



## MEETING AGENDA MULTICULTURAL ADVISORY COMMISSION

Thursday, November 17, 2016 – 6:00 p.m.  
922 Machin Avenue, Novato, CA  
City Administration – Baget Conference Room, 2<sup>nd</sup> Floor

### 1. CALL TO ORDER – Chairman Jacobs

### 2. ROLL CALL – Chairman Jacobs

Chairman:	Jacobs
Vice Chair:	Florez
Board Members:	D'Arrigo, Selzer

### 3. APPROVAL OF MINUTES

**Item 3.A:** Minutes of the October 20, 2016 Multicultural Advisory Commission Meeting

### 4. PUBLIC COMMENTS

At this time, members of the public may comment on any item NOT appearing on the agenda. Under State Law, matters presented under this item cannot be discussed or acted upon by the Commission at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Commission consideration. Comments must be limited to 3 minutes or less.

### 5. UNFINISHED BUSINESS

**Item 5.A:** Continue discussion on the development of the Commission's work plan.

**Recommendation:** Review the draft document compiled by the liaison of each commissioner's submitted ideas and goals for the upcoming year. Make edits and / or approve.

### 6. NEW BUSINESS

**Item 6.A:** Review the outreach brochure for use by commissioners and others to promote the commission's work and activities.

**Recommendation:** The full commission should review the edited outreach brochure and either approve or make final edits.

**Item 6.B:** Discussion of Movies in the Park event(s) for 2017.

**Recommendation:** Determine if the commission will put on one or two Movies in the Park events during the summer of 2017 and discuss date options for such events.

**Item 6.C:** Discussion of an Equity Forum event to be held in 2017.

**Recommendation:** Discuss event specifics, logistics, and feasibility of putting on a new city event. Flesh out dates, location, speakers, advertising and promotional needs for such an event.

## 7. COMMISSION AND STAFF COMMENTS AND REQUESTS

Comments or requests from commissioners or staff present related to the Multicultural Advisory Commission.

## 8. COMMISSION SUBCOMMITTEE REPORTS

Comments and reports from commissioners related to the Multicultural Advisory Commission subcommittees' activities.

## 9. ANNOUNCEMENTS

Announcements from the commissioners on activities of the Multicultural Advisory Commission.

## 10. ADJOURNMENT

### AFFIDAVIT OF POSTING

I, Caitlin Doyle, certify that on November 14, 2016, at 2:00 p.m. I caused to be posted the agenda of the Multicultural Commission of the City of Novato, California, on the City Community Service Board in the Police Department and on the City's website at [www.novato.org](http://www.novato.org)

//Caitlin Doyle//  
Liaison for the Multicultural Commission



THE CITY OF  
**NOVATO**  
CALIFORNIA

## MEETING MINUTES MULTICULTURAL COMMISSION MEETING

Thursday, October 20, 2016 – 6:00 p.m.

922 Machin Avenue, Novato, CA

City Administration – Baget Conference Room, 2<sup>nd</sup> Floor

### 1. CALL TO ORDER – Vice Chairman Florez

Meeting called to order at 6:02 p.m. by Chairman Jacobs

### 2. ROLL CALL – Vice Chairman Florez

Present: Chairman Jacobs, Vice Chairman Florez, and Commissioner Selzer

Also in attendance: Caitlin Doyle, Management Analyst (NPD)

Absent: Commissioner D'Arrigo

### 3. PUBLIC COMMENTS

None.

### 4. UNFINISHED BUSINESS

**Item 4.A:** Continue discussion and date selection for the 2017 Multicultural Festival event.

Commissioners approved 3-0 (Selzer making the motion) to hold the event on April 29, 2017. It was noted that a number of anchor vendors, i.e., White Tiger, are not available on other proposed dates.

### 5. NEW BUSINESS

**Item 5.A:** Discussion on potential partnership opportunities with community groups such as the Novato Blue Ribbon Coalition.

Commissioner Selzer discussed how the Bullying Subcommittee reaches out to him regularly. Commissioners feel it's beneficial for the group to come to a future meeting to share what they do. It could be a group MCAC partners with in the future. The liaison emphasized finalizing the work plan and goals before committing and that a presentation at this point would be beneficial for information and networking purposes. Commissioner Selzer will reach out to the group to invite them to speak at a future meeting for 5-10 minutes.

**Item 5.B:** Discussion on the development of the Commission's work plan.

Commissioners discussed the three areas / primary duties: activities, outreach, and education of the commission. Activities included the Multicultural Festival and Movies in the Park. Outreach includes a brochure. (Edits to be made and

submitted to the liaison for approval by the city's communication's team. Commissioners will approve at a subsequent meeting.) Education includes other possible events and activities such as an Equity Forum in early 2017. Commissioners will discuss the latter further at the next meeting as a standalone agenda item.

Each commissioner is to submit a brief (2-3 sentence) blurb for each of the primary duties to the liaison over the next couple of weeks. The liaison will compile a draft work plan for the commissioners to review, edit, and potentially approve at the November meeting.

#### **6. COMMISSION AND STAFF COMMENTS AND REQUESTS**

Chairman Jacobs thanked members for attending meetings and appreciates the dedication.

The liaison will check with the City Clerk on a number of issues: commission vacancies and timelines for next recruitment, attendance / absence policy, conflict of interest in inviting council members to act as moderators of events, and the communications team regarding advertising.

Commissioner Florez noted her eagerness to finalize the outreach brochure.

#### **7. COMMISSION SUBCOMMITTEE REPORTS**

Comments and reports from commissioners related to the Multicultural Advisory Commission subcommittees' activities.

Commissioners reported on their respective progress related to the Multicultural Festival Event. Chairman Jacobs noted a number of vendors both food and entertainment that he has reached out to. He also noted an interest in participation from the police department and fire department (explorers, K-9 team, fire truck, etc.) to have on hand. Vice Chairman Florez noted that she will reach out other forms of advertising such as the Novato Public Access Channel as well as the mariachi camp kids. All commissioners noted the importance of reaching out to other groups such as human rights, health services, and community non-profits to partner with and outreach to for events. Commissioners Selzer and Florez will also work informally as a subcommittee to flesh out ideas for other education forums. Commissioner Selzer will have an update on the community garden at the next meeting.

#### **8. ANNOUNCEMENTS**

None.

#### **9. ADJOURNMENT**

The meeting adjourned at 7:24 p.m.

The next regular meeting will be held on Thursday, November 17<sup>th</sup> in the Baget Conference Room at the City's Administrative offices at 6:00 p.m.