



AGENDA
CHASKA HUMAN RIGHTS COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Thursday, February 22, 2024
6:30 PM

1. Roll Call
2. Adopt Agenda
3. Introduction of New Members
4. Recommend Appointment of Chair and Vice Chair
5. Open Forum/Guest Presentation
 - 5.A. Sydney Seiffert and Erin Link - Chaska Parks and Recreation
6. Approve Minutes
 - 6.A. Approve Meeting Minutes - January 25, 2024
7. Treasurer's Report
 - 7.A. Treasurer's Report - February 2024
8. Old Business
 - 8.A. Community Partnerships
 - 8.B. Communications
9. New Business
 - 9.A. Committee Selections
10. Next Meeting Date - March 28, 2024
11. Adjourn



Minutes
CHASKA HUMAN RIGHTS COMMISSION
Thursday, January 25, 2024
6:30 PM

1. Roll Call

Present: Chairperson Carlson, Vice Chairperson Hubbard, Commissioners Hanne Sandison, Jennifer Welvaert, Youth Representative Juhi Ghatti, and City Staff Elise Durbin

Absent: Commissioners Ali-Daar and LeSueur

2. Adopt Agenda

Motion: Commissioner Sandison

Second: Commissioner Welvaert

Motion: Carried

3. Open Forum/Guest Presentation – no guests

4. Approve Minutes

4A. Adopt Meeting Minutes – December 21, 2023

Motion: Commissioner Welvaert

Second: Commissioner Ghatti

Motion: Carried

5. Treasurer's Report

5A. Treasurer's Report- January 2024

Durbin reported January expenses as follows: An additional \$23 related to the MLK day celebration has not yet been processed. About \$12 for Community Connect is also still being processed.

Motion: Commissioner Welvaert

Second: Commissioner Hubbard

Motion: Carried

6. Old Business

6.A. MLK Human Rights Celebration

Commissioner Welvaert recapped the MLK day celebration. She thanked Chaska High School for their speeches by the speech team, and the SOAR students for their involvement in the event. She also reported that Chair Carlson presented this year's Human Rights award to Mi Casa and Brad and Marissa Nordling at the event.

6.B. Community Partnerships

Chair Carlson reported that the committee approved \$100 in the December meeting to donate to the Hooked on Books event. She urged all committee members to attend if they are able.

Chair Carlson shared that her and commissioner Welvaert attended the Carver Community Connect with Kevin Wright. She shared that they had a table and were able to talk to many community members and get valuable feedback.

6.C. Communications

Chair Carlson reported that AARP will be providing free tax assistance at the Moravian Church in Chaska on Mondays from February 12th through April 8th by appointment only. Commissioner Welvaert shared that this program is open to anyone who has a simple tax form.

7. New Business:

7.A. 2024 Calendar

Chair Carlson reported that the announcement for the new and returning committee members will be made in February. She shared that she would like the committee to start making plans for new events for the year in February. Chair Carlson highlighted some plans for the year. Women's recognition planned for March, Asian and Pacific Islanders recognition for May, Pride celebration on June 22, River City Days, Cultural Heritage month, and acknowledge Native Americans in October, and Veterans in November.

7.B. Qualitative and Quantitative Measures

Chair Carlson reported that many community members raised questions on how the Human Rights award is picked. Staff Durbin shared that she is working on drafting up a tool that the HRC can use when looking at future nominations.

8. Next Meeting Date – February 22, 2024 at City Hall Council Chambers and Zoom.

9. Adjourn

Meeting adjourned at 7:24 p.m.

CHASKA HUMAN RIGHTS COMMISSION

February 22, 2024

2024 Beginning Balance:	\$6,500
January	
Coffee (MLK Day event)	(\$155.98)
Pastries (MLK Day event)	(\$93.75)
Human Rights Award Plaques	(\$148.74)
Tablecloths (MLK Day event)	(\$23.03)
Fruit (Carver Community Connect)	(\$11.96)
Hooked on Books Sponsorship	(\$100.00)
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Balance:	\$5,966.54

Notes:

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

February 22, 2024

Subject: **Committee Selections**

Prepared By: Elise Durbin, Assistant City Administrator

Each year, typically after the (re)appointment of commissioners, the Human Rights Commission spends time on the organizational structure of the Commission. This consists of two parts—the recommendation of a Chair and Vice Chair, as well as the formation of subcommittees.

Per City Code, the City Council is to appoint a Chair and Vice Chair for the Human Rights Commission for a one-year term and has relied in the past on the Commission to recommend individuals for these positions. Staff recommends the Human Rights Commission at the February 22 meeting, recommend a Chair and Vice Chair to the City Council. The Commission’s recommendation will then be sent onto the City Council at their February 26 or March 4 meeting.

The second item the Commission should look at on February 22 is the formation of subcommittees for the 2024 year. The subcommittees do the bulk of the work of the Commission and have no more than three commissioners on them. Additional members from other city departments, organizations, or from the general community can also be a part of the committee. Staff supports the subcommittees as needed, and all commissioners can participate and help at the events themselves. Below is the list of subcommittees, a brief description, and any pertinent dates associated with each subcommittee.

SUBCOMMITTEE	DESCRIPTION	DATES
Core Events		
MLK Human Rights Celebration	Annual breakfast event for the community on Martin Luther King, Jr. Day. Consists of a guest speaker, music, readings, and more. Work with other groups including Chaska Parks and Recreation, the school district, and others. Annual Chaska Human Rights Award is presented.	Next event is January 13, 2025, but planning work will begin in the spring.
Pride Celebration	2024 will be the 4 th annual event. Last year’s event included tie-dying, a community mural, games, ice cream, and more. Work with other groups including Chaska Parks and Recreation and the school district.	2024 Event is June 22 from 3-6 p.m. Planning work will begin soon.
River City Days	In the past, the HRC has had a booth at the event educating the community.	2024 Event is July 26 and 27. Planning work will begin soon.

Cultural Heritage Month	Over the past two years, there have been several events that the HRC has put on focusing on the different cultures in the city. Last year's event focused on celebrating African Cultures, and the HRC also participated in the Parks and Recreation Department's Latin Food and Music Festival event.	Events will happen throughout the month of September 2024.
New Events		
Women's Appreciation	New event that started in 2023 focusing on women.	Action plan calls for March.
Asian and Pacific Islander Recognition	This would be a new event for 2024	Action plan calls for May.
Indigenous Peoples Recognition	This would be a new event for 2024	Action plan calls for October.
Veteran Acknowledgement	This would be a new event for 2024	Action plan calls for November.

Attached is a planning sheet that can be used by each committee to help guide the conversation and provide key points that should be considered.

Staff recommends that the HRC take time on February 22 to discuss and select members for the subcommittees.



MLK Day Celebration Subcommittee

HRC Committee Members:

Other Committee Members/Organizations:

Event Details

Date of the Event:

Location of the Event:

*If the location is in a city park or in a city building, please work with staff on reservations

Time of the Event:

Set up Time of the Event:

Other Event Details (what will happen during the event, activities, etc.):

Budget

Budget for Event:

Date of HRC Approval of Budget:

What will funds be used for:

Other Budget Details:

Other

Will HRC Swag be needed?

If so, how many items?

Event Promotion (Facebook, media, etc.):

Other:



Pride Celebration Subcommittee

HRC Committee Members:

Other Committee Members/Organizations:

Event Details

Date of the Event:

Location of the Event:

*If the location is in a city park or in a city building, please work with staff on reservations

Time of the Event:

Set up Time of the Event:

Other Event Details (what will happen during the event, activities, etc.):

Budget

Budget for Event:

Date of HRC Approval of Budget:

What will funds be used for:

Other Budget Details:

Other

Will HRC Swag be needed?

If so, how many items?

Event Promotion (Facebook, media, etc.):

Other:



River City Days Subcommittee

HRC Committee Members:

Other Committee Members/Organizations:

Event Details

Date of the Event:

Location of the Event:

*If the location is in a city park or in a city building, please work with staff on reservations

Time of the Event:

Set up Time of the Event:

Other Event Details (what will happen during the event, activities, etc.):

Budget

Budget for Event:

Date of HRC Approval of Budget:

What will funds be used for:

Other Budget Details:

Other

Will HRC Swag be needed?

If so, how many items?

Event Promotion (Facebook, media, etc.):

Other:



Cultural Heritage Month Subcommittee

HRC Committee Members:

Other Committee Members/Organizations:

Event Details

Date of the Event:

Location of the Event:

*If the location is in a city park or in a city building, please work with staff on reservations

Time of the Event:

Set up Time of the Event:

Other Event Details (what will happen during the event, activities, etc.):

Budget

Budget for Event:

Date of HRC Approval of Budget:

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Other

Will HRC Swag be needed?

If so, how many items?

Event Promotion (Facebook, media, etc.):

Other: