

Notice and Agenda

Sudbury Diversity, Equity and Inclusion Commission

Lived Experiences/Storytelling Project Sub-Committee Meeting
Thursday, January 6, 2022
7:30 PM Open Session

Please click the link below to join the virtual Diversity, Equity and Inclusion Commission meeting:

<https://us02web.zoom.us/j/89677717136>

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

Dial-in number: 978-639-3366 or 470-250-9358
Meeting ID: 896 7771 7136

Meeting Agenda

1. Welcome and open meeting by roll call vote.
2. Introductions. Choose note taker.
3. Overview
 - Big picture: Overall project components
 - Timeline: major edits? We'll make milestone additions throughout the meeting.
 - Establish internal communications norms and role expectations
4. Survey
 - Appoint survey lead, define role
 - Align on survey goals
 - Research
 - Discussion & consensus around edits, additions, cuts to draft survey
 - Establish date for revised survey, programmed and testable.
 - Generate introduction to the project, marketing tag for survey outreach
 - Choose live survey dates (begin to end)
 - Brainstorm potential interns for helping with data cleaning and analysis
 - Do we want a 2-page Exec Summary as well as a website?
 - Update timeline with these tasks.

5. Community Outreach

- Appoint outreach lead & team, define roles.
- Community mapping exercise
- Identify lead contacts per group, create outreach text -- general and/or per group.
- Identify local media for press release once link is live.
- Begin press release
- Update timeline with new task deadlines.

6. Public Comments

7. Website

- Appoint outreach lead & helpers.
- Buy website or add to community website:
- Identify potential resources for web developers
- Determine website style
- Update timeline with new task deadlines.

8. Next Steps

- Next meeting.
- Online work/deadlines in the meantime.

9. 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.”