

8/28/2025 | 4:00 PM

**Municipal Services Center, Lower Level Meeting Room
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 if they wish to speak and the meeting organizer will admit them as a meeting participant. Please note - any comments added to the chat feature will not be incorporated into the meeting minutes.

Join the Meeting:
Meeting ID:
Passcode:

1. Call to Order/Roll Call

2. Approval of Minutes

- a. Approve July 24, 2025 Meeting Meetings

3. City Updates

- a. 2025 Community Survey Update
- b. Transition in Senior Services
- c. November 4 Election Updates

4. City Council Review Timeline

- a. September 22 - Presentation, 5-Year Review, CRC Leadership Ordinance 1st Reading
- b. October 6 - Ordinance 2nd Reading
- c. October 13 - Ordinance 3rd Reading/Vote

5. Draft Bylaws

- a. Organization/Officers Decisions
- b. Public Participation Decisions

6. CRC Liaisons

- a. Roadmap Document
- b. Additions?
- c. Assignments

7. 2025 Programs & Events

- a. Labor Day Arts Festival
- b. Equal UA Porch Parties
- c. Diwali/Navrati Celebration
- d. The Big Table
- e. Year-End Programs

8. Community Questions/Public Comments

9. September 25, 2025 Agenda Items

- a. 2025 Community Survey Presentation
- b. Next Steps Following City Council's Five-Year Review of CRC
- c. 2025 Programs & Events Schedule

10. Adjournment

DRAFT MEETING MINUTES

July 24, 2025 | 4 pm

Members Present

| | | |
|--------------------|------------------|-----------------|
| Jason Sayat, Chair | Elaine Alicea | Brent Theaker |
| Megan Potts | Deborah Carvalho | Monica Lee |
| Sumia Mohamed | Eric Hutchison | Joanne Strasser |

City Staff & Others Present

| | | |
|--|--|-----------------------|
| Emma Speight, Community Affairs Director | April Gregory, Human Resources Administrator | Jen Faure, UA Library |
|--|--|-----------------------|

1. Welcome

New and existing CRC members shared some background about themselves and insight on why they have chosen to serve on the committee.

2. Approval of May 22, 2025 Meeting Minutes ([Link to Approved Minutes](#))

Motion: Deborah Carvalho

Second: Elaine Alicea

Minutes Approved

3. City Updates

- **2025 Community Survey:** Emma Speight shared some background on the purpose and typical schedule for surveying the community – to check on resident satisfaction with City services and identify any issues that require attention. In 2022, some questions pertinent to the CRC were added that will provide some metrics over time on the group’s efforts to be a more welcoming community. Some examples of the 2022 findings:

- 65% of respondents felt a sense of belonging. That number fell to 46% for persons of color, and 39% for renters.
- A majority of respondents felt that increasing diversity makes the City a better place to live and more than half felt that attracting this diversity to the community is important.

The 2025 survey was sent to approximately 2,000 randomly selected homes. Approximately 670 residents completed the statistically valid survey. Another 400 residents completed an online version that was open to everyone – this data will be compared with the statistically valid data to identify any differences. Staff will be meeting with the consultant in August to review the results, and a schedule for presentations to City Council and the CRC will be set soon.

- These meetings dates have since been confirmed as:

- City Council presentation Monday, September 8
- CRC presentation Thursday, September 25)

Once finalized, the survey report will be posted on the City’s website and highlights will be shared with the community via print and online newsletters.

- **Accessibility in UA:** One of the CRC Innovation Small Grants awarded for 2025 was for an effort to study and make recommendations on improving accessibility in the community. Unfortunately, the project lead needed to step away from this work due to some life/work changes, and the grant



monies were not disbursed. CRC members and representatives from various community organizations had been enthused by this effort since it addressed an area that has yet to be considered for enhancing UA as a welcoming community, and several representatives have begun meeting regularly to see what might be accomplished through a collective effort. Participants include members from the City, UA Schools, UA Library, Tri-Village Lions, Northwest Kiwanis, the Red Oak Family Foundation, and the Tri-Village Chamber Partnership. Primary areas of focus at this time are:

- Assessments of accessibility at public facilities
- Business community support (self assessment tool/checklist)
- Programming and events accessibility
- Virtual/online accessibility

The group was scheduled to meet with OSU's ADA Coordinator at the end of July to brainstorm and explore a possible student/class project. Additionally, the City's Engineering Division has recently issued a Request for Proposals to undertake a full ADA assessment of City facilities. Updates will be shared as this work progresses.

4. **New Member Orientation/Strategic Plan Six-Month Check-In**

- A presentation was used to help guide the discussion (attached).
 - **Formation of CRC/Purpose** – a brief overview of the history of the CRC was shared, starting with a summer 2019 workshop, formation of a temporary committee, and then creation of the CRC in the fall of 2020. Council decided to create a nine-member committee based on the strength of the initial applications, with the goal of having the group be a mixed representation of the community. It was determined that the CRC would not be a dispute resolution body but should focus on things that can be accomplished at the local level to help UA be more welcoming. The CRC has affiliations with most UA groups that share similar goals, primarily through the CRC Liaison program.
 - **Public Records and Open Meetings** – a guidelines document was provided as part of new member orientation, relative to serving on a public body, such as adherence to Ohio's Sunshine Laws for public meetings, record keeping and public transparency (attached).
 - **CRC Mission, Vision and Elevator Pitch** – the Mission and Vision statements were developed by the original CRC members in 2021. The Elevator Pitch summary about what the CRC is and what it does was developed in 2024 as part of a strategic planning workshop.
 - **Strategic Planning Workshop** – In the summer of 2024, the CRC had Carolon Donnolly facilitate a workshop to help review accomplishments, develop a guiding framework and implementation strategies (development of bylaws, decision-making tool, succession planning, liaison program, grant program), and establish some priorities, such as continuing to build on new resident programming and enhancing connections with the Schools.
 - **City Council Updates & Five-Year Review** – when City Council formed the CRC, a five-year review was built into the ordinance, as was a requirement for the CRC to provide an annual update to Council. The five-year review is coming up.
- **Draft Bylaws** – the CRC has developed a draft bylaws document (original version included with May Meeting Minutes). The document was created by reviewing the bylaws of other boards and commissions and combining the best approaches. The May meeting resulted in some document updates (July 2025 draft attached) based on the discussion and input from the City Attorney, such as the CRC's ability to form working groups that can meet informally as long as they have four or fewer CRC members. Two key items are still to be finalized:
 - **Organization of officers** – See Agenda Item 5 below.
 - **Public participation in CRC meetings** – In the spirit of the CRC's welcoming goals, the current approach is to have a "Community Questions/Public Comment" agenda item at the end of each meeting. It is rarely utilized. Members discussed the pros and cons of this approach, versus



limiting comments to agenda items, and how other entities manage public comments. The hope is to develop an approach that remains true to the CRC's goals while best managing expectations. Items to consider: process for requesting a topic be on the agenda; setting time limits; active listening/no CRC interaction; managing expectations of the CRC and what it can/can't do; possibly develop a decision-making checklist for agenda items tied to CRC goals.

Once City Council has taken action on the proposed change in the selection of officers, the CRC will be able to finalize and adopt their bylaws and select a Chair and Vice Chair.

- **Decision-Making Checklist** (attached) – it was shared that the CRC had developed a document in the strategic planning workshop to help decide when the CRC should take on a project. Considerations include: does it meet CRC goals, does the CRC have the resources to take it on, etc. The checklist was used at the May meeting to decide if the CRC would participate in a Diwali event in October.
- **CRC Welcome Series** – an initial initiative for the CRC was to find a way to relaunch some type of community welcome wagon. It took a while to land on an approach that has been working well – partnering with other organizations to schedule a series of events or activities that include a new resident welcoming component. Examples include the Historical Society's UA Quest, the Cherry Blossom Celebration, presence at Parks & Recreation events, etc. An Iftar dinner was launched in 2024 with funding from a donor, becoming part of the series in 2025 thanks to the support of the UA Community Foundation, which managed funds and ticket sales for the planning team, with a sold out event. Now the CRC is joining with some additional community members to expand a Diwali event for the community in October using a similar model. Joanne Strasser mentioned her hopes for starting a Sukkot event for the community (to be explored for possible 2026 planning).
- **CRC Innovation Small Grant Program** – this program is a source of great pride for CRC members. Now in its fourth year, the program supports new initiatives or programs that align with CRC goals, providing grants of up to \$5,000. Beneficiaries have included the UA Culture & Artisans Fair, UA Pride, Equal UA's Porch Parties, and the Civic Association's Neighbors Night Out. Many of the programs end up part of the CRC Welcome Series.
- **Resources** – the City's website includes a section on the CRC and new resident information (some updates are needed following a recent switch in provider). This includes an annual observances calendar available to help with planning events and meetings, and links to community groups and regional resources. Members discussed a desire to increase resources for new U.S. residents, to be discussed further at the August meeting.
- **CRC Liaisons** – members volunteer to serve as liaisons for various community groups that align with the work of the committee. An updated list will be shared with members and in August the CRC will discuss new assignments and how to maximize those connections.
- **Agenda Setting Process** – a brief overview of how the process works was provided and the 2025 schedule was shared with members. There are typically two additional members attending the planning meeting with the CRC leadership. The 2026 meeting schedule will be set at the November meeting.

5. Old Business - Organization of Officers

When the CRC was formed, the Council President selected the Chair and Vice Chair. The first Chair resigned from the CRC for professional reasons. The CRC transitioned to a Co-Chair approach, with Farida El-Hennawy and Jason Sayat serving since that time. With the expiration of Farida's term, the CRC has been considering the best process for selecting leadership as part of drafting its bylaws, with the recommendation that CRC members make that selection similar to other boards and commissions. This change requires an update to the ordinance creating the CRC, and a Resolution has been drafted to bring to City Council after summer recess. It will require three readings and then will take 30 days to go into effect



UPDATE SINCE MEETING: Several CRC items will be combined for Council consideration: The CRC Annual Report to Council; Council’s Five-Year Review of the CRC; the proposed code amendment to address CRC leadership. Tentative dates are: September 22, October 6, 13.

6. 2025 Programs & Events

• CRC Welcome Series/City Events:

- **UA Labor Day Arts Festival – 10 am-5 pm, Monday, September 1:** The CRC will have a booth at the event. A volunteer schedule will be shared soon.
- **Equal UA Porch Parties:** Equal UA’s goal is to pass out 100 Porch Party packets this year. There may be opportunities to assist with preparing the packets. The City will help promote this event to the community on the CRC’s behalf. Members discussed participating in some way, possibly hosting a Porch Party at a local park, and working to identify a list of new residents to invite (via Northwest Realtors, or other resources). Eric, Brent and Elaine agreed to help explore options.
- **Neighbors Night Out – Saturday, August 23.** Members would like to have CRC presence as part of the new resident component at this event.

7. Liaison Updates

- **Rainbow UA** – Elaine shared that the group will have a teen closet exchange August 2 and 6 (3-6 pm) at St. Mark’s, and they are accepting donations of clothing, primarily for teens.
- **Sustainable UA** – Sumia shared that there is interest in having a CRC member/s become more connected with this group. They have coffees at Colins Coffee the first Friday of each month (8 am start time) and hope someone will be able to join them.

8. Community Questions/Public Comment

Andrea Hickman spoke on a number of items: interest in developing resources and support for newer U.S. residents who are feeling vulnerable; utilizing the Liaison Program to build connections with school PTO groups; considering ways to help bring attention to mental health issues for children (October is bullying prevention month).

9. August Agenda Items

- Approve July Meeting Minutes
- City Updates
- Old Business
 - a. Draft Bylaws – Selection of Officers; Process for Accepting Public Comment
- Preparations for Annual Report and City Council Five-Year Review of CRC
- Resources for New to the U.S. Community Members
- CRC Liaisons – assignments and roles
- 2025 Programs & Events Schedule
- September Meeting Agenda Items

ADJOURNMENT

The meeting was adjourned at 5:56 pm





**Community
Relations
Committee**



New Member Orientation & Strategic Plan Six-Month Review



BRIEF HISTORY

May/June 2019 – Community Relations Assessment Workshops

- Identified ideas that would have a positive impact if implemented
- Recommended creation of an advisory board

September-December 2019 – Council-formed temporary Community Relations Committee charged with reviewing the report, researching other communities and developing a proposed structure & purpose for a new entity

October 2020 – Community Relations Committee held its first meeting



COMMITTEE FRAMEWORK

- Nine members, selected by City Council
- Supported by City Manager, Community Affairs Director (non-voting)
- Comprised of mixed representation to include cultural/ethnicity/gender diversity, youth, new resident, civic involvement, business, schools, library
- Role does not include forming policy or dispute resolution
- Affiliated groups include:
 - Equal UA, Rainbow UA, Library, Schools, Realtors, Leadership UA, Senior Center, Fire/Police, Asian American Community Services, Kiwanis, Rotary, Faith Leaders, UA Civic Association, Chamber, Education Foundation, Community Foundation, private & parochial schools, Syntero, etc.





Public Records & Open Meetings



MISSION

The Upper Arlington Community Relations Committee will promote understanding, mutual respect and a sense of belonging among all residents by fostering positive human relations, communication and addressing discrimination, while serving as a source of information and community collaboration.

VISION

Upper Arlington is an inclusive community of opportunity for all people.

ELEVATOR SPEECH

"The Upper Arlington Community Relations Committee (CRC) partners with residents and visitors to create events, programs, and activities that bring people together. We serve as the connecting point for anyone looking to get involved and help make UA a more welcoming place where everyone feels like they belong. As a diverse group appointed by City Council, we work to strengthen the community and support other local groups with similar goals. Join us by attending an event, bringing a friend, or volunteering to help build a stronger community."

2024 STRATEGIC PLANNING WORKSHOP

- Revisited accomplishments
- Reviewed purpose/developed “elevator pitch”
- Refining member roles: liaisons, project leads, etc.
- Developing updated bylaws
- Succession/sustainability planning
- Improved agenda setting process
- Decision-making checklist to assess prospective projects
- Adjustments to CRC Innovation Small Grant Program



2025 PRIORITIES

- Complete strategic planning and implementation
- 2025 Community Survey
- Continue to build on new resident programming
- Continue efforts to enhance connections with UA Schools
- City Council Five-Year Review of CRC





Draft Bylaws





Programs & Activities



CRC Innovation Small Grant Program

Designed to create opportunity spaces for new initiatives, and enhancements to existing community programs and events that advance the welcoming and inclusion goals of the Community Relations Committee.

Grants of \$1,000–\$5,000 awarded to organizations for projects that will achieve one or more of the following goals:

- i. Increase knowledge, understanding, and appreciation of diversity within UA and throughout Central Ohio.
- ii. Increase the number, type, and quality of positive interactions by non-residents with the UA community.
- iii. Increase the sense of belonging and inclusion of all UA citizens with special focus on non-majority residents and those without pre-existing connections to UA.



CRC Innovation Small Grant Program

Three Grants Awarded in 2025:

- ✓ UA Culture & Artisans Fair – \$3,000
- ✓ Equal UA's Porch Parties – \$4,500
- ✓ Accessibility UA – \$3,500 (currently on hold)

Previous Recipients:

- ✓ UA Civic Association's Neighbors Night Out
- ✓ Historical Society History Speaks Series
- ✓ UA High School's hUmAn Connection Festival
- ✓ Leadership UA Non-Profit Governance Workshop
- ✓ UA Pride



2024 GRANT HIGHLIGHTS



UA CULTURE & ARTISANS FAIR



UACA'S NEIGHBORS NIGHT OUT

2024 GRANT HIGHLIGHTS



hUmAn CONNECTION FESTIVAL



EQUAL UA'S PORCH PARTIES

COMMUNITY RELATIONS COMMITTEE UA WELCOME SERIES





2024 CRC

WELCOME SERIES

14 Events/Programs

- UA Schools New Families Event (January)
- Black History Month/UA Performance Series (February)
- UA Quest Scavenger Hunt (March)
- hUmAn Connection Festival (March)
- Cherry Blossom Celebration (April)
- UA Culture & Artisans Fair (May)
- UA Pride (June)
- Pride Flag Raising Ceremony (June)

- Juneteenth Flag Raising Ceremony (June)
- Arts on Arlington/UA Performance Series (June)
- Party on the Plaza/UA Performance Series (July)
- Get to Know the Library (August)
- Labor Day Arts Festival (September)
- UACA Neighbors Night Out (September)

CRC WELCOME SERIES



BLACK HISTORY MONTH



UA QUEST

CRC WELCOME SERIES



CHERRY BLOSSOM CELEBRATION



UA PRIDE

CRC WELCOME SERIES



PRIDE MONTH FLAG RAISING CEREMONY



JUNETEENTH FLAG RAISING CEREMONY

CRC WELCOME SERIES



ARTS ON ARLINGTON



PARTY ON THE PLAZA

IFTAR DINNER



upperarlingtonoh.gov

- Annual Observances Calendar
- “New to UA” section
- Connections with community organizations
- Regional resources

ONLINE RESOURCES

CRC LIAISONS

- Build ties with community organizations that share similar goals
- Two-way sharing of information
- Identify partnership and program opportunities
- Revisit goals of program and reporting/update process at a future meeting



Meeting Schedule & Agenda Setting



Public Records and Open Meetings Guidelines for Board, Commission & Committee Members

Prepared October 2020

An Advisory Board, Commission or Committee of City Council is a “public body” and is therefore subject to Ohio’s Public Records and Open Meetings “Sunshine Laws,” giving residents access to government meetings and records. This document provides a brief overview of these requirements for residents serving on a public body. For further clarification or to address a specific issue or concern, contact the City Attorney’s Office, at 614-583-5020 or city.attorney@uaoh.net.

Open Meetings

- Public bodies should not meet without advance notice and the meeting agenda being provided to the public via the City Clerk’s Office.
- Meetings are open to the public.
 - In certain circumstances, the body can meet in executive session without the public. The City Attorney’s Office will provide guidance on these exceptions.
- All items considered at a public meeting should be listed on the meeting agenda.
- A quorum of the public body is required for action to be taken at a public meeting.
- Action cannot be taken by a public body outside a formal public meeting.
- Members are not permitted to engage in discussions about the public body with a majority of its members outside a public meeting. This includes:
 - Emails or discussions with a majority of or all members of the public body. A recommended practice is to refrain from replying to all recipients of an email to the public body, but to only respond back to the Chair, Vice Chair and/or members of staff.
 - “Round Robin” emails or discussions on the same topic with smaller groups of the public body.
 - Use of social media for discussions if a majority of members engage on the same platform.
- To avoid the appearance of impropriety, we recommend that to the extent possible, a majority of members of the public body avoid meeting outside of the public meeting even if the members do not discuss any public business.



Public Records

- Members of a public body are required to keep all public records associated with the body on which they are serving, in accordance with the City's records retention schedule.
- The following schedules will cover many of the typical records you will encounter:
 - Correspondence (which can include email) – 4 years
 - Transient correspondence (conveys information of temporary importance such as reminders and appointment notices) – Until no longer of administrative value
 - Drafts – Until no longer of administrative value. This is typically when a new draft or a final draft is issued.
- Public records may be requested by members of the public and the City has a legal obligation to respond and provide the requested records in a timely manner.
- The following recommendations will assist in effective and timely management of this requirement:
 - Keep emails, texts and documents in folders named for the public body on which you are serving.
- In some instances, correspondence of a legal nature from/with the City Attorney's Office is confidential in nature—and therefore not a public document—and will be marked accordingly, with directions on the appropriate way to handle them (i.e. "Do not reply all," "Do not retain," etc.)



Community Relations Committee

DRAFT OUTLINE OF BYLAWS

Updated July 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

- PROPOSED:

- o CRC members to nominate and vote to select Chair, Vice Chair annually (every July, timed with typical transition in terms/members).
 - 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 Working Groups

- 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.

- Public attendees may speak to items included on the agenda.
- Attendees should sign in and indicate the agenda item to which they wish to speak. This sign-in sheet will be shared with the Chair prior to the start of public comment.
- The Chair will remind public attendees that the CRC acts in an advisory capacity and is not a decision-making body.
- 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:
 - CRC members should not include a majority of other CRC members when communicating with members of the public on CRC topics.
 - 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.
- The CRC bylaws will be shared and discussed at the first meeting following the transition in terms.

DECISION-MAKING CHECKLIST

| | | |
|--|--|---------------------------|
| EVENT/PROGRAM NAME | | |
| LEVEL A CRITERIA | | |
| Does it meet our mission/vision? | YES | NO (end review) |
| If yes, is there a need? | YES | NO |
| What is the goal/intended outcome? | | |
| Who is it for and why? | | |
| Do CRC members support it? (simple quorum) | YES | NO (end review) |
| LEVEL A+ CRITERIA | | |
| Is this a need/issue the CRC is equipped to handle? | YES | NO (end review) |
| What is its community impact? | | |
| Are there other/external resources or groups better equipped to address? | YES | NO |
| If yes, who? | | |
| LEVEL B CRITERIA | | |
| Are there the necessary resources? | | |
| What else is going on? Do we have capacity? | | |
| What are the event/program details (location, logistics, etc.)? | | |
| LEVEL B+ CRITERIA | | |
| Is something like this being done already | YES | NO |
| If yes, does this mean we don't need to do it? | (end review if we don't need to do it) | |
| Can we help enhance it, and if yes, how? | | |
| LEVEL C: IMPLEMENTATION | | |
| Who will do the work? | | |
| What should we measure? | | |
| What constitutes success? | | |
| What's our review process? | | |
| Is it sustainable? One time or annual? | | |
| What's the timeframe? | | |
| Should we let go of something else to do this? | | |
| LEVEL D: | | |
| After all these steps, do we still support this? | YES | NO (proposal not pursued) |

Community Relations Committee

DRAFT OUTLINE OF BYLAWS

Updated for August 28, 2025 CRC Meeting

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- 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
- **PROPOSED (to be reviewed/acted upon by City Council in the Fall of 2025):**
 - o CRC members to nominate and vote to select Chair, Vice Chair annually (every July, timed with typical transition in terms/members).
 - Should a seat become vacant, CRC members to nominate and then vote to select a replacement at their next meeting.
 - o Additional parameters to Consider and Determine Before Adopting Bylaws:
 - Vice Chair could be the Chair Elect (succession planning)
 - No limit to number of years a member can serve as Chair
 - Establish a nominating process and timeline
 - 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 to 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 Working Groups

- 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 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 a minimum of 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 City Manager 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 to be shared with the CRC via the website or by email to the Secretary at any time.

- The agenda planning team will determine if any input received merits inclusion on a future CRC meeting agenda.

PROCESS FOR REQUESTING AGENDA ITEMS:

- o The public may suggest future agenda topics to the CRC via the website or by email to the Secretary.
- o Suggested agenda items will be considered at the next agenda planning meeting.
- o The Secretary will notify the requestor of the CRC’s decision.

STATEMENT ADDRESSING PUBLIC COMMENTS

- o Prior to receiving public comment, the Chair will read a statement summarizing the CRC’s process and reasoning for accepting public comment, to include:
 - The CRC is comprised of community volunteers seeking to advance UA as a welcoming community at the local level.
 - The CRC is not a dispute resolution body, nor does it become involved with issues that fall outside its skillset and purpose.
 - Input from community members is welcome and encouraged and the CRC wants residents to be heard, however, the body will not engage in a discussion when receiving public comments.
 - When necessary, City Staff will follow up with community members after the meeting to help direct their concern or issue to the appropriate entity or to connect them with resources.
- 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.

OPTIONS FOR RECEIVING PUBLIC COMMENTS AT CRC MEETINGS

- o **REQUIREMENTS IN PREPARATION FOR RECEIVING PUBLIC COMMENTS:**
 - o IF ACCEPTING OPEN COMMENTS: The attendee must sign in and provide contact information. This sign-in sheet will be shared with the Chair prior to the start of public comment.
 - a. IF TIED TO AN AGENDA: The attendee must complete a speaker slip (including contact information) indicating which agenda item they wish to address. The speaker slip will be provided to the Chair prior to inviting public comment.
- o **WHEN TO RECEIVE COMMENTS:**
 - a. At the start of the meeting
 - b. At the end of the meeting
 - c. Tied to an agenda item at the end of the CRC’s discussion

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.
The CRC bylaws will be shared and discussed at the first meeting following the transition in terms.

Community Relations Committee

Community Liaisons

Updated August 2025

Liaisons Roadmap

- Ensure the groups we partner with align with the CRC mission/vision/goals.
- Learn about what they do and who they are.
- Share about who we are and what we do.
- Build relationships and connections.
- What are their needs and upcoming focus areas?
- What are the opportunities for CRC involvement/support and what should that look like?
- **Do they have programs that align with the CRC Welcome Series?**
- **Are they planning programs that could qualify for a CRC Grant?**
- Use the decision-making checklist to decide the level of CRC involvement for proposed partnerships.
- Establish agreed upon cadence for reconnecting/providing updates, and how/when those updates are brought back to CRC meetings.
- **What else belongs here?** _____

What groups do we want to partner with based on our mission/vision?

Mission: The Upper Arlington Community Relations Committee will promote understanding, mutual respect and a sense of belonging among all residents by fostering positive human relations, communication and addressing discrimination, while serving as a source of information and community collaboration.

Vision: Upper Arlington is an inclusive community of opportunity for all people.

Considerations

- How do we provide the opportunity for new CRC members to take on or shadow/transition into liaison roles?
- Consider if any additional liaison entities should transition under the Network UA umbrella.

| ENTITY | CURRENT LIAISON STATUS |
|------------------------------------|--|
| Asian American Community Services | Jason Sayat |
| Equal UA | Jason Sayat |
| Kiwanis Club of Northwest Columbus | _____ (part of Network UA) |
| Leadership UA | Jason Sayat (Emma is on advisory group) |
| Network UA | Emma co-leads meetings (can share updates) |
| Northwest Realtors Association | _____ |
| Rainbow UA | Elaine Alicea |
| Sustainable UA | Sumia Mohamed |
| Syntero (Northwest Counseling) | Deborah Carvalho |
| Tri-Village Rotary Club | _____ |
| UA City Council Rep | Kathy Adams |
| Upper Arlington Civic Association | Brent Theaker |

ENTITY

Upper Arlington Community Foundation
 Upper Arlington Historical Society
 Upper Arlington Rotary Club
 Wellington School

CURRENT LIAISON STATUS

_____ (Emma meets monthly)
 Jason Sayat
 Deborah Carvalho

Possible Additions

Tri-Village Lions Club (part of Network UA)
 Upper Arlington Education Foundation
 Upper Arlington Special Olympics
 School PTO groups

Removed – reps added to CRC roster

UA Schools
 UA Library
 Tric-Village Chamber Partnership

MINIMUM ANNUAL SCHEDULE OF INTERACTIONS WITH SERVICE GROUPS**Fall Discussions**

- Schedule a phone conversation, coffee or Zoom meeting. Invite Steve, Emma or April if it would be helpful.
- Reintroduction of CRC and its purpose – elevator speech.
- Share details of the CRC Welcome Series.
- Share details and timing of the CRC Grant Program.
- “The CRC wants to support and publicize (not duplicate) the great work already going on in UA. We’re reaching out to key organizations to gather some baseline information to inform this process.”
- Identify opportunities:
 - o What are the major focus areas of the entity for 2025?
 - o Discuss whether any of these focus areas align with the goals of the CRC.
 - o Would any of the programming that aligns with CRC goals be a suitable candidate for the Grant Program?
 - o Would this programming be a good candidate for incorporation into the Welcome Series?
 - o Would the planning committee for your event/program
 - o Are there other ways that the CRC might be able to assist with or participate?
- Next steps:
 - o Would it be helpful for the CRC member to attend a meeting?
 - o What would be a good schedule for reconnecting throughout the year?
 - o When applicable, make sure the connections are made for the CRC Grant Program and Welcome Series.
 - o Report back to CRC at October or November meetings.

Spring Discussions

- How are plans going for implementing the current year focus areas?
- Is there anything new on the horizon that might align with the goals of the CRC?
- Report back to CRC at April meeting.

Summer Discussions

- How are plans going for implementing the current year focus areas?
- Is there anything new on the horizon that might align with the goals of the CRC?
- Report back to CRC at August meeting.