**Stoughton DEI Taskforce Minutes**

**Meeting of Wednesday Sept 7, 2022 6:30pm on Zoom**

**Attending:** Brett Schumacher, Dayna Verstegen (until 7:30pm) Denise Rosby, Donald Rosby, Jean Ligocki, Linda Shaefer, Mary Ostrander, Mayor Tim Swadley, Michelle Van Matre-Keis, Renee Wilberg, Sarah Esmond, Sharon Meilahn Bartlett

**Determined roles for the meeting**

- Facilitating-Linda
- Notetaking-Sharon
- 10 members-have quorum

**Land acknowledgement**

**Question**

- Denise noticed discussion of mission statement has been listed in future agenda items but wondered if we should discuss it soon to inform our work, so we know where we're going. After that other things will probably fall into place.
- Response from Linda: we probably shouldn't deviate from order of official agenda but noted it's a very good point and we need to make sure we get it on the next agenda and Jean added it is listed in the agenda as discussion point

Welcome to Brett Schumacher, Alderperson and second city council member on the taskforce

Move to approve minutes of 8/3/2022

- Motion by Linda, Second by Sharon
- Approved-9 yeses and 1 abstention

**OLD BUSINESS**

DEI website

- Sharon explained current information on the website can be changed with the caveat that all changes must be approved by the Mayor, then flow through channels to IT to actually be made.
- Sharon asked for immediate feedback from members if they are ready to comment and asked they email her later if they need more time to look at it.
- Feedback
    - love the verbiage in first few sentences, could be more clear visually, especially with more images
    - it’s a good start
    - add the taskforce's official charge which Renee noted is like Geneva IL’s website
- Linda asked if she understood correctly that the mayor has to approve everything on the website to which Sharon and Jean responded “yes.”
- Linda asked if social media posted also needs the Mayor’s approval which Jean confirmed as well

Goals/mission/vision

- Returning to Denise's question at the beginning, the following comments were made:
    - Dayna: we should include what is already on the website
    - Don: building on that, go into how we do the things

    - Sarah: it's a bit repetitive, like a pledge, maybe some people can revise it and bring it to the rest of the task force. We should emphasize we are a limited time group. We want to set it up for long term success. We should adopt accessible language.
    - Denise: we should include something about safety/security
- We decided Sarah and Denise will coordinate this and send to the rest of the task force for feedback
- Corrections:
    - Brett is in district 1
    - The correct spelling of Michelle's last name is Van Matre-Keis
- Sharon asked for thoughts about possibly posting biographical info about ourselves
    - Don-only if it is voluntary
    - Denise-that might distract from the group's identity
    - Brett-people might scrutinize as a litmus test and it could distract the mission of the group
    - Linda-consensus seems to be not at this time, could change minds later
    - Don-maybe emphasize the other groups/communities we participate in/on, a more informal approach that might foster better relationships
    - Brett-can share the specific committee appointments for city council people (public knowledge anyway)

ARPA request/Quarterly Update to Council

- Jean updates:
    - Sarah gave a simple summary of request at [an August?? Date??] city council meeting noting that the taskforce doesn't have a budget
    - City council will meet again soon but for now the approval process is not clear;
    - Comprehensive ask $231,000 including $1000 for software, $30,000 for Awareness/Education and $200,000 for Community grants/scholarships
    - The Mayor will consult with finance director-if we pay for Survey Monkey and other depts use it, may be able to get funds sooner
    - On behalf of the taskforce she offered what will hopefully be a quarterly update noting perhaps the events/education sub group can help with the next quarter around Dec/Jan
    - Sarah asked a question of Jean/Brett as alders-is it common for a proposal like ours to be met by silence-no commentary? Would it be out of turn to query council members to ask for feedback now that a few weeks have passed?
        - Brett: the proposals were presented during public comment phase which isn't a back & forth discussion, but they were a presentation format which was meant to ask questions if clarity was needed. Council members are likely reserving reaction until they can more objectively work through all of the requests when they have the criteria set up.
        - Sharon asked when the criteria will be set and publicized. She suggested those who presented a proposal be given a change to amend what they previously shared so they can align the info with the criteria.
            - Brett responded it was kind of a "cart before the horse" situation where council people got the presentations before the framework was ready. It will be established by the council president and VP then work its way through city governance. He agreed with Sharon's suggestion.
            - Jean requested Council that once the criteria are set if groups will be able to go back to the city council and thought and other council members seemed receptive.

Work groups

- Sharon showed the tentative composition of the 5 workgroups approved at the Aug 3, 2022 meeting.

| **1. Awareness/Education** | **2.Events workgroup ?** | **3.Schools** | **4.Budget? Create?** | **5.“Strategic Plan”?** |
|---|---|---|---|---|
| Donald, Linda, Renee?<br>Dayna | Amanda P<br>Mary B-G<br>Michelle Van M | Joe Frye<br>Joseff?<br>(student)<br>Denise<br>Tess | Brett | Sharon, Sarah,<br>Renee<br>Brett |

- Linda noted perhaps discussion of work groups could be deferred until the taskforce mission is clear.
- Don agreed adding the mission will be a guide that will help subgroups make good use of their time
- Linda asked if subgroup meetings need to be noticed and if that should be coordinated with Jean.
    - Jean said yes for now, the Mayor (Tim) has the Zoom account for Zoom meetings

**NEW BUSINESS**

Organizing

Discussion/Potential vote on utilizing a project manager/coordinator?

- Jean prefaced the discussion by noting the difficulty in creating a grassroots organization in an unconventional way.
- Sharon explained it might be helpful to have a central person to coordinate information and share it to all members
- Don asked for clarification of who the person would liaise with. Sharon explained the idea is for the person to be a liaison to city leaders, primarily the Mayor and AJ who requested a small number of taskforce members communicate with them to streamline the process.
- Denise asked if that is why the city council people are on the taskforce.
- Jean offered that Alders would continue to communicate to the Mayor, AJ and Council members; the project manager would be seen as a hub balancing the work assignments, circling back with the Mayor and AJ on particular needed information; forward social media requests/website material and the like
- Linda expressed uncertainty about the need for the role since the group isn’t in agreement about what it should do
- The Mayor spoke up to explain the city is looking to this group to make a plan, include the resolution in the plan, then mobilize and implement it. The ideas and passion need to be applied in a written plan for city council approval. He added government moves like a glacier with the processes and procedures that can be an inconvenience, even when striving for a grassroots approach. He concluded that the charge of the group was to develop a plan.
- Brett suggested tabling discussion until we have a better strategic plan outlined
- Sharon added 3 pieces of info to consider while we take our next steps: 1) we want the community to share ownership so it isn’t perceived as a “city council thing,” 2) city council members are on tons of committees as it is and have day jobs, 3) other city committees have a staff member for administrative support but we do not.
- Jean thanked everyone for feedback and responded to Mayor's comment by noting it's a lot to manage transactions and what it takes to follow up on them. She stated that while it has been present on past agendas and in different forms, we haven't quite formulated the mission yet but it's been on the agenda and will be front and center on the next one.
- Linda moved us on to table it for now and emphasize we're doing the best we can.

Discussion/Consensus on skills sharing among taskforce members

- Sharon showed pg 2 of the Stoughton Public Library's Board of Trustees application for an example
- Sarah credited Renee with first expressing an interest and the value of this
- Renee explained that at the beginning she recognized the need for a common understanding, base line of terms, concerns, etc
- Linda asked if she understood Renee that this is responding to a need for basic DEI competencies to do this work. Renee affirmed that since this is a growing/evolving area and it's good to know skillsets to guide us as a whole
- Sharon explained knowing skillsets could help newly formed committees leverage their skills/strengths as they work together and the library trustee application is just an example
- Don and Brett expressed agreement in the value of this helping us avoid re-inventing the wheel
- Linda asked for a volunteer to coordinate it. Jean suggested the Awareness/Education subgroup handle. Linda and Don agreed to spearhead it on behalf of that subgroup.

Volunteers/request for an article/social media communication

- Linda proposed tabling it for now to move to updates if there were no objections and there were not-the group agreed

Events/Updates

- Linda asked for time for Renee to share updates about their meeting with Geneva IL's DEI taskforce
- Renee detailed what they learned including that the group:
    - Spending over a year ahead of time setting up
    - inviting perspectives from area non profits, groups, religious organizations, etc-built a web to get candidates from
    - requiring taskforce members formally apply and go through a 15 min interview
    - did a listening session for the whole community (recorded and available on website)
    - invited the chief of police, head of historical society, etc to share
    - is currently looking for a facilitator-paid position-will come up with 12 point plan
    - they were clear when small groups took action and documented it, ex: "2 people met on X date and got Y done"
    - set boundaries around roles-what they do and don't do. Ex: they had no authority over schools so they wouldn't get involved
    - considering creating an interdisciplinary city committee (parks, finance, etc)
    - taking 5 minutes of agenda time to come up with words to create mission statement and 1 person synthesized the answers into an eloquent statement
    - having a mayor who is passionate about it-he personally led a book group in partnership with the library (before the DEI committee even started)
    - checking out other resources like Metropolitan Mayors' Conference, what about public admin @ UW Madison-take on as a project in support of us, Beaverton OH city council info. All of this helps us avoid reinventing the wheel
    - being very patient! there's only so much you can do-takes time
- Denise said listening sessions would be helpful, get us visible, show ourselves to be a place of safety, and we'd start with input from the people in the community
    - Sarah explained the survey she and Sharon are working on targets city employees so a different initiative than engaging the greater community like the Geneva conversation was
    - Jean noted the taskforce grew out of listening sessions the city held in 2020 and anticipating we will be utilizing more as we engage our community after city survey

8:03 Linda noted the time, urged us to send agenda items to Jean, and asked for adjournment which was unanimously agreed.

Stoughton DEI Task Force

First Organizing meeting April 7, 2022 6:30pm on Zoom

Attending: Amanda Burian, Amanda Potratz, Dayna Verstegen, Dee Roberson, Denise Rosby, Donald Rosby, Jean Ligocki, Linda Schaefer, Mary Bergeson-Gallun (and Tess Bergeson-Gallun), Michelle VanMatre-Keis, Renee Wilberg, Sarah Esmond, Sharon Meilahn-Barrett, Will Clifton and Mayor Tim Swadley (for Introductions and Gratitude)

**Land Acknowledgement**

**Introductions**: tell us about yourself and a DEI experience that brought you wisdom, hope and/or challenge? And please share what motivates you to be a part of this group

**Basics and grassroots organizing**

- Gratitude for you being here
- We are empowered to create a DEI Strategic Plan and to hold events/opportunities over the next two years by the City Council
- We are a grassroots collective intending to work from the ground up
    - Independent of City Council and not required to follow Robert's Rules of Order/Parlimentary procedure; yet will be updating Community Affairs/Council Policy approximately every 4-6 months
    - Will keep summaries of our meetings (similar to minutes noting date/time, participants, issues discussed, tasks completed and the like)
    - Planning to market/notice our meetings once organized
    - Keeping appointments by Mayor open for now; we welcome anyone committed to DEI principles and social justice and have encouraged the Mayor to appoint anyone who completes an application
    - Suggestion of establishing groundrules (5-7ish) to guide our communication
        - Please come to next meeting with your offering of effective groundrule(s)
- Only offer to do what you can do; we want to engage your strengths & skills well

**Review of Resources/Questions**

- Not everyone received the StoDEI Task Force Working Document; e-mailing out again
    - Start looking at other community's strategic plans and webpages in the working document noting what you like and don't like
    - Not an inclusive list; please e-mail Jean the links to any new strategic plans/webpages you are aware of/come upon that appeal to you
- Beginning discussion of formulating a strategic plan and our structure
- Do we need/want a budget vs. being on a shoestring?
    - ARPA funds, grant writing (Amanda P), fundraisers?
    - The Undivided t-shirts available for sale? Beyond the 70 (!!!!!) group members?
- Open Meetings Law applicable? City Attorney Dregne indicated we are an independent body established by Council; Jean will review with Attorney Dregne/Mayor Swadley by e-mail

**Structuring Ourselves/Scope**

- Briefly discussed; should we establish a Strategic Plan Core Group?
- Will our scope include Stoughton Area School District (formally/informally)?

**Upcoming Events**

- Syttende Mai Table May 13th & 14th (Friday evening & Saturday)
    - Collaboration with Eyes of Hope/Girl2Girl, Mosaicos, SRAP, The Undivided, StoDEI?
    - Is it fully staffed?
    - Space or another table for BIPOC and other historically marginalized businesses?
- Bike Rodeo June 3rd Friday evening 5-7pm
    - Kegonsa Elementary
    - Does Yoli need volunteers/resources?
- Juneteenth/Pride Month Celebration Sunday June 19th
    - Chorus Public House secured
    - Early planning stages

Next Meeting: Wednesday, April 13th 6:30-8pm on Zoom

Potential meeting items:
- Groundrules
- Monthly meeting as a whole
- Review of resources
- Structuring ourselves/scope
    - Events
    - Strategic Plan
- Funding
- Goals & Mission

Stoughton DEI Task Force

Second Organizing meeting April 13, 2022 6:30pm on Zoom

Attending: Amanda Burian, Denise Rosby, Donald Rosby, George Carlson, Jean Ligocki, Laura Roeven, Linda Schaefer, Mary Bergeson-Gallun (and Tess Bergeson-Gallun), Michelle VanMatre-Keis, Renee Wilber and Sarah Esmond

**Land Acknowledgement**

**Structuring Ourselves/Scope**

- Extended discussion on how Open Meetings Law may impact our structure and desire to work from the grassroots
- Discussion on what is our purpose
- Discussed importance of members wanting to work with Stoughton Area School District (SASD)

**Upcoming Events**

- Syttende Mai Table May 13th & 14th (Friday evening & Saturday)
    - Collaboration with Eyes of Hope/Girl2Girl, Mosaicos, SRAP, The Undivided, StoDEI
    - Paragraphs to Laura R. for materials/QR code
    - Space or another table for BIPOC and other historically marginalized businesses?
- Bike Rodeo June 3rd Friday evening 5-7pm
    - Kegonsa Elementary
    - Does Yoli need volunteers/resources?
- Juneteenth/Pride Month Celebration Sunday June 19th
    - Chorus Public House secured
    - Early planning stages

Meeting Ended at 8pm

Next Meeting: Wednesday, May 4, 2022 6:30-8pm on Zoom

Agenda Items:

- Structuring ourselves/scope
    - Working within Open Meetings Law
    - Working with SASD
    - Establishment of working groups (i.e Strategic Plan, Schools, Education/Awareness)
- Monthly meeting as a whole
    - Choose first Wednesday or second Wednesday
- Goals & Mission
- Ground Rules
- Review of resources
- Events