

Committee Members  
Crystal Buckley  
Dawn Budde  
Lindsey Colelli  
Susan Dietrich  
Daniel Kerls  
Zoe Rheault  
Alan White



Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Telephone (508) 533-3264  
Fax (508) 321-4988

**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**

**INCLUSION, DIVERSITY, AND EQUITY ADVISORY COMMITTEE**

**Inclusion, Diversity, and Equity Advisory Committee**

**Monday, June 10, 2024**  
**Medway Senior Center- 7:00 PM**  
**76 Oakland Street, Medway, MA**

**Appearances**

- **Members present: Dawn Budde, Crystal Buckley, Dan Kerls, Susan Dietrich, Alan White, Zoe Rheault, Lindsey Colelli, and Tracy Rozak, recording secretary**

The meeting was called to order at 7:06 pm by Dawn Budde

**Public Comment**

Ms. Budde opened the floor for public comment, there was none.

**1. Review and approve minutes.**

No meeting minutes were approved at this meeting.

**2. Discuss and work on the survey.**

Mr. White stated there was a miscommunication with Sandy Johnson as he sent her an email last week and followed up with her today, but she was not sure about the first email. Sandy told him she tried to create our account but it was supposed to be \$850 for an annual subscription but it came to \$2,800. Mr. White will call Sandy in the morning to discuss it more. Mr. White stated we do not have the QR code yet. Sandy asked if we want to use Survey Monkey for the survey. Mr. White explained that Survey Monkey would allow us to have a custom URL such as town of Medway survey, it compiles the data the same way, and he can add a ReCAPTCHA test for bots. The survey format will allow us to analyze the data year after year. Mr. White will ask Rich if we can have multiple pop ups on the site to get people to respond.

The QR code will be going out with the next water bill in August. We can send it out via email to the school families and post the link to the survey everywhere possible. We should look into putting the QR code on a different color piece of paper than the water bill so people can see it. Ms. Rheault said when we are ready, Sandy can put the survey on the town website, the town Facebook page, the sign at Choate Park and the local newspaper. Mr. White stated the cost of the survey is about \$900 and the mailing is around \$400 so we will not be going over the \$1500 budget. We are aiming to get the survey out in August because at

the beginning of the school year families are bombarded with paperwork. Ms. Dietrich asked about having the survey translated. Mr. White stated we can send translation codes for different languages with the QR code in the mailing. We can also make paper copies in other languages. Mr. White can run the survey through Google translate but we must make sure when the responses come back, they translate back correctly. Mrs. Dietrich stated we can ask Ellen Quinn to review the translation responses to see if they translate correctly. Ms. Budde will ask Ellen about sending out the survey with the district mailing in August. The IDEA committee will meet again on July 9<sup>th</sup> to ensure everything is ready and working. We should think about upcoming events like concerts at the park and the Pixie Festival where we could put up lawn signs or distribute flyers. Ms. Buckley will create the lawn signs. We could also put surveys out at the library. Mrs. Dietrich stated we should keep track of which survey methods received the most responses.

### **Other business:**

**Potential new committee member** – Ms. Budde stated Elise Tatosian is interested in becoming an IDEA committee member. She could not come to this meeting but may come to the next meeting to meet the committee members. If they decide to move forward with Elise, Ms. Budde will send a letter of recommendation to the Select Board.

Ms. Dietrich noted that there are two IDEA emails, and we should use the IDEA Committee email for administrative reasons and the other IDEA email for all other reasons.

Ms. Budde reported that at the June meeting, the Select Board approved Tatevik Holmgren to be an IDEA committee member.

### **Future agenda items.**

Review the survey progress.

Ms. Dietrich suggested putting other items on the agenda such as looking at the next steps like the DEI audit and the event planning guide.

This was the last meeting for Mrs. Dietrich and Mr. Kerls as their terms have ended. The committee members thanked them for all their advice and service.

### **Adjourn**

**Ms. Budde made a motion to adjourn the meeting 8:07 pm. Mr. White seconded the motion and all were in favor and the meeting was adjourned. 7-0 passed.**

Respectfully submitted by

Tracy Rozak