

Cape Elizabeth DEI Committee
Minutes of the 10-12-22 meeting
DRAFT

Present: Valerie Franks, Eliza Matheson, Monica Malcomson, Christina McAnuff, Maura Sullivan; Rachel Davis, Secretary

Absent: Mary Mitchell Friedman, Don Rudalevige

1. Call to Order: Monica called the meeting to order at 7:05 p.m.
2. Public Comment: none
3. Adopt minutes from the 8-10-22 meeting: Valerie made a motion to approve the minutes; seconded by Maura; discussion: none; minutes unanimously approved.
4. Discussion: Terms and Definitions: The Committee collectively created a shortened list of terms to be included in the final working glossary; Christina took notes and will send out the revised document to be shared for discussion at the next meeting.
5. Poster/flyer for Student Representative positions: Eliza reported that she distributed the flyer at the school's DEI meeting and the activity fair. The Committee chose November 8 as the deadline for submission of essays. Eliza will send Rachel a version of the flyer formatted for Facebook, and Rachel will get it posted on the Town's Facebook page. Eliza will look into putting a notice in the Cape Courier.
6. Highlighted SWOT Priorities: Valerie shared the priorities that the Committee had identified in the SWOT analysis at the last meeting.
7. Outcomes and Budget Recommendations: The Committee discussed using the SWOT priorities to help develop a budget, and planning to focus on budget development in the November meeting. Rachel suggested that the Committee set goals based on the original Committee charge, and make the development of a strategic plan one of those goals; in the meantime, the Committee could look at the charge and fit goals into it, and decide on one or two projects to focus on as priorities
 - a. The Committee decided to use the next meeting as a workshop to discuss goals
 - b. Valerie made a motion to make the next meeting a workshop to focus on goals and a vision statement for the Committee; seconded by Maura; discussion:
 - i. Christina expressed a desire to focus on activities that explore differences in a deeper way, not just celebrations.
 1. One idea mentioned was the programming such as the "Human Library" project that started in Denmark; Rachel said the library has been exploring offering this program, and it would be a great fit for the program to be hosted by the Committee; she will provide more information at the next meeting.
- ii. Unanimously approved.
8. Agenda items for next meeting
 - a. Committee Vision Statement
 - b. Goals and Budget Recommendations
 - c. Review Charge and Original Goals

9. Other Business:

- a. Eliza said that the school's DEI committee has an equity audit underway and it might be useful for the Committee to see what they have done; she also reported that Equality Maine has come out with an endorsement list for candidates in the upcoming election
- b. Monica suggested that it might be useful for Committee members to look at the upcoming school bond question through a DEI lens
- c. There was a question about whether the next meeting could be held in person; Rachel said that was the preference from the Town's perspective, and that she would find a location for the meeting to take place in person.
 - i. Monica made a motion to hold the next meeting in person; seconded by Eliza; discussion: none; unanimously approved.

10. Public Comment: none

11. Adjournment: Christina made a motion to adjourn; seconded by Christina; unanimously approved. Meeting adjourned at 8:52 p.m.

Respectfully submitted by Rachel Davis, 11/3/22