



Meeting Notice

Sudbury Diversity, Equity and Inclusion Commission
Sudbury DEI Commission Meeting
Thursday, January 13, 2021
7:30 PM Open Session

Please click the link below to join the virtual Sudbury DEI Commission Meeting:

<https://us02web.zoom.us/j/83513599960>

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

Dial -in: 978-639-3366 or 470-250-9358

Meeting ID: 835 1359 9960

Meeting Agenda

1. 7:30 PM: Welcome and Open Meeting by Roll Call Vote.
2. 7:35 PM: Public Comments.
3. 7:50 PM: Select Board / January Quarterly Report Meeting Debrief and Vote.
4. 8:20 PM: Subcommittee and Working Groups Updates.
5. 8:50 PM: DEI Initiatives / Recommendations to Town of Sudbury.
6. 9:05 PM: LWV DEI Roundtable Discussion.
7. 9:25 PM: Welcome Karyn Jones from COD.
8. 9:29 PM: Review and approve minutes of December 16, 2021 meeting.
9. 9:30 PM: 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.”

The next Sudbury Diversity, Equity and Inclusion Commission meeting will be on February 17, 2022, at 7:30 PM.

January Select Board Meeting Update

Submitted by Nalini Luthra

Nalini Luthra and Sue Rushfirth attended the January 4, 2020, Select Board Meeting to present the Commission's second Quarterly report. The Select Board was very pleased with the progress made by the commission. They are excited about the Storytelling Project we are working on with Dr. Argo and look forward to hearing what we will learn about Sudbury and the community as we dig deeper.

The discussion primarily was about our social media platform, land acknowledgment, non-citizens voting in municipal elections, international flags displayed in town, extension of our commission's term beyond one year and request for \$15,000 from the upcoming town budget to support training and workshops for the commission members.

The Select Board agreed that we need funding to make progress with our mission and are willing to include that in their budget for the upcoming financial year. They suggested that it's their role to request funds for us. The funds allocated will be available to us next fiscal year starting June 30th 2022.

The Select Board understands the need to extend our term to enable us to utilize these allocated funds which will be available on June 30th and to maximize the impact and depth out of our storytelling project. They are very supportive of extending our term and recommended that we should detail the logistics and how we plan to use the extended term.

The Select Board suggested we consider the following questions:

- a) Will the extension be for a total of three years?
- b) Will it be in perpetuity with a third of the commission rolling off annually?

Additionally, the Select Board recommended reexamining the mission statement and updating it as we see fit. **The Commission will discuss and vote on these matters at the January 13, 2022 meeting. The Select Board plans to vote on January 18, 2022, on extending the term of our Commission and request that they receive our recommendations by January 14, 2022.**

The Select Board expressed their preference for continuing to receive quarterly reports. The discussion ended as the Select Board expressed interest in receiving a milestone report that includes policy recommendations as well as results from the storytelling project.

You can access the meeting [here](#). The DEI Commission report approximately begins 1 hour and 20 minutes into the meeting.

Budget/Funding Update

Submitted by Stephanie Oliver

I coordinated with Town staff and Dr. Nichole Argo on the logistics needed to receive the Sudbury Foundation grant for the Lived Experiences/Storytelling Project, and to process the consultant payment (getting a signed contract, obtaining documentation to set up Dr. Argo as a vendor, etc.).

I scheduled and set up the first meeting of the Lived Experiences/Storytelling Project sub-committee, which was held on 1/6/21.

I had a discussion with Angela Crocker, Executive Director of the Parmenter Foundation, regarding potential opportunities for grant funding/partnership. The foundation's grant-making focus is on programs/services related to grief and palliative care. Although we acknowledged the relationship between DEI and health outcomes/health care during our discussion, there did not appear to be a direct connection to any of the Commission's projects at this point. Ms. Crocker was very supportive of the Commission's work, however. If we were to identify a specific project that would fit within the Foundation's funding priorities, I think that could be explored further.

Storytelling / Lived Experiences Subcommittee Update

Submitted by Stephanie Oliver and Sue Abrams

The Lived Experience/Storytelling Project Sub-Committee held its first meeting on January 6, 2022. Dr. Nichole Argo reviewed the three major components of the project: developing a survey, developing an outreach and communication plan, and developing a website and other deliverables.

She described the role of the lead for each. Katina Fontes volunteered to be the Survey Lead. Volunteers for the other roles were not determined. Sub-committee members do not present at the January 6th meeting who are interested in volunteering for the Outreach or Website Lead roles should reach out Stephanie Oliver. Nichole shared a draft survey, which the sub-committee will review and discuss at a future meeting. Items/questions to be considered for the survey include:

- a) Determine focus (i.e race, nationality, gender, disability etc).
- b) Recipient or witness stories.
- c) DEI Focus specific to Sudbury (i.e schools, health, law etc).
- d) Population to submit stories (i.e. residents, visitors, employees etc).
- e) Time frame (i.e. how far back for the stories).

- f) Confidentiality.
- g) Accessibility.

The timeline for the project was discussed, specifically the potential for pushing the project end date into June to provide more time for initial project steps. The draft survey will be presented to the full Commission before it is finalized. The sub-committee plans to meet again soon, but a date has not yet been set.

Structure Advisory Subcommittee Update

Submitted by Sue Rushfirth

The Structure Committee was formed to consider the organization and structure of the SDEIC and make recommendations that render the Commission more able to reach its short-term goals.

We based our considerations on the goals as laid out in the mission statement provided by the Sudbury Select Board and have based our recommendations on the assumption that each commission member will undertake at least one committee position or individual task.

Training Subcommittee

- a) Define the kind of training and for whom.
- b) Determine how to assess the effectiveness of the training provided.
- c) Identify funding.
- d) Provide training for members' self-examination.

Survey / Lived Experiences Subcommittee

- a) Gather first-hand experience in Sudbury of historically disenfranchised populations
 - i) The Lived Experience initiative is currently being developed as part of the work of this committee

Outreach Subcommittee and Research Subcommittee

There are several overlaps in the areas of focus of these two committees. There is a case for combining the two into one. This larger committee would thus have several areas of responsibility.

- a) Revisit summaries of information from outreach to other DEI commissions in Eastern Mass to collate and list possible actions.
- b) Develop a list of people/groups to whom we wish to speak and create clear guidance on specific areas to cover.
- c) Circulate and present quarterly reports to town boards and committees, and departments.
- d) Solicit feedback from town boards, committees, and departments.
- e) Draft letter to town boards etc. to obtain demographic information.

- i) Sue Abrams will put together the first draft to be considered at the Commission meeting on January 13.
- ii) Solicit the support of Select Board in distributing quarterly reports to and receiving feedback from town committees and commissions. Given that the Sudbury Select Board created the SDEIC, it seems reasonable to ask for the support of its members when undertaking certain aspects of the work.
- f) Collaborate with community groups focused on similar issues.
- g) Facilitate discussions and education forums.
 - i) Other groups in town are already doing this, so our role should be to work in partnership.
- h) Use our Facebook page to recognize individual awareness months and publicize events.

Budget Subcommittee

- a) To investigate possible funding sources to support SDEIC initiatives.
- b) To work with co-chairs in seeking funding from the Town of Sudbury.

Structure Subcommittee

- a) To implement the recommendations as approved by the SDEIC.
- b) To monitor the effectiveness of newly established structures and committees.

Commission Co-Chairs

- a) Assure that the Commission is updated on all communication to and from the Commission.

Initiative Recommendations

Submitted by Nuha E. Muntasser

As the SDEI Commission continues to identify initiatives the Town of Sudbury should adopt, we must consider how we will campaign for such initiatives in order to present the best possible policy recommendations to the Select Board. We must formalize these efforts into detailed action items. Therefore, the Commission should devote time to research the initiatives and identify why, when and how Sudbury should adopt such initiatives or policy recommendations. The Structure Advisory Subcommittee should consider these initiatives as they continue to make recommendations on how to structure the Commission as well as pursue our mission and goals. The following initiatives have been identified by members of the Commission:

- a) International flags in the town center.
- b) Allowing non-U.S. citizens to vote in municipal elections.
- c) Promoting and encouraging all town meetings and hearings to include a land acknowledgement.
- d) Extending the Commission's appointment ending on May 31, 2022.

- e) Hiring DEI personnel.

LWV DEI Roundtable Logistics and Preliminary Agenda

Logistics

Sunday, January 30, 2022, at 2:00pm scheduled a 90-minute session via Zoom.

Maximum of two representatives, at least one representative to attend a prep session.

Possible Questions

1. Provide a history of organization – including key mission and vision, when founded/why, how they were formed (volunteer vs. appointment), how people can work with/join.
2. How do you define diversity, equity, and inclusion?
3. What are the unique challenges to raising awareness of DEI in a community like Sudbury?
4. Have your objectives or priorities shifted in light of the social climate around the country?
5. What do you think would surprise members of the Sudbury community about diversity in our town?
6. How has the Covid-19 pandemic impacted DEI challenges or opportunities within Sudbury?
7. How are you working with the business and/or school communities?
8. What data and/or resident input do you use to guide your activities?
9. What can individuals do to raise their own awareness or competencies?
10. Where can residents get information about what you're doing, or get involved?