



CIRCA E-Board Meeting Minutes

Date: August 30th, 2020

Time: 6-7:30 PM EST

Location: Zoom

- I. **Kick-Off Event: CIRCA Open House → Sometime in the first week of class? Or after the club fair?**
  - A. General Presentation: Provides Overview of different CIRCA branches (~30 mins)
    1. Give eboard introductions including what branches everyone is in so new friends can see that inter-branch crossover is very much a thing :)
  - B. Scheduled presentations after led by each individual branch
    1. Each branch may run their presentation multiple times during the day (they will be shorter presentations ~ 15 mins)
  - C. End the day with a Social Event:
    1. Trivia Night or Jack In the Box game night

→ Have a form to collect emails and branch interests at the event, record the info sessions and powerpoints make them available afterwards
- II. **Holding a second event or multiple events after the info session:**
  - A. A more casual event to meet the branch heads or office hours with the branch heads after the info session
    1. Ex. Travel Teams one on one convos from last year, the idea of a coffee chat
  - B. We could get creative like CPR and do a recruitment video (this is such a cool idea!!)
- III. Vote time: When to have the info session → first week or after the club fair? → First week wins! Fill out the when to meet!
- IV. Vote time: Gatherly or Zoom → Zoouoooooooooom!!
- V. **Make sure to review the planned events for SM Board from the document so that you can advocate for them to your branch members**
- VI. Review of CIRCA Transparency and Reporting Protocol
  - A. Clarification that this protocol is both SVR & any other forms of discrimination
  - B. Add clause to the protocol and to the eboard amendments to the community agreement to ensure that all information discussed in eboard remains confidential and eboard will not partake in gossip or speculation
    1. At the start of each discussion, each eboard member will sign off on a reconfirmation of this standard
  - C. Does this protocol remain the same for incidents involving non-CIRCA members?
    1. Yes, we would try and keep this the same as much as we can → we need to ask ourselves the same question, but perhaps we can emphasize NY state specific resources versus Columbia specific resources
  - D. How many should reach out to a survivor → we have to balance not making someone feel like a burden and not letting someone feel forgotten
    1. Maybe only one person reaches out with the eboard response, but multiple people can reach out just on an individual, genuine basis



## Columbia International Relations Council and Association

- E.** Concerns about overlaps/inconsistencies between this protocol and the equity officer position → need to cross reference these before voting on either
- VII.** Transparency
  - A.** Appointments & Deliberations? How does transparency affect these? → This falls into constitutional amendment territory and will be tabled for a later meeting
- VIII.** Every single eboard member needs to know well and be able to advocate for our reporting and policy resources
  - A.** Community Agreement, Membership Feedback Form, Anonymous Response Form, CIRCA's Constitution, Anti-racism Policy, E-board Expectations, CIRCA E-board Response Protocol for Reported Sexual Misconduct and Discrimination
- IX.** Drafting New E-board Expectations Agreement (not a constitutionally binding-impeachable agreement (with the potential exception of the sober monitor))
  - A.** Confidentiality Agreement, Uphold Community Guidelines → and what may happen if we don't (impeachment clause in the constitution), Supportive of all branches in CIRCA and promoting interbranch cooperation, most important purpose of eboard is to support members, equitable contributions to e-board initiatives, recognition that eboard decisions affect not just CIRCA but the greater Columbia community because of our reach and influence, commitment to fostering a positive culture that doesn't value gavels and positions over people, anti-hazing clause → we will not pressure our members to do anything they feel uncomfortable with to feel accepted in CIRCA, responsibility to fulfill sober monitor position at least once a semester
- X.** Please send out your final, polished version of your subcommittee work to eboard by Tuesday night so there is time for it to be reviewed by everyone before we vote on Wednesday