

## Minutes

### REGULAR MEETING OF THE CITY OF GOSHEN COMMUNITY RELATIONS COMMISSION

Tuesday, December 11, 2018 - 7pm.

Goshen City Hall

**CRC mission:** Our mission is to foster a climate of positive community relationships and non-discrimination in which all Goshen citizens enjoy equal opportunity for education, employment, and access to public conveniences, accommodations and real property.

**CRC members present:** Jose Rocha, David Araujo, Glenn Null, Evan Miller, Lizzy Diaz, Michele Fanfair-Steuery; **CRC members absent:** Sreekala Rajagopalan; **Others Present:** CRC consultant, Darin Short and City Council Liaison, Julia King

1. Call to Order & Opening
  - a. Review of the CRC Mission and Principles
  - b. Moment of silence to remember Phil Thomas
  - c. Introduction of visitors
  - d. Review of the agenda
2. For the Good of the CRC (public comment) – no comments offered
3. November minutes were reviewed and accepted as presented
4. A nomination subcommittee of Evan, Lizzy, and Sreekala met with Darin to develop a proposed slate of officers for 2019. The subcommittee's proposal for the slate of officers for 2019 includes:

Chair, Evan Miller

Vice, Chair Michele Fanfair-Steuery

Treasurer, Glenn Null

Secretary, David Araujo

A vote for officers will be taken during the January 2019 meeting.

5. Evan presented a proposed CRC member job description that each member had an opportunity to review prior to this meeting. Lizzy moved to adopt the job description as presented, Michele seconded, motion passed 4-1 with one abstaining.
6. Discussion to share job description with Mayor and City Council - Julia will approach the mayor about the possibility of putting this job description on the city council agenda as a discussion item during the final city council meeting in December. If possible, Evan will attend to speak to the job description. Darin will see that it is posted on CRC Website, Facebook and Twitter.
7. Proposal for encumbrances for 2019 contracts.
  - An invoice for the 2019 Taste of Goshen was received from Downtown Goshen Inc. Glenn indicated he would submit the invoice so that funds could be encumbered from the 2018 budget. The requested encumbrance will be for an amount of \$1,249.

- Darin presented two proposed contracts for work during 2019. One contract involved carrying on many of the duties he has been responsible for in prior years. The annual amount for this contract during 2019 will be \$6,480. The second contract was a new contract which covered work specifically related to the Taste of Goshen. This second contract is for \$1,770. Jose moved to approve both of these contracts, Michele seconded, motion passed 5 to 1. Glenn will ask the City Treasurer to encumber 2018 funds to cover these expenses.
- During the week of Dec. 4-8, Evan asked Darin to prepare a proposal to offer services related to the IDI (Intercultural Development Inventory). Darin presented a proposal for the CRC to consider but ultimately it was decided the timing is not right for this project.

Each of these will need to be reviewed by City Attorney and then Approved & Signed by Board of Works.

8. The CRC briefly discussed the desire to reinvigorate the By-Stander Training
9. Evan reported the conversation with Goshen Schools will take place on Fri., Dec. 14. Evan also shared that he received an email from Christa Kauffman who is a teacher at Goshen Middle School. Ms. Kauffman was inquiring about the possibility of collaborating with the CRC on a school related project. There is general excitement and interest about this possibility although no decision was made nor have project details been determined.
10. Discussion about preparing for a strategic planning retreat was held.
11. Reports and Statistics – nothing to report
12. Treasurer's report was presented by Glenn.
13. Announcements, closing comments and reflections were offered by CRC members

Adjourned 9:03

See Attachments

# CRC - Commission Member Job Description

## Background

The Community Relations Commission of Goshen (CRC) is a volunteer group of Goshen (Indiana) residents. Members are appointed by the Mayor of Goshen and Goshen City Council.

The mission of the CRC is to foster a climate of positive community relationships and non-discrimination in which all Goshen citizens enjoy equal opportunity.

The CRC is committed to the following seven principles:

- Respect for each other and respect for each other's rights
- Open communication and engagement
- Honesty
- A safe community
- Acceptance that change has positive and negative consequences
- Tolerance of differences
- Support for equality and freedom from discrimination

The CRC sponsors programs and initiatives to cultivate and promote positive community relations. Past and possible future events include:

- A community-wide, Diversity Day/Taste of Goshen - a fun event where community members from various ethnicities share their food traditions in a downtown, First Friday's street party.
- Policy proposals and resolutions including a resolution to reject a for-profit immigrant detention center, and a resolution recognizing Goshen's history as a "Sundown Town."
- Bystander Training - a community workshop where small groups of residents learn about how to respond positively in the event they witness discrimination or harassment in a public place.
- Community Conversations - a gathering of community members where they can experience challenging intercultural, social, or political conversations in a productive, meaningful and solution-oriented manner.

## Commission Member Activity Level

CRC members volunteer their time on this commission. Members serve three year terms, and typically give four to six hours per month. Members meet on the second Tuesday of each month for a two to three hour meeting. In addition, members are often involved in various subcommittees and participate in CRC sponsored programs. The Taste of Goshen event is an "All Hands on Deck" event where members staff the event by setting up and cleaning up after the event, selling tickets, and helping wherever needed.

## Commission Member Qualifications and Desired Attributes

The commission welcomes diversity of race, ethnicity, gender, religion and perspective among its membership. Commission members are faced with sometimes complex and challenging situations. For this reason, Commission Members should demonstrate:

- A commitment to the seven principles
- A commitment to and support of the “[Resolution for Visitors Policy](#)”
- A desire to engage positively with persons very different from themselves
- An eagerness to learn and grow
- Good listening skills
- Openness and warmth
- Courage to stand for justice, even when it is hard

Additional desired (but not essential) characteristics include:

- Experience with racial/cultural bridge-building
- Experience around issues of discrimination of protected groups
- Experience thinking and acting strategically.
- A track record of community involvement
- A basic understanding of parliamentary procedures
- Willingness and capacity to provide leadership

## Application Process

Individuals who wish to be considered for a position on the CRC should complete the Boards and Commissions application on the [following link](#).



**COMMUNITY  
RELATIONS  
COMMISSION**  
CITY OF GOSHEN

# COMMUNITY RELATIONS COMMISSION

## GOSHEN, INDIANA

### **Memorandum of Understanding Consultation to Continue Implementation of CRC Mission**

#### **Purpose - Assist the Community Relations Commission:**

- 1) To support the CRC volunteers with continued implementation of the CRC mission, vision, and values.
- 2) To support the CRC as opportunities arise for collaboration within the community whether via programming or cost sharing
- 3) To assist the CRC in screening potential CRC activities, initiatives, partnerships, etc.
- 4) To help bridge the gap between:
  - The volunteer nature of CRC members and additional CRC action
  - The CRC and developing potential partnerships
  - The CRC and residents
  - The CRC and City of Goshen
- 5) To amplify the on-going role of Commissioner volunteers via organizing and inspiring

#### **Consultant's General Responsibilities (see addendum for additional details)**

- 1) Assist the CRC Chair as requested
- 2) Attend monthly CRC meetings and take meeting minutes
- 3) Support subcommittees as they develop (e.g., bystander training, marketing, etc.)
- 4) Help with project design as new projects, initiatives are considered
- 5) Serve liaison function with CRC community partners, including but not limited to the CRC Grant Program
- 4) Facilitate maintenance and improvement of social media and web presence
- 5) Receive updates from City Staffing regarding CRC voicemail and email
- 6) As requested, represent the CRC with regard to positions taken by the CRC in conjunction with the CRC Chair, or Chair designee

#### **Oversight of the Consultant**

- 1) By Chair of the CRC, or designee of the Chair, via one or more 30-minute meetings per month to determine priorities, develop strategy, maintain focus, and assess progress. Chair or chair designee will use strategic plans as screens to set priorities that guide program selection and partnership development. Meetings will be supplemented by written and voice communications as necessary for coordination of effort.
- 2) Consultant will provide a report of activity in all 6 areas of responsibility on a quarterly basis, including the following measurables:
  - Number of encounters as liaison for the CRC
  - Number of encounters with prospective and on-going partner organizations
  - Number of CRC meetings attended
  - Number of social media and web improvement updates
  - Number of instances of sharing the CRC experience with community groups

- A log showing the number of hours worked.

### **Qualifications**

- 1) Experience or training in intercultural relations
- 2) Undergraduate or graduate degree in related field preferred
- 3) Knowledge and general understanding of CRC purpose and goals preferred
- 4) Knowledge and general understanding of the intercultural environment in Goshen
- 5) Ability to work independently
- 6) Ability to work with and in a broad range of community groups (e.g., designated CRC commissioners who will provide direct oversight for the work of this position, grassroots initiatives, representatives of community organizations, business community, city government, etc.)

### **Contract Structure**

- 1) On average 4 hours per week
- 2) Temporary and independent contractual basis
- 3) Time Frame: one year (2019)
- 4) Either party may terminate this contract with 60 days notice
- 5) Renewal potential exists if annual review determines that both the contractual function and the consultant are generating desired results; and funds are available and allocated

## Compensation

Remuneration for consultation services will be at the rate of \$540 per month, payable by the 15th of each month beginning in January 2019. No additional compensation is implied or expected.

The signatures below acknowledge mutual agreement between the consultant and the CRC with respect to all provisions of the above stated consultation description.

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Consultant

Darin Short, InterSights, 1844 Park West Dr, Goshen, IN 46526 [574.238.5514]

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Date

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CRC Representative

dksl- December 2018

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Date

## **Addendum to Consultation to Continue Implementation of CRC Mission (2019)**

### **Additional Details Regarding Consultant's Responsibilities**

- Continued, regular, and sustained coordination of CRC efforts, initiatives, activities (e.g., pushing the CRC vision forward by coordinating conversations around CRC vision initiatives, marketing efforts, etc.)
- Continued assistance with the creation of a comprehensive plan to pursue the Vision identified during 2014/2015.
- Assistance with implementation of a strategic plan when it is developed
- Facilitate, network, and maintain contacts with community organizations willing to engage in intercultural program collaboration, partnerships, fundraising and cost sharing
- Represent the CRC via speaking engagements that may arise with community groups such as service clubs, church groups, etc.
- From time to time issues arise in and with the community, community members and community organizations. The Mayor, and the City Council look to the CRC to provide guidance on these issues. The Consultant, in partnership with the Chair, will be responsible for sharing the CRC's position on such issues.
- Relieve the Chair of some duties/tasks including but not limited to writing annual report; maintaining list of CRC commissioners and related contact information; and other items as they arise.



**COMMUNITY  
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CITY OF GOSHEN

## **COMMUNITY RELATIONS COMMISSION GOSHEN, INDIANA**

### **Memorandum of Understanding Consultation to Coordinate and Manage CRC's Annual Taste of Goshen Event**

#### **Purpose - Assist the Community Relations Commission:**

To coordinate and manage the Taste of Goshen for the May 2019 First Fridays

#### **Consultant's General Responsibilities**

- 1) Meet as needed with Taste of Goshen planning subcommittee of the CRC
- 2) Identify and contact prospective food vendors
- 3) Determine menu offering for the event
- 4) Coordinate use of and delivery of equipment and supplies needed for the event
- 5) Seek out and coordinate volunteer help for the event
- 6) Coordinate the event with Downtown Goshen, Inc., the organizer of First Fridays
- 7) Attend, manage, and be present at the event during the May 2019 First Fridays

#### **Oversight of the Consultant**

Oversight will be provided by the Chair of the CRC and/or appointment of a CRC subcommittee via meetings, email communication, and telephone conversations.

#### **Qualifications**

- 1) Experience organizing events such as the Taste of Goshen
- 2) Ability to work independently
- 3) Ability to work with a diverse group of persons

#### **Contract Structure**

- 1) This contract applies only to the May 2019 Taste of Goshen
- 2) Estimated total hours are 44
- 3) Temporary and independent contractual basis
- 4) Time Frame: Six months (January – June 2019)
- 5) Either party may terminate this contract with 60 days notice

#### **Compensation**

Remuneration for services will be at the rate of \$1,770, payable in three installments of \$590 by the 15th of the month during the months of March, April, and May of 2019. CRC will pay vendors directly for all equipment rentals and supplies needed for this event.

The signatures below acknowledge mutual agreement between the consultant and the CRC with respect to all provisions of the above stated consultation description.

_____ Consultant Darin Short, InterSights, 1844 Park West Dr, Goshen, IN 46526 [574.238.5514]	_____ Date
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_____ CRC Representative	_____ Date
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_____ Authorized City of Goshen Representative	_____ Date
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dksl- December 2018