

Wakefield Human Rights Commission Meeting Minutes 2/16/2021

Call to order: 7:04pm

Present members of HRC:

Sherry 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

Yana Herzog, Youth Council Liaison

Also Present:

Mehreen Butt, Town Council Liaison

Colleen Guida, School Committee Liaison

Valerie Overton, member of the public, Quabbin Mediation

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

No public participation

Approval of minutes

- January 19, 2021, general meeting
 - Motion to approve the minutes from our January 19, 2021 meeting: unanimously approved
- MLK/CSK subcommittee meetings from Nov. 5 2020, Nov. 30 2020, Dec. 15 2020, Dec. 30 2020, Jan. 13, 2021
 - Motion to approve the MLK & CSK Day subcommittee meetings: unanimously approved by members of the subcommittee
- Communications subcommittee - Jan. 4, 2021, Jan 14 2021, Feb. 1, 2021
 - Motion to approve the Communications subcommittee meetings: unanimously approved by members of the subcommittee

- International Women's Day subcommittee - Feb. 2, 2021
 - Motion to approve the International Women's Day subcommittee meetings: unanimously approved by members of the subcommittee

New language in policies and procedures around agenda/meetings/minutes process

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- Does this memo go into the policies and procedures?
- It could go in there as an addendum.
- Motion to accept the procedures around agenda/meetings/minutes process as written and incorporate them into the WHRC's Policies and Procedures: unanimously approved
- Maria will add the language to the P&P and send it out to the commission

Active Bystander Training feedback

- It was great, would love another training to go into more depth.
- They do have an additional level with more depth.
 - Valerie Overton shares that this would have more breakout room activities to delve more in-depth into building the personal toolkit and practicing those strategies.
 - One topic that would get covered in a second level training is how to think about saviorism and how this plays into active bystandership
- Both sessions filled up completely, which was great. There were people who wanted to attend who couldn't get in
- There could be an appetite for another round of first level trainings, maybe before we pursue a second level training
 - The trainings are \$400 each. We had this \$1,000 donation this year that allowed us to pay for these trainings without impacting our line item budget. But if we want to host more TAB trainings we could see about co-sponsoring with another org.
 - Mehreen could also see about whether the Town could come up with some money for it
 - We could also offer it for a fee instead of for free (\$20 for example). Or on a sliding scale so there's no financial barrier.
 - One of us could write up a press release and talk about how great it was and mention that the sessions were full. And let people know that another session is being scheduled. This could help keep the momentum up. Kim will write the press release. She'll contact the people who attended to ask questions about it first. Jen will reach out to her friends who attended to see if they would want to supply a quote about their experience.
- If we wanted to pursue another first-level active bystander training would we want to do it next year, or sooner?
 - Would be good to do it sooner than next year, seems like there's interest now.
 - We will talk next meeting about the timing of a follow-up training, either level 1 or level 2

- They sent along reference guides, materials that go along with the training, to attendees. Is this something we should share on our page? No, this is probably something that is intended for the training attendees only and not for sharing more widely. Valerie Overton confirms that.

International Women's Day update

- There's been one meeting so far.
- Teresa contacted the Chamber of Commerce for a list of women-owned businesses and has started contacting those business owners.
- Still deciding what the event will really look like, whether it would be a one-day event, or a weekly event for the month, or another format
- Can we do a shared google doc? People can add info to a shared google doc, but cannot "deliberate" in editing the doc (deciding what to include, etc).

Anti-racism action updates

Black student union

Youth council

No updates from the Youth Council

Black History month readings

- Casey from the Library supplied an awesome list of books. They're working on the permissions
- Nicole and Maria will be reaching out to people to record the readings
- The intention was to start at the beginning of Feb and do two readings per week. We only have two weeks left of February, but will probably still do more than one reading per week
- Maria and Nicole will connect with Jen about posting something on FB to put it out there. A "coming soon" kind of post even if we don't have the specific books etc.

High school logo discussion

- The School Committee on Tuesday approved a plan for the process for deciding about the Warrior logo.
- The process will include a community forum on 2/25.
 - That has been communicated out through the school messenger and they're working on communicating it out through the town's database.
 - The community forum will be moderated by the Town Moderator.
 - It will be very structured with a time limit
- The School Committee will also bring together a panel discussion to educate themselves and the school's administrators.
 - They've been advised that educating themselves and the administrators as opposed to educating the public. So the panel will be open to the public in more of a "webinar" format where the public can watch but not participate.

- This is because the panelists who have been in open community settings have been in very unsafe situations as a result of that.
- The makeup of the panel hasn't been decided yet. The subcommittee is in contact with Native tribal nation leaders. And they would also like to represent the perspective of the Bayrd family. And also other community perspectives.
- The data and communications would then all compiled together and presented to the School Committee
- The School Committee would make a final vote on 3/9 regarding retiring the "current" logo (as you see on the sports jerseys and sports fields, etc) and/or the "former" logo (as is seen on the sign on the front of the high school)
- There is a petition to put this topic up for a town wide referendum. This petition was signed by at least 10 people and then submitted to the Town Council to approve the non-binding ballot question for the town election on 4/27. Because this would be a non-binding vote, it would be for information collection tool.
- The next school committee meeting might include a vote on an amended process in case the school committee wants to change the timeline of their decision in order to push the vote to after the town election on 4/27.
- Right now this decision is a School Committee decision.
- In February 2020 the HRC talked about native mascots and logos in connection to the MA Indigenous Legislative Agenda (which is related to several legislative areas. The 5 bills are to: Honor Indigenous Peoples Day, Protect Native American Heritage, Remove Native American mascots/logos/nicknames, Change the State flag and seal, Educate Native Youth)
- We have also previously decided that because this is a School Committee decision and an issue that was being taken up so well by the Youth Council that the HRC would not be leading this issue.
- Now that this has become a full conversation in Wakefield, should the HRC speak as a body at the community forum or on the panel?
 - It should be on the record where we stand on this issue.
 - We could have a position statement.
 - Not sure it makes sense for us to serve on a panel because we're not experts on this topic specifically.
 - If the school committee specifically wants us on a panel, where our expertise lies is in deferring to the collective voices and messages of impacted groups.
 - We should refer to our mission about dignity and respect for all peoples
 - We should also take a specific stance in our statement.
- After the current vote, depending on how that vote goes, there may then be additional processes for next steps such as designing a new logo, if that is how the vote goes.
- The HRC should vote to endorse the four remaining bills on the MA Indigenous Legislative Agenda?
- Motion for the HRC to endorse the four remaining bills on the MA Indigenous Legislative Agenda: unanimously approved

- Motion that the HRC draft a formal position statement to be submitted in the community forum: unanimously approved
 - We could also submit this to more places if we want to, like on our website, our FB page, the Item, etc
 - Would it be better to put this out first at the community forum on the 25th, and then post elsewhere, or the other way around?
- What is the process for approving the written statement, since we won't meet again between now and the community forum? We did this in responding to the Christchurch mosque shooting, we approved the points to be covered and then two people wrote it off-line.
- Points to be covered in our statement:
 - The intent of the logo was not to harm, and the intent of those who want to keep the logo is not to harm. But we hear from enormous numbers of Indigenous groups that it is harmful
 - Name it as a civil rights issue
 - Deferring to those most impacted
 - Because of the nature of our body it's our responsibility to speak up
 - We support getting rid of all school logos with native imagery
- Do we need to take a position on the name "Warrior"?
 - The name is broader than just Native Americans
 - We will stick to the one issue of the logo and not the name at this time
- Once the HRC makes this statement, if any member of this commission is engaging with people on social media or elsewhere, stick to the points in the statement. If you want to deviate from that statement, do that as yourself as an individual and not as a member of the HRC.

Networking with other HRC's

- Jeremy will reach out to a person he knows at the Stoneham HRC

Chair's comments

Central electronic storage for HRC documents

- No updates right now, Maria is still working on it

Matters not anticipated

- If you need to submit reimbursements to Sherri Dalton, she has asked if everyone can do that by email since she's working remotely some of the time.

Action Items:

- Maria will add the language to the P&P and send it out to the commission
- Kim will write the press release about the active bystanders training. She'll contact the people who attended to ask questions about it first.

- Jen will reach out to her friends who attended the active bystanders training to see if they would want to supply a quote about their experience
- Maria and Nicole will connect with Jen about posting something on FB about the upcoming Black History Month book readings.
- Maria and Benny will write the HRC's position statement regarding the WPS logo
- Jeremy will reach out to the person he knows at the Stoneham HRC

Adjourn

Roll call vote on motion to adjourn: unanimously approved

Meeting adjourned 8:43pm



**Communications Subcommittee Meeting
Tuesday, March 2, 2021 by Zoom**

Present: Jen Boettcher, Sherri Oken, Kim Ring
6:33 Call to Order

I. We discussed the nature of this group.

- Are we an ongoing committee or a task force with specific projects to complete, then disband?
- If we are an ongoing committee, what is our overall charge and specific responsibilities?

Action Item: Ask the Commission for guidance.

II. Calendar

- The calendar has been created for informational purposes only, for reference by both the WHRC and for the general public. It does not suggest action relative to the listings.
- To expand the calendar beyond our personal knowledge, we would like to reach out to the public for suggestions on additions that are specific to specific cultures, ethnic groups and religion of which we are not a part or knowledgeable.

Action Item: Sherri Oken will draft a criteria for calendar listings and a statement requesting public input.

III. Posting and Promoting Events

- We are working to provide continuity and consistency of processes and approach for use in marketing our programs and events.
- Create a checklist to guide activity coordinators on what to do and when to do it so that they do not have to "reinvent the wheel" each time.
- Develop a resources list of who can help to implement strategies and with whom we might partner for different purposes and in different situations.
- Incorporate planning and marketing information from coordinators of past and upcoming events.

Action Item: Kim Ring to work on checklist of strategies (before, during and after a program/activity/event) for informing the public about WHRC activities and encouraging participation. Include available and suggest potential vehicles for conveying information.

IV. WHRC History

- Provide a public facing history, the story and a timeline, for posting on the WHRC web site.
- Utilize information provided by Steve Maio and used in our onboarding orientation for new commissioners.
- Incorporate information that has already been gathered by Maria Muti.
- For the HRC, create an archival list of who has served and when, to be updated annually.

Action Item: Jen Boettcher will continue to work on gathering and writing the history.

Action Item: Sherri Oken to submit agenda items to the WHRC Chair for the 3.16.21 meeting

7:20 Adjourn

Minutes respectfully submitted by Sherri Oken

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

DATE: Feb 17th 2021
CALL TO ORDER: 7:05 pm
PLACE: Zoom Call

Present:

Nicole Jacob
Eileen Rooney
Maria Muti
Teresa Aravena-Gonzalez

Absent:

Kimberly Ring Allen

Theme: **#ChooseToChallenge**

- Due to the great number of people/businesses who are interested in participating (as of today already 13) we will have a month-long event. Kick off will be March 8th.
- SheMajor will be participating as part of our Kick off virtual event
- Using the **#ChooseToChallenge** during the month of March
- How to get more youth involved?;
 - Youth Council- Maria will check in
 - High School Class president - Nicole can check in if interested in participating
 - If HS students want to participate Teresa can check in with Middle school
 - Maria suggested Diversity leaders at High School. Connect with the teachers and ask them if they would like to participate. They can contribute with writing down how they Choose to Challenge- We can take pictures of their submissions, make a collage, upload them to a video, etc.

Outline of event

- Month long event due to number of business
- Kick off March 8th
- #ChooseToChallenge to promote and involved the community
- Videos will be about 1 to 1.5 minutes long
- Will ask 3 questions to each person similar to the ones below;
 - How did you decide to start your business?
 - What haven been the challenges that you have faced as a female business owner?
 - How has COVID19 been a challenge for you or your business, etc?

Next Steps

1. Teresa to check in with Jen about WHRC FB for March Events.
2. Teresa to request permission to IWD site to use their # and logos
3. Nicole to check in with SheMajor and let them know that the event will kick off March 8th.
4. Nicole to check in with the class president from HS to see if she wants to participate.
5. Teresa to check in with Kim
 - a. possible flyer to share on FB.

- b. Item or other platforms about the event and timeline and videos.
- 6. Maria will check in with Jennifer McDonald Wakefield's communication Manager to see how else we can reach out to the community who does not use social media.
- 7. Maria will check with the teachers that work with the Youth Council and Diversity leaders to see if they are interested.
- 8. All- if you know of a business or have heard of someone that wants to participate pass along the information to Teresa or add to the google sheet so we can follow up on the next steps.

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

DATE: Feb 24th 2021
CALL TO ORDER: 7:00 pm
PLACE: Zoom Call

Present:

Nicole Jacob
Eileen Rooney
Maria Muti
Kimberly Ring Allen
Teresa Aravena-Gonzalez

Theme: #ChooseToChallenge

Welcome

– Review current items we are working on

- Teresa to check in with Jen about WHRC FB for March Events- Jen agrees that it is best that we would assign someone from the subcommittee to post in March. Kim volunteered to be the lead to post. She will have a draft with the idea of the posts and will be posts at different times of the day.
- Teresa reached out to IWD website but was unable to get the request with a personal email. Maria will request the permission with the WHR email.
- Nicole checked in with SheMajor waiting to hear back.
- Eileen did a lot of outreach last weekend and we have heard from a number of interested people that want to participate.
- Kim has been working on scheduling and starting to do the interviews. She has 6 for this week.

Details for March 8th Kick off

- Kim shared ideas for a possible “teaser” for the kick off event will be on March 8th.
- Kim is working on setting up the interviews and opened up to the subcommittee to also be able to do the interviews as well if available.

Next Steps

1. Teresa will email Maria the site to request permission to IWD site for the use of the logo.
2. Nicole will continue to check in with SheMajor and will send an update later this week.
3. Teresa to continue to help Kim with coordinating the interviews.
4. Kim will send a format with instructions on how to do the interviews to the team and then she can just edit them.
5. Maria will check in with Jennifer McDonald Wakefield's communication Manager to see how else we can reach out to the community who does not use social media.
6. Maria to reach out to female police officers and female firefighter to see if they would like to participate in the videos
7. Maria will check in with Jennifer McDonald Wakefield's communication Manager to see how else we can reach out to the community who does not use social media.
8. Maria to check if there is a better WHRC logo something possible ending in .eps or .png
9. Maria will check in with local female photographer as well if they are interested in participating

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

DATE: March 3rd 2021
CALL TO ORDER: 7:00 pm
PLACE: Zoom Call

Present:

Nicole Jacob
Eileen Rooney
Maria Muti
Kimberly Ring Allen
Jennifer McDonald
Erin Kokinda
Teresa Aravena-Gonzalez

Welcome

Review what we are working on and other items

- Maria was able to get the login information for IWD #ChooseToChallenge event
- Nicole checked in with She Major and was able to get the performance for the kick off event
- Kim has been working on the interviews
- Jennifer M. suggested it would be best to keep the interviews in the town's website
Kim will share with Jennifer M. the interviews so she can upload them to the site once they are done
- Erin will also like to have the teaser video so she can share it
- Suggested during the meeting it might be a good idea to share with the Chambers of Commerce since they are also doing a segment in WCAT "Conversations With The Chamber".

. Details for March 8th Kick off

- Kim will work on the "teaser" and will include She Major's Performance.
- Kim will draft a press release for the item and Eileen will help
- Kim will also draft a short message to share with the current WHRC members so we can all participate in the IWD Monday Kick off event. Maria will post it to WHRC FB Monday. Teresa will share the message with all the female business owners so they can participate as well.
- Kim will research the # that we can use to represent the WHRC so we can use it along the post.
- Teresa will reach out to WCAT to see if they can air the teaser for the IWD event.

Next Steps

1. Nicole will reach out to She Major and see if they want to put another performance together to close out the month.
2. Teresa continues to help Kim with coordinating the interviews.
3. Maria will research and try to see if there is a PDF of the WHRC logo. Jennifer M. offered to help out to see if it can be edited.
4. Kim will draft a press release for The Daily Item and Eileen will help review.
5. Kim will share a blurb we can use to participate in the
6. Kim will send a format with instructions on how to do the interviews to the team and then she can just edit them.
7. Nicole will reach out to health director to see if she wants to participate in the event
8. Teresa will share the list with Erin Kokinda of the female business owners in town
9. Maria will reach out to representative Lipper-Garabedian to see if they want to participate in the event.

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

DATE: March 10th 2021
CALL TO ORDER: 7:00 pm
PLACE: Zoom Call

Present:

Maria Muti
Kimberly Ring Allen
Teresa Aravena-Gonzalez

Absent

Nicole Jacob
Eileen Rooney

Welcome

Review what we are working on and other items

- Kim continues to work on videos she has 3 done so far. Kim has completed 12 interviews. Thursday a new video will be posted. Then every 2 days a new one will be posted. We should continue to share WHRC FB posts.
- At the end of the month Kim will follow the hashtag for wrap up the event.
- Teresa is working on scheduling a couple of more interviews. Kim will share her available times for next week.
- We will not have a check in meeting next Wednesday March 17 since we are having the WHRC meeting on Tuesday March 16th. If anything comes up we can discuss in that meeting.
- Teresa will coordinate the next meeting for March 24th.

Feedback for March 8th Kick off

- Great feedback so far. Everyone feels good about how it is coming out.

Next Steps

1. Teresa will ask Nicole if she can check in with She Major and see if they want to put another performance together to close out the month.
2. Teresa continues to help Kim with coordinating the interviews.
3. Maria will reach out to representative Lipper-Garabedian to see if they want to participate in the event.
4. Maria will reach out to town council, school committee and female officer and firefighter and include Kim and Teresa to schedule interviews.

WHRC Event Marketing Checklist - draft

Pre-Event

- Post event the WHRC page on town website (need instructions)
- Create FB event
 - Send FB event link and ad image (can be PowerPoint slide) to Barbara Worley (barbara.worley@wcat.tv) at WCAT for cross posting and tv ad
 - Share FB event link with any event co-hosts, partners, allies, and friends will to help promote
 - Town of Wakefield
 - Library
 - Chamber of Commerce
 - School Committee
 - Etc
 - Update FB with developments / announcements every week leading up to event and day before (if applicable)
- Draft event press release (include link to IWD announcement as example) and send to the Wakefield Item (news@wakefielditem.com) and Wakefield Patch (wakefield@patch.com)
- Add event to calendar listings (include links) on Boston.com and The Boston Calendar
- Send email blast to WHRC list (need instructions)
- Create and print event flyer and deliver to appropriate places for posting (who usually does this? Businesses? Town boards? Kiosks?)

Day-of Event

- Create task lists / duty assignments for on-site coordination
- Email reminder and event link to WHRC members to share and engage
- Post reminder to Facebook and remember to tag any co-hosts, partners, participants, etc.
- Capture photos, video, etc. on-site for re-cap post event
- If physical event, designate WHRC member to “Go Live” from FB page for any key moments (speeches, awards, etc.)

Post Event

- Create “thank you” post (photo album) with tags and acknowledgments of participants, co-hosts, partners, etc.
- Draft event re-cap
- Send event re-cap (include sample) with photos to Item and Patch
- Archive all event materials

Members of the WHRC have been compiling a calendar of observances, remembrances and holidays that commemorate historical events, acknowledge human rights and causes, honor prominent individuals, and celebrate different cultures and ethnicities. The purpose of this calendar is to raise awareness, not to suggest specific action which is a personal decision. It will be shared with the public as a respectful source of information about the diversity of our community, nation and world.

We recognize that there are many cultures, ethnic and religious groups, of which we are not a part or knowledgeable. To expand the calendar beyond our knowledge, we ask the public for appropriate suggestions of additions to the calendar.

Please email your suggestions, and if possible a web link to more information, to the WHRC.