

## Shelburne Equity and Diversity Committee Meeting

Minutes, October 15, 2021

Participating: Patricia Fontaine, Jennie Hoenigsberg, Erika Lea, Josh Flore, Sue Furry-Irish, and Marcela Pino

Call to order 4:05

Welcome to new prospect members

Approve Agenda. Jen moves, Erika seconds. Approved Approval minutes. Marcela moves, Sue seconds. Approved Public comments. No public comments

Update membership subcommittee. We completed the recruitment process, welcomed 3 new members and a fourth is in line for April.

- About requirement town employee: Erika will email Lee to clarify the procedure

- How do we take advantage of the people that applied but because of space limitations could not get included this time around? Erika will ask SCS DEI Committee how they formed a Google Group, basically a mailing list for anyone interested in receiving updates on our work and calls for involvement. *Discussion for future meeting*
  - The thank you note procedure. Jennie mailed thank you cards and will email applicants that were not chosen to thank them and encourage ongoing involvement. Procedure for new members to be approved at the SB
  - Scan applications, send to Lee and then he brings it to the SB. At the meeting, the SB call people forward and ask some questions and introduce themselves
  - October 26th is the meeting and all three new members/candidates said they can attend
  - Erika will send a reminder to them about the meeting
  - New members: please reach out to any of the old timers for questions
  - At the ED Committee November meeting we should dedicate part of the meeting to introduce ourselves and talk about why we are doing this work
- Declaration of Inclusion
- Cate and Patricia attended VLCT virtual Equity Town Fair
  - Please read about it if you haven't, the Declaration of Inclusion is going all over the State, about how to achieve equity and diversity in your Town
  - At this workshop the advice: invest early on a consultant. Everybody said we should start with Town government. This can impact our budget. The cost can be tens of thousands.
  - The Vermont League is creating a manual

- Can we commit to this now or do we need another discussion? There is a lot of advantages to adopting the Declaration of Inclusion, but we need another meeting to look at it carefully and give time to our new members to catch up.

#### Budget

- Discussion about shared document
- Adding the cost of a consultant will bring questions from SB and we need to get informed before the second meeting where we give details about the budget. We need to assume that we will need to write grants to cover the cost of the consultant
- Josh advice is to go big at the first meeting because the increase year after year is very small (3% or so)
- Discussion about expectations with a potential consultant. The consultant does an assessment, then we have to address the assessment with all Town employees and volunteers. The consultant will help us to create the big picture, but we also have to be flexible to do other trainings or activities related to the plan. Patricia will talk with the person in Middlebury to ask about what can we expect from a consultant
- The rest of the budget items were discussed and revised
- Josh makes a motion to allow Patricia to amend the consulting line after her conversation, no more than 25K. Erika seconds
- Patricia makes a motion approve the proposed budget, Jen seconds approval of the proposed budget

#### New schedule

- Mondays 6 pm to 7, November 1st
- Erika will send communications about the change of meeting time

#### Budget sub-committee

- Patricia, Josh and Jennie
- No need to make a presentation. We can create a handout to inform the conversation - Handout: short description of why we need the consultant and the money
- Meetings for budget presentation. Oct 26 and Nov. 9

#### Next meeting:

- Facilitator: Patricia - Note taker: Jennie

Meeting adjourned at 5:10 pm

#### Action Items:

- Erika to email Lee about procedure to recruit Town employees
  - Erika will ask how her committee at school how they did thank you notes for people who applied
  - Erika will send a reminder to new prospect committee members about the SB meeting on October 26<sup>th</sup>
  - Patricia contacts the person in Middlebury who talked about the advantages of hiring a consultant to assess Town procedures
  - Erika will send communications about the change of meeting time
- For next agenda

- At the ED Committee November meeting we should dedicate part of the meeting to introduce ourselves and talk about why we are doing this work
- Discussion about Invitation to Apply on website (Erika)
- Discussion of recruiting Town employees
- Update from Middlebury Selectboard member Lindsey Fuentes-George & VLCT (Patricia)