



CONFRONTING RACISM In Durham Project

Confronting Racism in Durham Working Group (CRDWG) Inaugural Meeting Minutes

Date: 31st May, 2022

Time: 6:00pm – 8:00pm

Location: Zoom/Virtual

Attendees: Titi Katibi, Nicole Perryman, Lara Awoleye, Bookie Adekanye, Sofia Ahmed, Tamara Glasgow-Cox, Padmini Persaud-Roberts, Danielle Pineda, Hanna Mohammed, David (Daiwei) Yan, Vilma Oliveros, Erica Mittag, Pam DeWilde.

Note-taker/Chair: Titi Katibi

Absent: Rizwan Mohammad, Hawa Mire

Minutes

1. Welcome and introductions

- TK welcomed everyone.
- TK requested permission to record the meeting for notetaking purposes – All agreed.
- TK introduced self, informed of Mgr. PD joining later to officially welcome members.
- TK shared land acknowledgement.
- TK went over meeting agenda with group.
- All CRDWG members introduced themselves.
- TK shared regrets from Rizwan Mohammad and informed that Hawa. M also absent.

2. Reviewing the Terms of Reference (TOR)

- TK read through the TOR by point and provided explanations for each point.

Points of reference brought forward:

Section – Purpose

- Point 1
 - TK advised of launch of Community Survey and of CRDWG possibly providing input into the data analysis.
- Point 3
 - TK explained the need to ensure materials/activities/resources are relevant to the stakeholders needs as identified from survey finding and focus group sessions, should take into consideration project timeline, and similar initiatives such as WES Playbook and WMRCC's Challenge Racism Handbook to avoid duplicating efforts.
 - DY suggested that the employer handbook be digitized for easy navigation if the budget permits.

- TK mentioned that Confronting Racism survey will inform the content of the handbook with considerations given to ensuring practicality and ease for the layman to action.
 - TK informed of challenge connecting with employers and new collaboration with the Whitby Chamber of Commerce (WCC) to launch the employer handbook at the Twisted System WCC event holding on October 4, 2022.
 - DP suggested that given availability of similar resources i.e., the WMRCC handbook, the CRDWG should identify gaps with it to inform the content of this project's handbook. DP also recommended that given the limited project timeline vis a vis activities outlined, consideration be given to prioritizing an actionable timeline of most important activities to ensure things are done well and completed by project end date.
 - TK explained that a lot of the activities have been committed to in the funder's contribution agreement & the project proposal, and that a consultant has been engaged to provide some support which should help reduce some of the workload.
- Point 5
 - LA suggested repeated word 'effective' be removed – All agreed.

Section – Conflict of Interest

- TK moved to add what a conflict of interest will be as it relates to the group and to be sent with final TOR draft before TOR is officially adopted – All agreed.

Section – Meetings

- TK moved to create sub-committees and to apportion different tasks/targets to the sub-committee to help move along project, with opportunities to review the work by the sub-committees during CRDWG meetings – All agreed.
- Sub-committees to be formed to be determined at later point as the work moves along.
- TK proposed a line be added to the TOR to reflect that the work by CRDWG is voluntary - All agreed
- Through discussions, members have agreed to adopt all points of the TOR and the updates to be added accordingly.

3. Selection of Co-Chair and Notetaker

- TK suggested that selection process to involve interested members volunteering and a vote taken to make final decisions.

Notetaker

- Members suggested that notetaking be done by rotation with every member participating at some point or by appointing a designated notetaker from interested members who come forward.
- LA suggested that if rotation is done, having a template for minutes to ascertain consistency in notetaking as well as having alternate notetaking plans if scheduled notetaker is absent from a meeting is required. PR suggested rotation schedule for the minutes be done with 1 notetaker covering 2 meetings.

- DY suggested use of zoom note-taking app.
- TK to investigate the notetaking app and the CRDWG to still go ahead with voting a notetaker pending update about note taking app.
- Notetaking by rotation received the most votes.
- HA stepped forward to volunteer as notetaker to save time required to move the project along.
- TK suggested HA remains notetaker as Option B and will investigate the notetaking app as option A - All agreed.

Co-Chair

- DP and LA volunteered to be co-chairs. Decision was put to a vote and DP emerged as the Co-Chair.

4. Project Update & Review of Working Plan

- TK shared the project objectives and provided insight into other individuals and organizations that are involved in the project roll-out formally and through established community partnerships including, the region of Durham; Durham Community Legal Clinic for training through their Sexual Harassment, Advice, Prevention, Education (SHAPE) project; Whitby Chamber of Commerce to launch the employer hand book at the Twisted System: Harsh Truths for Hiring Today event in October; and the Durham chapter of the Canadian Muslim Women's Council for an Anti-Islamophobia in the workplace training. Other trainings to be developed by consultant (Dean Delpeache of Strascity) based on survey findings.
- DY advised on need to rephrase the statement 'address issues of unconscious bias' on slides relating to project objectives as it is problematic since unconscious bias can not be addressed. He noted that it is important to highlight that collaboration among stakeholders is to sustain the concrete changes and not feel like a one-off transactional approach.
- TK stated that objectives have been agreed upon in proposal, but there is room to paraphrase with appropriate words.
- HA asked if there would be indigenous representation on the project. TK advised not been successful at connecting with the indigenous community for representation purposes and requested for referrals from the group.
- HA stated that it may be beneficial to engage with the indigenous community once there are specific items that the CRDWG is moving forward on and encouraged that the group engages early and have an intersectional approach as well as an indigenous approach as we work on the different project activities. HA would be happy to facilitate the connections with the indigenous community when that time comes.
- TK shared on project deliverables and timelines and noted that a lot of the deliverables have already been agreed upon by the funders in the contribution agreement.

- TK highlighted projects deliverables including:
 - Community partner engagements (past and on-going)
 - Monthly newsletter - launched in February 2022
 - Website - launched in March 2022
 - Establish CRDWG – done in May 2022 (inaugural meeting today)
 - Survey - launched in May 2022 to run until end of June 2022
 - Focus group sessions – pending, to be started once survey findings come in
 - Compilation of materials and resources including handbook development for stakeholders – pending
 - Engage a consultant – done in May 2022
 - Job fair – pending. Looking to leverage DRUHC job developers in planning the fair.
 - Trainings – pending, talks being held towards development of content with the community partners delivering the trainings, but the content will be largely informed by survey findings and gaps identified.

- TK re-iterated the need for a definitive action plan to agree on tasks the CRDWG would take on, and the sub-committees to set up so that the work of the group can start.

- DP asked if contribution agreement can be shared and the intent behind the survey and focus group.

- TK advised that not sure that the contribution agreement can be shared but would confirm from mgr., PDW. TK noted that survey does not form part of contribution agreement but decided to do one to get race-based employment data and to act as a needs analysis of the issues. TK mentioned that focus group sessions was part of the deliverables in the contribution agreement and the intent would be to further explore the re-occurring themes from the survey in depth.

- TGC added that surveys often provide only quantitative data and complimenting it with focus group sessions adds qualitative data that provide more depth.

- TK added that employers typically like quantitative data and the hope is that the survey would be able to provide that quantitative insight for employer buy-in.

5. CRDWG Action Planning

- TK suggested the CRDWG action planning be moved to the next meeting as the two-hour meeting time was up – All agreed.

6. Any Other Business

- TK encouraged members to participate in and share the Durham Community Employment Survey within the community.

- TK to send the survey link and flyers to entire group when meeting notes are shared within the week.

- HA asked about the survey timeline and who will be synthesizing and summarizing the data.
- TK advised that survey ends on July 2nd and that TK will be doing the data analysis and will receive some assistance from the consultant Dean and stated that assistant professor Dr. Marina Morgenshtern of Trent university has also offered to assist.
- LA revisited the piece around having representation from the indigenous community at the table, stating that it is important that it doesn't come across as a tag-on and to ensure that there is a voice/representation, and/or consultation as after the fact is not always a good look. LA recommended that this is something we should revisit and not make decisions that impact other people without them being at the table.
- TK shared on efforts to connect with the indigenous community and stated that had a community partner meeting with a representative from the indigenous community but has had no luck connecting with them since then.
- BA noted that she may be able to connect TK with Richard a representative from the indigenous community. TK to reach out to BA after the meeting.
- TK moved to adjourn the meeting and advised that would send meeting notes and set up recurring meetings on zoom for future minutes.
- Meeting adjourned till June 21, 2022, at 6:00 PM – 8:00 PM when the next meeting is scheduled to hold.