



**CITY OF MARSHALL**  
**Diversity, Equity, and Inclusion Commission**  
**Agenda**  
**Thursday, June 01, 2023 at 3:00 PM**  
**City Hall, Camden Conference Room**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- [1.](#) Amendment of May Minutes

**OLD BUSINESS**

- [2.](#) Budget & Distribution of Funds

**NEW BUSINESS**

3. Volunteering & Capacity for Future Events
4. Juneteenth
5. PRIDE

**OTHER**

**ADJOURN**

**Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.**

**MINUTES**  
CITY OF MARSHALL  
Diversity, Equity and Inclusion Commission  
Thursday May 4, 2023, at 3:00 PM  
City Hall, 344 W Main Street-Camden Conference Room and via Zoom

AT LARGE MEMBERS PRESENT: Amber Kinner-Alahakoon, Ashley Dwire, Jefferson Lee IV, Michele Knife-Sterner, Marcy Heemeyer, See Moua-Leske

STANDING MEMBERS PRESENT: Beth Ritter, Denae Winter

STAFF PRESENT: Amanda Beckler, Community Education Coordinator; Addy Wolbaum, Diversity, Equity & Inclusion Assistant;

MINUTES TAKEN BY: Joyce Tofte

Motion to approve agenda from See Moua Leske

Seconded by Joyce Tofte

Motion to approve last meetings minutes from See Moua Leske

Seconded by Jefferson Lee IV

1. Introduction of new at-large member, Amber Kinner-Alahakoon. Works at SMSU teaching social work adjunct previously working the county in Restorative Justice. Round robin introductions followed with all present.
2. Work Café Subcommittee: Met this last Monday. Had previous discussion on creating welcoming signs and putting them in local businesses. Discussed getting the information out to the community and how we're going to move forward and create actionable pieces to world café. We know that Juneteenth and Marshall Pride are upcoming, we also have Welcoming Week, sounds of summer, Marshall Farmers Markets, and National night out coming this summer and we're proposing booths at all the events with the information. There's three things main themes that came out of the world café, community, communication and public safety. We would like to continue the movement forward with the public safety in collaboration with the Marshall police department.

Question from Ashley: Are we collecting data from community members in response to receiving the information received from the World Café?

We have the infographic completed so we just need to come up with a questionnaire or some sort of action step. Might be something for the subcommittee to figure out. Or is it repetitive to take information, disseminate information, then take feedback again? Also having mini presentations at each of the events and collect conversational data.

Questions: You mentioned PRIDE but we haven't officially decided to be a part of these things.

3. Juneteenth: Letter sent from The MORE Network regarding city involvement for Juneteenth. Amanda in response looked at ideas from other communities and selected ideas from a short time. Hour long presentation from the Mayor. Freedom Park Juneteenth Celebration. Following the Guest speaker- meals/food. Two weekends: Drive-in movie at the library – Summer of Soul or Soul. Amanda: mayor proclamation- the only other event the City puts on is July 4<sup>th</sup> and 9/11 and having the same level of formal and meaningful events and a deep event. Really wanting to be intentional and bringing it beyond the traditional events that we host as a city.

Statement: Might want to ask the president of the university to be a part of the proclamation? Jay will look into it. Look at See's sister for popcorn for the movie night.

Motion to move with current list: Jay Lee

Second See Moua Leske

All those in favor: All. Zero nay

Michele stepping away. Jay taking over chairing this meeting as a past co-chair.

Subcommittee to assist with Juneteenth Planning: Addy, Joyce, Ashley, Amber, Jay and need someone else.

4. September 19<sup>th</sup> Welcoming Week. 2 weeks into the school form 5-7 at Justice Park. Handed out Save the Dates at WorldFest. Need to have it on the website as soon as possible.

Beth, See, Amber, Amanda, Addy on the welcoming week subcommittee. Already have a start on the event.

5. Other:

Worldfest- 1300 attendees. 100 vendors. 100 volunteers. Really great and really happy.

Handed out a ton of stuff. The university is very happy with how it turned out as well.

PRIDE: PRIDE asks- they asked about the large tent that was provided by the commission last year, the breastfeeding tent and the sound stage. Also volunteers from the commission. Commission table at the event on Sunday the 11<sup>th</sup>.

Motion to table at PRIDE, Sounds of Summer, Juneteenth, National Night out by See Moua-Leske

Motion to second: Amber

Discussion: No

All in favor: all

All opposed: zero

#### Marketing:

Expenses Budget: Discussion of Expense document. General professional services includes translation services which would be a large portion of our dollars. ABE students now certified as translators so will utilize that service for translation.

Conversation on legalities about rates as well as assurance that translation is accurate. Do we have a back up to have someone verify that the translation is appropriate. We would have to be very mindful on what sort of portions are translated (puns, euphemisms, etc.) Maybe a board of local community members? We will need a budget for that to pay people for their time.

We need to have further conversation and need to look at increasing the budget for conferences & training. Conferences and trainings would look like sending commission members to trainings or webinars. General Professional Services would cover if we brought a facilitator in to do trainings.

Not looking for a motion to approve and we will continue discussion on this.

#### Pens and Tablecloths:

Motion to purchase a Purple tablecloth at \$78.98 and multicolored pens at \$152.19

Motion to approve: Beth

Second: Marcy

Favor: Marcy, Beth, Joyce, Jay

Opposed: Ashley

Discussion: Ashely-What are we marketing?

Ability to have something at the different places we go to. Being wary of a performative image.

The motion passes.

We're over time and George is not here: we will table the rest of the agenda until next meeting.

Marcy's last meeting. Thank you for being a part of the commission.

Meeting adjourned at 4:15pm

Respectfully submitted,

Joyce Tofte

# Diversity, Equity, & Inclusion Commission Budget

## DRAFT

<b>Expenses</b>			
	<u>Original Budget</u>	<u>Activity</u>	<u>Balance</u>
General Professional Services	5,000.00		5,000.00
General Supplies	1,500.00		1,500.00
Advertising & Marketing	2,000.00	149.91	1,850.09
Conferences & Training	1,500.00		1,500.00
Totals:	10,000.00	149.91	9,850.09