

DEI Commission Meeting

7:00 pm – Thursday, 10 December 2020

****Virtual Meeting****

X	David Martin, Chair	X	Sandra Hinds
X	Diane Randolph, Vice Chair		Odeviz Soto
	Nathan Cookson, Clerk	X	Dawn Wang
X	Makena Muindi	X	Charmaine Williams
X	Sunanda Pepalla	X	Simon Li (Associate)
X	Leela Ramachandran	X	Julie Pierce Onos (Associate)
	Nassra Mgeni		

Meeting called to order at 19:00

I. Regular Business

1. Notes from the chair:

- a. John Mangiaratti (Acton Town Manager) present
 - i. Simon Li asked John Mangiaratti re: language access for town documents and alerts in Asian languages

2. Comments from the Public

- a. None

II. Special Business

3. Prep work for a student feedback session

- a. Connection between ABRSD DEI group and Town of Acton DEIC? Maybe not, but stay informed of each other
- b. Could advertise forum through ECARES
- c. Why are we going to the students?
 - i. As an icebreaker
- d. OR start with survey before hearing session
 - i. Other member agrees, there are other groups working with students/gathering experiences
- e. Decide to focus on implementation of the survey first

4. Discuss content and dissemination of a questionnaire to assess experiences of under-represented racial, ethnic, and religious groups in Acton.

- a. How will we ensure populations we want to hear from have their thoughts heard?
Multiple tracks may work to pull different populations in

- b. Town has SurveyMonkey as a platform
- c. Sunanda to draft the survey for next meeting
- d. Go through Andover survey:
 (https://www.surveymonkey.com/r/Andover_asst_2020)
 - i. May want to start with Race, Ethnicity, SO/GI data first, then “tougher” questions later, maybe add sexual orientation to ID questions
 - ii. Comments on individual questions
 - 1. Q1: good question, maybe not first
 - 2. Q2: not sure it’s hitting the intention of addressing behaviors correctly
 - a. Revise: how often do you interact with folks who are culturally different from you?
 - 3. Q3: don’t like it
 - 4. Q4: not great questions
 - a. “I would rate my comfort level in talking about race as one of the below:” with options
 - 5. Q5: idea of question is “is town is committed to DEI” but too subjective → nix 5
 - 6. Q6: we like it, add: departments that folks interact with often, add nursing, community services
 - 7. Q7: don’t say marginalized
 - a. Use skip logic in SurveyMonkey
 - b. Perhaps: are you a business owner or do you have an interest in starting one - then, add questions
 - c. Speaks to people starting businesses, accessing businesses owned by folks of other races
 - d. Speaks to people starting businesses, accessing businesses owned by folks of other races
 - i. Potentially don’t use skip logic
 - 8. Q8: backtrack to “who do people go to about incidents of racism”
 - a. Idea of reporting system came up again, members feel that it’s important especially for incidents that may not be reported to police, but still important to know
 - b. “Who do you go to about incidents of racism” and include a “I don’t have an avenue”-type question
 - 9. Q9: add culture, race, religion maybe
 - 10. Q10: feeling that this question is important
 - 11. Q11: nix it
 - 12. Q12: could have question ranking what’s important
 - 13. Q13: a little redundant, people may feel they belong but it’s because they put work in
 - 14. Q14-16: minimize the number of short answer questions
 - a. 15+16 seem really important to include
 - iii. Add Sexual Orientation question to section asking about identity

III. **Closing Items**

5. Approve minutes from previous meetings
 - Edits:
 - i. Correct spelling of Julied → Julie
 - ii. Correct spelling of Portugese → Portuguese
 - iii. Capitalize 'Acton' under section 3
 - iv. Items 5-7
 1. Capitalize all names, add commas between names
 2. Change spelling of Mackena → Makena
 - Motion to approve minutes as amended: Sandra moved; Diane seconded
 1. Approved unanimously
6. Confirm future meetings and calendar events
 - *Conversation around frequency of meetings, consensus seemed to be bi-weekly at least until survey is rolled out
 - Thursday, Jan 14th 2021
 - Thursday, Jan 28th 2021
 - Thursday, Feb 11th 2021
7. Adjourn
 - Motion to adjourn: Leela moved; Makena seconded
 - Approved unanimously

Adjourned 20:57.