CITY OF BELLEVUE

BELLEVUE DIVERSITY ADVISORY NETWORK

MEETING MINUTES

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| March 27, 2018 | Bellevue City Hall  |
| 6:00 p.m.  | Room 1E-112  |

MEMBERS PRESENT: Anthony Austin, Paulo Perez, Edilberto Flores, Eloisa Tran, Jennifer Karls, Tom Brewer, Aleksandra Poseukova, Haruka Kojima, Alaric Bien, Jingdong Yu, Margie Ye, Chinar Bopshetty, Aisha Kabani, Mohamed Bakr

MEMBERS ABSENT: Beabe Akpojovwo, Linda Whitehead, Mareth Flores, Justin Daigneault, Andrew Kelly, Maria Batayola

STAFF PRESENT: Mark Manuel; Cherry Cayabyab, CGC Consulting

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 6:08 p.m. by Chair Austin who presided.

At the request of Mark Manuel, Diversity Outreach and Engagement Administrator, the members each shared one positive thing that was happening in their lives.

 A. Roll Call of Members

Upon the call of the roll, all members were present with the exception of Beabe Akpojovwo, Linda Whitehead, Mareth Flores, Justin Daigneault, Andrew Kelly and Maria Batayola.

 B. Adoption of Agenda

A motion to approve the agenda was made by Mr. Brewer. The motion was seconded by Mr. Bien and the motion carried unanimously.

 C. Adoption of the Minutes

A motion to approve the February 27, 2018, minutes as submitted was made by Mr. Bien. The motion was seconded by Mr. Brewer and the motion carried unanimously.

2. UPDATE: Calendar of Events, Share Point, Updated Timeline

Mr. Manuel took a few minutes to answer questions about setting up Microsoft accounts in order to access the BDAN Share Point site. He said he would seek answers to the technical questions asked that he was unable to address.

Mr. Manuel noted that steps had been taken to populate the Share Point calendar of events. He pointed out that folders had been created for the subcommittees to house various documents.

Mr. Manuel pointed out that as BDAN reached its two-year mark some members would be cycling off while others would be continuing and some new members would be coming on board. He added that the BDAN would also need to elect a new Chair and Vice Chair and address the makeup of the subcommittees.

Mr. Bien reported that the Race and Leadership Coalition would be holding its first annual summit on March 30 from 9:00 a.m. to 3:00 p.m. to Overlake school. He said issues would be discussed in the morning and solutions in the afternoon. Mr. Bakr said he would be making a presentation on Islamaphobia at the event. Mr. Brewer said his presentation would be on why 11:00 a.m. Sunday morning is the most segregated hour in Christian America.

Ms. Kojima reported that the Bellevue School District will be hosting a community forum on racial equity the evening of March 29 at Bellevue High School.

Mr. Manuel asked the members to consider attending the upcoming Bellevue Neighborhoods Conference on April 21.

Mr. Bien commented that the regional summit for the Pacific Educational Group is slated for June 27 and 28. The focus will be on equity. Mr. Brewer added that Eastside Pathways will be conducting a free pre-summit event on June 26.

3. BY-LAWS AND TERMS

Ms. Kabani commented that the BDAN had yet to ratify its by-laws. She reviewed with the group a draft copy of the by-laws and encouraged everyone to read them carefully. She said the by-laws are fairly standard and added that the group has been largely following them.

Ms. Kabani noted the need for clarity with regard to paragraph 14, the requirement for members to attend at least 80 percent of the meetings, which would be no more than three missed meetings in a year. Mr. Manuel said attendance at each meeting is recorded and said some members were doing better than others. Chair Austin added that being excused for a meeting still constitutes a missed meeting.

It was also noted from the by-laws that each member is required to participate on at least one subcommittee. Ms. Kabani allowed that there is no attendance policy applicable to subcommittee meetings.

The by-laws indicate the BDAN shall consist of no less than nine and no more than 21 voting members. Non-voting members have two-year renewable terms.

Mr. Bien asked who the non-voting members are and Mr. Manuel said he is one. He said the provision applies primarily to the work of the subcommittees but suggested the provision may not be needed at all and could be eliminated.

Ms. Kabani proposed revising the by-laws relative to election of officers. She said election of officers occurs in December and she suggested the executive officers should be elected every two years but should serve three-year terms, with the third year spent assisting the incoming officers. Executive officers should be BDAN members who have served at least one year.

Mr. Bien asked if the election of an officer to fill out the remainder of a term would see their two-year clock begin then or after the end of the term they were elected to fulfill. Mr. Manuel said the by-laws could be written either way, but suggested the clock would not reset until after the initial term was ended. Ms. Kabani suggested drafting the by-laws to say that in the event a person is chosen to fill the remainder of a term, elections for that office should occur in December, and that the person would still be eligible for election to a full two-year term. That way no one would serve more than 12 months of an unexpired term.

Ms. Kabani said the draft by-laws included a paragraph indicating the BDAN meetings are held on the last Tuesday of each month at City Hall from 6:00 p.m. to 8:00 p.m. Any action to change the official day and time would require amending the by-laws. Mr. Manuel added that a two-thirds vote is needed to change the by-laws, and that any proposed change must be noticed at least 20 days in advance.

Chair Austin pointed out the need to include in the by-laws the nominating committee process relative to identifying new BDAN members. He said the nominating committee would meet during the summer months and then present names at the retreat in September, followed by making selections in October.

4. BELLEVUE DIVERSITY INSTITUTE PUBLIC OUTREACH STUDY

 A. CGC Consulting, Cherry Cayabyab

Ms. Cayabyab reminded the BDAN that she serves as the consultant to the Bellevue Diversity Institute and that she would be working with the city through the end of July to produce a report and recommendation. She said she will have three key deliverables: 1) working with the BDAN on the cultural group mapping; 2) coordinating the community engagement and feedback work; and 3) synthesize the feedback and produce a report and recommendation.

Ms. Cayabyab thanked the Engagement and Outreach and Communications committees for meeting on March 13 where the focus was on the cultural mapping. She said a centralized list of more than 200 organizations has been compiled and posted to the Share Point site. The intent is to have the map completed by the April BDAN meeting.

Mr. Manuel said the mapping work closely resembles the work done by Arts Program Manager Joshua Heim to map arts organizations. He explained that Mr. Heim used the tax identification numbers to identify organizations. Each was then located on the map according to their address. The live version of the map allowed for hovering over an identified location to learn the name of the organization and additional details. The work also allows for taking a snapshot of an area and consolidating the information within the area. It is clearly important to make sure the map is accessible to all and that it is regularly updated.

5. BDAN COMMITTEE WORK

 A. Engagement and Outreach – BDI, Cultural Group Mapping

Ms. Kabani said the subcommittee agreed reviewed and agreed on five subcategories for the mapping project. She said the group also identified the vetting process for including organizations, and identified the next outreach activity that will involve going out into the community to engage in a focus group setting or conducting some canvassing to gain feedback from the community relative to what they are looking for. The group intends to do that work in May or June.

 B. Culturally Responsive Government – BDAN City Team

Ms. Karls reported that the group discussed putting together a protocol for working with city staff in the event the study outcome falls within the scope of what the subcommittee can do. The group talked about doing the implementation work in phases. The subcommittee will meet again prior to the next BDAN meeting to talk strategies.

Mr. Manuel added that the group discussed how to use the Bellevue Diversity Institute as a study and how to make recommendations to a project. He stressed the need to use the Bellevue Diversity Institute as a experimenting ground while doing the work with Ms. Cayabyab.

6. ANNOUNCEMENTS

Mr. Bakr reminded the members about Meet Your Muslim Neighbor on the first Saturday of every month at the Bellevue downtown library from 1:00 p.m. to 3:00 p.m. He also thanked those who attended the arts event.

Ms. Kojima reminded the members about the April 16 speaker series with Robin D’Angelo. She said the event begins at 4:30 p.m.

7. ADJOURN

A motion to adjourn was made by Mr. Bien. The motion was seconded by Mr. Brewer and the motion carried unanimously.

Chair Austin adjourned the meeting at 8:09 p.m.