

Cape Elizabeth DEI Committee
Minutes of the 8-10-22 meeting
DRAFT

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

Absent: none

1. Call to Order: Monica called the meeting to order at 7:05 p.m.
2. Public Comment: none
3. Adopt minutes from the 6-8-22 meeting: Don made a motion to approve the minutes; seconded by Mary; discussion: none; minutes unanimously approved.
4. Discussion: Terms and Definitions
 - a. There was discussion of which definitions should be included in a basic guide to accompany Committee recommendations, with the option to refer back to the complete list of definitions on an as-needed basis. The Committee thought inclusion of the source notes for each definition would be helpful. It was also suggested that the glossary should be revisited annually. Rachel suggested that the Committee finalize a basic glossary and vote on it, including a note that the glossary will be revised on an annual basis.
 - b. Eliza made a motion to table the discussion until the next meeting, at which Committee members will come prepared with their notes to finalize the glossary. Second by Maura. Discussion: none. Motion unanimously approved.
 - c. ACTION ITEM: Each Committee member should review the the glossary and note which ones should be included in the final working glossary; notes will be compared at the next meeting, and the glossary will be finalized based on that work.
5. Parental permission for student representatives: Eliza reported that parental permission is not required for student representatives to the school board; Rachel reported that there was none sought for the student representative to the Ad Hoc Civil Rights Committee. There was discussion of preparing information for distribution to the schools via a poster, daily announcements, and a Facebook post for parents.
 - a. ACTION ITEM: Eliza will adapt her flyer into a poster and Facebook post.
 - b. ACTION ITEM: Christina will inquire about adding a notice to the daily announcements at the high school.
6. Town Council Rules: The Committee viewed the Town Council rules document, and made changes to make the language gender neutral (see attached redlined document.)
 - a. Christina made a motion to recommend the identified edits of the Council Rules to the Town Council; seconded by Valerie; discussion: none; unanimously approved.
 - b. ACTION ITEM: Rachel will prepare the edited document for Town Council review at their September meeting.

7. SWOT Analysis: Valerie shared the initial SWOT analysis, and the Committee made edits to it during the meeting (see attached edited SWOT document.)
8. Strategic Plan beginning discussion: Valerie shared an outline for a proposed strategic plan (see attached document)
9. Promising Practices: Mary shared a summary of recommendations based on the research she has done about best practices (see attached document.)
10. Reports: none
11. Agenda Items for Next Meeting
 - a. Terms and Definitions
 - b. Student Representatives promotional efforts
 - c. Promising practices
 - d. Developing a budget
 - i. ACTION ITEM: Rachel to find a sample budget from another Town committee
 - ii. ACTION ITEM: Mary to try to get a copy of the budget for the school's DEI consultant
 - e. Reports
12. Other Business: none
13. Public Comment: none
14. Adjournment: Monica made a motion to adjourn; seconded by Christina; unanimously approved. Meeting adjourned at 9:28 p.m.

Respectfully submitted by Rachel Davis, 8/31/22