

Human Rights Commission Action Plan Committee Meeting Minutes

October 1, 2025

1. Call to Order

Sarah Zoen called the meeting to order at 12:00 PM.

2. Roll Call

Present were Sarah Zoen, Susan Musinsky, and Liz Aeschlimann. Also present was Consultant for the Human Rights Commission's Need Assessment Liz Peck.

3. Acceptance of Minutes

4. Discussion

a. Needs Assessment conducted by Consultant Liz Peck

Discussion centered around the upcoming focus groups. Subcommittee members also considered how to best engage the full Commission in the focus groups.

b. Upcoming Focus Groups on October 9th and October 16th: Facilitation Guide, Sign-ups, Outreach, Next Steps

The subcommittee considered how to drive attendance at the upcoming focus groups. Also discussed were how to order food for the event and the possibility of offering child care for attendees. The Committee also considered how extensive notes taken should be, with Liz advising note takers to please take as thorough notes as possible. Liz Peck then shared her schedule for the events including some of the questions she intends to ask. The Committee also discussed the possibility of displaying a graphic which outlines the basic principles of human rights.

c. Timeline for Consultant Report to Human Rights Commission

This matter was not discussed in this meeting due to time constraints

d. Review Action Steps & Schedule Next Meeting

The Committee scheduled its next meeting for October 9th.

5. Human Rights Commission Logo Contest with Watertown Public Schools Students

Susan Musinsky shared her update on the status of the logo contest, including an opportunity for students to meet with her and Liz Aeschlimann for an info session. The Committee considered who should comprise the eventual selection committee to decide on the winning logo.

6. Public Comment

No member of the public offered comment.

7. Adjournment

The meeting adjourned at 1:12 PM.