

## **Diversity, Equity, and Inclusion (DEI) Action Coalition**

**Feb 24<sup>th</sup>, 2025**

5:00 pm - 7:00 pm

Virtual Meeting

### **Meeting Minutes**

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Members in Attendance: Joanna Mitchell, Pauline Janke, Tami Murray, Tajay Turner-Smith, Patricia Marshall

Regrets: Amy McKague, Liela Abouzeenni

Staff Support: Ayesha Sajid (Oxford County) – staff support

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- 1. Call the Meeting to Order (5:08 pm)**
- 2. Land Acknowledgement and Statement of Reconciliation** (Patricia Marshall)
- 3. Committee Member Check-In**
- 4. Approval of the Agenda of Monday, Feb. 24, 2025**
  - a. Moved by Tami Murray
  - b. Seconded by Pauline Janke
- 5. Approval of the Minutes of Monday Jan. 20, 2025**
  - a. Moved by Tami Murray
  - b. Seconded by Tajay Turner-Smith
- 6. Discussion Items**
  - a. Chair for next meeting: Joanna & Tajay will take the minutes
  - b. Update on Inclusion Charter & Township of Norwich (Ayesha)
    - Norwich does not currently have a CAO. Anticipation is that a new CAO will possibly be in place by May. Norwich Clerk would like the new CAO to be in place to approve and discuss the next steps, as the CAO needs to be on board with any actions moving forward. Marcus Ryan may meet with councilors to discuss the reason behind the real hold-up.
  - c. Discuss goals/priorities- Education & Awareness:
    - Which significant days do the Committee members want to recognize that could help shape specific targeted education or events for this year and next & why?
      - Ayesha has compiled a draft of an internal calendar.
      - The calendar draft is to be sent out, and the Committee will send any additional dates/comments that should be added. Patricia did suggest the addition of a few significant days.

- Use this calendar to pick days this year to commemorate publicly, post informational pieces such as blurbs or posts on specific days on the DEI Action Coalition Webpage, collaborate with community organizations, or initiate community conversations and public awareness aligning to the County's changing demographics and unaddressed issues.
- d. The Committee can also work on developing educational materials on issues highlighted in the Safe and Well Oxford Community Safety & Well-being Plan, e.g., racial issues, racial inclusion in schools, human rights, etc.
- Pauline: highlighting where young black men can find mental health resources
- e. Update on DEI Action Coalition Webpage- Article of the Month- For March, Ayesha has picked <https://www.hedroundtable.com/post/why-equity-diversity-and-inclusion-edl-are-more-important-than-ever> (Coalition members' thoughts on this article?)
- Team has confirmed that this article is a good starting point
  - Introduction of Human Rights
  - Articles can be archived  
Needs not to be political
  - Needs to be provided to the communication team two weeks or a month in advance if the piece is comprehensive.

(Volunteers needed to select articles for the remaining months) – a preamble explaining why you picked the article will be included. Ayesha has a list of volunteers and will let the team know when there are open months. List of volunteers according to the months:

April-Pauline  
May-Patricia  
June-Tami  
July -Tajay  
August- not taken  
Sept-Joanna

- f. Unconscious Bias Questionnaire (sample for Coalition members to review)  
[FranklinCovey-Unconscious-Bias-Self-Assessment.pdf](#)
- The group agreed that they liked this questionnaire. Ayesha will share this with the comms team to be shared on the DEI Action Coalition Webpage.
- g. Other Business:

- The wording of DEI: Human Rights is an umbrella term for reconciliation, diversity, equity inclusion, etc.
- Suggestion for using budget: create postcards/electronic media with the definition of human rights/DEI before promoting DEI events -the focus for the year is on Human Rights and the code.
- Definition of DEI and how it looks in action.
- Motion put forward by Tami Murray: **Action:** Ayesha to create a draft of a pamphlet/postcard outlining human rights and how DEI is a component. Include a downloaded document also.

Patricia Marshall seconds this.

**7. Next Meeting Date –** March 24, 2025, 5-7pm

**8. Committee Member Check-out**

**9. Adjournment (6:49 pm)**

- a. Moved by Patricia Marshall
- b. Seconded by Pauline Janke