

Wednesday, October 22, 2025**6:00 PM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/83289668615>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 832 8966 8615

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the August 18th, 2025 meeting.
4. BUSINESS.
 - a. DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)
 - b. Discussion on Village items of recognitions and awareness.
 - c. Discussion regarding application of the public comment policy during meetings.
 - d. Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026
 - e. Presentation and Discussion on Equity in Events - Mindset Restart

5. SCHEDULE NEXT MEETING DATE.

- a. Next meeting scheduled for November 17th, 2025 at 6:00pm

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, August 18, 2025 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Present -Miguel Peña, Kathy Annen, Monica Bruce, Mona Nelson, KellyThomson, Meghan Kelling-Shanks, Cyndi Jaye

Absent -

None

Staff -

Krystal Johnson

Katie Gletty - Syoen

2. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

One public comment regarding recent development plans within the Village of McFarland. Resident raised concerns about the committee's ability to live out their Village ordinance within other committees.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the July 21st, 2025 meeting.

Motion made by Trustee Pena, Second by Trustee Annen

Motion carries 7-0

4. BUSINESS.

a. Senior Outreach presentation on Ageism

Senior Outreach Director Katie Gletty - Syoen, presented on Ageism. The presentation focused on global, national and local efforts to combat Ageism. The committee was presented with an opportunity to attend an seminar about ageism.

b. Approval of the Diversity, Equity and Inclusion Committee Purpose Statement [charge/mission]

The committee was presented with a final draft of the committee purpose statement. The committee made several changes to the statement before voting on the statement.

A motion was made by Trustee Pena to approve the DEI committee purpose statement as follows: "We ask important questions. We have honest conversations to build relationships with community members, local groups and government. Through this action we share our knowledge to help make lasting improvements in our community"

Second by: Kathy Annen, motion carries 7-0

c. Equity in Events: Decision-Making Guide Application Exercise

The committee decided to table the full exercise and implement the guide in stages. The first application of the guide will be the committee discussing the community festival.

5. SCHEDULE NEXT MEETING DATE.

a. September 9th 2025, 5:30 pm - Joint Village Board & DEI Committee Meeting

6. ADJOURNMENT.

Motion to Adjourn by Trustee Pena 2nd by Kathy annen


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, October 22, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: **DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)**

PREVIOUS ACTION:

ISSUE SUMMARY:

The Diversity, Equity, and Inclusion Committee, as outlined in ordinance 2-461 (a)(b)(c), is responsible, among other facets of the code, to make recommendations to the Village Board, serving as a resource, setting goals, and advising the Board, committees, and staff on various aspects of diversity, equity, and inclusion within the Village. Allocating dedicated time during the meeting for committee members to discuss promotes the effective implementation of this ordinance.

Chair and Board Trustee - Share any initiatives/updates to discuss with the DEI Committee

Other Village Committee members- Provide any committee updates or initiatives from other Village committee's that you may serve on

Community - Share any community updates that are relevant to the committee, Village, Boards, Committee's or Commissions

Departments & Staff - Share any updates or recommendations

- Staff will provide an update on items from the joint DEI/Board meeting hosted in September.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Business_a_Commiteeupdates_powerpoint

Village of McFarland

DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)

DEI Committee Updates

Chair and Board Trustee:

- Share any initiatives /updates to discuss with the DEI Committee

Other Village Committee members:

- Provide any committee updates or initiatives/updates

Community:

- Share any community updates that are relevant to the committee, Village, Boards, Committee or Commissions

Departments & Staff:

- Share any updates or recommendations


McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, October 22, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Melanie Camelia, Communications Manager, Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion on Village items of recognitions and awareness.

PREVIOUS ACTION:

n/a

ISSUE SUMMARY:

The Communications Division routinely curates and/or creates content for the Village's blog, social media accounts, and other communication mediums in relation to recognition and awareness months, weeks, and days. The division's current practices for content curation/creation are primarily determined based on the duration of the recognition or awareness period, per the following break down:

Process for recognition and awareness months:

- Blog post with history of recognition month and/or community being recognized, highlights re: local history, quotes & link to Village Board proclamations (if issued), links to local resources that serve the recognized community or build awareness, and any local events that we are able to identify that are celebrating/recognizing/educating about the community or topic that is the subject of the month.
- Social post that links to blog.
- Link to blog in Lookout.
- Multimedia engagement - sometimes a special film screening or other content on cable channel, sometimes interactive trivia on the channel/carousel/social media, sometimes a more detailed, sharable graphic, sometimes a community member recognition, etc.

Process for recognition and awareness weeks:

- Blog post with general history and links to local resources or online education.
- Corresponding social post.

Process for recognition and awareness days:

- Social post with general history and acknowledgement, possibly one or two resource/event links.

Additionally, the Communications Division provides marketing support and/or photo coverage of some Village and community events. Some of these events correspond with recognition or awareness months. The division provides individualized marketing support for all Village events. Limited marketing support for community events may be provided upon request for events that follow [Community Calendar Policy](#) guidelines. This support may include:



- Web calendar inclusion.
- Sharing of promotional posts and/or Facebook event pages as our content calendar allows.
- Support with delivering/posting provided event fliers in Village buildings (Municipal Center, library, PSC, Public Works).
- Lookout ad inclusion, if pre-arranged and content provided.

The division provides photo coverage for as many Village events as can be reasonably accommodated. The division provides similar photo coverage for community events that align with Community Calendar Policy guidelines, as staff availability and overtime resources allow. The division’s current practice is not to require staff coverage for community events if they fall outside of regularly-scheduled shifts—when overtime is approved, these voluntary overtime opportunities are opened to division staff.

At this time, Communications staff are requesting committee review of and feedback regarding the existing procedures for recognitions, as outlined above.

FINANCIAL/BUDGET IMPACT:

Future changes to current division practices have the potential to result in additional resource requirements, including overtime pay for staff; however, this discussion will not have any immediate financial impact.

VILLAGE PLAN REFERENCE:

[2023 Communications & Engagement Plan](#)

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion and feedback.

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, October 22, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion regarding application of the public comment policy during meetings.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village updated its Public Comment Policy on September 25, 2025. Staff will plan to present and discuss the policy as well as its application during meetings including the implications related to open meetings laws.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion only.

ATTACHMENTS:

1. Village Board Public Comment Policy - FINAL DRAFT - 09.25.2025

CHAPTER 1 PUBLIC COMMENT POLICY

SECTION 1.01 Purpose

The Village encourages input from the Public. The purpose of this policy is to ensure that the Public is allowed time to present their views pertaining to issues concerning the Village of McFarland while permitting the Village Board and its committees the ability to conduct their meetings in an effective manner.

SECTION 1.02 Application

- (a) This policy applies to all Village Board and Committee meetings unless otherwise stated on the meeting agenda and/or announced at the beginning of the meeting by the presiding officer at the meeting.
- (b) For matters that are on the posted Agenda, members of the Public may elect to speak during “Public Comments” (Section 1.03) or at the time the agenda item is presented (Section 1.04).
- (c) In all meetings, the presiding officer may deviate from this policy in order to accommodate those members of the public who require reasonable accommodations because of any disability, consistent with the Americans with Disabilities Act.
- (d) In all meetings, the presiding officer may stop a public comment when the speaker violates this Policy, including but not limited to, when the speaker comments on an item not within the board, commission or committee powers & duties outlined by Village ordinance, speaks over the allotted time limit, disrupts the orderly proceeding of the meeting, or makes statements or commits acts that constitute a violation of a law or ordinance, including but not limited to making a true threat or inciting violence.

SECTION 1.03 Procedure for Public Appearances (Items Not on the Agenda)

Comments from the Public on matters not on the posted Agenda are permitted only during the “Public Appearances” portion of the meeting agenda. The following procedures are intended to accommodate input from the Public in a fair, reasonable, and orderly fashion:

- (a) The presiding officer will ask if anyone wishes to address the Board or committee they should fill out the form provided in order to register to speak or put their name and address into the Q&A section of the video-conferencing platform. The

presiding officer will determine the order in which speakers will then be recognized upon receipt of forms/requests provided.

- (b) Public comments shall be relevant to any item pertaining to the Board's or committee's functions.
- (c) Each speaker shall be asked to provide their name and address, and the identity of any group or organization they are representing. All speakers shall address their comments to the Board or committee, and not to members of the audience.
- (d) Members of the Public making comments should be respectful of others and refrain from the use of inappropriate language, innuendos, or other offensive actions or gestures.
- (e) The public comment time under Public Appearances is not a question-and-answer session. Board and Committee members should refrain from engaging in any comments or questions that are posed to them. Citizens who wish to speak with individual Board or committee members are encouraged to directly contact Board or committee members to discuss Board or committee issues. Any written statements or correspondence submitted to the Clerk will be forwarded on to the Board or Committee.
- (f) The presiding officer shall have the right and discretion to control discussion and to determine both the length of time and the number of times a person may speak. Unless an exception is granted by the presiding officer, each person will be allowed a maximum of three (3) minutes to speak. If a different length of time, or frequency of comment will be allowed, the presiding officer shall outline the guidelines for discussion prior to the public comment period to ensure equitable application of rules. Staff shall utilize a timer visible to both the speaker and the Board to ensure adherence to the 3-minute time limit or any other time limit determined by the Chair.
- (g) Because minutes are a summary record of the Board's or committee's discussions and actions, speaker requests to append written statements or correspondence to the minutes will not be approved. Written comments to the Board or Committee may be submitted to Village staff.

SECTION 1.04 Procedure for Public Input on Agenda Items

Comments from the Public for matters on the posted Agenda may be provided under public appearance and/or the item listed on the agenda. This would apply to the general public, consultants, developers, project representatives, and Village Staff depending on the matter

to be presented. The following procedures are intended to accommodate input from the Public in a fair, reasonable, and orderly fashion for matters listed on the agenda:

- (a) The presiding officer will ask that if anyone wishes to address the Board or committee they should fill out the form provided in order to register to speak or put their name and address into the Q&A section of Zoom. The presiding officer will determine the order in which speakers will then be recognized upon receipt of forms provided. All forms or requests to speak must be provided to the presiding officer prior to or no later than the announcement regarding public comment for each agenda item. Public Comment shall only be allowed during this initial period for each agenda item. The presiding officer shall make an announcement formally closing the public comment portion of the agenda item.
- (b) Public comments shall be relevant to the matter posted on the Agenda.
- (c) Each speaker shall be asked provide their name and address, and the identity of any group or organization they are representing. All speakers shall address their comments to the boards, commissions, or committees, and not to members of the audience.
- (d) Members of the Public making comments should be respectful of others and refrain from the use of inappropriate language, innuendos, or other offensive actions or gestures.
- (e) Board, Commission, and Committee members may ask questions of the speakers during the discussion on the agenda item as points of clarification or for additional follow-up.
- (f) Public Comment is not a question-and-answer session. Each person will be allowed a single opportunity and a maximum of three (3) minutes to speak subject to discretion of the presiding officer. Staff shall utilize a timer visible to both the speaker and the Board to ensure adherence to the 3-minute time limit or any other time limit determined by the Chair.
- (g) The purpose of the agenda item discussion is to assist the Village Board or Committee in making a decision on the matter that has been presented for consideration.

SECTION 1.05 Procedure for Public Hearings

A public hearing is a formal proceeding held in order to receive testimony. Various state statutes and Village ordinances require a formal hearing to be held before formal action can be taken.

- (a) The presiding officer will read the agenda item and outline instructions for the public hearing and ground rules for proceedings such as length of time each speaker as outlined below.
- (b) Once ground rules and instructions have been provided, the presiding officer shall officially open the public hearing to take comments and testimony.
- (c) If there is an informational presentation planned as part of the public hearing, the informational presentation may be made before public comment to address possible questions that might exist. Board, Committee, Commission and Authority members may ask staff and/or the presenter questions during this period.
- (d) The presiding officer will ask that if anyone wishes to address the Board or committee they should fill out the form provided in order to register to speak or put their name and address into the Q&A section of the video-conferencing platform. The presiding officer will determine the order in which speakers will then be recognized upon receipt of forms/requests provided.
- (e) Each speaker shall be asked to provide their name and address, and the identity of any group or organization he or she is representing. All speakers shall address their comments to the Board or committee, and not to members of the audience.
- (f) Members of the Public making comments should be respectful of others and refrain from the use of inappropriate language, innuendos, or other offensive actions or gestures.
- (g) A public hearing is not a question-and-answer session. Board, Committee, Commission, Authority and staff members should refrain from engaging in any comments or questions that are posed to them. Citizens who wish to speak with individual Board or committee members are encouraged to directly contact Board or committee members to discuss Board or committee issues. Board and Committee members may direct or request staff follow up on questions asked during the discussion period on the item after the public hearing is closed.
- (h) . Unless an exception is granted by the presiding officer, each person will be allowed to speak one time for a maximum of three (3) minutes. If a different length of time, or frequency of comment will be allowed, the presiding officer shall outline the guidelines for discussion before opening the public hearing to ensure equitable application of rules. Staff shall utilize a clock visible to both the speaker and the Board to ensure adherence to the 3-minute time limit or any other time limit determined by the Chair.

- (j) Because minutes are a summary record of the Board's or committee's discussions and actions, speaker requests to append written statements or correspondence to the minutes will not be approved. Written comments to the Board or Committee may be submitted to Village staff.
- (k) Once all comments have been heard, the presiding officer shall formally close the public hearing. Comments from the public will not be allowed after the public hearing has been closed. The discussion of the committee can proceed after this time.

SECTION 1.06 Procedure for Written Comments

- (a) Members of the public shall be allowed to submit written comments regarding items on the agenda. Timely submitted written comments/feedback regarding agenda items will be included in the meeting packet for the applicable Board, Committee, Authority and/or Commission, if requested by the recipient or specifically addressed to the applicable board or committee.
- (b) Comments/Feedback received by the Wednesday prior to the meeting shall be included with the initial packet distribution.
- (c) Comments/Feedback received after the publishing of the initial meeting packet shall be emailed directly to the members of the intended BCC up through 3:00 pm. the day of the meeting.
- (d) Comments received after 3:00 p.m. the day of the meeting will not be forwarded to the applicable Board, Committee, Commission and/or Authority prior to the meeting.
- (e) Comments/Feedback received after the initial packet distribution shall be attached to the packet and published after the meeting to ensure all comments are available to the public.
- (f) Comments/Feedback received after the meeting regarding the topic will not be included as part of the meeting packet.
- (g) Questions submitted by the public regarding specific agenda items as part of the public feedback form, or video-conferencing platform Q&A, will not be included in the packet. Copies of public feedback forms submitted to the presiding chair will not be included in the packet.

- (h) All comments/feedback received at a Committee, Commission, and/or Authority regarding a matter that will be moved on to the Village Board for a decision, shall also be included in the Village Board packet agenda item.
- (i) Written comments shall be submitted to the Board, Committee, Commission and Authority and will not be read out loud.
- (j) Because minutes are a summary record of the meeting's discussions and actions, speaker requests to append written statements or correspondence to the minutes will not be approved. Written comments may be submitted to the Village Clerk for inclusion with the agenda packet.

SECTION 1.07 Procedure for Yielding Time

- (a) For agenda items and public hearings, members of the public present (either in-person or via video-conferencing platform may yield their 3-minutes to another member of the public.
- (b) Members of the public present (either in-person or via video-conferencing platform) at the Board, Committee, Commission or Authority must fill out a public comment form explicitly yielding their time to a specific speaker prior to the speaker being recognized.

SECTION 1.08 Procedure for Public Comments via videoconferencing platform .

- (a) Video-conferencing platform is not a guaranteed form of public comment available at every meeting and is subject to outages beyond Village Control.
- (b) Comments placed in the video-conferencing platform Q&A will be limited to registering to speak and/or registering support or opposition on an agenda item during the designated public comment period for each agenda item. Public Comment shall only be allowed during this initial period for each agenda item. Members of the public shall be asked to put their name and address into the Q&A section of video-conferencing to register to speak. The presiding officer will determine the order in which speakers will then be recognized.
- (c) Back and forth discussion in the video-conferencing platform Q&A function will not be recognized.
- (d) Comments or questions placed in the video-conferencing platform Q&A will not be read out loud or included in the minutes or included as part of the meeting packet.

Adopted: June 11, 2018

Revised: September 25, 2025


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, October 22, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

PREVIOUS ACTION:

ISSUE SUMMARY:

Discuss and action on Education and Awareness initiatives for January 2026 - June 2026.

The committee will discuss and take action on 6–8 key health, culture, or heritage initiatives for campaigns (known as recognition or awareness), related to previously established Village of McFarland proclamations.

Staff has prepared data on proclamations from January 2018 - October 2025 to support committee decision-making.

Within the packet the committee has the data from Village of McFarland Proclamations and Paradigmhq's 2025 Heritage, Culture, Health and Wellness calendar.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Planning Education_Awareness Campaigns_Data
2. 2025 Inclusion Calendar_Paradigm

Village of McFarland

Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

Presented by: Krystal Johnson

Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

Purpose: Select initiatives that align with SMART goal of Education & Awareness.

Goal is to support culture, health and heritage within the Village of McFarland.

Background: 2024 SMART goal transitioned From Event Development to Education and Awareness.

The committee selected initiatives (known as, recognition and awareness) to support via social media.

In 2025 the committee narrowed down their initiatives, supported library with funding that aligned with initiatives.

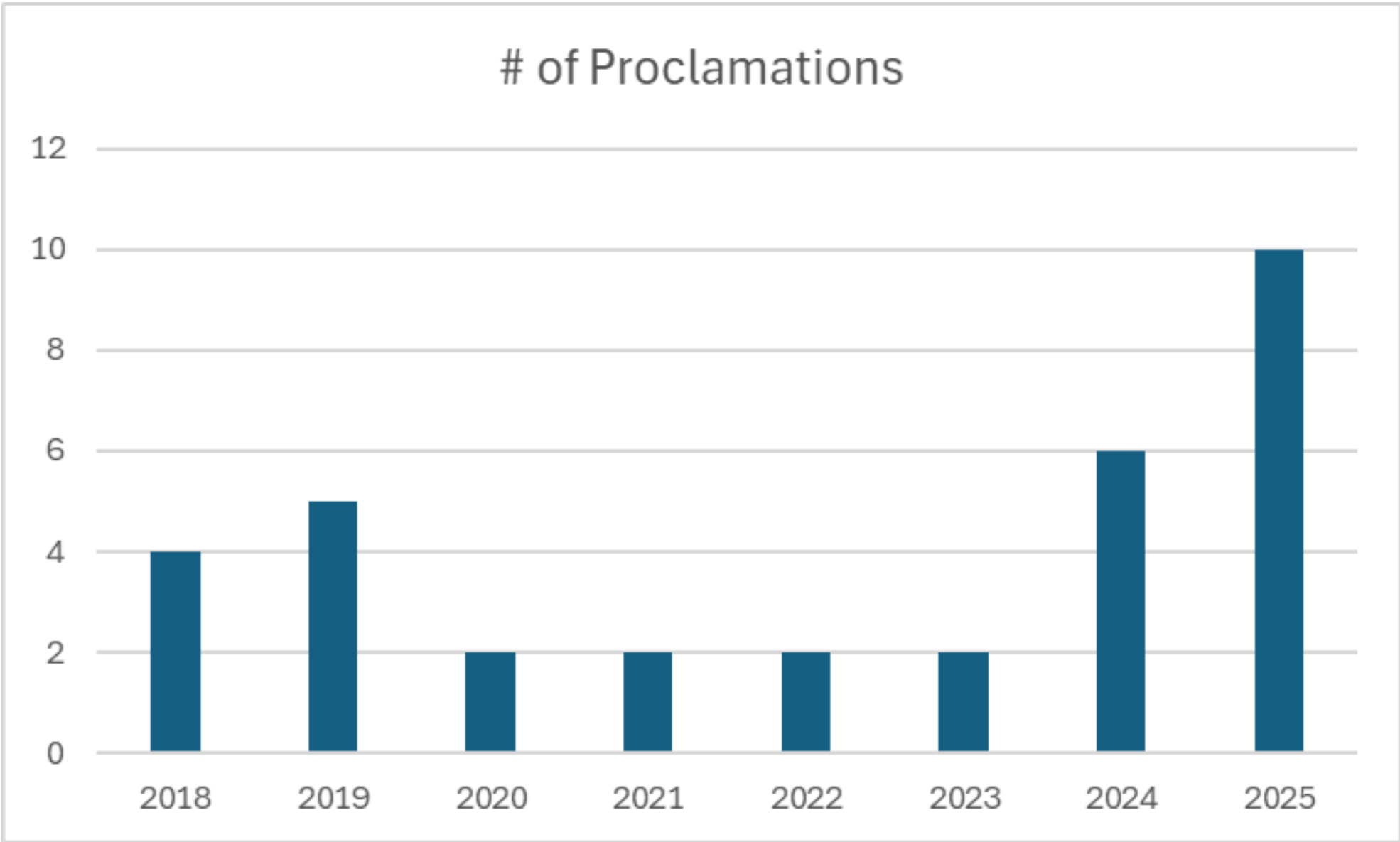
Next Steps:

- Select initiatives from prior proclamations for January 2026 - June 2026
- After selection - Discuss and Take Action on execution of initiatives (November)
 - Execution Options:
 - Support - Monetary, or Village advertisement
 - Participation - Volunteer or helping plan (partnership or collaboration)
 - Social Media Campaign
 - Community Space Creation - Event

Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

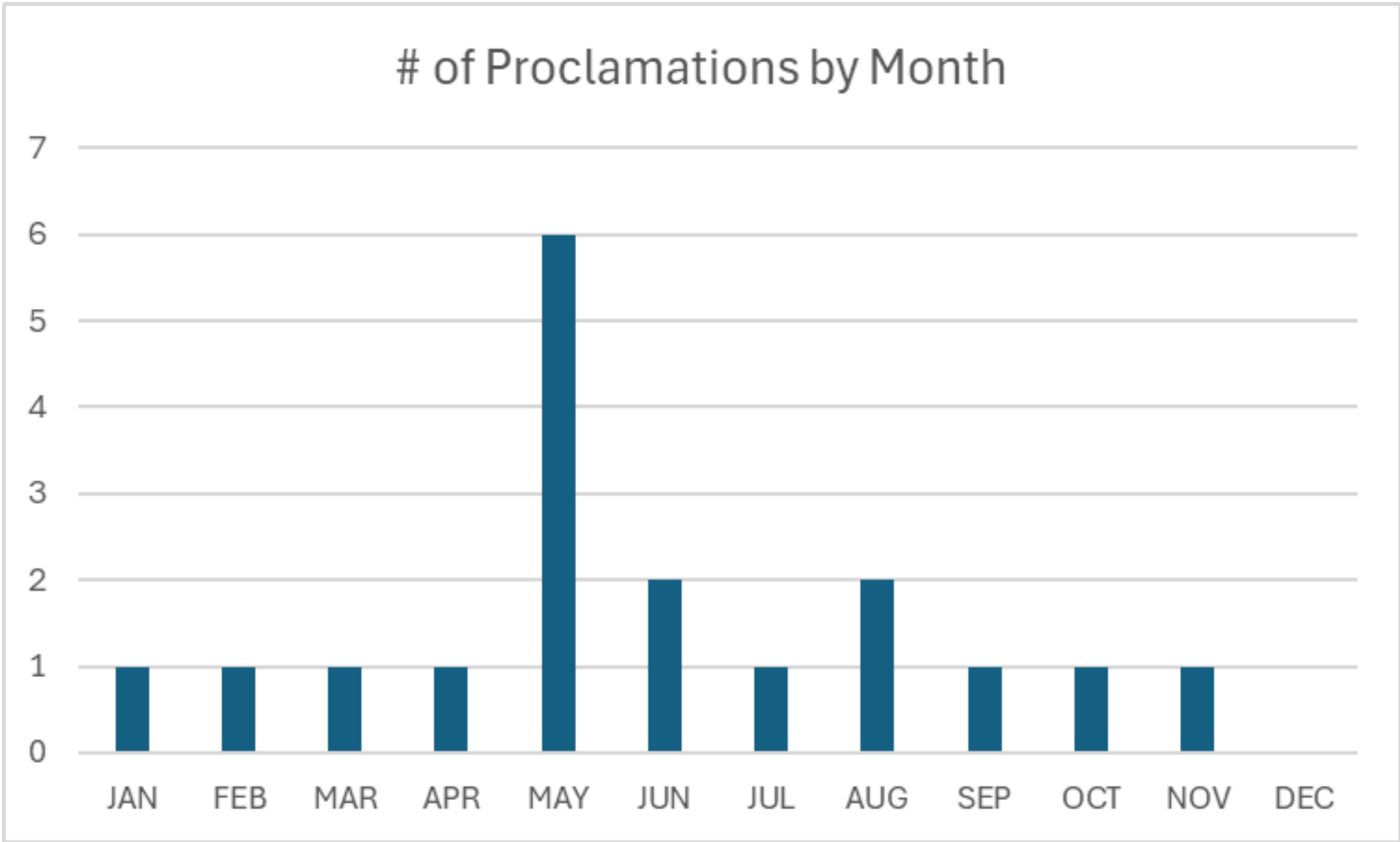
Data on Village of McFarland Proclamations January 2018 - October 2025

Year	# of Proclamations
2018	4
2019	5
2020	2
2021	2
2022	2
2023	2
2024	6
2025	10



Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

Data on Village of McFarland Proclamations January 2018 - October 2025



Month	# of Proclamations
JAN	1
FEB	1
MAR	1
APR	1
MAY	6
JUN	2
JUL	1
AUG	2
SEP	1
OCT	1
NOV	1
DEC	0

Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

Data on Village of McFarland Proclamations January 2018 - October 2025

Focus Area	Proclamations
Civic Service	Crossing Guard, Police, EMS, Public Works, Arbor Day
Health	mental Health, Men's Health, Falls Prevention
Age Awareness	Older Americans, Ageism Awareness, Social Isolation
Cultural Awareness	Black History, Pride, Hispanic Heritage, Disability Pride
Social/Educational	Social work, Friends Week

Focus area	Count
Civic Services	6
Cultural Aware	5
Health	3
Age-Related	3
Social Educational	2

Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

Discussion and Action on initiatives

- Select proclamations to discuss and take action on.

Focus Area	Proclamations
Civic Service	Crossing Guard, Police, EMS, Public Works, Arbor Day
Health	mental Health, Men's Health, Falls Prevention
Age Awareness	Older Americans, Ageism Awareness, Social Isolation
Cultural Awareness	Black History, Pride, Hispanic Heritage, Disability Pride , *Native American Heritage Month
Social/Educational	Social work, Friends Week

2025 Inclusion Calendar

Heritage, Religious, and Identity Dates

Celebrate the beauty of diversity with our calendar highlighting key heritage, religious, and identity dates throughout the year! From cultural celebrations to important religious observances to months that honor marginalized groups, this calendar is your go-to guide for commemorating the many communities that make up your workforce.

Need help recognizing these moments in your organization? We've also included resources available in our learning platform **Paradigm Reach** for each date. We hope this helps you build a more inclusive workplace for employees from all backgrounds in 2025!

paradigmiq.com

Heritage and Identity Calendar

January	February	March	April	May	June	July	August	September	October	November	December
<p>4 World Braille Day</p> <p>20 MLK Day (U.S.)*</p> <p>27 International Holocaust Remembrance Day</p> <p>29 Lunar New Year</p>	<p>Black History Month (U.S. & Canada)*</p> <p>16-22 Aromantic Spectrum Awareness Week</p>	<p>Women's History Month (U.S., U.K., Australia)*</p> <p>Greek American Heritage Month (U.S.)</p> <p>1 Zero Discrimination Day</p> <p>3 World Hearing Day</p> <p>8 International Women's Day</p> <p>12 Women's Equal Pay Day (U.S.)**</p> <p>20 Nowruz</p> <p>21 World Down Syndrome Day</p> <p>21 Human Rights Day (South Africa)</p> <p>21 International Day for the Elimination of Racial Discrimination</p> <p>31 International Transgender Day of Visibility*</p> <p>31 Cesar Chavez Day</p>	<p>Autism Acceptance Month (U.S.)*</p> <p>Arab American Heritage Month (U.S.)*</p> <p>Mar 27 World Autism - Apr 2 Acceptance Week*</p> <p>2 World Autism Acceptance Day*</p> <p>3 Asian American, Native Hawaiian, and Pacific Islander Women's Equal Pay Day (U.S.)**</p> <p>4 Qingming/Ching Ming Festival</p> <p>14 Ambedkar Jayanti (India)</p> <p>22 Earth Day</p> <p>25 ANZAC Day (Australia and New Zealand)</p> <p>Apr 28 Lesbian Visibility - May 4 Week (26 - Lesbian Visibility Day)</p>	<p>Mental Health Awareness Month*</p> <p>Asian Heritage Month (Canada)*</p> <p>Asian American, Native Hawaiian, and Pacific Islander Heritage Month (U.S.)*</p> <p>European Diversity Month (European Union)</p> <p>Jewish American Heritage Month (U.S.)*</p> <p>1 International Workers' Day/Labour Day/ May Day</p> <p>15 Global Accessibility Awareness Day</p> <p>17 International Day Against Homophobia, Transphobia, & Biphobia</p> <p>19 Agender Pride Day*</p> <p>21 World Day of Cultural Diversity for Dialogue & Development*</p> <p>24 Pansexual & Panromantic Awareness and Visibility Day</p> <p>26 National Day of Healing (Australia)</p> <p>31 Dragon Boat Festival (Tuen Ng Festival - Hong Kong)</p>	<p>LGBTQ+ Pride Month*</p> <p>Caribbean American Heritage Month (U.S.)</p> <p>13 LGBTQIA+ Equal Pay Awareness Day (U.S.)**</p> <p>19 Juneteenth (U.S.)*</p> <p>20 World Refugee Day</p> <p>21 National Indigenous Peoples Day (Canada)*</p>	<p>Disability Pride Month*</p> <p>BIPOC Mental Health Month (U.S.)</p> <p>9 Black Women's Equal Pay Day (U.S.)**</p> <p>14 Non-Binary People's Day*</p>	<p>2 Day of the Bolivian Indian (Dia del Indio Boliviano - Bolivia)</p> <p>7 Mother's Equal Pay Day (U.S.)**</p> <p>9 International Day of the World's Indigenous People*</p> <p>26 Women's Equality Day (U.S.)*</p>	<p>National Hispanic Heritage Month (Sept 15 - Oct 15 - U.S.)*</p> <p>18 International Equal Pay Day</p> <p>23 Celebrate Bisexuality Day</p> <p>30 National Day of Truth & Reconciliation (Canada)</p>	<p>ADHD Awareness Month*</p> <p>LGBTQ+ History Month</p> <p>Latin American Heritage Month (Canada)*</p> <p>Women's History Month (Canada)*</p> <p>Black History Month (U.K. and Ireland)*</p> <p>Down Syndrome Awareness Month (U.S.)</p> <p>Filipino American History Month (U.S.)*</p> <p>National Disability Employment Awareness Month (U.S.)*</p> <p>2 Gandhi Jayanti (India)</p> <p>3 Latina Equal Pay Day (U.S.)**</p> <p>8 International Lesbian Day</p> <p>9 World Sight Day</p> <p>10 World Mental Health Day*</p> <p>11 National Coming Out Day (U.S., U.K., Ireland, Switzerland, & The Netherlands)*</p> <p>12 Day Of Respect For Cultural Diversity (Dia del Respeto a la Diversidad Cultural - Argentina)</p> <p>13 National Indigenous People Day (U.S.)*</p> <p>15 International Pronouns Day*</p> <p>26 Intersex Awareness Day</p>	<p>Trans Awareness Month*</p> <p>Native American Indian/Alaska Native Heritage Month (U.S.)*</p> <p>1 Day of the Dead (Dia de los Muertos - Mexico)</p> <p>8 Intersex Day of Solidarity</p> <p>11 Veterans Day (U.S.)* / Remembrance Day (Canada & U.K.)</p> <p>20 Transgender Day of Remembrance*</p> <p>20 Black Awareness Day (Dia da Consciência Negra - Brazil)</p> <p>21 Native Women's Equal Pay Day**</p>	<p>3 International Day for People with Disabilities*</p>

Lunar New Year Jan 29



International Women's Day March 8



LGBTQ+ Pride Month June



World Mental Health Day* Oct 10



International Day for People with Disabilities* Dec 3

Religious Calendar

January	February	March	April	May	June	July	August	September	October	November	December
<p>6 Feast of Epiphany (Christianity)</p> <p>7 Orthodox Christmas (Christianity)</p> <p>13 Lohri (Hinduism)</p> <p>14 Maghi (Sikhism) and Makar Sankranti (Hinduism)</p>	<p>1 Imbolc (Wicca)</p> <p>15 Parinirvana Day (Buddhism)</p> <p>28 First day of Ramadan (Islam)</p>	<p>5 Ash Wednesday (Christianity)</p> <p>20 Ostara (Wicca) and Spring Equinox</p> <p>13-14 Purim (Judaism)</p> <p>14 Holi (Hinduism)</p> <p>14-16 Holi Mohalla (Sikhism)</p> <p>30 Eid al-Fitr (Last day of Ramadan celebration - Islam)</p>	<p>12-20 Passover (Judaism)</p> <p>14 Vaisakhi (Hinduism and Sikhism)</p> <p>18 Good Friday (Christianity)</p> <p>20 Easter and Orthodox Easter (Christianity)</p>	<p>1 Beltane (Wicca)</p> <p>12 Wesak (Buddhism)</p>	<p>1-3 Shavuot (Judaism)</p> <p>5-6 Day of Arafah (Islam)</p> <p>6-7 Eid al-Adha (Islam)</p> <p>16 Shaheedi (Sikhism)</p> <p>20 Litha (Wicca)</p> <p>24 Midsummer</p>	<p>10 Asalha Puja Day (Buddhism) and Guru Purnima (Hinduism)</p> <p>26-27 Islamic New Year (Islam)</p>	<p>1 Lughnasadh (Wicca)</p>	<p>1 First Parkash (Sikhism)</p> <p>4-5 Mawlid (Islam)</p> <p>6 Ullambana (Buddhism)</p> <p>22 Mabon (Wicca) and Fall Equinox</p> <p>24 Midsummer</p> <p>22-24 Rosh Hashanah (Judaism)</p> <p>Sept 22 - Oct 1 Navrati (Hinduism)</p>	<p>1-2 Yom Kippur (Judaism)</p> <p>5-7 Chuseok</p> <p>6 Mid-Autumn Festival and Tsukimi</p> <p>6-13 Sukkot (Judaism)</p> <p>14-15 Simchat Torah (Judaism)</p> <p>17-21 Diwali (Hinduism, Sikhism, Jainism)</p> <p>20 Bandi Chhor Divas (Sikhism)</p> <p>Oct 31 - Nov 1 Samhain (Wicca)</p>	<p>1 All Saints Day (Christianity)</p> <p>2 All Souls Day (Christianity)</p> <p>5 Guru Nanak Jayanti (Sikhism)</p>	<p>8 Bodhi Day (Buddhism)</p> <p>14-22 Chanukah (Judaism)</p> <p>Dec 21 Yule - Jan 1 (Wicca)</p> <p>25 Christmas Day (Christianity)</p> <p>Dec 26 Kwanzaa - Jan 1</p>



Eid al-Fitr
March 30

Easter and
Orthodox Easter
(Christianity)
April 20



Rosh Hashanah
(Judaism)
Sept 22-24

Diwali (Hinduism,
Sikhism, Jainism)
Oct 17-21



Heritage, Religious, and Identity Dates



January 2025

- 4 World Braille Day
- 6 Feast of Epiphany (Christianity)
- 7 Orthodox Christmas (Christianity)
- 13 Lohri (Hinduism)
- 14 Maghi (Sikhism) and Makar Sankranti (Hinduism)
- 20 MLK Day (U.S.)*
- 27 International Holocaust Remembrance Day
- 29 Lunar New Year

Reach Content

- 20 MLK Day
 - Reading List: Anti-Racism and Racial Justice
- 29 Lunar New Year
 - Lunar New Year Celebrations Around the World

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



Lunar New Year
Jan 29

* Resources available for Paradigm Reach subscribers.

Heritage, Religious, and Identity Dates



February 2025

Black History Month (U.S. and Canada)*

- 1 Imbolc (Wicca)
- 15 Parinirvana Day (Buddhism)
- 16-22 Aromantic Spectrum Awareness Week
- 28 First day of Ramadan (Islam)

Reach Content

Black History Month (U.S. and Canada)

- 📖 Celebrating Black History Month in North America: Five Facts About Workforce Equity
- 📖 How Allies Can Recommit to Racial Justice this Black History Month
- 📖 How to Advance Racial Equity This Black History Month
- 📖 Reading List: Celebrating Black History Month

Key

- 📖 Resource
- 📖 Microlearning
- Heritage and Identity Dates
- Religious Dates



Black History Month (U.S. and Canada)*

* Resources available for Paradigm Reach subscribers.

Heritage, Religious, and Identity Dates



March 2025

Women's History Month (U.S., U.K., & Australia)*

Greek American Heritage Month (U.S.)

- 1 Zero Discrimination Day
- 3 World Hearing Day
- 5 Ash Wednesday (Christianity)
- 8 International Women's Day
- 12 Women's Equal Pay Day (U.S.)**
- 13-14 Purim (Judaism)
- 14 Holi (Hinduism)
- 14-16 Hola Mohalla (Sikhism)
- 20 Nowruz
- 20 Ostara (Wicca) and Spring Equinox
- 21 World Down Syndrome Day
- 21 Human Rights Day (South Africa)
- 21 International Day for the Elimination of Racial Discrimination
- 30 Eid al-Fitr (Last day of Ramadan celebration - Islam)
- 31 International Transgender Day of Visibility*
- 31 Cesar Chavez Day

Reach Content

- Women's History Month (U.S., U.K., Australia) and International Women's Day**
- 📖 Women's History Month: Fifty Years of Progress at Work
 - 📖 How to Practice Meaningful Allyship Toward Women
 - 📖 Reading List: Women's History Month
- 31 International Transgender Day of Visibility**
- 📖 An Introduction to Transgender Identity
 - 📖 Transgender Inclusion in the Workplace

Key

- 📖 Resource
- 📖 Microlearning
- Heritage and Identity Dates
- Religious Dates



Eid al-Fitr
March 30



International Women's Day
March 8

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Heritage, Religious, and Identity Dates



April 2025

Autism Acceptance Month (U.S.)*

Arab American Heritage Month (U.S.)*

Mar 27 - Apr 2	World Autism Acceptance Week*
2	World Autism Acceptance Day*
3	Asian American, Native Hawaiian, and Pacific Islander Women's Equal Pay Day (U.S.)**
4	Qingming/Ching Ming Festival
12-20	Passover (Judaism)
14	Ambedkar Jayanti (India)
14	Vaisakhi (Hinduism and Sikhism)
18	Good Friday (Christianity)
20	Easter and Orthodox Easter (Christianity)
22	Earth Day
25	ANZAC Day (Australia and New Zealand)
Apr 28 - May 4	Lesbian Visibility Week (26 - Lesbian Visibility Day)

Reach Content

Autism Acceptance Month, World Autism Acceptance Week, and World Autism Acceptance Day

- Neurodiversity in the Workplace
- Actions You Can Take to Advance Autism Acceptance
- Neuro-inclusive Workplace Checklist

Arab American Heritage Month (U.S.)

- Reading List: Arab American Heritage Month

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates

Easter and Orthodox Easter (Christianity)
April 20



World Autism Acceptance Week*
Mar 27 - Apr 2



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Heritage, Religious, and Identity Dates

May 2025

Mental Health Awareness Month*

Asian Heritage Month (Canada)*

Asian American, Native Hawaiian, and Pacific Islander Heritage Month (U.S.)*

European Diversity Month (European Union)

Jewish American Heritage Month (U.S.)*

- 1 International Workers' Day/
Labour Day/May Day
- 1 Beltane (Wicca)
- 12 Wesak (Buddhism)
- 15 Global Accessibility Awareness Day
- 17 International Day Against Homophobia,
Transphobia, and Biphobia
- 19 Agender Pride Day*
- 21 World Day of Cultural Diversity for Dialogue
and Development*
- 24 Pansexual & Panromantic Awareness and
Visibility Day
- 26 National Day of Healing (Australia)
- 26 Memorial Day (U.S.)
- 31 Dragon Boat Festival
(Tuen Ng Festival - Hong Kong)

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Reach Content

Mental Health Awareness Month

- 📖 Destigmatizing Mental Health
- 📖 Reading List: Mental Health Awareness Month

Asian Heritage Month (Canada)* / Asian American, Native Hawaiian, and Pacific Islander Heritage Month (U.S.)

- 📖 Supporting AAPI Advancement at Work
- 📖 Honoring the AAPI Community
- 📖 Unpacking the Model Minority Myth
- 📖 Reading List: Asian American and Pacific Islander Heritage Month

Jewish American Heritage Month (U.S.)

- 📖 Reading List: Jewish American Heritage Month

17 International Day Against Homophobia, Transphobia, and Biphobia

- 📖 Transgender Inclusion in the Workplace

19 Agender Pride Day

- 📖 A Pronoun Primer

21 World Day of Cultural Diversity for Dialogue and Development*

- 📖 Cross-Cultural Communication

Key

- 📖 Resource
- 📖 Microlearning
- 🟡 Heritage and Identity Dates
- 🟢 Religious Dates



* Resources available for Paradigm Reach subscribers.

Heritage, Religious, and Identity Dates

June 2025

LGBTQ+ Pride Month*

Caribbean American Heritage Month (U.S.)

- 1-3 Shavuot (Judaism)
- 5-6 Day of Arafah (Islam)
- 6-7 Eid al-Adha (Islam)
- 13 LGBTQIA+ Equal Pay Awareness Day (U.S.)**
- 16 Shaheedi (Sikhism)
- 19 Juneteenth (U.S.)*
- 20 World Refugee Day
- 20 Litha (Wicca)
- 21 National Indigenous Peoples Day (Canada)*
- 24 Midsummer

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Reach Content

LGBTQ+ Pride Month

- 📖 An Introduction to Transgender Identity
- 📖 Inclusive Language
- 📖 Pride Month: Continuing the Fight for Equal Rights
- 📖 A Pronoun Primer
- 📖 How Employee Benefits Can Promote LGBTQ+ Inclusion
- 📖 Reading List: Pride Month
- 📖 Transgender Inclusion in the Workplace

19 Juneteenth (U.S.)

- 📖 Reading List: Anti-Racism and Racial Justice
- 📖 How Companies and Individuals Can Use Juneteenth to Practice Active Allyship
- 📖 Understanding and Honoring Juneteenth

21 National Indigenous Peoples Day (Canada)

- 📖 Honoring Indigenous Peoples Around the World

Key

- 📖 Resource
- 📖 Microlearning
- 🟡 Heritage and Identity Dates
- 🟢 Religious Dates



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Heritage, Religious, and Identity Dates

July 2025

Disability Pride Month*

BIPOC Mental Health Month (U.S.)

- 9 Black Women's Equal Pay Day (U.S.)**
- 10 Asalha Puja Day (Buddhism) and Guru Purnima (Hinduism)
- 14 Non-Binary People's Day*
- 26-27 Islamic New Year (Islam)

Reach Content

Disability Pride Month

- Disability Inclusion
- Embracing the Diversity of the Disability Community
- Reading List: Disability Inclusion

14 Non-Binary People's Day

- An Introduction to Transgender Identity
- A Pronoun Primer



Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



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Heritage, Religious, and Identity Dates



August 2025

- 1 Lughnasadh (Wicca)
- 2 Day of the Bolivian Indian (Día del Indio Boliviano - Bolivia)
- 7 Mother's Equal Pay Day (U.S.)**
- 9 International Day of the World's Indigenous People*
- 26 Women's Equality Day (U.S.)*

Reach Content

- 9 **International Day of the World's Indigenous People**
 - Honoring Indigenous Peoples Around the World
- 26 **Women's Equality Day**
 - How to Practice Meaningful Allyship Toward Women
 - Reading List: Women's History Month

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



International Day of the World's Indigenous People*
Aug 9

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Heritage, Religious, and Identity Dates



September 2025

National Hispanic Heritage Month begins (Sept 15 - Oct 15 - U.S.)*

1	First Parkash (Sikhism)
4-5	Mawlid (Islam)
6	Ullambana (Buddhism)
18	International Equal Pay Day**
22	Mabon (Wicca) and Fall Equinox
22-24	Rosh Hashanah (Judaism)
Sept 22 - Oct 1	Navrati (Hinduism)
23	Celebrate Bisexuality Day
30	National Day of Truth and Reconciliation (Canada)

Rosh Hashanah (Judaism)
Sept 22-24



Reach Content

National Hispanic Heritage Month (Sept 15 – Oct 15, U.S.)

- 📖 Five Things You Might Not Know About the Latine Workforce
- 📖 Inclusive Terminology Within the Hispanic, Latino, and Latine Community
- 📖 Reading List: Hispanic Heritage Month

30 National Day of Truth and Reconciliation (Canada)

- 📖 Honoring Indigenous Peoples Around the World

Key

- 📖 Resource
- 📖 Microlearning
- Heritage and Identity Dates
- Religious Dates

National Hispanic Heritage Month begins (Sept 15 - Oct 15 - U.S.)*



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Heritage, Religious, and Identity Dates



October 2025

ADHD Awareness Month*	1-2	Yom Kippur (Judaism)
LGBTQ+ History Month	2	Gandhi Jayanti (India)
Latin-American Heritage Month (Canada)*	3	Latina Equal Pay Day (U.S.)**
Women's History Month (Canada)*	5-7	Chuseok
Black History Month (U.K and Ireland)*	6	Mid-Autumn Festival and Tsukimi
Down Syndrome Awareness Month (U.S.)	6-13	Sukkot (Judaism)
Filipino American History Month (U.S.)*	8	International Lesbian Day
National Disability Employment Awareness Month (U.S.)*	9	World Sight Day
National Hispanic Heritage Month ends (Sept 15 - Oct 15 - U.S.)*	10	World Mental Health Day*
	11	National Coming Out Day (U.S., U.K., Ireland, Switzerland, and the Netherlands)*
	12	Day Of Respect For Cultural Diversity (Día del Respeto a la Diversidad Cultural - Argentina)
	13	National Indigenous People Day (U.S.)*
	14-15	Simchat Torah (Judaism)
	15	International Pronouns Day*
	17-21	Diwali (Hinduism, Sikhism, Jainism)
	20	Bandi Chhor Divas (Sikhism)
	26	Intersex Awareness Day
	Oct 31 - Nov 1	Samhain (Wicca)

Reach Content

- ADHD Awareness Month**
 - Embracing ADHD in the Workplace
- Latin-American Heritage Month (Canada)**
 - Inclusive Terminology Within the Hispanic, Latino, and Latine Community
- Women's History Month (Canada)**
 - How to Practice Meaningful Allyship Toward Women
 - Reading List: Women's History Month
- Black History Month (U.K. and Ireland)**
 - How Allies Can Recommit to Racial Justice this Black History Month
 - How to Advance Racial Equity this Black History Month
 - Reading List: Celebrating Black History Month
- Filipino American History Month (U.S.)**
 - Reading List: Filipino American History Month
- National Disability Employment Awareness Month (U.S.)**
 - Disability Inclusion
 - Neurodiversity in the Workplace
 - Embracing the Diversity of the Disability Community
 - Neuro-inclusive Workplace Checklist
 - Reading List: Disability Inclusion
- 10 World Mental Health Day**
 - Destigmatizing Mental Health
 - Reading List: Mental Health Awareness Month
- 11 National Coming Out Day (U.S., U.K., Ireland, Switzerland, and the Netherlands)***
 - How Employee Benefits Can Promote LGBTQ+ Inclusion
- 13 National Indigenous People Day (U.S.)**
 - Honoring Indigenous Peoples Around the World
- 15 International Pronouns Day**
 - Inclusive Language
 - A Pronoun Primer

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



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Heritage, Religious, and Identity Dates



November 2025

Trans Awareness Month*

Native American Indian/Alaska Native Heritage Month (U.S.)*

- 1 Day of the Dead (Día de los Muertos - Mexico)
- 1 All Saints Day (Christianity)
- 2 All Souls Day (Christianity)
- 5 Guru Nanak Jayanti (Sikhism)
- 8 Intersex Day of Solidarity
- 11 Veterans Day (U.S.)* / Remembrance Day (Canada & U.K.)
- 20 Transgender Day of Remembrance*
- 20 Black Awareness Day (Dia da Consciência Negra - Brazil)
- 21 Native Women's Equal Pay Day**

Reach Content

Trans Awareness Month and Transgender Day of Remembrance

- 📖 Inclusive Language
- 📖 An Introduction to Transgender Identity
- 📖 A Pronoun Primer
- 📖 Transgender Inclusion in the Workplace

Native American Indian/Alaska Native Heritage Month (U.S.)

- 📖 Reading List: Native American Heritage Month

11 Veterans Day (U.S.)*

- 📖 Honoring Veterans Day

Key

- 📖 Resource
- 📖 Microlearning
- Heritage and Identity Dates
- Religious Dates

Trans Awareness Month*



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Heritage, Religious, and Identity Dates



December 2025

3	International Day for People with Disabilities*
8	Bodhi Day (Buddhism)
14-22	Chanukah (Judaism)
Dec 21 - Jan 1	Yule (Wicca)
25	Christmas Day (Christianity)
Dec 26 - Jan 1	Kwanzaa

Reach Content

- Happy Holidays
 - Religious Inclusion
- 3 International Day for People with Disabilities
 - Disability Inclusion

Key

- Resource
- Microlearning
- Heritage and Identity Dates
- Religious Dates



Happy Holidays!

* Resources available for Paradigm Reach subscribers.



About Paradigm

Paradigm offers an end-to-end suite of products and consulting services that help organizations build more diverse, inclusive cultures where everyone can do their best work.

A key component of those cultures is impactful employee learning. With that in mind, we developed Paradigm Reach, a blended learning platform that combines online training, microlearning videos, and resources that translate learning to action. Reach has 50+ videos and resources honoring different inclusion dates, and its library is always growing.

If you'd like to sign up for a free trial, visit www.paradigmhq.com/online-learning/


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, October 22, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Presentation and Discussion on Equity in Events - Mindset Restart

PREVIOUS ACTION:

DEI committee voted to adopt the Equity in Event Guide in July of 2025

ISSUE SUMMARY:

Over the next several months, the Diversity, Equity and Inclusion committee will begin to practice the application of the Equity in Events Guide.

The Equity in Events Guide is a detailed framework that supports the Committee in decision-making regarding events.

The practice and application of this framework will be done in several steps that include practicing and analyzing the steps of the framework.

Krystal Johnson has prepared a presentation on guidance that supports the applicant of the Mindset Restart Best Practice framework.

The Mindset Restart is a tool within the Equity in Event Guide to support users in equitable application and execution.

The goal of this presentation and discussion is for the committee to have dialogue on the added questions and support for the Mindset Restart within the resource sheet.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Equity_Events_Resource_Guide_Mindset_Restart
2. Equity_Events_Resource_Guide_Full_Document
3. Mindset_Restart_Graphics

Start Here Prework: Mindset Restart

This guide encourages a mindset shift that helps us use methods and best practices to support equitable decision-making in event planning and selection. The best five-step practices outlined here are designed to prepare participants to approach their research, questions, and decisions with clarity and consistency, ensuring fairness and inclusion throughout the process.

The mindset restart is a tool for best practices when it's identified that:

- a) *Within the planning/organization no one identifies within the communities the event is centered around.*
 - a. **Example:** *Organization xyz would like monetary support for an event for veterans. No one on the planning committee for the event is a veteran.*
- b) *There's a gap in knowledge about the event, organization, purpose or any other identified aspects of the event.*
 - a. **Example:** *Organization xyz would like monetary support for an event about veterans but the committee is unfamiliar with veterans.*
- c) *There is a need for clarification surrounding the general purpose related to the Village or the event, organization, plan or objectives.*
 - a. **Example:** *Organization xyz would like monetary support for an event about veterans but the committee doesn't understand what the organization is looking to accomplish.*

Mindset Restart Best Practices

- a) DEIAB Pillars
 - a. Each pillar focuses on an area on DEIA that fosters belonging, which is the end results of application of DEIA principles. By applying theme filters to each pillar participants are resetting their mindset from event to event.
- b) Belonging in application
 - a. Belonging is a result of applied principles of DEIA, and it requires components of application to support mindset shifts.
- c) Equity to the Forefront
 - a. When planning, designing or organizing an event, it requires using multiple forms of communication to ensure equitable decision making. Using questions, feedback, intentionality

and ensuring buy in is bringing equity to the forefront for event decision making.

d) Universal Design and Resources

- a. Using an universal design that is centered in equitable decision-making supports participants with decision making. Universal design encompasses several facets of equity that is often shifted during the even planning phase.

e) Using Equity tools throughout planning

- a. Decision making through an equitable lens requires using tools and resources. Tools and checklist answer various questions that centered equity.

Mindset Restart – Common questions and answers

1) *How do we know which one to pick?*

- a. *Determined by decision makers knowledge and understanding.*

2) *Is there a formula for picking a Mindset Restart Best Practice?*

- a. *No, as decision makers it is important to incorporate as many mindsets restart best practices as the group sees fit.*

3) *Can you Pick more than one?*

- a. *Yes, you can pick more than one.*

4) *How do you identify if you need a restart?*

- a. *If you can identify that there is a gap in knowledge, limited representation or questions about general purpose for the Village.*

5) *If you need a restart how soon in the planning process do you start it?*

- a. *As soon as possible, but if needed a mindset restart can be adapted within the planning process.*

Equity in Events: Decision Making Guide Resource Tool

Purpose of the Guide Resource Tool

This guide is designed to support the committee’s goals of promoting education and awareness around diversity, equity, and inclusion, as well as thoughtful event planning. By providing a consistent toolkit, it helps ensure that decisions are made with equity in mind and that all events supported by the Village are welcoming and inclusive. It also serves as a foundation for future committees to build upon, supporting long-term alignment with ~~DEI principles~~ **Village goals.**

How to Use This Guide Resource Tool

Use this document as a ~~practical~~ tool to ~~help you~~ navigate the guide and apply its principles. It will walk you through each section and show you how to put the framework into action.

Definitions: **(will discuss any additional definitions staff missed)**

Theme filter - allows users to filter options based on specific criteria within a process or application.

Universal Design - universal design (UD), according to the Center for Universal Design, “is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design”

DEIA – Diversity, Equity, Inclusion, Accessibility.

- Diversity: Diversity means having different kinds of people in a group. One person isn't diverse, but they are special. Diversity is about the whole group and how people are different from each other. A team, a company, a family, a neighborhood, and a community can all be diverse. A person

can bring different ideas, experiences, and qualities to a team, but they are still their own person.

- Equity: Equity means making sure everyone gets what they need to be successful. It's different from equality, which means treating everyone the same. Equity is about being fair and giving people the help they need based on their unique situations. It focuses on removing obstacles that have stopped some groups of people from fully participating.
- Inclusion: Inclusion means making sure everyone has a chance to join in and be part of a group. It's not something that just happens because there are different kinds of people. We have to work hard and keep trying to make sure everyone feels welcome and important. Inclusion is about showing that everyone is a valued member of the team, organization, or community. We do this by always trying to include and share with others.
- Accessibility: Accessibility means being able to use things easily and effectively, no matter what your abilities are. It's about making sure everyone can interact with products, services, and information in a meaningful way.
 - o Here are some examples:
 - **Access**: You can find the building. **Accessibility**: There is a ramp to get into the building.
 - **Access**: You can visit the website. **Accessibility**: The website works well with screen readers.
 - **Access**: You can find a person to talk to. **Accessibility**: You can communicate with the person using an interpreter

Toolkit – a personal set of resources, abilities or skills. Used for making, repairing or managing something.

Mindset – An equity mindset is a balance between being assertive and helpful. When you have an equity mindset, you tend to assert your needs while responding to others' needs.

Start Here Prewrite: Mindset Restart

This guide encourages a mindset shift that helps us use methods and best practices to support equitable decision-making in event planning and selection. The best five-step practices outlined here are designed to prepare participants to approach their research, questions, and decisions with clarity and consistency, ensuring fairness and inclusion throughout the process.

The mindset restart is a tool for best practices when it's identified that:

- a) *Within the planning/organization no one identifies within the communities the event is centered around.*
 - a. **Example:** *Organization xyz would like monetary support for an event for veterans. No one on the planning committee for the event is a veteran.*
- b) *There's a gap in knowledge about the event, organization, purpose or any other identified aspects of the event.*
 - a. **Example:** *Organization xyz would like monetary support for an event about veterans but the committee is unfamiliar with veterans.*
- c) *There is a need for clarification surrounding the general purpose related to the Village or the event, organization, plan or objectives.*
 - a. **Example:** *Organization xyz would like monetary support for an event about veterans but the committee doesn't understand what the organization is looking to accomplish.*

Mindset Restart Best Practices

- a) DEIAB Pillars
 - a. Each pillar focuses on an area on DEIA that fosters belonging, which is the end results of application of DEIA principles. By applying theme filters to each pillar participants are resetting their mindset from event to event.
- b) Belonging in application
 - a. Belonging is a result of applied principles of DEIA, and it requires components of application to support mindset shifts.
- c) Equity to the Forefront
 - a. When planning, designing or organizing an event, it requires using multiple forms of communication to ensure equitable decision making. Using questions, feedback, intentionality

and ensuring buy in is bringing equity to the forefront for event decision making.

d) Universal Design and Resources

- a. Using an universal design that is centered in equitable decision-making supports participants with decision making. Universal design encompasses several facets of equity that is often shifted during the even planning phase.

e) Using Equity tools throughout planning

- a. Decision making through an equitable lens requires using tools and resources. Tools and checklist answer various questions that centered equity.

Mindset Restart – Common questions and answers

1) *How do we know which one to pick?*

- a. *Determined by decision makers knowledge and understanding.*

2) *Is there a formula for picking a Mindset Restart Best Practice?*

- a. *No, as decision makers it is important to incorporate as many mindsets restart best practices as the group sees fit.*

3) *Can you Pick more than one?*

- a. *Yes, you can pick more than one.*

4) *How do you identify if you need a restart?*

- a. *If you can identify that there is a gap in knowledge, limited representation or questions about general purpose for the Village.*

5) *If you need a restart how soon in the planning process do you start it?*

- a. *As soon as possible, but if needed a mindset restart can be adapted within the planning process.*

Equity in Events: Decision Making Guide

Checklist

There are 9 checklists that can be utilized when deciding whether to plan, support or fund an event. These checklists are designed to condense questions, processes and or support planning/decision making. Each checklist is designed to address components of diversity, equity, inclusion, accessibility and belonging.

Scoring Tool

The scoring tool offers a metric-based approach to decision-making, with a maximum score of 20 points. It serves as a collaborative resource, giving participants clear, quantitative support for their decisions.

Think Universal Design –

Adopt the following Universal Design principles established by the Center for Universal Design to guide your design, planning, and organizing:

- *Equitable use.* The design is useful and marketable to people with diverse abilities. For example, an event footprint designed so that it is accessible to everyone, including people who are blind or with limited vision.
- *Flexibility in use.* The design accommodates a wide range of individual preferences and abilities. For example, an event that allows an audience member to choose to read or listen to a description of the contents.
- *Simple and intuitive.* Use of the design is easy to understand, regardless of the individual's experience, knowledge, language, skills, or current concentration level. For example, equipment with control buttons with universal symbols or language.
- *Perceptible information.* The design communicates necessary information effectively to the individual, regardless of ambient conditions or the individual's sensory abilities. For example, ensuring interpreter or translation services are available in addition to video captioning.
- *Tolerance for error.* The design minimizes hazards and the adverse consequences of accidental or unintended actions. For example, emergency management services are readily available in one easy-to-access or multiple locations.

- *Low physical effort.* The design can be used efficiently and comfortably, and with a minimum fatigue. For example, doors that automatically open or accessible ramps.
- *Size and space for approach and use.* The design provides size and space for approach, reach, manipulation, and use, regardless of the individual's body size, posture, or mobility. For example, accessible seating.

Application of Universal Design

- Making a product or an environment accessible to people with disabilities often benefits others.
- The process of UD requires a macro view of the application being considered as well as a micro view of subparts of the application.
- UD can be used in many different applications

Process

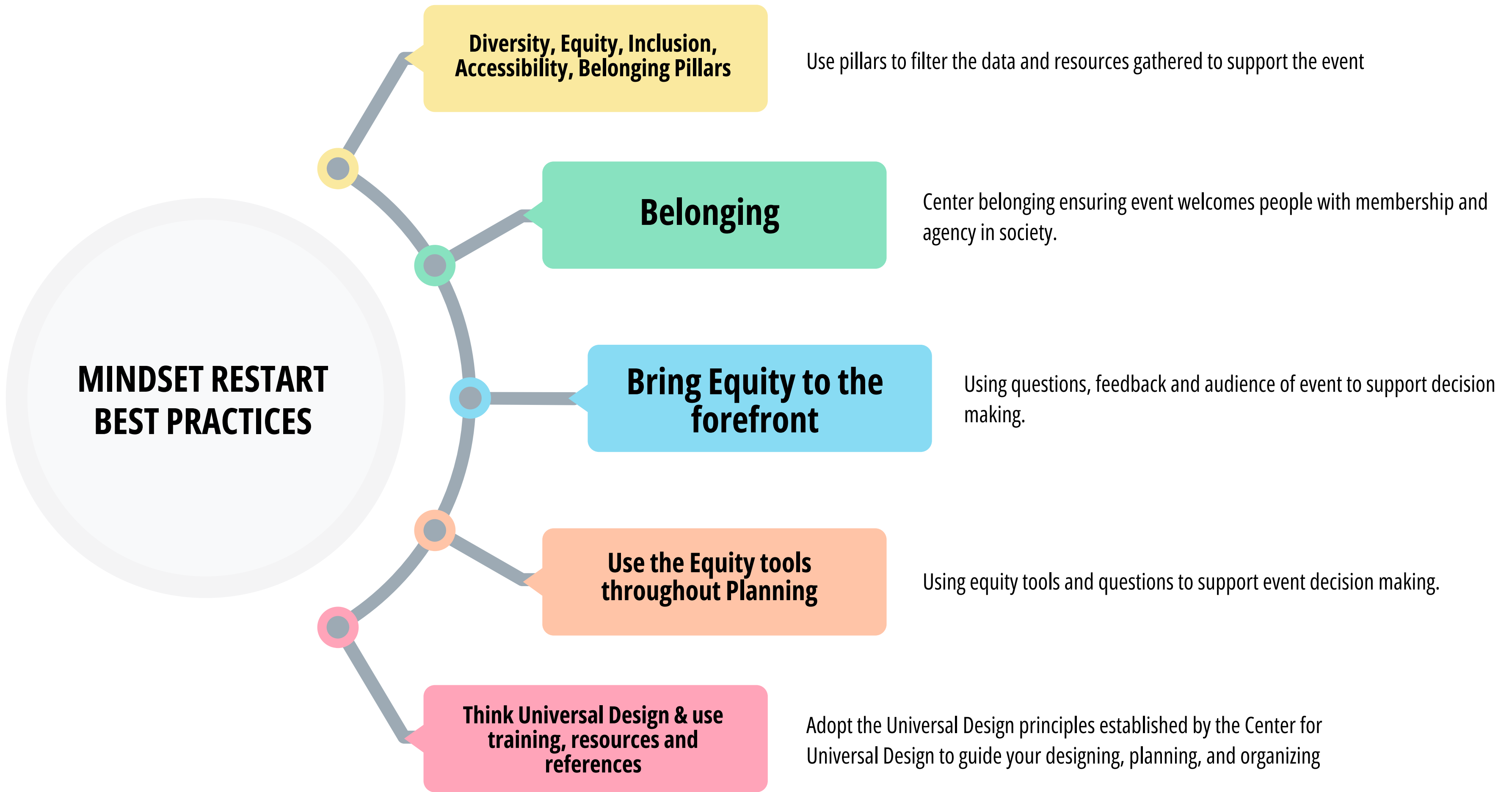
1. Identify the application. Specify the product or environment to which you wish to apply universal design.
2. Define the universe. Describe the overall population (e.g., users of service), and then describe the diverse characteristics of potential members of the population for which the application is designed (e.g., students, faculty, and staff with diverse characteristics with respect to gender; age; size; ethnicity and race; native language; learning style; and abilities to see, hear, manipulate objects, read, and communicate).
3. Involve consumers. Consider and involve people with diverse characteristics (as identified in Step 2) in all phases of the development, implementation, and evaluation of the application. Also gain perspectives through diversity programs, such as the campus disability services office.
4. Adopt guidelines or standards. Create or select existing universal design guidelines/ standards. Integrate them with other best practices within the field of specific application.
5. Apply guidelines or standards. Apply universal design in concert with best practices within the field, as identified in Step 4, to the overall design of the application, all subcomponents of the application, and all ongoing operations (e.g., procurement processes, staff training) to maximize the benefit of the application to individuals with the wide variety of characteristics identified in Step.

6. Plan for accommodations. Develop processes to address accommodation requests (e.g., purchase of assistive technology, arrangement for sign language interpreters) from individuals for whom the design of the application does not automatically provide access.
7. Train and support. Tailor and deliver ongoing training and support to stakeholders (e.g., instructors, computer support staff, procurement officers, volunteers). Share institutional goals with respect to diversity and inclusion and practices for ensuring welcoming, accessible, and inclusive experiences for everyone.
8. Evaluate. Include universal design measures in periodic evaluations of the application, evaluate the application with a diverse group of users, and make modification

Principles

1. Equitable use. The design is useful and marketable to people with diverse abilities. For example, a website that is designed to be accessible to everyone, including people who are blind, employs this principle.
2. Flexibility in use. The design accommodates a wide range of individual preferences and abilities. An example is a museum that allows visitors to choose to read or listen to the description of the contents of a display case.
3. Simple and intuitive. Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level. Science lab equipment with clear and intuitive control buttons is an example of an application of this principle.
4. Perceptible information. The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities. An example of this principle is captioned television programming projected in noisy restaurants.
5. Tolerance for error. The design minimizes hazards and the adverse consequences of accidental or unintended actions. An example of a product applying this principle is software applications that provide guidance when the user makes an inappropriate selection.
6. Low physical effort. The design can be used efficiently, comfortably, and with a minimum of fatigue. Doors that open automatically for people with a wide variety of physical characteristics demonstrate the application of this principle.
7. Size and space for approach and use. Appropriate size and space is provided for approach, reach, manipulation, and use regardless of the user's body size, posture, or mobility. A flexible work area

designed for use by employees with a variety of physical characteristics and abilities is an example of applying this principle



MINDSET RESTART

BEST PRACTICES

Diversity, Equity, Inclusion, Accessibility, Belonging Pillars

Diversity

Acknowledgement and recognition of differences in identity and identity-based needs.

Equity

Fairness for all; bridging service gaps; providing equitable outcomes.

Inclusion

promoting belonging for everyone; all are welcome, supported, invited, and respected.

Access

Universal and inclusive design in infrastructure; transparency; equitable communication for everyone; dismantling the able-bodied framework.

Apply theme filters to each of these pillars before, after and during the event decision making process.

Example: Have I identified, researched and presented information that allows you to apply these pillars

MINDSET RESTART

BEST PRACTICES

Belonging in application is...

More than tolerating

allowing existence at event or in decision making process

More than respecting differences

acknowledging and accepting have their own perspectives and experiences. Value vs acknowledging.

Requires: Welcomes with membership

integration into event, process through intentional practices of inclusion

Requires: agency in society

Individuals or organization being able to make decisions/take action that are independent of social structures.

MINDSET RESTART

BEST PRACTICES

Equity to the forefront when designing, planning and organizing an event

Ask Questions

Communicate with stakeholders on equity within their event

Ask for feedback

Inquire members of group or audience of event as needed

Intentional lens

Using equity lens when discussing and making decision on event

Leadership

Leadership/stakeholder buy in

MINDSET RESTART

BEST PRACTICES

Think Universal Design & resources

Equitable Use

Design that is useful and marketable to people with diverse abilities

Flexibility in Use

Design accommodates a wide range of individual preferences and abilities.

Simple & Intuitive

Use of the design is easy to understand, regardless of the individual's experience, knowledge, language, skills, or current concentration level

Perceptible Information

The design communicates necessary information effectively to the individual, regardless of ambient conditions or the individual's sensory abilities

Tolerance for error

The design minimizes hazards and the adverse consequences of accidental or unintended actions.

Low physical effort

The design can be used efficiently and comfortably, and with a minimum of fatigue

Size & Space for approach & use

The design provides size and space for approach, reach, manipulation, and use, regardless of the individual's body size, posture, or mobility.

Resources

Utilize resources to support universal design

MINDSET RESTART

BEST PRACTICES

Using Equity tools throughout planning

Tools and checklist support the necessary questions

- Who is the key audience member of the event and what historically or routinely underrepresented populations will be present?
- How will the event directly impact their well-being?
- What gaps do those key audience members currently face?
- How will the event provide service to those underrepresented populations?
- What gaps or barriers does the event intend to address or close during its planning efforts?
- How will the event impact non-targeted populations and what measures will be used to mitigate those impacts?