

5/22/2025 | 4:00 PM

**Municipal Services Center, Council Chamber
3600 Tremont Road**

The Community Relations Committee welcomes comments from the public at the close of each meeting. For remote **attendees**: the Chair will ask them to raise their hand in Zoom if they wish to speak and the meeting organizer will admit them as a meeting **participant**. Please note – any comments added to the Teams chat feature will not be incorporated into the meeting minutes.

[Join the meeting now](#)

Meeting ID: 268 874 960 793 1 | Passcode: 2JP7G4xz

1. **Welcome**
2. **Approval of January 23, 2025 Meeting Minutes**
 - a. Approve DATE Board Name Meeting Minutes
3. **City Updates**
 - a. Bob Crane Community Center Opening
 - b. Board and Commission Appointment Process Update
 - c. 2025 Community Survey Update
4. **2025 Programs & Events**
 - a. Past Events/Program Review
 - b. CRC Welcome Series/City Events
 - c. Potential Additions
5. **Five-Year Council Review**
6. **DRAFT CRC Bylaws**
 - a. City Clerk & City Attorney Presentation
7. **Honoring Howard Warner**

8. Liaison Updates

9. Community Questions/Public Comments

10. July Agenda Items

- a. Approve May 22 Meeting Minutes
- b. Incoming CRC Members/Orientation
- c. Strategic Plan Six Month Check-in
- d. City Updates
- e. Old Business
- f. 2025 Programs & Events Schedule
- g. August Meeting Agenda Items

11. Adjournment

DRAFT MEETING MINUTES

January 23, 2025 | 4 pm

Members Present

Jason Sayat, Co-Chair	Elaine Alicea	Brent Theaker
Farida El-Hennawy, Co-Chair	Howard Warner	Monica Lee
Sumia Mohamed		

Members Not Present

Hana Abdelbaki	Deborah Carvalho	
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City Staff & Others Present

Steve Schoeny, City Manager	Emma Speight, Community Affairs Director	April Gregory, Human Resources Administrator
Kristyn Anderson, UA Schools	Kathy Adams, UA City Council	

1. **Welcome**

2. **Approval of November 21, 2024 Meeting Minutes**

Motion: Howard Warner

Second: Elaine Alicea

Minutes Approved

3. **City Updates**

- **Bob Crane Community Center Updates:** The Bob Crane Community Center is coming along quickly, with plans for the opening day to take place during the first week of April. There will be two weeks of preview activities, to showcase the facility to different age groups but also for training purposes.
- **America 250-Ohio:** The U.S. will be celebrating 250 years, and Ohio has established a committee to plan activities across the state. City Council has adopted an ordinance making UA part of the celebrations. A planning team will be meeting quarterly in 2025 to schedule activities that will mostly tie into existing events and programs. A grant application was submitted to support a new history trail sign at the Walcutt Legg Cemetery by Wellington School, which has a Revolutionary War Soldier buried there. Wellington is part of the project and is adding a nature trail to make the cemetery more accessible. A subcommittee is working on content for the signage, and hopes to host a dedication ceremony next April. Additional UA activities will tie into the Fourth of July celebrations with the Civic Association, themed Library and UA Historical Society Speaker Series, programming, and more. A member of the CRC would be welcome to participate in this planning effort.
- When asked how the City is being impacted by changes at the federal level, Steve Schoeny shared that the administration continues to monitor what's occurring to see if anything will impact the City in any way. To date, there are no direct impacts. Whatever else is going on around us, the City aims to continue the CRC's work to advance UA as a welcoming community.



4. Old Business

- **Update to City Council** – Jason shared that the update went well with positive feedback from Council members. Kathy Adams concurred that the CRC is doing great work. Jason also presented to the City’s internal UALL group which was well received and sparked some good conversations.
- **Decision Making Checklist Exercise Update** – a team worked through the checklist using the Iftar Dinner as an example, and it worked well and will be a useful tool moving forward.

5. 2025 Innovation Small Grant Recipients

- **UA Culture & Artisans Fair** - St. Mark’s Episcopal Church will receive a grant of \$3,000 in support of this event, now in its third year. The judges felt that the UA Culture and Artisans Fair is such a good fit for the grant program and CRC goals that it merits another year of financial support, in particular because the event received much smaller support in year one. The grant will enable the St. Mark’s planning team to continue building on the success of their 2024 event, in support of refugee and immigrant populations in Central Ohio, while providing an opportunity for the UA community to welcome, learn from and build positive connections with the participating artisans and other visitors who attend this event. Since the goals and potential outcomes from the Fair align with the goals and purpose of the CRC, the Fair will again be promoted as part of the CRC UA Welcome Series. The event has been rebranded as the UA Culture & Artisans Fair, and plans are in the works to transition toward a sustainable event, with support from the Diocese and hopefully businesses.
- **Equal UA Porch Parties** - Equal UA will receive a grant of \$4,500 in support of its Porch Parties Program. The inaugural Porch Parties in 2024 exceeded all hopes and expectations, with more than 70 households registering to host an event for their neighbors – more than double the original goal. The program successfully addresses the Community Relations Committee’s goals for increasing the sense of belonging and inclusion for all members of the Upper Arlington community. For 2025, Equal hopes to support at least 100 porch parties across the community, further expanding opportunities for bringing together neighbors who might not typically spend time with one another and helping to build stronger neighborhood connections. This program also scored very highly, aligning well with CRC goals. There have been some initial discussions about moving the Porch Parties to July in 2026 to tie in with the America 250-Ohio and Independence Day celebrations.
- **Accessibility UA** - A grant of \$3,500 will be provided to support the efforts of a new initiative, Accessibility UA. The proposal scored highly with judges for identifying and proposing a proactive approach that would begin working to address a gap in Upper Arlington’s aspirations for being a welcoming community for all – recognizing and supporting the needs of individuals with various disabilities. The approach mapped out by Accessibility UA aligns strongly with the CRC’s goals for increasing the sense of belonging and inclusion for all UA community members, as well as increasing residents’ knowledge and understanding of the needs of disabled residents and their families. The program will begin by undertaking an assessment of existing conditions and working with disabled residents and their families to identify existing barriers, needs and gaps in knowledge regarding disability inclusion. From this data, the Accessibility UA team will develop accessibility protocols that can be used by community organizations and local businesses to make changes that will allow for the full participation of disabled people and their families in community life. CRC members commented that this project helps to address an area that has yet to be focused on.



6. 2025 Programs & Events

- **Review of Schedule** – the 2025 schedule has been shared with members, and it's time to start volunteering for events.
- **Black History Month Event** – scheduled for February 15 at Tremont Library. Plans are going well, thanks to the efforts of the City's Cultural Arts and Library teams. Plans include an art exhibit of works by Said Oladejo-Lawal at the Library throughout February and art activities are planned at the event with the artist. Additional activities include Lynn Ford, who will present her Tales of Affrilachia, with musical performances by Urban Strings Columbus. A CRC Welcome Table is planned, with the UA Community Foundation helping with refreshments.
- **Iftar Dinner** – scheduled for March 6 at the Amelita Mirolo Barn. For 2025, we are transitioning to a ticketed event, but working to keep it affordable and accessible. Tickets will go on sale Feb 3. The UA Community Foundation is helping with registration, handling event finances, and sponsoring a dessert table. The goal is to expand from 80 to 120 attendees. Farida, Hana, Deborah and Sumia have been helping to plan this event.
- **UA Historical Society's UA Quest** – This fun community quiz is on track to run in February and has increased in popularity. It will include a new resident prize again in 2025.
- **Cherry Blossom Celebration** – scheduled for April 7. A planning group is starting to work activities and the presentation schedule for this event.
- **UA Culture & Artisans Fair** – scheduled for May 3. Volunteers will be needed to help with the CRC Welcome Table. Hana, Deborah and Elaine have been participating in the planning committee for this event.

7. Draft CRC Bylaws (draft/outline attached)

- The CRC has been functioning without Bylaws, so time to rectify this. A draft has been developed that pulls from other Boards and Commissions for CRC input.
- Thoughts/comments to emerge from a run through of the draft included:
 - The purpose is clear.
 - Membership and Terms are good.
 - A section on attendance is proposed to formalize the tracking of attendance.
 - Resignation of members provides a process for making sure the appropriate parties are informed.
 - Organization of leadership – there are two options: CRC members could recommend a Chair and Vice Chair for approval by the Council President OR CRC members could make the decision. This area is pending some input from Council Leadership.
 - Roles are mapped out for the Chair, Vice Chair and Secretary.
 - Responsibilities of CRC members are included to make sure they are informed, attend, participate fully, and adhere to the CRC's unifying principles.
 - A framework is provided when having interactions with the public to help address record keeping and identify any areas of concern.
 - Working groups are currently not following Roberts Rules and we should confirm that this approach is appropriate.
 - Guidelines are provide for scheduling meetings, setting agendas, quorum requirements and the public notification process.
 - A section addresses public participation at CRC meetings – an area that will benefit from insight from the City Clerk and City Attorney. The current approach of allowing public comments at the end of the meeting sends a positive message, but it opens the CRC up to some challenges, such as failing to provide advance notice to the community if a topic is raised that is not on the agenda. This is an area where a balance between openness and structure should be considered. If an item is time sensitive, the Chair has the option of calling a special meeting.



- Once finalized, the bylaws will be shared/discussed annually when the transition in members occurs.
- Members were asked to review the draft bylaws and and share any thoughts – which options are preferred, or other ideas in advance of the next meeting.

8. Liaison Updates

- UA Schools – Krystin Anderson shared an update on the High School hUmAn Connection Festival, which is in its planning stages and being led by students. On February 26 and 27 students will host activities and exhibits during lunch. The event will open to the community on the evening of February 26, from 6-7:30 pm. Students will seek to invite community organizations to partner with them at one of their tables.
- Howard shared that the Northwest Board of Realtors will be doing two homes for neighbor care day. And the Northwest Kiwanis has launched their soccer programs and going strong.
- Brent shared that the UA Civic Association has a changing of the guard. For the first time, all the leaders are female.

9. Community Questions/Public Comment

None

10. February Agenda Items

- CRC Ambassador Program
- 2025 Programs & Events Schedule
- April Meeting Agenda Items

ADJOURNMENT

The meeting was adjourned at 5:29 pm



Community Relations Committee

DRAFT OUTLINE OF BYLAWS

Updated January 13, 2025

Creation and Purpose

- Ordinance 55-2020 amended Ordinance 39-2020, which created the Community Relations Committee.
 - o Expanded members from seven to nine (update to Chapter 160 of Upper Arlington Codified Ordinances).

Purpose

- To support Upper Arlington as a welcoming community and to promote understanding, mutual respect and a sense of belonging among all residents to affirm the value of each individual and to foster a continued culture of shared community.
- To nurture Upper Arlington's sense of community and neighborliness through activities designed to further enhance understanding, appreciation, communication and mutual respect for all members of the community.
- Work to enhance the vision of Upper Arlington as a community that actively welcomes, supports and treats all people with integrity, fairness and respect.

Membership and Terms

- Nine members, must be residents of UA
- Appointed by President of Council/subject to approval of City Council
- Serve four-year terms
- All voting members
 - o Simple majority of voting members present
 - o Not able to vote if attending meeting remotely
- Ex Officio Members (non-voting):
 - o City Manager
 - o Community Affairs Director
 - o Human Resources Administrator
 - o City Council Liaison
- Community Liaisons:
 - o UA Schools
 - o UA Library
 - o Tri-Village Chamber

Attendance

- CRC members should notify the Chair, City Manager or Community Affairs Director of any upcoming absence from a meeting.
- Have CRC formally excuse the absence of members.
- Absence from three consecutive meetings or three meetings in a calendar year without being authorized/excused by the CRC to cause the member's term to be vacated.

- Absences to be noted in meeting minutes.

Resignation of Members

- Written resignation should be provided to the Chair and City Manager or Secretary.
- The letter of resignation will be provided to the City Clerk's Office. The City Clerk will notify the Council President.

Organization/Officers

- **CURRENT (per Ordinance 55-2020):**
 - o President of Council appoints Chair and Vice Chair, subject to approval of City Council
- **OPTIONS (will require amendment to CRC Ordinance):**
 - o CRC members to nominate Chair and Vice Chair for authorization by the Council President
 - o CRC members to nominate and then vote to select Chair, Vice Chair annually (first meeting following transition in terms – June/July).
 - Vice Chair could be the Chair Elect (succession planning)
 - Should a seat become vacant, CRC members to nominate and then vote to select a replacement at their next meeting.
 - o Other Parameters to Consider:
 - No limit to number of years a member can serve as Chair
 - Goal of rotating through members?
 - Goal of a member serving as Vice Chair for at least one year before serving as Chair.

Role of Chair

- Presides over CRC meetings.
- Works with the Vice Chair, City Manager and Community Affairs Director to determine meeting agendas.
- Fulfills other obligations as requested by the Board, City Council or City Manager.

Role of Vice Chair

- Assumes obligations of Chair in their absence.
- Handles other duties as requested by the Chair.

Secretary/Community Affairs Director

- The Community Affairs Director to serve as Secretary.
- Responsible for coordination of meeting minutes.
- Works with City Clerk's Office relative to publishing/retaining CRC documents.

Responsibilities of CRC Members

- Be informed about the CRC mission, policies and programs.
- Attend CRC meetings.
- Participate fully in CRC meetings and actions.
- Participate in CRC activities/events/programs outside the monthly meetings.
- Adhere to the CRC's Unifying Principles (part of 2020 Committee Framework).

- Refer issues from the public with the Chair or Secretary.
- Understand that CRC members act in an advisory capacity to Staff.
- Declare any conflicts of interest with a CRC position or program and do not vote or participate when a conflict of interest exists. Conflicts of interest include:
 - o Financial/business interest
 - o Personal interest

CRC Subcommittees/Working Groups

- Standing subcommittees or temporary working groups may be formed to perform special assignments.
- Membership determined by Chair with input from CRC members.
- Such groups not to exceed four CRC members, may include other participants.
- [Check on open meetings law requirements]

Meetings

- CRC to establish their annual meeting schedule by the last meeting of the previous year.
- A majority of the filled seats must be in attendance in person at a meeting to reach a quorum in order to conduct any formal business.
- The schedule of meetings will be shared publicly – at a minimum via the CRC website and City website Meetings & Events Calendar.
- Meetings will occur at 3600 Tremont Road. If the meeting location is to change, a minimum seven-day public notice of the change will be provided.
- An agenda planning meeting will occur one week prior to the meeting.
 - o Primary Attendees: Chair, Vice Chair, City Manager, Community Affairs Director
 - o Up to two additional CRC members invited to participate.
 - o All CRC members invited to submit agenda suggestions prior to this meeting.
- Meeting agendas and packets to be shared with CRC members and publicly posted via the City website Public Meetings Portal on the Friday before the meeting (or a minimum of two days prior to the meeting).
- The Chair or City Manager may call special meetings of the CRC, with notice provided to and its receipt affirmed by each member.
 - o In such instances, the meeting notice and agenda/packet will be shared via the usual means a minimum of 24 hours prior to the meeting.
- The Chair or Director may cancel a scheduled meeting.
 - o Notice will be shared with CRC members and liaisons, the City Clerk’s Office, and the City’s website calendar liaison.
 - o The City Clerk, CRC Secretary and website calendar liaison will share notice of the cancellation to the public via the usual means.

Public Participation

- All CRC meetings are open to the public.

- The public may provide comments or suggest future agenda topics to the CRC via the CRC website or by email to the Chair or Secretary. The merits of any agenda items proposed by a member of the public will be considered at the next agenda planning meeting.
- Each CRC meeting will conclude with an opportunity for public comment.
 - o Public attendees may speak to items included on the agenda.
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 - o If there are several attendees wishing to speak, the Chair may:
 - Limit the time afforded to each speaker to three minutes.
 - Ask the attendees to select a spokesperson to speak on behalf of those who wish to share the same information.

Public Communication with CRC Members

- Due to Ohio Public Meetings requirements:
 - o CRC members should not include a majority of other CRC members when communicating with members of the public on CRC topics.
 - o CRC members should not communicate with a majority of CRC members on CRC topics.
- Any communication between a CRC member and the public that is pertinent to their role on the CRC should be forwarded to the Secretary to be maintained as a public record under the Ohio Sunshine laws.

Bylaws Adoption & Amendments

- Require a majority vote of the voting members.
 - Bylaws to be published on the CRC website.
 - Bylaws to be provided to the City Clerk's Office.
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