



CIRCA E-Board Meeting Minutes

Date: August 9th, 2020

Time: 10-11 PM EST

Location: Zoom

- I. Anti-racism discussions moved to the next meeting. This meeting will focus on a discussion of reports of sexual misconduct:
 - A. Reports in question
 - B. Our reporting mechanisms
 - C. Write a protocol for how we will process each report we receive
 - D. Actions we can take / administrative pathways
 - E. Preventive measures
 - F. Statements/ reporting reminder/ trauma centered language training at every introductory meeting and training
 - G. Statement to send to our members
- II. Reports
 - A. MUN on CU Survivors
 - B. Columbia Confessions post about CIRCA sheltering sexual assaulters
 - C. 2017 → Issues with CIRCA eboard discussing a survivor story without the consent of the survivor
 - D. Former CIRCA member messaging current members asking about these issues and concerned about a pattern of behavior in the club, looking to have it disbanded
- III. Our Reporting Mechanisms
 - A. We have our anonymous form which Simone has approved so far but she encourages us to have all the information be shared with her so that the survivor can be provided with all the professional resources
 - B. We are unable to remove someone from office without an official report through the Student Conduct Office, an investigation from which cannot occur without the survivor's permission
 - C. Add a section to the form - Do you want CIRCA to initiate a report to the Student Conduct Office through our advisor & make it clear that our club advisor is a mandatory reporter and whether or not we include their name based on their permission we will be discussing the circumstances with our advisor
- IV. Regarding the names of people involved
 - A. Important to protect the name of the survivor. Does it need to be shared with all of eboard? How to make sure, if it is, that it is not shared outside of eboard?
 - B. Assailant names will be spoken to avoid protecting them
- V. Anonymous Report #1 (Details of which will not be included on meeting minutes)
 - A. Eboard needs to find a structured way to discuss these forms

- B. Are there structural or cultural elements of CIRCA that contributed to this?
1. We don't focus on sexual assault enough in our staff training & CIRCA groups
 2. There needs to be a greater focus on advertising the resources we have available such as our anonymous form & promoting the resources the university has to offer
 3. Creating official protocol for sober monitors at CIRCA parties → maybe going beyond just a sober monitor and having someone clearly marked at the party as a resource for anything that goes wrong at the party whether drinking too much
- C. What steps can we take about the assailant's participation in our club?
1. We are not authorized to remove anyone without an official report or risk discrimination reports and disbandment by SGB. Other clubs have a way out because they are more exclusive and can say "oh this person just didn't fit our culture" rather than making a decision based on an "unofficial" report of sexual misconduct
 2. Travel Team → change the conference preference form to more of a "try out" form though in general TT has some leeway to assign conferences based on meritocracy - but what about practices?
 3. The possibility of assigning people to sit in on an assailant staffing a conference and we can't stop them → but puts the person we're asking to be in the room in a very uncomfortable situation
 4. Are we focusing enough on the survivor in this conversation? Just because there is a policy preventing us from doing something, is it a good policy? Can we petition and work with other clubs to address our issues with the admin's policy? Protecting our members should be at the forefront of our mission.
 - a) That doesn't mean that the conversation we're having now isn't valid though because even if we get changes they won't happen overnight
 5. What counts as retaliation?
 - a) Anyone in a club leadership position telling them to step down or not participate can be interpreted as discrimination
 6. Is there a possibility of creating a club agreement an application for participating in any CIRCA activities and people have to sign on to agreeing to our CIRCA guidelines that will give us power to remove someone from the club for violating that to circumvent the official report to remove people
- D. Changing Club Culture
1. We need to acknowledge the mistakes and the flaws in the culture of the club, perpetuating these problems. → apologizing to the survivors for the clubs role in the circumstances
 2. Increasing transparency as a board
 3. Need for greater explanation of the steps involved in reporting, like Katherine mentioned bringing someone in to talk about it?
 4. Eboard needs to create a concrete plan of action for how we are going to address all of these things.

5. Creating a space for people to discuss their problems with CIRCA and eboard beyond just a form, letting people actually discuss them with us
6. Supporting survivors and improving access to therapy → using our mutual aid fund to help fund mental health
7. At our parties & functions, beyond having a sober monitor, what are our guidelines to make sure that we never foster a place that allows people to get dangerously drunk so we can protect people by creating safer environments
8. Steps to take: Series of policies & protocols to write, new conference staff training/revised conference policy, rewriting CIRCA's official statement, figure out what questions we are going to ask Simone (ex. what justification can we have for removing people?), contacting other clubs and writing USL petition, new transparency policy, adjusting the reporting form, discussion questions for forms

From [Rose Jacobs](#) to [Everyone](#):

11:38 AM

Plan of Action:

1. Policies to write
 1. Community agreement
 2. Party policy/sober monitor training
 3. Conference training/revised conference policy
 4. Anonymous form discussion protocol
 1. Series of discussion questions, writing down name policy
 2. Rewrite statement
 3. Adjusting questions on the form/providing more resources on the form
 4. Questions to ask Simone about actions we can take
 5. Contact other clubs/write USL petition
 6. New transparency policy?
 7. Town hall
 8. General fix MUN plan — continued work w rest of the circuit
- 9.
10. Importance of getting the statement out as soon as possible talking about the work we are in the process of and telling about the town hall we will have
 - a) How should Town Hall work? → Maybe have one asap and then a follow up after the school year starts
 - (1) In general having more than one town hall a semester and making them more important than you have to show up to this to go to formal → incorporate town halls into our transparency commitment and make them a regular thing
11. Divvying up the work into task forces