

**Meeting Minutes**  
**Minnetonka Diversity, Equity & Inclusion Task Force Meeting**  
**Tuesday, September 28, 2021**  
**6:30 p.m.**  
**Minnetonka Community Center**

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**Meeting Agenda**

**Called to order at 6:36 p.m.**

- 1. Roll call**
- 2. Welcome by Acting City Manager**

Mike Funk gave a short welcome and introduction of his background in DE&I work. He then introduced communications manager Andrew Wittenborg to the task force and Wittenborg detailed his role and reason for attendance at the meeting this evening. Funk then discussed the options for COVID protocols during meetings including masks and virtual meeting spaces. A vote was taken among members and a unanimous decision was made to require masks for task force meetings beginning in October.

- 3. (Re)Introductions**

Task force members and Turnlane consulting introduced themselves to the group. Members were asked to share their favorite place in Minnetonka.

- 4. Acceptance of minutes from the August 24 task force meeting**

The August minutes were accepted without changes.

- 5. Revisit – approaching this work through connecting, sharing, understanding**

Alex Clark with Turnlane consulting reviewed the progress made during the August meeting, including reviewing the “Sense of Belonging” graphic that is made up of conversations from that meeting. Everyone agreed the graphic reflected the conversations held last month.

- 6. Connect and share**

One-on-one conversations were held between task force members to create connections and understanding among members. Task force members were able to find points of understanding and shared experiences with each other during these conversations. The group collectively came up with a list of ideas about “what Minnetonka would look like if it was the most welcoming community in Minnesota”.

- 7. Review – visual summary and data subcommittee**

Alex reviewed the infographic sent to task force members detailing the work ahead. He also reviewed the process roadmap proposed by Turnlane to help focus and guide the task force.

## **8. Design Community Engagement approach**

Methods of engagement:

Turnlane proposed an online survey to be pushed out mid-late October and be live for 4 weeks.

They also proposed using a common set of questions across different engagement methods

- a. How to reach out to groups of people who cannot attend in-person events (those in assisted living, those who work but don't live in Minnetonka, etc.)
- b. Turnlane proposed a survey to be created and pushed out for four weeks beginning in mid-late October.

## **9. Actions**

The task force was broken out into smaller groups of 3-4 to different stations around the room, with each station asking a different question regarding the "how, where, what, and why" of engagement activities with the community. These station notes were then collected by Turnlane and Delaine stated these responses would be collected and distributed back to the group in a week to 10 days.

Turnlane will come back in October to the task force with a draft survey to send out in November. They will also come prepared to discuss focus groups with respect to religious holidays and other conflicts. They also presented the idea of having task force members host and facilitate small group discussions on their own.

## **10. Reflect (collaboratively)**

Delaine started an exercise where each task force member went around and stated one word they were feeling after this meeting.

## **11. Adjournment**

The meeting was adjourned at 9:04 p.m.