

# Westminster Inclusivity Board

6:00-7:30 p.m., Wednesday, February 12, 2025, Hybrid Meeting

**MISSION:** The mission of the Inclusivity Board is to work with City Council to advocate for all voices within our community and to ensure everyone is treated with fairness, dignity, and respect.

**VISION:** The Inclusivity Board envisions a diverse community where everyone understands the city belongs to them and their participation matters.

## Meeting Minutes

- **Welcome (5 Minutes)**  
Members Present: Justin Davis, Steve Brachman, Michelle Zajic, Alan Farb, Jillian Hodge-Gibson, Rich Chamberlain, Miguel Mendoza, Donna Johnson. Members Absent: Megan Peters  
Staff: Amy Rodda, Kate Cooke  
Community: John Palmer
- **Old Business (30 Minutes)**
  - **Review and Approve Previous Meeting Minutes**  
Steve Moved/Michelle Second - Unanimous
  - **Election for Board Secretary**  
Justin thanked Seth for his service to the Board. He was a founding member of the board. Justin asked Kate to send him an acknowledgement gift.  
Steve Brachman moves to full member. Kate to double check terms between Steve and Alan.  
Justin asked for a nomination for secretary.  
Jillian offered to be Secretary.  
Justin asked additional nominations. None  
Rich Moved/Steve Second - no discussion, passed unanimously. Jillian abstained.  
Kate to send basic duties as outlined in the Bylaws. Justin thanked Jillian.
  - **Building Community/Outreach**
    - **Arts Week - Community Engagement - see attached schedule**
      - Kate and Justin provided an overview of the Arts Week schedule including all engagements.
      - Justin provided an overview of the diverse entertainers that will be performed from 2:30 PM - 8:00 PM. Justin noted that there will be a scholarship/sliding scale for tickets. He provided the members with a handout of the scheduled performers and their performance times.
      - Rich provided an overview of the open mic opportunity. Participants can read their poetry, sing, and/or read a story. The coffee shop also has art for sales in their coffee shop.
      - Steve and Michelle offered to volunteer.
      - Kate to provide materials about the Inclusivity Board at these events.
      - Kate - Arrange a tour of WHS theaters for the IB.
      - Kate - To send a copy of Justin's handout
      - Justin provided information about the upcoming summer theater series at Westminster High School
      - Justin would like to see the Inclusivity Board stamp/partnership on Arts Week in coming years.
  - **Annual Goal Review and Activity - see attached document**  
The Board wants to make this a standing work item. This will allow for more in-depth work will take place. Develop a timeline at the March meeting.

- **City Council Report** (10 Minutes)
  - Councillor David DeMott was excused,
  - Amy provided an update of the City Council's recent Strategic Planning Session. This work will be available on the City's website.

- **Break** (5 Minutes)

- **New Business** (45 Minutes)

- **Update – City Library Master Plan**

Amy provided an overview of the Library Master Plan. The plan was developed from data gathered through surveys, open houses, community listening sessions, and a community retreat. The plan identifies goals for the next five years.

- Mission, Vision, Values
- Five focus areas with goals, key initiatives, and outcomes
  - Expanded Outreach
  - Enhanced Services and Resources
  - Improved Facilities – space for teens, collaboration
  - Increased Awareness of Facilities and Services
  - Organizational Development
- Amy to email the draft overview to the Board members

**Michelle asked:** how much of plan is in response to community input. Amy said well over half. Staff took the community input and then it was further explored in the community retreat.

**Steve asked:** How does this fit with the PRL Vision Plan? Specifically, the PRL Vision Plan really showed the need for an additional library? Amy – Noted that they worked very closely with the PRL Vision Plan, The Library Master Plan started after the Vision Plan and therefore community data was available and the planning effort was able to build on that community input and actually refine the community outreach to answer questions raised through the PRL Vision. The PRL Vision Plan team had a consultant for libraries and this company bid on the Library Plan and was successful in obtaining the contract. This also helped expedite the planning process.

**Steve asked:** – Confused about the College Hill Library. Amy – The main floor of the library is leased by the City. Have an Inter-Governmental Agreement (IGA) with Front Range Community College (FRCC). The IGA has been in place for over 25 years. The City's library owns the books, materials, infrastructure (shelving, desks, computers, etc.). The second level is actually owned by FRCC. The City has started discussions around extending the IGA. FRCC wants to keep the City in the space.

**Amy** – Will be taking the library master plan to City Council in early April after the PRL Vision Plan.

- **City Signage – see attached memo**

Kate provided an overview of the answers to the questions raised by the Inclusivity Board. These responses were prepared by the Communications Team and staff from Community Services.

Justin – Expressed concern about the lack of a timeline associated with these two efforts. He noted that there is an urgency with respect to this issue. Therefore, he would like to see a more precise timeline.

Kate to reach out to the Communications Team and Community Services with a request for a timeline. Specifically, when will these two efforts be finalized.

Michelle – What about other languages? How is this access being provided?

Justin – These responses are very specific to Spanish. However, our populations vary across the city. Therefore, perhaps, developers should canvass the neighborhood in the notice area to determine the need for various languages.

Michelle – Perhaps QR codes are a way to address the various language needs.

Rich – The initial focus was on areas currently under development and expanding it to other types of notice is a good idea.

Justin – This seems very similar to the multi-lingual welcome signs that have been installed.

Justin – Would like this to be a standing meeting topic.

Michelle – The Inclusivity Board can be an asset to these processes.

Donna – Asked if there is liability associated with not having these plans/policies in place.

Kate to ask Language Access Plan team (and John's effort) to present at an upcoming meeting.

- **Community Report**

- **What's Happening in the Community?**

- Miguel – Senior Resource Center has received grant funds from Adams County.

- Miguel has connected SRC with Lindsey Kimball. He is staying involved with Police Department through the citizens police academy.

- Rich – Lunar New Year, Black History Month. March 13<sup>th</sup> is coming up – Persian New Year.

- Kate to check to see if a calendar can be developed on their webpage that notes all of these type of cultural events.

- Steve – Attended PRL Vision Plan sessions. He is very impressed with the planning effort. Implementation will be an effort.

- Michelle – State is facing a budget deficit for 25-26 of about \$650 million. This will impact programs that benefit residents of Westminster especially those with limited resources. By the March meeting of the Inclusivity Board, Michelle should have insights as to where cuts will be made and how those will impact the City and City residents.

- Alan – Unhoused/homeless population – starting to see new people out in the community. Warming centers have been open twice in past five weeks. 33 people over night. 45 people in the previous cold snap. MLK festival – asked if the applicant ever reached out. Kate responded that they had not submitted an application.

- **Future Meeting topics**

- March 12, 2025 – Alex Reeves Naming Policy

- April 9, 2025 - Kate Skarbek to provide an update on homelessness initiatives.

- May 14, 2025 – John McConnell, Stephanie Troller to provide an update on the Unified Development Code

- City Engineering – Sidewalk Plowing and Walkability

- Chris Chovan – Transportation Demand Management Programming

- Other topics?

- Kate to invite a representative from the Language Access Plan to present at a future meeting.

- Should IB have a resolution for MLK Day for next year?

- **Community Event Calendar**

- See attached list

- **Closure/Reflection (3 minutes)**

# WESTMINSTER Arts WEEK

Westminster Arts Week is a community celebration of makers and creators that seeks to connect our community through art, music, and theater. We believe everyone is a maker and creator and creativity lives in Westminster. Join us as we celebrate creativity in our community!

- All engagements are indoors due to weather concerns.
- All engagements celebrate the diversity of our community.
- Partners in the 2025 Arts Week share their business space to host artists, art engagements, and musical performances.
- Our limited budget precludes the rental of equipment such as tents, generators, port-o-lets, stages, etc.

## 4/26 – Saturday - Orchard Town Center - 1:00 – 5:00 PM

- Free – Live Mini Mural Paintings
- Free - Make and Go Art Engagements
- Free - Community Chalk Art
- Shakespeare in the Parking Lot – Romeo and Juliet and Much Ado about Nothing – TENTATIVE

## 4/27 – Sunday – College Hill Library - 1:00 PM – 5:00 PM

- NMAA Art Show and Awards Reception
- Free - Make and Go Art and History Engagement at the Westminster Archive

## 4/28 – Monday – Bowles House - 5:30 PM – 8:00 PM

- Free - Ticketed tours of the Bowles House

## 4/29 – Tuesday - Westminster High School – 4:00 PM – 7:30 PM

- Free District Wide Art Show
- Free Live Music

## 4/30 – Wednesday – Two Locations 5:30 – 8:00 PM

College Hill Library 5:30 PM – 8:00 PM

- Free - Artist Roundtable Discussion - Women Welders Speak
  - Artists Include: Jodie Bliss, Charlotte Zinc, Bobbie Rubingh, Reven Swenson,
- Orchard Town Center 6:00 PM – 8:00 PM
- Free Trivia Night – Windfall Brewing Company - TENTATIVE

## 5/1 – Thursday – The MAC – 5:00 – 8:00 PM

- Free – Paletteers Art Show
- Free make and go art engagements
- Free artist demonstrations

## 5/2 – Friday – Downtown Westminster – 2:00 PM – 8:00 PM

2:00 – 8:00 PM

- Fuse Box Art Gallery – Open.
- Artisan Market – Fuse Box – Hosted by Paletteers Art Club

4:00 – 8:00 PM

- Free - Live Mini Mural Paintings
- Free - make and go art engagements

**5/2 – Friday – Historic Westminster – 7:00 PM – 9:00 PM**

7:00 – 9:00 PM

- Open Mic at Creative Corner Coffee Shop
- Sign up at 6:45 PM at Creative Corner Coffee Shop, 3965 West 73<sup>rd</sup> Avenue Westminster

**5/3 – Saturday – Historic Westminster: Free, Art and Music Engagements – 11:00 AM – 9:00 PM**

11:00 AM – 3:00 PM

- Free - Live - Mini Mural Paintings
- Free - make and go art engagements
- Free ticketed tours of Colorado Sound
- Artisan Market – Subjective Coffee
- 73L - Hot Cocoa, Free Make and Go Art Engagement

1:00 PM – 2:00 PM

- Art Reception at Aar River Gallery

2:30 PM – 5:00 PM

- Music and Dance Performances at Colorado Sound Studios

5:30 PM – 9:00 PM

- Music and Dance Performances at Westminster High School



## WESTMINSTER

To: Inclusivity Board Members  
From: Kate Cooke, Cultural Affairs Coordinator  
RE: Follow Up - January 8, 2025 Meeting

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At the January 8, 2025 meeting of the Inclusivity Board, a few questions were raised concerning the translation of signs related to projects underway in the community.

We reached out to the City's Communications Team and also staff members from Community Services and offer the following updates:

### Update from Communications Team

- The City develops informational materials such as flyers, mailers, door hangers, and billboards in English and Spanish. As part of the City's commitment to equitable access, we are continuing to expand Spanish-language signage in city facilities. The language access initiative is not complete and established rules, and regulations have yet to be finalized. Once finalized, this information will be shared with the Inclusivity Board.

### Community Services Signage

- Staff is working with city management to devise a reasonable solution to incorporating Spanish language into public notice signs. These are the signs that are located at properties in the development process and properties where a zoning change is being proposed. Considering that the public notice signs are solely the responsibility of the applicant, additional time and consideration is being given to ensure staff gets this right and ensures that the transition is manageable by the applicant.



## WESTMINSTER

### DRAFT 2025 City Events with Estimated Attendance

#### JANUARY

Free Fitness Week: Jan 1-7 (Recreation) 13,263 attendees  
One Book Westminster: Jan-April (Libraries)

#### FEBRUARY

Line Dance Party: Feb 14 (Recreation)  
Galentine's Day Rom Con: Feb 15 (Libraries)

#### MARCH

PRL Job Fair: March 1 (Recreation) 300 attendees  
Bocce Tournament: March 8 (Recreation) 80 attendees  
St. Baldrick's Day Fundraiser: March 15 (CMO)

#### APRIL

Adult Egg Hunt: April 12 (Os) 350 Attendees  
Art & Authors Showcase: April 19 (Recreation)  
Great Global Cleanup: April 19 (PGOS) 1137 attendees  
Dia de los Ninos Celebration: April 27 (Libraries)  
Westminster Arts Week: April 26 – May 2 (Ops) 670 attendees

#### MAY

Spring Pottery Sale: May 3 (Recreation) 1,000 attendees  
Police Officer Memorial Day: May 10 (PD)  
Armed Forces Day Ceremony: May 17 (Ops) 350 attendees  
An Evening in Paris: May 18 (Recreation) 200 attendees  
Shred-a-Thon: TBD (PD)  
Movie in the Park/Neighbor Nights: May 30 City Park (Ops) 800 attendees  
Summer Lunch Program: May-Aug (Recreation) 34,442 meals  
Standley Monster: May-Aug (PGOS & Ops)

#### JUNE

Summer Reading Program: June 1-July 31 (Libraries)  
Summer Block Party: June 6 (Ops) 1,400 attendees  
Jr. Ranger Academy: June 8, 15, 22, 29 & July 13, 20, 27 (PGOS) 36 attendees  
(grad dates)  
Top Taco: June 12 (Ops) 4,500 attendees  
National Pollinator Week: June 17-23 (PGOS) 55 attendees  
Public Safety Open House: June 22  
Movie in the Park: June 27 Westminster HS (Ops) 750 attendees  
Sparkler Softball Tournament: June 26-July 6 (Rec & PGOS) 25,000 attendees

#### JULY

Uncle Sam Splash Bash: July 4 (Recreation) 250 attendees  
July 4<sup>th</sup> Celebration: July 4 (Operations) 11,800 attendees  
Vintage Baseball (Partner Event): July 12 200 attendees  
Movie in the Park/Neighbor Nights – Amherst Park - July 18 (Ops) 900 attendees  
Jr. Ranger Academy: June 8, 15, 22, 29 & July 13, 20, 27 (PGOS) 36 attendees

Westy Craft Brew Fest: July 26 (Ops) 1,600 attendees

### **AUGUST**

National Night Out: August 5 (PD) 250 attendees

Doggie Dive-In: Aug 16 (Recreation) 250 attendees

Movie in the Park/Neighbor Nights Legacy Ridge Aug 29 (Ops) 1050 attendees

### **SEPTEMBER**

Family Camp Night: Sept 13-14 (PGOS) 76 attendees

### **OCTOBER**

Outdoor Theater: TBD(Ops) 500 attendees

World Migratory Bird Day: Oct 11 (PGOS) 200 attendees

Westy Fest: Oct 18 (Ops) 37,000 attendees

Fire Prevention Month (Fire)

### **NOVEMBER**

Holiday Craft Show: Nov 1 (Recreation) 2,491 attendees

Holiday Pottery Sale: Nov 8-9 (Recreation) 1,000 attendees

Honor the Land & Streams: Nov 15 (PGOS) 95 attendees

### **DECEMBER**

Hometown Christmas in Historic Westminster (Partner Event): Dec 5 300 attendees

Holiday Lighting Ceremony: Dec 6 (Ops) 2,500 attendees

Fire Santa Visits: Dec 8-13 (Fire) 692 attendees

Holiday Luncheon: Dec 13 (Recreation)