

**MEMBERS PRESENT:**

Asst Town Administrator Becca Meekins  
Tim Kaelin  
Mary Leach  
Shika Holland  
Diedra Wrighting  
Mariam Ibrahim

**MEMBERS ABSENT:**

Lauren Bailey Jones  
Virginia Simms George

**OPEN AND WELCOME FROM CHAIRMAN Tim Kaelin:**

**Mr. Kaelin** welcomed the committee for a meeting of the Northborough Diversity & Inclusion Committee Meeting on August 19, 2021, meeting just past 7 PM.

Mr. Kaelin conducted a roll call of present members.

**Ms. Meekins:** Pursuant to Chapter 20 of the Acts of 2021; a Bill Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency; signed into law June 16, 2021; this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted. This meeting will be streamed live but will not have an option for public participation. To view or listen only, please visit the Town of Northborough's web page which will bring you to the Town of Northborough's You Tube link.

**Approval of July 15, 2021, Meeting Minutes:**

Motion to approve: Diedra Wrighting

Seconded: Becca Meekins

Roll call vote: Shika Holland; aye; Mary Leach; abstain; Diedra Wrighting; aye; Becca Meekins; aye; Tim Kaelin; aye; Mariam Ibrahim; abstain. Minutes approved.

**Social Media Plan for Diversity & Inclusion Committee**

Tim Kaelin expressed that since the Committee provided an update to the Board of Selectmen and received an approval to move forward with a Facebook page for the Committee, the group should talk about the draft plan from Shika. Tim had initial questions about how open the page will need to be since its an extension of a governing body. Tim first asked who Moderators for the page should be and whether all members of the Committee should have the ability to moderate. Shika initially thought that perhaps a handful of members who were interested in managing the page could have access to moderating. She felt it might be better to only identify two or three folks to have access.

Diedra asked that if we were all moderators, how much deliberation is needed or can there be when decided how and when to respond. This brings up concerns about open meeting law and timeliness of

response from the committee. Mary Leach asked Shika how much time she would be able to commit to the managing of the page. Shika mentioned that she would be happy to be part of the team managing the page. Becca recommended that the Committee develop Community Guidelines to post to the page that will outline what type of commenting and speech is appropriate for the page. Folks who join will need to affirm ahead of joining that they have read and understand the Community Guidelines. Becca recommended that the staff liaison, the Chair, and one other member of the committee, at the most, have access to moderate the page on a day-to-day basis. The Committee agreed that there should be three moderators, with one being the staff liaison and one being the Chair. Becca will draft a set of Community Guidelines for the Committee to review and vote on at the next meeting.

### **Outreach and Preparation for our Public Listening Session**

The Committee had planned to conduct the listening session in September. Diedra recommended that we set the date for after Applefest so that the Committee can use Applefest for marketing. Diedra also mentioned that there will be data that comes from the listening session, and the committee needs to think about how to package and present the data collected at the final presentation. Mary Leach asked how the Committee was going to advertise for the Listening Session. Tim mentioned that we will use Facebook and set up an event and ask the Board of Selectmen to speak about it during their meeting. Diedra asked whether we should have people sign up or just give them the date and allow them to remember to show up. Shika mentioned that we could use the Facebook Event feature that would remind folks of the date and time.

The Committee agreed that there should be a time limit for each participant of the listening session to ensure that anyone who wants to speak, has the opportunity. Becca reminded the Committee that they had talked about having prompts for residents to reflect on ahead of the listening session so that if there wasn't anything specific that they had in mind to share, they could come prepared to have a brief dialogue with the committee around one of the prompts. The Committee set the Community Listening Session for September 30<sup>th</sup> at 7pm.

Virginia Simms George joined the meeting at 7:35pm.

Mary Leach asked who would moderate the Listening Session. Tim explained that there should be a moderator to make sure that the rules are followed for open meeting and time limits set, and there should be a facilitator who keeps the conversation moving. Virginia Simms George recommended that Becca moderate and Tim facilitate. The Committee will discuss this again at the next meeting in case there is someone else who would like to facilitate or moderate.

### **Applefest Participation**

Tim spoke to Michelle Gillespie, who runs Applefest, and she offered to allow the Committee to have a table at Applefest. Mary offered to help coordinate but thinks the Committee should take advantage. The Committee is interested in developing flyers for the event, and members of the Committee should staff the table to speak with folks. The Committee brainstormed ideas for engagement including ideas for raffles, games, etc. Mary Leach recommended that we do a flyer. Shika asked if anyone on the committee has a connection for the printing of flyers. Virginia mentioned that she has a connection at Assabet and the only cost would be for the materials. The Committee was willing to contribute towards that cost. Shika recommended that we include a QR code on the flyer that brings folks to the D&I Facebook page.

Tim Kaelin informed the group that Hamilton Soriano purchased a home in Worcester, and he has moved out of Northborough. As a result, he will no longer be a member of our committee.

**ADJOURNMENT:**

Motion to adjourn made by Becca Meekins

Motion seconded by Diedra Wrighting

Roll call as follows:

|                    |                       |
|--------------------|-----------------------|
| Ms. Meekins: Aye   | Ms. Simms George: Aye |
| Ms. Leach: Aye     | Ms. Ibrahimi: Aye     |
| Ms. Wrighting: Aye |                       |
| Ms. Holland: Aye   |                       |
| Mr. Kaelin: Aye    |                       |

Meeting is adjourned at 8:06 pm.

Respectfully submitted,

by Becca Meekins

Northborough Diversity & Inclusion Committee