



Meeting Minutes - Final

Diversity Equity & Inclusion Advisory Board

Thursday, February 4, 2021

6:30 PM

via Virtual Meeting

<http://bit.ly/Feb4DEIABMeeting>

1. CALL TO ORDER

- Heidi Leatherwood, Town Clerk, introduced Shumaila Hafeez as the new staff member to work the logistics side of the DEI virtual meetings.
- The Advisory Board discussed the logistics for both the DEI meeting and the training scheduled after the DEI Advisory Board meeting for tonight as they had two separate meeting links and that confused some of the participants.
- Roll Call
 - o Mecca Scott - chair
 - o Moha El Gharamti
 - o Consuelo Mendez-Shannon
 - o Alicia Graves
 - o Malcolm Fleming (Town Administrator)
 - o Amber Luttrell (Marketing & Communications Manager)
 - o Sara Loflin (BOT liaison to DEI advisory board)
 - o Jennifer Carroll (Mayor)
 - o Dr Sampson (Consultant & DEI Advisory Board Facilitator)
 - o Heidi Leatherwood (Town Clerk)
 - o Shumaila Hafeez (Administrative Specialist for the Town)
- Motion to approve the agenda – Alicia, second by Consuelo.
- Motion to approve 1/27/2021 minutes – Moha, second by Consuelo.
- Discussion on the upcoming annual report of the DEI Advisory Board to the Board of Trustees. Discussion of topics and format and the option to review other advisory board presentations. Amber volunteered to help the board with their presentation.
- Discussion on process to fill vacancies on the DEI advisory board (Joanne and Chris). Process includes posting vacancies on the Town’s website and advertising the openings on appropriate Town channels then having the DEI advisory board review applications and make recommendations to the BOT. The BOT then appoints the new members to the advisory board.
- Discussion on the advertisement of the “Talking to Children About Race” Speaker Series that was publicized in the Town Administrator’s weekly email as well as on the Town’s social media channels introducing this speaker series earlier this week. Discussed how this process could be improved next time.

- Meeting adjourned. Advisory board members switched over to the training session with Dr Sampson.