

LDRRAC Education Subcommittee - Meeting Minutes

August 8, 2016, 11:30 am
City Hall, Committee Room 2

Present: S. Morrison (chair), S. Lewkowitz (LDRRAC chair), M. Cox, M. Brown (by phone), M.L. Goodfellow, D. Hanou, S. Honeyust, N. Steinburg

Racism Forum Planning

1. Event objectives
 - a. To have a shared understanding of racism
 - b. To develop an understanding of how to interrupt racism
 - c. To find ways to move forward by addressing racism as a community through a frank conversation

2. Review of event agenda
 - a. Event ending will be publicized as 12:30 p.m.
 - b. Display event objectives and ground rules (2 separate lists) on projection screen and table tent cards throughout event
 - c. Panelists (10 minutes per panelist for them to share, then 5 (closely monitored) minutes of questions for each panelist, with more Q&A at end as time allows):
 - i. Islamophobia
 - ii. Colonization and Indigenous struggle
 - iii. Anti-black racism
 - iv. Allyship
 - d. No separate privilege exercise (due to time constraints)
 - e. Video(s) (microaggressions)
 - f. Table discussions and report back to whole (45 minutes of table discussion @ 15 minutes per question; 15-20 minutes to report back - role of facilitator to report)

3. Questions for table discussions
 - a. Training for facilitators to cover:
 - i. How to hold space for table (not participate)
 - ii. How to acknowledge different perspectives at table, understand nuances in responses; encourage unheard voices
 - iii. Dealing with conflict in a healthy way
 - iv. Awareness of own biases when recording
 - v. Racism and anti-oppression 101
 - vi. Awareness of own undeserved advantages (privilege)
 - vii. Awareness of white fragility, and its negative effects on discussion
 - viii. How to address "reverse racism" arguments
 - ix. Additional questions to stimulate dialogue if necessary
 - b. All tables answering same questions
 - c. Questions
 - i. What is racism, and what isn't racism? (micro-aggressions video)

LDRRAC Education Subcommittee - Meeting Minutes

- ii. Should racism be interrupted? Why and how? What are some barriers to interrupting racism? (1 or 2 scenarios that all tables discuss - ideally a local example)
 - iii. What are some actions that we can take as a community to stop individual and systemic racism?
 - d. Report back to entire group (1 minute per table)
4. Logistics and publicity
- a. Planning for seating for panelists, reserved table for extra guests
 - b. 120 at rest of tables (15 tables x 8 per table = 120), includes facilitators (put "Reserved" sign on one seat at each table, for facilitators)
 - c. Projector and sound system (1 microphone) supplied by J. Shelley
 - d. Access to room evening before event to set up and plan
 - e. Plan to videotape panelists' presentations (but not Q&A or table discussions)
 - f. Media being invited to attend and record panelists' presentations; interview attendees during break(s)
 - g. Provisions for quiet room (Indigenous Elder available for support)
 - h. Process for addressing disruptions
 - i. Media advisory and release done in cooperation with Mayor's office; reaching out to identified journalists
 - j. Identify spokespeople: Mayor M. Brown, S. Lewkowitz, S. Morrison, M. Cox

Action Items

#	Action	Responsibility	Deadline
1	Remove privilege activity from event agenda - not enough time for this activity	S. Morrison	Immediately
2	Send event objectives to M. Brown	S. Morrison	After this meeting
3	Develop facilitator training / guide	S. Lewkowitz, M.L. Goodfellow with input from M. Cox	Week of Sept 17
4	Develop evaluation form for event (include areas for key takeaways, what would you like to know more about? Suggestions for next steps)	S. Lewkowitz S. Morrison	Week of Sept 17
5	Forward contact information for Indigenous youth facilitator to S. Lewkowitz	S. Honeyust	After this meeting
6	Choose video(s) to show during transition between panelists and table discussions	M. Cox	By Sept 17
7	Brainstorm logistics for meeting room setup,	S. Morrison	?

LDRRAC Education Subcommittee - Meeting Minutes

	facilitator training, etc. at next planning meeting	S. Lewkowitz	
8	Display event objectives and ground rules on projection screen and tent cards on tables during event	?	Sept 17
9	Forward CUPW's meeting rules to M. Cox	M. Brown	After this meeting
10	Draw up outline of event moderation, and vet through email with planning committee	M. Cox	After this meeting
11	Finish poster for event	S. Morrison	Aug 8
12	Create Eventbrite listing for event; end time is 12:30 p.m. maximum number of attendees is 105; ask attendees to identify organization (optional); ask what attendees hope to get out of the event	S. Lewkowitz S. Morrison?	ASAP
13	Finish revised floor plan for event and submit to SLNRC	M.L. Goodfellow D. Hanou	ASAP Aug 22
14	Share glossary with M. Cox for review	S. Morrison	After this meeting
15	Look into getting a second microphone for sound system	S. Lewkowitz	By Sept 17
16	Request that all panelists provide planning committee with bullet list of what they're discussing / covering; forward to M. Cox and M. Brown	S. Morrison S. Lewkowitz ?	ASAP
17	Develop process for addressing disruptions, consulting those experienced with de-escalation tactics	S. Lewkowitz M.L. Goodfellow M. Cox and M. Brown	Week of Sept 17
18	Develop media advisory and media release	S. Morrison with Mayor's office	Week before Sept 17
19	Room setup: 1 reserved table ; put "Reserved" sign on one seat at each table, for facilitators		Sept 16