



Community Involvement Commission (CIC) November 2025 Meeting Minutes

November 17, 2025

5:00 – 7:00 pm

Webex Meeting & Seattle City Hall, 3th Floor, Room 370

Commissioners present: Julio Perez, Heidi Morisset, Rachelle Olden and Kamryn Yanchick

Potential Commissioners (Attending in Community Capacity):

Timothy Turner, Chelsea Affleck, Nada Ramadan, Elise Herwig, and Olivia Barlow

Co-chairs: Heidi Morisset

Commissioners not in attendance: Hunter Camfield and Ahoua Kone

City of Seattle Staff present: Staff Liaison Alvin Edwards

Public Comment: No public comment was received.

Transcriber's Note: The notes shown below are summaries of statements provided. They are not transcriptions and have been shortened and edited to include the major points raised. Full comments are retained in the files in the video recording and available upon request.

I. Call to Order and Roll Call

Staff Liaison Alvin Edwards called the meeting to order at 5:00 PM and conducted roll call.

Quorum: Four Commissioners present - Julio Perez, Heidi Morisset, Rachelle Olden, and Kamryn Yanchick.

II. Approval of Previous Minutes (November 17, 2025)

November 17, 2025 Minutes: Approved unanimously.

III. Commissioner Appointments Update

Presenter: Alvin Edwards, Staff Liaison

- Final approval pending for **D4** appointment; all recommendations for appointment will then be sent to CM Ravera's office for December 11, Libraries, Education, and Neighborhoods Committee meeting (LEN) - Meeting changed to 12/12 by Council.
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IV. Budget Update (2025)

Facilitator: Alvin Edwards, Staff Liaison

- **Allocation:** \$5,000
- **Spent:** ~\$879.74 (mainly retreat)
- **Remaining:** ~\$4,100 (not spendable due to year-end close-out)
- Commissioners asked to identify **2026 budget needs** early so funds may be encumbered. Will meet again in January or February to finalize budget for 2026 spending.
- Commission will draft a **"wish list"** (trainings, materials, facilitation, outreach, etc.).
- Process:
 - Compile proposed items
 - Vote to approve list
 - Subcommittee drafts formal request for Lydia
- **Note:** Unused funds do **not** roll over; a fresh **\$5,000** is expected for 2026.

Training Needs Discussion

Commissioners expressed interest in:

- Robert's Rules of Order training
- Outreach skills, public engagement, networking
- Branding/communications development
- Training topics will guide budget planning.

Outreach & Facilitation

- Option to hire a facilitator for retreats or work sessions.
- Outreach Subcommittee may request funding for materials and supplies.

Holiday Event Contribution

- Question about whether DON will host a multi-commission holiday event as in previous year (CIC contributed \$500).
- Chair noted a cross-commission meeting is scheduled; updates expected next month.

March Retreat Planning

- Tentative **March in-person retreat**, ~5 hours to allow meals under city rules.
- Format similar to October retreat; may be adjusted based on needs. Will need to form a retreat planning committee.

Ideas for 2026 Budget Use

- Commissioners discussed potential priorities for the 2026 budget, including:
 - City Budget Education: Training sessions to help commissioners understand city budgeting processes.
 - Marketing & Outreach: Funding for flyers, outreach materials, and swag (e.g., stickers). Olivia can design stickers but may not be compensated due to conflict-of-interest rules; she can recommend local artists.
 - Learning From Other Cities: Bringing in speakers or accessing case studies on community-engagement best practices.
 - Community Events: Supporting resource fairs, roundtables, civic engagement workshops, and office hours. Emphasis on meaningful community impact rather than internal swag. Ideas included event-in-a-box kits, neighborhood-specific events, and inviting local leaders.
 - Basic Materials: Purchasing necessary supplies such as notebooks for commissioner use.

2025 Closeout & Spending Clarifications

- Remaining 2024 funds likely cannot be spent due to year-end closeout rules.
- Concern that unspent funds could lead to reduced future allocations.
- Commissioners agreed to plan early for 2026 to avoid underspending.
- Outstanding questions:
 - Donations/charitable spending policies remain unclear; staff will follow up.
 - Micro-grants likely not permitted due to compliance requirements.
 - Backpack Brigade referenced as an example of a community organization (context: donations discussion).

CIC Communications & Identity

- Commissioners may distribute business cards identifying themselves but cannot speak on behalf of the CIC.
- The CIC email inbox is managed by staff; commissioners cannot directly access it.
- Outreach expansion will likely lead to more public inquiries.

Potential Budget-Supported Materials

- Items that could be purchased with future budget:
 - CIC-branded business cards.
 - CIC-specific tablecloth.
 - Outreach/tabling supplies (e.g., pens, brochures).
 - DON already maintains general equipment (canopies, carts, easels, spin wheel).
 - Staff can provide a DON storage walkthrough to review available inventory.
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V. Subcommittee Breakout Recap

Facilitators: Alvin Edwards, Nada Ramadan, and Elise Herwig

Data Subcommittee

- Working on a clear timeline for data work and a tracking sheet to work from with action items from each meeting.
- Will review the 2019 annual report (staff to circulate).
- Idea: divide annual budget equally among subcommittees, reallocating unused portions later.

Action: Review 2019 annual report.

Events & Engagement Subcommittee

- Drafting a letter to the new mayor and council describing CIC's role.
- Creating a checklist of 2026 community events.
- Clarifying CIC's mission statement for consistent public messaging.
- Exploring how to direct residents to proper city contacts and resources.

Action: Checklist of 2026 events and creating consistent external messaging

Communications Subcommittee

- Drafting mission/vision/values and communications workflow.
- Identifying audience groups (departments, residents, organizations).
- Exploring social media presence (Instagram); staff would need to create the account.
- Learning from other commissions and Get Engaged cohort.
- Planning outreach to new elected officials (introductions, meeting drop-ins).

Action: Create Social Media presence, Outreach to new elected officials about CIC mission and goals, Drafting Mission, vision, and values communication.

VI. Next Steps and Action Items

Staff Will:

- Check tablecloth customization options and provide DON inventory access.
- Explore creating CIC social media accounts.
- Circulate the 2019 annual report.
- Add 2026 budget planning to January agenda.

Subcommittees Will:

- Prepare detailed 2026 budget needs for January.
 - Draft letters to newly elected officials.
 - Continue developing mission/vision/values and workflow documents.
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VII. Adjournment

The retreat concluded at 3:05 PM with closing remarks by Staff Liaison Edwards.