



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Agenda

### Diversity Equity & Inclusion Advisory Board

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Thursday, August 4, 2022

6:30 PM

Virtual

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<https://bit.ly/0804DEIAB>

#### **1. Call to Order**

#### **2. Roll Call and Verification of Quorum**

#### **3. Approval of Agenda**

#### **4. Approval of Previous Meeting Minutes**

A. *July 7, 2022 Meeting Minutes*

#### **5. General Business**

A. *Public Comment (3 min per)*

B. *Retreat*

- 1) *The purpose of the retreat is to work on team building and develop trust and respect within the AB*
  - a) *Proposal of Retreat - Purchase of CCAR Book, 8 copies total for the DEIAB. Retreat will be partially a CCAR book discussion and partially a goals setting/mission & vision discussion. Facilitated by DEI Manager.*

C. *Advisory Board Training*

- 1) *The town confirmed that it is acceptable to utilize our budget for training.*
- 2) *Chair and DEI Manager had a meeting with CCAR.*
- 3) *Consider DEIAB to have 2 Certified Practitioners at all times on the board, a possible plan to train one CP every year, beginning 2023*
- 4) *Virtual Foundational Training (up to 80 people) - consider 1 day or 2 day then pick dates*
- 5) *CCAR Academy - consider 3 classes per DEIAB member*
- 6) *Summit 2023*

D. *Board of Trustees Recommendations:*

- 1) *We are required to advise the BOT through a written report. Currently awaiting information on procedure.*
  - a) *Recommendation to Require DEI Training of all Trustees. Vote to Approve.*
    - *What, Why, How*
  - b) *Recommendation to Require DEI Training of Town Staff. Vote to Approve.*
    - *What, Why, How*
  - c) *Recommendation to Hire and/or Train a staff member as a CCAR Facilitator*
    - *What, Why, How (Short term, Intermediate, Long Term)*

*E. Board of Trustees Liaison Update*

- 1) *As we are an Advisory Committee, our role is to serve as advisors to the BOT and the Town of Erie to ensure town policies and decisions of the BOT have been considered through a DEI lens. This process has not yet been established therefore the DEIAB has the opportunity to create a structure to operationalize DEI through policy and by piloting and testing processes. Brief description of some potential processes by DEI Manager.*
  - a) *Board Priorities/Work Plan (current and retroactive?)*
  - b) *Based on the Planning Commission*

*F. DEI AB Logo*

- 1) *Do we need to create our own logo?*

*G. Biscuit Day Participation*

- 1) *What does our involvement in this look like?*

*H. Recommendations for Future Agenda Items/Projects.*

- 1) *Erie Schools Parent Organization DEI: Native American Heritage Month.*
- 2) *By-laws revisions*
- 3) *Updated Mission and Vision*
- 4) *How do we broaden our access to equitable representation within our community - How are we making sure underrepresented groups are heard?*

**6. Adjournment**

- A. Next regular meeting – Thursday, September 5, 2022*