

## **Equity and Diversity Committee - Town of Shelburne**

### **PUBLIC MEETING Minutes**

**April 24th, 2023, 6:00pm**

### **Google Meets Virtual Meeting**

**Committee Members present:** Chunka Mui, Jennie Hoenigsberg, Patricia Fontaine, Michele Crowder, Mercedes Ortega, Faith Yacubian, Sarah McIlvennie, Alexis Hall

**Others present:** Rodney Centeno, Kit Anderson

**Call to Order:** 6:03pm

**Facilitator:** Faith Yacubian

**Minutes:** Michele Crowder

#### **Approval of Agenda for 4.24.23**

**Motion to approve Agenda:** Michele

**Second:** Patricia

**Favor:** majority

**Opposed:** None

#### **Approval of Minutes from 4.10.23**

**Motion to approve Minutes:** Michele

**Seconded:** Patricia

**Favor:** majority

**Opposed:** None

**Public comments:** Kit Anderson reports there will be a new, accessible community garden at Davis park, June 6th. There will be 2 volunteer gardeners. Shelburne Craft school has donated raised beds.

**Discussions:**

- **Connect with new town manager:** timeline is June. Will update re: consultant work soon after
- **Update Strategic Plan:** group hoping to have updated progress towards 2022 goals. Michele & Mercedes to review and update. “What have we learned?” “What does success look like?” Also to send out ideas/survey for 2023 to re-group and assist with Committee next steps over the course of the year. To tie group activities back to strategic plan goals/objectives.
- **Discussion & Planning of processes/proposals of new efforts align with the Committee’s mission & Strategic Plan:** Reviewed current Strategic Plan focuses on consultant & “community engagement “. A framework/rubric could be helpful to assist with assessing new proposals/activities that are brought to the Committee. A google doc keeping track of these proposals could also be helpful. Need to ensure alignment with Strategic Plan.
- **Revisit discussion from April 10th: Dept visits and CBC attendance and community engagement subgroup:** Discussed the idea of a communication subgroup to help with connection/communication to other CBCs. Michele & Sarah volunteered to assist with this. Needs a clear description of the role of this subgroup. Possibly to include committee liaison, public PR, creation of any external communications. Plan to bring this idea to the entire Committee to vote on our next meeting.

## Report from Sub-Groups

**Consultant:** Faith has been added to this subgroup. Currently awaiting Town employee surveys. Have received 13, goal is a minimum of 15. Next steps include analysis of surveys and Listening Session for employees (timeline 3 weeks).

**Grant:** Working to renew VCF grant. To be presented to the Selectboard tomorrow. Once approved, can then be submitted. VCF funds go directly towards consultant fees.

**Strategic Planning / Budget:** New budget doc has been updated and uploaded to google doc. 2022 Strategic Plan to be reviewed and updated.

**Culture & Community:** Last movie night was canceled. Will be rescheduled at a later date. Committee gathering planned for May 13th 2-6pm. Upcoming events: table at Farmers market, Heritage Potluck.

**Member/Membership Update:** All new members have been oriented. Student members may have the ability to vote on minor decisions. Plan to be brought before the Selectboard tomorrow.

**Action Items:**

<u>Action</u>	<u>Responsible</u>	<u>Date</u>
Strategic Plan 2022 analysis Survey to assist with 2023 goals	Michele & Mercedes	5/8/23
Possible Communications subgroup to gather info, create description	Michele & Sarah	5/8/23
Grant subgroup to submit VCF grant once approved	Jennie & Patricia	5/8/23

**Important Dates:**

<u>Event</u>	<u>Date</u>
Committee gathering	5/13 2-6pm

**Next Meeting Facilitator:** Sarah

**Note taker:** Faith

**Meeting Adjourned at:** 6:53pm

**Motion to close meeting:** Chunka

**Second:** Jennie

**Favor:** majority

**Opposed:** None