

Wake Forest Human Relations Council

Minutes

February 26, 2009

7:00 p.m.

Members Present: Karen Clagett, Chairman, Allyson Rayfield, Sherry Burchett, Tim Roth, Karen McVickers, Nicole Hedrick, Velma Boyd-Lawson, Anne Hines, ex-officio Tammy Moody, Staff Liaison

Absent: Andria Fields, Richard Longhway

Call to Order

The meeting was called to order by Chairman Clagett.

Action

Council made a unanimous vote to accept the reading and adoption of the November, 2008 minutes whereas Sherry Burchett made a motion and seconded by Tim Roth to accept the January, 2009 minutes as written.

New Business

Mark Williams, Town Manager was present to answer any questions that the Council had. He had talked to Chairman Clagett and Tim Roth last month about the Human Relations Council and their functions especially as this Council deals with citizens complaints referencing the one about the African American being mistreated that came from the North Carolina Human Relations Council. He told the Council that they did not have the same power as the North Carolina Human Relations Council. He talked about the town codes as it details the duties of this Council and as it pertains to doing positive things in the community like Good Neighbor Day and holding meetings in different communities. Mark explained to the Council that any complaints should come directly to him. He also told the Council if they are not comfortable going directly to department heads, we could find other ways of communicating. Council was also told that they can go to the North Carolina Human Relations Council if they have a complaint.

Chairman Clagett stated that the HRC is a volunteer Council. She also said that they have not been trained and need to be careful about getting involved. Commissioner Hines commented that when faced with a situation, just listen and asks the citizen to file a complaint and usually you do not here back from them and that most citizens want to vent. Velma Boyd-Lawson asked what if the individual is not comfortable talking to just anyone, what do you do? Mr. Williams stated that they can come and meet with him or

the department head and if one of the HRC members wants to join them, he was fine with that. He also mentioned that he would meet with them offsite if necessary with a HRC member.

Chairman Clagett presented each member with the Crisis Communication handout. The Crisis Communications handout is the general guidelines for the HRC. The guidelines outline part of the duties and responsibilities of the HRC, how to deal with citizens concerns, citizens' dissatisfaction and formal reporting of citizen's questions and concerns.

Tim Roth wanted to know if the HRC could act as a liaison to citizen's complaints and let them know who they could go to and get the correct information. Tim was informed by Mr. Williams that the HRC could be an advocate for these citizens with complaints.

Karen McVickers stated the reason she wanted on this Council is she wanted to help bring people back together. She mentioned that it needs to start at the local level and perhaps move from there. After further discussion, Ms. McVickers said she would direct all citizens' problems/complaints to Mark Williams.

Commissioner Hines said that we are very lucky to live in a good community and to have such a great town staff. She also said that the HRC is well represented and this Council should work on other parts of the community to bring everyone together.

Update on Marketing

Tim Roth presented the update on marketing. He was supposed to contact Bill Crabtree, Public Information Officer for the Town to talk about helping with marketing the HRC's upcoming events. Tim stated that he called Mr. Crabtree and he was supposed to provide him some information but as of yet, he have not received it.

Ms. Boyd-Lawson commented that we have other means of communicating to the public by using Channel 10, and handing out brochures. Subsequently, the Council is looking for other means of advertising their events.

Ms. McVickers asked Mr. Williams about the advertisements that use to hang over the railroad truss el. Mark told the Council to contact Mr. Crabtree and ask him to come to their next meeting because the town has more ways to communicate throughout the community. We have Channel 10, the Wake Weekly, Our Town Newsletter, email and Connect CTY for special notices. Tammy Moody was asked to contact Mr. Crabtree and ask him to come to the next HRC meeting.

Ideas for Community Involvement

The Council discussed ideas for community involvement. Many comments were made concerning food drives to benefit some people because of the economy and thoughts of this would hopefully pool people together.

Nicole Hedrick stated that maybe they can find some donations and get people to assist and help with this undertaking. Ms. Hedrick did not want to start from scratch, if possible she wants to partner with the Arbor Day Council. She also indicated if they partner with other councils they will know and understand what they do and they could collate a list of organizations that they could work with directly. Several organizations were mentioned such as Backpack for Buddies. Backpacks for Buddies, the kids take food home for the weekend and return the backpack on Monday. Councilwoman Hines noted that they have two places in town that have pantries, which include Triangle Ministries and WEB Dubois Community Development. She said it would be nice to partner with them to find out what kind of food they need and avenues to distribute the food.

Chairman Clagett mentioned getting the word out to Home Owners Association and Ms. McVickers mentioned the Lodge of Wake Forest because she gave can goods to them to help the soldiers. Overall, Council thought that the food drive would be a good idea.

Meet in the Street

Meet in the Street was discussed in great length. The Council is gearing towards getting members to volunteer for certain functions such as appointing main contacts, registration and ideas to increase participation.

The deadline for registration for Meet in the Street was on Friday, February 27, 2009. Commissioner Hines was asked to call and confirm with the Chamber of Commerce the booth for this event. It was mentioned that last year the Council partnered with Greenways committee. Allyson Rayfield and Ms. McVickers will coordinate this event which will be held the first Saturday in May of 2009.

The point of contact list/item list is as follows:

Nicole/Sherry – Gather information on food drive opportunities and possibly participation in Art After Hours this summer.

Tim – Request Bill Crabtree to come to March meeting to discuss assistance in brochures, mailers, business cards and mission poster for Meet in the Street.

Anne – Confirm booth with Chamber of Commerce for Meet in the Street.

Velma/Anne – Draft HRC brochure to hand out at Meet in the Street.

Karen Clagett – Order items for Meet in the Street.

Allyson/Karen McVickers – Chair Meet in the Street.

Allyson – Provide list of past GND sponsors.

Tammy – Provide copy of letter which goes out requesting sponsorship for Meet in the Street

Some questions were asked about the goals for Meet in the Streets as it pertains to the Human Relations Council. It was stated that it is a way for this council to be visible and to let people know what this Council does. Also it will give the Council the opportunity to promote Good Neighbor Day as they give out brochures and items to the children.

Ms. Boyd-Lawson stated that adding the Mission Statement of what the Human Relation Council duties consist of on a poster board will draw people's attention to the booth and when the brochures are handed out to make sure that Good Neighbor Day is mentioned as one of the other events that HRC sponsors.

Good Neighbor Day

The date for Good Neighbor Day has been established. The date is September 20, 2009 and the location will be at Holden Park. The Council also discussed fundraising for this event and sponsorships.

Chairman Clagett stated that the Council cannot count on the Town for a lot of money this year because of the economy. Ms. Rayfield mentioned that the Council has \$6800 left over in the budget which includes monies from sponsorships. Chairman Clagett noted that it will take less than \$1000 for the Meet in the Street event and she has some information on sponsorship that was given to her by Charles Martin. The Council agreed to start sending out sponsorship letters early and hopefully businesses will contribute to make this event a success. Commissioner Hines mentioned that the Council must conduct workshops in order to make this event a success. It was also mentioned that different people need to be assigned to different sections of the Good Neighbor Day events. Chairman Clagett will email out the documents and a list will be compiled so everyone on the Council will know who has been approached so the businesses will not be contacted twice. Ms. Rayfield has the list and she will email it to the Council.

Ms. McVickers asked if anyone had introduced the Human Relations Council to the South Burlington area. She wanted to let them know that they are part of the community. She also mentioned having Good Neighbor Day to meet in different communities and this will help with communications.

At the meeting in March, the Council will focus on fundraising and delegations of committees for Good Neighbor Day.

There being no further business, a motion was made by Velma Boyd-Lawson seconded by Tim Roth and by unanimous vote to adjourn the meeting.

Respectfully Submitted,

Karen Clagett, Chairman

Tammy Moody, Staff Liaison