

AGENDA
CULTURAL RELATIONS ADVISORY BOARD
10:00 am Wednesday, November 15, 2023
City Hall – City Commission Chambers/City Court
806 N. 2nd Ave.

CALL TO ORDER

CONSENT Calendar

1. October 25, 2023, Minutes

OLD BUSINESS:

1. Strategic Plan for Welcoming and Integration
 - a. Civic Engagement
 - i Community Assessment – Brenda Carmona
 - ii Voter Engagement
 - b. Engage Dodge Program Update and Plans for Spring 24
 - c. Language Access
 - d. USCIS Mobile Services Update
 - i Naturalization Outreach Event, 5:00pm, December 6, 2023, Boot Hill Museum
2. New Americans Dinner- 6:30pm, December 6, 2023, Boot Hill Museum
3. Welcoming Week Committee
 - e. Five Flags Video Update- Holly Mercer, DC3
2024 International Festival- Sunday, September 8, 2024
4. Vacant At-Large Board Position

NEW BUSINESS

1. Immigration Attorney Clinic Planning Discussion

BOARD PROGRAMS/DATES (keep in mind):

1. USCIS Mobile Services, December 6 & 7, 2023, Hennessey Hall
2. Naturalization Outreach Event – 5:00pm, December 6th, Boot Hill Museum
3. New American Dinner – 6:30pm, December 6, 2023, Boot Hill Museum
4. Human Rights Day – Saturday, December 10, 2023
5. International Festival Planning Committee – 9:30am, January 17, 2024
6. CRAB Meeting – 10:00am, January 17, 2024

MINUTES

CULTURAL RELATIONS ADVISORY BOARD

Wednesday, October 25th, 2023 – 10:00 am
Catholic Charities Conference room – 804 N. Second Ave.

CALL TO ORDER

Attendees: Brenda Carmona, Holly Mercer, Karim Schneider, Coral Lopez, Debbie Snapp, Elizabeth Reazola

Absent: Esmeralda Ruiz, Sandra Rodriguez, Kurt Lampe, Francisco Talamantes, Karla Lees, Isabel Garcia, Esmeralda Soto

Guests: Jennifer Dyer

Staff: Melissa McCoy, Darlin Rayo

OLD BUSINESS:

1. Strategic Plan for Welcoming and Integration
 - a. Engage Dodge Program Update and Plans for Spring 24
 - i. The Engage Dodge program for fall 2023 is currently underway. Two participants originally scheduled for this session required morning classes due to work commitments. However, given the insufficient number of participants for the morning session, the decision to cancel their participation and reschedule them for the spring term was made. For the spring session Engage Dodge organizers are collaborating with ESOL and Diversity, as well as The Adult Learning Center, to assist with recruiting participants for the spring of 2024. Additionally, we are planning a session for the summer of 2024 to accommodate their needs.
 - b. Civic Engagement Voter Videos Updates
 - i. Darlin is the featured participant in our latest set of videos, and Collin, the City PIO, has been diligently producing them. Today, they will release two new videos. Debbie Cox will be sharing them, and it was kindly requested that everyone else does the same.
 - c. Language Access
 - i. There were no updates on the Language Access program at this time.
 - d. Youth Council Project
 - i. Nick and Melissa have been researching and learning more about youth councils through ICMA and are prepared to initiate the formation of a Youth Council for the City. Roxana Arjon will be returning to complete her fellowship and assume a leadership role in overseeing the project.
 - e. USCIS Mobile Services Update
 - i. USCIS has established a recurring presence in Dodge City, Garden City, and Liberal. They will visit Dodge City every three months and rotate between these locations. Their next visit is scheduled for December, during which interviews and biometric

Minutes Submitted by Darlin Rayo
Approved 00/00/0000

appointments will be conducted by appointment only. To assist people in navigating and finding their way, signage has been created for the convenience of visitors. USCIS plans to continue this quarterly schedule, and they will inform us if this arrangement aligns with their plans for the next fiscal year.

- f. Community Foundation Grant
 - i. City of Dodge City received a letter stating they will be awarded a grant from the Community Foundation.
- 2. New Americans Dinner (proposed dates)
 - a. Darlin and Melissa met with Lynn and Natalie to discuss potential dates, with November 15th and December 6th being considered, with preference to be for December 6th. USCIS is scheduled to be here on December 6th and 7th to provide mobile services and host an engagement session on the 6th and it was discussed if it should be followed by dinner. For logistical purposes, they will coordinate the session and dinner at the same location. Furthermore, the Chamber Holiday posada is scheduled for the 7th at Boot Hill. If it is decided to have the event at the depot, it will require an outside caterer to provide the meal. Brenda and Debbie will not be available but can send staff to assist. Liz mentioned that USCIS candidates may appreciate congratulatory messages from USCIS but will be confirmed with Dawn to confirm their willingness. We are aiming to invite around 30 people. Liz suggested that the union may have a record of people who have received their citizenship, and Debbie may have information on individuals who have recently become citizens.
- 3. Welcoming Week Committee
 - a. Five Flags Video Update
 - i. Humanities Kansas and Holly had a productive discussion about the project. Once it is published, they will provide a link to share. Holly will check to see if there is a timeline for the video. Having the video ready by the end of the year to launch at the beginning of the year would be ideal.
 - b. Approval of date for 2024 International Festival – Sunday September 8, 2024
 - i. Hoover Pavilion is typically booked a year in advance, and the Parks department has inquired about our preferred date. We are currently considering Sunday, September 8th, at Wright Park. Melissa raised the question of potential conflicts, and we discussed the event's start time. There was a suggestion to move the start time earlier. Save the date was mentioned, with Coral suggesting a time frame from 2-6 PM instead of 3-7 PM. We need to work on establishing the event's agenda. Darlin will be preparing a timeline for the event and will present it at our next meeting. Melissa also encouraged members to consider their involvement in the meeting. Regarding the timeline, Darlin asked that if anyone has information or suggestions, they should send an email to facilitate the planning process.
- 4. Vacant At-Large Board Position
 - a. There is currently a vacant at-large position that requires filling. Additionally, we need someone to fill the Ministerial Fellowship position. Please contact Melissa and Darlin with recommendations.

NEW BUSINESS

1. USCIS Stakeholders Meeting – September 19, 2023 at Wichita Field Office
 - a. Melissa and Darlin plan to attend.
2. USCIS Mobil Services
 - a. They will be here September 27th – 29th at Hennessey Hall to offer biometrics and naturalization interviews.
3. USCIS Naturalization Outreach 5:00pm-6:30pm, September 27, Santa Fe depot
4. Community Foundation of Southwest Kansas Grant Application
 - a. This application will be submitted for the 2024 Crossroads Kitchen event and naturalization scholarships also for 2024.

BOARD PROGRAMS/DATES (keep in mind):

1. Municipal Service Building (MSB) Open House – November 9, 2023
2. USCIS Mobile Services – December 5-7, 2023
3. New Americans Dinner – December 6, 2023
4. Human Rights Day – Saturday, December 10, 2023

COMMENTS FROM BOARD MEMBERS/STAFF

ADJOURNMENT

With no further business to discuss, the meeting was adjourned.

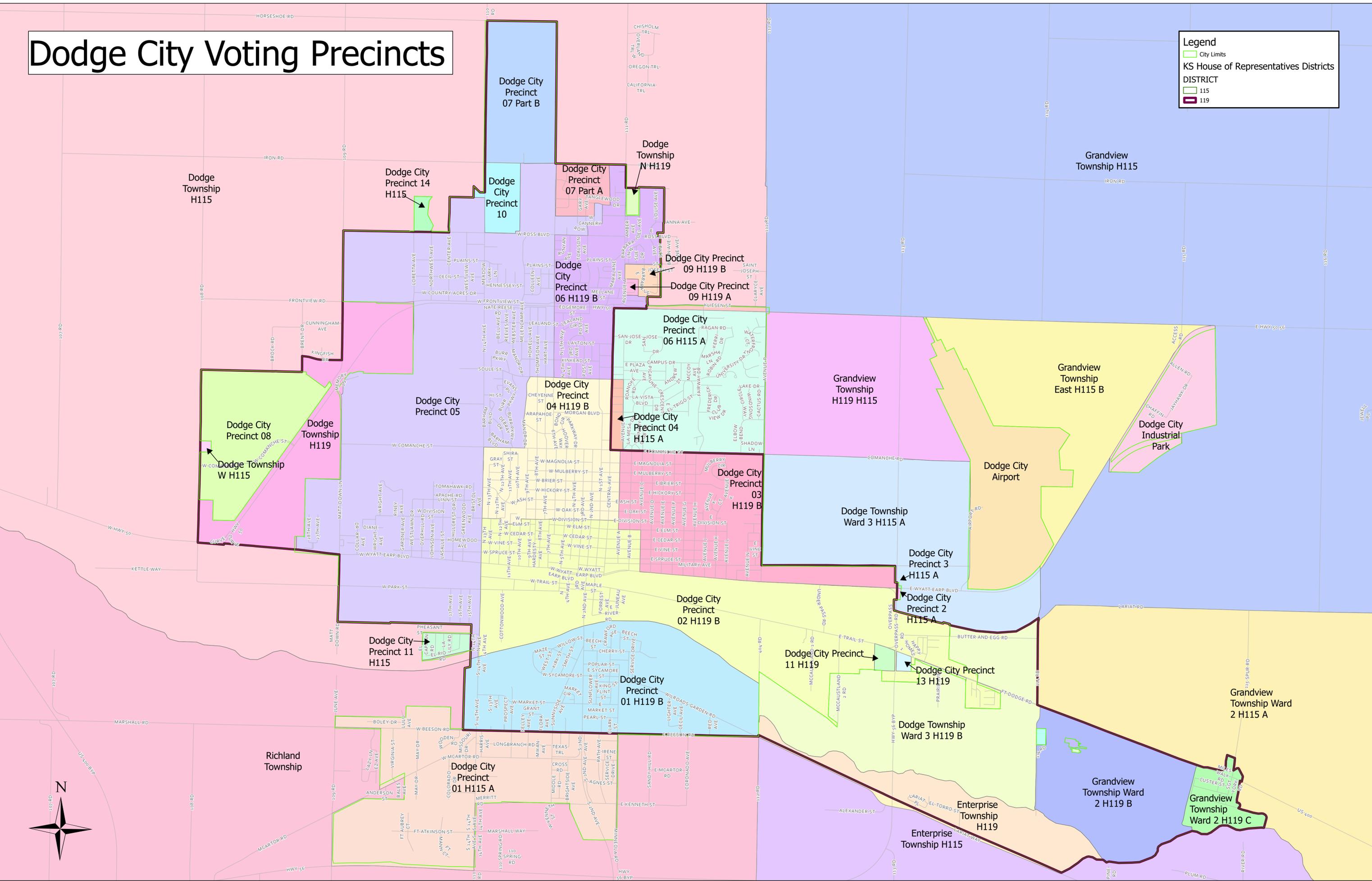
Dodge City Voting Precincts

Legend

- City Limits
- KS House of Representatives District

DISTRICT

- 115
- 119



SAVE THE DATE
September 08, 2024

WELCOMING



Dodge
City

International Festival
2024

International Festival Timeline

March

Form planning committees

Crossroads Kitchen

Entertainment

Vendors

Sponsors

Logistics

Communications/Marketing

Assign committee leads and responsibilities.

Set the festival date and location.

Establish an initial budget.

April

Secure the city permit for the event.

Determine the number of tables and chairs required.

Arrange for restroom facilities.

Plan the flag display and welcoming signs.

May

Select and book entertainment acts.

Recruit and organize volunteers.

Assign volunteers to specific roles.

Create a schedule for entertainment performances.

June

Invite vendors to participate and establish booth locations.

Secure sponsorships and gather promotional materials.

Coordinate with vendors and sponsors on event logistics.

Finalize agreements and payments with vendors and sponsors.

July

Develop a marketing plan, including social media and radio promotion.

Create a festival website or update the existing one.

Draft the city proclamation and prepare for its announcement.

Launch social media and radio campaigns.

August

Review and adjust the budget as needed.

Conduct a walkthrough of the event space with all committee leads.

Execute the city proclamation and engage local media.

Finalize all event details two weeks prior and distribute promotional materials.

In the final weeks leading up to the festival, each committee should continue to work on their respective tasks, including monitoring logistics, confirming details with vendors, promoting the event, and coordinating with Staff as needed. This timeline will help ensure a well-organized and successful International Festival.