

TOWN OF IPSWICH | MASSACHUSETTS
Ipswich Human Rights Commission
Tuesday, June 7, 2022; 7:00PM
Ipswich Town Hall, Meeting Room C, 25 Green Street

MINUTES

1. **Call to Order:** CWS Called Meeting to Order at 7:07
 - a. In Attendance:
 1. V Members: C. Donehew, J. Duff, H. Leonard, S. Lynch, L. Polvinen, C. Wms-Sweeney.
 2. Not Present: B. Allen (virtual), N. Mazer, A. Markos, R. Thuotte, S. Schiffer
 - b. HL motioned to Adjust Agenda to discuss Co-Chair assignments before minutes, all in favor
 1. DeeDee Schiano: Interim Co-Chair through July 6th Meeting
 2. Heather Leonard: Interim Co-Chair for same time frame
 - c. Action Items Status:
 1. Pride Month & Juneteenth –finalize team statement & links, post to IHRC town page/ Town Mgr
 2. Ground Rules – cover team revisions from 5/24 meeting. Organic/on-going edits allowed
 3. Reviewed that Action Items took us off Agenda rather quickly and that moving forward we would capture action items, but discuss as topics land on the agenda, not as a separate time allocation
 - d. Announcements/ Acknowledgements
 1. Co-Chairs Leonard & Schiano asked that the team begin thinking about how IHRC should structure the leadership team and any additional sub-committees that have not previously been discussed
2. **Citizen Queries:** None
3. **Reading & Acceptance of the Minutes**
 - a. Member BT distributed hard-copy objections regarding 5/24/2022 drafted minutes, but due to schedule conflict, BT left meeting at or about 7:15pm, prior to team review of the minutes
 - b. One Change to wordsmith the action item on Citizen Query Sub Committee
 - c. Action Item: 5/24 Minutes held in draft-mode until team meeting with Town Manager, on Thurs, 6/16/22
4. **Finalize Mission Statement**
 - a. Team reviewed final draft, made very slight adjustments to phrasing, and finalized
 - b. DS Moved to Accept the IHRC Mission Statement as Final, SL 2nd, & all present in favor
 - c. Action Item: CWS to work w/ Leah N to post final mission on IHRC town page
5. **Priority Sub-Committees**
 - a. CWS moved to accept proposal for IHRC to participate on the Town Manager Hiring Committee. LP 2nd, all present in favor. Discussion to align team on expectations, and level of participation in the process
 - b. Action Item: DS to inquire with Town Mgr regarding IHRC participation
6. **Team “In the Round” – Individual Briefs**
 - a. Due to time constraints, team opted to move this exercise to the next meeting, 6/21/2022
 - b. HL moved to reschedule/ DS 2nd, all present in favor
7. **New Business**
 - a. CWS brought up the necessity for Citizen Query & Community Survey Sub-Committees, and due to time, the team this will be discussed as an agenda item during 6/21 meeting
 - b. Brief meeting time & forward schedule discussion, topic will be added as an agenda item for 6/21 meeting
8. **Adjourn**
 - a. 8:35pm: SL moved to adjourn, CWS 2nd, all present in favor

6/7 Planned Agenda for Reference

<u>Time</u>	<u>Agenda Item</u>	<u>Time</u>	<u>Lead Member</u>
7:00 PM	1. Call to Order	15min	Chair
	...Reading: Acceptance of 5/24/22 Minutes (please pre-read)	3min	Secretary
	...Action item updates from 5/24/22 Meeting Minutes (status)	3min	Action Leads
	...Announcements/ Acknowledgements	3min	Chair/ VM
7:15 PM	2. Citizen Query/ Comment	10min	
7:25 PM	3. Perm Co-Chair & Interim Temp Co-Chair Discussion/Vote <small>Time Frame for Interim Chair, & Non-Elect New Co-Chair</small>	15min	S. Schiffer
7:40 PM	4. Finalize Mission Statement. <small>(Chair brief/ Secret vote)</small>	10min	S. Lynch
	<small>Review Final from 5/24 Mtg. Motion to Accept</small>		
7:50 PM	5. Priority SubComm: <small>Town Mgr Hiring Comm., Chair brief, Secret vote Motion to implement SubComm, Non-Elect 2 Voting Members</small>	10min	Chairs & CW
8:00 PM	6. Team “In the Round” – Indiv. Briefs; <small>(2-2min each)</small>	15min	D. Schiano
	<small>Team Building. A little bit about yourself!</small>		
8:15 PM	7. New Business*		
8:30 PM	8. Adjourn		Chair