



9/25/2025 | 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 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. Welcome**
- 2. Approval of August 28, 2025 Meeting Minutes**
 - a. Approve August 28, 2025 Board Name Meeting Minutes
- 3. City and Affiliate Organization Updates**
- 4. 2025 Community Survey Presentation**
- 5. Next Steps Following City Council Review of CRC**
- 6. Draft CRC Bylaws**
- 7. CRC Liaisons**
- 8. 2026 Observances Calendar**
- 9. Resources for New U.S. Residents/Community Members**
- 10. 2025 Programs & Events**
- 11. October 25, 2025 Meeting Agenda Items**

DRAFT MEETING MINUTES

August 28, 2025 | 4 pm

Members Present

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

City Staff & Others Present

Emma Speight, Community Affairs Director	Kathy Adams, UA City Council	Krystin Anderson, UA Schools
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1. Welcome

2. Approval of July 24, 2025 Meeting Minutes

Motion: Elaine Alicea

Second: Brent Theaker

Minutes Approved

3. City Updates

- **2025 Community Survey:** The process is complete and the survey report is available on the City’s website. The consultant will be attending the September 25 CRC meeting to share the findings and discuss areas of interest. Members were asked to share any questions they might have in advance of the presentation to share with the consultant.
- **Transition in Senior Services:** The City will be consolidating various support services for the community’s older adults, taking over many of the programs currently led by the Commission on Aging. A combination of recent developments led to a review of how the City can best leverage its resources in support of the older adult community: The transition of the former Senior Center programming and facilities within the Bob Crane Community Center has greatly expanded the opportunities available to the community’s older adults. Additionally, the UA CARES paramedicine program is growing, integrating support services from the Police Division and most recently adding a social worker position. Consolidating City and community-driven older adult services will allow the City to strengthen existing programming, explore new opportunities, centralize and expand volunteer opportunities, and simplify the user experience for older adults and their families.
- **CRC Council Liaison Update:** Kathy Adams shared that she will be resigning from her term on City Council early, due to her family moving out of the community. She expressed her gratitude to CRC members for their efforts and shared that a determination is yet to be made about a replacement City Council/CRC Liaison.
- **Election Updates:** Four Upper Arlington City Council seats are on the November ballot. Council Vice President Brian Close and Council Member Jim Lynch are completing second terms and are therefore unable to run for an additional term. Council President Ukeme Awakessien Jeter is running to serve a second term. As previously mentioned, Council member Kathy Adams is

resigning from her position due to a move out of the community. Community members John Cousins, Nic Fortkamp, Laura Oldham, Michael B. Stafford, and Benjamin Tracy have all filed with the Franklin County Board of Elections as candidates for a seat on Council. Voters will also be selecting candidates to fill two seats on the Upper Arlington School Board. Incumbents Lou Sauter and Nidhi Satiani are seeking reelection; and Francis C. (Kip) Greenhill is seeking election to serve his first term.

4. City Council Review Timeline

Since several CRC related items were scheduled to come before City Council by year's end, it was decided to combine them into one process for efficiency, per the following schedule:

- **Monday, September 22 – CRC Annual Report to Council; Council's Five-Year Review of the CRC** (per Ordinance 55-2020); **proposed amendments to the selection of the CRC Chair and Vice Chair** (also Ordinance 55-2020) – **First Reading/Public Hearing**
 - Jason will present the report to Council, Emma will prepare the presentation. All CRC members are welcome and encouraged to attend this meeting.
- **Monday, October 6 – Ordinance amendments 2nd Reading/Public Hearing**
- **Monday, October 13 – Ordinance amendments 3rd Reading/Public Hearing/Council Vote**
- **Mid-November** – assuming passage of the Ordinance amendments, the changes will take effect, and the CRC can finalize its Bylaws at the November 20 meeting.

5. Draft Bylaws (August draft attached)

- **Organization of Officers** – a discussion of options led to the following decisions (some housekeeping items *(in italics)* have been added to support the primary determinations):
 - A transition in leadership will take place annually at the June CRC Meeting, enabling any outgoing members to participate in the selection process and ensuring the Chair and Vice Chair positions are filled by tenured members.
 - *The selection/transition process will be initiated at the May CRC Meeting.*
 - The nomination and selection process will be determined each year by the members, and will be developed in keeping with the spirit of the CRC's welcoming goals and supportive principles.
 - *Some basic guidelines for the nominating process include:*
 - *A member may "self nominate" if interested in serving as Chair or Vice Chair, OR one or more CRC members may nominate a candidate, after seeking their permission.*
 - *If more than one nomination for a leadership position is received, the CRC will hold a roll call vote to identify the preferred candidate.*
 - *Should a Chair or Vice Chair vacancy occur, the process for selecting a replacement will be initiated at the next CRC Meeting, unless the vacancy occurs between the April and June CRC meetings.*
 - In the interests of supporting a progression in leadership, members can serve up to two years as Chair for each four-year term served.
 - While not a requirement, the preference is for a member to serve a minimum of one year as Vice Chair before assuming the role of Chair.
 - In the interests of supporting a progression in leadership, CRC members interested in serving as Chair are encouraged to fill supporting leadership roles within the CRC, to include:
 - CRC Innovation Grant Program
 - CRC Welcome Series
 - CRC Liaison Program
 - Participating on planning committees for key events (Cherry Blossom Celebration, Pride Month and Juneteenth Flag Raising ceremonies, UA Culture & Artisans Fair, Iftar Dinner, Navratri/Diwali Celebration, etc.)



- The immediate Past Chair may be asked to share insight and leadership advice to the current Chair and CRC as a whole, even if they are no longer a CRC member.
- **Public Participation** – a discussion of options led to the following decisions:
 - Public comments will be limited to agenda items (the “Community Questions/Public Comment” item currently at the end of CRC agendas will be removed).
 - The content of the proposed statement on the CRC’s process and reasoning for accepting public comment to be shared by the Chair in advance of inviting meeting attendees to speak to an agenda item is on track.
 - Public comments will be accepted once the CRC’s discussion of an agenda item has been completed.
 - Attendees wishing to speak must complete a speaker slip indicating which agenda item they wish to address. The speaker slip will be provided to the Chair prior to inviting public comment.
 - Each speaker will be limited to three minutes.
 - The number of speakers allowed will not be limited.

6. **CRC Liaisons** (August version attached)

CRC members worked through the August 2025 version of the Community Liaisons document.

- There were no additions to the “roadmap” section.
- The Network UA group that meets monthly includes many of the groups on the list. CRC members will be included in Network UA updates moving forward, and are encouraged to attend meetings as/when they are able. Members should let Emma know in advance if they plan to attend a meeting to avoid a CRC quorum.
- The list of entities were reviewed and assignments determined:
 - **Asian American Community Services** – Jason
 - **CRIS** – Jason
 - **Equal UA** – Jason
 - **Jewish Family Services** – Joanne
 - **Northwest Kiwanis** – part of Network UA updates
 - **Leadership UA** – Jason, Emma (on advisory group)
 - **Northwest Area Realtors** – Megan, Joanne, Emma – this group to work on exploring ways to tap into area Realtors to help identify and expand welcoming opportunities for new residents
 - **Rainbow UA** – Elaine
 - **Red Oak Family Foundation** – Brent
 - **Sustainable UA** – Sumia
 - **Tri-Village Lions** – part of Network UA updates
 - **Tri-Village Rotary** – Emma/Debbie McLaughlin
 - **UA Civic Association** – Brent, Megan
 - **UA Community Foundation** – Eric, Deborah
 - **UA Education Foundation** – Megan
 - **UA Historical Society** – Jason
 - **UA Rotary** – Joanne
 - **UA Special Olympics** – Brent
 - **Wellington School** – Joanne
- There were no additions or changes to the suggested schedule of outreach and interactions with liaison representatives.



7. Resources for New U.S. Residents/Community Members

Members discussed some of the questions they have been hearing from community members about procedures, resources and support for new or recent immigrants who might have concerns about their status in the U.S. Several community members were also in attendance to share their thoughts and concerns. A follow up discussion will be scheduled with Jason, Sumia, Steve, Emma and Police Division representatives, and an update will be provided to the CRC at the September meeting.

8. 2025 Programs & Events

• CRC Welcome Series/City Events:

- **UA Labor Day Arts Festival – 10 am-5 pm, Monday, September 1:** CRC members were asked to sign up for volunteer shifts.
- **Equal UA Porch Parties:** Members discussed the best way to host a CRC Porch Party. Versus an open invitation to the community, it was agreed that a personal invitation process would be more effective, if a date and location can be determined.
- **Diwali/Navratri Celebration – 6-10 pm, Saturday, October 18.** Planning for this new addition to the Welcome Series is on track. Jason will provide some comments on behalf of the CRC at the start of the program, and there will be a CRC Welcome Table with some fun activities for children.
- **The Big Table – Tuesday, October 21, time and location TBD.** Hosted by the UA Community Foundation, this year’s conversations will focus on older adults. Additional details will follow as the date approaches.
- **UA Historical Society “UA Early Years” presentation:** The Historical Society has a presentation prepared and is ready to present at the appropriate time. Members agreed that November would be a good timeframe to host this event.

9. Community Questions/Public Comment

None

10. September 25, 2025 Agenda Items

- 2025 Community Survey presentation
- Next Steps Following City Council’s Five-Year Review of the CRC
- Resources for New U.S. Residents/Community Members Update
- 2025 Programs & Events Schedule
- Draft 2026 Observances & Holidays Calendar

ADJOURNMENT

The meeting was adjourned at 5:56 pm



Community Relations Committee

DRAFT OUTLINE OF BYLAWS

Updated for August 28, 2025 CRC Meeting

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 (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:

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

STATEMENT ADDRESSING PUBLIC COMMENTS

- 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.
- 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

- **REQUIREMENTS IN PREPARATION FOR RECEIVING PUBLIC COMMENTS:**
 - 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.
 - 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.
- **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:
 - 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.

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.