



Diversity, Equity & Inclusion Ad Hoc Committee

July 12, 2022

5PM

Kittery Community Center

1. Review Draft Minutes
 - a. May 19, 2022
 - b. June 14, 2022
2. Review revised draft norms
3. Discussion: What will Kittery look like as a diverse, inclusive and equitable community?
4. Continue discussion on establishing objectives
5. Next Steps

Materials:

- Draft Minutes
- Draft Committee Norms
- [Kittery Comprehensive Plan \(link\)](#)
- [School Visioning Report \(link\)](#)



Diversity, Equity & Inclusion Ad Hoc Committee

May 19, 2022

4PM

Minutes

DRAFT

Attendees: Co-Chair Meaghan Dunn, Co-Chair Emily Flinkstrom, Councilor Judy Spiller, Councilor Mary Gibbons Stevens, Gerri Luke, Vernon Brooks Carter, Bruce Mallory, Erin Kempster, Russell White, Adam Causey, Chief Robert Richter, Kendra Amaral

1. Committee Introductions – Committee members introduced themselves.
2. Committee Charge – reviewed committee charge and answered questions regarding the makeup, purpose, and available resources.
3. Chairperson – Meaghan Dunn and Emily Flinkstrom volunteered to serve as Co-chairs. Approved unanimously by the members.
4. Initial Reactions and Ideas – Committee members discussed their thoughts about the work ahead including defining what diversity means, discussing that inclusion is not just about being welcomed, but about being heard and seen. Committee discussed the need to establish norms to allow for the difficult and important conversations that need to happen. Committee noted that establishing objectives is the first step before seeking a consultant.
5. Next steps: Doodle Poll to set the next meeting date. Members to provide examples of norms and definitions in advance of the next meeting.



Diversity, Equity & Inclusion Ad Hoc Committee

June 14, 2022

4PM

Minutes

DRAFT

Attendees: Meaghan Dunn, Co-Chair, Emily Flinkstrom Co-Chair, Councilor Judy Spiller, Councilor Mary Gibbons Stevens, Celestyne Fisher-Bragg, Gerri Luke, Vernon Brooks Carter, Bruce Mallory, Barbara Scott, Erin Kempster, Russell White, Cici Nielson, Annie Cicero, Adam Causey, Kendra Amaral

1. Reflections on Rock Rest Event – Committee shared information about the event and their reflection and thoughts about the Rock Rest marker unveilings.
2. Discussion Shared Definitions – reviewed examples. Committee noted that the list provided seems to be missing a definition for gender identify.
3. Discussion of Committee Norms – Committee discussed the different examples. The consensus was to work from the example provided by Gerri and add the following:
 - a. Add “Ask Questions” to item 4 and alter to say “if you disagree *consider asking a question or offering a solution*”
 - b. Add “Step Up/Step Back” – engage in the conversation but don’t dominate it
 - c. Add “Take Risks, Make Mistakes, Move On” – discussed the concept of being raggy.
4. Discussion of Objectives – Committee began discussion with asking what does an equitable, diverse inclusive Kittery look like and how to engage the public in the process. Members discussed the challenges and community-discord around the SRO position in the schools. Committee determined it would be beneficial to share among the members for background and baseline:
 - a. Comprehensive Plan
 - b. School Visioning Report
 - c. 2017 Findings from Community Input
5. Next steps: Committee established a standing date/time for future meetings. Second Tuesday of the month, at 5PM. Will look to move the meetings to the Library or KCC due to the size of the group. The next meeting will focus on questions and establishing objectives.



Town of Kittery Diversity, Equity, & Inclusion Ad Hoc Committee Committee Norms

1. Respect

We have differences in opinions and different experiences. Respect each other's thinking and value everyone's contributions.

2. Listen

Stay mentally and physically present. Be open to what is said. Be non-judgmental. Value the learning. Listen to get smarter.

3. Speak Honestly

We speak from our own experiences. Use "I" statements and avoid generalizations.

4. Ask Questions and Offer Solutions

We can respect others' point of view without agreeing. If you disagree, consider asking a question or offering a solution.

5. Share Your Thoughts

We want everyone to have a say. Be patient and don't interrupt. Participate in the Round Table.

6. Contribute to Committee Goals

Participate 100% by sharing ideas, asking questions and contributing to discussions.

7. Stay on Point – and On Time

Respect our group's time and keep comments brief and to the point.

8. Close Decisions and Identify Action Items

Make sure decisions are supported by the group – or they won't be acted on.

9. Be Intentional with Discussions

Bring up issues and action items that align with committee goals.

10. Suggest Agenda Items

We want everyone to contribute to committee meetings. Please include a brief explanation of your suggested agenda item when submitting it.

11. Step Up/Step Back

Be proactive as a team and include the less leading members in conversations. Always be aware of all members and ensure ALL feel welcome to share/speak. Give space for the hesitant to speak and share.

12. Take Risks, Make Mistakes, and Move On

Be raggity. Take risks, be willing to make mistakes. Own mistakes. Regardless of the intention, acknowledge the impact on others. Then move on.