

April 29, 2021

Agenda

- Introductions (10 min)
 - Not as detailed as 1st meeting but name, pronouns, dept./role
- Charge Update (5 min)
- Communication Preferences (10 min)
- Brave Space/Community Agreement (15 min)
- Next meeting agenda: Begin reviewing action items in charge to break out how we want to approach the work (2 min)

Meeting

- In attendance: 11 members
- Charge Update
 - Approved as is
 - Who had to approve? OMT at HSLIC
- Communication Preferences
 - Teams would be a good place to start but might be a slight learning curve
 - We need to get used to it at HSC anyway, practice and using the training videos
 - This wouldn't be a scary place to learn since it is more a community group
 - A lot of support for Teams
 - Slack is useful too
 - Zoom for the calls though since Teams doesn't work as well for hosting, etc.
 - Follow up - Would the group want training on Teams and do we want a Slack channel for open communication not connected to the institution
 - Slack for open communication and just bouncing ideas could be great
 - Training would be useful for Teams
 - Some people mentioned that they would have to remember to check their Slack account
 - Chair's to do:
 - Set up a Slack channel for us
 - Put together documentation on how to use multiple Slack channels
 - Set up a training for Teams for all of us
- Brave Space/Community Agreement
 - How do we remember/ground our work in this in every meeting?
 - Have the Brave Space Agreement at the beginning of each meeting and have someone read each bullet and then each person agrees in the chat (or verbally once possibly in person)
 - As we speak our words have power
 - Need more instructional language, for instance bullet 2
 - We will review the Brave Space agreement before the next meeting and people will make changes to it/comments and we will try it out at the beginning of the next meeting to make sure it works for us all

- Chair's to do:
 - Get our documents in Teams
 - Sent the Brave Space to everyone with a "due date" for edits
- Additional items that were mentioned in meeting
 - WC4BIL feels overwhelmed right now with work, so the Chair will keep in contact with them for anything they feel needs to be addressed but we won't have a rep on the committee for now
 - HSLIC Director will be a "floating" member and has offered messages of support
 - Note taking for meetings - We are going to try where people all take notes as a group in Teams as we go, but a member volunteered to be a note taker to make sure everything is represented. We will decide which mechanism works best for us as we move forward with the work
- Next meeting agenda
 - Review Brave Space agreement
 - Start pulling out priorities from our charge