

Equity and Diversity Committee - Town of Shelburne

PUBLIC MEETING Minutes

Date: 8/14/2023, 6:00pm

Google Meets Virtual Meeting

Committee Members present: Chunka Mui, Jennie Hoenigsberg, Patricia Fontaine, Fabienne Boisvert-DeFazio, Mercedes Ortega, Sarah McIlvennie, Alexis Hall

Others present: Anna Gonzalez

Call to Order: 6:05 pm

Facilitator: Patricia

Minutes: Sarah

Approval of Agenda for: [EDC Agenda for 8.14](#)

Motion to approve Agenda: Chunka

Second: Patricia

Favor: majority

Opposed: None

Approval of Minutes from: [EDC Minutes 07.24.23Draft](#)

Motion to approve Minutes: Patricia

Seconded: Jennie

Favor: majority

Opposed: None

Public comments:

1. Anna Gonzalez is here as an Americorps Volunteer from the Chittenden Solid Waste District (CSWD)

Discussions:

1. Renew Intentional Evolution Contract for next Phases
 - a. Will need to vote on and approve next contract for Intentional Evolution contract for next phase/fiscal year
 - b. Because of unforeseen delays in programming, Patricia and Mercedes will revisit current contract for guiding language, and check in with consultants again in preparation for larger discussion at 8/28/23 meeting with goal to vote then
 - c. Created list of clarifying questions on agreement structure and details ahead of creating the next working contract
2. Increasing consistency in meeting facilitation and note taking - Josh suggested that folks sign up for three meetings in a row for both positions for a **trial period**
 - a. Creating more structure around this increases continuity and increases our capacity to have higher attendance and spread out the responsibility of leadership in these meetings
 - b. Amendment that we have a monthly facilitator for two meetings
 - c. **Motion:** Jennie proposes that we begin having everyone sign up for one month as a facilitator and one month as a notetaker, and we will reassess in January to see how everyone is feeling.
 - d. **Second:** Sarah Seconds.
 - i. **All those in favor:** majority
 - ii. **Opposed:** None
 - e. Document will live in “administrative documents” on the drive
3. Shelburne Day, August 19th, Participation
 - a. This coming Saturday
 - b. Plan is to be there for the whole day with buttons, bookmarks, giveaways, resources, etc., all committee members welcome to stop by
4. Shelburne Forward Together Update:
 - a. Committee members shared it was a very good overall experience
 - b. Seemed well attended, people were open to sharing ideas, thoughts and concerns about Shelburne moving forward
 - c. The ideas that received the most attention will be brought up for the second meeting - logistics below
 - d. Infrastructure group:
 - i. Town water and sewer (more macro ideas) were the majority of infrastructure conversation
 - e. Mobility Accessibility group:
 - i. 50ish folks in attendance, equity-oriented conversation
 - f. A large range of ages participating - for younger folks questions around how do we make Shelburne more accessible to other families and folks

5. Pay for Lawn Signs Budget

- a. \$127.47 to pay for the lawn signs for Shelburne Days (Patricia paid out of pocket) - would the committee be willing to make this an expense from the budget?
- b. **Motion:** Patricia makes a motion to pay for the lawn signs out of the budget.
- c. **Second:** Jennie seconds.
 - i. **All in favor:** majority
 - ii. **Opposed:** None

Report from Sub-Groups

Consultant:

- After employee listening sessions, prepare a report, and from the report shape the 2-year JEDI plan.
- Met with the town manager (Matt), letter will come from him to employees
 - Three sessions: One larger session at garage, an online session that will be affinity groups, hybrid session at Pierson Library for anyone who didn't attend either of the first two sessions
- Integration of equity and diversity into the services and conversations across the departments and employees
- See who is, and is not, at the table and engaging with shifting that

Grant:

- SCHIP grant came in at \$1,000 to support the Heritage Potluck

Strategic Planning / Budget:

- Grant Received \$10,000 Town budget allocation \$10,000 SCHIP Grant not included in these numbers

Culture & Community:

- Movie series, Patricia will be meeting with Library soon
- Shelburne Day on Saturday 8/19
- Heritage potluck on deck!
 - More to come soon as we get closer

Member/Membership Update:

- No updates

Action Items:

<u>Action</u>	<u>Responsible</u>	<u>Date</u>
Look at existing consultant contract - understand where/how that language shapes the next contract and bring back to next meeting to inform proposal and vote for next consultant contract	Patricia, Mercedes	8/28
Sign up for facilitator and notetaker roles on the spreadsheet Jennie is sending out; also lives in “ administrative documents ” on shared drive	ALL	8/28
Sarah will send out email to Fabienne and Michele to create standing time for Communications Committee	Sarah	8/14
For 8/28 Agenda - separate Budget and strategic plan in the subgroups	Patricia	8/28
Shelburne Day - August 19th between 9-2	ALL	8/19
Tell friends/neighbors/etc. To attend the Shelburne Forward Together Pt 2 - August 22nd, 6:30-9pm	ALL	8/22

Important Dates:

<u>Event</u>	<u>Date</u>
Shelburne Days	8/19/2023
Shelburne Forward Together - Part 2 (6:30-9pm)	8/22/2023

Next Meeting Facilitator: Patricia

Note taker: Sarah

Meeting Adjourned at: 7:03

Motion to close meeting: Patricia

Second: Fabienne

Favor: majority

Opposed: None