

DEI Commission Lived Experience Subcommittee Meeting
January 6, 2022
Meeting held via Zoom

Present: Janine Taylor, Sue Abrams, Stephanie Oliver, Katina Fontes, Nalini Luthra,
Joanna Steffey

Also present: Sylvia Nersessian, Nichole Argo (Presenter from Needham Lived Experiences Project)

Agenda:

1. Welcome and open meeting by roll call vote.
2. Introductions.
3. Overview
4. Survey
5. Community Outreach
6. Public Comments
7. Website
8. Next Steps
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."

1. Meeting was called to order on a roll call vote:

Janine Taylor	Aye	Sue Abrams	Aye	Stephanie Oliver	Aye
Katina Fontes	Aye	Nalini Luthra	Aye	Joanna Steffey	Aye

2. Introductions

3. Overview

- a. Nichole Argo reviewed the three major components of the project and the role of the lead for each.
 - i. Survey
 - ii. Outreach and Communication Plan
 - iii. Website development and other deliverables
- b. Other details to be determined include timeline and other parameters that will impact/influence the project

4. Survey **Katina Fontes volunteered to take the Lead role**

- a. A draft, based on the Needham survey, was shared with the group.
- b. Role of the Lead for Survey
 - i. Consolidate feedback
 - ii. Compile stories, assure there is no identifying information, create graphs for data
 1. This job could be accomplished by an intern, trained by Nichole, or a job for a few of the committee members
 2. Based on Needham's experience, it would take around 40 hours over 4 weeks

5. Community Outreach

- a. Role of the Lead for Community Outreach...This is a big role and could be split between the public face of the report and the mapping role
 - i. Identifying groups to reach out to
 - ii. Who are groups that are likely to be directly affected by identity-based mistreatment in Sudbury (e.g., discrimination, profiling, violence)
 - iii. Formal organizations that exist in the community that include or support these groups (e.g. trade unions, civic organizations, volunteer organizations, advocacy organizations, mutual aid societies)
 - iv. Informal organizations in the community that include or support these groups (e.g. Facebook groups for parents)
 - v. Faith communities that might have links to these groups
 - vi. Other influential groups in your community? Who do people listen to? Who has a large platform?
 - vii. Information spreaders (e.g, Facebook group moderators)
 - b. Other issues to be considered
 - i. Timeline
 - ii. Press releases for local media
 - iii. PSA for local cable access
- 6. Public Comments
 - a. There were no public comments.
- 7. Website
 - a. Role of the Lead for the website... ideally this would be a local person with website development skills...a BIPOC...Nichole has some resources (Identify as soon as possible)
 - i. Determine where the information will go
 - ii. Identify formatting
 - iii. Assist with development of the Commission's report
- 8. Next Steps
 - a. Survey
 - i. Stories
 - 1. Determine focus...race, nationality, gender, disability etc.
 - 2. Recipient or witness stories
 - 3. DEI Focus specific to Sudbury (i.e schools, health, law etc)
 - 4. Population to submit stories (i.e. residents, visitors, employees etc)
 - 5. Time frame (i.e. how far back for the stories)
 - ii. Confidentiality
 - 1. Confidentiality is default
 - 2. Public sharing (only with permission)
 - 3. Do we want a public component
 - iii. Introduction to survey
 - 1. How long it will take
 - 2. General information such as vocabulary used
 - 3. Include how this would have positive outcome
 - iv. Discussion
 - 1. Importance of making survey accessible to all

- a. audio option for people to dictate stories
- b. interview format
- c. option to contact a Commission member for alternative ways to participate
- d. How to assure confidentiality in all access models