

City of Creedmoor DEI Advisory Board Meeting

Date: January 26, 2022 Time: 6:30 pm

**DEI Advisory Board Members Present:** LaVerne Singleton, Dennis Daniel, Tara Owens Shuler, Pamela Criswell, Kiana Turner

**DEI Advisory Board Member Not Present:** Manuel Aguilar, Kimberly Albright

**Others in Attendance:** Gerald Smith, City Manager, Kechia Brustmeyer-Brown, City of Creedmoor Commissioner, Liaison to the DEI Advisory Board; Chris Horrigan – City of Creedmoor Parks and Recreation Director; Emma Albright, City of Creedmoor Commissioner; Jan Kreidler; Jonelle Marable; Kevin Brown, Thelma Thomas-Mungo;

Agenda Item	Discussion	Final Action and/or Follow-up Needed
Call to Order and Invocation	Commissioner LaVerne Singleton called the meeting to order. Invocation provided by Tara Shuler	Meeting started at 6:30 pm
Pledge of Allegiance	All in attendance	
Approval of Agenda	No changes to the agenda	Motion carried to accept agenda with noted addition.
Approval of Minutes	No edits suggested  Motion made by Commissioner Marable and properly second by Commissioner Albright to accept the minutes as written.	Motion carried to approve the minutes
Public Comment	No public comment	
Sub-Committee Reports	<i>Activities Committee</i> The activities committee met and drafted a plan for celebrating City of Creedmoor residents who exemplified characteristics held by Dr. Martin Luther King, Jr in recognition of the King holiday. Document never made it out of draft format to move forward to Board of Commissioners for review due holiday and committee members sick due to COVID. The draft will be maintained and re-considered for MLK, Jr Day in 2023.	<b>To do before next meeting:</b> Develop a proposed Events plan for review by the Board of Commissioners.

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	<p>Social Media/Website</p> <ol style="list-style-type: none"> <li>1. Potential logo was discussed for the DEI Advisory Board</li> <li>2. Ways to broadcast DEI messages/events/social media platforms</li> <li>3. Reviewed City of Creedmoor properties (social media platforms) during the sub-committee meeting.</li> <li>4. Discussed adding a web page as part of the City of Creedmoor website to host the Mission and Vision statement as well as bios and pics of Advisory Board members.</li> </ol>	<p>If any updates for the website, please contact City Manager Smith.</p> <p>Recommendations from the sub-committee:</p> <ul style="list-style-type: none"> <li>• add bios, pictures, and contact information of Advisory Board members to website</li> <li>• Approve the DEI brochure</li> <li>• Develop a logo for the Advisory Board</li> </ul> <p><b>To do before next meeting:</b> Combine recommendations into a PR plan from the DEI Advisory Board to be presented to the Board of Commissioner.</p> <p>Sub-committees should meet prior to the February meeting to draft a proposed plan for review and final approval. Proposed plans will be shared with Mayor Pro Tem Brustmeyer-Brown to take it forth to the Board of Commissioners.</p>
<p>Report from City of Creedmoor Parks and Recreation – Chris Horrigan</p>	<p>Parks and Receptions applied to NC Recreation and Parks Association (NC RPA)</p>	

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	<p>Grant was award in the amount of \$1,000 and City of Creedmoor matched. Developing engagement for youth, 12 – 17-year-old in the community.</p> <p>Applications due March 1<sup>st</sup> Events must be held between April 2022 – June 2022. Chris would like members of DEI Advisory Board to serve on the grant review committee along with CRP committee members. Review will be early March.</p> <p>Micro-grant program for youth to host a public event at the Community Center for a maximum of \$500 for a total of \$2,000.</p>	
New Business		
Clarification of Meeting Time	DEI Advisory Board meetings are at 6 pm	
Introduction of Applicant for DEI Advisory Board	Thelma Thomas-Mungo was introduced to the Board and shared about her interest in serving on the Board.	
Updates regarding Board composition	Chairman Singleton shared update regarding the removal of Advisory Board member, Jonelle Marable.	
Discussion of filing the vacant Vice Chair seat		<b>To do before next meeting:</b> Recommendation for Board members to

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		think about serving as Vice Chair. This item will be added to the February agenda.
Motion to Adjourn the meeting		Motion was properly made and second to adjourn meeting at 7:34 pm.