



Equity Diversity and Inclusion committee meeting
Thursday, February 3rd, 2022
Noon EST
Via Teams Meeting

MINUTES

MEMBERS IN ATTENDANCE: Granda Kopytko (Co-Chair), Jamie Lafontaine (Chair)

CAPE STAFF: Camile Awada (CAPE Vice President), Dina Epale (Advocacy and Public Affairs advisor), Jean Ouellette (Executive Director) & Patricia Kumbakisaka (Administrative Assistant/Secretary)

APOLOGIES: Jennifer George (Senior Advisor to the President) & Maureen Collins (Committee member)

Update on letters to different groups:

- Dina to work with the co-chair to draft the letters and asked what the next steps are from here.
- 12-15 groups have been identified – about 5 that are active.
- Dina, Jean, Jennifer and Katia will meet to work on a strategy to figure out the best approach to connect with the special interest groups and outline the plan going forward.
- Jean reminded: To not exclude anyone in the group – this is something that will also be discussed at his meeting with Dina, Jennifer and Katia.
- Dina showed the draft letter for BHM and Jean suggested to cc Granda and Jamie.

Thematic calendar

- Comms team will share the *Thematic calendar* with the NEC and give us approval of the selection that has been made.

Action plan document

- Granda raised the question if the CCDI is providing consulting services, or leading these activities? And if we have the budget for this?
- Jennifer is preparing to review the policy and procedures. We will start the first part of the action plan

Next steps:

- Share Action Plan with the NEC to be included in the package for the February meeting
- Jennifer is pulling the policy procedures together and will start analysis of members and will work in partnership with CCDI.

Meeting adjourned at: 12:31 PM EST

Next meeting: Thursday March 3rd