

**TOWN OF IPSWICH | MASSACHUSETTS**  
**Ipswich Human Rights Commission**  
**Tuesday, May 30, 2023: 7:00 – 8:30PM; Virtual Meeting - Zoom**

**MINUTES**

**1. Call to Order; 7:05p**

- Reading/ Acceptance of 5/16/23 Minutes CD Motion to Accept/ CS 2<sup>nd</sup>, All in Favor
- Attendance: S. Schiffer, C. Donehew, D. Schiano, H. Leonard, J. Duff, C. Sweeney  
Absent: N. Mazer, A. Markos

**2. New Business**

- Meeting Cadence for Summer
  - Discussion surrounding vacations/ and whether bi-weekly is feasible.
  - Motion to keep 4 meetings, not necessarily “bi-weekly” but based on team availability for quorum
    - Motion: SS, 2<sup>nd</sup>: CS, All in Favor
    - HL to conduct a doodle poll to capture team availability – time bound responses requested
    - Attendance: Chair(s) will reach out to members that might have time conflicts, and approach forward plan
- Ipswich Pride/ Topsfield Pride – Ipswich Pride: Difficult Day for graduation, school performances, etc – but CD and others available will attend – family event. Topsfield: DS & CS able to attend &/or March
- IHRC 5K – [IHRC 5K Project Plan](#)
  - Event Name: Love Your Neighbors & for 2023: Jenny Slew Theme
    - Motion: CW, 2<sup>nd</sup> HL, all in favor
  - CS to meet w/ S. Crane, Chief Nikas asap – any available commission members invited – CS will apprise of meeting time once confirmed w/ Twn Mgr office & send recap to team post-meeting.

**3. Follow Up Topics & Updates from 5/16 Meeting**

- Implicit/ Unconscious Bias Workshop
  - Discussion re: meeting objectives & best venue for holding – and rules re: OML
  - Will be scheduled as an agenda topic during one Summer Team Meeting as best fits (1-1.25hr needed)
- Team Openings – None as of this date, SS to send note w/ suggested interview questions to S. Crane. Team input asap, and to go out by COB Wed, 5/31.
- Flag Policy Status – No updates at this time
- Pride & Juneteenth Flyer – Posted to IHRC town page by 5/31, and shared out on FB & with Town Administration
  - IHRC Logo Contest – status, where advertised: distro'd to Ips Public Library 5/20, IMS/IHS Art teachers 5/22, & letter to editor sent to J. Muldoon on 5/23 (no response). ...Link to flyer: [IHRC Logo Contest Flyer](#)

**6. Next Meeting Proposed New Business & Follow Up**

- Follow Up: Meeting doodle poll results/ Decide dates for 4 summer meetings (betw July – Aug)
- Follow Up: CW Recap of S. Crane Meeting
- Follow Up: Citizen Query
- New Business: Love Your Neighbor 5K/ 2023 Jenny Slew
  - CW to provide update ‘brief’ – review project timeline
  - Update on Race Management facilitators & impact on “budget”
  - Summer “Sub-Comm” – or is everyone ok helping out as available?
  - Donor/Sponsor planning – timing – goals
- New Business: Juneteenth Town Green Event -

**7. Citizen Query**

- Concerns voiced about inclusion oversight as part of IHS Day of Service. Citizen will contact district administration and follow up with IHRC if necessary.

**8. Adjourn: 8:40pm, Motion SS/ 2<sup>nd</sup> DS, all in favor**