



CITY *of* BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Special Meeting Agenda

Tuesday, September 15, 2026 at 6:00 PM • Hybrid Meeting 25A Park Place, Brisbane, CA 94005

The public may observe/participate in IDEA Committee meetings using remote public comment options or attending in person. The IDEA Committee may take action on any item listed in the agenda.

To Address the Committee

In Person

Location: 25A Park Place, Brisbane, CA 94005, Annex Conference Room

Remote Participation

Members of the public may observe/participate in the IDEA Committee Meeting by logging into the Zoom Webinar listed below. Archived videos can be replayed on the City's website, <http://brisbaneca.org/meetings>. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

The agenda materials may be viewed online at www.brisbaneca.org at least 24 hours prior to a Special Meeting, and at least 72 hours prior to a Regular Meeting.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting to

Email: ipadilla@brisbaneca.org or **Address:** Brisbane Annex (Attention: Ingrid Padilla), 25A Park Place, Brisbane, CA 94005

Join Zoom Meeting:

brisbaneca.org/idea-zoom

Meeting ID: 816 0979 9931

Call In Number: 1 (669) 900 9128

Special Assistance

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Committee Members:

Anna Dennis Lupita Gonzalez, Quita Highsmith, Alex Horton (Chair), Masha Kohn, and Marissa Lee Baird

6:00 P.M. Call to Order

Roll Call

- A. Remote Attendance Under the Just Cause Provisions of the Brown Act

Approval of Agenda

Public Comment

Approval Of Minutes

- B. Approve IDEA Committee Special Meeting Minutes of August 19, 2026

Old Business

- C. Update on IDEA Work Plan- Day in the Park and View at Home Short Film Festival for United Against Hate Week
- D. Update on IDEA Grant Applications

Announcements

- E. Staff Announcements
- F. Member Announcements

Adjournment



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, August 19, 2026

Hybrid Meeting 25A PARK PLACE, BRISBANE, CA 94005

6:00 PM CALL TO ORDER

Chair Horton called the meeting to order at 6:00 P.M.

Roll Call

A. Remote Attendance Under the Just Cause Provisions of the Brown Act

No members attended the meeting remotely.

Committee Members Present: Lupita Gonzalez, Quita Highsmith, Alex Horton (Chair), Masha Kohn, and Marissa Lee Baird

Committee Members Absent: Anna Dennis

Approval of Agenda

Staff asked to amend the agenda titles to say New Business Item Consider Approval of IDEA Grant Application Circadian Rhythms and Old Business Item E Consider Approval of IDEA Grant Logistics. Committee Member Gonzales made a motion, seconded by Committee Member Lee Bard, to approve the agenda as amended.

The motion was passed unanimously by all present.

Ayes: Lupita Gonzalez, Quita Highsmith, Alex Horton (Chair), Masha Kohn, and Marissa Lee Baird

Noes: None

Absent: Anna Dennis

Abstain: None

Public Comment

There were no members of the public present at the meeting.

Approval Of Minutes

B. Approve IDEA Committee Special Meeting Minutes of June 17, 2026

Committee Member Highsmith made a motion, seconded by Committee Member Gonzalez, to approve the minutes of

the IDEA Special Meeting of June 17, 2026

The motion was passed unanimously by all present.

Ayes: Lupita Gonzalez, Quita Highsmith, Alex Horton (Chair), Masha Kohn, and Marissa Lee Baird

Noes: None

Absent: Anna Dennis

Abstain: None

New Business

C. Consider Approval of IDEA Grant Application Circadian Rhythms

Staff reported that Circadian Rhythms, a 501c3 with a cottage kitchen permit, applied for an IDEA Grant to celebrate the Summer Solstice with music, food and a lemonade contest. Their event will be held in June 2027.

After Committee questions, no public comment, and discussion, Committee Member Lee Baird made a motion, seconded by Committee Member Gonzalez, to approve the IDEA Grant of \$500 to Circadian Rhythms. The motion was passed unanimously by all present.

Ayes: Lupita Gonzalez, Quita Highsmith, Alex Horton (Chair), Masha Kohn, and Marissa Lee Baird

Noes: None

Absent: Anna Dennis

Abstain: None

Old Business

D. Upcoming IDEA Activities

Staff recommended committee members to review the 2026-2027 IDEA Committee Workplan and provide staff with direction.

After committee questions, no public comment and committee discussion, staff were directed to revise the draft work plan to include the following:

- Age Friendly Spotlight
- Martin Luther King Service Day Toiletry kit making to benefit a local nonprofit—host on January 18th
- Martin Luther King Essay and Poetry Contest
- Day in the Park tabling with Elections Division and Photobooth
- United Against Hate Short Film Festival
- IDEA Grant Application
- Mental Health Walk with Park and Rec with Lawn Games and Resource Booth

E. Consider Approval of IDEA Grant Logistics

Staff wanted more direction on logistic support the organizations needed for their IDEA Grants. After Committee questions, no public comment and Committee discussion, staff was directed to do the following:

- Provide outreach support for all events
- Support Lyrical Opposition with Sound permit
- Reserve Gazebo for Circadian Rhythms
- Provide grant payment before the event

Announcements

F. Staff Announcements

Staff announced upcoming city events and reported that the one vacant seat for the IDEA Committee will be filled early or late Winter when council is ready for its next recruitment period.

G. Member Announcements

Committee members suggested to meet on September 15, 2026, at 6pm in the Annex so that the IDEA Committee members can attend the Melissa Taqueria's Latine Heritage Month Celebration on September 16, 2026.

Adjournment

Chair Horton adjourned the meeting at 6:42 p.m.

Ingrid Padilla, City Clerk