

**1/22/2026 | 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.

- 1. Welcome**
- 2. Approval of Minutes**
  - a. Approve November 20, 2025 Community Relations Committee Minutes
- 3. City and Affiliate Organization Updates**
- 4. 2026 CRC Innovation Small Grant Program**
- 5. 2026 Programs & Events Schedule**
- 6. Strategic Plan Priorities**
- 7. Liaison Updates**
- 8. February 26, 2026 Agenda Items**
- 9. Adjournment**

**DRAFT MEETING MINUTES**  
November 20, 2025 | 4 pm

**Members Present**

Jason Sayat, Chair	Elaine Alicea	Eric Hutchison
Brent Theaker	Monica Lee	Joanne Strasser (remote)

**City Staff & Others Present**

Steve Schoeny, City Manager	Emma Speight, Community Affairs Director	April Gregory, Human Resources Administrator
Jen Faure, Upper Arlington Library		

**1. Welcome**

- The CRC excused the absence of Deborah Carvalho, Megan Potts and Sumia Mohamed at the November 20 meeting.

**2. Approval of October 23, 2025 Meeting Minutes (attached)**

*Motion:* Eric Hutchison                      *Second:* Monica Lee                      *Minutes Approved*

**3. City & Affiliate Organization Updates**

- **2026 CRC Innovation Small Grant Reminder.** Members were reminded to help spread the word and to speak with their community liaison contacts. The deadline for applications is December 12. At this time, no applications have been received.
- **Bridging the Gap in SNAP Funding.** Emma reported that, thanks to an initial email of concern from Rev. Vicki Zust at St. Mark’s Episcopal Church, a collective effort was undertaken to support community members impacted by the delay in SNAP benefits. A grant of up to \$15,000 was issued by the Upper Arlington Community Foundation’s Good Neighbor Fund for the purchase of \$100 grocery store gift cards. Seventy cards were distributed, helping all members of each family that applied for support. Additionally, the community stepped up with more than \$20,000 in donations to support the Good Neighbor Fund and any future needs.
- **Holiday Community Collections.** Several holiday donation drives are scheduled in the coming weeks:
  - The Library is hosting three drives from December 1-10: toys for Franklin County Children’s Services, benefitting children in foster care; pet supplies for the CHA Animal Shelter; and non-perishable snacks for the Tri-Village Packers snack tubs at area schools.
  - City employees have initiated a food drive benefiting the Heart to Heart Food Pantry at First Community Church. Running through December 10, donation boxes are at the Municipal Services Center, the Bob Crane Community Center, and Fire Station 72.

- The UA Fire Division will once again be part of the Firefighters for Kids Toy Drive, collecting new, unwrapped toys at both stations, and hosting a drive-thru drop-off event on the morning of Saturday, December 13.
- **2026 Leadership UA Program.** Members were reminded that 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.

4. **Adoption of CRC Bylaws** (final draft attached)

Members had received a final version of the proposed CRC Bylaws, and all agreed they were ready for adoption.

*Motion:* Elaine Alicea

*Second:* Eric Hutchison

*Bylaws Adopted*

5. **Selection of CRC Chair and Vice Chair**

Emma shared that Eric has expressed interest in serving as Vice Chair and Jason has agreed to continue as Chair through June 2026, at which time, Eric will likely seek appointment as Chair. There being no other prospective candidates, members proceeded to vote on the two appointments.

*Motion to Appoint Eric Hutchison as Vice Chair:* Brent Theaker

*Second:* Elaine Alicea

*Appointment Confirmed*

*Motion to Appoint Jason Sayat as Chair:* Eric Hutchison

*Second:* Monica Lee

*Appointment Confirmed*

6. **2025 CRC Innovation Small Grant Reports**

- **Equal UA Porch Parties.** Catherine Kennedy provided a presentation on the 2026 Porch Parties (presentation and grant report attached). Equal intends to continue the program but will be seeking community partners. Several ideas were shared for next year’s program, including:
  - Providing info in the packets promoting the Block Party application process and UACA’s float building support for the Fourth of July Parade.
  - Having a raffle for entrants to win additional party support – gift cards, etc.
  - Have an incentive to encourage participants to complete the post event survey.
- **UA Culture & Artisans Fair at St. Mark’s Episcopal Church** (grant report attached). Rev. Vicki Zust shared that despite terrible weather, the 2025 event attracted 500-600 attendees, with 700 unique sales of items. Most of the funding support for next year’s event will be covered by a grant from the Diocese.

7. **2025 Programs & Events**

- **UA: The Early Years, November 12.** Jason reported that the event attracted over 90 people, many repeat attendees for Historical Society presentations.

8. **2026 Programs & Events Schedule** (draft attached)

Plans for the first half of 2026 continue to take shape. Emma will be reaching out to seek CRC member support/participation for some of the planning efforts.



## 9. Strategic Plan Priorities Review and 2026 Planning

The August 2024 Workshop Summary (attached) and a next steps outline for 2024/25 (attached) had been shared with members in advance of the meeting, with the goal of discussing any new ideas or priorities for the committee to work on in the year ahead. The following areas will be pursued:

- Expanding and enhancing communication/outreach from the CRC to the community about its events and programs to further raise awareness and participation, and to encourage community members to become more involved. Some initial ideas include: developing a digital platform with event photos and other news on the CRC that can be taken to events via a laptop or ipad; expanding what is available about the CRC at public locations such as the Library; revamping the tools/games being used as part of the CRC Welcome Booth at special events (time for a refresh). CRC members interested in participating in a working group include: Jason, Joanne, Sumia (one more member welcome/encouraged to join this group).
- Explore and establish some cross-pollination and possible partnership projects with other Boards and Commissions

## 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. January 22, 2026 Agenda Items

- Approve November 20, 2025 Meeting Minutes
- City/Affiliated Organization Updates
- 2026 CRC Innovation Small Grants Announced
- 2026 Programs & Events Schedule
- Liaison Updates
- February Agenda Items

## ADJOURNMENT

The meeting was adjourned at 5:10 pm



## Community Relations Committee BYLAWS

Adopted November 20, 2025

### 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.



Equal  
Upper  
Arlington

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## EQUAL UA PORCH PARTIES REPORT

*November 2025*

**FINANCIAL STATEMENT:**  EQUAL UA Porch Parties Expenses.xlsx

### **NARRATIVE OF PROGRAM ACTIVITIES:**

*Equal UA Porch Parties Program* launched in August, 2024 in collaboration with and through the support of Columbus Foundation’s Center for HumanKindness, UA Community Foundation, and UA CRC. Its aim was to reduce loneliness and increase belonging across Upper Arlington by hosting small, casual gatherings with people who live nearby. In 2025, Equal UA secured a single grant through the UA Community Relations Committee to purchase 100 party packs, reducing the cost of packs from 2024. Equal UA prepared party packs, which were available this year for pick-up at each of the UA library branches and at the UA Community Center. Then, it was up to each host to pick a date, send out invitations, and decide how they wanted to host (preferably before October 15). The idea was that the gatherings could be as casual or elaborate as each host wished.

### **PERFORMANCE METRICS PER STATED GOALS:**

In 2025, Equal prepared 100 party packs. In year one, seventy-three people signed up to host parties. This year, year two, 61 people took Party Packs. In 2024, we know from the 27 who responded to the survey that we achieved our goal of reaching at least 300 people. Based on their feedback alone, at least 435 (but possibly up to 590) people participated in a Porch Party. In year two, with 14 respondents, it is hard to make an accurate estimate; however, half of the respondents had between 20 - 30 participants, four had between 30 - 40 participants, and one had 50 or more. With this feedback, we feel confident that these parties connected hundreds of UA residents. Equal believes that local elections and related events created competition for the

program as folks have only so much capacity to host and/or attend parties. Equal prepared and purchased materials so that the leftovers can be used in the future. They will not go to waste.

Equal also defined success qualitatively—hosts and attendees met someone new, felt they knew at least one neighbor better than before, and planned and/or engaged in some follow-up activity. In 2024, of the 26 who responded to the question, 22 said they and/or their attendees met at least one new neighbor. In 2025, all 14 survey respondents said they met new people.

As an aside, Equal believes there were fewer survey respondents this year because we did not have contact information for 18 hosts who picked up party packs without filling out their information online. This is a downside to the packs being available at the libraries and Community Center; however, we believe the accessibility and efficiency is worth it.

Overall, Equal UA believes the program was a success in bringing intentionality, accessibility, and ease to community building at the neighborhood level. Many of the 2025 participants shared this sentiment. The following are a selection of comments from participants that reflect the need for and value of relationship building:

- “Community is so important and sometimes all people need is an invitation. We need to reach out if we want to connect with one another. “
- “As a new resident, this was a great way for me to meet neighbors in a more formal way than just in passing. ”
- “It was lovely to officially meet some of the people we see on a regular basis around the neighborhood. I enjoyed seeing neighbors meeting for the first time and exchanging contact info. I was pleasantly surprised to learn how many children live on our street, some of whom we've not met before as they attend different schools, after school activities, sports, etc.”
- “We found out that 3 little girls are starting kindergarten at Tremont next year, as is our daughter! So that was fun. And we met some of the older kids, talked to neighbors who have lived here 30 years. I thought it was a good opportunity to see faces we might normally not see.“
- “We combined ours with a charity and raised \$1k for the food bank plus canned goods.”

Finally, it is Equal UA’s hope to replicate this program in 2026, securing a partner within the community who can help us with sustainability and manpower.

COMPLETE SURVEY DATA: [X 2025 UA Porch Parties Survey \(Responses\).xlsx](#)

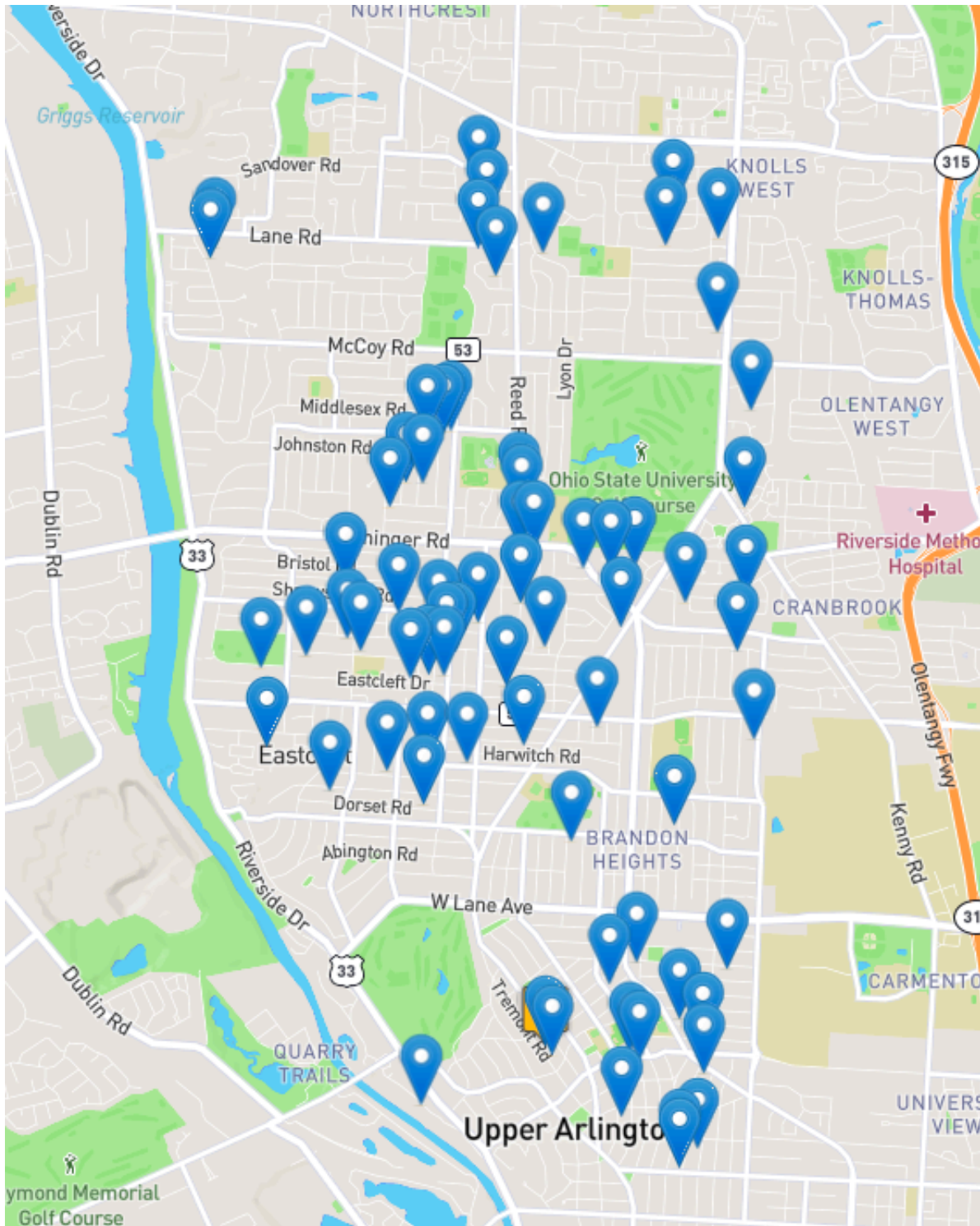
2025 IMAGES PROVIDED BY PARTICIPANTS:





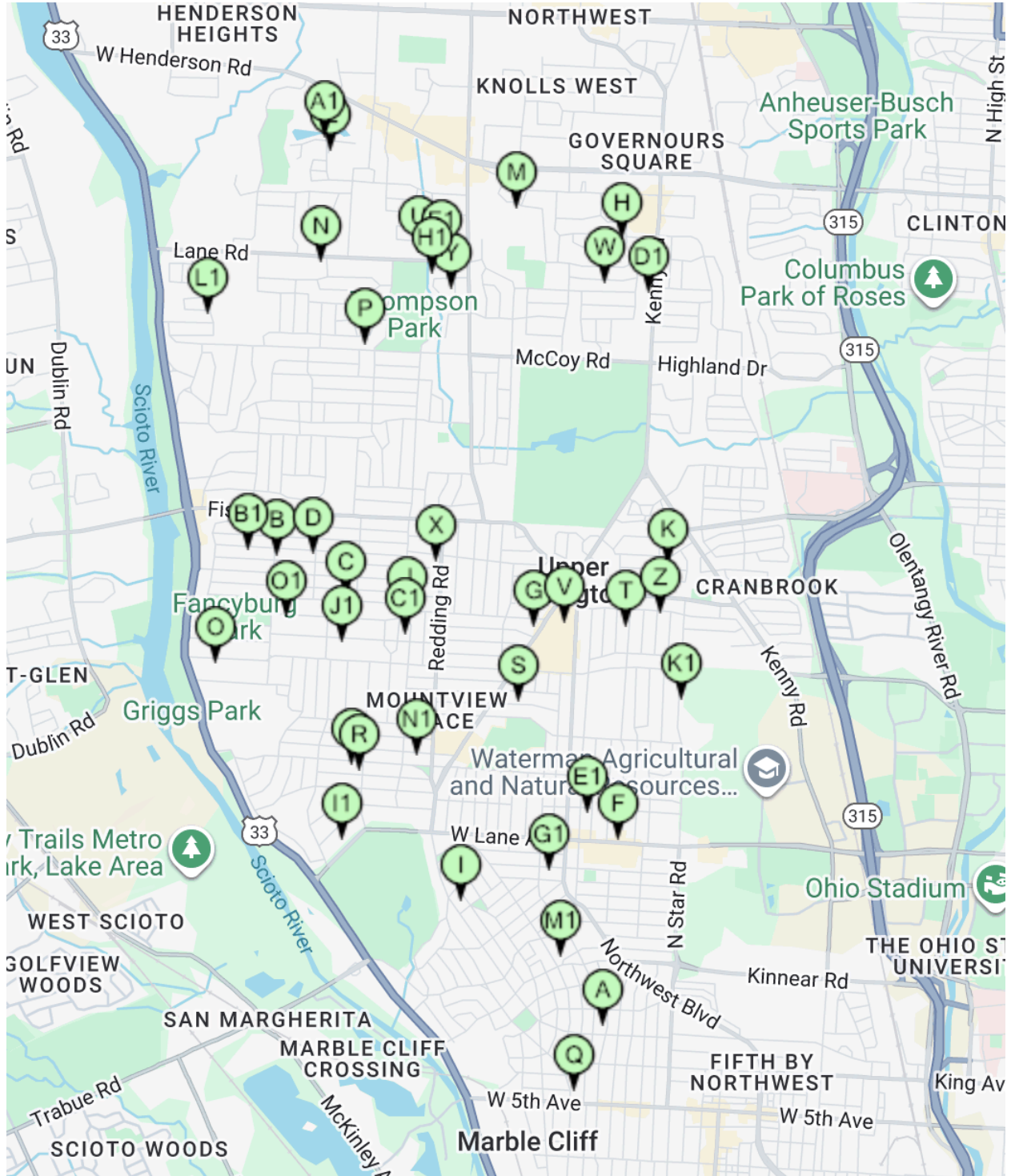
**WHERE PARTIES WERE HELD:**

**2024**



**2025\***

\*It was wonderful to have the packs picked up at the libraries and Community Center; however, we lost some data with those who picked up packs without filling out the online form. While it looks like we had significantly fewer parties this year; we were only 12 behind last year, and we do believe that the local elections and events related to those impacted engagement.



**UA Culture and Artisans Fair 2025**  
**Event Summary for Upper Arlington Community Relations Committee**

The weather was completely uncooperative with the event this year. It poured rain all day and was unseasonably cold, with temperatures in the 50's. In spite of this, we were overwhelmed by the support of the Upper Arlington and wider community. There were people at the Fair all day, shopping, interacting with the artisans and showing their support for the dancers and musicians. Many of the people who attended stated that they made a point to come to the Fair to show support for the Artisans. A principal learning for us from this year was that if we could have a reasonably successful Fair in truly horrible weather that this event has become an important part of the life of Saint Mark's and the Upper Arlington community.

1. Number and country of origin of artisans, musicians and other participants
  - a. We had 18 artisans from 13 different countries. This is down two from last year, we had two last minute withdrawals.
  - b. We had only one food truck this year, we had booked two but the second truck had illness the night before and given the forecasted weather, we did not seek to replace them.
  - c. We added a dance group made up of refugees and asylum seekers from a variety of nations.
  - d. We had a musician as well.
2. Number of attendees that visit the Fair
  - a. We had over 300 sales transactions this year and estimate between 350 and 400 attendees the course of the day. Given the weather, we are counting this as a remarkable success.
3. Feedback from Attendees on their enjoyment of the Fair
  - a. The majority of the people who attended the Fair this year were making a point of coming to support the Artisans.
  - b. People responded well to both the dance group and the music. It was nice to be able to use the parish hall to give people a break from the rain.
4. Feedback from Artisans and participants
  - a. The artisans were universally pleased with the experience. All of this year's artisans would like to return and we have 2 or 3 others who have already expressed an interest in participating next year.
5. Total sales receipts
  - a. The total sales receipts for this year was slightly over \$6700. This is down significantly from \$9,235 from last year, but again, given the weather, we were pleased with the number of sales.
  - b. No artisan made less than \$150, and highest was \$716, only slightly below last year's high of \$726.
  - c. The average per artisan was \$372, which was \$90 less than last year's \$462.

6. Final Budget

<b>Expenses in 2025</b>		<b>Comments</b>
½ of tent expenses	\$1011.64	
Translators (4 @\$150)	\$600	
Off Duty Police	\$300	
Dance Group	\$500	
Musician	\$1000	
Yard Signs & Stands	\$305.12	Rebranding as UA Culture & Artisans Fair required new signs. These will be reused next year.
Consumable supplies	\$55.74	
<b>Prepaid Expenses in 2024</b>		
½ of tent expenses	\$1011.64	
<b>Total Expenses</b>	<b>\$4,784.14</b>	
<b>Income</b>		
2024 Saint Marks' Outreach	\$1011.64	Deposit for tents
UA Community Relations Committee	\$3000	
2025 Saint Mark's Outreach	\$772.50	May be off set by a grant from Episcopal Community Ministries of the Diocese of Southern Ohio

**In-kind donations**

Use of two tents and several chairs  
 Credit card fees  
 Water for volunteers & artisans  
 Design work on new Fair logo & signs  
 Publicity in city publications

Saint Mark's  
 Paid for by Saint Mark's Operating Budget  
 Donated by parishioner  
 City of Upper Arlington Staff  
 City of Upper Arlington Staff

We used durable supplies purchased in previous years such as aprons, volunteer badges, and decorations.

# 2026 Programming

## CRC UA Welcome Series & Event Participation Opportunities

Updated January 2026

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>2 pm:</b> _____   _____ <b>3 pm:</b> _____   _____
<b>March</b>		
<b>Iftar Dinner</b>	<b>6 pm, Wednesday, March 11</b> Bob Crane Community Center	<b>CRC Members:</b> Deborah, Sumia <i>Farida, Hana, Emma</i> 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>10 am-12:30 pm:</b> _____   _____ <b>12:30-3 pm:</b> _____   _____
<b>June</b>		
<b>Pride Month Flag Raising</b>	<b>5 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, Friday, June 5</b> Mallway Park	UA Parks & Rec Part of Welcome Series CRC Welcome Booth <b>6-7:30 pm:</b> _____   _____ <b>7:30-9 pm:</b> _____   _____

**June cont.**

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<b>Juneteenth Flag Raising</b>	<b>5 pm, Monday, June 15</b> MSC	<b>CRC Members:</b> _____ Part of Welcome Series
<b>Rainbow UA Pride 2026</b>	<b>Time TBA, Sunday, June 28</b> Sunny 95 Park	<b>CRC Members:</b> Part of Welcome Series SHIFT: _____   _____ SHIFT: _____   _____
<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**

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<b>UA Farmers Market</b>	<b>3-6:30 pm, date TBD</b> Dorset Road/Tremont Center	City/CRC Community Booth Part of Welcome Series 3-4:30 pm: _____   _____ 4:30-6 pm: _____   _____
<b>Arts on the Block at the Bob</b>	<b>6-9 pm, Friday, July 24</b> Bob Crane Community Center	UA Parks & Rec Part of Welcome Series CRC Welcome Booth 6-7:30 pm: _____   _____ 7:30-9 pm: _____   _____

**August**

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**Equal UA Porch Parties**                      **August 1 Registration Begins**

**September**

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<b>Labor Day Arts Festival</b>	<b>10 am-5 pm, Monday, Sept 7</b> Northam Park	UA Parks & Rec CRC Welcome Series Booth 9:45 am-12:15 pm: _____   _____ 12:15-2:45 pm: _____   _____ 2:45-5:15 pm: _____   _____
<b>Equal UA Porch Parties</b>	<b>September &amp; October</b>	Part of Welcome Series Include info from CRC for packets

**October**

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**Jazz at the Barn**

**6:30-8 pm, Thursday, October 8**  
Bob Crane Community Center

UA Parks & Rec  
CRC Welcome Series Table

**November**

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**Diwali Dinner**

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

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

**6-7 pm:** \_\_\_\_\_ | \_\_\_\_\_

**7-8 pm:** \_\_\_\_\_ | \_\_\_\_\_

**8-9 pm:** \_\_\_\_\_ | \_\_\_\_\_

**December**

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## **Possibilities:**

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### **- America 250-Ohio Activities:**

- UAHS Turns 50 Event – Wednesday, February 4
- Walcutt Legg Cemetery Interpretive Sign Dedication & Wellington Education Event – Sunday, April 19
- Amelita Mirolo Barn Signs Rededication – part of Spring Fling, Saturday, May 9
- Tree Planting Opportunity – to be explored with UA Parks & Rec, City Tree Commission, etc.
- UAHS History Speaks Event: “100 Years of UA’s Fourth of July Parades” – Sunday, May 3
- Possible Movie in the Parks Series – movies with Ohio links (being explored)
- Fourth of July – America 250 theme – explore CRC/new resident float

### **- Police & Community Relations for New Residents/Immigrants (repeat/update from 2023)**

### **- Library Health Fair – Saturday, March 7 (contact - Sara Ross)**

### **- Sustainability Fair at Library – Saturday, April 11**

### **- Schools Welcome events**

### **- Other:**

- Police & Fire combined program ideas
- Tie in with Tri-Village Chamber/Network UA Events?

## **Potential Partner Entities:**

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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**

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- 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**

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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

## **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

## 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.