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.”

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<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY</th>
<th>ACTIONS OR DECISIONS</th>
<th>PRESENTER/RESPONSIBLE</th>
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| I. CALL TO ORDER | 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. | ShaMecha King Simms  
Citizen Advisory Council Chair  
informhistoricoldtownnia@gmail.com |
|             | • Call to Order  
• Open floor for comments on minutes from October  
• Call for additions or edits | | ShaMecha King Simms  
Citizen Advisory Council Chair  
informhistoricoldtownnia@gmail.com |
| APPROVAL OF MINUTES AND NOVEMBER AGENDA | A. Approval of November 2023 meeting minutes  
• Motion: Jim Edwards  
• Second: Susan McClacherty  
• Motion Passes  
B. Adopt the December 2023 Agenda  
• Motion: Debra McClelland  
• Second: Cole Mosier  
• Motion passes | Discussion concerning date for DREAMS meeting changed from Jan. 10th to Jan. 17th. | ShaMecha King Simms  
Citizen Advisory Council Chair  
informhistoricoldtownnia@gmail.com |
**STAFF UPDATES**

**Community Engagement Division Status and Program Update:**

**RAISE Federal Grant**
- Needs Sidewalk Project in NIAs
- Target underserved census track areas
- Need input from NIA and CAC members by December 31

Submit Recommendations to:
- aweems@topeka.org
- Mschreiner@topeka.org
- Bcopley@topeka.org
- Your City Council representative
- Possible CAC can submit recommendations as a collective

**Community Engagement by the Numbers**
- Updates on:
  1. NIA Support Funds
  2. TSC Get Digital
  3. Resources Bags
  4. Affordable Connectivity Program
  5. Gun Lock Distribution Event – Partnership with TPD
  6. Announcements -DREAMS Program Debrief Meeting

**City Grant Writer**
- A grant writer for the City has been hired
- They will not be helping NIAs write grants.
- Director Glaude’ will be searching for a grant writer to assist NIA with their grants on an individual basis

**Books**
- Four books titled “The Changing American Neighborhood” were purchased. If a NIA would like their own copy let Monique know.

**Polo Shirts**
- Shirts have been ordered
- Arrival date December 22
- Shirts will be available at January Meeting

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**Monique Glaude**
Director of Community Engagement
City of Topeka
Diversity Equity and Inclusion Office
City Hall, 215 SE 7th St. Suite 250
Topeka, KS 66603
785-368-4470
mglade@topeka.org

**Bianca Burnett**
Sr. Community Engagement Coordinator
City of Topeka
Diversity Equity and Inclusion Office
☎: 785.368.3663
✉: lburnett@topeka.org
<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>CAC BYLAWS PRESENTATION</th>
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<tbody>
<tr>
<td><strong>Bylaws in need of being updated:</strong></td>
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<td>- Changes were suggested for the following items:</td>
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<tr>
<td>1. Article 2 Section 2</td>
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<td>2. Article 3 Section 2</td>
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<td>3. Article 3 Section 4 – edits from Legal</td>
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<td>4. Article 3 Section 5 – edits from Legal</td>
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<td>5. Article 5 Section 5 – edits from Legal</td>
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<tr>
<td>Legal will need to look over the Bylaws. Suggested members look over at home and changes contact Susan or Jim.</td>
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| QUESTIONS AND DISCUSSION FOLLOWED | |
| **Additions, changes contact Susan or Jim by December 13th** | |

| CHAIR ANNOUNCEMENT | |
| Due to SheMecha being scheduled to meet with Elmhurst NA to present about CAC, Susan took over the meeting until adjournment | |

| DISCUSSION ITEMS | |
| Allocation of Remaining CAC Supports Funds | |
| Balance: $15,000 Support Funds and $1,800 CAC Funds = $16,800 | |
| **Suggestion for distribution for 4 projects. Each would be able to receive $4,200 depending on percentage allocated for each** | |
| **Option 1** | |
| - Diaper Depot – 40% | |
| - Stay Calm Holder Program packets available in English and Spanish – 20% | |
| - Teacher Resource Fair – 20% | |
| - Sole Reason – High quality shoes – 20% | |
| **Suggestion for distribution for 3 projects. Each would receive $5,600 Depending on the percentage allocated for each** | |
| **Option 2** | |
| o Diaper Depot - 40% | |
| o Stay Calm Holder Program - 30% | |
| o Teacher Resources - 30% | |

| **Funds need to be allocated by the end of the month, December** | |
| **Discussion on to fund 4 or 3 projects and breakdown of funds** | |
Motion: CAC use support funds for the following 3 projects - Jim Edwards:
- 40% - Diaper Depot
- 30% - Stay Calm Folder
- 30% - Teacher Resources Fair
Second: Yvonne May; 1 abstain – Jill Rice
Motion carries

Monique Glaude
Director of Community Engagement
City of Topeka
Diversity Equity and Inclusion Office
City Hall, 215 SE 7th St. Suite 250
Topeka, KS 66603
785-368-4470
mglaude@topeka.org

RECOGNITION OF CAC MEMBERS
Thank you from Community Engagement to CAC Members
On behalf of Community Engagement staff, Santa & Santa’s helper this evening a token of our appreciation of your volunteerism for our community.

Members in attendance were given a thank you gift.

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ADJOURNMENT
Thank You to All:
- CAC Members and Alternates
- City of Topeka Community Engagement
- City of Topeka Staff
- City of Topeka City Council members
- Shawnee County Commission
- Washburn University: Community Studies Students; Department of Sociology & Anthropology; School of Nursing; Political Science & Public Administration
- Greater Topeka Partnership
- Topeka Community Foundation
- United Way of Kaw Valley
- The supporters throughout the city who have championed the CAC and its neighborhoods in all ways in 2023

Motion to adjourn:
- Motion: in-auditable
- Second: Wayne Roberts
Motion passes

NEXT MEETING: January 3, 2024 - HOLLIDAY BUILDING CONFERENCE ROOM, FIRST FLOOR – 620 MADISON, 6:00 P.M. – 8:00 P.M.

Susan McClacherty
CAC Vice President
Valley Park NIA CAC Representative
valleyparkniatopeka@gmail.com