Advisory Committee on Racial Equity,
Inclusion, and Human Rights Agenda
November 17, 2026 @ 6:00 PM
City Hall, Paul Bunyan Room, 73 Harlow Street, Bangor

For language and physical assistance requests, please call Grace Innis at 207-992-4276 as soon as possible to ensure availability. Parking for the meeting is available in the parking lot next to the building on Harlow Street and includes a ramp and accessible doors.

Doors open fifteen minutes prior to the start of the meeting.

Paul Bunyan Room is located at the end of the hallway on the first floor next to stair case (Exchange Street side).

Current Membership and Terms

Regular Members:

Katie Brydon, Chair (12/31/2027)
Vacant (12/31/2026)
Adam Baker (12/31/2026)
Suzette Furrow (12/31/2028)
Annie Tompkins (12/31/2028)
Shane Boyes, Vice Chair (12/31/2027)
Rheylan Burke (12/31/2026)
Mark Roth (12/31/2027)
Teresa Fallon (12/31/2028)

Nonvoting Members:

Carollynn Lear, City Manager, or Designee
Viley Lin, School Student
Marie Robinson, Superintendent of Schools, or Designee
Susan Faloon, Councilor (10/31/2027)

1. **Call to Order**
2. **Roll Call: Attendance**
3. **All Public Comment** – Limited to 15 minutes; Chair may reopen at end
4. **Committee Business**
    - Blogs for Consideration
    - Civil Discourse Follow Up & Discussion
    - Onboarding Document Update
    - Annual Report
5. **Events**
6. **Council Liaison and/or Manager Updates**
7. **Adjourn**

Future items: Minutes of Sept. 29, Oct. 6, and Oct. 27th.

Next meeting is scheduled for December 29, 2026 (subject to change).

CITY OF BANGOR

Advisory Committee on Racial Equity, Inclusion, and Human Rights

New ~~Committee~~ Member Onboarding Packet

~~January~~ 2026

New draft version

Contents

1. Welcome 3
2. History of the Committee 3
3. Committee Overview 3
   A. Membership, Term, and General Information 3
   B. Freedom of Access Act (FOAA) Training 4
   C. Organizational Meeting 4
   D. Operation of Meetings 4
   E. Meeting Times 4
   F. Agendas 5
   G. Work Plan 5
4. Committee Budget 6
5. Annual Report 6

Addendum 1 - Sample Agenda for Onboarding Purposes 7

Addendum 2 - Annual Calendar of Topics & Goals 8

1. Welcome

On behalf of the citizens of Bangor, we'd like to thank for your willingness to serve on the Advisory Committee on Racial Equity, Inclusion and Human Rights.

This Committee was created by the City Council in October of 2020 to reflect the City's commitment that racial equity, inclusion, and human rights are core values for the City of Bangor, its Council, School Committee, and employees. This action was taken to demonstrate the City's commitment to a fair, inclusive work environment that provides an atmosphere that allows all individuals to attain their greatest potential, promote a sense of belonging, and achieve the greatest benefits for the city.

The Committee's overarching mission is to foster and advance a shared culture in the community that promotes the goals of accepting, respecting, and valuing differences, including attributes such as age, race, gender, ethnicity, religion, sexual orientation, gender expression, sexual identity, ability, language, family circumstances and cultural backgrounds.

2. History of the Committee

This Committee was created by the City Council in October of 2020 to reflect the City's commitment that racial equity, inclusion, and human rights are core values for the City of Bangor, its Council, School Committee, and employees. This action was taken to demonstrate the City's commitment to a fair, inclusive work environment that provides an atmosphere that allows all individuals to attain their greatest potential, promote a sense of belonging, and achieve the greatest benefits for the city.

3. Committee Overview

~~A copy of~~ City Ordinance establishing the membership, guidelines for selection of members, residency, meetings, annual report, mission, and goals. The full document can be found at www.bangormaine.gov or by clicking this link. ~~goals, etc. is attached for your review.~~

A. Membership, Term, and General Information

There are nine (9)~~eight (8)~~ appointed voting committee members and four (4) non-voting committee members. Voting committee members' terms run on a calendar year basis, but mid-term vacancies are actively advertised to be filled.

As a City Council appointed Committee, the meetings of the group are considered a public meeting. In order to conduct business, there must be a quorum of committee members present of~~, which is~~ five (5) voting members.

B. Freedom of Access Act (FOAA) Training

There is an annual training for all committees and boards. ~~Attached please find a copy of the State's FAQ relate to FOAA.~~ Staff will be available during a regularly scheduled committee meeting to review the requirements and address any questions. Visit www.maine.gov/foaa/faq for more information.

C. Organizational Meeting

By Ordinance, the Committee shall elect a Chair, Vice-Chair, and Secretary annually. The recommendation is that this be an agenda item on the first meeting in January after the seating of new members.

The Chair and Vice-Chair positions meet with City staff to establish the meeting agendas and work through other issues as they arise, so there is an increased time commitment with the two leadership positions.

D. Operation of Meetings

- Meetings are generally held at City Hall~~held in Council chambers or~~ and ~~-~~can be attended by Zoom when necessary, in accordance with the City's Remote Participation Policy.
- When held at City Hall, ~~M~~members of the public can ~~view~~ attend in person or watch live~~view~~ via City of Bangor ~~Facebook feed.~~YouTube page at www.youtube.com/cityofbangor.
- In order to conduct business, there must be a quorum of committee members present, which is five (5) voting members.

Meeting Process

- Chair calls the meeting to order;
- Roll call is taken with a record of attendance;
- ~~Chair calls for approval of minutes; needs to be approved by another member and seconded by a third~~
- The Chair will preside over the meeting.
- The Committee does not need to abide by Roberts Rules, however, votes in which a motion is made and seconded by another. Should the motion be doubted, a roll call vote should be taken and recorded in the minutes. Votes are necessary when the Committee wishes to make a formal recommendation to the City Council or staff.

E. Meeting Times

By Ordinance, the committee shall meet at least six times annually, but may meet more often. As time commitments vary by Committee member, the Committee should consider establishing a regularly scheduled meeting time during its January meeting. In the past it

has been the Tuesday following the second Council meeting of the month. The start time is generally 6:00 PM but is subject to change. If a dispute regarding the start time arises, then the start time shall be decided based on majority vote.

F. Agendas

Meeting agendas are set by the Committee Chair, and/or Vice-Chair in their absence, in conjunction with city staff. Items are generally ~~established~~ based on the direction received at the prior meeting, referrals by City Council or staff, and include reporting back of any priorities being advanced by the Committee.

When topics of potential interest are being reviewed or discussed in other forums, City staff will work to ensure all Committee members are made aware. City staff will assist members in signing up to receiving weekly meeting notices when possible. Committee members may sign up to receive direct noticiation of when meeting packets are posted by visiting www.bangormaine.gov/alerts and are posted the Friday before on the City's website at www.bangormaine.gov/agendas. ~~, so all members have access to regularly scheduled weekly meeting packages.~~

~~Each meeting aims to have each other following areas covered:~~

- ~~Policy~~
- ~~Education~~
- ~~Ordinances~~
- ~~Update from City Manager~~

See Addendum 1 for a sample agenda.

G. Work Plan

Ascertaining priorities and a work plan for the coming year should be factored into the discussion of meeting times. Prior committee members have cited a desire to create subcommittees of no more than three (3) voting committee members to work through priorities and report back to the entire committee.

The following priorities were identified as potential areas of focus in the past.

The committee should attempt to have a calendar that helps guide the next years activities but leaves room for any crucial topics that may come up. See Addendum 2 for a sample calendar.

Potential priorities

Finalize calendar to include dates and months of significance – to serve as a guide for the scheduling of City meetings and to serve as an educational opportunity.

- Accessibility of All Types

- Review of Ethics
- Review of Hiring Practices
- Provide input on Homelessness

4. Committee Budget

The Advisory Committee for Racial Equity, Inclusion, and Human Rights does not currently have a standalone budget. The committee can make a request to City Council to funding to assist with educational program for the committee and other city groups.

5. Annual Report

The committee is required to submit to City Council, an annual report outlining its accomplishments during the previous year.

Addendum 1 - **Sample Agenda for Onboarding Purposes**

Advisory Committee of Racial Equity, Inclusion, and Human Rights
5:30p | Council Chambers

Members Present: Chair, Vice Chair, Members
Members not present: Members
City of Bangor staff present: City Manager, City Council Chair

1. Call to Order
    a. Minutes review and approval
2. Policy Updates
    a. State Legislature Changes
    b. Re: remote attendance for committee meetings
3. Education Updates
    a. Updates from Bangor School Department
    b. Noted changes
    c. Feedback from Committee
4. Ordinance Update
    a. Membership and reporting for committee members
5. Committee Monthly Topic: Goal Setting for 2023
    a. Three new members joining
    b. Onboarding resources and planning
    c. Annual reports and budget planning
    d. Committee work: survey results and evaluation
6. New Business
    a. No new business
7. Meeting adjourned

Addendum 2 - **Annual Calendar of Topics & Goals**

Month	Policy Review	Ordinances	Education & Outreach	Cultural or Religious Observances	Monthly celebration/awareness
September	Advisory board structure and meeting review	Survey review	Indigenous People's Day engagement	Rosh Hashanah	Hispanic/Latinx Heritage Month (Sept 15 - Oct 15), National Recovery Month, Labor Day
October	School department DEI updates		Identify training goals and needs for 2023	Yom Kippur Sukkot Diwali	NDEAM, National Coming Out Day, Indigenous People's Day
November	Review onboarding draft		RFP for website MLK Day events and support		Native American Heritage Month, Veteran's Day, National Day of Mourning
December		Tenant's Bill of Rights review		Hanukkah, Christmas, Kwanza	World AIDS Day, UN Human Rights Day
January	Review training options and DEI training goals/needs for all city-appointed council members and City Staff		Identify which events we want to host/support this year. Determine what is needed, who will be involved	Lunar New Year	Poverty in America Month, MLK Day
February	Hiring practices for city positions	Budget review			Black History Month, National Freedom Day, Ethnic Equality Month
March		Budget final	Red lights in City Hall for Autism Acceptance	First day of Ramadan Holi	Gender Equality Month, National Dev. Disabilities Month, International Transgender Day of Visibility, Women's History Month
April		Submit budget		Passover Good Friday, Easter Eid al-Fitr	Diversity Month! Autism Acceptance Month, Arab American Heritage Month, Deaf History Month
May					Asian American and Pacific Islander Heritage Month, Mental Health Awareness Month, Older Americans Month, Jewish American Heritage Month
June				Eid al-Adha	LGBTQ+ Pride Month, Caribbean American Heritage Month
July					Disability Pride Month
August					Women's Equality Day