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Carolina Almonte

Executive Director

LGBTQ+ Meeting Minutes – April Meeting

Present: Chairs Bill Barnert and Zachary Dresser, Commissioners Linden Huhmann, Finley Foster, Vincent Monrreal, Gregory MacDonough, Evan Mackay, Sukia Akiba, Cindy Telingator, Noelani Kamelamela, Mary Gardner

Staff: Executive Director Carolina Almonte, Director of Operations Sarah Binney, LGBTQ+ Program Leader Phoebe Hallahan, LGBTQ+ Research Associate Amelia Joselow

Absent: Commissioner Bob Bordone, Caitlin Egleson, Emmy Howe

1. **Call to order**
 - Chair Dresser called this meeting to order at 6:15pm.
2. **Review and approval of agenda**
 - No Commissioners had any additions to the agenda.
3. **Review and approval of March 2025 minutes**
 - Chair Barnert moved to approve the March 2025 meeting minutes with a change to a name spelling. Commissioner Foster seconded. All Commissioners voted to approve the minutes.
4. **Staff Reports**
 - ED Almonte
 - The LGBTQ+ Commission is moving offices to 689 Mass Ave the first week of June. The June Commission meeting will be the first LGBTQ+ Commission meeting in the new office space.
 - There will be a get together dinner with the Commissioners from Police Review Advisory Board, Peace Commission, Human Rights Commission, Commission on Immigrant Rights and Citizenship, and LGBTQ+ Commission on June 4 from 6:00pm – 8:00pm at the 689 Mass Ave conference room. A form will go out to all commissioners asking for RSVPs.
 - Pride Planning Updates
 - Cambridge Pride will be on **Sunday, June 8 from 11:00am – 2:00pm**. The event will be outdoors on Bigelow St. Or inside City Hall in case of rain.

- DOO Binney asked commissioners to brainstorm Pride Brunch outreach methods. Commissioners suggested eventbrite, Pleasure Pie newsletter, LesBos newsletter, and press release. DOO Binney will print color flyers for Pride and Commissioners can pick up flyers from office to distribute.
- RA Joselow asked commissioners about possibility of CARE team providing de-escalation presence at event. Commissioners were in favor. DOO Binney will reach out to CARE team.
- RA Joselow shared that she will be working with the Office of Mayor Simmons to create a Cambridge Queer History exhibit inside city hall.
- RA Joselow has reached out to local community resources to table at Pride event.
- Chair Barnert, Chair Dresser, and Commissioners MacDonough, Telingator, Monrreal, and Kamelamela confirmed that they would be able to volunteer at Pride event.
- Riverfest Updates
 - Riverfest will be on **Saturday, June 21**. ED Almonte shared that she will ask the Department of Public Works about providing a table and chairs and a tent for the Commission table. Chair Barnert also has a tent that could be used for the event.
- SAGE Table
 - The next SAGE Intergenerational Dinner will be on **Thursday May 8 at 6:30pm**. Any Commissioners interested in facilitating a table should reach out to PL Hallahan.

5. **Working Group Reports**

- Outreach Working Group – The outreach working group asked questions about the purview of staff vs. Commissioners for outreach efforts. ED Almonte directed to outreach guide shared at March meeting. Outreach working group asked Commissioners to reach out with suggestions for organizational outreach.
- Seniors Working Group – The book club for How We Get Free: Black Feminism and the Combahee River Collective will be happening in the fall in collaboration with the Central Square Library.
- Youth Working Group – The Commission will be sharing a table with CampOUT at Youth Pride on May 17. Chair Barnert and Commissioners Howe and Monrreal volunteered to table.

6. **Old Business**

- DOO Binney is reaching out to the Department of Recreation to discuss possibility of Trans and Nonbinary Pool Party in August. Commissioner Foster reinforced the importance of a dedicated separate space for community members.

7. **New Business**

- Co-chair elections – Commissioner Monrreal nominated Chair Dresser to be re-elected as Co-chair. Commissioner Kamelamela seconded. All Commissioners voted in favor. Chair Dresser nominated Chair Barnert to be re-elected as Co-chair. Commissioner MacDonough seconded. All Commissioners voted in favor. Chair Barnert and Chair Dresser will be Co-chairs of the Commission for a year term that expires in April 2026.

8. **Public Comment**

- No members of the public were present.

9. **Adjournment** – Chair Dresser moved to adjourn the meeting at 7:29pm. Commissioner Foster Seconded.

APPENDIX A: Event Planning Guidance Chart for LGBTQ Commissioners

We have multiple Working Groups, staff, & others that may want to organize an event. This is a new document that Carolina wrote to help standardize the process of creating & hosting events.

Event Planning Guidance Chart for LGBTQ+ Commissioners and Staff

This chart is designed to provide clarity and structure to LGBTQ+ Commissioners and staff for planning and executing community programming.

1. Event Planning Framework

Step 1 - Idea Creation

When a Working Group meets, use the questions below to begin planning:

1. Define Objectives:
 - o What is the purpose of the event?
 - o What outcomes do we hope to achieve (e.g., education, community building, advocacy)?
2. Identify Target Audience:
 - o Who is the event for (e.g., youth, LGBTQ older adults, allies)?
3. Establish Budget and Resources:
 - o Determine funding request and staff support capacity.
 - o Identify potential partnerships.
4. Check Existing Practices:
 - o Review previous events for guidance and lessons learned.

Step 2 – Bring ideas to the full Commission

When a Working Group wants to plan an event, it must first be brought to the full Commission for **discussion and a vote**. However, please note that not all events can be possible due to budget constraints and staff capacity, but we will try to implement as many events for the community as we can.

In terms of which events are possible, they must be aligned with the Ordinance: “To design and implement programs that promote and sustain equality for all LGBTQ+ individuals residing or working in the City.” This is very broad as we have a lot of freedom to create events that educate the community and bring the community together/create social resiliency.

If an event is voted in the affirmative, continue with steps below.

2. Coordination and Logistics (Staff can support)

Select Date and Location:

- Consider accessibility of the venue, if in-person.
- Avoid conflicts with other major community events.

Develop a Timeline:

- When should planning be finalized?

3. Plan Outreach and Promotion:

- Use the Newsletter (add event to the shared send schedule).
- Leverage LGBTQ+ Commission social media account, City Communications Office (both internal and external), and partner organizations.
- Create a streamlined outreach plan.

Summary of typical outreach practices (these depend greatly on the scale/ nature of the event!)

- Create a flyer (include registration link with QR)
- Add calendar event to City website, link to flyer
- Submit to Communications office for posting in City daily update email
- Send to Phoebe for Instagram submission
- Submit to internal employee newsletter
- Add to LGBTQ+ Newsletter on Constant Contact (sometimes send out dedicated constant contact)
- Submit to other City departments to advertise- DHSP, CDD, library, etc.
- Print onto sandwich board signs to put in front of our office, city hall, library, etc.
- Submit to public newsletters (pleasure pie, etc.)
- Create Find it Cambridge page

4. Event Execution (Staff primarily handles this)**Finalize Details:**

- Confirm logistics, vendors, and speakers, if any.
- Prepare materials, if any.
- Bring brochure to distribute.
- Confirm Commissioner volunteers for set up, clean up, tabling.

Day-of Coordination**Set Up:**

- Arrive early to organize the space.
- Technology test (e.g., microphones, projectors).

Welcome and Facilitate:

- Greet attendees.
- Ensure moderators or facilitators are prepared.