

**TOWN OF IPSWICH | MASSACHUSETTS**  
**Ipswich Human Rights Commission**

**Wednesday, August 16, 2023: 7:00 – 8:30PM; Virtual/ Zoom Meeting**

Zoom Link: <https://us02web.zoom.us/j/85968010010?pwd=T2dJdXVod05RVmRxBkZtc1VvSIJMdz09>

Meeting ID: 859 6801 0010

Passcode: 850963

**AGENDA**

<u>~Time</u>	<u>Agenda Item</u>	<u>~Allocation</u>	<u>Lead</u>
<b>7:00 PM</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Reading/ Acceptance of 7/18/23 Minutes (<u>please pre-read</u>)</li> </ul>	<b>10min</b>	<b>Chairs</b>
<b>7:10 PM</b>	<b>2. New Business</b> <ul style="list-style-type: none"> <li>• MA Human Rights Coalition/ Convo w/ DEI Dir/Arlington (DS)  <a href="https://www.mahumanrightscoalition.org/">https://www.mahumanrightscoalition.org/</a></li> <li>• 5K Update – <ul style="list-style-type: none"> <li>○ Questions re: Fri 8/11 Race Update from CS?</li> <li>○ Recap Tues 8/15 conversation w/ S. Crane; re budget for incidentals</li> <li>○ Team updates for day of: <ul style="list-style-type: none"> <li>▪ Medals/Awards – DS (incl update on rock décor)</li> <li>▪ T-shirt provider – ST/ CS</li> <li>▪ Table planning – CD (+ 1-2 others?) <ul style="list-style-type: none"> <li>➢ Incorporation of multiple cultural observances in Sep/Oct? (See minutes from 7/18 mtg)</li> </ul> </li> <li>▪ Food/Bev Trucks – Ips Ale confirmed</li> <li>▪ Music – SS: Playlist/Speakers &amp; ST: Band info</li> </ul> </li> <li>○ Flyer – need to incorporate Ips Ale Logo &amp; other if we have at this point (Russell Orch? Jetties? Zumis?)</li> <li>○ Any update on Local News Ad or Article?</li> </ul> </li> <li>• Ipswich Homegrown Market, Sept 7<sup>th</sup>. Need volunteers. <ul style="list-style-type: none"> <li>○ Feature team openings w/ mission, members etc as well as Love Your Neighbors 5K &amp; Jenny Slew focus</li> <li>○ 3pm – 5pm: CS &amp; ____ (CS husb to help set up tent/ table)</li> <li>○ 5pm – 7pm: DS &amp; ____ (CS to join &amp; breakdown pop up)</li> </ul> </li> <li>• Other New Business</li> </ul>	<b>45min</b> 5min 20min 10min 5min	DS Team
<b>7:55 PM</b>	<b>3. Follow Up Topics &amp; Updates from 7/18 Meeting</b> <ul style="list-style-type: none"> <li>• Updates on open positions</li> <li>• No Shore Pride – Fall Mtg invite, Flag topic</li> <li>• Future Celebration Planning</li> <li>• Workshop/ Event Plan</li> <li>• Team Logo – suggestion from 6/27 minutes to move forward?</li> </ul>	<b>25min</b> 5min 5min 5min 5min 5min	CS/SS SS/CD
<b>8:20 PM</b>	<b>6. Next Meeting Proposed New Business &amp; Follow Up</b>	<b>5min</b>	
<b>8:25 PM</b>	<b>7. Citizen Query</b>	<b>10min</b>	
<b>8:30 PM</b>	<b>8. Adjourn</b>		

\*All business not reasonably anticipated 48 hours in advance of the meeting, may be a postponed discussion/agenda item if time does not permit.  
Agenda items may be taken out of order to fill time gaps. All times are approximate.

If you have a disability and wish to request assistance, please contact the Select Board's Office at 978-356-6604 or [hrc@ipswichma.gov](mailto:hrc@ipswichma.gov) at least three (3) days prior to the meeting date

## **Ground Rules: Ipswich Human Rights Commission**

Document intended as an organic Team Code of Conduct for the IHRC

*The impact of our actions, operating policy & open meeting law practice is important and cannot be dismissed*

### **1. Adhere to decided meeting time/place, and that IHRC scheduled meetings take priority over other town meetings**

- a. Exceptions include Co-Chair decisions on rescheduling due to a higher priority Town or Committee meeting. (Example: 5/10 town mtg required a reschedule to 5/17)
- b. This guideline does not include family obligations, emergencies, or unforeseen personal conflicts
- c. As a courtesy, members please notify chair regarding anticipated absence

### **2. Respectfully follow the published Agenda for each meeting**

- a. "Real Time" changes to or omission of published agenda Item must be voted & decided on by the group
- b. Agenda items and associated time adherence will be monitored by the secretary. Added time for agenda items must be subject to team vote & acceptance of the adjustment
- c. Any items/issues not on the agenda should be raised during New Business (new issues are not considered to be "announcements/acknowledgements")

### **3. Agenda Item Proposed Outline**

- a. Co-Chairs will receive and approve any submitted agenda topics
- b. Proposed Agenda topics should include time needed for team discussion & deliberation
- c. Members requesting agenda items, please submit a light outline to co-chairs, and plan to follow during allotted time,
  - i. Topic/Agenda item Title
  - ii. Relevance/ Importance to IHRC
  - iii. Lead Position & Expectation
  - iv. Discussion/ Deliberation & if applicable or timely - team vote

### **4. Guidelines of conversation/ discussion/ deliberation**

- a. Assume the best of intentions
- b. Allow time in the agenda item to present and allow for team dialogue (submit with requested topic)
- c. Speak from the I. Avoid Projecting.
- d. Fully listen to the lead presenter and do not interrupt
- e. Respectfully listen to input from commission members – even if a counterpoint to the topic
- f. Challenge ideas and not people

### **5. Team agreement in how to address citizen queries**

- a. Sub-committee to organize IHRC policy and approach to Citizen Queries
- b. Utilize shared routine by other comm/counsels/commissions regarding Citizen Queries
- c. Build Policy to effectively respond to citizen queries, submitted both prior to meetings, and presented as new topics 'real time' during meetings

### **6. Accessibility. The team needs to build language and a model regarding what accessibility means.**

- a. Members: Zoom access for those with time/ location conflicts
- b. Citizens: Provide contact information, expectations, and assistance in efficiency for appropriate timing

### **7. Our role is to make the IHRC meeting environment open and comfortable for members and citizens.**

- a. We will strive to establish a shared, safe space where both members & citizens are at ease when approaching, presenting, and deliberating
- b. Both members & attending citizens are allowed to speak in the capacity of their comfort level (standing, sitting, providing outline, delivering conversationally, etc.)
- c. Co-Chairs have the authority of either tabling topics to following meeting to allow for processing time, or proposing a break to deliberate & allow for more immediate attention

### **8. Any forward action item resulting from team conversation or Agenda items must have a team lead and time frame for completion associated**

- a. Allow team processing time for priority and important agenda items and actions

### **9. Check in with any remote voting members after each agenda item, during deliberation, etc.**

*This document intended as an organic transcript, subject to additional guidelines and new interpretations of existing guidelines*