

TOWN OF CAPE ELIZABETH
MEETING MINUTES
APPROVED

MEETING: Diversity, Equity, and Inclusion Committee

DATE: Wednesday, December 11, 2024

TIME: 6:00 p.m.

PLACE: Thomas Memorial Library Community Room

PRESENT: Heather Drake, Regan St. Pierre, Nancy DellaMattera, Christina McAnuff (Chair)

ABSENT: Sarah Clinton, Rachel Davis (secretary), Monica Malcomson

1. **Call to order**—The meeting was called to order by Chair McAnuff at 6:03pm.
2. **Public comment (15-minute limit)**—There was no public comment.
3. **Vote to adopt minutes from the September 11, 2024 meeting**
 - a. Motion to approve the minutes from the September 11 meeting: Regan St. Pierre
 - b. Seconded by: Nancy DellaMattera
 - c. Heather Drake abstained as she was not present at the September meeting.
 - d. Discussion: none
 - e. Vote: unanimously approved
4. **Update on School Equity Audit information**

The committee reviewed the update from Asst Superintendent Michelle McClellan. The update was broad, and the committee is interested in learning what, if any, specific initiatives are being addressed in the coming year. The committee understands there is good work being done around restorative practice, yet it does not appear the policies have been revised/institutionalized to reflect this meaningful work. Therefore, there may be an opportunity to review how to make the work more equitable.
5. **Asset map update (Rachel Davis)**

The asset map update was tabled until January because Rachel was not present.
6. **Book discussion update (Sarah, Rachel)**

The book discussion update was tabled until January because Sarah and Rachel were not present.
7. **Inclusion Skate update (Monica)**

The Inclusion Skate update was tabled until January because Monica was not present.
8. **Quiet Inclusive Swim proposal**—Discussion about an inclusive open swim event was tabled because the group did not have enough information to move forward.
9. **New business**

The members used the time to review the committee's progress and possible initiatives for 2025. The group discussed the charge from the Town Council and expressed a desire to meet with the Council to discuss the charge and talk about ways the work could be more specific and measurable to benefit the residents of Cape Elizabeth. Members cited the myriad directions the committee could take within the umbrella of Diversity, Equity, and Inclusion, and shared a desire to do work that has a positive impact. It was mentioned that without specific DEI training, there is the potential to do more harm than good, and that

professional guidance and support should be considered for committee initiatives, as appropriate.

Questions committee members asked, and the group discussed:

- Should the committee focus on one aspect of DEI to have a positive and meaningful impact on the community?
- How do we collect data to direct and inform recommendations when a focus is established, or when an initiative/direction is determined?
- Is there value in conducting a listening tour—commit to attend all town committee meetings to confirm issues being addressed and use that data to make a recommendation and offer to collaborate?
- How do we increase awareness of the committee and its ability to support other committees and town departments?
- How do we embed equity in everything we do? The town does?
- How do we align committee work with Town Council priorities and add value?
- Does the committee focus on a certain underrepresented population within the town (e.g., ALICE, renters, those impacted most by climate change)?
- Can we revisit having a representative of the Town Council attend committee meetings monthly?
- Is there merit in collaborating with a neighboring community?

To be proactive prior to reaching out to the Town Council, the idea was offered for each committee member to come to the January meeting and present a high-level recommendation on how the committee could move forward with Diversity, Equity, and Inclusion work for the Town of Cape Elizabeth. Topics that would be addressed in each recommendation include:

- What is the committee's focus?
- What are the goals?
- What are the objectives?
- What are the outcomes?
- What does success look like?
- What does it look like in a year?

10. Public comment (15-minute limit)—There was no public comment.

11. Adjourn

- a. Motion to adjourn: Regan
- b. Seconded by: Heather Drake
- c. Discussion: none
- d. Unanimously approved; the meeting adjourned at 7:39pm

Minutes respectfully submitted by Christina McAnuff, 1/7/25