

Updated: July 28th, 2016

Community Forum on Racism

OVERVIEW

- Date:** Saturday, September 17, 2016
- Time:** 8:30 a.m. – 12 noon (Sunrise Ceremony at 7:00 a.m.)
- Location:** South London Community Centre, Gymnasium
1119 Jalna Boulevard, London ON N6E 3B3
- Audience:** Mix of London residents, business owners, public sector, elected officials, and people with lived experiences of racism
- Objectives:**
1. To have a shared understanding of racism
 2. To develop an understanding of how to interrupt racism
 3. To find ways to move forward (by addressing racism as a community through a frank conversation)

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AGENDA

TIME	TOPIC	SPEAKER
7:00 a.m.	Sunrise Ceremony	Elder
8:30 a.m.	BREAKFAST	
9:00 a.m.	Opening Remarks Introduction of Mark Brown and Mojdeh Cox, Facilitators	Suzanne Morrison and Shawna Lewkowitz Mark and Mojdeh to set tone for day & introduce mayor
9:15 a.m.	Mayor's address	Mayor Matt Brown
9:30 a.m.	PANEL Lived experience and the role of allyship	Chief Leslee Whiteeye, <i>Chippewas of the Thames First Nation (TBC)</i> Leroy Student/rep from London Mosque (Zeba to confirm) Allyship (David Heap TBC) <i>Facilitated by: Mark and Mojdeh</i>
10:30 a.m.	BREAK	
10:40 a.m.	VIDEO	
10:45 a.m.	ACTIVITY Privilege Beads	Facilitated by Mark and Mojdeh
11:45 a.m.	FACILITATED TABLE DISCUSSION	Facilitated by Mark and Mojdeh
12:00 p.m.	Closing Remarks	Suzanne and Shawna

Potential Videos: (Check against what was shown at NECC event)

Kinda Racist? Try Diet Racism! <https://www.youtube.com/watch?v=xdyin6uipy4>

Where Are You REALLY From??? | Decoded | MTV News <https://www.youtube.com/watch?v=igWYMo4z2OQ>

Native Americans Review Music Festival Fashion <https://www.youtube.com/watch?v=kmrE2wqJQ8>

CRITICAL PATH

TASK	NOTES/NEXT STEPS	RESPONSIBLE	DUE	STATUS
Logistics				
Confirm Venue		Dunia / Jackie	May 15	COMPLETE
Room Set Up	<p>Confirm rounds w/ half-moon chair set up for ~150 people with community Centre</p> <ul style="list-style-type: none"> • Venue can provide rectangular tables and chairs (can set up 2 together in squares) • Has a projector screen and podium, no AV • Dunia/Suze to develop floor plan 	Dunia / Michelle	August 2	
AV	<p>Borrow / Rent equipment</p> <ul style="list-style-type: none"> • 2 speaker PA System • Sound Board • 3 microphones • 2 microphone stands • AUX input cord for computer (videos) • Projector • Extension cords & floor tape 	<p>Dunia – tracking down projector</p> <p>Suze – connecting with James re: borrowing equipment and volunteer time to set up</p>	August 8	
Develop crisis plan				
Schedule facilitation meeting				
Develop facilitation guide				
Reservations for dinner with Mark and Mojdeh – night before				
Catering	<p>Breakfast</p> <ul style="list-style-type: none"> • Pastries/muffins/fruit <p>Coffee/Tea/Water throughout day</p>	Ian (Ian – just confirm w/ caterer that we plan to finalize numbers week before event.	July 27	Complete
Sponsorship	Request to city: \$2,250	Michelle / Nick	July 31 st	Complete
Promotion				

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Design Poster	Share with City comms for branding sign off and distribution through their channels Include labour congress and either CHRESI/Innovation works logos (is AV coming from CHRESI or IW?)	Suze	August 8	
Facebook event		Suze	August 8	
Eventbrite	Include: Accessibility accommodations Include open-ended question: why are you here	Shawna	August 8	
Connect with City Communications department to support promotion	VI Guide and logos received – follow up re: promotion channels/distribution	Shawna / Suze	July 14	Complete
Media Advisory		Suze / Ashton	Sept 14	
Pitches		Suze / Ashton	Sept 14	
News release		Suze / Ashton	Sept 14	
Program				
Purchase Speaker Gifts	\$25 gift cards each	Shawna to purchase	August 30	
Finalize Agenda		ALL	July 25	Complete
Confirm Speakers		ALL	July 25	
Confirm Mayor's attendance		Shawna / Suze	July 25	Complete
Coordinate travel/accommodations for Mark Brown		Mojdeh / Shawna	August 1	
Process payments for travel/fees for speakers		Jackie / Mojdeh / Shawna	August 22	
Confirm Elder for Sunrise Ceremony	Have reached out to SOAHAC – To be confirmed	Suze	July 29	
Logistics for sunrise ceremony		Suze	July 29	
Draft opening remarks		Shawna / Suze	Sept 12	
Mayor's remarks	Support mayor's office to draft in alignment	Suze / Ashton	Sept 12	
DAY OF				
Day of responsibilities	Develop list of volunteer responsibilities/assignments	Shawna	August 18	
Confirm Safe Space people	Potentially from the Health Unit?	Shawna		

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Registration	<ul style="list-style-type: none"> • Registration List • Name Tags • Pens / Highlighters 	Jackie	Sept 17	
Bring Materials	<ul style="list-style-type: none"> • Beads • String • Scissors • Paper • Markers • Pens / Paper 		Sept 17	
Info for tables	<ul style="list-style-type: none"> • Agendas • Speaker bios • Terminology sheets for tables 	Suze/Mojdeh		

Budget

LDRAAC: \$500

SPONSORSHIPS: \$2,250 (City of London, City Manager's Office)

Item	Notes	Cost	PAID	DATE
Breakfast	Steel Grill @ 7.95 pp +HST	\$1,720.43		
AV	Potential lead for borrowed equipment	In-kind		
Speakers Gifts	\$25 gift certificates each x 4 panelists + 2 facilitators	\$150		
Elder Honorarium	For conducting sunrise ceremony	\$100		
Mark's travel/hotel	Potentially shared	\$300		
TOTAL		\$2270.43		

*Note – work with Lynda Webb to coordinate invoicing lwebb@london.ca