

**MINUTES**

Guilford Human Rights Commission  
Public Meeting, October 7, 2019  
Guilford Free Library  
67 Park Street, Guilford CT  
7:00 P.M. Conference Room B (2<sup>nd</sup> Floor)

**Members Present:** Donna Daniels, Jack Evans, Andy Gottlieb, Jo Keogh, Maureen Raucci, & Clarice Yasuhara

**Members Absent:** None

**Staff Present:** None

Jo Keogh called the meeting to order at 7:00PM.

The minutes from the GHRC meeting on September 25, 2019, were unanimously approved.

Donna Daniels recommended that GHRC reach out to the local newspapers after its mission has been clarified.

Jack Evans introduced the subject of meeting governance, and made recommendations around GHRC meeting structure, including:

- A formal call to order, followed by an approval of minutes, a review of the meeting agenda, and a public forum
- An explanation of GHRC meeting procedures for any members of the public who are in attendance
- Incorporating an Executive Session at the end of every meeting, to be utilized, as necessary

The Commission draft and submit for approval a general GHRC meeting agenda format, to include Outstanding Items & Follow-up.

The commission recognized the need for a rapid response policy that will allow GHRC to respond in a responsible and timely manner to occurrences of in-Town discrimination. This policy will support and, where possible, enhance existing town and town department responses, protocols, and policies.

Clarice Yasuhara shared information about the upcoming Dia de Los Muertos event at the Guilford Community Center.

The members of GHRC unanimously agreed to compile a list of cultural partners with whom it can provide education around cultural issues.

This meeting of the Guilford Human Rights Commission adjourned at approximately 8:00PM.

Respectfully submitted,

Jo Keogh  
Temporary Recording Secretary