



# Human Relations Commission Memorandum

*City of Arts & Innovation*

TO: HONORABLE COMMISSIONERS DATE: OCTOBER 24, 2024  
FROM: HUMAN RELATIONS COMMISSION WARDS: ALL  
SUBJECT: DISSOLVE COMMUNITY EVENTS AND MARKETING AD HOC COMMITTEES

**ISSUE:**

Dissolve the Community Events Ad Hoc Committee and the Marketing Ad Hoc Committee.

**RECOMMENDATIONS:**

That the Human Relations Commission dissolve the Community Events Ad Hoc Committee and the Marketing Ad Hoc Committee.

**BACKGROUND:**

On February 23, 2023, the Human Relations Commission (HRC) voted to establish a Marketing Ad Hoc Committee to develop a campaign, branding, and marketing materials for the commission. After multiple meetings, the Ad Hoc Committee established a draft marketing campaign proposal for discussion by the full Commission. At the HRC meeting on October 26, 2023, the Marketing Ad Hoc presented a marketing campaign update to the commission and received feedback. Following the meeting, the Ad Hoc Committee met with City Communications staff and a logo and flyer with HRC information was created. The Commission approved the logo at the April 25, 2024, meeting and a flyer was created using the logo.

At the Human Relations Commission meeting on February 22, 2024, the Community Events Ad Hoc Committee and the Marketing Ad Hoc Committee were established. The intent of the Community Events Ad Hoc was to coordinate the attendance of tabling opportunities for the Commission. An item is now included on every agenda allowing members of the Commission to state any community events they would like to attend and vote to approve.

**DISCUSSION:**

Pursuant to the Brown Act, Boards and Commissions may form Ad Hoc Committee's provided that the ad hoc be (i) created for a specific purpose, (ii) with a specified time frame to complete that purpose, and (iii) the ad hoc is dissolved once that purpose has been timely accomplished. The intended goals of both the Community Events Ad Hoc and the Marketing Ad Hoc have been accomplished and they should therefore be dissolved.

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