## AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter</th>
<th>Board Action &amp; Next steps</th>
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<tr>
<td>5:00 pm</td>
<td>Welcome, ice breaker, group share of goals</td>
<td>All</td>
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<tr>
<td>5:30</td>
<td>Goals for the meeting established</td>
<td>All</td>
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| 5:30-6:15 pm | To Discuss:  
  • Commission by-laws – **FINALIZE**  
  • Work-plan- presentation, brainstorm ideas and feedback  
  •                                                                                 | Work plan sub committee |                           |
| 6:15-6:30 pm | Wrap-up and review of Action Items/ Next Steps                                                                                                           | Bookda/All          |                           |

### Handouts:
- Proposed Commission By-Laws
- Proposed Equity Statement
- Proposed Workplan

## MEETING NOTES

In Attendance:
- Senayet Negusse – Calling in for the meeting
- Nimco Bulale – Calling in for the meeting
- Issa Ndiaye
- Mohamed Bakr
- Fo-Ching Lu
- Monserrat Padilla
- Mohammad Jan Ofuq
- Minal Kode Ghassemieh
- Miguel Angel Duncan-Galvez Bravo
Goals for the Meeting Established:

- Finalize the commission by-laws and start discussion of the work-plan

Moving Forward:

- Minal and Nimco have volunteered to act as the Co-Chairs for the commission
- Senayet has volunteered to act as the Secretary/Historian for the commission
- Work-plan workgroup will meet with Bookda separately to finalize it more
- Email Bookda about what to discuss in February meeting
- Commission will meet next month at the YMCA Bellevue location again
- Bookda drafted the Guiding Principles, but everyone should look it over and provide feedback for next meeting
- Everyone should think about what priority workgroup they want to be a part of as outlined in the work plan

Detailed Notes:

Icebreaker:

- Members explained the work of their respective organizations.
- Members shared their vision/goals for the commission in small groups

Commission by-laws Discussion:

- Members reviewed the commission by-laws and resolved outstanding issues
- In Article 3 Section 1, line 7, it was decided to just say "Membership shall represent all age groups"
- In Article 3, Section 1 line 6 it was decided to include the term “non-citizen” in addition to refugee and asylee
- It was decided that we should abbreviate the commission to “KCIRC” instead of just “IRC” to avoid confusion with other groups.
- It was decided to have 3 officers of the executive board: 2 co-chairs and a secretary/historian. No treasurer because Rick said there is a chance we would be audited
- Bookda suggested that the commission should have a “leadership group” or “executive committee”. This group would just take the lead on things, and help move projects along. The commission would still make most decisions by consensus, though. This committee might need
to meet for an additional 30 minutes before/after meetings to discuss certain topics. This committee may work closely with Bookda and make meeting agendas etc.

- Currently, there are no other commissions that have a social media presence. We would like a social media page because not everyone may have access to the main King County webpage. We may have issues with social media because we cannot delete or hide comments. It was decided to table this discussion for later.
- It was decided that the secretary position will manage a google docs, one drive, drop box, etc. account for commission needs.
- We can NOT appoint ex officio members. We can only invite them by drafting a letter of invite.
- It was decided that a commission member can only miss 3 in-person meetings and can only call-in to meetings twice a year.
- Bookda will look more into how to do emergency voting through email/online
- It was decided to keep the “quorum” definition as 50% plus one
- Bookda suggested the commission should have for Guiding Principles, just not in the by-laws.
- Bookda drafted the Guiding Principles, but everyone should look it over and provide feedback for next meeting

Work-Plan Discussion:
- The work plan workgroup presented their first draft of the commission work plan
- Eight top issue priorities were identified and it was suggested that workgroups should be assigned to address each priority issue.
- Members can self-select which issue they want to work on.
- It was suggested that work groups can report back in about 6 months and review progress of priority issues
- Overall, commission members agreed that the work plan made sense as written and will discuss work plan priorities more in depth later on
- Bookda suggested that would be good to talk as a group about the more complicated issues and community leaders we should consider forming relationships with.
- Each workgroup could establish relationships with different organizations and county departments etc. But, first we should figure out what the county already has in place to address these major issues. We should also ask different county departments if they have ever done any impact studies.
- In Top Issue Priorities #2, it was suggested that we should also include workforce development in addition to employment and small business needs.
- Bookda posed the question on whether we should appoint key county staff to each workgroup or not.
- Bookda would like to do a call with just the work plan workgroup, to help define and refine the work plan a little more
- It was expressed that we want community feedback on the work plan, but need to brainstorm how to engage the community.
- What is the role of a guest that comes to a meeting? They can contribute to the conversation but can only speak up to 3 minutes. This is written in the by-laws