

Cape Elizabeth DEI Committee
Minutes of the 1-11-23 Meeting
DRAFT

Present: Valerie Franks, Monica Malcomson, Eliza Matheson, Christina McAnuff, Don Rudalevige, Regan St. Pierre, Maura Sullivan; Aurora Milton and Nevaeh Patt, Student Representatives; Rachel Davis, Secretary

Absent: Saga Hart, Student Representative

1. Call to Order: Monica called the meeting to order at 7:02 p.m.
2. Public comment (15 minute limit): none
3. Adopt minutes from previous meeting: Christina made a motion to approve the minutes from the December 14 meeting; seconded by Don; unanimously approved.
4. Welcome new member, and new student representatives: new member Regan St. Pierre, and present new student members, Aurora Milton and Nevaeh Patt, were welcomed and introduced
5. Election of the Chair
 - a. Eliza nominated Monica; seconded by Valerie; no further nominations. Unanimously approved.
6. FOAA review: Rachel reviewed the legal requirements of the Committee to follow open meeting laws, prohibiting any Committee business from taking place outside of public meetings, and reviewed the document provided by the Town attorney and the Q&A document from FOAA training
7. 2023 Meeting Schedule and start time: the Committee discussed an earlier start time for monthly meetings, moving the start time back to 6:00 p.m.
 - a. Monica made a motion to continue to meet on the second Wednesday of the month, but starting the meetings at 6:00 p.m.; seconded by Valerie; unanimously approved.
 - b. Meetings will take place on: February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, and December 13 from 6:00 - 8:00 p.m. in the library's Conference Room.
8. Review of Goals & Objectives: Valerie and Christina discussed the history of the committee for the new members and how we arrived at the rubric of goals and objectives they had prepared. It was decided to form a subcommittee for each of the three aspects of the Committee's charge: Systems, Knowledge, and Culture, and to schedule one meeting for each subcommittee prior to the next full Committee meeting:
 - a. Systems: Don, Eliza, and Regan: meeting on Thursday 1/26 at 6:00 p.m.
 - b. Knowledge: Monica, Naveah, and Christina: meeting on Saturday, 1/21 at 10:00 a.m.
 - c. Culture: Valerie and Aurora: meeting on Wednesday, January 25 at 5:30 p.m.Valerie will prepare a Scope of Work template for each subcommittee to complete at its Meeting.

9. Human Library Project Report: Rachel reported on attending an online Human Library event, and discussed the toolkit provided by the Human Library organization. The Knowledge Subcommittee will review the materials and toolkit and prepare a plan to move forward with planning the library event in the fall.
10. Other Business:
 - a. Christina wondered if there would be a way to install some kind of electronic sign in Town to promote Committee events; the Committee brainstormed different ways to get the word out about what the Committee is doing.
 - b. Aurora and Nevaeh shared information about a cultural food night at the high school coming up on January 29 called Celebration Pot Luck, and shared the link to the RSVP form.
11. Public Comment (15 minute limit): none
12. Agenda items for next meeting
 - a. Acceptance of minutes from prior meeting
 - b. Subcommittee reports
 - c. Scope of Work discussion
 - d. SMARTIE Goals for each subcommittee
 - e. Priority book titles for the Human Library
 - f. Other business
13. Next meeting: February 8 at 9:00 p.m. in the library's Conference Room.
14. Adjournment: Monica made a motion to adjourn; seconded by Eliza; unanimously approved. Meeting adjourned at 8:58 p.m.

Respectfully submitted by Rachel Davis, 2/2/23