



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

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

MEETING AGENDA

May 24, 2023, (Virtual)

7:00 pm

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

1. 7:00 PM **Call to Order**
2. 7:00 PM **Open Forum**
 - Interesting article in [NY times](#)
3. 7:10 PM **Updates from working groups**
 - Liaisons to WPS DEI Team
 - Communication / outreach to WPD Working Group
 - Indigenous Peoples' Day Working Group
4. 7:30 PM **Strategic Planning**
 - Strategic Planning Process
 - Joint Chairs Meeting of DEI, Select Board, School Committee
 - Identify Mission and Goals of committee.
 - 3 top priorities with timeline
 - Possibility of involving consultants
5. 8:00 PM **Committee's Admin**
 - Secretary position vote
 - Membership
 - Town Manager's Newsletter
 - Westford CAT etc
 - DEI Members

- Outreach
 - Marketing material
 - Town website and other platforms
 - Word of mouth
 - Vote on paying for tablecloth already printed
6. 8:25 PM **Meeting Minutes**
- Discuss any outstanding minutes
 - Approve past meeting minutes
7. 8:30 PM **Confirm Next Meeting Date**
- Last Wednesday of the month: **June 28, 2023**
8. 8:30 PM **Adjournment**

To access the virtual meeting remotely:

All members of the public are invited to a Zoom meeting.

When: May 24 at 7 pm Eastern Time (US and Canada)

Topic: Diversity, Equity and Inclusion Committee Meeting

Register in advance or at any time prior to the conclusion of this meeting by accessing the following link on your computer, smart phone or tablet:

https://westfordma-gov.zoom.us/webinar/register/WN_15SvYnDpSwyMQsoG9Toy8Q

Registration requires only that you provide a name and E-mail address.

After registering, you will receive a confirmation email containing information about joining the meeting and you will be provided with immediate access if the meeting is already in progress.

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT, or by the Town.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to tmaa@westfordma.gov.