

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL MEETING MINUTES**  
**Wednesday, December 6, 2023**  
**6:00 p.m. – 8:00 p.m.**

**In Person; and via Zoom**

**Citizen Advisory Council Vision Statement:** *“A community of neighborhoods illuminating collaborative models to foster harmonious and balanced neighborhood communities.”*

**Citizen Advisory Council Mission Statement:** *“The Citizen Advisory Council is a community of neighborhoods organized to forge available resources to empower, rebuild, and revitalize areas within the city of Topeka.”*

AGENDA ITEM	SUMMARY	ACTIONS OR DECISIONS	PRESENTER/RESPONSIBLE
<b>I. CALL TO ORDER</b>	ShaMecha asked meeting attendees to enter their names and represented neighborhoods or organizations on the sign-up sheet or use the chat feature in Zoom.	The meeting was called to order at 6:03 p.m.	<b>ShaMecha King Simms</b> Citizen Advisory Council Chair <a href="mailto:informhistoricaltownnia@gmail.com">informhistoricaltownnia@gmail.com</a>
	<ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Open floor for comments on minutes from October</li> <li>• Call for additions or edits</li> </ul>		<b>ShaMecha King Simms</b> Citizen Advisory Council Chair <a href="mailto:informhistoricaltownnia@gmail.com">informhistoricaltownnia@gmail.com</a>
<b>APPROVAL OF MINUTES AND NOVEMBER AGENDA</b>	<p><b>A. Approval of November 2023 meeting minutes</b></p> <ul style="list-style-type: none"> <li>• Motion: Jim Edwards</li> <li>• Second: Susan McClacherty</li> <li>• Motion Passes</li> </ul> <p><b>B. Adopt the December 2023 Agenda</b></p> <ul style="list-style-type: none"> <li>• Motion: Debra McClelland</li> <li>• Second: Cole Mosier</li> <li>• Motion passes</li> </ul>	Discussion concerning date for DREAMS meeting changed from Jan. 10 <sup>th</sup> to Jan. 17 <sup>th</sup> .	<b>ShaMecha King Simms</b> Citizen Advisory Council Chair <a href="mailto:informhistoricaltownnia@gmail.com">informhistoricaltownnia@gmail.com</a>

<p><b>STAFF UPDATES</b></p>	<p><b>Community Engagement Division Status and Program Update:</b></p> <p><b>RAISE Federal Grant</b></p> <ul style="list-style-type: none"> <li>• Needs Sidewalk Project in NIAs</li> <li>• Target underserved census track areas</li> <li>• Need input from NIA and CAC members by December 31<sup>st</sup></li> </ul> <p>Submit Recommendations to:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:aweems@topeka.org">aweems@topeka.org</a></li> <li>• <a href="mailto:Mschreiner@topeka.org">Mschreiner@topeka.org</a></li> <li>• <a href="mailto:Bcopley@topeka.org">Bcopley@topeka.org</a></li> <li>• Your City Council representative</li> <li>• Possible CAC can submit recommendations as a collective</li> </ul> <p><b>Community Engagement by the Numbers</b></p> <ul style="list-style-type: none"> <li>• Updates on: <ol style="list-style-type: none"> <li>1. NIA Support Funds</li> <li>2. TSC Get Digital</li> <li>3. Resources Bags</li> <li>4. Affordable Connectivity Program</li> <li>5. Gun Lock Distribution Event – Partnership with TPD</li> <li>6. Announcements -DREAMS Program Debrief Meeting</li> </ol> </li> </ul> <p><b>City Grant Writer</b></p> <ul style="list-style-type: none"> <li>• A grant writer for the City has been hired</li> <li>• They will not be helping NIAs write grants.</li> <li>• Director Glaude` will be searching for a grant writer to assist NIA with their grants on an individual basis</li> </ul> <p><b>Books</b></p> <ul style="list-style-type: none"> <li>• Four books titled “The Changing American Neighborhood” were purchased. If a NIA would like their own copy let Monique know.</li> </ul> <p><b>Polo Shirts</b></p> <ul style="list-style-type: none"> <li>• Shirts have been ordered</li> <li>• Arrival date December 22</li> <li>• Shirts will be available at January Meeting</li> </ul>		<p><b>Monique Glaude`</b>  <i>Director of Community Engagement  City of Topeka  Diversity Equity and Inclusion Office  City Hall, 215 SE 7<sup>th</sup> St. Suite 250  Topeka, KS 66603  785-368-4470  <a href="mailto:mglaude@topeka.org">mglaude@topeka.org</a></i></p> <p><b>Bianca Burnett</b>  <i>Sr. Community Engagement Coordinator  City of Topeka  Diversity Equity and Inclusion Office  ☎: 785.368.3663  ✉: <a href="mailto:lburnett@topeka.org">lburnett@topeka.org</a></i></p>
-----------------------------	---	--	--

<p><b>PRESENTATION</b></p>	<p><b>CAC BYLAWS PRESENTATION</b>  <b>Bylaws in need of being updated:</b></p> <ul style="list-style-type: none"> <li>• Changes were suggested for the following items: <ol style="list-style-type: none"> <li>1. Article 2 Section 2</li> <li>2. Article 3 Section 2</li> <li>3. Article 3 Section 4 – edits from Legal</li> <li>4. Article 3 Section 5 – edits from Legal</li> <li>5. Article 5 Section 5 – edits from Legal</li> </ol> </li> </ul> <p>Legal will need to look over the Bylaws. Suggested members look over at home and changes contact Susan or Jim.</p>	<p>Questions and Discussion followed</p> <p>Additions, changes contact Susan or Jim by December 13th</p>	<p><i>Susan McClacherty</i>  CAC Vice President  Valley Park NIA CAC Representative  <a href="mailto:valleyparkniatopeka@gmail.com">valleyparkniatopeka@gmail.com</a></p> <p><i>Jim Edwards</i>  CAC City-At-Large Member  <a href="mailto:Jedwards3634@gmail.com">Jedwards3634@gmail.com</a></p>
<p><b>CHAIR ANNOUNCEMENT</b></p>	<p>Due to SheMecha being scheduled to meet with Elmhurst NA to present about CAC, Susan took over the meeting until adjournment</p>		<p><b><i>ShaMecha King Simms</i></b>  Citizen Advisory Council Chair  <a href="mailto:informhistoricaltownnia@gmail.com">informhistoricaltownnia@gmail.com</a></p>
<p><b>DISCUSSION ITEMS</b></p>	<p><b>Allocation of Remaining CAC Supports Funds</b>  Balance: \$15,000 Support Funds and \$1,800 CAC Funds = \$16,800  <b>Suggestion for distribution for 4 projects. Each would be able to receive \$4,200 depending on percentage allocated for each</b>  <u>Option 1</u></p> <ul style="list-style-type: none"> <li>• Diaper Depot – 40%</li> <li>• Stay Calm Holder Program packets available in English and Spanish – 20%</li> <li>• Teacher Resource Fair – 20%</li> <li>• Sole Reason – High quality shoes – 20%</li> </ul> <p><b>Suggestion for distribution for 3 projects. Each would receive \$5,600 Depending on the percentage allocated for each</b>  <u>Option 2</u></p> <ul style="list-style-type: none"> <li>○ Diaper Depot - 40%</li> <li>○ Stay Calm Holder Program - 30%</li> <li>○ Teacher Resources - 30%</li> </ul> <p><b>Funds need to be allocated by the end of the month, December</b>  <b>Discussion on to fund 4 or 3 projects and breakdown of funds</b></p>	<p>Teacher Resource Fair – will need Teachers names and School</p> <p>Susan asked that a \$1,000 be set aside for sidewalk chalk and prizes</p> <p>Will revisit in 2024</p>	<p><b><i>Monique Glaude'</i></b>  Director of Community Engagement  City of Topeka  Diversity Equity and Inclusion Office  City Hall, 215 SE 7<sup>th</sup> St. Suite 250  Topeka, KS 66603  785-368-4470</p>

	<p><b>Motion:</b> CAC use support funds for the following 3 project - Jim Edwards:</p> <ul style="list-style-type: none"> <li>• 40% - Diaper Depot</li> <li>• 30% - Stay Calm Folder</li> <li>• 30% - Teacher Resources Fair</li> </ul> <p><b>Second:</b> Yvonne May;  <b>1 abstain</b> – Jill Rice  <b>Motion carries</b></p>		<p><b>Monique Glaude'</b>  <i>Director of Community Engagement  City of Topeka  Diversity Equity and Inclusion Office  City Hall, 215 SE 7<sup>th</sup> St. Suite 250  Topeka, KS 66603  785-368-4470  <a href="mailto:mglaude@topeka.org">mglaude@topeka.org</a></i></p>
<p><b>RECOGNITION OF CAC MEMBERS</b></p>	<p><b>Thank you from Community Engagement to CAC Members</b>  On behalf of Community Engagement staff, Santa &amp; Santa's helper this evening a token of our appreciation of your volunteerism for our community.</p> <p>Members in attendance were given a thank you gift.</p>		<p><b>Monique Glaude'</b>  <i>Director of Community Engagement  City of Topeka  Diversity Equity and Inclusion Office  City Hall, 215 SE 7<sup>th</sup> St. Suite 250  Topeka, KS 66603  785-368-4470  <a href="mailto:mglaude@topeka.org">mglaude@topeka.org</a></i></p>
<p><b>ADJOURNMENT</b></p>	<p><b>Thank You to All:</b></p> <ul style="list-style-type: none"> <li>➤ CAC Members and Alternates</li> <li>➤ City of Topeka Community Engagement</li> <li>➤ City of Topeka Staff</li> <li>➤ City of Topeka City Councilmembers</li> <li>➤ Shawnee County Commission</li> <li>➤ Washburn University: Community Studies Students; Department of Sociology &amp; Anthropology; School of Nursing; Political Science &amp; Public Administration</li> <li>➤ Greater Topeka Partnership</li> <li>➤ Topeka Community Foundation</li> <li>➤ United Way of Kaw Valley</li> <li>➤ The supporters throughout the city who have championed the CAC and its neighborhoods in all ways in 2023</li> </ul> <p><b>Motion to adjourn:</b></p> <ul style="list-style-type: none"> <li>▪ Motion: in-auditable</li> <li>▪ Second: Wayne Roberts</li> </ul> <p>Motion passes  <b>NEXT MEETING: January 3, 2024 - HOLLIDAY BUILDING CONFERENCE ROOM, FIRST FLOOR – 620 MADISON, 6:00 P.M. – 8:00 P.M.</b></p>		<p><i>Susan McClacherty  CAC Vice President  Valley Park NIA CAC Representative  <a href="mailto:valleyparkniatepeka@gmail.com">valleyparkniatepeka@gmail.com</a></i></p>

