



AGENDA

REGULAR ARTS AND CULTURAL DIVERSITY COMMISSION MEETING

**OAK PARK, MICHIGAN
SEPTEMBER 10, 2026
6:00 PM**

1. CALL TO ORDER

2. ROLL CALL

Jocelyn Coats, Sarah Davidson, Dawn Henry, Kevin Keys III, Rosetta Kincaid, Terri McQueen, Florence Piernas, Michele Stevenson, Lonnie K. Tabb-Upshaw, Rochelle Weller, Donny Wilson, City Council Liaison , City Staff Liaison

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

A. Draft 8.13.26 ACDC Meeting Minutes for review/ approval

5. CITY UPDATES

City Council Liaison Updates; City Staff Liaison Updates

6. OLD BUSINESS

A. Review the updated Bylaws based on our 8.13.26 vote and new 6pm meeting time.

B. Community Engagement Events:
Fun Fest (unknown), Trunk or Treat (Dawn Email), Winterfest (unknown), MLK Day,
Other- TBD

C. Budget Discussion Cont.

7. NEW BUSINESS

A. 2027 Calendar Deadline- ACDC event submission(s)

B. Potential Foodie Fest idea / discussion

8. COMMISSIONER REPORTS

9. ADJOURNMENT

**Arts & Cultural Diversity Commission Meeting
August 13, 2026 – 7:00 PM**

1. Call to Order

Meeting called to order at 7:04 PM.

2. Roll Call

Attendance was recorded.

Present

Jocelyn Coats
Sarah Davidson
Dawn Henry
Kevin Keys III
Rosetta Kincaid
Terri McQueen
Florence Piernas
Michele Stevenson
Rochelle Weller
Donny Wilson
City Council Liaison – Stephanie Crawford
City Staff Liaison – Brittany Toth

Absent

Lonnie K. Tabb-Upshaw

3. Approval of Agenda

Donny Wilson moved to approve the agenda. Kevin Keys III seconded the motion. Motion carried.

4. Approval of Minutes

Draft minutes from the June 11, 2026, ACDC Meeting were reviewed. Jocelyn Coats moved to approve the minute. Kevin Keys III seconded the motion.

5. City Updates

A. Council Liaison

Councilwoman Stephanie Crawford was introduced and provided updates.

A special City Council meeting regarding commission appointments was scheduled for August 17.

The commission discussed the appointment schedule, including August and February.

B. Staff Liaison

Commission renewals were discussed for Florence Piernas, Terri McQueen, and Rosetta Kincaid.

The Boards and Commissions Dinner was tentatively noted for October 13.

The commission recommended that Lonnie K. Tabb-Upshaw be replaced by an active member due to her extended leave of absence.

An update was provided regarding the quarterly artist exhibit.

6. Old Business

A. Community Engagement Events

The commission discussed the Event Hub opening event.

Film Fest: The event planned for September 12 was canceled for this year. The commission will discuss the event's future direction.

9 Mile Fun Fest: commission participation for September 12 was discussed. Craft supplies will be available at City Hall for pick by commissioners.

Trunk or Treat: Scheduled for October 17. Sarah Davidson and Dawn Henry will coordinate, and kosher candy will be provided.

An email poll will be sent regarding participation and availability for the September 12 and October 17 events.

Jacqueline Long was identified for the next quarterly artist. Contact has been made, no response from Jacqueline.

B. ACDC Budget

Receipts and the escrow account will be reviewed.

7. New Business

The commission approved changing the meeting start time to 6:00 PM. Motion carried.

A possible music and food festival was introduced and will be discussed at a future meeting.

8. Commissioner Reports

Dawn Henry reported that she expects to be away in early September for a music festival.

Florence Piernas reported that she expects to be absent from the October meeting due to a mission trip.

Kevin Keys III reported that he expects to be in Jamaica for two weeks and shared information regarding the nonpartisan Black Caucus.

Items for the Next Agenda

MLK Walk involving participation from ACDC commissioners, other commissions, and city employees.

9. Adjournment

Meeting adjourned at 8:17 PM.

**CITY OF OAK PARK
ARTS AND CULTURAL DIVERSITY COMMISSION
BYLAWS**

I. Name

The name of this commission is the Arts and Cultural Diversity Commission and referred to as ACDC throughout these bylaws.

II. Purpose

The purpose of the ACDC shall be to serve in an advisory capacity in accordance with section 4.18 of the Charter, to recommend and implement city-wide programs and events which provide community access to the performing and creative arts and which celebrate cultural diversity; to work with local, state and federal agencies to take advantage of available resources, including funding. The commission shall actively participate in developing, implementing, promoting and staffing appropriate programs. The commission may partner with other Oak Park boards, commissions, and departments, including, but not limited to, the parks and recreation commission and friends of the library, on programs which encourage community access to the performing and creative arts and celebrate cultural diversity.

III. Membership

- (a) The commission shall consist of not more than 11 members. In addition, up to two members of the city council may be appointed by the city council to serve as ex officio members but shall not be entitled to vote.
- (b) Resident members of the commission shall be appointed by the city council for three-year terms expiring on August 31 of a calendar year.

IV. Officers

- (a) The officers of ACDC shall consist of a chairperson, vice-chairperson, and secretary. The commission shall, from its appointed resident members, elect a chairperson who shall be the presiding officer of the commission, a vice-chairperson who shall serve as presiding officer in the absence of the chairperson and a secretary who shall keep and maintain the proceedings of the commission.
- (b) Officers shall serve for one year and may serve an unlimited number of terms in that office.
- (c) Officers shall be elected at the January meeting each year.

V. Code of Conduct

In general, the use of good judgement, based on high ethical principles, will guide the officers and members of the commission with respect to lines of acceptable conduct. The successful operation and reputation of Oak Park boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the commission by the city council.

ACDC members shall adhere to the “Expectations for Board/Commission Members” addendum established by the city council.

VI. Meetings

The ACDC shall meet on the second Thursday of each month at 6:00 p.m. in the Executive Conference Room of City Hall. Commission meetings are public meetings and shall comply with the Open Meeting Act and shall be properly noticed. Special meetings of this commission may be called by the chairperson and shall be properly noticed.

All regular meetings shall be conducted to conform to the following order:

1. Call to Order
2. Roll Call
3. Agenda Approval
4. Approval of Minutes
5. Unfinished Business
6. New Business
7. Public Comments
8. Adjournment

Quorum. Attendance by 50 percent or more of the current membership of the commission shall constitute a quorum. Any action of the commission shall require a concurrence by a majority of the quorum present at the meeting.

VII. Attendance

A vacancy on the commission shall be declared by the appointing authority when a member misses four consecutive regular meetings or twenty-five percent of such meetings in any fiscal year of the city, unless such absences shall be excused by the commission. Excused absences are permitted due to illness or death of a close relative, or because of a religious holiday or the eve of a religious holiday. An excused absence and the reason for the absence should be noted in the minutes.

VIII. Parliamentary Authority

Parliamentary authority for the commission is governed by Robert's Rules of Order. In case of conflict between these bylaws and Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state legislation, the state legislation controls.

IX. General Provisions

It shall be the duty of the ACDC to support the city administration by pursuing its mission statement. No member of the commission shall order or instruct any city staff member to perform any service or duty. The commission is an advisory organization to the City of Oak Park and its city council and acts by making recommendations to support the betterment of the city.

X. Michigan Freedom of Information Act Compliance Mandatory

The commission shall specifically comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 *et seq.*] and the city's most recent FOIA policy. The City Clerk Office will assist the committee in compliance.

XI. Michigan Open Meetings Act Compliance Mandatory

The committee shall specifically comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 *et seq.*]. The City Clerk will assist the committee in compliance.

XII. Sunset Provision

The committee is commissioned to conduct business until abolished by the city council.

XIV. Funds

Funds may be appropriated for the ACDC as a part of the annual budgeting process to defray its expenses. Such appropriations shall follow established procedures set forth by city ordinance.

XV. Amendments

- (a) These By-Laws may be amended at any regular meeting of the Commission by a two-thirds vote of the Commission, provided no amendment may be adopted at the same regular membership meeting at which it is proposed.
- (b) A copy of each amendment adopted by the Commission shall be furnished to the City Council for its approval before implementation.