



TOWN OF WAKEFIELD

HUMAN RIGHTS COMMISSION

NOTICE OF MEETING

Human Rights Commission

February 16th, 2021 | 7:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/89980876852?pwd=dmUrM0QyYXF5WTkrTk5odENrTUUrUT09>

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://us02web.zoom.us/j/89980876852?pwd=dmUrM0QyYXF5WTkrTk5odENrTUUrUT09>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 899 8087 6852 Passcode 100282. Please only use dial in or computer and not both as feedback will distort the meeting. This meeting will be audio and video recorded.

AGENDA

1. Call to order and attendance
2. Public participation (Participants will be limited to 3 minutes each)
3. Approval of minutes from January 19, 2021, general meeting, and approval of minutes from the following subcommittees:
 1. MLK/CSK subcommittee- Nov. 5, Nov. 30, Dec. 15, Dec. 30, 2020, Jan. 13, 2021
 2. Communications subcommittee- Jan. 4, 14, Feb. 1, 2021
 3. International Women's Day subcommittee- Feb. 2, 2021
4. New language in policies and procedures around ??? (Check from Jen B.)
5. Active Bystander Training feedback
6. International Women's Day update
7. Anti-racism action updates
 1. Black student union
 2. Youth council
 3. Black History month readings
8. High school logo discussion
9. Networking with other HRC's
10. Chair's comments
 1. Central electronic storage for HRC documents



11. Matters not anticipated

12. Review action list

13. Adjourn

MEETING MINUTES
Wakefield Human Rights Commission
International Women's Day 2021 Event subcommittee Meeting

DATE: Feb 2nd, 2021
TIME: 6:00pm
PLACE: Zoom Call

Present:

Nicole Jacob
Maria Muti
Kimberly Ring Allen
Teresa Aravena-Gonzalez

Absent:

Eileen Rooney

Theme Ideas/Speakers: #ChooseToChallenge is the theme for 2021 listed in the website <https://www.internationalwomensday.com>

- Facebook presence using #ChooseToChallenge
- Using the # during the month of March
- Focus on community women, stories from business female owners and the young women in town
- Chambers of commerce - look and identify the female owned business
- Focus on women that have impacted the Wakefield community/ helped build it, stories from business owners, young women. Possibly youth council.
- Other organizations in town that have been run by women
- We probably will have great stories to post about them

Discussed the overall structure of the event:

- One large event or we spread it out during the month? This can be answered in a future meeting. We can think about it more
- Do we want to split daily or weekly events? Previous years we had a panel of 4-5 women
- There was also a musical component SheMajor- not sure if they are collaborating during the pandemic
- We can choose a week to spotlight on female owned restaurants like Zuzu, The Remedy Exchange, etc.
- Another week female owned stores/ clothing, etc. Sweetbay, Rada, Merry Lion, Aria, etc.
- We can come up with 10 good questions and ask them and also have them take the picture to post and then they can share it- how do they challenge stereotypes? etc. Like the idea of the interviews to people on the street like in the MLK event that format was powerful
- Very personal and local approach
- Support local business at the same time
- We can use the # to keep social media involvement
- If we do a video, we can start with the older generations and move to the younger generations towards the end.
- We can block of time to do a number of interviews it will depend on the availability of the people that we want to interview

Next subcommittee meeting: Wednesday, February 10th at 7pm

Teresa will send out the request to the town to coordinate the next zoom meeting

Next steps:

- Teresa to reach out to Sherri O. to see who the best contact is to reach out to Chambers of commerce
- Maria to reach out to Catherine Dhingra to check in about Youth Council
- Nicole will find out if SheMajor is interested in being part of the event 2021



WHRC Communications Sub Committee
Monday, January 4, 2021

Present: Jen Boettcher, Sherri Oken, Kim Ring Allen

Begin 7:00 p.m.

I. Overall Goals

- A. To effectively communicate information about the WHRC and its activities
- B. To assist the WHRC in becoming more tactical in how it promotes its initiatives, messages, programming
- C. To increase community engagement in our mission and activities
- D. To become more consistent in how we market our programming
- E. To create a more comprehensive annual calendar

II. Methods/Strategies

- A. Develop a matrix/guide for how and when to market WHRC events and other initiatives
 1. Utilize existing communications tools more fully and effectively: WHRC website and Facebook page, local publications, community calendars, email broadcasts, cable access
 2. Use Facebook analytics to guide our postings
 3. Utilize push marketing to reach those in the public who aren't active (and linked to us) through other town groups
- B. Create an annual calendar, anchored by our keynote events
 1. Identify commemorative days and months that raise awareness of diversity (ethnic, cultural, religious, etc.) and issues of concern to the Commission
 2. Include activities of other groups with similar concerns
 3. Color Code the Calendar
 - a. Our events
 - b. Events we present in collaboration with other organization
 - c. Month-long commemorations (ex. Black History Month)
 - d. Day of the Year commemorations
 - e. Cross promotion of activities of other organizations
 4. Suggest additional activities and initiatives

III. Suggested action Items for Jan. 19th WHRC agenda

- A. What format should a WHRC calendar take? Can we use Google?
- B. What would the Commission like to see commemorated?
- C. What other larger annual events or collaborations would we like to plan/participate in?
- D. How can we utilize our email list?

IV. Assignments

- A. Sherri to research commemorations and begin compiling a spreadsheet in categories
- B. Jen to research WHRC activities and collaborations the past 5 year
- C. Kim to develop an initial promotional matrix/guide and evaluate our Facebook analytics

Next Meeting: Thursday, February 14, 2021, 5 p.m.

Adjourn 8:15 p.m.



WHRC Communications Sub-Committee Meeting

Thursday, Jan. 14, 2021 5 - 6 p.m. by Zoom

Present: Jen Boettcher, Sherri Oken, Kim Ring

Progress was reviewed on work since our last meeting.

I. Commemorations and holidays for a master calendar

A. A draft Excel workbook was shared and discussed.

1. The information was a result of several internet searches.
2. This is an evolving and developing document.
3. The different categories (causes, religious, cultural, Federal) will be consolidated into one spreadsheet organized by month and the type of commemoration.
4. A category will be added for Wakefield/local events and commemorations.
5. Using a Google calendar or a Google Sheets document, if permitted, may be more accessible and interactive.

B. Uses for this document

1. Raise WHRC visibility
2. Invite input from the community
3. Encourage discussion
4. Encourage an understanding and celebration of diversity

C. Suggestions

1. Conduct a survey through which we ask people in the community to tell us about holidays/important days we are not aware of, why they are important and how they are commemorated.
2. Post this document on our Facebook page and the WHRC page on the town's website.

II. Calendar of what is typically presented or planned annually

A. Discussion/Suggestions

1. Expand the calendar to include activities of other community groups.
2. Develop a way for the WHRC to participate in the town's 4th of July celebration ex. a float or walking with a banner
3. Incorporate information from this calendar into the larger document of commemorations and holidays.

III. Communications/Marketing Plan

A. Purpose

To develop a protocol for marketing a WHRC event, and partnered or town events in which we are involved: vehicles to use, how to post, how to engage others.

B. Current Tools

1. For sharing and promotions, we currently have a Facebook page and a page on the town web site that is managed by the town.
2. We can post on the Wakefield Community calendar
3. We send occasional articles and press releases to the local newspaper.

C. We find that we have more questions than answers before a plan can be developed.

1. What collaboration/sharing tools can be used by Commissioners and when working with our other partners (ex. Google sheets)?
2. Which additional, more robust communication vehicles and channels are available or could be available for our use?

3. Beyond the Boards and Committees list on the town website, with whom should/does the WHRC communicate and collaborate?

D. Goals

1. Develop more proactive communications vehicles
2. Build a more comprehensive list of potential partners
3. Expand the ability of the WHRC to communicate with a wide range of constituencies and partners
4. Encourage input from diverse constituencies
5. Build continuity of processes by creating (and accessibly storing) guides that provides step by step instructions

IV. Next Steps

- A. Report to the WHRC on Jan. 19th
Ask the full WHRC for input on III. C. questions
- B. Next subcommittee meeting: Monday, Feb. 1 at 5:30 p.m. to continue our work on the items above.

Minutes prepared by Sherri Oken, CAE



Communications SubCommittee Meeting
Feb. 1, 2021

Present: Jen Boettcher, Sherri Oken

Absent: Kim Ring

No one from the public logged in.

No business was conducted since our third member could not attend.

The meeting will be rescheduled.

submitted by Sherri Oken

Wakefield Human Rights Commission
Martin Luther King Jr. and Coretta Scott King Day Planning Subcommittee
11/5/2020

Present:

Nicole Jacob (WHRC)
Jeremy Little (WHRC)
Teresa Aravena-Gonzalez (WHRC)
Benny Wheat (WHRC)
Eileen Rooney (from the public)

1. Introductions: what draws you to planning this event?
 - Teresa: enjoy going to the event, make a day out of it with the family. For her son to learn what it's all about
 - Jeremy: It's an important day but there's a lot more to it than just a name. Want to make it broader to include also community service and things like that. Also bringing some expertise on how to do it in an interesting way virtually
 - Nicole: Have gone to the last few in Wakefield and one in Cambridge and was moved by celebrating not only MLK but also the message of service and treating others well. The community service piece of it really means a lot to me. Her son was one of the speakers last year which was very meaningful and to bring awareness to art produced by African Americans
 - Eileen: haven't been in Wakefield very long, so looking for an opportunity to meet more people and particularly more diverse people in the community. Looking forward to working on a project together
 - Benny

2. Recap of past years' events
 - Benediction
 - Keynote speaker
 - Youth participation: poems, readings, etc
 - Music
 - Awards
 - Service opportunity
 - Button competition
 - Art

3. Visioning: What would a meaningful and compelling MLK & CSK Day event consist of?
 - For community service piece: trying to really get people to know that the service portion is essential.

- In Cambridge they spread it out all over town where people can make contact with the event in multiple places
- Even though we're virtual we can still involve the town through the schools. The schools are in all different parts of town and could get a lot of people involved
- An example to look to is Parent University: they were able to make it very engaging. Getting someone who is very engaging on zoom is important
- It's more powerful if the keynote speaker is someone local, either Wakefield or tied to Wakefield
- Having a theme is great to tie things together. Theme ideas:
 - Something unifying, bringing people together
 - Buzzwords in the world of diversity: allyship, intersectionality
 - Collective action
 - "United and moving forward"
 - Could have a general theme, and then can tie in to some of Dr. King's or Mrs. King's powerful words
 - Something linking our current events (like voter suppression) to the ways in which people are oppressed
 - "Compassionate community" "are we a compassionate community?" "We are a compassionate community"
 - "The greatness of a community is most accurately measured by the compassionate actions of its members" Coretta Scott King
- Student involvement at different levels
- Community service: could do throughout the week. Could work with different organizations in the town. Like drop boxes at different locations.
- Bringing Mrs. King to the forefront could be good

Input from WMHS's Diversity Leaders (from last year):

- Weaving together some basic education about civil rights campaigns from the 50s and 60s, what the impact of those campaigns was, what is currently going on re social justice issues, and what the current day movements are to address social justice
- A speaker or speakers who can speak from personal experience and impact people emotionally
- A powerful youth speaker
- Don't focus on a bunch of speeches or long speeches, focus on powerful speeches
- Connecting with the audience in a variety of ways (speaking, singing, dancing, etc)
- Connecting people with what they can do, how they can get involved in current movements for social justice
- Making the connection that the legacy of Dr. and Mrs. King's work is partially about racial justice, but more broadly about many forms of structural oppression

4. Event components: Are there components we want to add or remove from the traditional event line-up?

- Could have the event be a blend of live and recorded. This could also open up more possibilities for speakers (someone who isn't available on the day, or kids who are nervous to present live could record)
- A recorded compilation of videos, do a hash tag or something and students and others in town can submit short videos that we compile
- Could have a virtual service challenge where people do service individually, maybe could then post a video of themselves. We provide a list of opportunities/resources for volunteering, and then people in the community go out and do their service
- Virtual scavenger hunt: release it a few weeks before and families could go out and learn. Could partner from the Wakefield Historical Society, the library. Could have a component of the event
- Involve the students who organized the BLM march in the spring. They could be the keynote speakers! They are also women which could tie in with a greater centering of Mrs. King
- Award ceremony: instead of speeches could do an interview format. Could submit the blurb/description of them and their work to the Item with photo
- Should they be called awards? It's not a competition, and we don't do service for the recognition. It's more of a highlight.
- We don't want to lose the recognition of Bill Chetwynd

5. Next Steps

- Touch base with Faith and her co-leaders about if they would be interested in being our keynote speakers: Benny will do this
- Reach out to volunteer organizations
 - Jeremy will reach out to his Stoneham contact
 - Benny will reach out about community meals and food pantry
 - Benny will reach out to prior award recipients to see if their organizations
 - Everyone reach out to people you know, see if they know of organizations in town or nearby that are looking for volunteers
- Each person think about the theme, formalize what you think the theme should be so we can make a decision at our next meeting
- Next meeting in about 2 weeks: Benny will send a doodle poll

6. Check-out: plus/delta

- Getting a feel for everything, it was all good
- Getting the info up front was helpful

Wakefield Human Rights Commission
Martin Luther King Jr. and Coretta Scott King Day Planning Subcommittee
11/30/2020

Present:

Nicole Jacob (WHRC)
Jeremy Little (WHRC)
Teresa Aravena-Gonzalez (WHRC)
Benny Wheat (WHRC)
Eileen Rooney (from the public)

1. Introductions: what was your ONE favorite thing from a past year's MLK Day event (or another MLK Day event you've been to?)
 - Youth component: poems, speeches, etc.
 - Keynote speaker or presentation
 - Powerful youth voices
 - Keynote will help guide us for the rest of the event

2. Theme
 - "The greatness of a community is most accurately measured by the compassionate action of its members." - CSK
 - Compassionate Action
 - Compassionate Community
 - A More Compassionate Wakefield?
 - Are We a Compassionate Community?
 - Is it a statement, or a question to challenge people, or a directive?
 - **Take Compassionate Action** → we choose this one
 - Dr. King also talked about the "beloved community"
 - People may know less about Mrs. King, so we can also bring education around that

3. Ideas for components of the event
 - There could be lead-up activities/videos, then the celebration, then the service project
 - Keynote -
 - How long should a keynote be on a zoom? Maybe 10-15 min if it's just someone speaking. The length can be somewhat up to the speaker. We can be flexible.
 - How long should the whole event be?
 - Is the keynote live, interactive, or pre-recorded? Pre-recorded or live webinar style talk would be less complex than an interactive zoom with breakout groups
 - Our first choice is Faith or a pair or small group of students
 - We should also talk about a second choice or third choice in case Faith and her classmates aren't up for it. Or we could ask them for connections to other students

- There's also a student who recently wrote a book. And another youth who did a project volunteering for an animal shelter
 - We could also have a panel format for the keynote portion instead of a spotlight only on one person. Like "what does compassionate action mean to you?"
 - It would be great to include something about how to still practice compassionate action during COVID. How COVID is impacting our ability to be compassionate, and how to alleviate that. How to get creative
 - Do we have a budget to pay for a speaker? Yes, pretty sure we can pay. And we could offer to give a stipend to any keynote, including the youth.
- Service Project:
 - The day-of celebration will be a kick-off for the service project
 - The service project could be for an extended time, like through March. Then have a wrap-up event or something to celebrate all the service hours
 - Could have somewhere on the website where people can submit and track all the service hours in town. (like a heart that fills up as people submit their hours)
 - Could have a hashtag so people can tag photos and share their experiences
 - Metco Family Friends Program: this is on the list for possible service opportunities, but that doesn't seem quite right. Normally families get involved because their kids are friends with a student in the Metco program. Not just randomly volunteering from the community. This would have optics of saviorism, wanting to save the poor Boston kids. Things like that. Teresa will reach out to Wakefield's Metco Program Director to see what her thoughts are about the HRC encouraging families to get involved.
- Awards:
 - Should we have the same 3 award categories?
 - The only downside is if we have very few nominations in a category. If that happens we can condense some categories
 - Could also do a symbolic award for all the nurses and frontline workers
 - Post for people to nominate: on the theme of Compassionate Action
 - Set a deadline of by the end of the year
- Youth Component:
 - Could we connect with some classrooms (like social studies) and incorporate their work into the event somehow?
 - We could see if they're doing anything, some classrooms may already have something planned
- Art
 - slide show of students from the schools or other people in the community
 - We could have an art competition and give a gift card prize for winners. Promote it through the schools
 - Time is not on our side for the schools because they often have their stuff already planned out
 - We will contact the art teachers to see if they are already planning an MLK day project and if so we can incorporate that work. If they are not already planning

something we don't want to put an extra thing on their plate, so we can do an artwork competition and promote that through the schools.

- Music
 - music over the slide show from a student music group.
 - We might have to consider whether there are copyright issues
 - And the student music groups may not be meeting at all right now.
- Scavenger Hunt

4. Next Steps / Action Items

- Keynote: Benny will reach out to Faith
- Service Project: we will each reach out to one or two organizations (see spreadsheet)
- Awards: Benny will post call for nominations
- School / youth projects: Theresa will reach out to Galvin, Nicole will reach out to Boys and Girls Club
- Art: Teresa will reach out to the Galvin art teacher, Nicole will reach out to the art teacher for the elementary schools.

Wakefield Human Rights Commission
Martin Luther King Jr. and Coretta Scott King Day Planning Subcommittee
12/15/2020

Present:

Jeremy Little (WHRC)
Teresa Aravena-Gonzalez (WHRC)
Benny Wheat (WHRC)
Faith Defendre (WHRC)
Nicole Jacob (WHRC)

1. Keynote update

- Faith is totally on board. She had the idea of going around and interviewing people in Wakefield of what compassionate action means to them, how do they feel compassion towards Wakefield, how do they show that. A diverse group of people, like a teacher, a student, a store owner, etc. Then compiling them into a little video
- There are also 2 other people who want to participate with spoken word or poetry related to the theme of Compassionate Action
- And there are 4 other people who are interested
- For any Metco students who are contributing, would they be coming to Wakefield to film? No, they can film themselves and submit it to us and WCAT can edit it all together.

2. Service Project update

- We're still gathering info

3. Awards update

- We can do the more conversational version of the award presentation, that could also tie in to the interview project that Faith is doing
- We could do it as a panel discussion/group interview, this might be more engaging than individual interviews
- We could invite someone from the community to moderate
 - Mehreen Butt - HRC's town council liaison
 - Coleen Guida - HRC's school committee liaison
 - Ann Santos - Town Council chair
 - Steve Maio - Town Administrator
- For the physical award certificates, we can print them and drop them off to people
- We can do the interview/panel over zoom

4. Art update

- Teresa reached out to the Galvin to see if they have anything in the curriculum regarding MLK in Art or Social Studies. They do not have anything in the works
- Nicole reached out to the art teacher from the elementary schools, that person said that since their meeting remotely it would be too hard to get a project all together.

- They were interested in being involved.
 - We could go back to them and ask them to involve their students in an art contest over the break.
 - Encourage artwork of all forms that fit the theme, have people send a pic or video of their project
 - We have a tight timeline because they're only in school for one more week
 - Deadline the end of the first week they're back from break
 - Prize: gift card to local business \$25
5. Music:
- It's not really safe to have a whole singing group get together to sing
6. Scavenger Hunt
- Could combine with the service project in a way. Like, find where the food pantry is, where the community meal is, etc. Learn more about these orgs in your community
 - There's an app called Goose Chase that you can do a scavenger hunt on
7. WCAT
- Ryan Boyd at WCAT can help us edit and produce the video
 - He wants to know if we want to have people come in to the studio to film or have people film their own and then send to WCAT to edit/produce
8. Next Steps / Action Items
- Benny reach out to possible award ceremony moderators
 - Benny find out about award certificate template and send the info to Teresa
 - Faith will reach out to Ms. McKenna to bring the art contest to the HS students
 - Teresa will draft something re the art contest and send it around to the rest of us and send to the Galvin art teacher
 - Nicole will send the art contest request to the elementary art teacher
 - Faith will continue communicating with the highschoolers she's been in contact with to solidify how they would like to participate/what they'd like to contribute

Wakefield Human Rights Commission
Dr. Martin Luther King Jr. and Coretta Scott King Day Planning Subcommittee
12/30/2020

Present:

Jeremy Little (WHRC)
Teresa Aravena-Gonzalez (WHRC)
Benny Wheat (WHRC)
Nicole Jacob (WHRC)

Keynote updates & next steps

- Benny will be in contact with Faith about her and Reignyah's keynote speeches. See if they need any support, and make sure they're on track to get the video submitted by next week.

Other contributors

- Benny will be in contact with Faith about the other contributors. See if they need any support, and make sure they're on track to get the video submitted by next week.

EmCee:

We should have a person who does a little welcome/intro, and then an outro/hand-off to the service project

Benny will ask Maria if she'll do the intro and outro. If not, we'll do those two segments in pairs. If that's the case, we'll work together in our pairs to write up what we want to say.

Motion: if Maria doesn't do the intro and outro, the pairs will be at liberty to produce their videos for the intro and outro. Unanimously approved.

Awards update & next steps

- Panel discussion moderator
 - Mehreen Butt
- Choose awardees
 - Student: Reignyah
 - Adult resident: Wendy Dennis. Vote: unanimous
 - Community Org: UU Church Social Action Committee. Vote: unanimous.
- Nicole will contact the winners and nominators. We can't email Reignyah, so will contact her through Amy.
- Benny will contact Mehreen about winners, and to schedule the interview
- Teresa will contact Sherri to print out the certificates and Teresa will deliver to the recipients. Benny will send over the template to Teresa

Art updates & next steps

- Choose businesses for gift card prizes

- Cravings, Bread Shop, Meletharb
- Benny will buy gift cards
- Teresa send the art flyer to Jen to post on our FB page. We'll receive more submissions, and then send all over to WCAT.
- Nicole will re-send the flyer to the elementary school art teacher
- Benny will send the content of the flyer to the Item
- Teresa will email the flyer to the HS principal so she can include in her weekly update

Order of videos:

- Introduction
- Keynote
- Student contributor
- Student contributor
- Awards
- Close out
- -- Art interspersed throughout, a couple pieces between each video

Scavenger Hunt:

- Instead of a physical scavenger hunt we could do a daily post on the FB page with a question "what organization does..." or a riddle or something creative, and then solicit answers. We'll post the correct answers at a certain time at the end of every day.
- We'll raffle 3 gift cards for local businesses for people who answer the questions. So everyone who answered in the comments will have their names pooled together and we'll draw 3. The gift cards will be to Creations, Farmland, and Zuzu. We'll do \$10 each
- Benny will pick up gift cards
- We split up the 18 organizations to each write the prompt for 3 or 4. Benny will take the first batch and have those done by the first. Everyone else have them done by Monday 1/4.
- Benny will figure out about being FB admin

Service Project next steps

- For the same assignments that are on the spreadsheet for writing the FB prompts, people will also contact those orgs to see if they're currently taking volunteers.
- We'll meet one more time before the event to choose the art competition winners, and to finalize what we're doing for the service project.

Next Steps / Action Items

- Benny will be in contact with Faith about her and Reignyah's keynote speeches. See if they need any support, and make sure they're on track to get the video submitted by next week.
- Benny will be in contact with Faith about the other contributors. See if they need any support, and make sure they're on track to get the video submitted by next week.

- Benny will ask Maria if she'll do the intro and outro. If not, we'll do those two segments in pairs. If that's the case, we'll work together in our pairs to write up what we want to say.
- Nicole will contact the winners and nominators. We can't email Reignyah, so will contact her through Amy.
- Benny will contact Mehreen about winners, and to schedule the interview
- Teresa will contact Sherri to print out the certificates and Teresa will deliver to the recipients.
- Benny will send over the award template to Teresa
- Benny will buy gift cards
- Teresa send the art flyer to Jen to post on our FB page. We'll receive more submissions, and then send all over to WCAT.
- Nicole will re-send the flyer to the elementary school art teacher
- Benny will send the content of the flyer to the Item
- Teresa will email the flyer to the HS principal so she can include in her weekly update
- Benny will figure out about being FB admin
- Everyone will write up prompts for the FB posts and write those in the spreadsheet by Monday
- Everyone will contact volunteer orgs that we haven't already contacted, the same orgs that you're assigned for the FB posts, to find out if they are taking volunteers and want to be included in the list for our service project
- Benny will send Doodle poll for next meeting

Wakefield Human Rights Commission

Dr. Martin Luther King Jr. and Coretta Scott King Day Planning Subcommittee Notes

1/13/2021

Present:

Jeremy Little (WHRC)
Teresa Aravena-Gonzalez (WHRC)
Benny Wheat (WHRC)
Nicole Jacob (WHRC)
Eileen Rooney
Faith Defendre (WHRC)

Service Project next steps

- We could keep this list on our website and update it as the situation changes with COVID
- Could we put the list at the end of the event/presentation with a link to get more info
- "We encourage you to show compassion in your community: between now and March join one of these orgs that are currently taking volunteers" With a link or url. Jeremy will write something for this.
- We can re-post it now and then
- We could culminate with a service project once things have gone back to normal a little bit.
- Benny will send the volunteering info to Jenn MacDonald

Art awards:

- painting/drawing: Dimare
- Digital: shapiro
- Written: burd
- Benny will reach out to the point person at Galvin to see about getting the gift cards to the students
- Benny will send list of winners to WCAT

FB post prizes:

- We'll pull the names in the HRC meeting on Tuesday

Next Steps / Action Items:

- Jeremy will write something for the final slide of the MLK&CSK day event, naming agencies where people can get involved and directing people to our website.
- Benny will send the volunteering info to Jenn MacDonald to put on the HRC's website
- Benny will reach out to the point person at Galvin to see about getting the gift cards to the students
- Benny will send list of art winners to WCAT

Wakefield Human Rights Commission Meeting Minutes 1/19/2021

Call to order: 7:02pm

Present members of HRC:

Sherrri Oken

Maria Muti

Benny Wheat

Jennifer Boettcher

Jeremy Little

Kimberley Ring

Teresa Aravena-Gonzalez

Faith Defendre

Elizabeth Assenza

Nicole Jacob

Absent:

Superintendent Doug Lyons, ex officio

Town Administrator Steve Maio, ex officio

Chief Skory, ex officio

Amy Rando

Also Present:

Mehreen Butt, Town Council Liaison

Colleen Guida, School Committee Liaison

Yana Herzog, Youth Council Liaison

Eileen Rooney, member of the public

Public participation (Participants will be limited to 3 minutes each)

- Eileen Rooney: Thanks so much for allowing me to participate in planning the MLK & CSK Day event

Approval of minutes from December 15, 2020 meeting

Motion to approve the minutes from our December 15, 2020 meeting: unanimously approved

New language in policies and procedures around new member orientation

- Maria wrote new language in the Policies and Procedures for the HRC that says "Upon appointment, a commissioner shall take part in a new member orientation, previously approved by the commission."
- We'll add that this should be completed within 60 days of appointment.
- The language with the 60 day timeline unanimously approved.

Anti-racism action updates

MLK and CSK Event debrief

- Hearing from people on the street was great, to hear from people outside our usual sphere. This was all Faith's brainchild, she came up with this idea and she and Vanessa filmed and edited the whole thing
- The daily FB posts were good, it helped people get engaged, it was educational
- The student leaders Faith and ReignYah and the other contributors were so impressive
- Highlighting the students' art and poetry was so nice.
- Because of the pandemic we had to rethink how we did a lot of it, which resulted in some nice new things (like the interviews on the street, the panel discussion with awardees)
- Shout out to Teresa for getting all the awards printed, signed, and delivered on the day of the award panel recording
- For other recorded events we can do a brief disclaimer reminding folks that this was all self-recorded and there will be hiccoughs. And Kim says she can also
- More music would be great next time. Wendy told us that the community choir could have put something together if we had given them lead time. And because of the pandemic a lot of production companies are being more lenient with permissions for music, so if we plan ahead we can reach out to request permission to use music.
- Approve to reimburse Benny for the gift cards: \$105. Unanimously approved.
- Draw names for FB raffle:
 - Brain Fox
 - Patti Rooney- Pesaturo
 - Brian Fox
 - Benny will message them through FB and let them know they can pick up their prizes at town hall at the greeter's desk
- Benny will do a post-write up and submit to the Item. Include some art work if possible as well as recognition of the service award and art award winners. And something about the service project. And mention something about upcoming events and invite people to volunteer to get involved.

Black student union

- The BSU is currently working towards Black history month. They are still processing what we are planning. They are planning on working with the Wakefield anti-racist group. But still in the brainstorming phase. I will find a opportunity for us to collaborate with the HRC for our black history month project. Thank you!!
- The Fudrucker's fundraiser that was cancelled in December because of the snow storm has been rescheduled to February 11. Maria will find the flyer for that and post it on our FB page

Youth Council

- They're currently waiting for the School Committee's response to the Youth Council's recommendation about the Warrior mascot.
- It sounds like it will be on the next School Committee agenda, or it may be going to subcommittee. Stay tuned

MVPHC partnership

- The Mystic Valley Public Health Coalition (?) has funding available and Catherine Dhingra from Wake-Up reached out to us to see if we want to collaborate on an event about the intersection of structural oppression and substance use.

Communications subcommittee update

- Started a list of calendar events that are relevant to the WHRC (cultural, historical, etc events).
 - Could we use a google calendar or something like that? If we have a shared calendar how would we actually add things to that calendar? Collaborating on a shared doc online is considered a violation of open meeting law, so would we have to bring each addition to the HRC meetings first before adding them to the calendar? This would be a question for Tom Mullen.
 - There could be different kinds of events, such as events we are originating, events that we would like to cross-promote for other groups, days that don't have an event associated with it but that we would like to make a post about
 - The community calendar that the library administers is pretty good. We should be cautious of reinventing the wheel. We could invite someone from the library to an HRC meeting to talk more about this
 - The idea of the calendar wasn't so much intended to replicate the community calendar, but as a helpful tool in knowing and planning ahead about things that we plan to post about (for example, every year we try to post on International Human Rights Day, but it's easy to forget, etc)
 - We should be careful about crossing the line between celebrating and appropriation. Maybe the HRC could host an event or conversation about celebrating diversity vs. appropriation/tokenizing. A conversation like that would be really in our wheelhouse, more so than giving one sentence snippets of a ton of different holidays/events/commemorations. Benny will reach out to the library to see about the possibility of doing a joint event on this topic (with an introductory email from Sherri).
- Would like to develop a protocol in how we engage with others, develop and promote events. For example, some guidelines would be helpful around how far in advance do we start promoting, and via what means? There are a lot of questions about this:
 - What other collaboration and sharing tools can commissioners use when working with partners?
 - What communication tools are available that we could start to use

- Beyond the boards and committees on the town website, with whom does the WHRC communicate and collaborate, or with whom should we? Do we have a list of who the leaders are of these groups?
 - The MLK & CSK Day committee as part of making a list of potential volunteer opportunities with contact info. That document could be ongoing and updated
 - The library also has a list of community orgs, similar to the comment about the library above, we could collaborate with the library on this instead of making a whole new separate list
 - Wakefield.org has a lot of community groups on it
- It could be helpful to have an opportunity for different committees, commissions, non-profits, community groups, houses of worship, etc to come together and talk with one another. Maybe a delegate from each group or something like that to talk about what they're doing, challenges, etc. Mehreen will bring that idea up in the Town
- Yana's posters are up around town.
 - They are up in the kiosks
 - Sherri has been taking them around to different businesses in town. And will be bringing new ones around in April
 - The School committee has approved them to be distributed in the schools. Colleen will check in with the secretaries at the different schools to see how many of the posters they want.
 - The clergy council is working on distributing them to the different houses of worship.
 - And the electronic version is also going up on people's websites etc.

Networking with other HRCs

- A couple of different towns have been reaching out to us who are interested in starting HRCs (Lynnfield, North Reading), and there are other neighboring towns who have HRCs that are looking to learn from one another (Stoneham for example). We could also reach out to other orgs who might not be exactly HRCs but operate in our area, like the Social Justice Network in Winchester (formerly the Winchester Multicultural Network) or the Reading Human Relations Advisory Committee.
- There is also the MA HRC coalition, though their meetings are on a Friday morning which is not always easy to attend
- Maria will reach out to these groups about getting something going

Fall speaker series with UU

- In the past we have partnered with the UU church to do a speaker series. Is that something we would pursue this year?
- The Social Action Committee had said it wasn't possible last year because of COVID.
- Maybe it would be possible to do something virtually? It would be sad to have 2 years go by with no event.

Chair's comments

Central electronic storage for HRC documents

- The town has a centralized electronic storage space for us to save our past documents.
- This wouldn't be the appropriate place for documents that we're currently editing, but it would be for storing things like materials from past events
- Would we be able to archive old versions of things and add newer versions as we develop them (such as our new addition to the Policies and Procedures)?
- Would we each be granted access when we join the Commission and then have access taken away when we leave so we're sure that it's just for current members?
- Maria will explore it more between now and next meeting and get back to us with more details

Book readings for the upcoming year

- For Black History Month Nicole will reach out to the Library about a book reading.
- Sherri volunteers if we need a reader

Matters not anticipated

- Active bystanders training:
 - we have several people registered for the first session and only a few for the second. Spread the word!
 - Jen will submit it to the community calendar
 - Sherri will do a write up to send to the Item
- International Women's History month is March. We should start planning that. Who is interested in being on a subcommittee for that?
 - Nicole
 - Kim
 - Teresa
 - Maria
 - Jen can't be on the subcommittee in full but she has a lot of the materials from last year and could pass along that material and have a transitional call
- Subcommittee minutes:
 - We learned that subcommittee minutes need to be approved by vote in the full HRC meetings (though only subcommittee members can vote on the minutes)
 - We'll be voting on the communication subcommittee and MLK & CSK subcommittee minutes in next month's meetings
 - Jen will include this in the policies and procedures, and put it in the orientation

Action Items:

- Maria will find the flyer for the BSU fundraiser and post it on our FB page
- Benny will message the winners of our FB raffle through FB and let them know they can pick up their prizes at town hall at the greeter's desk
- Benny will do a post-write up for the MLK & CSK day event and submit to the Item.

- Benny will reach out to the library to see about the possibility of doing a joint event on the topic of appropriation/tokenizing vs. celebrating diversity (with an introductory email from Sherri).
- Mehreen will bring that idea up in the Town of having an opportunity for someone from each commission or group to come together to share
- Colleen will check in with the secretaries at the different schools to see how many of the posters they want and get back to Sherri with that info
- Maria will reach out to other HRCs and HRC-adjacent groups about getting something going for networking and learning from one another
- Maria will explore the electronic storage space more between now and next meeting and get back to us with more details
- Nicole will reach out to the Library about a book reading for Black history month
- Jen will submit the active bystander training to the community calendar
- Sherri will do a write up to send to the Item about the active bystander training
- Jen will include the procedure for approving subcommittee minutes in the policies and procedures, and put it in the orientation

Adjourn

Roll call vote on motion to adjourn: unanimously approved

Meeting adjourned 8:43pm



Process for posting agenda and minutes to the town website for public notice

Applicable for full commission meetings as well as subcommittee meetings.

Process for requesting meetings and publishing meeting agendas

1. Once a meeting date and time has been established an email gets sent to the Town Administrator's Executive Assistant Sherri Dalton (sdalton@wakefield.ma.us) with the meeting information and who should be invited.
2. Sherri generates the unique Zoom details for the meeting.
3. Sherri completes the top portion on the agenda template with the meeting information, zoom link, and disclaimer language. She then emails it back to the requestor so that the requestor can compile the agenda item information.
4. Sherri emails the meeting calendar invite to the meeting participants with the zoom link and provides the requestor with the host key (see more information [below](#)).
5. The requestor needs to email the completed agenda to the Town Clerk's office (postings@wakefield.ma.us) 72 hours before the meeting not counting weekends and holidays in compliance with the Open Meeting Law.

Process for publishing meeting minutes

1. The designated commissioner takes notes of the items discussed at the meeting and any action items. This is typically the Secretary, but may be someone else if the Secretary is not present at the meeting or subcommittee meeting.
2. Once the minutes are written, they are sent to the other commissioners or subcommittee members to review.
3. The approval of the minutes must be a line item on a regular commission meeting's agenda for a vote to be taken, typically at the next meeting.
4. At the meeting, Commissioners discuss any changes to the minutes and those who were present vote on them.
5. Once approved, the minutes should be emailed to the Town Administrator's Executive Assistant Sherri Dalton (sdalton@wakefield.ma.us) so she can upload to the appropriate page on the website.





Using the Zoom host key

1. Once you are in the meeting click on “Participants” at the bottom of your screen.
2. A window will open that shows who is in the meeting. Keep this window open during the meeting as it is easier to access the features.
3. At the bottom of that window you will see a series of boxes that will say “invite”, “raise hand” and either “claim host” or 3 dots (...). Click on claim host or the 3 (...) to “Claim Host”.
4. Once you select “Claim Host” you will need to enter the 6-digit code provided.
5. Once you have claimed host you can then screenshare or select someone that is in the meeting to screenshare their screen. There is a little arrow next to the Screenshare button. If you click on that you will be given more options to screenshare. If you do select screenshare, the settings are set so that the host is the only other person who can screenshare if someone is sharing. This will restrict the public from screensharing when someone is sharing.
6. You can either mute everyone or participants individually. At the bottom of the participants window you will see mute all. To mute people individually, hover over the person’s name can click mute. If you click more you can then remove them from the meeting or put them in the waiting room but only do so if they are being inappropriate. These are open meetings and anyone has the right to join these meetings, that is why it is very important to claim host just in case something happens.
7. Never share the host code key with anyone. Once you are in the meeting, you can give co-hosting capabilities to someone else in the meeting. That way you and someone else will have control. To do this, hover over someone’s name and click more.

Process if a meeting needs to be canceled

1. As soon as it is known, or within 2 hours of Town Hall closing, send a message to the Town Administrator’s office so that the canceled agenda can be posted.
2. If the meeting does not have a quorum and the meeting was not canceled in advance, the meeting is called to order and then postponed to a later date within the Open Meeting Law guidelines above.
3. If the meeting was not canceled but postponed after calling to order, minutes must still be submitted, even if they are very basic, simply stating the fact that the meeting was postponed and no business conducted.

