

**Falcon Heights- Community Engagement Commission**

**February 28, 2017**

**7:00 pm**

**Agenda**

1. Call to Order
2. Approval of November 21, 2016 Minutes
3. Introductions
4. Appointment of Chair
5. Appointment of Vice Chair
6. Appointment of Secretary
7. 2017 Goals
8. Updates and Announcements
9. Meeting Schedule and Adjourn

## Falcon Heights- Community Engagement Commission

November 21, 2016

7:00 pm

### Minutes

**Members Present:** Commission Chair Melanie Leehy; Commissioners Clem Kurhajetz, Jay Colond, Gary Kwong, Shirley Reider, Gwen Willems, Ahmed Hassan; SAPD Liaison Chief Jon Mangseth; Council Liaison Tony Fischer; Staff Liaison Katie Thrasher

**Members Absent:** Commissioner Felicia Turner; FHFD Liaison Anton Fehrenbach

1. Call to Order: 7:04 pm
2. Approval of October 18, 2016 Minutes Moved Shirley, second Clem
3. Commissioner's Journey to Falcon Heights
4. Human Rights Day Event
  - Commissioners should RSVP to staff if they cannot attend. The event is 6:30-8:30pm. Commissioners are asked to help with cleanup from 6-9.
  - a. Discussion Format
    - The Commission proposed questions to our guest speaker, Deborah Montgomery. Outline of agenda: intro 6:30-6:45pm, documentary 6:45-7:45pm, guest speaker presentation 7:45-8:05pm, Q&A 8:05-8:30pm.
  - b. Refreshments

We'll have simple finger foods, cider, water, and coffee.
  - c. Publicity
    - Commissioners are asked to sign up to post flyers. There is an event created on the city Facebook page, and it will go out in the city e-news.
5. Succession Planning
  - Seats are open on the Commission next year. Chair suggests incoming chair will have about 4-6 hours of work per month.
  - Commissioners were asked to follow up with Kris Grangaard to verify she could continue to serve as neighborhood liaison communications coordinator. Also, consider designating a representative for Liaisons and CERT.
  - Commissioners were asked to review the physical bins of resources and the online neighborhood handbook.
  - The city keeps a list of contacts for apartment management that can be used for outreach. Conduct outreach to businesses as well.
  - Consider:

- Training for protocols, open meeting laws, and racial equity and inclusion.
  - Planning a volunteer appreciation
  - Update the human rights incident process
  - Follow up with city on annual report of Commissions.
  - Follow up with discussion of the citizen of the year award
6. Updates and Announcements
  7. House Keeping Items
  8. Meeting Schedule and Adjourn

The current plan is for the first two meetings of the Commission to be scheduled on Tuesdays, January 23, 2017 and February 27, 2017.

Adjourned at 8:21 pm

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Commission Chair

Dated this 21<sup>th</sup> day of November, 2016

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Katie Thrasher, Staff Liaison