

**TOWN OF IPSWICH | MASSACHUSETTS**  
**Ipswich Human Rights Commission**  
**Tuesday, April 12, 2022; 7:00PM**  
**Ipswich Town Hall, Meeting Room C, 25 Green Street**

**MINUTES**

1. **Call to Order:** Chair Bob Thuotte called the meeting to order at 7:09pm.
  - a. In Attendance:
    - i. NV Members: No non-voting members present
    - ii. V Members: S. Schiffer, H. Leonard, A. Markos, R. Thuotte, L. Polvinen, J. Duff, C. Donehew, N. Mazer, C. Wms-Sweeney
    - iii. Not Present: S. Lynch, B. Allen
  - b. Reading & Acceptance of 3/26 Minutes
    - i. C. Wms-Sweeney moved to accept the minutes, N. Mazer 2<sup>nd</sup>, All in favor.
  - c. Announcements/ Acknowledgements
    - i. H. Leonard would like to clarify attendance of ad-hoc members and how to communicate when Nonvoting members attendance is desired. Follow up with TM Marino to align cadence of attendance.
  - d. Website Lead/ Maintenance
    - i. Secretary position will maintain the Town Website portal for Ips-HRC
      - a. C. Wms-Sweeney will work w/ L. Niska at Town Hall for tips/tricks
    - ii. As our foundational work is settled (mission & vision purpose and other operational initiatives), we will launch a Facebook page & associated Instagram account.
2. **Citizen Queries:** None
3. **Mission Statement Work:**
  - a. Dominant meeting agenda item; full team participation
  - b. Final Draft Mission Statement:
 

The Ipswich Human Rights Commission (IHRC) upholds the civil and human rights of all people in Ipswich. We serve and support our citizens through collaboration with local agencies and community groups. Our goal is to reinforce positive relationships in the community, cultivate a greater appreciation of diversity and foster a sense of belonging.
4. **New Business:**
  - a. Team agreed that meetings will be bi-weekly, and we will lock in with Town Hall Calendar thru Tuesday, 7/5/2022 as such.
  - b. Next meeting: Tuesday, April 26<sup>th</sup>, Town Hall Meeting Room B-2/Lower Level
    - i. Key Agenda Item: “Vision/Purpose” & tactical elements relating to the Mission Statement.
  - c. Examples of Operational Initiatives:
    - i. Announcing our presence to the community
    - ii. Defining stakeholders/local agencies, etc. to partner and solicit input
    - iii. Kick off Event (TM Marino vision of a ‘fair’ type setting)
    - iv. Processes for citizens to engage/approach/seek assistance with & from the Ips-HRC
      1. *(Wakefield Flow Chart)*
    - v. Public “FAQ” source & listing of Human Rights terms (i.e. micro v macro aggression, equity, etc.)
5. **Adjourn:** N. Mazer moved to adjourn at 8:30, C. Wms-Sweeney 2<sup>nd</sup>, All In favor

**4/12 Planned Agenda for Reference**

<u>Approx Time</u>	<u>Agenda Item</u>	<u>Lead Member</u>
7:00 PM	1. Call to Order ...Reading/ Accept of 3/28/22 Minutes ...Announcements/ Acknowledgements ...Website Lead & Maintenance	Chair Secretary
7:15 PM	2. Citizen Query/ Comment	
7:30 PM	3. Mission Statement Work	All
8:15 PM	4. New Business*	
8:30 PM	5. Adjourn	