

Wake Forest Human Relations Council

Minutes

November 18, 2010

7:02 p.m.

**Members Present:** Allyson Rayfield, Kevin Jones, Henrietta Coursey, Sherry Burchett, Meredith Brown and Bill Slater

**Absent:** Nicole Hedrick and Angelo Pettis

**Staff Present:** Tammy Moody and Commissioner Anne Hines

**Guest:** Bill Crabtree, Susan Simpson, Marla Akridge, Roe O'Donnell, and Mark Williams

**Call to Order:** The meeting was called to order at 7:02 p.m. by Chairman Sherry Burchett.

There were no minutes taken last month because there was not a quorum. No business could be conducted.

The guests were given an opportunity to introduce themselves.

Chairman Burchett opened the meeting by discussing the Community Outreach Project. She stated that this project is to try and close the gap of residents in areas that seem to be disconnected from the Town of Wake Forest. She mentioned that Meredith Brown would be leading this project and asked Mrs. Brown to discuss what is going to take place. Ms. Brown thanked the guest for coming and she discussed what the process will consist of for this Community Outreach. She gave everyone a copy of the layout and discussed each line item. She said that they will start in the area south of Burlington Mills Road and reach out to other areas.

Mark Williams, Town Manager and Commissioner Hines made comments concerning the project. Both reiterated that starting at Burlington Mills is a great area to start and to move on with the project to all areas of the Town because part of the charter states to hold meetings in various locations of the town to promote good relations in all areas and to afford as many citizens as possible the opportunity to attend such meetings.

Mrs. Brown has asked Pastor John from Richland Creek Community Church if we could use his facility to host the Community Outreach with February 24, 2011 and March 3, 2011 is the two dates that were mentioned to conduct the meetings. The time for the meeting will be from 6:30 p.m. to 8:00 p.m. Mrs. Brown asked about map areas with flyers so the Council can identify what areas belong to Wake Forest residents (tax payers) and what areas do not. Bill Crabtree (Public Information Officer) will get with Meredith to help her with the mailers to inform the residents.

Mrs. Brown went over the agenda for the Community Outreach. (See attached.) Marla Akridge said the Chamber and the DRC has a lot of resources that could be used for this project.

A signup sheet will be available for people to sign up to get more information about the town. The Mayor will be asked to come and speak so the residents will know who she is and all of the Commissioner will be invited. Someone from the Police and Fire department will be asked to participate and information will be gathered from Public Works (Streets, Sanitation) to have on hand to give out.

Other comments were that the HRC needed to order more flyers and at the next meeting which is December 16, 2010 divide up the responsibilities for each member.

**New Business**

Allyson Rayfield went over the finances that were available after the successful Good Neighbor Day event. (see attachment)

With no further business to come before the Council, Allyson Rayfield made a motion and Meredith Brown seconded to adjourn the meeting at 7:40 p.m.

Respectfully Submitted by,

Sherry Burchett, Chairman

Tammy Moody, Staff Liaison

**HUMAN RELATIONS COUNCIL -- FISCAL YEAR BEGINNING 7/1/2010:  
as of 11/18/2010**

<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>PLUS SPONSORS</u>	<u>LESS PAID EXPENSES</u>	<u>BALANCE</u>	<u>BALANCE TO BE PAID</u>
Balance forward				0.00	
Budget allotment from Town of Wake Forest					
Hartsfield & Nash-sponsorship	0.00	7,500.00	0.00	7,500.00	
Primrose School-sponsorship	0.00	250.00	0.00	7,750.00	
GND-entertainment	0.00	500.00	0.00	8,250.00	
GND-DJ Brian Pate	500.00	0.00	(500.00)	7,750.00	0.00
GND-Band	200.00	0.00	(200.00)	7,550.00	0.00
GND-Balloon artist	400.00	0.00	(400.00)	7,150.00	0.00
GND-t shirts	225.00	0.00	(225.00)	6,925.00	0.00
GND-Texas Roadhouse	2,235.00	0.00	(2,079.00)	4,846.00	0.00
GND-misc. food, supplies, giveaways	742.00	0.00	(742.50)	4,103.50	0.00
GND-stage	500.00	0.00	(80.91)	4,022.59	0.00
Shaw Sanitation Service-sponsorship	1,700.00	0.00	(1,667.48)	2,355.11	0.00
Tuxedo Junction-sponsorship	0.00	500.00	0.00	2,855.11	
Rex Hospital	0.00	500.00	0.00	3,355.11	
David Brown	0.00	1,000.00	0.00	4,355.11	
Wake EMC	0.00	500.00	0.00	4,855.11	
Destiny Dance Institute	0.00	250.00	0.00	5,105.11	
	0.00	50.00	0.00	5,155.11	
<b>TOTAL EXPENSES TO BE PAID</b>					<b>0.00</b>

**RECAP:**

<b>Budget allotment from Town of Wake Forest</b>	
<b>Plus sponsorships given to HRC</b>	7,500.00
<b>Less: expenses</b>	3,550.00
	(5,894.89)
<b>Available Funds</b>	<b>5,155.11</b>



## Community Outreach for South Wake Forest

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1. Identify Target Attendees:
  - a. The HRC needs to define which neighborhoods, streets and boundaries will receive an invitation to the Outreach program – need a map to draw boundaries for mailers
2. Identify date, time and location for event
  - a. Richland Creek, February\_\_\_\_\_?,
3. Invite key VIP's to attend: Mayor, Commissioners
4. Ask certain groups to be represented with information on their programs, calendars and upcoming events.
  - a. Chamber of Commerce
  - b. DRC
  - c. Parks and Recreation
  - d. Information Station for local civic groups: Junior Woman's Club, Woman's Club, Kiwanis....etc.....
5. Have a concession/information station set-up
  - a. cookies, beverages
  - b. take home info on upcoming events from the Town of Wake Forest
  - c. even a small takeaway present for them from the Town
    - i. baggie with candies...ties with business card size tags with important town web addresses
    - ii. We may need to have a "raffle" item too to be a draw to get folks out to this.
6. Keynote talks? Or just "meet and mingle" type of open house?
  - a. If Keynotes, ask Mayor Jones, Marla, Susan all to do a 10 minute talk on their respective areas of interest. Have Bill Crabtree also come talk for a

few minutes about communication from the town, how they should sign up (have a sheet available). This would take up maybe 40 minutes.