

Sudbury Diversity, Equity and Inclusion Commission
Sudbury DEI Commission Subcommittee on Structure Meeting
Tuesday, December 28, 2021
7:00PM via Zoom

Agenda

1. Role call attendance
2. Approval of Minutes of the meeting Friday, December 10, 2021
3. Discussion of working structure of the DEI Commission
 - a. Identification of subjects, initiatives, and areas of inquiry requiring specific focus
 - b. Identification of possible committees, working groups, or individuals tasked with addressing subjects, initiatives, and areas of inquiry as identified
 - c. List recommendations for presentation at the next meeting of SDEIC

Present: Sue Rushfirth, Sue Abrams, Nalini Luthra, Peju Champion

The meeting was called to order at 7:19PM

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

1. Minutes of December 10, 2021

Motion to accept the minutes was made by Sue Abrams and seconded by Peju Champion

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

2. Working Structure

In the initial work flow chart the group considered, the Outreach Committee included a wide range of actions. After discussion about this, group divided some of these actions among other committees.

- A. Draft of actions to be accomplished/subcommittees needed
 1. Provide training for members self-examination
 - a. Define the kind of training and for whom
 - b. Determine how to assess effectiveness
 - c. Identify funding
 - d. This should be the work of a **TRAINING SUBCOMMITTEE**
 2. Gather first-hand experience in Sudbury for historically disenfranchised populations
 - a. The Lived Experience initiative is currently being developed as part of the work of the **OUTREACH SUBCOMMITTEE**
 - b. Revisit summaries of information from outreach to other DEI commissions in Eastern Mass to collate and list possible actions
 - i. **RESEARCH SUBCOMMITTEE**
 - ii. Some of their work might overlap with **OUTREACH**
 - c. Develop a list of people/groups to whom we wish to speak and create clear guidance on specific areas to cover **OUTREACH SUBCOMMITTEE**

3. Solicit feedback from town boards, committees and departments
 - a. Circulate and present quarterly reports to boards and committees and request feedback **RESEARCH SUBCOMMITTEE**
 - b. Draft letter to town boards etc. to get demographic information
RESEARCH SUBCOMMITTEE
Sue Abrams will put together a first draft to be considered at the Commission meeting on January 16
 - c. Assure that Commission is updated on all communication from the Commission (taking into account confidentiality of some of the communication)
COMMISSION CO-CHAIRS
4. Collaborate with community groups focused on similar issues
 - a. **OUTREACH SUBCOMMITTEE**
5. Facilitate discussions and education forums
 - a. Other groups I town are already doing this so our role should be to work in partnership
 - b. Use our FaceBook page to recognize individual awareness months and publicize events etc.