

**MEMBERS PRESENT:**

Asst Town Administrator Becca Meekins  
Tim Kaelin

Shika Holland  
Diedra Wrighting  
Virginia Simms George  
Mary Leach

**MEMBERS ABSENT:**

Lauren Bailey Jones  
Mariam Ibrahim

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

**Mr. Kaelin** welcomed the committee for a meeting of the Northborough Diversity & Inclusion Committee Meeting on September 16, 2021, at approximately 7:03pm.

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 August 19, 2021, Meeting Minutes:**

Motion to approve: Diedra Wrighting

Seconded: Shika Holland

Roll call vote: Shika Holland; aye; Diedra Wrighting; aye; Becca Meekins; aye; Virginia Simms George: aye; Tim Kaelin; aye. Minutes approved.

**Applefest Coordination**

Tim informed the Committee that they could set up at the Fireworks around 4pm. We can keep the table up until around dusk ahead of the Fireworks. Mary Leach will bring a table, chairs, and a tent. Tim will confirm with Mary that she can come to the High School around 4pm. Members will also bring bug spray, waters, and copies of the flyer. Shika Holland recommended that the Committee do a giveaway to a local restaurant for a gift certificate to get increased engagement and to join the Facebook group. Virginia Simms George recommended Davidian Farms or the French Bistro. There was some concern about the short notice as Applefest is this coming weekend. Shika mentioned that she would also be willing to contribute to a gift card. Other members were also willing to contribute. Tim Kaelin recommended that in honor of Latino Heritage month, the Committee get a gift certificate from Rancho Corona.

Mary Leach joined the meeting at approximately 7:16pm. Mary confirmed that she will bring the table, the tablecloth, tent, and chairs to the Fireworks.

Diedra Wrighting wanted to discuss how to better inform folks that we interact with at the Fireworks about the listening session and the work of our Committee. Becca Meekins explained that once people join the Facebook group, they can be invited directly to the event that has already been created for the Listening Session and is attached to the Facebook group. Tim Kaelin mentioned that we should have an email list for folks that are not on Facebook. Diedra Wrighting will bring an iPad that we can sign people up on.

Mary Leach recommended that the Committee bring name tags. Diedra will pick some up. The Committee discussed pronouns and including those on name tags.

### **Marketing and Outreach for the Listening Session**

Tim will get a PDF graphic of the poster that can be distributed for marketing purposes for the session. Becca will also reach out to the Community Advocate to ask if they will run an article publicizing the session. The Committee members will disseminate the electronic poster in various online forums. Tim mentioned briefly that the Community Affairs Committee reached back out to him to have another meeting ahead of the holidays. They are looking to put together some events at the start of 2022. Becca asked about preparing for the listening session and the format of the session. There was a question as to whether the Committee was going to develop prompts or questions, or if it was going to be more of an open format. Virginia Simms George recommended limiting the time of each speaker to three minutes to be sure everyone had an opportunity to speak. Diedra suggested that the Committee be very clear about what it is that we want to hear from folks about. The Committee will use the survey results to guide the prompts and questions that they develop for residents to ponder in advance of the listening session. The Committee will also set guidelines for those participating in the listening session. The Committee will publicize the prompts on their Facebook page ahead of the listening session.

### **Other Business Before the Committee:**

Diedra Wrighting mentioned the resource that she had shared with the Committee that includes a diversity related holiday calendar that can be used with the Facebook page. Diedra brought this up just so that the Committee considers any blind spots that we might have as a group. The calendar does provide a hefty list of celebrations and recognitions for the Committee to be aware of. Virginia mentioned that the Federal Government also maintains a list of recognized events or celebrations. Tim Kaelin mentioned that maintaining some sort of diversity calendar will be something that the Committee recommends to the Board of Selectmen.

### **ADJOURNMENT:**

Motion to adjourn made by Virginia Simms George

Motion seconded by Diedra Wrighting

Roll call as follows:

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

Meeting is adjourned at 8:14 pm.

Respectfully submitted,

by Becca Meekins  
Northborough Diversity & Inclusion Committee