



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved HUMANITARIAN AWARD COMMISSION, REVEREND DOCTOR MARTIN LUTHER KING, JR.

Tuesday, September 30, 2014

5:00 PM

210 Martin Luther King, Jr. Blvd.
Room 523 (City-County Building)

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:07 P.M., with David Wandel, Chair, presiding. Attendance followed:

Present: Joe McClain, Colin Bowden, Dale Hopkins, David Wandel, Daniel Remick, John Quinlan

Excused: None

Absent: Michael Johnson, Hanah Jon Taylor, Selena Pettigrew

Others Present: Lucía Nuñez (Director, Madison Dept. Civil Rights), Isadore Knox (Director, Dane County Office of Equal Opportunity), Alyssa Riphon (Administrative Clerk, Madison Dept. Civil Rights)

2. APPROVAL OF MINUTES

John Quinlan moved to approve the minutes of January 8, 2014 without correction. The motion was seconded by Colin Bowden, and passed by voice vote/other.

3. PUBLIC COMMENT

There was no public comment.

4. DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION / ACTION ITEMS

5. [35680](#) Approval of the "Reverend Dr. Martin Luther King, Jr. Humanitarian Award Commission Manual" Draft

Attachments: [Draft - Humanitarian Award Commission Manual.pdf](#)

Lucía Nuñez introduced this item to the commission. After the introduction, the commission held a discussion of the draft. The commission suggested the addition of a page describing the history of the commission, list of past award recipients, timeline, as well as a current roster.

Colin Bowden moved to refer a discussion and approval of rule number five, page 5, "Humanitarian Award Commissioners, City of Madison Department of Civil Rights staff, and Dane County Office of Equal Opportunity staff may not nominate a humanitarian or write letters of support," to the next Humanitarian Award Commission agenda. John Quinlan seconded the motion. A discussion was held, and the motion passed by voice vote/other.

John Quinlan moved to refer a discussion and approval of evaluation questions to consider bullet point number five, page 7, "Is there a balance between nominees whose accomplishments/contributions are paid work and volunteer work?" to the next Humanitarian Award Commission agenda. The motion was seconded by Joe McClain, and passed by voice vote/other.

John Quinlan moved to refer a discussion and approval of disclaimer number four, page 5, "The nomination will be kept active for two years," to the next Humanitarian Award Commission agenda. The motion was seconded by Colin Bowden, and passed by voice vote/other.

In consideration of these previous motions, Colin Bowden referred the entire approval of the manual draft a later meeting after the above items have been addressed. The motion was seconded by Daniel Remick, and passed by voice vote/other.

6. Discussion: Outreach

Members of the commission discussed different outreach activities, which included:

- social media blasts
- engagement of former recipients
- engagement of local organizations
- press releases

The commissioners agreed to further define and plan outreach efforts at the next Humanitarian Award Commission meeting.

7. [35682](#) Review of Humanitarian Award Commission Outreach Materials

Attachments: [Brochure Template.pdf](#)
[mlk commission cards 2013.pdf](#)

The commission reviewed the attached materials and approved them under the contingency that they will be updated with correct information and a QR code will be added to link the material to the online application. In addition, the commission brainstormed other outreach material options.

8. Discussion: 2014-2015 Calendar of Meetings

The commission agreed to meet on the following dates for the next three months:

- Wednesday, October 15, 2014 at 5 P.M.
- Wednesday, November 19, 2014 at 5 P.M.
- Wednesday, December 10, 2014 at 5 P.M.

REPORTS

9. Director's Report

There was no director's report.

10. President's Report

There was no president's report.

11. FUTURE TOPICS FROM THE FLOOR

There were no future topics from the floor.

12. ANNOUNCEMENTS

There were no announcements.

13. ADJOURNMENT

Joe McClain moved to adjourn the meeting at 6:46 P.M. The motion was seconded by John Quinlan, and passed by voice vote/other.