



**CITY OF SOMERVILLE**

**RACIAL AND SOCIAL JUSTICE DEPARTMENT**

**SOMERVILLE HUMAN RIGHTS COMMISSION**

**ADMINISTRATION SUBCOMMITTEE MEETING**

**Date: January 26<sup>th</sup>, 2026 Time: 5 P.M.**

**Location: Virtual Meeting**

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/85269144010?pwd=jC5lALDEYSDLmPBbYEqIRcFyVAy5ZH.1>

Passcode:944925

Phone one-tap:

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+13126266799,,85269144010#,,,,\*944925# US (Chicago)

Join via audio:

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+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

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Webinar ID: 852 6914 4010

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International numbers available: <https://us02web.zoom.us/j/k6EgAwwHz>

**Procedural Note:**

The regularly scheduled **December 12 meeting was canceled**. No meeting occurred. All agenda items that appeared on the December agenda — including those previously labeled *Old Business* and *New Business* — are carried forward below as **Old Business and are open for discussion**.

## **AGENDA**

### **1. Call to Order**

- Welcome and attendance
- Overview of meeting purpose
- Confirm quorum
- Note Taker: Elyse Best

### **3. Approval of Minutes**

- No minutes to approve (December meeting canceled)

### **4. Old Business**

(Carried Over from December Agenda; Open for Discussion)

#### **A. Subcommittee Background**

- Review of the HRC's administrative functions and history
- Overview of relevant ordinances and responsibilities

#### **B. Discussion Items**

- Identify key priorities and areas of focus
- Discuss possible bylaw updates and administrative improvements

- Consider fundraising responsibilities and legal requirements
- Set short-term and long-term goals

### **C. Follow-Up Items**

- Assign initial tasks and responsibilities
- Schedule upcoming meetings
- Confirm administrative workflow processes
- Review outstanding procedural or reporting needs

### **D. Follow-Up:**

- Discuss bylaw and ordinance procedures (follow-up)
- Updates on administrative improvements
- Discuss fundraising responsibilities and legal requirements (follow-up)
- Schedules and checklists

### **E. Agenda Format Review**

- Accessible agenda: how this can be implemented for
  - Subcommittees
  - HRC general meetings

## **5. New Business**

### **A. Updates on Bylaws and Ordinances. meeting with city staff pending)**

- Current status of bylaws and relevant ordinances
- Identification of areas requiring clarification or potential revision
- Discussion of authority, process, and limitations for updates **B. Fundraising, Donations, and**

### **Grant Opportunities.**

- Overview of fundraising, donation, and grant possibilities

- Discussion of what fundraising opportunities could look like for the HRC
- Legal, ethical, and administrative considerations
- Capacity and compliance requirements

#### **C. Official Commissioner Email Accounts**

- Updates on the status of official commissioner email accounts, if any
- Discussion of appropriate use, access, retention, and compliance requirements

#### **D. Committee Roles and Responsibilities**

- Clarification of the committee's responsibilities and scope
- Alignment with ordinances, bylaws, and commission mandate
- Identification of any gaps or areas needing further definition

### **6. Public Comment**

### **7. Future Agenda Items, questions, and suggestions: Up for discussion.**

### **8. Adjournment**

### **9. Next meeting: Monday, February 9, 2026 – 5:00 PM**

(Rescheduled from February 16 due to Presidents Day)

#### **Accessibility Notice:**

**Individuals with disabilities who need auxiliary aids and services, written materials in alternative formats, or reasonable modifications should contact: Adrienne Pomeroy at 617-625-6600 x2050 or APomeroy@somervillema.gov in advance.**