

## Human Rights Commission Action Plan Committee Meeting Minutes

September 18, 2025

1. Call to Order

Sarah Zoen called the meeting to order at 11:00 AM

2. Roll Call

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

3. Acceptance of Minutes

a. Minutes for August 14<sup>th</sup> and September 4<sup>th</sup>

Sarah Zoen made a motion, seconded by Liz Aeschlimann, to approve both minutes. The motion passed three to zero.

4. Discussion

a. General update on outreach and sign-ups

Liz Peck shared that she has received several responses from Watertown residents. While some are interested in the focus groups, she has also been scheduling one on one interviews which will become part of her final report. She also shared that she is working to ensure proper representation of key demographics in her work. She finally encouraged each Committee member to feel free to reach out to any resident who may be interested in participating in any of the upcoming focus groups.

b. Review/sign-off on questions for interviews and focus groups

Liz Peck shared her draft questions for the focus groups. These included the following:

1. What are some human rights concerns you have experienced in Watertown?
2. Have you or others you know experienced incidents of bias or discrimination in Watertown?
3. What are Watertown's strengths in regards to inclusive participation in community and preventing and addressing discrimination?
4. What are the greatest opportunities for improvement in Watertown for addressing issues we've discussed?

Liz Peck also shared a draft agenda for facilitators and notetakers to follow on the night of the event. The subcommittee also discussed a potential "warm-up activity" which would gauge how much residents know about the Human Rights Commission.

c. Proposed timeline for report

This matter was not discussed in the meeting due to time constraints.

d. Next steps and meeting date

5. Discussion of HRC Budget Expenditure for Indigenous People's Day Celebration

a. World in Watertown Flier

The full Commission had referred to this subcommittee the matter of deciding how much to budget for the upcoming Indigenous People's Day celebration. After reviewing

the FY26 budget, Sarah Zoen made a motion, seconded by Susan Musinsky, to allocate \$500 for the Indigenous People's Day event. The motion passed three to zero.

6. Public Comment

No member of the public offered comment.

7. Adjournment

The meeting adjourned at 12:11 PM.