

NOTES
Bristol Equity Committee (BEQC)
August 28, 2024

Agenda Item	ACTION/DECISION
Committee Members present: Ainaka Luna, Bryan Plant, Darla Senecal, Trevor Wilson, Elizabeth Blair, Also present: Porter Knight, Tabitha Moore, Jim Quaglino, Jessica Teets (remote)	
Call to order: 7:04 pm	Members briefly introduced themselves.
Public Comment Period	No comments.
Addition of Items to Agenda	<ul style="list-style-type: none"> a. Icebreaker: What hobby are you most engaged with these days? b. Share link to committee’s page on town website. c. Create a shared online document for committee members to uses for jargon, questions, concerns, or more.
Review notes from July meeting	Notes reviewed and accepted.
Old Business <ul style="list-style-type: none"> a. Selection of note taker and facilitator for next meeting b. Verify/Confirm working vision statement: “Bristol is a vibrant sustainable and accessible community where all feel welcome, save, respected, and where all value diversity.” 	<ul style="list-style-type: none"> a. Trevor will be note taker and facilitator for September’s meeting. b. Acceptance of the working vision statement and agreement that it will be reviewed frequently. Vision statement will be shared to Select board liaison, after confirming if that is Ian Albinson.
New Business <ul style="list-style-type: none"> a. Guest: Tabitha Moore, PhD and Jessica Teets, PhD 	<ul style="list-style-type: none"> a. DECISIONS: <ul style="list-style-type: none"> i. Between meetings: <ul style="list-style-type: none"> a. Review Roberts Rules for meetings from Dr. Moore, though committee determined it is not bound to follow them. b. Review focus group information from Dr. Teets. ii. Add to next meeting Agenda

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	<ul style="list-style-type: none"> a. Information swap – Members share their ideas of upcoming events/activities of interest and groups we may want to collaborate or partner with for focus groups. b. Learning and practice with Dr. Moore c. Community Core Values Project <ul style="list-style-type: none"> - Review Bristol demographics from census and Town Report prior to meeting. - Members to come with ideas on populations/groups we want to engage with and explore how/where we might reach them. - Draft next steps and timeline for the project.
Next Meeting	September 25, 2024 at 7:00pm
Adjourn at 8:40 pm	

Attached:

- a. Equity Committee on Town website: <https://bristolvt.org/boards-commissions-committees/equity-committee/>
- b. Equity Committee shared document for jargon, questions, and more: https://docs.google.com/document/d/1g-bK0qZrnJtTu38ruCDMdkwtk9hUitCkCcCPxUaOK_Q/edit?usp=sharing
- c. Dr. Moore’s slides presented in meeting.
- d. Roberts Rules Cheat Sheet, provided by Dr. Moore
- e. Trinity Duke How to Conduct a Focus Group, provided by Dr. Teets
- f. Focus Groups Best Practices, provided by Dr. Teets
- g. United States Census Bureau, Bristol town, Addison County, Vermont
https://data.census.gov/profile/Bristol_town,_Addison_County,_Vermont?g=060XX00US5000109025
- h. Annual Report, Town of Bristol, Vermont 2023