



Notice and Agenda

Sudbury Diversity, Equity and Inclusion Commission
Sudbury DEI Commission Meeting
Thursday, December 16, 2021
7:30 PM Open Session

Please click the link below to join the virtual Sudbury DEI Commission Meeting:

<https://us02web.zoom.us/j/83513599960>

For audio only, call the number below and enter the meeting ID on your telephone keypad.

Dial -in: 978-639-3366 or 470-250-9358

Meeting ID: 835 1359 9960

Meeting Agenda

1. 7:30 PM: Welcome and open meeting by roll call vote.
2. 7:35 PM: “Storytelling”/ “Lived Experiences” project with Dr. Nichole Argo. Introducing Dr. Argo, Commission will vote on whether to approve the project, as well as assign either one member or a Subcommittee to work with Dr. Argo.
3. 8:10 PM: Public Comments.
4. 8:25 PM: Subcommittee, working groups and initiative updates.
5. 8:50 PM: Quarterly Report revision and approval.
6. 9:15 PM: Discussion on inquiries and concerns submitted to the Commission.
7. 9:25 PM: LWV DEI Roundtable Invitation.
8. 9:29 PM: Review and approve minutes of November 18, 2021 meeting.
9. 9:30 PM: Adjourn Meeting by roll call vote.

“This listing of matters is those reasonably anticipated by the Co-Chairs which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”

The next Sudbury Diversity, Equity and Inclusion Commission meeting will be on January 13, 2022, at 7:30 PM.

Budget/Funding Update
Submitted by Stephanie Oliver

My primary focus for the last several weeks has been on getting a consultant proposal for the storytelling project, in order to provide more detail for our grant request from the Sudbury Foundation. A summary of that work is outlined under the Storytelling / Lived Experiences Project Update. The proposal was shared with the Sudbury Foundation, and they responded on 12/9/21 with the good news that our grant request had been approved in the amount of \$5,000.

In addition to working on the storytelling project proposal and funding, I coordinated with Nuha Muntasser on potential sources of funding from the Town and reached out to the Parmenter Foundation in Wayland per the suggestion of Sue Rushfirth.

Storytelling / Lived Experiences Project Update
Submitted by Stephanie Oliver

We received a proposal from a consultant, Dr. Nichole Argo, to assist us with a storytelling project. Dr. Argo is the co-founder of the Lived Experiences Project, a community-based, grassroots initiative collecting stories of racism and identity-based mistreatment in the town of Needham, MA in order to influence systemic change locally. You can read more about the Lived Experiences Project here: <https://livedexperiencesproject.org/>

Dr. Argo is a social psychologist whose research focuses on social identity and identity-based conflict and conflict resolution. She is the Director of Research and Field Advancement at Over Zero, a nonprofit based in Washington, DC that is dedicated to helping communities and organizations build resilience to identity-based division and violence.

We have had several discussions with Dr. Argo about assisting us with a project similar to the Lived Experiences Project in Needham. This project would involve collecting stories of racism and/or identity-based mistreatment via a community survey, analyzing the data and creating a website where the stories would be shared.

Dr. Argo is available to begin working on this project with us now, and her proposed fees would be covered in full by the Sudbury Foundation grant. Dr. Argo suggested that a portion of our grant could be used to pay someone (perhaps a college student) to design and create the project website. All other work would be completed by Commission members or other volunteers, unless another source of funding is identified. The proposed workflow and timeline is below.

WORKFLOW

A workflow for the project is detailed here and summarized in Table 1, below:

Survey design (6 hrs)

- Send a sample survey for committee review, meet for discussion of goals, receive initial feedback (2 hr)
- Edit survey based on feedback, 2nd meeting (and edits) if needed, approval (3 hrs)

- Program survey (1 hr) & share live link.

Community Outreach/Mobilization (6 hrs)

- 2 planning meetings with the committee: mapping community groups, who has relationships, who can draft the intro outreach, who can start a FB page & Instagram for the project, how to engage PR (press release)
- On call for guidance as questions arise.

Guidance of Intern/Volunteer (6 hrs)

- Advise on job description, Intro meeting with whomever the committee finds (overview project, answer questions, set timeline)
- Advise/review intern's work on data cleaning, de-identifying, analysis, visualizations
- Deliverable: Word doc with stories. Aggregate findings (type of mistreatment, source, etc.) and visualizations in Exec Summary. Material available for webmaster.

Now - Jan 15 (and beyond)

Survey design/programming

- N proposes survey content, committee feedback, 2nd draft, feedback and approval
- Survey programmed, committee test-drives it, final edits
- Link ready to go live

Community outreach/mobilization

- Community groups identified
- Summary of project drafted, sent as an invite requesting circulation/participation
- Once survey link is live, link distributed (through organizational channels & social media)

Jan 15 - Mar 30

- Survey up, Collect stories

Fri, Apr 1

- Close survey Apr 1
- Analysis: Work with intern/volunteer: Summarize aggregate results, organize and de-identify stories
- Website: Committee works with webmaster (intern/volunteer) to develop website

Fri, April 29

- Website up
- 2-3 pp Executive Summary shareable for the Commission

TIMELINE

Table 1. Summary of Work and Dates

Date	Committee's Responsibilities	Nichole's responsibilities
Now - Jan 15	<p>Online survey: Committee provides 1-2 rounds of feedback on the survey</p> <p>Outreach: Committee maps out relevant community groups, reaches out for participation. Begins FB/Instagram page, thinks about PR.</p>	<p>Nichole shares draft survey, revises based on feedback & shares live link</p> <p>Nichole guides committee on community outreach, building a FB/Instagram presence, and PR in 2 meetings</p>
Jan 15 - March 30	<p>Data collection: Stories collected via continued outreach</p> <p>PR: Initiative publicized with press release and social media</p> <p>Intern & Website creation: Committee identifies possible interns or consultants for: a) story curation & data analysis; and b) website creation. Begins to plan desired features of website.</p>	<p>On call</p> <p>Nichole introduces next steps to the data intern.</p>
April	<p>Survey: Survey closed April 1.</p> <p>Website: Committee works with webmaster (intern/volunteer) to develop website</p>	<p>Data: Nichole guides the intern/volunteer in summarizing aggregate results, organize and de-identifying stories</p>
April 29 Deliverables:	<ul style="list-style-type: none"> • Live website • 2-3 pp project summary shared with the Commission 	

The Structure Advisory Subcommittee Update

Submitted by Sue Rushfirth

The committee elected to base its discussions and recommendations on the Mission Statement goals of the charge from the Select Board. The subcommittee on November 30, 2021 and December 10, 2021. To date, we have discussed Goal 1a. to 1e.

1. GOAL 1 a. *“Provide training for members to self-examine and recognize their own experience with historically disenfranchised populations and unconscious bias.”*

Recommendations

****Nominate committee/working group to**

- Define what kind of training should be offered.
 - Determine how its effectiveness will be assessed
 - Request funding from the Town of Sudbury for training
 - ✓ Consider the LinkedIn learning platforms for self-guided training. Seek financing of approximately \$700 for a one-month subscription
 - ✓ (Initially utilize voluntary contribution of LinkedIn learning by Commission member)
2. GOAL 1b. *“Gather first-hand experience in Sudbury for historically disenfranchised populations.”*

Recommendations

**** Nominate committee/working group to**

- Revisit summaries of information already received from other town DEICs, local community leaders, and town department heads. Collate and list possible actions resulting from this information.
- Develop a list of people/groups to whom we wish to speak and create clear guidance on areas we want to cover

**** Nominate committee/working group to**

- Undertake a SURVEY.
 - ✓ Determine the format and cost
 - ✓ Seek funding from the Town of Sudbury and other funding agencies
 - ✓ Design an “experience questionnaire” and a secure drop-off site.
 - ✓ Increase outreach by press release, Sudbury patch, Sudbury TV, liaison with other groups
- ****Nominate a subcommittee/individual** responsible for receiving and responding to emails/messages from the public and recommend action if necessary.

3. GOAL 1c. *“Solicit feedback from town departments, boards, and commissions.”*

Recommendations

**** Nominate a subcommittee to**

- Circulate and present Quarterly Reports to all boards and committees and solicit feedback
- Within the next six months, launch an audit to town boards and committees to get demographic information.

4. GOAL 1d. *“Collaborate with groups operating in town that are focused on similar issues,”*

Recommendations

- The Outreach Group should become a committee to focus on this goal

5. GOAL 1d. *“Facilitate discussions and education forums for town residents about issues of diversity and inclusion.”*

Recommendations

- Groups in town are already undertaking this work. In the shorter term and as an extension of 1d., partner with other groups.
- Recognize individual awareness months, e.g., Black History Month, PRIDE etc.

FINAL RECOMMENDATIONS

- 1) Every DEI Commission member will be expected to be on at least one committee or have an individual task
- 2) Before the January SDEIC meeting, the Structure Committee will generate a list of action items that will require a committee/working group/individual action. Commission members will be asked to rank the items, and three will be selected. Criteria for ranking to include
 - ✓ Feasibility of completion by March
 - ✓ Personal commitment to a particular action

A working DEI Commission Quarterly Report to the Select Board - January 2022

Submitted by Sue Abrams and Nuha E. Muntasser

Town of Sudbury

Sudbury Diversity, Equity, and Inclusion Commission

Approved by the Board of Selectmen: November 17, 2020

Amended: April 6, 2021

Mission:

The Select Board is creating the Sudbury Diversity, Equity, and Inclusion Commission to support diversity, achieve equity, and foster inclusion for every member of this community, respecting all aspects of identities. The Commission shall also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to thirteen members and Advisory members. The Commission shall make recommendations on a quarterly (minimum) basis to the Sudbury Select Board on policies and programs to identify and eliminate conscious or unconscious biases and prejudices, to reject discrimination, and to measure, promote, and increase diversity, equity, and inclusion of Sudbury's historically disenfranchised populations. Within the first year, the commission will present an action plan to move the town toward the following goals.

Goals:

1. The Commission will meet at least monthly to hear testimony from towns people, deliberate on those discussions and submit a report within the first year, including an action plan, to the Select Board which will then oversee the implementation of the recommended actions. To accomplish this goal, the Commission will:
 - a) Provide training for the members to self-examine and recognize their own experience with historically disenfranchised populations and unconscious bias.
 - b) Gather first-hand experiences in Sudbury from historically disenfranchised populations.
 - c) Solicit feedback from town departments, boards, and committees.
 - d) Collaborate with groups operating in town that are focused on related issues.
 - e) Facilitate discussions and education forums for town residents about issues of diversity, equity, and inclusion.
2. The Commission will identify ways to promote awareness, engagement, and community building around diverse experiences and to create a more inclusive community, including:
 - a) Brainstorm possible actions that can be taken to address any problems/issues found.
 - b) Leverage final report as presented to the Select Board documenting the state of diversity, equity, and inclusion in town to make appropriate recommendations and address any problems found.
3. The Select Board, in partnership with the Commission, to present findings to the town.

Work to date:

1. **Social Media:** 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.)
2. **Land Acknowledgment:** A Land Acknowledgment in reference to the original indigenous people who occupied the land that is now Sudbury was adopted to be read at the beginning of each meeting. It will be accompanied by a reflection focused on indigenous people, chosen by the Commission member reading the acknowledgment.

Sudbury Land Acknowledgment

As we gather here this evening to deliberate on issues that impact our community, it is essential that we also look to, and learn from, the lessons of the past. We want to acknowledge that Sudbury is located on the traditional, ancestral, unceded territory of the Nipmuc, Pawtucket/Pennacook, and Massachusett. We honor with gratitude the land itself and the people who have taken care of it throughout the generations. We are committed to becoming better stewards of the land we inhabit and learning from the failures of preceding generations in pursuit of a more just and equitable Sudbury. In the spirit of promoting justice and equality, we offer the following reflection.

3. **New Commission members:** Following the resignation of two members of the Commission, the group interviewed candidates, including for the already vacant position. We interviewed four candidates: Emily Chen, Jessica Cerullo Merrill, Paula Hudson, Karyn Jones. In addition, two candidates, Peng Zhou, and Janine Taylor, were unavailable at the time of the interview. On advice of the Select Board to recommend two candidates, the Commission recommended the appointment of Paula Hudson and noted that Emily Chen got 7 votes.
4. **Establishing a consensus on the Commission's identity & vision:** The Commission members completed a survey that seeks to establish an identity and vision that will focus the work. The Commission agreed that we are an advisory group, although as an advisory group we may also look at advocacy and education if it is consistent with creating recommendations for the Select Board, as established in the original charge to the Commission.
5. **Subcommittees and Working Groups:** Subcommittees have been deemed necessary for the Commission's work to be completed, given the wide scope of that work and the limited number of meetings.
 - a) **The Structure Advisory Subcommittee:** The Structure Advisory Subcommittee will develop a template for the work of the Commission, including other subcommittees and division of the work.
 - b) **Outreach Subcommittee:**
 - c) **Budget Working Group:**
6. **Commission member information form:** A form was developed and completed by each member. This will help when we establish office hours and other outreach activities.
7. **HOPE Sudbury Telethon:** A Commission member represented the commission in the HOPE Sudbury telethon.

8. **Speakers:** The Commission had question and answer sessions with several community leaders.
 - a) Bethany Hadvab, Sudbury Town Social Worker, provided insight and advice based on her work in town.
 - b) Sonia Ali from the Islamic Center of Boston shared a power point that outlined the ant-racism and social justice work being done at ICB.
 - c) Esme Green, Goodnow Library Director, shared what the library has been doing to reach out to the community with movies and collaboration with committees such as the LS Racial Climate Committee.
 - d) Brad Crozier and Kim Swain, Superintendent and Assistant Superintendent of SPS, provided a detailed overview of the DEI work being done in the K-8 schools. Although SPS will not be a presence at all the Commission meetings, Brad and Kim both are available to the Commission for its work and will keep us informed of their ongoing work.
 - e) Dr. Nichole Argo, the co-founder of the Lived Experiences Project, a community-based, grassroots initiative collecting stories of racism and identity-based mistreatment in the town of Needham, MA to influence systemic change locally.
4. **Moving Forward:**
 - a) We anticipate reaching out to other groups in town to create partnerships that will expand our ability to connect with town residents. (Goal 1.4).
 - b) As stated in our first quarterly report, we need a pro-active partnership with the Select Board to achieve our mission goals. This includes financial support for training and projects. We are requesting the Town of Sudbury to allocate \$15,000 for the Sudbury DEI Commission in next year's town budget. (Goal 1.1 and 1.2)
 - c) **(Tentative):** The Lived Experiences Project with Dr. Argo.
 - d) The commission also advise the Town of Sudbury and the Select Board to consider and pursue these initiatives:
 - i. In a town wide effort to recognize the history of the indigenous people who originally occupied Sudbury, the DEI Commission would like to encourage all boards and committees to begin meetings with the land acknowledgment.
 - ii. We advise the Select Board to allow non-U.S. citizens to vote in municipal elections.
 - iii. International flags of all Sudbury residents in town center.
 - e) The League of Women Voters of Sudbury will be hosting a Diversity, Equity, and Inclusion Roundtable on January 30, 2022. The purpose of this roundtable is informing and educating residents about the work various Sudbury groups and organizations are doing to promote DEI awareness and inclusion. While LWV Sudbury would host this forum, the intent is for participating organizations to have an audience with the community and share their work to date and future vision (goals, activities, ways for Sudbury citizens to get involved, etc.). This would provide us with additional exposure while affording our community members the opportunity to ask questions, make suggestions, and volunteer to participate.

- f) The Structure Advisory Subcommittee will appoint members of the Commission to communicate directly with the Commission liaisons from other town boards and committees.