

**Madeira Inclusion Committee
Meeting Summary
February 3, 2021 – 7:00PM**

Members Present: Nancy Spencer, Council Representative
David Meredith
David McCoy
Jodi Whitted
Kevin Kingman
Shawn Batlivala
Susan Kissel
Tom Kent

Members Absent: Kate McVey (absent)

Agenda:

Mayor Spencer opened the meeting and reviewed the following agenda for the meeting:

1. **Administrative details:** Public meetings, email usage, committee openings
2. **Introductions**
3. **Appoint a Committee Chair**
4. **Calendar** - Assign date/time for second meeting in approximately 2 weeks, and a regular schedule for future meetings.
5. **Goals** - Brainstorming exercise identifying areas of opportunity for the committee.

Meeting Summary:

Mayor Spencer reviewed the administrative functions of the committee; discussing public meeting requirements, City email account usage and process for filling committee openings.

The Committee decided to schedule the Regular Meeting date/time on the first Thursday of each month at 7:00 PM. An interim meeting was tentatively set for Wednesday February 17th at 7:00PM.

Ms. Spencer nominated Susan Kissel, second by Shawn Batlivala, as chair of the committee. Committee member unanimously approved the motion. Ms. Kissel will serve as committee chair.

Committee members next discussed the purpose and objectives of the Inclusion Committee as approved by City Council. The purpose and objectives were defined as follows:

- Purpose:
 - For City Council's review, develop recommendations for better community engagement of and participation by all community members.

- Objectives:
 - Identify methods to increase diversity, not limited to race, on City boards and commission
 - Identify challenges that deter inclusion for non-residents working or visiting
 - Be a voice for residents for opportunities to drive better inclusive practices.

Mayor Spencer opened the brainstorming exercise for the members. The committee members took turns generating and sharing ideas for the goals/tasks of the committee. Once the ideas were generated, the ideas were grouped into themes. A table of the ideas, by theme, is below.

THEME	IDEA GENERATION
Baseline	Survey or relational/conversational input with Madeira businesses to better understand inclusive practices/what to improve/change/ how to communicate
Baseline	Survey residents to understand what they perceive about how equitable or inclusive Madeira
Baseline	Survey of residents
Baseline	What is the endgame? Can we map out what boards and commissions look like today and what we would like them to look for – how do we get there from here?
Baseline	Focus on visibility and representation
Baseline	Understanding of signals, unspoken experience that can lead to exclusion – how to we assess what it feels like to participate in city events/community at large and not feel included?
Communication	Identifying and varying the flow of information between residents and the city to ensure good reach and broader diversity in who we hear from
Communication	Any thoughts about putting a charter together, mission/vision statement, what are the boundaries of responsibility for the Committee, what does City Council/city want to see out of the Committee's efforts
Communication	How we share on city website info what our purpose/objectives are
Connections	Building connections with people of different backgrounds, highlighting diversity and making more visible
Connections	Begin to imagine how we take our inclusion committee out into neighborhoods and events to bring it to the community. Assess all the events, where/how is inclusion committee involved with events (big/small, neighborhood level) to build relationships ground up
Connections	Remove feelings of isolation, diffuse tensions that have perhaps gotten more deep with separation of past year. How can we identify people who may be feeling marginalized?
Coordination	Partner with Madeira City Schools to have a hand in how we proceed, and what is happening at younger ages to ensure diversity and inclusion are forward and center in their lives

Events	Idea of Know Your Neighbor, how to better know people outside your normal day-to-day
Events	Take stock of signature Madeira events and how they cluster around themes, how can they be broadened
Events/Connections	What can we do to bring people back together in a safe way to feel part of the community again after a year of separation
Resources/Budget	Consider professional consultation on how best to proceed, what budget is available
Training	Aspects of city where they are trained in cultural competency – what kinds of training is available; how do we cross fertilize with training programs to ensure boards and commissions are receiving training we would like

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