

**DRAFT - UNAPPROVED MINUTES**

**Equity and Diversity Committee - Town of Shelburne**

**PUBLIC MEETING Minutes**

**Monday, March 21, 2022 , 6:00pm**

**Zoom-only Meeting**

**Committee Members present:** Patricia Fontaine, Michele Crowder, Cate Cross, Mercedes Ortega, Josh Flore, Fabienne Boisvert-DeFazio, Wanda Morgan, Jennie Hoenigsberg

**Others present: NA**

**Call to Order:** 6:02 pm

**Facilitator:** Patricia Fontaine

**Minutes:** Michele Crowder

**Approval of Agenda for:** March 21, 2022

With addition of Job description for Clerk Role

**Motion to approve Agenda:** Patricia

**Second:** Fabienne

**Favor:** Majority                      **Opposed:** None

**Approval of Minutes from 3/7/22:**

**Motion to approve Minutes:** Patricia

**Second:** Jennie

**Favor:** Majority                      **Opposed:** None

**Public comments:** None

**Discussions:**

- Report to Selectboard

Mercedes provided an update to Selectboard (during public comment) on 3/8/22. Discussion around providing regular updates. Agreed to suggestion of quarterly updates on committee accomplishments

-Declaration of Inclusion Communications

Email communications with Al Wakefield and Bob Harnish suggest that Shelburne can be added to the list of communities adopting a Declaration of Inclusion (our version). Patricia to connect with Erika to see if any further action is needed on our part.

-Protocol for committee members suggestions between meetings

Discussion around how best to address new ideas in between meetings. All agreed adding to the agenda should be a first step. Email communications as needed in between. Reminders to not “reply all” to emails to prevent violations of open meeting law (exception for confirmation of meeting dates).

-Local student project

Discussion on committee involvement/response to local student project (development of a website). Hesitation of committee to endorse any person, group, website. Suggestions for individuals to respond as they see fit as community members. Suggestion to use our Town website E & D page for education and possible resources/links for information

- Committee Membership

In need of a committee clerk. Erika to create a job description. Jennie volunteered to replace Erika with support around crafting email responses as needed. Fabienne/Wanda/Patricia agreed to support as needed.

-Strategic plan

Updated draft shared. Suggestion to add timelines to Goal 2 (by end of quarter 4). Discussion around action steps for consultant needed (specifically completing an RFP). Specific steps/action items in more detail in google doc spreadsheet.

## Report from Sub-Groups:

Grant sub-group: Looking into funding from Rotary Club.

Consultant sub-group: Upcoming interviews. Members to reach out to Patricia if they would like to attend (some or all) or if they have specific questions/ideas.

Strategic plan sub-group: to add timelines to Goal 2, review action steps for consultant (separate document in spreadsheet)

Culture & Community subgroup: All in favor of renaming this group to Culture & Community. Reviewed members interested: Cate, Fabienne, Patricia, Mercedes, Michele. This group is ready to start some brainstorming.

## Action Items:

Action	Responsible	Due
Committee to provide quarterly updates to Selectboard	All	6/30/22
Patricia to connect with Erika around any further action steps needed re: VCLT Declaration of Inclusion	Patricia	Next meeting
Erika to create clerk job description	Erika	Next meeting
Update draft of strategic plan with timeline for goal 2 (clarify action steps in regards to consultant)	Michele & Mercedes	Next Meeting
Members to reach out to Patricia if they would like to add questions to interview with consultants and/or attend (some or all) interviews	All	Next meeting
Can start on an active RFP	Consultant subgroup	

Start a Culture & Community Engagement Plan/ideas (Suggestion to use our Town website E & D page for education and possible resources/links for information)	C & C subgroup	
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**Next meeting:** 4/4/22

- Facilitator: Fabienne
- Notes: Patricia

**Adjourn:** 7:04pm