

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

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

**Present:**

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

**Welcome**

**Review what we are working on and other items**

- Kim continues to work on videos she has 10 done so far. The last 2 interviews will be this Friday.
- Great response from the community in wanting to participate in the videos.
- Overall great feedback.
- 8 days left to post, and Kim has enough videos for each day.
- WHRC is working on a plan to be able to store all the information/ videos that we are gathering through the program.

**Next Steps**

1. Maria will check in with WHRC faith leader representative to see if they would want to participate or if they have suggestions for other faith leaders in the community to be represented.
2. Will be meeting last time as a group on 3/31/21 to re-cap and close out the event.



WHRC Communications Sub-Committee Meeting  
Wednesday, April 7, 2021

Present: Jennifer Boettcher, Sherri Oken, Kim Ring Allen

Call to order 7:08 p.m.

I. General Organization

- We discussed the WHRC's expectations for an ongoing Communications Committee as reported in the WHRC's March 16th meeting minutes.
- Sherri will be the only ongoing Commissioner but will be able to call upon Jen and Kim for assistance when their terms end.

II. Progress on Creating a WHRC History

A. Content

1. Jen has gathered much material about the creation, organization and evolution of the WHRC, gleaned from the new Commissioner orientation and from past meeting minutes.
2. Information about the WHRC activities was provided by Chair Maria Muti as well as past minutes.
3. The comprehensive information would be part of the WHRC archive, added to each year.

B. Presentation

1. Public information needs to be in the form of a "story" with a timeline to engage readers.
2. We agreed upon a vertical timeline with organizational milestones on the left and activity/accomplishment milestones on the right.
3. The timeline would include brief, descriptive call out boxes with links to more information.
4. We discussed the possibility of utilizing student, "creative interns", with technical and artistic talents to create the timeline.
5. Kim has faculty and administrative contacts at the HS, Northeast Voc and Galvin, and will reach out.
6. Jen will send the information she has gathered to Sherri and Kim for their review.

C. Other historical information

1. Jen has been creating a list of all past WHRC Commissioners and liaisons but it has been difficult determining the exact beginnings and end of their terms.
2. We recommend that the list of those who have served in the past, contain names and years of service. We can include more specific information about the actual terms of present and future Commissioners as we go forward.

III. Commemorative Calendar

We have not received any input from other Commissioners and will again email that request.

IV. Promotional Guidelines

A. The Document

1. Kim has created a document with suggestions on what to do in advance of an event, during an event and after an event to publicize it and build interest in participating.
  2. It includes contact information ex. press, Town web site manager, etc.
  3. Kim will send what she has created to Sherri and Jen for their review.
- B. Additional Resources for Event Planners/Subcommittees
1. We agree that the WHRC needs to develop a "resources" document of contacts for organizing events (ex. facility space contacts) as well as other groups/organizations, both inside and outside of Wakefield, who are potential collaborators.
  2. We need input from other Commissioners on the resources they have utilized.
  3. This will be an evolving document, edited and expanded as needed.
- V. Other Discussion
- A. AAPI Month Commemoration - May
1. Sherri and Benny Wheat, the planning committee members, have not received any input from the community or the Commission, on appropriate activities.
  2. This subcommittee suggested some people to contact directly and brainstormed ideas for the commemoration.
  3. We discussed the possibility of members of the AAPI community telling their stories (can be Wakefield residents and/or Wakefield business owners).
  4. Challenges include Covid restrictions on live commemorations and potential reluctance of members of this community to be part of a public forum.
  5. It was noted that this is extremely diverse community, not a monolithic group that can be commemorated in just one way (ex. a book reading), and that we would like to be as informative, inclusive and celebratory as possible.
- D. Next WHRC Meeting
1. We will submit the promotions and calendar documents to be shared and reviewed by the Commission before the meeting, and ask for their input.
  2. We will update the Commission about our plans for a WHRC history, both internal/archived and public, and request their input.

Adjourn 8:17 p.m.

Minutes respectfully submitted by Sherri Oken