

Cape Elizabeth DEI Committee  
Minutes of the 6-8-22 meeting  
**DRAFT**

Present: Valerie Franks, Mary Mitchell Friedman Eliza Matheson, Christina McAnuff, Don Rudalevige, Maura Sullivan; Rachel Davis, Secretary

Absent: Monica Malcomson

1. Call to Order: Rachel called the meeting to order at 7:09 p.m.
2. Public Comment: none
3. Adopt minutes from the 5-11-22 meeting: Don made a motion to approve the minutes; seconded by Valerie; discussion: none; minutes unanimously approved.
4. Discussion: Terms and Definitions
  - a. Christina shared and led the discussion of her document in which she added to and edited definitions from the Ad Hoc Civil Rights Committee; Mary asked about the intended use of the document, and Rachel explained the original intent was to provide a set of definitions for terms that may be used in making recommendations to the Town Council so that everyone has a shared understanding. Because Mary is new to the discussion, and Monica was absent, Eliza made a motion to table the discussion of Terms of Definitions until the next meeting; seconded by Maura; discussion: Would this be a document that is approved by the Town Council, or is it intended to be an internal set of guidelines for the Committee. Although the document will not need to be approved by the Town Council as an official document, it will be used to help clarify any recommendations that are made to the Town Council so that everyone fully understands what is being recommended and why.
  - b. ACTION ITEM: Committee members are asked to review the definitions and make notes/edits to share at the next meeting.
5. Student Representatives: The Committee discussed Eliza's draft procedure for recruiting and appointing student representatives. A question was raised about whether parental permission is necessary before students can participate.
  - a. ACTION ITEM: Rachel will find out what she can about parental permission for student representatives to the Ad Hoc Civil Rights Committee; Eliza will find out how the School Board handles student representatives
  - b. Eliza pointed out that there is a district DEI committee meeting coming up and that it would be a good opportunity to share the flyer and let people know that this opportunity will be available to students next year.
    - i. Maura made a motion to adopt the flyer as a document for recruiting students; seconded by Don; discussion: none; unanimously approved.
6. SWOT Analysis: Valerie led a discussion of what the Committee would like to prioritize by encouraging brainstorming about strengths and weaknesses, opportunities, and threats. (See attached notes from discussion.)

- a. Valerie suggested that Committee members think about their top two in each category; from there the Committee can decide what else we need to know to help us determine what to focus on, and then hone in on 4 or 5 goals.
    - i. ACTION ITEM: Everyone should think about the top 2 concepts in each category and come prepared to discuss them at the July meeting.
7. Reports
- a. Juneteenth: Monica had reported via email that she has not been able to connect with the South Portland Human Rights Commission about their Juneteenth celebration; committee members shared information about other area celebrations.
  - b. Mary reported on her meeting with DEI contacts from the academic community and their recommendations (see also attached memo:)
    - i. The importance of focusing on Equity was emphasized; most communities focus on diversity, but it is important to focus equally on Equity and Inclusion as well
    - ii. It's important to do an Equity Audit; the Committee discussed the need to develop a budget to engage a consultant in the coming year
    - iii. It's important to create a strategic plan with a timeline, and that the timeline should be realistic for meeting measurable, effective goals
    - iv. Valerie suggested that the Committee develop a list of "promising practices" from other organizations and efforts
      - 1. ACTION ITEM: Mary will begin to develop a "promising practices" list for the next meeting
      - 2. ACTION ITEM: Valerie will look at examples of strategic plans and develop a rough outline for the Committee
  - c. Eliza reported on the Cape Courier distribution: the paper is distributed to every household in town, including renters, which is roughly 4800 households
8. Agenda Items for Next Meeting
- i. Terms and Definitions
  - ii. Follow up on Student Representatives
  - iii. Continuing SWOT analysis
  - iv. Promising practices
- b. Reports
9. Other Business
10. Public Comment: none
11. Adjournment: Christina made a motion to adjourn; seconded by Eliza; unanimously approved. Meeting adjourned at 9:03 p.m.

Respectfully submitted by Rachel Davis, 7/5/22