



CITY OF SOMERVILLE
RACIAL AND SOCIAL JUSTICE DEPARTMENT
SOMERVILLE HUMAN RIGHTS COMMISSION
ADMINISTRATION SUBCOMMITTEE MEETING

Date: January 26th, 2026 Time: 5 P.M.

Location: Virtual Meeting

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/85269144010?pwd=jC5IALDEYSDLmPBbYEqlRcFyVAy5ZH.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

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International numbers available: <https://us02web.zoom.us/u/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.