

Sudbury Diversity, Equity, and Inclusion Commission  
Structure Committee  
Open Meeting **Thursday, February 3, 2022**  
**7.00 pm on Zoom**

Minutes

**Present:** Peju Champion (PC), Paula Verma (PV), Nalini Luthra (NL), Nuha Muntasser (NM), Sue Rushfirth(SR)

**Apologies:** Sue Abrams (SA)

SR welcomed NM to the meeting, who stated that the co-chairs plan to attend all committee meetings in the future

1. Meeting opened by roll call vote.

PC Aye, PV Aye  
NL Aye, NM, Aye  
SR Aye

2. **Public Comments.**

No members of the public were present.

3. **Committee member updates**

SR questioned whether Committee Reports allowed sufficient time during SDEIC meetings

NM explained the difficulties of setting an agenda and then, at the meeting, balancing time, length of discussions, and priorities. Committee reports are circulated in advance.

SR expressed understanding of the difficulties but emphasized that for everyone to feel included and knowledgeable, it is important to both read the reports and have a chance to ask questions and give feedback.

4. **Audit of Town Committees**

- a. Naming of the process

It was agreed that this would be called Self-evaluation by the town board/committees

- b. Aims of the process -

Discussion points

- Identification of 'characteristics' Will questions be based on gender, race, abilities, or should they include education, background, and work-related experiences?

PC added these questions

- Do we also want to ask if the committees at large have addressed any DEI training for their members?

- (The Commission members should be undergoing training themselves before asking that question)
  - Do any individual members have DEI or related sociology relevant training either formally (degree programs) or informal workplace seminars, etc.?
  - Do they feel that DEI aims apply to the work of their respective committees? If so, how?
  - Are they interested in pursuing more education in these topics, etc.?
  - Do they know about our group and other groups in town working on related issues?
  - Have they collaborated with other groups on these issues?
  - Do they see a role for collaboration?
  - If so, what means of communication would be most useful/efficient? Do they have any data or perspectives to share with us that they feel should impact our work and advice to the Select Board?
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- Should we ask the Select Board what information they would find helpful?
  - PV posed the question – will people be told this is confidential? Should it be confidential? Should they be allowed to opt out? What is the purpose of this? Should time be spent formulating the questions?
  - The final overarching question was agreed upon: Do the people making decisions for you represent you?  
This will hold a mirror up to the town. It is vital to understand that DEI work is not just for the DEI Commission but should be embedded in all aspects of the town's functioning.

Discussion around the number and sort of questions took place. It was decided that

- i. PC will reach out to Stephanie Oliver to possibly seek advice from Dr. Argot
  - ii. PC will produce the first draft for consideration by the Committee.
  - iii. At the next meeting, this Committee will ensure that what we are doing is in keeping with the Mission.
  - iv. The Committee will confirm that this is the work of the Structure Committee and not that of Outreach or Lived Experiences Committees.
  - v.
- 5. Committee membership and defined function of each Committee.**
- A discussion document was submitted for consideration and approval by SDEIC on 3/10/22
- 6. Recognizing reports of trauma during Commission meetings**  
PC proposed that if a traumatic incident or time is acknowledged in an SDEIC meeting, a moment of quiet contemplation should follow that. Nuha will add this to any future relevant statement or discussions.
- 7. Review and approval of Minutes of Meeting December 28, 2021**  
Proposed: PC Seconded: PV

Vote  
PC Aye SR Aye  
PV Ayer NL Aye  
NM Aye

8. The **next meeting** will be at 7.00 pm on Thursday, March 3, 2022, on Zoom
9. **Adjourn meeting** by roll call vote.  
Proposed: NL, Seconded: NM

Vote  
PC Aye SR Aye  
PV Ayer NL Aye  
NM Aye

Meeting adjourned at 8:50 pm

NOTE: The committee chair subsequently realized that NM was not a member of the Committee.

She should not, therefore, have voted. Her vote did not affect the outcome, so the minutes stand as written pending her joining formally.

SCR

2/8/22