

**TOWN OF CAPE ELIZABETH
MEETING MINUTES**

APPROVED

MEETING: Diversity, Equity, and Inclusion Committee

DATE: Wednesday, May 14, 2025

TIME: 6:00 pm

PLACE: Thomas Memorial Library Community Room

PRESENT: Sarah Clinton, Heather Drake, Nancy Dellamattera,, Christina McAnuff
(Chair,) Rachel Davis, secretary;

ABSENT: Monica Malcomson, Regan St. Pierre, Kara Lavender Law

1. Call to order: Christina called the meeting to order at 6:13 p.m.
2. Public comment (15-minute limit): None
3. Vote to adopt minutes from the April 5, 2025 meeting
 - a. Motion: Sarah made a motion to approve the minutes
 - b. Second: Nancy
 - c. Discussion: none
 - d. Vote: unanimous approval
4. Drafting of Proposed New Charge: The Committee discussed their proposed new name: The Accessibility and Inclusion Advisory Committee, and then drafted a proposed new charge based on the presentation they prepared for the April Town Council meeting and prior discussions at meetings. Christina worked on the document using committee input as the document was projected on the screen, and refined the document using AI tools.
5. Goals for June Town Council Workshop: The Committee discussed the desired outcomes of the workshop, hoping for a collaborative approach to refining the draft charge and working towards a regular schedule of reporting back to the Council on Committee work.
 1. New business: none
 2. Public comment (15-minute limit): none
 3. Adjourn
 - a. Motion: Sarah made a motion to adjourn the meeting
 - b. Second: Nancy
 - c. Discussion: none
 - d. Vote: unanimously approval
 - e. The meeting adjourned at 7:15 p.m.

Minutes respectfully submitted by Rachel Davis, 5/2225