CITY OF BELLEVUE

BELLEVUE DIVERSITY ADVISORY NETWORK

MEETING MINUTES

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| May 29, 2018 | Bellevue City Hall  |
| 6:00 p.m.  | Room 1E-112  |

MEMBERS PRESENT: Anthony Austin, Jennifer Karls, Aisha Kabani, Margie Ye, Aleksandra Poseukova, Eloisa Tran, Chinar Bopshetty, Justin Daigneault, Mohamed Bakr, Jingdong Yu, Haruka Kojima and Tom Brewer

MEMBERS ABSENT: Alaric Bien, Mareth Flores, Maria Batayola, Edilberto Flores, Andrew Kelly, Linda Whitehead

STAFF/OTHERS PRESENT: Mark Manuel, Cherry Cayabyab (CGC Consulting),

 Mz. Elena Poseukova (Aleksandra’s guest)

RECORDING SECRETARY: Tom Brewer (Interim Secretary)

1. CALL TO ORDER

Due to a lack of quorum at 6:00 p.m., the meeting was not called to order but, announcements and community updates were provided to the assembly.

 A. Roll Call of Members

When a quorum of members arrived at 6:17 p.m., Chair Austin called the meeting to order. (12 Members were present, and 6 Members were absent)

 B. Adoption of the Agenda

A motion to adopt the agenda was made by Margie Ye. The motion was seconded by Aisha Kabani and the motion carried unanimously.

 C. Adoption of the Minutes

A motion to approve the Meeting Minutes of April 24, 2018 was made Jennifer Karls. The motion was seconded by Mohamed Bakr. No discussion was held and, the motion carried unanimously.

1. OLD BUSINESS

 A. SharePoint Check-In (by Mark Manuel)

A sign-up sheet was circulated so, those not yet on SharePoint can receive an invitation. Also, Mark will put current documents on SharePoint (Microsoft’s central platform).

1. NEW BUSINESS
2. Newly proposed Officer Position – Secretary (by Anthony Austin)

**Interim Secretary:** The City of Bellevue has determined that Meeting Minutes of BDAN do not need to be formal records which were produced by professional services. The Chair will appoint an interim secretary from among the membership. This volunteer will be designated as the Secretary until our formal elections are conduct in December 2018. The Secretary’s roles will be described in the Bylaws (which will be finalized, adopted & ratified in June 2018). In the interim, Tom Brewer volunteered to take notes for BDAN.

1. TERMS (2- AND 3-YEAR) AND NOMINATING COMMITTEE

Chair Austin announced that Mareth Flores has resigned from active membership. She may participate with subcommittee work, in the future.

1. 2- and 3-Year Terms

**Membership Terms:** After much discussion about staggering terms in membership, it was agreed that a regular term will be three years. The goal will be that one-third of the members will complete their terms, each year and be replaced by new members. Some members among our current roster, will voluntarily withdraw after two years of service and will create vacancies to be filled by new members.

1. Nominating Committee

**Nominating Committee:** this volunteer-based committee will be appointed by the Chair; it will receive and review applications from the public and make recommendations to the City Manager, who will finalize appointments to BDAN.

* Members of the initial Nominating Committee are: Vice Chair, Aisha Kabani, Aleksandra Poseukova, Chinar Bopshetty, Eloisa Tran and Tom Brewer. Upcoming meetings will be on video chat or teleconference.
1. REVIEW AND RATIFY BYLAWS
2. Review the Bylaws (by Aisha Kabani)

**Review Bylaws:** A draft document of BDAN’s Bylaws were distributed and reviewed thoroughly, article by article. At first, the articles were quickly approved but, as we went further into the document dealing with governance, several matters were highly criticized such as: officers, membership, terms, and attendance.

1. Ratify the Bylaws (by Aisha Kabani)

**Ratify Bylaws:** Since, we had additional topics that needed to be reviewed in this meeting, the Bylaws’ review and discussion were tabled until the next meeting.

1. BDAN COMMITTEE WORK
2. Engagement & Outreach – BDI, Cultural Group Mapping

This time-frame was designed to consultant Cherry Cayabyab who spoke on preparations for the Multicultural Diversity Forum – scheduled for June 30, 2018 at Bellevue College.

* Eight facilitators are to engage multicultural groups prior to the forum.
* BDAN members provided constructive feedback on the **promotional flyer** and, the draft **survey** being created for these events.
1. ANNOUNCEMENTS

**Calendar Events:**

* Multicultural Diversity Forum @ Bellevue College, June 30,2018
* 2nd Annual Retreat, BDAN on September 8, 2018, 10:00 a.m. – 4:00 p.m.
* 2018 Welcoming Week Event (BDAN) on September 15th or 16th
1. ADJOURN

BDAN – next meeting is scheduled for Tuesday, June 26, 2018 at 6:00 p.m. – 8: 00 p.m.

A motion to adjourn was made by Jingdong Yu. The motion was seconded by Aleksandra Poseukova and the motion carried unanimously.

Chair Austin adjourned the meeting at 8:17 p.m.