



TOWN OF WESTFORD
**DIVERSITY, EQUITY AND INCLUSION
COMMITTEE**

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

COMMUNITY OUTREACH SUBCOMMITTEE MEETING AGENDA

Tuesday, April 7th, 2021

6:30 PM

Meeting will be held virtually via Zoom and will be RECORDED.
Registration instructions for remote attendance are below.

1. 6:30 PM **Call to Order/Recording Reminder**
2. 6:30 PM **Open Forum**
3. 6:40 PM **Review and Approve March 2021 Meeting Minutes**
4. 6:50 PM **Updates on Ongoing Actions**
Each person responsible for an action will have about 10 minutes.

Patricia	Reach out to Senior Center
Madonna	Reach out to the Cultural Council of Westford
Mamatha	Discuss with Jodi Ross input for the Town Newsletter
Joe and Omar	Draft a Letter to the Editor and share with DEI chairs.
Eric	Reach out to WPD in regard to anonymous tip lines and similar protocols and technologies for taking input from the community, possibly in an anonymous fashion.
Mamatha	Reach out to Jodi Ross and Anita Nguyen to discuss potential outlets and protocols for the committee to publish letters and statements in response to specific events or relevance to the DEI committees.
Jonathan	Reach out to Natick Is United and conduct the interview if they agree.

5. 7:30 PM **Creation of a Style Guide for Use of Inclusive Language**
6. 7:55 PM **Schedule Next Meeting(s)**
7. 8:00 PM **Adjournment**

To access the virtual meeting remotely:

Register in advance for this meeting with following link:

<https://us02web.zoom.us/join/register/tZ0tfuiprT4qE9dBquDBYdnIgThnp3NitGZi>