

## Agenda

### Welcome and Roll Call

### Review and Acceptance of April 10, 2023 Meeting Minutes

### Work Groups

- MLK Celebration Planning

### Old Business

- Welcome Stickers
- Genocide Awareness - Yom HaShoah
  - Remembering The Holocaust with Temple B’Nai Israel - Sat. May 6<sup>th</sup> 4pm
- Banners on City Hall
- Policy & Procedures (see attached)

### New Business

- Operations Detail
- Other business
- Next Meeting Room 200A, Monday June 12, 2023, at 3:30pm also via Zoom

### Public Comment -

The public is invited to offer their opinions. Initially, they will be limited to four minutes until all have had an opportunity to speak. Each person is constrained to their time period or to ask questions of the committee. Everyone is expected to speak respectfully. If on Zoom, the public will be visible but muted until unmuted by the chair. Members of the public wishing to speak will use the “raise hand” option.

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**Note: The meeting will also be held online through Zoom and will begin at 3:30pm although people are encouraged check in early. Contact David Stamps, 387-4382 if you are having trouble connecting.**

You are invited to a Zoom webinar.  
Topic: Human Relations Commission

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81922296874?pwd=M0E4a1pES0VGV0Rsa1hmTOZDU3Bmdz09>

Passcode: 793636

Or One tap mobile :

US: +16465588656,,81922296874#,,,,\*793636# or +13017158592,,81922296874#,,,,\*793636#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 819 2229 6874

Passcode: 793636

International numbers available: <https://us02web.zoom.us/j/81922296874?pwd=M0E4a1pES0VGV0Rsa1hmTOZDU3Bmdz09>

LACONIA HUMAN RELATIONS COMMITTEE  
Policies & Procedures  
**Proposed Changes**  
**05-08-2021**

- Name of Committee: **Laconia Human Relations Committee .**
- Appointment of Members: The mayor shall appoint no fewer than 7 and no more than 13 members to this committee. They are subject to reappointment on an annual basis. These appointees shall be uncompensated. Appointed members will receive a letter of appointment and will need to be sworn in by the City Clerk. The Mayor will be a non-voting member but otherwise will have all the rights and privileges of members. All members of this Committee agree to support its mission and goals and to participate actively as far as able.
- Make up of Committee: Members must live or work in Laconia. The Committee will strive to include people from all areas of Community Life. Each year in early January, the chairperson in consultation with the Committee will recommend new or renewing members to the Mayor for appointment.
- Votes: Each member present shall have one vote.
- Meetings: Regular meetings shall be held on the second Monday monthly at 3:30pm. Special meetings may be called, as necessary.
- Officers: Each year the Committee will vote for chairperson and secretary. The City Finance department acts as the fiscal agent for the committee. The Committee will vote to elect its officers.
- Quorum of Members: A quorum shall be no less than half of the official appointees. Members, at the discretion of the chairman, may attend via telephone or other electronic means **but may not be counted under NH RSA 91A.**
- Agenda/Minutes: Minutes will be kept for all Committee and Subcommittee meetings. The Committee and Subcommittees will notice all meetings at least 24 hours in advance and post minutes within five business days through the City Manager's Office. Meetings will not be taped or electronically recorded. The Secretary will take minutes which will be posted to the City website.
- Finance: Expend monies as voted on from their City account for programs and services the Committee deems appropriate. The Committee may receive revenue generated by its programs. The City Finance acts as its fiscal agent.
- Social Media: The Committee's Facebook page may only be used to post announcements and scheduled events. No comments will be made or allowed by the Committee.

**Laconia Human Relations Committee**  
**Operations Detail**  
created May 2023

- The LHRC Committee is part of Laconia Government.  
As such the following is important:
  - The City Fiscal Year is from July 1<sup>st</sup> to June 30<sup>th</sup>
  - November 1<sup>st</sup> is the beginning of the departmental budget season  
The Finance Office (currently Glenn Smith) sends out a standardized request budget form due back about a month later as stipulated in his email.
  - The Committee receives their budget allotment on July 1<sup>st</sup> of the following year which is credited to our fiscal account.
  - All money disbursed must be accompanied by a signed voucher form
  - Any cash or checks deposited is given to the Finance Office. Be sure request a receipt form to insure proper crediting.
- Currently, I am keeping track of our finances using QuickBooks and give a copy of the financial reports to City Finance after July 1<sup>st</sup> and ask for them to reconcile. This is important as occasionally income or expense is misapplied.
- LHRC is governed by its mission, vision and published policies
- The Committee is listed on the LaconiaNH.gov website where all our agenda and minutes are published under *Your Government, Boards & Commissions*
- LHRC started the annual Multicultural Festival ([laconiamulticulturalfestival.org](http://laconiamulticulturalfestival.org)) in 2001 and continues as a “silent” partner. The Festival is managed by the Laconia Multicultural Festival Inc. – a business entity created to confer non-profit tax deduction status (501.c.3) for donors. Laconia Multicultural Festival Inc. has a separate board of directors “to promote, raise funds and manage multicultural events in Laconia including the annual Laconia Multicultural Festival.” The Festival was originally begun to provide an opportunity for New Americans who arrived as refugees from many countries to share food, crafts and local music and dance from their cultures. Although, Laconia is no longer a refugee resettlement community, the Festival has been embraced by the Laconia Community and is held every September the Saturday after Labor Day.  
Many Committee members volunteer along with many other volunteers in the community to make the day a success. The bulk of the Festival budget is raised through personal and business contributions and corporate sponsors.
- LHRC started another annual program to celebrate the life of Rev. Dr. Martin Luther King, Jr. This celebration occurs on the Sunday before the annual National Holiday . The celebration was begun in 2010 as a mid-winter program in January and has promoted various MLK themes over the years provide insight and understanding into the many civic themes espoused by Dr. King. The MLK program is managed by an all-volunteer MLK subcommittee of LHRC but often includes Community partners.
- LHRC has worked on other projects and participated in vigils all inspired by its Vision and Mission:
  - Yards signs reading “Everyone is Welcome in Laconia”
  - Articles and Letter Writing in the local paper.
  - Kristallnacht Remembrance

- Publicly responding to recent rash of Hate Graffiti
- Supporting “All are welcome here” business door stickers campaign
- Supporting Pride Flag on City Hall during Pride Month