

Sudbury Diversity, Equity and Inclusion Commission
Sudbury DEI Commission Subcommittee on Structure Meeting
Tuesday, November 30, 2021
7:00PM via Zoom

Agenda

1. Role call attendance
2. Decision on subcommittee leader
3. Discussion on the working structure of the DEI Commission as an advisory body
 - Discussion regarding work of the commission
 - Subcommittees-role, reporting to full committee, timelines
 - Commission meetings-agendas for reporting and action
 - Other roles/responsibilities of the commission
 - Recommendations to the commission on structure

“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.”

Present:

Peju Champion	Nalini Luthra
Sue Abrams	Paula Hudson
Sue Rushfirth	

The meeting was called to order at 7:03

Peju Champion	Aye	Nalini Luthra	Aye
Sue Abrams	Aye	Paula Hudson	Aye
Sue Rushfirth	Aye		

Decision on Subcommittee Leader

On a motion by Peju Champion, seconded by Paula Hudson, Sue Rushfirth was elected to lead the subcommittee.

Peju Champion	Aye	Nalini Luthra	Aye
Sue Abrams	Aye	Paula Hudson	Aye
Sue Rushfirth	Aye		

Discussion on the working structure of the DEI Commission as an advisory body

Work of the Commission:

- It was noted that it would have been useful at the outset of the group’s work, to have worked on setting an environment that felt safe and fostered honest discussion. This small group has an opportunity to do that.

Goals:

The group discussed the first goal, focused on subgoals 1-3 of the charge from the Select Board.

1. Provide training for the members to self-examine and recognize their own experience with historically disenfranchised populations and unconscious bias.
 - It is necessary to define what kind of training to be offered...various types of training were named, including government policies, discussion facilitation, statistics/data collection, survey development and analysis. Additionally, how do we assess the effectiveness of the training.
 - There was a discussion about this goal, as to what it was actually getting at; perspectives differ even within groups (disenfranchised or otherwise.)
 - As an advisory body we can collect data and provide recommendations, including more data collection.
 - We can have training on areas such as unconscious bias in order to make recommendations on things like language used to report and represent boards, committees, etc.
 - Linked in Learning has training that would be useful-it is online training that members can do individually and then the whole Commission could discuss.

Action: Paula will research cost and we will bring a recommendation to the Commission.

2. Gather first-hand experiences in Sudbury from historically disenfranchised populations.
 - We have had meetings with various town and community leaders. There is a question about how those people were chosen and what we have done with this information from them and from our outreach efforts to other towns' commissions.
 - Would it be useful to develop a list of people we want to talk to and have a clear purpose for the discussion as well as a good way to capture the discussion. Speaking to town departments and getting a description of hiring practices would be helpful.

Other ideas:

 - A questionnaire for town committees and boards or in person interviews...this requires expertise in developing the questions.
 - There is some data collection, ie demographic data, that would be easy to do. This might also help to define what diversity exists (taking into account intersectionality etc.)
 - Surveys: This is entirely dependent on funding from the town, which, to date, doesn't exist. The town does have the flash vote surveys, which might be an option to use. Also, do we want qualitative or quantitative data...we need to define what it is we want to learn through the survey and how we want to use the information gathered,
 - There are other platforms available for surveys, including Qualtrix and Survey Monkey.
 - Outreach options include the Patch, the town website, PTOs, Special Education PAC, Sudbury for Racial and Social Justice, the LS Racial Climate Committee. Also, providing an "experience box" in places like the library or town hall where people could fill out a form about an experience and submit it anonymously.
 - We do already have some data on personal experiences but we have not discussed them as a commission. Additionally, asking people to relive traumatic experiences requires expertise that we don't necessarily have and we have to be sensitive to this.

Motion to adjourn by Sue Rushfirth, seconded by Nalini Luthra.

Peju Champion Aye Nalini Luthra Aye
Sue Abrams Aye Paula Hudson Aye
Sue Rushfirth Aye

Meeting adjourned at 8:34.

Next meeting Tuesday, December 7 at 7PM. Agenda items include goals 3,4,5 under goal 1 from the Select Board.

Respectfully submitted,
Sue Abrams
Clerk