



## Woodbridge Ad Hoc Committee on Diversity, Equity and Inclusion (DEI)

### Meeting Minutes

Wednesday, February 16, 2022 at 6:30 pm via Webex

#### Meeting Video:

<https://woodbridgect.webex.com/woodbridgect/lsr.php?RCID=0a4638cf304bbbd81cd3defaf1ef0a7d>

#### Present:

**DEI Members:** Chair Ellen Scalettar, Tahera Parvez, Mohini Ranganathan, Steven Lawrence, Ke Xu, Mauriel Vega, Lor Ferrante Fernandes, Vice Chair Robert Reed (arrived 6:56 pm)

1. Chair Scalettar called the meeting to order at 6:36 pm.
2. **Opening Circle:** Tahera Parvez read a section of a New York Times article authored by Amanda Gorman. Discussion ensued.
3. Chair Scalettar announced a few Committee updates:
  - the Committee's name has been officially changed to Diversity, Equity and Inclusion.
  - Due to work obligations, Robert Reed will remain on the Committee but step down from his role as Vice Chair; Tahera Parvez will step in as Vice Chair.
  - Neelima Kaushal will not be able to participate in the Committee due to other obligations.
4. **Mosaic: Woodbridge Reading in Community** (first discussion scheduled for February 24 from 7-9 pm about the book *The 1619 Project* by author Nikole Hannah-Jones):

Discussion took place about "getting the word out" to publicize the event in terms of what has been done (website, newsletter, emails) and what else could be done for this event and future events (flyers, sandwich boards, and sharing the event information with other Boards and Commissions).

The format for the upcoming meeting was discussed including a brief opening circle at the start of the discussion and a question session.

5. **Survey Updates:** Steven Lawrence reported that the survey instrument is in good shape with Committee member updates incorporated into the survey. Discussion took place about how best to “get the word out” about the survey as well as how to share findings with the public. Steve took on the goal to begin to program the survey. A rough schedule timeframe for the project discussed was:
- **April:** survey roll-out
  - **May:** keep survey open for responses
  - **June: July, August:** look at data, tabulate, analyze and interpret
  - **Fall:** report findings to the public

Including the survey on the DEI page on the website was discussed as well as ensuring the committee’s mission statement is on the website.

6. **Cultural, Ethnic and Other Events and Celebrations:** The Committee discussed its responsibility and role in recognizing and celebrating cultural events as well as community groups in an equitable, mindful fashion while keeping in mind both the Committee’s resources and budget. Discussion took place about how to involve the community.

As a start, Mohini Ranganathan and Ke Xu will work together to compile a list with a brief description of items to be included for recognition/celebration.

7. **January Minutes:** Ellen Scalettar motioned to approve the minutes; Mohini Ranganathan seconded. Motion passed unanimously.  
**Vote: Yes** - Ellen Scalettar, Mohini Ranganathan, Tahera Parvez, Ke Xu, Robert Reed, Steven Lawrence  
**Recused:** Lor Ferrante Fernandes, Mauriel Vega
8. **Adjournment:** Ellen Scalettar motioned to adjourn; Lor Ferrante Fernandes seconded. All in favor. Meeting was adjourned at 7:26 pm.

Respectively submitted: *Toni Belenski*