



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

Wednesday, January 6, 2021

6:30 PM

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

1. 6:30 PM **Call to Order/Recording Reminder**
2. 6:30 PM **Open Forum**
3. 6:40 PM **Review and Approve December 9, 2020 Meeting Minutes**
4. 7:00 PM **Organization/Logistics For Our Subcommittees**

Discussion re: Our 3 new Subcommittees and their Chairs.
Use of GoToMeeting accounts for subcommittee meetings.
Subcommittees to set up their meetings, agendas, and meeting packets.
Meeting packet upload deadline: 48 hours prior to subcommittee meetings.
Seema Pusalkar = Pointperson for all uploads to Town web page.

5. 7:30 PM **Lowell Bank Donation To DEI Committee**

Discussion of best uses of donation received from Lowell Bank.
Discuss any prerequisite Committee tasks for use of donation according to terms of donation and existing laws, rules or practices.
Discuss any documentation requirements for use of donation.

6. 7:55 PM **Schedule Next Meeting(s)**

7. 8:00 PM **Adjournment**

To access the virtual meeting remotely:

Register in advance for this meeting with following link (click or copy and paste URL into your browser):

https://us02web.zoom.us/meeting/register/tZMpcumqrjMrE9FnC_0Dz86jrSUUmG3COIXW

After registering, you will receive an email confirmation email about joining the meeting.