

DMA SEIC Committee Meeting
March 21, 2023
In-person JFHQ / Virtual

Call to Order by Chair Sallee at 10:15 a.m.

Present: Teresa Erler, Robert Thiede, Jennifer Caravella, Shawn Sallee, Samantha Liebl, Dorothy Bristor, Andrew Paulsen, Joseph Grenier

Absent: Lacey Donatell

Guest: Katie Bermudez

A motion to approve the agenda by Paulson, seconded by Caravella. All aye. Carried.

A motion to approve the minutes from the previous meeting was made by Thiede, seconded by Liebl. All aye. Carried.

Photos of the membership present have been completed.

A motion was made by Caravella to approve the bylaws as presented, second by Paulsen. Discussion. All voting aye. Motion carried. Teresa will forward the bylaws to Stacie to present to TAG.

Caravella provided a copy of the E&I specific survey questions. She is requesting that each member review line by line and provide her with feedback on the questions.

There is some confusion on whether this survey will be distributed to DMA staff by this committee or if this will be in addition to the employee climate survey that Stacy will be sending out. No one in attendance from HR to clarify.

Bermudez shared an upcoming event on March 30th – celebrating Women’s History Month. She will forward the invite to the group, all are welcome.

Follow up Items

- Clarify Survey – one or two, who from and how will they be presented (digital / paper)
- Can we be provided with a map of how many DMA employees are at what locations? Maybe GIS can develop?
- Meg – DMA Legal, request attendance at next meeting
- Request additional training after discussion with Meg – Legal
- Create a checklist or playbook for DMA SEIC membership
- Katie is willing to brainstorm with the group to develop roles and responsibilities
- Create an orientation binder for any new DMA SEIC members (future project)

Next meeting April 5th via TEAMS

11:52 am - adjournment