TOWN OF CAPE ELIZABETH
MEETING MINUTES

APPROVED

MEETING: Diversity, Equity, and Inclusion Committee
DATE: Wednesday, February 12, 2025
TIME: 6:00 p.m.
PLACE: Thomas Memorial Library Community Room
PRESENT: Sarah Clinton, Regan St. Pierre,, Monica Malcomson, Nancy DellaMattera, Christina McAnuff (Chair,) Rachel Davis, secretary; Penny Jordan, Town Council Chair; Andrew Swayze, Town Councilor; Pat Fox, Town Manager
ABSENT: Kara Lavender Law

1. Call to order: Christina called the meeting to order at 6:04 p.m.
2. Vote to adopt minutes from the January 15, 2025 meeting
    a. Christina noticed an error in the point #8, an incomplete sentence that was copied over from the previous month's minutes;
    b. Sarah made a motion to adopt the minutes as amended
    c. Seconded by Heather
    d. Vote: unanimously approved
3. Welcome Pat Fox, Penny Jordan, Andrew Swayze: Committee members and special guests introduced themselves
4. Discussion of the Committee's charge, plans, and goals
    a. Christina summarized the history of the Committee and explained the need for focus, and for a path forward that results in positive outcomes for the community
    b. After discussion of the challenges the Committee has faced, and agreeing on a mutual desire to revision the Committee going forward, the following recommendations and plans were discussed:
        i. The Committee should propose a revised name and name and charge to accurately reflect the work and purpose of the Committee without trigger words that often spark assumptions and limit understanding and involvement
        ii. The Committee should give a 7 - 8 minute presentation to the Town Council, ideally at their April meeting, explaining why the Committee exists, and what it hopes to accomplish, with the Town Council's support, going forward, and solicit feedback from the Council on what they would like the Committee to focus on
        iii. Restating the Committee's charge as focusing on safety and accessibility for all community members was discussed
        iv. A short survey of three questions or so could be posted on the Town's website to offer greater engagement with community members about their needs
        v. Regularly working with the Communications Department to share information about meetings and initiatives was also discussed

vi. Penny Jordan and Andrew Swayze expressed interest in attending the March 12 Committee meeting
vii. Pat Fox expressed his intention to develop a document defining the different roles of committees, staff, and consultants for each Town committee

c. The Committee decided to schedule a workshop prior to the March regular meeting in order to work on the plans for a presentation to Town Council; the date for the workshop will be determined through an email poll to find a suitable time

5. Inclusion Skate debrief: Committee members in attendance reported that their was less participation than last year, likely due to the fact there was too short a time frame to promote the event; if the Committee plans to host this event again next year, the date should be planned and promoted well in advance
6. New business: none
7. Public comment (15-minute limit): none
8. Adjourn
   a. Motion to adjourn: Monica made a motion to adjourn
   b. Seconded by: Sarah
   c. Discussion: none
   d. Vote: Unanimously approved
   e. Meeting adjourned at 7:52 pm

Minutes respectfully submitted by Rachel Davis, 2/27/25