

## The Brighton Youth Commission

### Formal Meeting Minutes

August 18, 2022

Excused- Amanda, Anna, Diana, Elizabeth, Fernando, Kaelynn, Kyli, Josie

Unexcused- Amiri, Jonathan, Mariah, Ollin

#### Business-

1. Hours log
  - a. Please record all volunteer hours with the BYC on the hours log. This is important for both yourself and the Office of Youth Services. The hours log can be found here: <https://forms.gle/rz23o4sWJ53hKnKa6>
2. Google Calendar
3. The Google Calendar is an important tool for communication. Please get in the habit of checking it every week!! Sunday night is a good time to look over the week's events
4. Permission Slips
  - a. Abby is still missing permission slips. Please turn them in.
5. Contact form
  - a. Every commissioner needs to fill out the contact form. Please do so by Sunday 8/21/22, if you haven't already. The form can be found here: <https://forms.gle/snbTSpboYdsVtAuh7>
6. Bike Brighton Bike Rodeo Volunteers needed
  - a. Please sign up on the link in the Google Calendar if you are interested. If you do not yet have access to the calendar, here is the sign up link: [https://docs.google.com/spreadsheets/d/15n-6Ai7s0\\_9E3cOF9uvl5hfJ\\_5JtvEYS6K4GT0pf8Bg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/15n-6Ai7s0_9E3cOF9uvl5hfJ_5JtvEYS6K4GT0pf8Bg/edit?usp=sharing)
  - b. Volunteers should be at City Hall 9:45-2pm on 8/27/22. Check in with Mark Heit when you arrive. We BYC t shirt. Lunch provided
  - c. Volunteers should also attend a brief training at City Hall on 8/22/22, 2:45-3:15pm
7. National League of Cities Kansas City Application
  - a. There are several deadlines, absolutely no late submissions will be accepted
  - b. ASK FOR HELP IF YOU NEED IT
  - c. Application can be found here: <https://docs.google.com/document/d/1TQI5EYQyufvsxFs8qsMRPPrQlvWRn0Bt2VFMfw5gtAk/edit?usp=sharing>
8. Image Summit Planning team
  - a. Volunteers needed to help plan the Image Summit. Interested people should plan on attending a brief meeting on 9/1/22 at 5pm and Interviews all day on 9/12.
9. Officer Elections-

- a. Elections are 9/1/22. Anyone interested in running should be prepared to give a speech on 9/1/22 (no longer than 4 minutes) and need to let Abby know by email by 9/29/22 by email. Abby's email is [agmartinez@brightonco.gov](mailto:agmartinez@brightonco.gov)
- b. Available positions and duties are as follows:

## Officer Descriptions

### All Officers

- Attend officers' meetings
- Contribute in the creation of meeting agendas
- Represent the Brighton Youth Commission well in the community and beyond
- Understand the basic rules of parliamentary procedure
- Lead a pod
- Act as a communication liaison between City of Brighton Staff and Youth Commission members
- Establish a positive environment

### Chair

- Lead meetings
- Serve as spokesperson when necessary
- Allocate letters via email to unexcused commissioners within 2 days after BYC meeting

### Vice-Chair

- Fill in for chair when gone
- Allocate letters via email to excused commissioners within 2 days after the BYC meeting

### Secretary

- Take roll call at meetings and other selected events
- Receive notifications regarding absences and document them on the [BYC Attendance Tracker](#) and receive attendance make-ups
- Let Abby know about excused absences by 2PM on the day of the meeting
- Record minutes and post them on Facebook [and on the website] by insert deadline
- Notify officers and Tawnya on attendance updates

### Public Relations

- Communicate with assigned local media (The Blade and The Daily Post) within 2 days after every meeting

- Update the Brighton Youth Commission social media pages (Facebook, Instagram, Snapchat) at least once a week
- Enforce norms and expectations at regular meetings
- Keep the social medias looking nice and stay on top of direct messages
- Create bulleted list and send out to City Council and 27J

#### Historian

- Take pictures at any and all BYC events or community events involving members of the BYC
  - Collect documents from BYC meetings or events, including those that BYC members attend
  - Collect documents featuring BYC members or featuring the group as a whole
  - Store and save all of the above items in two common, accessible, and organized files, one online (for websites, pictures, and other virtual material) and one physical
  - When Historian is not in attendance at an event, make sure that the commissioners attending the event know to take at least one picture (maybe assign a specific commissioner to this task)
1. If you missed the meeting- it is crucial that you go over and familiarize yourself with the the following before 9/1/22. If you were absent, please text Tawnya and let her know once you have gone over these 2 documents. Her number is 720-276-1166.
    - a. BYC Policy and Procedure Manuel  
<https://docs.google.com/document/d/1UnpkDphSYKGWCZPV6k3SpCHxNLUxw85/edit?usp=sharing&oid=117759777883740391884&rtpof=true&sd=true>
    - b. Intro to Robert's Rules of Order  
<https://docs.google.com/document/d/10Y7Ps5b2T2SYwi-6h12n4ZZ63t1Y-0AgT73xATRGeGo/edit?usp=sharing>