

**Sudbury DEI Commission  
Meeting Minutes  
Thursday, August 12, 2021 7:30 PM  
Open Session**

Meeting Agenda

1. 7:30 PM: Welcome.

Co-Chair Nuha Muntasser reviewed Open Meeting Law protocols.

2. **Open meeting by roll call vote.**

Co-Chair Luthra, following acknowledgement of a quorum, called the meeting to order at 7:37PM.

**Present:**

Nuha Muntasser	Katina Fontes
Sue Abrams	Tanisha Tate
Nancy Kimble	Susan Rushfirth
Joanna Steffey	Susan Tripi
Stephanie Oliver	
Nalini Luthra	

Absent – Yana Bloomstein, Peju Champion, Vona Hill

3. **Public Comments;** 7:40pm

Nuha opened the floor to public comments. No public comments at this time.

4. **Update from the PR and Social Media Subcommittee;** 7:55pm

*Joanna Steffey /Katina Fontes/Yana Bloomstein/Susan Rushfirth.*

- Facebook Group – a DEI Sudbury Facebook page is in development. It will be used to share general information related to DEI efforts, to advertise trainings and local activity that fosters awareness (such as festivals, advocacy efforts, library activity, etc.).
  - Question posed: Can the working Committee own full responsibility of the Facebook, within agreed parameters?
  - Katina will draft a press release to announce group and connect with Select Board for input; biographical info on Commission members will be useful, too.

VOTE taken to give PR/Social Media Committee permission to manage the FB page. Nuha made a Motion; Tanisha seconded;

Roll Call:

Sue Abrams – Yes	Stefanie Oliver - Yes
Katina Fontes– Yes	Joanna Steffey - Yes
Nancy Kimble – Yes	Susan Tripi- Yes
Nalini Luthra – Yes	Nuha Muntasser - Yes
Susan Rushfirth -Yes	Tanisha Tate - Yes

- Commission Office Hours
  - Office Hours

- Monthly, set time; and alternate, by appointment. Commission members will volunteer to cover times.
- Appointments will be offered by phone, virtual, in-person.
- Would DEI members want to identify communication abilities in any way to share as means to connect with community.
- Smaller events  
Naan profit movie night to raise awareness. (Will expand more on this at next meeting.)
- Adopt Land Acknowledgments at future meetings (sue a. Katina)  
Katina – encouraged that the DEI Commission consider adopting a short Land Acknowledgment statement to be read at the start of each meeting; and adding a longer L.A. Statement to the DEI FB page and other media tools.  
Susan R. – Affirmed that recognition of traditional land, unceded, is worthy effort to show respect to indigenous peoples.  
Unanimous sentiment from Commission members to implement the reading of a Land Acknowledgement statement prior to each meeting. Katina will draft a statement for discussion at the next meeting.
- Commission Member Bios.  
After short, and unanimous discussion, Commission members agreed to provide bios. Katina will send form to Commission members to collect details.

**5. Celebrating Community Event Planning Update; 8:18pm**

Due to increase in Covid-19 cases and the unknown impact of the Delta variant, the Commission agreed to put a hold on community event scheduled for October.

Vote taken to postpone the event. Nuha made motion; Susan Rushfirth seconded.

Roll Call:

Sue Abrams – Yes	Stefanie Oliver - Yes
Katina Fontes– Yes	Joanna Steffey - Yes
Nancy Kimble – Yes	Susan Tripi- Yes
Nalini Luthra – Yes	Nuha Muntasser - Yes
Susan Rushfirth -Yes	Tanisha Tate - Yes

**6. Budget. a. Identify what we need a budget for. b. Identify sources for our budget; 8:21pm**

Nuha initiated discussion about developing clear needs for a budget to help locate funding sources.

**A. Create a Finance & Budget Working Group**

- a. Stephanie Oliver, Susan Tripi, Nancy Kimble, Nuha Muntasser volunteered to serve on the Committee.
- b. The Committee is tasked with:
  - i. Gathering information on fees associated with consultants and what they offer.
  - ii. Identify funding sources
  - iii. Hourly rates/services fees for consultants

**B. Consultant/training/workshops.**

- a. Brainstormed reasons to work with a consultant
  - i. Baseline training/education session
  - ii. Guidance on storytelling / office hours
  - iii. Survey Design & Development, Analysis
- b. Henry provided a list of resources for consultant. (Email: April 15<sup>th</sup>)
- c. The Boston Foundation
- C. Survey Design & Development, Analysis.
  - a. Wayland Survey
  - b. Needham Survey
- D. SOURCING to fund the budget.
  - a. Sudbury Foundation 9 Deadline August 20<sup>th</sup>)
  - b. Finance Committee in Sudbury
    - i. Advised to speak with the Town Accountant to identify the correct funds
- E. Commission agreed to issue Committee full discretion and ability to apply for grants on behalf of the DEI Commission.

7. **Quarterly update to Select Board; 8:45pm**

Sue Abrams drafted a highlight document for the Select Board, which the Commission reviewed and updated together.

Vote taken to approve the Quarterly Update with revisions. Motion made by Susan Rushfirth; Joanna seconded.

Roll Call

Sue Abrams – Yes	Stefanie Oliver - Yes
Katina Fontes– Yes	Joanna Steffey - Yes
Nancy Kimble – Yes	Susan Tripi- Yes
Nalini Luthra – Yes	Nuha Muntasser - Yes
Susan Rushfirth -Yes	Tanisha Tate - Yes

8. **Review and approve minutes July 08, 2021 meeting and July 22, 2021 meeting; 9:16pm**

VOTE taken to approve minutes from July 8, 2021 as presented; Susan Rushfirth made motion; Joanna Seconded.

Roll Call

Sue Abrams – Yes	Stefanie Oliver - Yes
Katina Fontes– Yes	Joanna Steffey - Yes
Nancy Kimble – Yes	Susan Tripi- Yes
Nalini Luthra – Yes	Nuha Muntasser - Yes
Susan Rushfirth -Yes	Tanisha Tate - Yes

VOTE taken to made to approve Minutes from July 22, 2021 minutes as presented; Susan Rushfirth made motion; Nancy approve

Roll Call

Sue Abrams – Yes  
Katina Fontes– Yes  
Nancy Kimble – Yes  
Nalini Luthra – Yes  
Susan Rushfirth -Yes

Stefanie Oliver - Yes  
Joanna Steffey – Abstain (not present)  
Susan Tripi- Abstain (not present)  
Nuha Muntasser - Yes  
Tanisha Tate - Yes

**9. Upcoming agenda items/next meeting planning; 9:24pm**

Agenda Items

- Updates requested from working committees to send with meeting agenda.
- Care Bill Senate 365 – creating commission within dept of education for racially inclusive materials to be taught in schools.
- Invite Bethany Hadvab as a guest.

**10. A motion to adjourn; 9:30pm**

Motion made by Nuha and seconded by Sue Abrams

Roll Call

Sue Abrams – Yes  
Katina Fontes– Yes  
Nancy Kimble – Yes  
Nalini Luthra – Yes  
Susan Rushfirth -Yes

Stefanie Oliver - Yes  
Joanna Steffey - Yes  
Susan Tripi- Yes  
Nuha Muntasser - Yes  
Tanisha Tate – Yes

Respectfully Submitted,

Susan Tripi  
Co-Clerk