

DRAFT

Equity and Diversity Committee - Town of Shelburne

PUBLIC MEETING Minutes

Monday, January 3, 2022; 6:00pm

Hybrid Meeting: Zoom & In-Person

Physical Location: Basement of Pierson Library;

Old Town Hall (Historical Society)

Committee Members present: Erika Lea, Jennie Hoenigsberg, Wanda Morgan, Patricia Fontaine, Michele Crowder, Cate Cross, Mercedes Ortega, Josh Flore, Marcela Pino

Others present: Dean Pierce

- **Call to Order:** 6:06 pm
Facilitator: Michele Crowder
Minutes: Wanda Morgan
- **Approval of Agenda for: 1/3/22**
Motion to approve Agenda: Erika
Second: Wanda
Favor: majority **Opposed:** None
- **Approval of Minutes from: 12/20/21**
The following updates to the minutes will be made by Erika:
 - Correct spelling of Fabienne's name
 - Add last name to all committee members present**Motion to approve Minutes:** (with changes) Patricia
Seconded: Josh
Favor: majority **Opposed:** None
- **Public comments:** Dean Pierce announced that he was just listening in as his employer will be hosting a series of Equity and diversity planning sessions over the next 12 months
- **Member/Membership Update:** None
- **Report from Sub-Groups:**

Strategic Planning: After group discussion; it was decided that the full board would use next meeting to discuss and finalize Year (1) (second half-(Jan-June)) strategic plans, timelines, and action items. There will not be a sub-group at this time.

Grant Subgroup: The following members volunteered to serve on the grant sub-group (wanda, Jennie, Marcela); these members will offer support: (Patricia, Michele) First step will be to identify types and possible grant sources.

Consultant: No report

- **Discussions:**
 - Discussed and agreed to use a proposed note-taking template to formalize and allow consistency with committee minutes. The committee will use and edit the template as needed.
 - Josh shared a link to schipstreasure.org/grants for the subgroup to consider.

- **Action Items:**

Action	Responsible	Due
Ask the town if there is a manual for committee financial procedures	On hold until post budget approval	N/A
Can we write a grant prior to obtaining finance money from the town? Can we fund raise as a town committee? Does the town have a formal RFP template we can use?	Cate	1/17/22
Invite Ben Elsenberg from democratic Committee to address the board (10 min time) to discuss possible projects we may participate.	Erika	1/17/22
Design/develop google doc for team to use with Strategic Planning.	Mercedes	1/17/22

- **Next meeting:** 1/17/22

Facilitator: Cate

Minutes: Michele

In -Person: Mercedes, Patricia, Wanda

- **Meeting adjourned:** 7:08PM

By: Michele

Seconded: Marcela

Favor: majority **Opposed:** None