

Cape Elizabeth DEI Committee
Minutes of January 26, 2022 meeting

APPROVED

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

Absent: none

1. Call to Order: Rachel Davis, Secretary, called the meeting to order at 6:47 p.m.
2. Welcome and Introductions: Committee members introduced themselves and shared their backgrounds and reasons for joining the Committee
3. Public Comment: none
4. Election of the Committee Chair
 - a. Christina made a motion to elect co-chairs; Seconded by Maura. Discussion: There was discussion about succession planning, and electing chairs with differing terms in order to make it possible for continuity after one co-chair's term expires and a new one is elected. The motion was unanimously approved.
 - b. Christina nominated Valerie and Melanie as co-chairs; seconded by Don. Discussion: Valerie has a two-year term and Melanie has a one-year term. Monica, who had expressed interest in being a co chair, could potentially be elected to replace Melanie when her term is up. All voted in favor of Valerie and Melanie as co-chairs.
5. Adoption of Guidelines for Public Participation
 - a. The committee reviewed the guidelines. Don made a motion to adopt the guidelines as written; seconded by Melanie. Discussion: none. The motion was unanimously approved.
6. Consideration of Adoption of the Town Council's Remote Participation Policy
 - a. Maura made a motion to adopt the Town Council's Remote Participation Policy; seconded by Eliza. Discussion: Rachel and Melanie clarified that the Remote Participation policy is in place through March, although the Town Council may vote to extend it. The norm is always to meet in person, and once the Remote Participation period is over, the Committee will regularly meet in person. The motion was unanimously approved.
7. Meeting Dates for 2022
 - a. There was discussion about the advantages and disadvantages of meeting bi-weekly instead of monthly. Most felt that meeting bi-weekly would be best especially as the Committee begins its work. Because the Committee is tasked with setting annual goals at the next meeting, and because Don will be unable to attend meetings on Wednesdays during the month of February, the date for the next meeting was set for Tuesday, February 15 at 7:00 p.m. The meeting will be remote via Zoom.
 - b. The schedule of meetings for the year was tabled until the February 15 meeting.

8. Agenda Items for Next Meeting: The following items were proposed to be included in next month's agenda. Rachel will send out related documents: Valerie suggested that reviewing the Town's Comprehensive Plan might be helpful as well. Rachel will include it with the agenda along with the other documents.
 - a. Reviewing the Committee's charge
 - b. Discussing vision and values
 - c. Reviewing notes and recommendations from the last meeting of the Civil Rights Committee
9. Citizen Comments of items not on the agenda (15 minute limit): No comments, but Jeanette Gugliemetti asked if remote meetings would be recorded; she was told they would be, and could be found on the Town's website on the meeting calendar.
10. Other business: There was some discussion about the sharing of articles with each other, which led to a discussion of Freedom of Access laws, and the requirement that committee business is always done in the public view. Committee members cannot discuss Committee business outside of meetings, and articles that are discussed must also be provided with meeting materials for public review. Melanie asked if we could have the Town lawyer provide FOAA training for the Committee, as he did for the Ad Hoc Civil Rights Committee; Rachel said she would inquire about this possibility; she will also provide FOAA guidelines with the materials for the next meeting.
11. Adjournment
 - a. Christina made a motion to adjourn; seconded by Eliza. Discussion: none. The motion was unanimously approved. The meeting was adjourned at 7:52 p.m.

Respectfully submitted by Rachel Davis, 1/27/22