

100-6-1 INFOCOP PAGE  
DATA FILE 01/09/2001 02:27:42 PM  
CHRISTINE HALLORAN  
TOM / LENO  
EASTON I.

**Absent: Shari Williams**

Lise Fleurette called meeting to order at 7:32 p.m.

Darrell Harris introduced as newest full member of EDIT. Darrell gave a brief background about himself including his family, professional history, and interests in being a member of EDIT.

- EDIT to provide its own quote for display

- o Assembling a 2-6 person discussion panel, possibly to include EDIT member(s). EDIT members to also assist in outreach to local university professors for discussion.

Communication Norms – EDIT discussed the content and purpose of the norms. (see attached)

**Recruitment** – Still in search of two more non-democrat members (R/U/I). 1 full member, 1 alternate.

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Subcommittees – Discussion on possible action to develop social media presence.

## **5. Approval Of Minutes**

Minutes from October 22<sup>nd</sup> meeting approved.

### **Motions**

Adam made motion for EDIT to formally adopt communication norms. Darrell second, vote 4-0 in favor of adoption.

Lise made motion to approve minutes from October 22<sup>nd</sup> meeting, Whendi second, vote 4-0 for approval.

### **Public Comment**

No public comment

## **6. Adjourn**

Adam made motion to adjourn. Motion seconded, 4-0 in favor of adjournment. Meeting adjourned at 9:41 p.m.

Submitted by,  
Adam Parker, Secretary

# Meeting Norms

## Easton Diversity & Inclusion Task Force (EDIT)

The following **communications best practices** are designed to facilitate **productive dialogue** and **goodwill** among volunteer appointed members of the task force. These norms likewise **apply to communications from citizens** who provide public comment to the task force via written or verbal means. Meetings norms help ensure all meeting attendees can listen, learn, understand, and contribute freely.

- **Exhibit good faith:**
  - Assume goodwill;
  - Embrace a spirit of free inquiry;
  - View discomfort as a sign of progress.
- **Offer mutual conversational respect:**
  - Engage freely;
  - No interrupting;
  - Yield the conversational floor willingly.
- **Language choice matters:**
  - Professional language;
  - Use "I" statements;
  - Address everyone with equal courtesy;
  - Avoid antagonism.
- **Exercise discretion:**
  - Keep legal and social confidentiality where required