1. Steve called the meeting to order at 6:00pm.
2. Steve asked if anyone had questions or comments on the minutes of 4/17/13.
3. It was motioned and accepted to approve the minutes from 4/17/13.
4. WoMag article discussion-
   a. Discussion based around recruitment
      i. Churches and community centers
      ii. Target recruit for districts
      iii. Need to spread word further than we are
      iv. Work with Mayors Refugee Immigrant Round Table
      v. YWCA table functions to advertise opportunities
      vi. Invite people at forum to a CAC meeting to get their ideas (Sarai Head of Church, NAACP, etc)
      vii. Invite Staff Liaisons to CAC meeting to get ideas
      viii. Invite CM representative to discuss process
5. Role of the CAC – Steve discussed the role of the CAC as well as the subcommittee assignments and indicated that the role of every member at this time should be recruitment.
   a. Katherine said that subcommittee assignments could be developed as the need arises.
6. Minority Stats / CAC Annual Report
   a. CAC wants historical data for each board to include number of vacancies and appointments for each.
   b. Annual Report Data should be put on the City website and facebook.
   c. Draft annual report will be ready for review at the September CAC meeting
   d. Finalization and approval will take place at the October CAC meeting
7. CAC Survey – CAC will integrate surveys when meeting with staff liaisons at business meetings.
8. Strategic Planning – Pam Callahan assisted the CAC in understanding SMART Goals. Katherine wants each CAC member would think of a SMART goal, ways to reach the goal and email all information to Pam Callahan for discussion at the June meeting.
9. Subcommittees – it was decided to table this item until CAC goals were determined so that applicable subcommittee could be developed.
10. Attendance –
   a. Steve announced that Pedro had resigned from the board due to personal circumstances that make it difficult for him to attend meetings regularly.
   b. Steve will call Linda Parham and Chris Condon regarding this very important meeting that they had agreed to attend.
11. Nomination and Election of Officers:
    a. Chair: It was motioned, seconded and voted 8 – 0 – Steve Genduso will remain as chairman of the CAC.
    b. Vice Chair: It was motioned, seconded and voted 8 – 0 – Chris Robarge will be the new Vice Chairman of the CAC.
12. The next meeting is a selection meeting on **June 26, 2013 @ 6pm in the Saxe Room of the Library** with a ½ hour business meeting prior to interviews. Review and submit your SMART Goals to Pam Callahan.

13. The meeting was adjourned at 8:10PM.

/jmm

Approved: 6/26/13