

Joint Meeting – Education & Awareness Subcommittee and  
Policy & Planning Subcommittee.

Attendance: Mphatso M, Kash H, Michael B  
Regrets: Cori D, Zeba H, Rifat H, Saleha K, Matthew S, Cynthia K

Location: 5th floor Boardroom #1

Wednesday December 4th, 2019

**AGENDA**

1. Approval of Notes from November 6<sup>th</sup> meeting.

2. Orientation Package – Update.

As previously mentioned, we were to meet with Dan’s managers to chat about the contents of the orientation package at this meeting, however, the managers were not available to attend. Therefore, Dan sent us their feedback as seen below.

<b>Clerks feedback</b>	<b>Subcommittee comments</b>
Specific committee and/or staff contact information should be removed (including the final two pages, titled “City of London Key Contacts”)	We discussed to keep the contact pages but as a loose document that can easily be updated if any changes occur, so it won’t be affixed to the package
This information changes often (including staff contacts), and we don’t want to compel future DIAAC members to supply their contact information if they’re not comfortable doing so. We encourage members to carry out committee business via the Clerk’s office (rather than contacting other departments directly)	The contact information for the chairs can be removed from the package but can be inserted as a loose document, as it can be changed at any time as well. Chairs are always asked beforehand if they want to share their contact information
Likewise, please remove reference to sub-committee meeting dates/times as this may reflect when sub-cmtes typically meet,	We will use a general timeframe for meetings without specific days or times with a subject to change notification.

<p>but is subject to change; this is something incoming members can be told in person</p>	
<p>Please ensure that any proposals or directives in this document comply with existing City documents/policies (I appreciate that this may be difficult to do without assistance from Clerks, and we can certainly work together to right any inconsistencies); some examples of things to watch out for include (but aren't limited to): Compelling rather than encouraging members to do things (eg. "Each voting and resource member on DIAAC shall actively participate in at least one sub-committee." – members are not forced to join sub-committees, this is totally optional)</p>	<p>We agreed to soften the language as suggested</p>
<p>Suggesting that the committee reviews relevant policies is somewhat inaccurate; committee can prompt/request review of policy, but we need to be careful with language here</p> <p>Committees use 'Bourinot's Rules of Order', not 'Robert's'</p>	<p>We agreed to work on the language</p> <p>We agreed to replace Robert's cheat sheet with Bourinot's Rules of order</p>
<p>The FAQ section will need to be tightened up; if this package is meant for incoming DIAAC members, each point should be DIAAC specific and should not include information about the appointment process (again, we presume that those viewing the document have already been appointed)</p>	<p>We discussed ways we could tighten up the FAQs. Michael B, volunteered to work on this further.</p>

### 3. Black History Month (BHM) Participation – Update.

No specific updates were given as Saleha K, was away and Mphatso M, couldn't attend the BHM Coordinating Committee meeting on December 2nd. We

discussed that it may be a good idea to invite one of the BHM coordinating Committee members to give us an update in January and see where we can assist in making the planned events successful. Next meeting is set for January 8th, 5pm at the London Police office downtown.

4. March 21st Planning – Update.

No updates were received.

5. 2020 Workplan – What Activities/Initiatives do we want to undertake?

Education and awareness subcommittee: We are looking to do more research as to whether we want to pursue the gender and intersectionality workshop, (that has not yet occurred) or look for a new topic to pursue.

6. 2020 Meeting Dates – first Wednesday or Thursday of the month?

7. Any Other Business.

8. Next Meeting Date – January 8th, 2020.