



**BRISBANE COMMITTEE**

**ACTION MINUTES**

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**BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY**

**COMMITTEE MEETING**

**Wednesday, May 21, 2025**

*Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005*

**COMMITTEE MEMBERS:**

Quita Highsmith, Alex Horton, Masha Kohn, Maria Marc, Carol Zoltowski and Anna Dennis (Chair)

**6:00 P.M. CALL TO ORDER**

Chair Dennis called the meeting to order at 6:04 PM.

**ROLL CALL**

- A. Consider any request of a Committee Member to attend the meeting remotely under the "Emergency Circumstances" of AB 2449**

No member of the Committee made a request under Roll Call Item A.

Committee Members Present: Quita Highsmith, Alex Horton, Maria Marc, Carol Zoltowski and Anna Dennis (Chair)

Committee Members Absent: Masha Kohn

**APPROVAL OF AGENDA**

Committee Member Horton made a motion, seconded by Committee Member Zoltowski to approve the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Committee Members Highsmith, Horton, Marc, Zoltowski and Chair Dennis

Noes: None

Absent: Committee Member Kohn

Abstain: None

**PUBLIC COMMENT**

No member of the public was in attendance.

**APPROVAL OF MINUTES**

- B. Approve IDEA Committee Meeting Minutes of April 16, 2025**

Clerk Padilla made a request to amend the meeting minutes and correct a clerical error within the text of the Member Announcements. Committee Member Zoltowski made a motion, seconded by Committee Member Horton to approve the agenda as amended. The motion was carried unanimously by all present.

Ayes: Committee Members Highsmith, Horton, Marc, Zoltowski and Chair Dennis

Absent: Committee Member Kohn

Abstain: None

## **OLD BUSINESS**

### **C. Selection of Chair and Vice Chair**

Committee Member Marc made a motion, seconded by Committee Member Dennis to select Vice Chair Horton as the Chair of the IDEA Committee. The motion was carried unanimously by all present.

Ayes: Committee Members Highsmith, Horton, Marc, Zoltowski and Chair Dennis

Noes: None

Absent: Committee Member Kohn

Abstain: None

Chair Horton made a motion, seconded by Committee Member Marc to select Committee Member Zoltowski as the Vice Chair of the IDEA Committee. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Highsmith, Marc, Zoltowski and Chair Horton

Noes: None

Absent: Committee Member Kohn

Abstain: None

### **D. IDEA Work Plan**

#### **i. Mission Statement**

Assistant to the City Manager Cheung reported that a Mission Statement and Purpose was drafted using the definitions of Inclusion, Diversity, Equity and Accountability. Once approved by the full IDEA Committee, the Mission Statement and expanded Purpose will be featured prominently on the IDEA Committee's webpage and workplan.

After reviewing the draft mission statement and purpose, Committee Members discussed how the mission statement needs to be amended to be less academic, more action oriented, aspirational, relatable and brief. Committee Members also made the mission statement more concise by converting the sentences in the mission statement as principles.

Staff were directed to email the group the latest draft version, and each committee member will provide their feedback and edits individually to staff.

#### **ii. Shortened San Mateo County Resolution template**

Assistant to the City Manager Cheung reported that the purpose of this item is to review Resolution templates provided by the County of San Mateo, "Equity in Government: The City of Brisbane's Commitment to Advance Equity and Shared Prosperity," and consider its presentation at a future City Council Meeting.

The Committee Members directed staff to bring back the shortened resolution template when the Mission Statement is drafted. Committee Members wanted to revisit and discuss what are the inequities that can be addressed in the City, what activities can be included in the matrix and what are the expectations for this resolution.

## **NEW BUSINESS**

### **E. Consider Diwali co-sponsorship request**

Assistant to the City Manager Cheung reported that a group of residents made a request for \$600 to purchase food for the cosponsored 2025 Diwali Event. Last year, the IDEA Committee approved \$400 to purchase food for the 2024 Diwali Event. After questions and discussion, Committee Member Dennis made a motion, seconded by Committee Member Highsmith to approve \$400 to purchase food for the cosponsored Diwali Event. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Highsmith, Marc and Chair Horton

Noes: None

Absent: Committee Member Kohn

Abstain: Committee Member Zoltowski

Staff were also directed to provide research to help the group raise the remaining \$200.

### **F. IDEA Engagement-consider selection of liaison representatives to City Commissions, Committees and City Subcommittees as needed**

Assistant to the City Manager Cheung reported that the City Council has six advisory bodies, of which the IDEA Committee is one of them. Should City staff or the five other advisory bodies request a meeting with a representative from the IDEA Committee, and to allow for greater engagement across all aspects of city government, IDEA Committee members may choose to serve on one or more as IDEA's representative.

After questions and discussion, the IDEA Committee Members were selected to be the following legislative bodies' representatives, on an as needed basis:

- Committee Member Kohn- Parks and Recreation Commission (Age-Friendly initiatives)
- Committee Member Dennis-Youth Advisory Committee (event to engage more Brisbane residents)
- Committee Member Horton- Planning Commission (General Plan policies)
- Committee Member Zoltowski- Open Space & Ecology Committee/Sierra Point Park & Open Space Subcommittee
- Committee Member Marc- Public Art Advisory Committee
- Committee Member Highsmith- Complete Streets Safety Committee

## **ANNOUNCEMENTS**

### **G. Staff Announcements**

#### **-Park & Rec Pride Pool Party**

Staff announced the Park and Recreation's Pride Pool Party on Friday, 6/13/25 from 5:00-7:00 PM.

### **H. Member Announcements**

No member announcements were made.

**ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.



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Ingrid Padilla, City Clerk