Alex Randolph, Tamara Sherman, and Jamie Wagoner

Committee members absent:
Commissioner Susan Christian, Susana Rivero, Monali Sheth Charrisse Wells, and Tinisch Hollins.

Staff present:
David Miree

Guests present:
None.

Call to order, roll call and approval of minutes:
Staff member David Miree called the meeting to order at 5:47 pm and called the roll. A quorum of the EAC was present at the meeting. A motion was made and second to approve the minutes from the January 11, 2011 meeting of the EAC.

Public comment for items not on the agenda:
None

Welcoming Remarks- HRC Executive Director Theresa Sparks

HRC Staffer David Miree provided welcoming remarks on behalf of Director Sparks who was not able to attend the meeting due to a previously scheduled appointment

Introductions of New and Returning EAC Members and Commissioners (and ICE BREAKER Question)

Members introduced themselves and offered a snapshot into their career backgrounds and their work in the field of community advocacy. Members also answered an “icebreaker” question which was intended to reflect on their individual personal perspectives as it related to:

A. If you could discuss the current status of human rights advocacy with any historical/popular figure (past or present) who would that be and why?

B. What is the one “thing” you simply can not live without and why? (e.g. chocolate, blackberry, garlic)

C. What is your favorite food, movie or TV show and what do you think that selection says about your personal perspective.
Commissioners’ and Staff’s report- New Member Orientation:

Commissioners and Staff provided the membership body with an overview of the Equity Advisory Committee including a discussion on the Equity Advisory Committee going forward; role of staff related to Advisory Committees, updating the EAC mission statement, reviewing policies and managing expectations related to EAC membership “active” participation, code of conduct and allowance for administrative removal where deemed necessary, and the mandatory enforcement of 3-strike rule governing absenteeism.

This subject matter is covered in the EAC Membership Handbook which was distributed to all members. (Copies may be provided to the public upon request)

Miree confirmed that in an effort to make all the HRC’s advisory committees (AC’s) more uniformed, and equally efficient and effective, the full Commission has imposed that all AC’s be chaired by an appointed Commissioner.

Miree explained the role of HRC staff on the ACs to be more related to coordinating and facilitating the “day to day” administrative duties…basically Miree will continue doing the same functions as in the past but will no longer be “chairing” the EAC meetings.

Points of Interest excerpted:

- Miree reiterated that the work projects of the Equity Advisory Committee should be MEMBERSHIP DRIVEN!
- Going forward the rules governing absenteeism will be strictly enforced-3 absences will result in the termination of membership
- The full Commission has adopted in the by-laws giving the Commission Chair discretion to remove any member when said member’s behavior is determined to be more “disruptive” rather than “constructive.”

EAC Membership Roundtable Discussion- Methodology and Process for Identifying Work Projects and Work Groups for 2012- (HANDOUT) - MEMBERS HOMEWORK ASSIGNMENT FOR MARCH 14 2012 MEETING

Staff member Miree (via the Membership Handbook), discussed with the membership the various ways (methodology) that work groups and work projects are proposed and adopted by the EAC. The following items were discussed:
1. POPs- (Purpose-Outcome-Process-handout);
2. EAC Speaker Series;
3. EAC Membership Presentations;
4. Individual Works Plans or Action Items;
5. Short-term projects vs. Long-term Projects;
6. Advisory Committees and HR Commission Collaborative;

A more detailed explanation of these methods may be found in the Handbook

All EAC members were asked to submit an “Individual Work Plan.” This item should detail individual goals and objectives toward active participation including suggestions on a new EAC Mission Statement, “POP” or any “Action Item(s)” proposal as a Work Project for the (Whole) Committee or a Sub-Committee Project. This document should also include any suggestions or contacts you may have toward inviting experts or authorities in a particular field to address the Membership.
Update from work group relative to the African American Community Empowerment Initiative - HANDOUT (aka Out Migration Implementation and Youth Internship/Mentorship Project) - (Discussion Item)

EAC Member Azalia Merrell reported out on this item noting that the work group was moving ahead with their efforts as it related to the Youth Internship/Mentorship program. The work group is also reviewing the consensus and demographics data from 2010. The subcommittee met with HR Commissioner Sheryl Davis who presented the group with a companion piece to the EAC’s internship project which included creating a more formal/comprehensive internship program with selected City Departments. This effort would vest the City’s interest and commitment in an action item toward implementing some of the findings and recommendations of the various equity reports and disparity studies. This City internship program would then be used as a “model” for the Tech and Social Media Internship/Mentorship program being put forth by the EAC work group.

*For more information regarding the African American Community Empowerment Initiative please review the December 2011 Meeting Minutes of the EAC or refer to the EAC Membership Handbook

Miree encouraged the membership to read the meeting minutes because they often contained information that helped clarify any inquires about any item(s) that was previously discussed or gave explanation to the various (current) work groups or work projects (e.g. the above Empowerment Initiative.). Miree did however note that due to greater constraints and limitations on staff time that meeting minutes will no longer be formatted as a transcript of the meeting but going forward meeting minutes will only reference and index agenda items but a full audio version of the meetings will be available on line on the HRC webpage.

Update and status from work group relative to the “HRC Hero Awards” - HANDOUT Recognizing Students, Individuals and Community Organizations for their outstanding contributions to Human Rights Advocacy in San Francisco and Equity in Education - Nomination and Selection process.

EAC Member Jane Henzerling gave a brief update on this project noting that the press release and nomination forms had been revamped and finalized and were ready for distribution to membership sources and contacts.

EAC Member Alex Randolph suggested (where appropriate) that the term “application” be changed to “nomination form”. Staff Member Miree noted Randolph’s inquiry and the change was made accordingly.

Henzerling gave a time line for this project with an anticipated date for the awards program being May 2012. Nomination deadline is March 30th and a selection commitment would be formed to evaluate the nominations and make final recommendations to the full membership to “approve” the proposed honorees. Any member wishing to assist in this work group were asked to contact Jane or Monali (or David) accordingly.

Announcements

None.

Adjournment

The meeting was adjourned at 7:30 pm.