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**BIPOC Steering Committee  
Community Subcommittee  
Meeting Minutes  
January 18th, 2024 6:00pm, Virtual**

**Start time:** 6:05pm

**Committee Members Present:** TJ Atkins (Community co-chair), Tamisha Butler, Dr. Stacey Jackson, TaNevia Johnson, Efren Martinez (Community co-chair), Erica Mitchell, Addison Vang, Dang Vang (Government co-chair)

**Committee Members Absent:** Antoine Hill, JD Jones, Berlye Middleton (Community co-chair), Leslie Stephens, Charles Woods

**Staff Members Present:** Anoosheh Hamzehee, Erin Hanson, Danya Morman

1. Call to Order - TJ Atkins called the meeting to order at 6:05pm.
2. Open public comment.
  - a. Kayla Johnson from the Chippewa Valley LGBTQ+ Resource Center introduced themselves as a potential future resource.
3. The Subcommittee voted to approve the minutes from January 11th.
4. Discussion items:
  - a. Review of the climate survey created by TJ Atkins.
    - i. The survey will contain questions related to government and community.
    - ii. To revise the survey, Dr. Stacey Jackson will create an introduction statement explaining who the BIPOC Steering Committee is, why the survey was created, and how the data will be used. Tamisha Butler will add headings to each section of the survey. These edits will be made by Monday, January 22nd.
    - iii. The Subcommittee wants the survey to be translated to Spanish and possibly Hmong. Efren Martinez will translate it into Spanish. Anoosheh will reach out to the Eau Claire Area Hmong Mutual Assistance Association to determine how to best translate the survey into Hmong.
    - iv. Cognito Forms will be used for the survey.
5. Future agenda items and announcements:
  - a. The Subcommittee will next meet on January 25th after the full BIPOC Steering Committee meeting at 6:30pm.
  - b. The survey questions will be finalized.
  - c. Logistics of the distribution plan and timeline for when to have the survey close will be discussed.

1. Adjournment - The meeting adjourned at 7:17pm.

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