

Equity Action Planning Task Force (EAPT)

Wednesday August 2nd, 2023, at 2:30pm
President's Boardroom

Attendance:

Kevin Wamsley (virtual)
Ann-Barbara Graff (virtual)
Aidan Haghgoo (virtual)
Natalya Brown
Veronica Afonso
Chris Greco
Kyle Anderson
Emily Couchie
Talena Jackson
Serena Kataoka
Angels Nicholls
Jenny Mackie
Traci Malkowski

Not in Attendance:

Charles Anyinam
Harikesh Panchal
Jeannie Vaillancourt
Tajon Eccleston-Graham
Morningstar Christianson

1. Introduction

- Started with an ice breaker/activity to learn more about one another, re-introduce ourselves, to help with establishing trust.
- Committee member volunteer to lead this exercise at our next meeting.

2. Round table on purpose and aspirations

- All committee members then talked about why they became involved in this equity committee or shared a personal story, some also shared why they were asked to be involved on the committee and what they want to get out of an equity action plan.

3. Role of the Co-Chairs

- Both co-chairs shared their roles and how they plan to divide work and what each will do.

4. Process towards the RFP

- Discussion surrounding how everyone can be involved and have a seat at the table.

- Adam has recommended five to six people, but the committee discusses groups and creating a collective vote.
- Discussion on creating rationale for our scoring and defend the numbers in case a company isn't selected in case they believe the process wasn't fair.
- The committee should decide on a date for when we want to get the RFP finalized. Within the next few weeks could be an option.
- A suggestion about having a list of steps we need to complete and timeline to complete them. Co-Chair Greco agrees to create a timeline or chart for next steps.
- Working from a draft with comments is difficult, it is suggested we should start from scratch. Specifically looking at the deliverables and evaluation proposals/the scoring system.
- How do we move forward with this? Working meeting on deliverables and a working meeting on objectives/current state and scoring.
- We would need a facilitator for this similar to what the strategic planning group did.
- An external facilitator to guide us through the process.
- The committee decides to move forward with facilitators from member volunteers on the committee.
- The committee agrees that two-hour working sessions will assist to help with brainstorming, committee contributions etc.
- Traci will send a doodle to find mutual times and create an Excel spreadsheet for volunteers to sign up to facilitate a section on Current State, Deliverables, Objectives, Evaluation Proposals/Scoring System.

5. Next meeting

- The committee will fill in a Doodle poll with availability for the first few weeks of September in hopes of scheduling two 2-hour working sessions.