CIRCA E-Board Meeting Minutes
Date: August 28th, 2020
Time: 8-9:30 PM EST
Location: Zoom

I. Storage/Donating
    A. Rachael has a number of props, notepads, old merch, CIRCA banner. and they need to be relocated → for donation or for storage?
    B. Props aren't that expensive & the notebooks aren't even enough for half a conference
    C. Perhaps the vinyl banner is worth keeping (about $50)
    D. Everything to be donated/recycled with the exception of the banner
II. Structure of Future Town Halls
    A. Branch Conversations ahead of time (branch heads talking with members ahead of time and sharing branch perspectives)
        1. There was some discomfort from members about speaking up in that intimidating open format → have a more structured town hall to more easily facilitate contributions
            a) Is the name "Town Hall" too intimating? How about "Community Discussion" :)
        2. The community of trust and respect has not yet been fostered so it limits the willingness of members to speak up about their experiences
            a) Talking about things within branches may be more productive because they are smaller, closer communities → these conversations can be precursors to larger town hall discussions → town halls are still important to reach all of CIRCA's members (ex. A member may staff a conference, but not be on a secretariat so we want them to be included)
                (1) Also preface branch meetings by saying what we've been working on so everyone comes in on the same footing with understanding what's already been done and what needs to continue
        3. Gaslighting from last year's eboard → we haven't come out and been open enough about how things are changing and that this is a different time now
            a) There wasn't a formal apology about what happened last year on eboard
                (1) Extend our "Meet Eboard" section to our social media! (great idea gabe :D)
                (2) Have more relaxed ways to meet eboard like one on one sections or a fun game night with eboard
                (3) As an eboard, let's make sure we all know well the work that eboard has been doing and who eboard is so that we can be transparent with our members and speak on behalf of eboard at our branch

meetings → What do people need to know about eboard to feel comfortable with eboard?

    b) In general, we left last year in March and the CIRCA community hasn't seen much of eboard yet

B. Advertisement → advertise the town hall within branch meetings & in general, tell our branches about what we discuss at eboard such as reminding about town halls coming up or feedback forms

    1. Guiding people to our contact information, forms, resources, Columbia resources, transparency efforts, etc.

C. Office Hours

    1. Struck from public meeting minutes for privacy

III. Sharing out Anti-Racism Work: Update from each sub-committee on what they have completed (Meeting minutes are not comprehensive notes; please see the eboard drive for the documents from each subcommittee)

A. Sub-committee one: Conference Policy (Conference heads!! Share this information with your secretariats and staffers!)

    1. 2 groups → One for specific things for operations side & staffing side

        a) Land recognition, picking opening speakers and speakers for panels, opportunities for special events highlighting diverse voices, elevate POC artists with merchandise, buy from POC vendors (ex. Supporting black owned businesses for catering)

            (1) With all these things highlighting POC voices, follow up with information about them on our social media & highlight the zero tolerance policy for racism on the website

        b) Intentionality in selecting sponsorships for the conferences, potentially with discounts (links to help with this included in the document) & follow up with positive reviews on their business and helping them spread their reach

        c) Look for philanthropic initiatives, such as supporting the local Harlem community → taking donations from delegates and/or using the money from merch

        d) Accessibility!! Clearly marked signage for elevators and ramps, including on an app, accessibility for the social, opportunity to ask for accommodations (link to the ADA & Zoom accessibility features), use care when asking delegates to lunch because they may not have the funds (and this definitely shouldn't be a mandate to win things)

B. Sub-committee one: staffing

    1. Staff training (Zero-tolerance policy script for CD), Conference policy (formalizing zero-tolerance policy for the website as well as how such a situation

would be handled; ex. Rose's lovely reporting structure flow chart!!), delegate training (community guideline), committee selection & proposals (reform it to improve diversity & get proposers thinking about problematic things before they submit a whole proposal!)

    a) Unclear: Is the conference policy outlines to develop a uniform policy & training for every conference? Or is it a basic outline that will be expanded upon by conferences? → Opening could be the general CIRCA guidelines and then the conferences could specialize the rest

C. Sub-committee one: CIRCA wide policies

    1. CIRCA-wide anti-racism policy to be shared out with members

    2. Reporting racism, harassment, & intimidation → Meetings with Simone about our options, but we don't have a lot of options. We have Columbia's bias incident reporting form which is included now on the general CIRCA anonymous reporting form

    3. Diversity, Equity, & Inclusion Officer → there will be a necessity of discussing how this position is filled & there will a constitutional amendment necessary to include the position

    4. Sustainability for our mutual aid fund → building finaid to branch budgets → checking on NYCIRCA vs. SGB protocol

    5. Multicultural affairs information & training sessions / Rooted dinner and dialogue sessions → one for eboard and one for each branch

        a) Questions on how to implement these

D. Sub-committee: Socials

    1. Make sure the community agreement makes it in the resources section

    2. Add branch heads to admin to Facebook group

    3. Standardize FB group names

    4. No highlighting eboard members in the community spotlight

    5. CIRCA contributions to the weekly "What we're listening/reading to"

IV. Next meeting is recruitment and transparency & nothing else 6PM EST ON SUNDAY WOOT WOOT SEE YOU THEN AND THEN THE ONE AFTER THAT IS WEDNESDAY AT 1PM EST WOOT WOOT TWO EBOARD MEETINGS IN ONE NIGHT YESSS (Wednesday will be finalization of anti-racism policies & SVR)