

**TOWN OF WINDSOR, CONNECTICUT  
HUMAN RELATIONS COMMISSION  
REGULAR MEETING - MARCH 8th, 2023**

**LUDLOW ROOM, 6:30 PM, IN PERSON**

**1. Call to Order - Chair/Commissioner - Judge Washington**

The meeting was called to order at 6:35.

**2. Roll Call/Attendance - Secretary/Commissioner Madison**

In attendance were: Judge Kevin Washington, Castella Copeland-Smith, James Madison, Joyce Armstrong, Lisette LaTorre, Patrick McMahon.

Excused absences were: Leonard Swade, Pat Mack.

Commissioner Byron Bobb resigned over email in advance of the meeting. The commission thanks Mr. Bobb for his service on the commission.

**3. Public Communication.**

No members of the public were present, in the conventional sense; Charles Copeland-Smith was in attendance as a possible future candidate for the commission.

**4. Approval of Minutes.**

Commissioner Armstrong moved to accept the minutes of both January and February. Vice-chair Copeland-Smith seconded. The motion passed 5-0-0.

## 5. Liaison Report

### Financial Report

The budget numbers were provided by Liaison McMahon. Highlights include:

- Conversation series continues at an expenditure of \$0 for a budgeted amount of \$1,005.
- Bridge Builders expended \$743 of the budgeted \$800.
- Phenomenal Women is projected to expend \$900, but will not be known until the next meeting.
- Budget balance is \$901 based on a budget of \$3,280 and an expenditure of \$2,379 which includes the \$900 projected expenditure from Phenomenal Women.

Juneteenth and the Shad Derby are both coming and have a cost that we should plan for.

The town has \$95,000 in American Rescue Plan Act fund. Commissions can apply online for this funding. We should consider this for Juneteenth. The matching is 50%, meaning that if we ask for \$1,000, we must have \$500. Donations in kind can count toward this.

Commissioner LaTorre will submit our need.

### CVS Case Window

There is availability of the window in the coming months.

Liaison McMahon will look into getting the window secured for the commission.

## 6. Community Conversations Upcoming - Vice-chair Copeland-Smith

The commission reviewed the calendar and made adjustments. See the calendar, in the standard location:

[https://docs.google.com/spreadsheets/d/1aisleWJjZ0QV5TzABYFCp\\_D6umHEI3g0gKKcfmixMyA/edit#gid=2141977483](https://docs.google.com/spreadsheets/d/1aisleWJjZ0QV5TzABYFCp_D6umHEI3g0gKKcfmixMyA/edit#gid=2141977483)

## 7. Commitment Letter/Marketing - Commissioner/Secretary Madison

Secretary Madison discussed a two-pronged marketing approach. One is to recruit members. This will include a brochure to hand out at events. We will also announce the openings at all events such as Phenomenal Women. The other is to reach out to organizations. This would include a list of organizations that might align to our mission, and a form letter to send them and then follow up on.

Secretary Madison will start making a brochure for the recruiting step, and will continue to compile the organization contact list.

Liaison McMahon will send the list of apartment complexes, or other concentrated facilities, to Secretary Madison to add to the marketing list.

## **8. Commissioner Attendances and Project Lead - Commissioner/Vice-chair Copeland-Smith**

Vice-chair Copeland-Smith reviewed the opportunities to lead work, and encouraged everyone to participate.

## **9. Phenomenal Women - Chair Washington**

We ended up having 54 submissions this year, which is excellent, and 16 were selected. Logistics are all on track. 6:30 pm is the start time, but we ask that commissioners come at 6:00 pm.

## **10. Juneteenth - Chair Washington & Vice-chair Copeland-Smith**

Discussion included how a poetry slam at the art center would fit in. This would be done by the art center, but we would support and attend; timing is the key question. We want to fit the Freedom Trail in as well.

Chair Washington gather further information about both the poetry slam and the Freedom Trail and will contact commissioners by email to finalize a time.

Vice-chair has about a half dozen speakers lined up for the main event on Monday.

Anyone selling anything must have a permit from the police department to have a table at the event on the green. We need to do this with sufficient advanced notice.

Essay contest and art design will be done at the end of May. The announcement of the outcome will be announced at the June poetry slam and the winner will have the opportunity to read their work.

Commissioner LaTorre will find out about the food truck for the event.

Liaison McMahon will find out about tables and chairs from the source he has.

## **11. Scholarship - Commissioner LaTorre**

We have \$300 for a scholarship for high school seniors. This will be one scholarship. Criteria is two letters of reference and an essay. This seems unrealistic. We agreed to remove those criteria. We will use Naviance, which is software for student information. We might ask for their focus on community volunteer work and social justice in some way. Any accredited institutions can be in the student plan, but it does not have to be college, per se.

## **12. National African American History Museum, April 15-16 - Chair Washington**

The flyer is on the web site. The tickets are free, but everyone is responsible for their own transportation and accommodation.

### **13. Bridge Builder Service Award Project, May 2023**

This will be overlapped with Shad Derby.

### **14. Men's Health - Secretary Madison**

Commissioner Madison indicated everything is on track.

### **15. Items from Commissioners**

What is the plan for April with so many people missing.

### **16. Adjournment/Next Meeting**

Vice-chair Copland-Smith moved to adjourn. Commissioner LaTorre seconded. Meeting was adjourned at 8:45 pm.

Respectfully submitted,

James Madison, Secretary