

HUMAN RIGHTS COMMISSION YEARLY CALENDAR

DRAFT June 1st 2017

A proposed schedule/annual cycle for our monthly HRC meetings

JANUARY

- New member orientation
 - Meet with city administrator and (possibly) city attorney to know of HRC's activities, HRC members' legal responsibilities, and resources for HRC members
- Finalize MLK details
 - Review event logistics and HRC members' specific roles/duties for the event
 - Participate in MLK event

FEBRUARY

- Meet with from liaison from either Police, School District, or Housing Authority
 - In the winter/early spring months, we use each meeting to meet with a representative (or representatives) from one of these agencies to hear of any HR concerns they may have, see to what extent the HRC can assist in addressing those concerns, and gather data/information for our annual report.
 - When meeting with School District, discuss HRC's potential role in providing staff training session during teacher training in August

MARCH

- Meet with liaison from either Police, School District, or Housing Authority
- Northfield Reads community events

APRIL

- Meet with from liaison from either Police, School District, or Housing Authority

MAY

- Draft a report for the city regarding state of human rights in the community
 - This report would be a summary of our meetings with Police, School District, and Housing Authority liaisons, and would include both concerns, community responses, and incident statistics.
- Invite HRC members to join the planning committee for the following year's Northfield Reads events

JUNE

- Finalize community report and present it to City Council
- Begin consideration of HRC's role in International Day of Peace (IDP)

JULY

- Executive board meeting(?)
 - As there are often few HRC members present during summer months, July or August could be a time for the HRC officers to meet to do some annual planning, member recruitment, etc., etc., as well as follow up on ongoing projects. Also a time for annual budget review.

AUGUST

- Regular meeting or Executive board meeting(?)
- Continue planning and preparation for IDP

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- School training(?) If the school district would like the HRC to continue to provide materials and/or make presentations at teacher orientation meetings, then planning for these activities would need to occur July/August

SEPTEMBER

- MLK committee formation
- Review plans for IDP—Address remaining concerns
- Invite HRC members to join the planning committee for the following year's Northfield Reads events

OCTOBER

- Initiate MLK planning—Focus on theme and potential speakers—Committee continues planning and reports back

NOVEMBER

- Place human rights award announcement in paper, city website, online, radio, Latinx program
 - Contact a few people to invite nominations
- Discuss any relevant issues related to MLK, as needed
- Discuss issues to be included in annual report as to what HRC has done during the year

DECEMBER

- Select HR award winner
- Review MLK plans and assign tasks
- Approve annual report on HRC activities
- Write fund solicitation letters (if no funding from City)
- Elect officers

NOTES ON ANNUAL ACTIVITIES

Obtain Annual reports from Northfield Police Chief, Superintendent of Northfield Schools, and Directors of Housing Authority and Community Action Center. Our goal is to be informed about the human rights, human services, and diversity issues they identify as being areas of attention, concern, or need in their respective areas. We would also request data and statistics regarding their services, such as:

- For the Northfield Police:
 - Race, ethnicity, etc. statistics for traffic stops, police calls, etc.;
 - Updates on areas of training of officers related to human rights
- For the School District:
 - Statistics on bullying and conflict incidents related to diversity issues;
 - Training efforts/initiatives for school staff to manage these incidents;
 - Effort/initiatives to educate students in areas of human rights
- For the Housing & Redevelopment Authority:
 - Statistics of met and unmet housing needs of lower income community members;
 - Diversity concerns evident in housing areas

BIANNUAL ACTIVITY

Facilitate a meeting between College diversity officers and Chamber of Commerce and/or NDDC to inform the local business community about the challenges and sometimes uncomfortable

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experiences minority and international students are experiencing in the community, esp. regarding their interactions with Northfield businesses.

Developed by Corinne Smith & Justin London, 6/1/17