CITY OF ALBUQUERQUE

CIVILIAN POLICE OVERSIGHT AGENCY BOARD
COMMUNITY OUTREACH SUBCOMMITTEE
Joanne Fine, Chair
Valerie St. John
Edward Harness, Esq., Executive Director
Amanda Bustos, Community Engagement Specialist

CPOA BOARD
COMMUNITY OUTREACH SUBCOMMITTEE
Tuesday, June 25, 2019– 1:00 p.m.
Plaza Del Sol, 600 2nd Street NW
Plaza Del Sol, Basement Hearing Room #160

MINUTES

I. Welcome and Call to Order- Joanne Fine, Chair

II. Outreach Mission Statement

"Outreach will promote the mission of the POB and be the bridge for communication with the community."

III. Approval of the Agenda
Motion to approve the Agenda by Member St. John., Member Fine seconded the Motion.

IV. Approval of the Minutes
Motion to approve the Minutes by Member St. John., Member Fine seconded the Motion.

V. Public Comment- None

VI. 2018 Semi-Annual Reports Re: Outreach
ISR has provided the two drafts for the first and second half semi-annual reports for 2018. The reports ran from January to June 2018, and July to December 2018. Outreach portion needs to be drafted to add to each semi-annual report. CPOA staff will review all outreach activities during the reporting periods for these drafts. Board members were asked to provide any outreach involvement they participated in to include in these reports. Chair Fine would like to use these reports as part of future Board Outreach efforts to discuss the data and trends reported. Chair Fine will send a reminder out to the Board to review the semi-annual reports to provide feedback before they are published. City Council will be back in session in August.

VII. Discuss Outreach Materials:

i. Update on Collateral Materials
Brochures are done and were distributed in May. They are distributed throughout the city at all City of Albuquerque public libraries, community centers, and APD substations (including the aviation police center). Mediation brochure will be done by the end of June. These brochures will go out with the invitation to complainants who are eligible for the CPOA’s mediation program. Complaint
Poster is currently posted at all locations; however, the CPOA will be creating a new poster to match the updated collateral materials.

ii. **Next Steps Re: On-boarding of new CPOA Board Members**
Director Harness will be doing the on-boarding orientation for new board members on June 26\textsuperscript{th}. Their emails have already been set up. All the new and updated materials are on SharePoint for the current board members as well. Outreach is encouraged to help recruit for new Board member applications because the current pool of applicants is outdated.

iii. **Media**
Discussed concerns about media and how important it is for Board members to remain unbiased and objective.

**VIII. Other Business- None**

**IX. Confirm Next Meeting- Tuesday, July 23, 2019 @ 1:00 p.m. (4\textsuperscript{th} Tuesday of every month)**

**X. Adjournment**
Motion to Adjourn by Member St. John, Member Fine seconded the Motion.

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**APPROVED:**

\[\text{Joanne Fine, Chair} \]
\[\text{POB Outreach Subcommittee} \]

\[\text{Date} \]

**7/30/19**

Minutes drafted and submitted by:
Amanda Bustos, CPOA Community Engagement Specialist