

**CITY OF MILWAUKEE EQUAL RIGHTS COMMISSION
Committee Meeting Agenda**

Committee: Communications

Meeting Date: Wednesday, March 3, 2021. 12-1 PM. Video meeting.

Attendees: Tony Snell, Nathan Guequierre, Mayhoua Moua, Rebecca Rabatin, Nikki Purvis, Patricia Ruiz-Cantu

Agenda Item	Discussion Items	Action Items
1. Welcome / Call to Order		
2. Priority Activities for Communications Committee from Strategic Plan	<p><i>Strategic Plan Initiatives:</i></p> <ul style="list-style-type: none"> • Internal ERC communications: email • Meeting notices/invitations – internal calendar for ERC. Add upcoming meetings to email? Schedule committee meetings first two weeks, summary early in wk 3, full commission wk 3. • Social media plan – parameters set, ask for Chair to establish. Timing? Wait until after new commissioners are sworn in; Nikki wants city staff included, ER Specialist. Tina Close is staff graphic designer; if we give her the social media account passwords, one staff person can be in charge of city social media posts. • Teams folder organization – standardize for all committees? 	<ul style="list-style-type: none"> • Nathan note that ERC Email must include only items from meeting minutes. • Communications Comm review Social Media charge, send changes to Nathan • Wait for new ER Specialist to do anything with the ERC folder organization on Teams.
3. End of Year Reporting	<ul style="list-style-type: none"> • Coordinating responses – report on responses. Have Communications, Compliance. Need E&O, plus actions to highlight. E&O: tremendous work despite COVID, L&L's. C&E: Crown Act, organizing for enforcement, complaint form, hotline, spreadsheet for monitoring & referrals. ERC Accomplishments: Vetted candidates for Commissioner. NG highlight each accomplishment by color 3Ps. Collaborative efforts with Legal Aid, UN, County, FHC, EEOC and State 	<ul style="list-style-type: none"> • Nathan to assemble end of year presentation, focusing on People, processes, projects.
4. ERC + OEI Communications Coordination	<ul style="list-style-type: none"> • Staffing update. Resumes received, interviews scheduled in next couple of weeks. • Proclamations + statements. Antitrans legislation. Nikki can distribute. Template from Nikki, clear that it comes from 	<ul style="list-style-type: none"> • Communications Committee send questions for applicants to Nikki by email by Monday • Nathan draft statement on anti-trans legislation for Tony Snell review. Nikki to distribute and send to Gov Relations.

	<p>commissioners. Tailor contact list to particular statements.</p> <ul style="list-style-type: none"> • Ben Roovers...wait until new counsel named? Maybe just a thank you note to Ben. 	<ul style="list-style-type: none"> • Vote on statement on contributions of Atty Roovers for next Commission meeting. Tony Snell will draft and share.
5. Events Outreach + Follow Up	<ul style="list-style-type: none"> • Lunch and Learn for March? Flyer? • Post testimonial vids. Comm Comm to help organize videos? 	<ul style="list-style-type: none"> • Nathan to pass along info from MU; Coordinate with Girls Day at City Hall. • Mayhoua and Rebecca identify speakers/moderators for L&L
6. Committee Build Out	<ul style="list-style-type: none"> • Time for a concerted effort to add members; ID expertise needed 	<ul style="list-style-type: none"> • Each committee member reach out to one person.
7. Community Events Calendar	<ul style="list-style-type: none"> • Create version to post on website • Review categorized events 	<ul style="list-style-type: none"> • Nathan will send out calendar again for comment, post to website.
8. Adjourn		