



Columbia International Relations Council and Association

CIRCA E-Board Meeting Minutes

Date: Sept 2nd, 2020

Time: 1-2:30 PM EST

Location: Zoom

1. Agenda Review:
 - a. Review and approve documents
 - i. Party Policy and Transparency approved last meeting Sunday 30 August
 - b. Trainings discussion and what trainings to request
2. Potential Constitutional Amendments
 - a. *Diversity, Equity, and Inclusion Officer*
 - i. Suggested during the SVR initial meetings, as a board member to provide a safe, specifically in-person reporting
 - ii. Concerns: If DEI is implemented, are we making other board members less approachable? Are we replicating structures that already exist in the administration?
 1. Having a person whose role is continuing these DEI projects would allow strategies to be ongoing. Ensuring these changes are long-term.
 2. Primary responsibilities of the officer: consultant/advisor to maintain DEI issues as an important factor on the board's agenda.
 - iii. Appointing DEI: elections vs appointments
 1. Appointments may be troublesome-- will the board be able to select in a neutral way?
 2. Sensitivity reasons may make elections difficult/overly politicised
 3. Potential to have SGB/Club advisor assist in the appointment process.
 4. Appointing would allow us to make decisions on personal statements, prior training, and experience rather than popular vote. Can be made clear our advisor is involved in the selection process.
 5. In the chat: Simone could be involved in the vetting process and then E-board could vote.
 6. E-board vote in the end or no?
 7. **Vote:** (a) Simone reads applications and chooses the DEI Officer, or (b) Simone vets applications and provides a final three for the E-board to vote on them.
 - a. **Result: Simone vets a final 3, and E-Board votes.**
 - iv. Voting vs Non-voting position for DEI Officer:
 1. If this person is voting or non-voting, it will affect whether or not they can hold multiple positions on the board.

2. If you're nonvoting, can't you still sit in on the deliberations and make your recommendation? Yes. If non-voting, will still be able to make an impact on discussions.
 3. Branch heads get voting positions-- budgets are not under the purview of the DEI, especially because budgets are very political. Would want this position to be very insulated from that if possible.
 4. Can be non-voting, but needs to be clearly able to exercise their voice. Is this bad optics?
 5. Because the sole focus of the DEI officer is thinking about DEI strategy, they can perform the duties of the job without a vote. Concerning optics-- creating the position in itself shows the effort we are putting in, as they can effectively perform their jobs. Keeping it consistent because they don't have a branch, and thereby traditionally wouldn't have a vote.
 6. **VOTE:** DEI voting position vs non-voting position.
 - a. **Result: DEI will be a non-voting position.**
- v. Edit made to DEI Officer description: Responsibility for handling all instances of discrimination before the board is incongruent with the reporting procedure. Deleted.
 - vi. Caveat added to the DEI Officer description: Working with each branch to design new DEI initiatives.
 1. This year, the DEI Officer will work with and check in with current DEI initiatives.
 - vii. DEI Officers sitting in on all interviews/deliberations?
 1. Being present during E-board deliberations specifically, rather than interviews outside of E-Board.
 2. Can be advertised to interviewees to reach out to the DEI if concerns need to be raised.
 3. Every interview done in CIRCA should advertise the availability of the DEI officer.
 4. **Compromise:** all E-board deliberations have DEI officer present, whereas for branch interviews/appointments the DEI officer should be in consultation with SG/DG/Branch hands about the DEI spirit
 - viii. **Vote:** All those in favour in creating this position as it is written now as an amendment in the constitution?
 1. **Result: DEI Officer Amendment Accepted with the edits.**
- b. *Trainings and Zero tolerance amendments*
 - i. Zero-tolerance Amendment
 1. Open for comments-- none.
 2. **Vote:** All those in favour as is.
 - a. **Result: Passes.**
 - ii. Trainings and Resources Amendment

1. Edited to separate the resource information from the amendment language.
 2. Suggestion to include the DEI Officer to help choose training with branch heads included.
 3. **Vote:** All those in favour of this amendment to our constitution?
 - a. **Result: Passes.**
3. Trainings discussions.
- a. All CIRCA members vs Branch specific trainings.
 - i. Every branch head is expected to coordinate with the DEI person about branch specific trainings.
 - ii. Utilising university trainings as board members are not qualified to run trainings for peers.
 - iii. Add language mandating a time table. Once a year accepted.
 - iv. Language edited from “should” to “will”.
 - v. Training we should do for members?
 1. Very useful as it came directly from feedback from members
 2. Seeing as CIRCA membership is somewhat complicated and not all members are on a secretariat or board, it would be good practice to provide SVR training for anyone with any minimal connection to CIRCA.
 - vi. All branch heads need to be introducing the documents made to their branch members.
 1. The documents and new policies and protocols need to be worked into info sessions so that prospective members are aware of these documents.
4. Final rollout:
- a. Transparency/Reporting Protocols: approved last meeting
 - b. Conference Policies
 - i. Staff training documents: last few edits
 1. Currently resolving comments
 - ii. Conference Community Guidelines: approved, set to be posted
 - iii. Conference Operations Best Practices: last few edits
 1. Missing one section
 - iv. Party/Sober Monitor Policy: will be posted when complete
 1. Currently resolving comments
 - v. Delegate Guide Handbook: will be posted when complete
 1. Currently resolving comments
 - vi. Statement on Misconduct, Anti-Discrimination, and Sensitivity (for Committee Chairs to read prior to committee): approved, set to be posted
 - vii. Committee Selection process: approved, set to be posted
 - c. Membership Feedback Form: ready
 - d. Anonymous Response Form: ready
 - e. Zero-tolerance, Trainings, DEI Officers amendments: approved

- f. Community Agreements: sent to SGB for approval
 - g. Media Plan: ready
 - h. Eboard Expectations Document
5. Slide deck
- a. Will be made by President for ease of understanding

FIN.