

**11/20/2025 | 4:00 PM**

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

The Community Relations Committee (CRC) welcomes comments from the public specific to items on the agenda. Input from community members is 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.

A Speaker Slip should be completed and provided to the Secretary in advance of the agenda item. All speakers will be afforded a three-minute time limit.

[Join the meeting now](#)

Meeting ID: 278 998 876 127 29

Passcode: ic6jU9Ux

1. **Welcome**
2. **Approval of October 23, 2025 Minutes**
  - a. Approve October 23, 2025 Meeting Minutes
3. **City and Affiliate Organization Updates**
4. **Adoption of CRC Bylaws**
  - a. CRC Bylaws
5. **Selection of CRC Chair and Vice Chair**
6. **2025 CRC Innovation Small Grant Reports**
7. **2025 Programs & Events**
8. **2026 Programs & Events Schedule**
  - a. Draft 2026 Programs & Events Schedule
9. **Strategic Plan Priorities and 2026 Planning**

- a. CRC Workshop Summary August 2024
- b. CRC Workshop Next Steps

**10. Liaison Updates**

**11. January 22, 2026 Agenda Items**

**12. Adjournment**

**DRAFT MEETING MINUTES**  
October 23, 2025 | 4 pm

**Members Present**

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

**City Staff & Others Present**

Steve Schoeny, City Manager	Emma Speight, Community Affairs Director	April Gregory, Human Resources Administrator
Jen Faure, Upper Arlington Library	Kristyn Anderson, UA Schools	Police Sergeant Bryan McKean
Police Chief Keith Hall	Katie Ellis, Tri-Village Chamber Partnership	

**1. Welcome**

- The CRC excused the absence of Eric Hutchison at the September 25, 2025 Meeting
- The CRC excused the absence of Brent Theaker at the October 23, 2025 Meeting

**2. Approval of September 25, 2025 Meeting Minutes**

*Motion:* Deborah Carvalho      *Second:* Joanne Strasser      *Minutes Approved*

**3. City & Affiliate Organization Updates**

- **Council Passage of CRC Ordinance Amendment.** City Council approved providing CRC members the authority to select a Chair and Vice Chair. The CRC will be able to select its leaders at the November 20 meeting.
- **BeLocal Publication.** Emma provided a brief overview of a monthly publication mailed to recent homebuyers within UA’s zip codes. The area covered also includes Grandview and Hilliard, and the publication features resources of value to residents who may be new to the area. This could be an opportunity to explore relative to the CRC’s welcoming goals for new residents. More to come as this is explored further.
- **Board and Commission Reception.** Members confirmed they were in receipt of an invitation to the annual Board and Commission Reception scheduled for November 13.
- **Network UA.** CRC members now receive meeting invitations and summaries for the monthly Network UA meetings.
- **Senior Service Day November 15.** This fall yard cleanup for older adults is being organized by UA CARES. CRC members could volunteer as a group if desired.

- **Older Adult Services Transition Update.** As part of the City’s expansion of services to support older adults and other community members, a position will be added in 2026 that will oversee volunteer coordination.
- **2026 Leadership Program.** Applications for the 2026 program are currently being accepted. Leadership UA is a great way to meet other community members, hone leadership skills, learn about the role of local government, etc. and culminates with awards to local non-profits to support various community projects and programs.
- **LGBTQ+ Health Survey.** Franklin County Public Health is currently fielding a survey focused on LGBTQ+ health needs. Details will be shared with CRC members to help spread the word.

#### 4. **Police & Community Relations Presentation** (presentation attached)

The Police Division’s Training Sergeant, Bryan McKean, shared a presentation that was originally created for the CRC in 2020, and is now regularly used and tailored for different community groups and to address any specific topics of interest. The presentation provided an overview of the division, with an emphasis on the priority placed on extensive officer training, policies and rules that assure the highest standards of professionalism and a proactive approach to building positive relationships with community members and minority populations. He summarized the division’s role and guidelines for interacting with outside agencies, such as its participation in two drug enforcement agencies, cooperation in instances of searches for missing children, and its readiness to provide voluntary assistance during a significant crisis such as a mass casualty situation. He shared that officers must follow strict protocols when determining if a suspicious individual should be detained. They are not allowed to arrest someone solely based on questions about their U.S. residency status or in response to a detainer from Immigration and Customs Enforcement. After some discussion following the presentation, Staff plans to work on developing some distilled information that helps community members understand what to expect should they be stopped by an officer. Jason thanked UAPD for their willingness to share information about the division and for their commitment to providing a forum for dialogue and transparency.

#### 5. **2025 Programs & Events**

- **Porch Parties.** This year’s program resulted in 61 events, slightly lower than 2024 – which may be due to timing with election season – but was still considered a great success. There will be a report from Equal UA at the November meeting.
- **Navrati & Diwali Celebration.** A first for the CRC Welcome Series, this year’s event was a big success with 227 tickets sold. The event was made possible thanks to the Upper Arlington Community Foundation which handled the financial components, and the Upper Arlington Library which provided several fun activities. This will likely become an annual CRC partnership event.
- **Multi-lingual Family Night at Tremont Elementary.** Jason and Megan attended an event tailored to families in the Schools for whom English is a second language. The evening was well attended and it was encouraging to see how proactive the schools are in their efforts to support this segment of the school population. Jason also commented that the evening helped shine a light on the work of Asian American Community Services and CRIS.
- **UA: The Early Years, November 12.** Kristin Greenberg from the UA Historical Society will present another fun overview of UA history at the Tremont Library. This event represents the last in the 2025 Welcome Series.

#### 6. **2026 CRC Innovation Small Grant Program**

The application process will be open October 31-December 12. CRC members were asked to help spread the word. Monica, Sumia and Eric will help with the review and selection of successful candidates. Since there was a decline in the number of applications for 2025, if dollars are left over



for 2026, existing CRC Welcome Series event planners will be approached to see if there are opportunities to provide support for their programming.

#### 7. **2026 Observances Calendar** (attached)

A final version of the calendar was shared with members. It is now posted on the City's website and has been shared with City Staff and members of Network UA.

#### 8. **2026 Programs & Events Schedule**

Plans for the first half of 2026 are taking shape and include:

- **Black History Month Event, Saturday, February 21.** The City's Cultural Arts team and Upper Arlington Library are planning activities. The event will move to the Bob Crane Community Center. CRC members are welcome to help with planning, and there will likely be a CRC welcome table again in 2026.
- **Iftar Dinner, Wednesday, March 11.** Former CRC members, Farida El Hennawy and Hana Abdelbaki are still taking the lead on plans for this event, and current CRC members are welcome to help with planning efforts.
- **Cherry Blossom Celebration, Monday, April 6.** A planning team will be convening soon to plan activities and determine partner entities.
- **UA Culture & Artisans Fair, Saturday, May 2.** This planning team is on track with its plans for 2026. Elaine, former CRC member Hana Abdelbaki, and Emma participate in the planning efforts.
- **Pride Month Flag Raising, Monday, June 1.** Usually held with support from Rainbow UA, one or two CRC members would be welcome to assist with planning.
- **Juneteenth, Monday, June 15.** CRC member help would also be welcome for planning efforts for this event.
- **UA Quest, June/July.** The UA Historical Society's fun community quiz is moving to the summer and will be expanded and focus more on kids, with help from the UA Library.
- **America 250-Ohio Celebrations.** The planning team is looking at coordinating tree planting activities in the spring, presenting a possible opportunity to tie in with Sukkot.

#### 9. **2026 CRC Meeting Schedule**

The CRC meeting calendar for 2026 was shared with members. It follows the typical formula with some exceptions due to conflicts highlighted by the 2026 Observances Calendar. The May meeting will take place on a Wednesday (20), June will be held a week earlier (18), and November will be a week earlier (19). Agenda planning meetings will be held two weeks prior to the meeting.

#### 10. **CRC Liaison Updates**

- Syntero has some upcoming parent workshops at the Library, on social media and balancing technology, and tools for raising self-reliant kids (February 11). After a hiatus, Syntero is back in the UA High School. They are hosting a Caregiver Support Program November 12.

#### 11. **November 20, 2025 Agenda Items**

- Selection of Chair and Vice Chair
- Strategic Plan Priorities Review & 2026 Planning
- 2026 Programs & Events Planning
- Holiday cheer!

### **ADJOURNMENT**

The meeting was adjourned at 5:20 pm



# Current Topic: Immigration Enforcement



Upper Arlington Police Division

Sergeant Bryan McKean



## Police Division – Oath of Office



“I solemnly swear that I will support the Constitution of the United States of America, and of the State of Ohio, and the Ordinances of the City of Upper Arlington, and will, to the best of my ability, discharge the duties of Police Officer of the City of Upper Arlington, Ohio.”

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## Police Division - Mission



In the spirit of partnership and service to the community, the Upper Arlington Police Division shall embody **Integrity, Dedication, Compassion, and Excellence** while working to protect the constitutional rights and freedoms for all and maintaining public trust in the law and those that uphold it.

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## Police Division – Core Values



**Compassion-** Treating people with dignity and respect while working for the benefit of all. Compassionate service is essential to human relationships and indispensable to the foundation of a just and peaceful community.

**Dedication-** Professional, consistent commitment to fulfill our duty to protect and serve while being faithful to the law. We will be good stewards of the public trust and the community we serve.

**Integrity-** Commitment to the highest level of ethical and moral standards. We will maintain trust and accountability by exemplary conduct and by treating everyone with impartiality, fairness, and professionalism.

**Excellence-** Commitment to the highest professional standards in the performance of our duties. We are driven to be the best by pursuing personal and organizational growth and innovation, confronting adversity and injustice, and holding ourselves to the highest standard of service to others.

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## Police Division - Goals

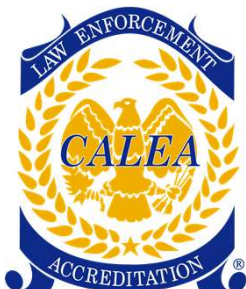


- Goal # 1 - Reduce incidents of crime in Upper Arlington.
- Goal # 2 - Improve traffic safety.
- Goal # 3 - Strengthen community relationships.
- Goal #4 - Improve our preparedness to respond to critical incidents/disasters and major crimes.
- Goal #5 - Improve overall effectiveness of the Division

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## Police Division - Accreditation

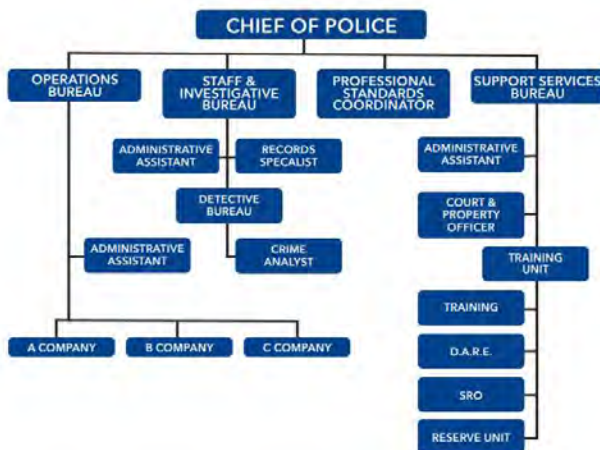


The Division has been an accredited agency through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 1993. In fact, when the division was re-accredited in 2005, it was selected as one of eight (out of 100) to be a “Flagship Organization,” and was further selected to serve as the model division for other departments seeking certification.

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## Police Division – Structure



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## Police Division – Hiring Process



- National Testing Network
- Physical Fitness Test
- Personal History Questionnaire (PHQ)
- Home / Neighborhood Visit
- Computerized Voice Stress Analysis
- Panel Interview
- Interview with the Chief
- Conditional Offer
- Mental Health Evaluation
- Physical Health Evaluation

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## Police Division - Patrol

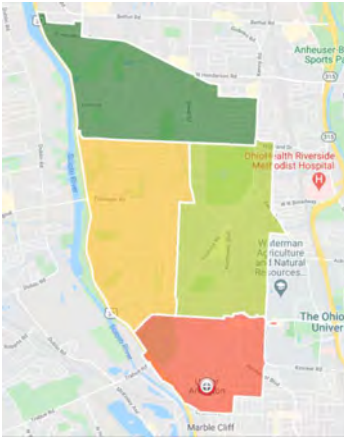


The Patrol Section is divided into three, non-rotating shifts providing emergency and non-emergency law enforcement response to citizens 24 hours a day, seven days a week. Twenty-seven officers and six sergeants are spread across three shifts. Additionally, Patrol is responsible for the logistical planning of special events like Independence Day (Fourth of July), Labor Day, and the Columbus Marathon.

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## Police Division – Patrol Districts



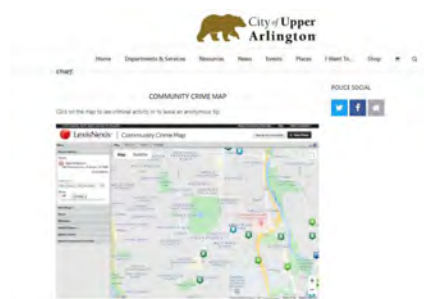
- 9.82 square miles
- 36,295 residents
- Divided into four Districts
- Minimum of one officer per district
- Minimum of one Sergeant per shift

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## Police Division – Community Crime Map

<https://www.communitycrimemap.com/?address=upperarlington,oh>



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## Police Division – Investigative Bureau



The Criminal Investigations Section (CIS) handles all investigations. They are divided into categories: crimes against persons, crimes against property, juveniles, and vice/narcotics/intelligence. The bureau also investigates all Internal Affairs complaints. Attached to CIS is the Records Unit, which is responsible for maintaining and compiling various reports/records.

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## Police Division – Support Services Unit



The Support Services Unit includes various groups that support the division in a variety of ways. The unit maintains the division's accreditation status. The Training Section plans, develops, and conducts training programs and is responsible for overseeing the Reserve Program. The Community Relations Unit offers a variety of safety-related and crime prevention programs to the community.

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## Police Division - Training



### Initial Training

- Ohio Peace Officer Training Academy: Basic Police Officer Training 700 hours.
- UAPD Specific Training: approximately 80 hours
- UAPD Field Training: approximately 480 hours

### Recurrent Training

- Quarterly Training Sessions: 32 hours per year
- Bi-Annual Rifle Training Sessions: 6 hours per year
- State Mandated Continuing Professional Training (CPT)

### Specialty Training

- CIT/ Mental Health Training
- Bike Patrol Training
- Criminal Investigation Courses
- Traffic Crash Investigation Courses
- Instructor Level Courses

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## Police Division - Training



All sworn officers participate in four quarterly training days and six hours of rifle specific training. In addition to various external classes and conferences.

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## Police Division – Training Topics



- Firearms
- Subject Control
- De-escalation
- Less-lethal tools (Taser, OC, Baton)
- Implicit Bias
- Use of Force
- Legal and Policy Updates
- Medical (CIFA, CPR, NARCAN)
- Driving
- Active Threat
- Ethics
- Scenarios
- Stops and Approaches
- Search and Seizure
- Physical and Mental Health
- Crisis Intervention Training
- HAZMAT

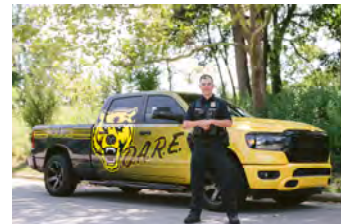
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## Police Division – Community Relations Programs



- DARE
- Safety Town
- Citizens’ Police Academy
- Pumpkin Patrol
- Stop The Bleed
- Youth & the Law
- Home Alone & Personal Safety for Youth
- Self-Defense and Risk Management
- Active Threat Training
- Financial Institution Robbery Prevention
- Neighborhood Crime Watch
- Personal Safety Training: Fraud
- Personal Safety Training: Self-Defense
- Personal Safety Training: Internet Safety



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## Police Division – School Resource Officers



The SROs act as liaisons with the schools to ensure the flow of information from the Police Division to the Upper Arlington School Administration. The SROs investigate any crimes that occur on school property and are responsible for the safety and security of the school and everyone present. The SROs join teachers in the classroom to speak about relevant topics such as Drug Awareness and prevention, the Constitution and Law, and topics related to law enforcement.

Ultimately, the goal of the SRO program is to forge relationships with students in a non-crisis environment and be an additional resource for students in crisis.



## Police Division – Community Relations Officers



Assigned to the Patrol Bureau, the Division has Community Liaison Officers. These officers are assigned this ancillary position with the goal of establishing relationships with underrepresented communities. As liaisons, these officers bridge social and cultural differences and educate other officers on the differences between communities.



## Police Division – Cooperation with Federal Agencies

The Upper Arlington Police Division has a Task Force Officer (TFO) assigned to the Drug Enforcement Agency. The Division also has an officer assigned to the Franklin County Drug Task Force.

These two task force members focus on working drug-related cases. Some of these cases begin with leads from the City of Upper Arlington. These TFOs do not perform any tasks related to any other Federal Agency.

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## Police Division – Cooperation with Federal Agencies

Voluntary Assistance Under the USA Patriot Act (ORC 2935.033)

Ohio law allows peace officers to assist a federal law enforcement officer only if **ALL** of the following are true:

- The Federal officer has lawful arrest authority under the USA Patriot Act.
- There is a threat of imminent physical danger, serious emergency, or harm.
- Either the Federal officer requests emergency assistance, or circumstances make a request impractical, and assistance seems reasonable.

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## Police Division – Cooperation with Federal Agencies

Mutual Aid and Missing Children (Ohio R.C. § 2901.7)

- General Rule (R.C. § 2901.7): Upon request, law enforcement agencies in Ohio **MUST** provide assistance or cooperate with other law enforcement agencies—including **federal agencies**—when investigating missing child cases.
- This includes sharing information and equipment under agreed terms.
- Federal law enforcement may also request Ohio’s assistance in missing-child investigations under the Federal Missing Children Act of 1982, and Ohio agencies must cooperate fully

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## Police Division – Cooperation with Federal Agencies

### 287(g) Program – Immigration Enforcement

Under **Section 287(g)** of the Immigration and Nationality Act (INA), as established by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the Department of Homeland Security (via ICE) **may** enter into written agreements with state or local law enforcement agencies. Selected officers can be **deputized** to perform specific federal immigration functions—such as issuing detainers, processing noncitizens, or executing administrative warrants—provided they’re trained and supervised by ICE.

\*\*\*The City of Upper Arlington does **NOT** have any officers that meet this criteria\*\*\*

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## Police Division – ICE Detainers

### UAPD Policy Manual 303.19 – ICE Detainers

UAPD Officers will **NOT** arrest or detain any individual solely based on an ICE detainer.

UNLESS there is an accompanying judicial criminal warrant or probable cause to arrest for a state or local offense.

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## Police Division – ICE Detainers

### UAPD Policy Manual 303.19 – ICE Detainers

If an individual in UAPD custody is subject to an ICE Detainer:

1. Slated at MSC and subject to release on summons:
  - UAPD officers will bring the arrestee to the MSC for slating . . . during this time, we can ensure proper notification is made to ICE . . .
  - We will not hold the arrestee for any longer than the normal slating process . . .

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## Constitutional Rights Summary

Situation	Undocumented Immigrant's Rights	Officer's Limitations
Traffic stop or detention	4th Amendment – must have reasonable suspicion	Can't stop solely for suspected illegal status
Questioning	5th Amendment – right to remain silent	Can't compel answers about citizenship
Arrest or search	4th & 14th Amendments – requires probable cause or warrant	Must be related to a state/federal crime, not status
Criminal prosecution	6th Amendment – right to lawyer and fair trial	Must follow same due process as with citizens
Immigration detainer	5th Amendment – must have lawful process, limited detention	Can't hold beyond 48 hrs without federal pickup

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## Notification of Federal Law Enforcement Action

Law	Description
18 U.S.C. § 1505 – Obstruction of proceedings before federal agencies	Makes it a crime to obstruct or impede a federal investigation.
18 U.S.C. § 1519 – Obstruction of justice	Covers destruction, concealment, or alteration of information relevant to a federal matter.
18 U.S.C. § 371 – Conspiracy to defraud the United States	Broadly applies when two or more people conspire to impede lawful government functions.

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## Working with Federal Partners - Summary

The Upper Arlington Police Division does not have an agreement to work with, nor does it have officers assigned to any Immigration & Customs Enforcement task force.

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## Working with Federal Partners - Summary

The Upper Arlington Police Division is required by law to assist Federal Agencies in some limited circumstances, like missing children cases.

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## Working with Federal Partners - Summary

The Upper Arlington Police Division may receive notification of Federal Law Enforcement Activity in its jurisdictional boundaries. Sharing this information may violate State and Federal Law.

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## Working with Federal Partners - Summary

The Upper Arlington Police Division has a clear policy on ICE Detainers and how they are handled within the Division.

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Upper Arlington Police Division

# QUESTIONS



## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### JANUARY

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
1	<b>New Year's Day</b>	City offices closed, Thursday, January 1	Federal holiday celebrating the first day of the year.
1-5	Upper Arlington Schools Winter Break		
9	Law Enforcement Appreciation Day (LEAD)		Annual celebration in support of law enforcement officers who have answered the call to public service.
14	Makar Sakranti/Pongal - Hindu		A holiday dedicated to the sun god, Surya. The day also marks the sun transitioning into Capricorn.
16	Isra and Mi'raj - Muslim		Marks the miraculous night journey of prophet Mohammad to Jerusalem and his ascension into heaven.
19	<b>Martin Luther King, Jr. Day</b>	City offices closed	Federal holiday held on the third Monday of January, celebrating the life and legacy of Martin Luther King Jr., an influential American civil rights leader.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### FEBRUARY

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
February	Black History Month		Month-long observance that honors the triumphs and struggles of African Americans throughout U.S. history.
3	Tu BiShvat - Jewish		This day in the Hebrew calendar celebrates the "New Year for the Trees." It is a day about trees and planting them to make the land healthy and vibrant.
14	Valentine's Day		An annual celebration of romantic love, friendship and admiration!
15	Maha Shivarati - Hindu		"The Great Night of Shiva" is the most significant event in India's spiritual calendar.
16	<b>Presidents Day</b>	City offices closed	Third Monday in February, honoring George Washington and Abraham Lincoln. The day is sometimes understood as a celebration of the birthdays and lives of all U.S. presidents.
17	Lunar New Year		The Lunar New Year is the first new moon of a lunar calendar or lunisolar calendar year, whose months are moon cycles. It is one of the most important celebrations of the year among East and Southeast Asian cultures, including Chinese, Vietnamese and Korean communities.
17-Mar-19	Ramadan - Islamic holy month		Holy month of fasting, introspection and prayer for Muslims, the followers of Islam. It is celebrated as the month during which Muhammad received the initial revelations of the Quran, the holy book for Muslims. The dates for Ramadan can vary across the globe, based on the sighting of the moon.
18	Ash Wednesday - Christian		Marks the beginning of Lent, a 40-day "season" for repentance, fasting, reflection and celebration.
23	Vasant Panchami - Hindu		A festival of North India that marks the initial preparations for Spring and is celebrated with the color yellow.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

### MARCH

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
February 17- March 19	Ramadan - Islamic holy month		Holy month of fasting, introspection and prayer for Muslims, the followers of Islam. It is celebrated as the month during which Muhammad received the initial revelations of the Quran, the holy book for Muslims. The dates for Ramadan can vary across the globe, based on the sighting of the moon.
March	Women's History Month		Month-long observance highlighting the contributions of women to events in history and society.
March	Irish-American Heritage Month		Month-long observance honoring the achievements of Irish immigrants and their descendants living in the U.S.
2-3	Purim - Jewish		Purim is a lively holiday celebrated with costumes, skits, and gifts of food. It recalls Queen Esther and Mordechai's triumph over Haman's plot to destroy the Jews of Persia.
4	Holi - Festival of India		Popular ancient Indian festival, also known as the "Festival of Love," the "Festival of Colours" and the "Festival of Spring." The festival celebrates the eternal and divine love of Radha Krishna.
8	International Women's Day		Celebrated as a focal point in the women's rights movement, bringing attention to gender equality, reproductive rights, violence and abuse against women.
8	Daylight Savings Time begins		Clocks "spring" forward one hour ahead of standard time for the warm weather months.
16	Laylat al-Qadr - Muslim		Qadr Night or Laylat al-Qadr holds significance as a night in which angels descend to earth with a myriad of tasks, leading to a night of peace, blessings, and divine guidance (qadar) until the dawn.
16-23	Upper Arlington Schools Spring Break		
17	St. Patrick's Day		A cultural and religious celebration commemorating St. Patrick and the arrival of Christianity in Ireland, and celebrating the heritage and culture of the Irish in general.
19	Eid al-Fitr - Muslim		This religious holiday is celebrated by Muslims worldwide to mark the end of Ramadan.
26	Rama Navami - Hindu		A celebration of the birth of Rama, the seventh avatar of the deity Vishnu.
29	Palm Sunday - Christian		Recalls an event in the Christian Scripture (New Testament) of Jesus entering into Jerusalem and being greeted by people waving palm branches. Marks the first day of the Holy Week.

**MARCH**

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
31	Mahavira Jayanti - Jain		Celebrated to observe peace and harmony and spread the teachings of Mahavira. Jainism (an Indian religion, also known as Jain Dharma) lays focus on peace and harmony such that no/minimal harm is brought to living creatures.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### APRIL

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
April	National Distracted Driving Awareness Month		A time to regroup and take responsibility for the choices we make when we're on the road.
April	Arab American Heritage Month		Month-long celebration of Arab American heritage and culture.
1	April Fool's Day		Celebrated for several centuries by different cultures, though its origins are unclear. Traditions include playing practical jokes on others. Jokesters typically expose their actions by shouting "April Fools!"
1-9	Passover - Jewish		Passover commemorates the Exodus from Egypt and celebrates freedom. Families gather for the seder, retelling the story with rituals, matzah, and symbolic foods.
3	Good Friday - Christian		The Friday that comes before Easter Sunday in Christian religions.
5	Easter Sunday		One of the most important days for Christians, Easter commemorates the resurrection of Jesus from the dead.
12	Easter Sunday - Orthodox Christian		Celebrated the Sunday after the first full moon after Passover.
13-14	Yom HaShoah - Jewish		Holocaust Remembrance Day
12-18	National Public Safety Telecommunicators Week		A week honoring 911/dispatch personnel for their public service.
19-25	National Library Week		Sponsored by the American Library Association and libraries across the U.S. each April, in celebration of the valuable role of libraries, librarians, and library workers.
20-22	Yom HaZikaron & Yom HaAtzmaut - Jewish		They are marked worldwide by Jewish communities, and observed as national days in Israel. These modern holidays honor fallen soldiers and celebrate the Jewish nation's independence.
24	Arbor Day		Celebrated the last Friday in April in the U.S., Arbor Day is marked by the planting of trees and emphasizes their importance as a way to sustainably protect our planet's natural resources.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

### MAY

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
May	Asian and Pacific Islander American Heritage Month		Month-long celebration of the contributions of Asian Americans and Pacific Islanders (AAPI) in the U.S.
May	Jewish American Heritage Month		Month-long observance that recognizes the more than 350-year history of
May	National Bike Month		Promoted by the League of American Bicyclists, showcasing the benefits of bicycling.
May	Mental Health Awareness Month		Month-long observance to bring awareness of the importance of mental health and wellness, to celebrate recovery from mental health conditions and to help reduce the stigma around mental health.
May	National Pet Month		A time to celebrate all the benefits our furry friends bring to our lives.
May	Local History Month		Largely celebrated in the UK, Local History Month highlights, promotes and increases awareness of local history.
1	Vesak - Buddhist		Considered the holiest day of the Buddhist calendar, celebrating the birth, enlightenment, and death of Siddhartha Gautama, or Buddha.
4-5	Lag BaOmer - Jewish		A Jewish religious holiday celebrated on the 33rd day of the Counting of the Omer.
4-8	Teacher Appreciation Week		Honoring teachers and recognizing the lasting contributions they make in our lives.
5	Cinco De Mayo		A remembrance of the Mexican army's May 5, 1862 victory over France at the Battle of Puebla during the Franco-Mexican War. The day is also known
7	National Day of Prayer - Buddhist, Christian, Islamic, Jewish		An annual observance held on the first Thursday of May, this day invites people to pray for the Nation.
10	Mother's Day		A day that celebrates and honors motherhood, maternal bonds, and the influence of mothers in society.
11-15	National Police Week (includes Peace Officer Memorial Day)		National Police Week recognizes law enforcement officers who lost their lives in the line of duty for the safety and protection of others.
17	International Day Against Homophobia, Transphobia and Biphobia (LGBTQ+)		A day created to raise awareness to the discrimination experienced by members of the LGBTQIA community.
17-23	National Public Works Week		A recognition of the importance of public works in our society!
17-23	EMS Week		EMS week honors those on the medical frontlines and the role they play in our communities.

**MAY**

<b>DATE</b>	<b>OBSERVANCE/HOLIDAY/ NOTABLE EVENT</b>	<b>CITY HOLIDAYS</b>	<b>DETAIL</b>
21-23	Shavuot - Jewish		Shavuot celebrates the giving of the Torah at Mount Sinai. It is a time to study Jewish teachings and embrace tradition.
25	<b>Memorial Day</b>	City offices closed	A federal holiday honoring the men and women who died while serving in the U.S. military.
26	Day of Arafat - Islamic		The Day of Arafah is the most sacred day in the Islamic calendar. It is an Islamic holiday that falls on the ninth day of Dhu al-Hijjah of the lunar Islamic calendar, the day before Eid Aladha. It is also the day of forgiveness, mercy, and answered prayer. For pilgrims, it is the climax of Hajj.
27-29	Eid Al-Adha - Islamic		Eid Al-Adha, known as the "Festival of Sacrifice," is a significant Islamic holiday celebrated on the 10th day of Dhu al-Hijjah. This day marks the culmination of the Hajj pilgrimage and commemorates the willingness of the Prophet Ibrahim (Abraham) to sacrifice his son Ismail (Ishmael) in obedience to Allah's command. It lasts for three days.
29-Aug-11	Upper Arlington Schools Summer Break Begins		
31	Pentecost - Orthodox Christian		Christian holiday which takes place on the 50th day after Easter Sunday to commemorate the descent of the Holy Spirit upon the Apostles and other followers of Jesus Christ.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### JUNE

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
June	Lesbian, Gay, Bisexual, Transgender and Queer Pride Month		Month-long celebration to honor the 1969 Stonewall Uprising in Manhattan, New York and recognize the impact that LGBTQ individuals, organizations, and groups have had on history locally, nationally and internationally.
June	Caribbean-American Heritage Month		Month-long celebration of the generations of Caribbean Americans who have contributed to American society.
June	National Safety Month		The goal of Summer Safety Month is to increase public awareness of the leading safety and health risks that are increased in the summer months to decrease the number of injuries and deaths at homes and workplaces.
June	Great Outdoors Month		A month-long celebration of healthy and safe outdoor recreation.
June	African American Music Appreciation Month		Also known as Black Music Month, this month-long observance celebrates the African American musical influences that make up an essential part of our society.
16	Hijri - Islamic New Year		The Hijri calendar is a lunar calendar used by Muslims to determine religious dates, beginning with the Hijra, the migration of Prophet Muhammad from Mecca to Medina in 622 CE.
19	<b>Juneteenth</b>	City offices closed	Federal holiday commemorating the emancipation of enslaved African Americans in the US, June 19, 1865.
21	Father's Day		A day that celebrates and honors fatherhood, paternal bonds, and fathers in society.
25	Ashura - Muslim		Ashura is a day of commemoration in Islam. It occurs annually on the tenth of Muharram, the first month of the Islamic calendar. Ashura marks the parting of the Red Sea by Moses and the salvation of the Israelites

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### JULY

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
July	National Parks & Recreation Month		Month-long celebration created by the National Recreation and Parks Association to highlight the contributions that the people parks and recreation provide and the ways they make our communities better!
4	<b>Independence Day</b>	City offices closed Friday, July 3	A federal holiday celebrating the United States gaining independence from Great Britain on July 4, 1776.
14-15	Tishah B'Av - Jewish		A day of mourning for the destruction of the ancient Temples in Jerusalem. Many today use it to reflect on Jewish tragedies and human suffering.
25	Ashura - Muslim		As the first month of the Islamic calendar, this day is observed with fasting and meditation as it holds religious and historical significance for Muslims worldwide.
29	Asalha Puja - Buddhist		Also known as "Dharma Day," a celebration of new beginnings as it represents the day Buddha gave his first sermon.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

### AUGUST

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
4	National Night out		Annual community-building campaign promoting police-community partnerships and neighborhood camaraderie.
8-15	Paryushana - Jain		The most important Jain religious observance is a time of intensive study, reflection and purification.
12	Upper Arlington Schools First Day of New School Year		
14	Ganesh Chaturthi - Hindu		A festival also known as "Vinayaka Chaturthi," celebrating the birth of the Hindu god Ganesh, an elephant-headed deity, known as the god of prosperity and wisdom.
26	National Dog Day		National Dog Day encourages dog ownership of all breeds. Whether mixed or purebred, all dogs deserve a happy, safe, and abuse-free life!
28	Raksha Bandan - Hindu		Also known as Rakhi, this important Hindu festival is dedicated to brothers and sisters.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### SEPTEMBER

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
4	Krishna Janmashtani - Hindu		An annual Hindu festival celebrating the birth of Krishna.
7	<b>Labor Day</b>	City offices closed	A federal holiday celebrating the contributions workers have made to America's strength, prosperity and wellbeing.
11	Patriot Day		Occuring on September 11th every year, this day is held in memory of the people killed in the September 11, 2001 tragedy.
11-13	Rosh Hashanah - Jewish Holiday		Rosh Hashanah is the Jewish New Year, beginning the High Holidays. It is a time of prayer, reflection, and repentance leading to Yom Kippur.
11-20	National Welcoming Week		Through Welcoming Week, organizations and communities bring together neighbors of all backgrounds to build strong connections and affirm the importance of welcoming and inclusive places in achieving collective prosperity.
September 15- October 15	National Hispanic Heritage Month		A month dedicated to the history, culture, and contibutions of Americans whose ancestry can be traced to over 20 contries in Latin America, including Mexico, Central and South America, and the Caribbean.
20-21	Yom Kippur - Jewish		Yom Kippur, the Day of Atonement, is the holiest day in Judaism. It is observed with fasting, prayer, and repentance, concluding the High Holidays.
22-October 2	Navratri - Hindu		An annual festival honoring the goddess Durga.
25	Milad an-Nabi (Mawlid) - Islamic		Celebrated as the birth of the Prophet Muhammad.
25-October 2	Sukkot - Jewish		Sukkot, meaning "booths" or "huts," is a joyful harvest festival. It also commemorates the Israelites' 40 years of wandering in the desert.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

### OCTOBER

DATE	OBSERVANCE/HOLIDAY/NOTABLE EVENT	CITY HOLIDAYS	DETAIL
October	National Disability Employment Awareness Month		Month-long observance honoring the contributions of American's workers with disabilities.
October	Domestic Violence Awareness Month		This month raises awareness about domestic violence and promotes healthy relationships.
October	Global Diversity Awareness Month		Month-long celebration of the positive impact a diverse culture of people can have on society as a whole.
3-4	Simchat Torah - Jewish		A celebration to mark the completion of the annual reading of this section of the Bible.
4-10	Fire Prevention Week		Commemorates the 1871 Great Chicago Fire, and is used as to teach communities about fire safety.
12	Indigenous People's Day		A day honoring Indigenous American people, their history and cultures.
17	Sweetest Day		A holiday to express love or appreciation toward everyone!
20	Dussehra (Vijayadasami) - Hindu		Dussehra celebrates the Hindu god Rama's victory over the demon king Ravana and the triumph of good over evil.
21	Mysore Dasara - Hindu		A 10-day festival commemorating a battle of good vs. evil, where the goddess Chamundeshwari defeats Mahishaura.
24	National Make a Difference Day		Community clean-up activities.
28	First Responders Day		On this day we honor our Nation's heroes who risk their lives every day.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### NOVEMBER

DATE	OBSERVANCE/HOLIDAY/ NOTABLE EVENT	CITY HOLIDAYS	DETAIL
1	Daylight Savings Time ends		A return to standard time, clocks "fall" back by one hour.
1-2	Dia de los Muertos - Mexican & Aztec		A holiday widely observed in Mexico, where families welcome back the souls of their deceased relatives for not only a reunion, but a celebration.
3	General Election Day		The annual day for general elections of federal public officials. Get out and VOTE!
8	World Town Planning Day		Celebrated in 30 countries on four continents each November, World Town Planning Day recognizes and promotes the role of planners and planning in creating healthy, prosperous communities.
8	Diwali - Hindu, Jain, Sikh		A festival of lights, celebrated by millions of Hindus, Sikhs and Jains across the world, in celebration of new beginnings and the triumph of good over evil and light over darkness.
11	<b>Veterans Day</b>	City offices closed	A federal holiday honoring military veterans of the U.S. Armed Forces.
24	Kartik Purnima - Jain, Hindu, Sikh		A cultural festival celebrated on the 15th lunar day of the month of Kartika (November or December of the Gregorian calendar). It is also known as Tripurari Purnima or Deva-Deepawali, the gods' festival of lights.
25-27	Upper Arlington Schools Thanksgiving Break		
26	<b>Thanksgiving Day</b>	City offices closed	A federal holiday celebrating the harvest and other blessings of the past year.
27	Native American Heritage Day		Celebrated the day after Thanksgiving to recognize the cultures, accomplishments, contributions and heritage of American Indians.

## 2026 Observances/Holidays/Notable Events

### Upper Arlington Community Relations Committee

#### DECEMBER

DATE	OBSERVANCE/HOLIDAY/NOTABLE	CITY HOLIDAYS	DETAIL
10	Human Rights Day		Commemorates the day the United Nations General Assembly adopted the Universal Declaration of Human Rights.
4-12	Chanuka/Hanukkah - Jewish		This "festival of lights" celebrates the victory of the Maccabees over the larger Syrian army. The hanukiah (or hanukkah menorah) is a seven-branched candelabrum for which they only had a one-day supply of oil, but it lasted for eight days.
December 21- January 4	Upper Arlington Schools Winter Break		
24	Christmas Eve - Christian		The evening or entire day before Christmas Day, the festival commemorating the birth of Jesus.
25	<b>Christmas Day - Christian</b>	City offices closed	For two millennia, people around the world have been observing Christmas Day with traditions and practices that are both religious and secular in nature.
December 26- January 1	Kwanzaa		Celebrates African heritage, unity, and culture. Kwanzaa (/ˈkwɑːn. zə/) is an annual celebration of African-American culture, culminating in gift-giving and a feast of faith, called Karamu Ya Imani.
31	New Year's Eve		In the Gregorian calendar, New Year's Eve is the evening or the entire day of the last day of the year, 31 December. Start the Count Down!

## Community Relations Committee DRAFT BYLAWS

Prepared for November 20, 2025 CRC Meeting

### Creation and Purpose

#### Creation and Amendments Summary

- **Ordinance 39-2020** created the Community Relations Committee (CRC).
- **Ordinance 55-2020** expanded the number of members from seven to nine (update to Chapter 160 of Upper Arlington Codified Ordinances).
- **Ordinance 36-2025** transferred the selection of a Chair and Vice Chair from the Council President to members of the CRC (update to Chapter 160 of Upper Arlington Codified Ordinances).

#### CRC 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, all of whom must be residents of Upper Arlington.
- CRC members are appointed by City Council.
- Members serve four-year terms.
- All members appointed by City Council are voting members.
  - o A simple majority of the voting members present at a meeting is required to pass an item under consideration.
  - o CRC members may not vote if they attending a meeting remotely.
- Ex Officio Members (non-voting):
  - o City Manager
  - o Community Affairs Director – also serves as Secretary
  - o Human Resources Administrator
  - o City Council Liaison
- Community Liaisons (non-voting):
  - o Upper Arlington Schools
  - o Upper Arlington Library
  - o Tri-Village Chamber Partnership

## **Attendance**

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

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- 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 – at which time the normal selection schedule will be followed.
- 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
- The immediate Past Chair may be asked to share insight and leadership advice to the current Chair – and the CRC as a whole – even if they are no longer a CRC member.

### **Role of Chair**

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

### **Role of Vice Chair**

- The Vice Chair assumes the obligations of the Chair in their absence.
- The Vice Chair handles other duties as requested by the Chair.

### **Secretary/Community Affairs Director**

- The Community Affairs Director serves as Secretary.
- The Secretary is responsible for the coordination of meeting agendas and minutes.
- The Secretary works with the 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 decline to vote or participate when a conflict of interest exists. Conflicts of interest include:
  - o Financial/business interest
  - o Personal interest

### **CRC Working Groups**

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- Temporary working groups may be formed to perform special assignments.
- Membership will be determined by the Chair with input from CRC members.
- Such groups should not exceed four CRC members and may include other participants from the community.

### **Meetings**

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- The CRC will 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's Public Meetings Portal.
- 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, Secretary
  - o Up to two additional, randomly selected CRC members will be invited to participate.
  - o All CRC members will be invited to submit agenda suggestions prior to this meeting.
- Meeting agendas and packets will be shared with CRC members and publicly posted via the City's 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 Meeting 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**

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- 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**

- 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.

### **Process for Receiving Public Comments at CRC Meetings**

- Public comments will be limited to agenda items.
- The Chair will read the statement on the CRC's process and reasoning for accepting public comment in advance of inviting meeting attendees to speak to an agenda item.
- 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 and present that to the Secretary. 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.

### **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**

- The adoption of and updates to the CRC Bylaws require a majority vote of the voting members.
- Adopted bylaws will be published on the CRC website.
- Adopted bylaws will 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.

# 2026 Programming

## CRC UA Welcome Series & Event Participation Opportunities

Updated November 2025

Observance/Event	Date/Detail	CRC Support / Welcome Series?
<b>February</b>		
<b>Black History Month event</b>	<b>2-4 pm, Saturday, February 21</b> Bob Crane Community Center	Cultural Arts & Library lead entities Part of Welcome Series CRC Welcome/Refreshment Table
<b>March</b>		
<b>Iftar Dinner</b>	<b>6 pm, Wednesday, March 11</b> Bob Crane Community Center	<b>CRC Members:</b> Deborah, Sumia Farida, Hana, Emma Part of Welcome Series
<b>April</b>		
<b>Cherry Blossom Celebration</b>	<b>5 pm, Monday, April 6</b> Mallway Park	<b>CRC Members:</b> Jason, _____ Part of Welcome Series
<b>May</b>		
<b>UA Culture &amp; Artisan Fair</b>	<b>10 am-3 pm, Saturday, May 3</b> St. Mark's Episcopal Church	<b>Planning:</b> Elaine, _____, Emma Part of Welcome Series CRC Welcome Table
<b>June</b>		
<b>Pride Month Flag Raising</b>	<b>6 pm, Monday, June 1</b> MSC	<b>CRC Members:</b> _____ Bonnie Erwin (Rainbow UA) Part of Welcome Series
<b>Arts on Arlington</b>	<b>6-9 pm, Thursday, June 11?</b> Mallway Park	UA Parks & Rec Part of Welcome Series CRC Welcome Booth
<b>Juneteenth Flag Raising</b>	<b>Monday, June 15</b> MSC	<b>CRC Members:</b> _____ Part of Welcome Series
<b>UA Quest</b>	<b>June and July</b> Around UA Features a New Resident prize package Added focus on youth for 2026	UA Historical Society/UA Library Part of Welcome Series

**July**

**UA Farmers Market**

**3-6:30 pm, date TBD**  
Dorset Road/Tremont Center

City/CRC Community Booth  
Part of Welcome Series

**Party on the Plaza**

**6-9 pm, Thursday, July 16?**  
MSC

UA Parks & Rec  
Part of Welcome Series

**August**

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**Equal UA Porch Parties**

**August 1 Registration Begins**

**Neighbors Night Out**

Something CRC at the new resident welcome table

**September**

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**Labor Day Arts Festival**

**10 am-5 pm, Monday, Sept 7**  
Northam Park

UA Parks & Rec  
Part of Welcome Series

*CRC member shifts:*

9:45 am-12:15 pm: \_\_\_\_\_  
12:15-2:45 pm: \_\_\_\_\_  
2:45-5:15 pm: \_\_\_\_\_

**Equal UA Porch Parties**

**September & October**

Part of Welcome Series  
Include info from CRC for packets

**October**

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**Diwali Dinner**

**6-10 pm, Nov 6, 7, 13 or 14**  
Bob Crane Community Center

Nidhi Satiani (lead),  
Monica, Jason, Deborah,  
Elaine, Emma

**November**

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**December**

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## Possibilities:

- Police & Community Relations for New Residents/Immigrants (repeat/update from 2023)
- Police & Fire combined program ideas
- Get to Know the Library/Lane Road Library reopening – May or June
- Tie in with Tri-Village Chamber/Network UA Events?
- Fourth of July new resident float
- Library Health Fair – Saturday, March \_\_\_\_
- Sustainability Fair at Library – Saturday, April \_\_\_\_
- Schools Welcome events

## Potential Partner Entities:

UA Community Foundation	Equal UA – quarterly conversations
Upper Arlington Education Foundation	Asian American Community Services
Kiwanis Club of Northwest Columbus	Tri-Village Chamber Partnership

## Criteria for Qualifying as a Welcome Series Program

- Open to all community members
- Meets CRC checklist requirements/resources available
- Involvement options:
  - o Opportunity to provide information about CRC/purpose – elevator speech
  - o Opportunity to provide information on resources/services for new residents AND to enroll new residents for City Insight e-News
  - o CRC grant funding support
  - o No CRC involvement required other than promoting as a Welcome Series program
- Other criteria? \_\_\_\_\_

## Booth Activities/Materials

Review/update CRC handouts/materials

Quick quiz activity (similar to “What do you love?” “What would you change?”)

- Diversity quiz wheel
- Themed on specific work group project/activity
- Photo opp/backdrop
- Plinko
- Maps

Use of banners, flags or other items that reflect a CRC member’s heritage

Welcome series promotion/giveaway

## Facilitated Workshop Notes

### August 24, 2024

## **ACCOMPLISHMENTS**

### **CITY OPERATIONS**

<b>3 mentions:</b> Recruitment improvements	UALL (employee DEI group)
Diverse staff/hiring	Updating our website
Collaboration with the Police	Diversity within City operations
Supplier diversity	

### **IMPROVING FROM WITHIN**

<b>6 mentions:</b> Welcome Series	<b>5 mentions:</b> Grant Program
<b>5 mentions:</b> Presence/awareness at events	<b>2 mentions:</b> Education series
<b>Partnerships:</b> Partnering with other orgs like Library and Historical Society	
<b>2 mentions:</b> Partnership with the Schools (hUmAn Connections Festival)	
Culture & Artisans Fair	Neighbors Night Out
Collaborations	
<b>CRC Events:</b> Raising flag for Pride	Black History Month
Juneteenth	Iftar Dinner (Ramadan)
Liaison Program	Believe
Willingness to talk and listen to others' ideas	Teamwork
Opened different opportunities	Can do more!
Has people thinking more about each other	Community Center
Police Division citizen presentation	Facilitating inclusive programming
Presenting to Council about the work of the CRC	
Supporting groups that create diverse experiences for the community	

### **IMPROVING FROM THE OUTSIDE**

Bringing cultural awareness	Columbus Monthly Special Section
Baseline data (survey, etc.)	Helped to make UA a better place to live
Booths at events showing where residents are from	
Collaboration with other organizations (Historical Society, UA Schools)	
Joining with other established organizations	
Cherry Blossom Celebration – first City event to honor the AAPI community	

## **HOPES**

- Know others/goals
- Come up with great ideas
- Focus/meeting expectations
- Continue to make UA great
- Learn
- Focus on things that make UA more inclusive
- Creating achievable goals
- Finding next steps
- Bring inspiration and enthusiasm back
- Support CRC with City Council
- Sustainability and growth plan – stop, start, continue

## **THINGS TO CONSIDER**

- Communications
- Resources/people needed to do the work
- Clarity of definition
- Leverage collaboration

## **BREAK OUT SESSIONS**

### **GROUP A**

- Q1** Liaison Program  
Enabler  
Education
- Q2** Yes  
Yes  
?
- Q3** Continued commitment from CRC with more direction and purpose  
Rethink the grant program  
Education: What will it take to make it more effective?

## GROUP B

- Q1** Making internal changes with organization  
Working within subcommittee to hire personnel with DEI background  
Making external communication more welcoming and inclusive (website more welcoming)  
Collaborating with Schools and Police  
Creating new cultural events (Cherry Blossom, Ramadan Dinner)
- Q2** Reaching out to other cities and collaboration  
Keeping energy and momentum (even during hard discussions)  
Continuing to focus on inclusive events
- Q3** More effective meetings/leaving with actionable items (meeting with intention)  
Getting to create better sense of belonging amongst the group  
Team building activities

## GROUP C

- Q1 & 2** Focus and prioritize  
What are the duties for these roles:
- Ambassadors
  - Liaisons
  - Facilitators
  - Connectors
  - Influencers
  - Funders
- Q3** Develop a feasibility checklist
- Define what success looks like
  - Is it inside of mission
  - Define buckets, evaluate
- Prioritize  
Goals:
- Define success
  - What does it look like?
  - Achieve it
  - Hot Wash (review) – Stop, Start, Continue
- Big Idea** Community Center
- Ongoing discussions with Community Center team, viewed through the “diversity lens (classify what this is)
  - Where else does the lens need to be applied?

## **DEFINING CORE AREAS**

- 1 Liaison Groups
  - a. Behavior
  - b. Welcome Series
  - c. Subcommittees did not work
- 2 Roles to prioritize:
  - a. Expectations for continued support of community organizations
- 3 Sustain/Enhance
  - a. Clear expectations/definitions of CRC roles/responsibilities
  - b. Training: onboarding process/ outside/education
  - c. Scope of practice for present and new members/realistic
  - d. Approach to sensitive topics, difficult discussions, differing opinions
  - e. Sharing leadership roles (rotating co-chairs) what is the role?
  - f. Funding

## **BREAK OUT/WORKING GROUPS**

### **LIAISON ROADMAP**

What makes a CRC member?

- 1 Onboarding
  - Learn about organizations we've partnered with
  - More info about organizations we want to partner with
    - i. Vetting process needed for new connections
  - Share takeaways during CRC meetings from engagement with other orgs
- 2 Reporting
  - Metrics and expectations?
  - What are our goals for communication?
    - i. Emails
    - ii. Calls
    - iii. Events attended
    - iv. Do we have time (expectations)?
  - How is your info provided to the team?
    - i. Liaison report
    - ii. Seeking involvement/engagement
  - What do we do when the connections are made?
    - i. Continuing presence in the community

- ii. Attending meetings and events
- iii. Bringing education back

- 3 Liaison Pillars
- Aging/Senior Center
  - Schools/Education Foundation
  - Religious/Culture
  - LGBTQ+
  - Local history
  - Civic Association
  - Disability Awareness
  - Environment

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

How do we add a DEI component to these connections?

## GRANTS ROLE

- 1 In the application process, dig deeper on education
  - a. What is the message that you want participants to take away from your program?
  - b. Will that message be direct or indirect?
  - c. Will you continue to engage with participants after the program?
- 2 Can the City provide free/discounted services for grant program graduates?
- 3 Connect new and past grantees for mentoring

## DEVELOPING A DECISION-MAKING CHECKLIST

Develop a decision tree, scoring rubric, weighted scale

### A: CRITERIA

- Does it meet our mission/vision? (who to go deeper, more objectivity)
- If yes, is there a need?
- What is the goal/intended outcome?
- Who is it for and why?
- Do CRC members support it? (simple quorum?)

- A+** Is it controversial? Are we equipped to handle? (this needs more work)
- o What are other ways to facilitate/direct?

### B: RESOURCES

- Are there resources?

- What else is going on? Do we have capacity?
- Location? Logistics?

**B+** Is it being done already?

- o ie, maybe we don't need to do it
- o Can we help enhance it?

**C: IMPLEMENTATION**

- Who will do the work?
- What should we measure? What constitutes success? What's our review process? Is it sustainable?
- What's the timeframe?
- What's the sustainability plan? Is this one time or annual?
- What are we not doing (should something else stop so that this can happen?)

**D: AFTER ALL THESE STEPS, DO WE STILL SUPPORT THIS?**

**WRAP UP SHEET**

- Incorporate education pieces into this
- Use existing events as jumping off points for education
- Educational purpose as part of this
- Give nuggets of info where they are

- 1 Liaison Role
- 2 Grant Role
- 3 Checklist
- 4 What is the message we want to communicate? (frequency of refinement)
- 5 Infrastructure
  - a. Onboarding
    - i. Scope of practice for current and new members
  - b. Co-Chairs
  - c. Decisions – how they are made
  - d. Conflict
  - e. How are people a part? Replacements
  - f. Roles and responsibilities
- 6 Future planning
  - a. Checkpoint
  - b. City survey

## **NEXT STEPS**

### **SEPTEMBER**

- Changes that we made and confirmation

### **OCTOBER**

- Go through existing program using the checklist (Stop, Start, Continue)
- Start working on infrastructure:
  - o Prioritize
  - o Work on it

### **NOVEMBER**

- Roll out of grant program

### **2025**

- Events season talking points

Messaging/what we want people to know.

## **CRC Workshop Next Steps Outline**

Updated September 30, 2024

### **SEPTEMBER MEETING**

- General discussion: impressions of workshop, review of workshop notes
- Review, suggest adjustments, and reach consensus on frameworks for the three working groups:
  - o Liaisons Roadmap
  - o Grant Program Role
  - o Decision-making Checklist
- CRC Elevator Pitch Exercise
  - o Referring to CRC Mission/Vision, members to work on, discuss and develop a draft elevator pitch about the CRC (50-200 words) – what does the CRC do?

### **OCTOBER MEETING**

- Finalize the CRC Elevator pitch
- Decision-making Checklist – test the checklist by applying to existing programs
- 2025 Grant Program
- CRC Infrastructure review, to include:
  - o Onboarding process
  - o CRC member roles, defined responsibilities (to include):
    - Co-Chairs/leadership structure
    - Events & Programming
    - Grant Program
    - Liaisons Oversight
  - o Agendas – any changes to standard agenda, process for setting agendas
  - o New programs

### **NOVEMBER MEETING**

- Finalize CRC infrastructure
- 2025 Grant Program rollout
- 2025 Priorities
- What else do we need to work on? Identify and schedule

### **MAY 2025 MEETING**

- Mid-Year Review

### **NOVEMBER 2025 MEETING**

- One-Year Review