

**City of Cambridge American Freedmen Commission
Working Group Meeting – Community Outreach****Meeting Date: June 11, 2026****Attendance:**

- ☐ Bhembe, Xenia
- ☐ Dance, Kwame
- ☐ Lubintus, Gassendina
- ☐ Jackson-Collins,
Melissa

City AFC Staff

- ☐ Brown, Deidre
- ☐ Diana Milkey

Action Items will be highlighted in yellow**Call to Order****Roll Call****Agenda:**

- 1. Call to Order & Opening Remarks**
 - a. Call to order
 - b. Welcome and review of session objectives
 - c. Review of agenda
- 2. Community Outreach Working Group Coordination & Cadence**
 - a. Establish and confirm monthly meeting schedule
 - b. Define expectations and deliverables for working group
 - c. Clarify communication protocols between meetings
 - d. Discuss accountability structure and ongoing coordination needs
- 3. American Freedmen Definition & Supporting Language**
 - a. Review and refine proposed “American Freedmen” definition in alignment with ordinance (Official definition and condense definition for brochure and other materials as needed)
 - b. Discuss and revise supporting language for outreach materials, FAQs, and public communications
 - c. Assess clarity, consistency, and accessibility for public understanding
 - d. Identify outstanding issues requiring further legal or policy review (if applicable)
- 4. Brochure Redesign & Content Development**
 - a. Review updated brochure content, layout, and design proposals
 - b. Discuss and incorporate proposed revisions and outstanding edits

- c. Receive update on FY26 invoice request for a 5,000-brochure print run submitted June 3
- d. Review printing timeline, production requirements, and deadline for final approval
- e. Confirm next steps for committee review and final sign-off

5. Community Comment Web Form

- a. Review proposed structure, questions, and content of public comment form
- b. Discuss accessibility, usability, and multilingual/public engagement considerations
- c. Evaluate recommendations for implementation and next steps

6. Website Audit & Review (Ongoing Initiative)

- a. Define scope and objectives of website audit for this phase of review
- b. Identify priority areas: content accuracy, structure, navigation, links, and resources
- c. Receive updates on current status of ongoing audit work
- d. Establish process for ongoing review, updates, and maintenance

7. Administrative Items & Closing

- a. Review action items and assign responsibilities
- b. Confirm next meeting date(s) and working group scheduling needs
- c. Address any remaining administrative matters

Adjournment