

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

**PUBLIC MEETING Minutes**

**Date: October 10,2022, 6:00pm**

**Google Meets Virtual Meeting**

**Committee Members present:** Erika Lea, Jennie Hoenigsberg, Patricia Fontaine, Fabienne Boisvert-DeFazio, Michele Crowder, Cate Cross, Mercedes Ortega, Marcela Pino

**Others present:** None

**Call to Order:** 6:02 PM

**Facilitator:** Erika

**Minutes:** Marcela

**Approval of Agenda for:** Oct. 10, 2022

**Motion to approve Agenda:** Cate

**Second:** Jennie

**Favor:** majority

**Opposed:** None

**Approval of Minutes from:** 9.26.22

**Motion to approve Minutes:** Patricia

**Seconded:** Fabienne

**Favor:** majority

**Opposed:** None

**Public comments:** No public present

## **Report from Sub-Groups:**

Discussion about the presentation of the budget to the Board. We need to decide what our budget should be and how to present it.

Fabienne is working on designing a process to keep track of the budget.

Cate will ask how other committees keep track of budgets. The Town money was allocated as a lump for general expenses and we can assign money as we see fit. This is important to understand how to keep track of expenses as they happen.

How much have we promised to consultants? We voted as a Committee on \$18K.

We will use the next meeting to discuss next year's budget. Jennie will pull information for people to look at possible activities for the budget. Important to tie our strategic plan to the budget activities.

Our next meeting will be from 6 to 7:30 pm to give room for budget discussion

**Strategic Planning:** After reviewing the Strategic Planning document, we have met all the goals of 2022. It would be great to get feedback from the consultants about goals for 2023.

About the section that says "complete assessment of the Town"; this is not completed, but it is possible to do it before mid-year 2023, which is when the fiscal year ends.

**Grants:** no news

**Consultant:** Patricia gave an update about the survey event. In general, it went well. Consultants are looking at the information next. Also, Lee Krohn is meeting with heads of committees.

### **Discussions:**

- It is suggested to build a feedback process with consultants to maintain open and ongoing communications between them and the Committee. We will send them a message asking if they can suggest a feedback process.

Cate updates about the presentation at the Vermont League of Cities and Towns Town Fair event.

- People approached Cate to ask for our committee's member recruitment tools
- Cate also went to IDEALS lunch and she is suggesting to participate next time (spring).

**Member/Membership Update:** Recruitment is going to be more expensive because of inflation (inserts in newspaper will be close to \$1,000). We would like to start the process in December to avoid the holidays. Also, as we get closer to April 1 (terms dateline), we should ask people if they would like to update membership or not. We should review the rubric (matrix) we used to select people.

**Reporting back to Select Board:** It would be great to update the Board about our progress to date. Fabienne will try to go to next SB meeting and give brief update

**Culture & community:** Movie night was not well attended. It was a beautiful night and also Yom Kippur. Next one will be in November.

**Action Items:**

Action	Responsible	Date
Designing a tool to keep track of budget	Fabienne	?
Ask how other committees keep track of budget	Cate	10/11/22
Pull information for people to look at possible activities to build the 2023 budget.	Jennie & Patricia	10/24/22
Update the Select Board on 10/11/22 Public Comments	Fabienne and Patricia	10/11/22
Review rubric or matrix to recruit Committee members	Jennie, Erika, Marcela	?

**Next Meeting Facilitator:** Michele

**Note taker:** Erika

**Meeting Adjourned at:** 7:18 PM

**Motion to close meeting:** Erika

**Second:** Jennie

**Favor:** majority

**Opposed:** None