



**Diversity, Equity and Inclusion sub-committee meeting
Monday August 9 2021
NOON EST
Via Teams Meeting**

MINUTES

In Attendance: Granda Kopytko, Jamie Lafontaine, Maureen Collins, Camille Awada

Staff: Jennifer George (Senior Advisor to the President), Katia Theriault (Director of Communications and public affairs) Dina Epale (Advocacy & Public Affairs Advisor) Jean Ouellette (Executive Director) & Patricia Kumbakisaka (Administrative Assistant/Committee Secretary)

Call to Order / Roundtable introductions

Meeting was called to order at 12:08 PM by Jean Ouellette (Executive Director)

Welcome/introduction remarks

- Jennifer and Jean welcomed everyone and provided a brief description of what the DEISC is about.
- This committee would be great to open up a lot of opportunities for members to participate as well in subcommittees.

Approval of Agenda

Motion to adopt Agenda -carried unanimously/approved by all.

Electing committee chair

- Camille nominated Jamie / Jamie accepted
- Jennifer mentioned that committees can have both a chair and co-chair.
- Granda showed interested to run.
- Committee voted: *Jamie Lafontaine (Chair) and Granda Kopytko(Co-Chair)*

Roles and Responsibilities of the committee (Jean Ouellette & Jennifer George)

- Role of this committee is to create 3 main subcommittees that will focus on *diversity, equity and inclusion*.
 1. The committee will look at those issues and work with CAPE and to see how we can make this organization with more *progress and reflective*, by providing the top quality representation that we should be providing to all of our members. This would be the umbrella committee where we discuss if there any changes we need to bring to have diversity and inclusion, and if there is anything that can be done differently or better.
 2. The second item will focus on the *employer and HR issues* (for example: What are our recruitment procedures? How do we staff and or/ how do we promote? Career progression?)



3. The third and last item will focus on *representational services* (for example: CAPE has already received messages from members asking how do we approach cases in certain ways)
 - There will be a NEC retreat Sept 16-17 and they will discuss the mandate and role of the committee.
 - The committee Chair will also be responsible to prepare the agenda/chairing the meeting

Terms of References (Presented by Jennifer George)

- Subcommittee is established under authority of the NEC
- Committee and Acronym we used is DEISC it will consist of the president, VP, 3 and up to five directors from the NEC, CAPE ED, Senior advisor to president, & a CAPE Admin Assistant as secretary.
- The DEISC will form additional subcommittees as needed and we would reach out to regular members to form those subcommittees.
- The committee can have a chair and sometimes vice chair can be elected.
- If we are looking at forming subcommittees, we will be looking at issues members could be facing (Example: issues affecting women in the workplace, it would be good idea to involve the people who have had those experiences)
- If anyone decides to step down from the committee the chair has to inform the NEC.
- Mandate: The DEISC will be responsible for working with the NEC and Management team for fighting discrimination in grounds that exist and we as a union are free from discrimination.
- DEISC develop action plan/ (reviewing and making recommendation as roles and responsibilities)
- Committee is to make recommendation to the NEC on priority and how to help on the needs and reflect diversity on members concerns.
- Meeting will be monthly and we would need three voting members.
- These meetings are only to the members of subcommittee unless we have a guest speaker to present.
- At the first meeting following a general election we will review TOR and recommend any changes to the NEC.
- Once TOR are finalized, we have to present them to the NEC in the middle of September to approve.

Next Steps

- The committee will review Terms of References
- Patricia and Jennifer to set up a private MS Teams channel.
- The committee decided to meet first Thursday of every month starting in September. Patricia will send out all the monthly calendars starting from first week of September until June 2022.



Next meeting:

- Next meeting will occur on Thursday September 9th Noon to 1 PM

DESIC committee meeting adjourned at around 12:48 PM. EDT.
