



**TOWN OF KITTERY**  
**Diversity, Equity & Inclusion Committee**  
**November 15, 2022**  
**5PM**  
**Kittery Community Center**  
**120 Rogers Road**  
**MINUTES**

In attendance: Co-Chair Meaghan Dunn, Gerri Luke, Haley Mock, Kendra Amaral, Mary Gibbons Stevens, Russell White, Celeste Bragg, Cici Nielsen, Judy Spiller, Barbara Scott, Bruce Mallory, Carrigan Cyr

1. October 11 minutes approved with two additions and two edits on attendance.
2. Affirm mission statement – Approved!
  - *Creating a safe, welcoming, and inclusive community that celebrates difference, where everyone is empowered and all voices count.*
3. Open Committee Seat
  - Reviewed process for appointing member
    - i. Council must appoint, Committee Chairs make recommendation
    - ii. Council is interviewing candidate
    - iii. Encourage interested people to apply, fill out applications to have on reserve
  - Discussed non-member participation
    - i. No voting
4. Public Input/Outreach
  - Election day table
    - i. Only 5 survey responses, all regarding affordable housing
    - ii. Flyer QR code had ads, could have deterred response. Working with Communication Director to fix ASAP
  - Sunday 11/20 Farmer's Market
    - i. Spread awareness about committee
    - ii. Hand out flyers with survey
    - iii. Poster board with same question as QR code survey
  - Reviewed draft long-form survey questions
    - i. Goal of survey: To understand the community's perception of DEI
    - ii. Only want to collect data we will/can act upon, keep questions specific
    - iii. Include definitions in survey to attempt to avoid getting unrelated feedback/comments
    - iv. Edited copy of survey to be sent out prior to next meeting for beta testing
    - v. Offer time to complete survey in person with assistance
    - vi. Have hard copies of survey at food panty

- vii. Push survey out to students AND parents
- viii. Survey launch event to take place after the holidays, “Kittery’s Resolution”

5. Information on Traip Civil Rights Team Project – Mural and land acknowledgement
  - Created by Civil rights Team and art students
  - Can be seen on Instagram @kitteryschools
  - Public reading and official opening of mural: 11/21/22 @ 2:30 pm
  - Committee discussion on how to incorporate land acknowledgement into school and town functions
    - i. Committee can make official recommendation to Town Council to read land acknowledgement at beginning of meetings
  - First step: Start future DEI committee meetings with land acknowledgment
6. Other
  - Committee member suggested creating a DEI email for feedback
    - i. Town pays monthly for each email account. Will add a comment section on committee page on Town website, “Contact DEI Committee”
  - Update from Town Manager- Working on website upgrades for ADA compliance
7. Going forward, DEI committee meetings will take place in the downstairs of the Rice Public Library.