



## MEETING AGENDA MULTICULTURAL ADVISORY COMMISSION

Thursday, December 15, 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 November 17, 2016 Multicultural 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. *Item tabled at previous meeting. All commissioners have not submitted ideas.*

**Item 5.B:** 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 tabled at previous meeting. Edited brochure not submitted.*

**Item 5.C:** Discussion of Movies in the Park event(s) for 2017. Agree to the following:

- To hold one event or two events over the summer 2017
- Determine dates for the event(s)

- Determine the location and potential venue change from Pioneer Park to the lawn area adjacent to City Hall
- Other event logistics

**Recommendation:** Come to agreement on the abovementioned items. Appoint subcommittees, as appropriate, to begin work on these items.

**Item 5.D:** Discuss progress made on the planning of an Equity Forum to be held in January 2017. Progress to include: reserving a room, solidifying speakers, plan for outreach, and day-of logistics.

**Recommendation:** Given the proposed event is next month, commissioners must solidify the abovementioned items. Further unfinished business should be handled by the appropriate subcommittees. If enough progress has not yet been made, commissioners should consider an alternate event date later in 2017.

## 6. NEW BUSINESS

**Item 6.A:** Discussion on the location change of the Commission's monthly meetings to revert back to the police department's training room.

**Recommendation:** Move the commission's monthly meetings back to the police department's training room. Given the administrative duties and liaison roles will continue to be staffed by police personnel, for uniformity purposes it makes sense to do so.

## 7. COMMISSION AND STAFF COMMENTS AND REQUESTS

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

## 8. ANNOUNCEMENTS

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

## 9. ADJOURNMENT

### AFFIDAVIT OF POSTING

I, Caitlin Doyle certify that on December 12, 2016, at noon 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



## MEETING MINUTES MULTICULTURAL COMMISSION MEETING

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 – Vice Chairman Florez

Meeting called to order at 6:04 p.m. by Chairman Jacobs

### 2. ROLL CALL – Vice Chairman Florez

Present: Chairman Jacobs, Vice Chairman Florez, Commissioners Selzer & D'Arrigo

Also in attendance: Caitlin Doyle, Management Analyst (NPD); Jamie Knox, Captain (NPD)

### 3. APPROVAL OF MINUTES

Approved 4-0. Chairman Jacobs made the motion; Commissioner D'Arrigo seconded.

### 4. PUBLIC COMMENTS

None.

### 5. UNFINISHED BUSINESS

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

Item tabled. All commissioners have not submitted ideas.

### 6. NEW BUSINESS

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

Item tabled. Edited brochure not submitted.

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

Potential dates include last Saturday in July. If two dates are selected, commissioners noted they should be subsequent to July 4<sup>th</sup> holiday and prior to the start of the school year. Commissioners also discussed a potential venue change from Pioneer Park to the lawn adjacent to City Hall. This might provide uniformity considering many other city events are held in this space. Chairman Jacobs noted that Novato Youth Soccer has already donated soccer balls for the event. Item will be discussed further at December meeting.

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

Commissioners noted some concerns with holding an event following the holidays. The liaison also noted that Novato's Paint the Town Red is held in January. Commissioners decided on proposing either January 18<sup>th</sup> or January 21<sup>st</sup>. In order to reserve the council chambers, Park 'n Rec must be contacted to check availability. Vice Chairman Florez is confident she can solidify speakers in the time frame. She will also be leading the subcommittee and planning efforts. If the event falls on January 21<sup>st</sup>, the commission's regularly scheduled meeting will be canceled.

**7. COMMISSION AND STAFF COMMENTS AND REQUESTS**

Chairman Jacobs thanked members for attending meetings and appreciates the participation especially during the upcoming holiday season. Commissioner Selzer noted his continued eagerness to partner with other local organizations. Vice Chairman Florez and Commissioner D'Arrigo noted progress on reaching out to food and entertainment vendors for the Multicultural Festival event.

**8. COMMISSION SUBCOMMITTEE REPORTS**

None.

**9. ANNOUNCEMENTS**

The commission's liaison will be changing after the new year. More information provided at the next meeting.

**10. ADJOURNMENT**

The meeting adjourned at 7:13 p.m. The next meeting will be held on Thursday, December 15, 2016.