

**Minutes to:**  
**WINDSOR HUMAN RELATIONS COMMISSION MEETING**  
**Wednesday, June 14, 2023 - 6:30 PM**  
**Windsor Town Hall, Ludlow Room**

The meeting was called to order at 6:37 pm by Chair Copeland-Smith

**1. Welcome New Commissioners**

Monika Nugent is a new commissioner, but could not attend tonight.  
Skye Raymond from Windsor High School is a new student representative.

**2. Attendance:**

|  |         |
|--|---------|
| Commissioner 1 - Chair - Castella Copeland-Smith | Present |
| Commissioner 2 - Vice Chair - Lisette LaTorre    | Present |
| Commissioner 3 - Secretary - James Madison       | Present |
| Commissioner 4 - Parliamentarian - Vacant        | Vacant  |
| Student Representative 1 - Aleks Gould           | Absent  |
| Student Representative 2 - Skye Raymond          | Absent  |
| Commissioner 5 - Charles Copeland                | Present |
| Commissioner 6 - Monika Nugent                   | Excused |
| Commissioner 7 - Leonard Swade                   | Excused |
| Commissioner 8 - Pat Mack                        | Excused |
| Commissioner 9 - Joyce Armstrong                 | Present |
| Commissioner Alternate 1 - Jody Denno            | Present |
| Commissioner Alternate 2 - Vacant                | Vacant  |
| Commissioner Alternate 3 - Vacant                | Vacant  |
| Commissioner Alternate 3 - Vacant                | Vacant  |
| Town Liaison - Patrick McMahon                   | Present |
| Community Members - None                         |         |

**3. Public Communication**

Town staff member Donna Trowers-Morrison attended the meeting.

**4. Approval of Minutes from May 10, 2023**

The minutes, as amended were approved - vote passed 6 - 0 - 0

## **5. Liaison Report**

The financial report was distributed. Budgeted is \$3,280. Expended is \$2,508. Remaining is \$772. These dollars are all from town funds. The money from the town must be used within a fiscal year.

WHRC Received \$1,500 from CNEP - Community and Neighborhood Enhancement Program for our Juneteenth Event. Thanks to Lisette for completing the grant request on behalf of the WHRC.

In November we must provide our finance numbers to the finance department, which must include the balance for the scholarship.

The budget that Patrick has is just the town money (not the contributions we get from local organizations), and the budgeted allocation is not accurately aligned to the way WHRC actually spends the money. The Commission would like to correct the budget allocations for next year.

WHRC would like to track additional details. Charlie volunteered and the Commissioners agreed. No vote was needed. Patrick will provide details to Charlie.

The "Community Day" item is a special revenue account that holds donations from The Lynn Gillette Fund (managed by the Hartford Foundation for Public Giving) and First Church and other such organizations. We can hold this year over year.

Chair Copeland-Smith will send a thank you to First Church for their recent donation of \$1,000. Chair Copeland-Smith also thanked community members who chose to donate in honor of Judge Kevin Washington.

## **6. Action Items**

Chair Copeland-Smith will be maintaining an Action Items list per person in a standard document that everyone is asked to follow.

Chair Copeland-Smith also tasked commissioners with thinking of a topic to lead for the conversation series in the upcoming fiscal year. Commissioners agreed to come up with a topic and lead at least one even in the upcoming fiscal year.

Commissioner Charlie will maintain a more detailed budget in the upcoming fiscal year.

**7. Scholarship**

WHRC awarded a \$300 scholarship to Althia Grace.  
Lisette led the scholarship sub-committee.

**8. Juneteenth**

**BLACK HISTORY JEOPARDY 6/16**

Commissioner Copeland reviewed the Black History Jeopardy materials.  
Everyone was duly impressed and grateful for the work that it took.

**PERFORMING ARTS & POETRY SLAM 6/17**

WHRC agreed to provide an honorarium to three of the invitees.

**TOWN GREEN EVENT 6/19**

Discussion of many items and costs were held. The details are captured in the budget for the event. WHRC will ask past Bridge Builder recipients to visit

A vote was made via email to add VersatilePoetiq to receive an honorarium. The vote passed 5 - 1 - 0.

**9. Membership**

WHRC needs to continue recruiting new commissioners.

**10. Juneteenth Planning Debrief**

Discussion summarized in agenda item 8.

**11. FY2023-2024 Calendar of Events**

WHRC reviewed the calendar.

WHRC wants to support Hispanic Heritage Month in September, maybe we can do the CVS Window.

Charlie will check on supporting the Hispanic Heritage Event at The Academy of Aerospace and Engineering.

**12. Marketing Strategies**

WHRC is reviewing Marketing Material. Commissioner Madison shared ideas with a flier distribution list. [Flyer Distribution](#)

### **13. Items from Commissioners**

Charlie reviewed the Windsor Hunger Action Team's Longest Table Event (which was also Kevin Washington's idea for Juneteenth). Commissioners are encouraged to go as individuals to support this event.

Pat Mack asked via e-mail that WHRC view the Carrie Saxon Perry Mural at SAND School. The Grand Opening was June 10th. Commissioners are encouraged to visit the mural.

### **14. Officer Role Descriptions**

Cassie added a document online describing the roles and responsibilities. The roles are described in the By-laws. [Roles and responsibilities](#)

### **15. Meeting Adjournment**

James motioned to adjourn at approximately 9:15 pm  
Lisette seconded vote passed 6 - 0 - 0

Minutes taken on June 14 by James Madison.

Minutes reviewed and approved with amendments at the September 13, 2023 meeting.

Minutes amended and submitted by Commissioner Charles Copeland.