

DIVERSITY, EQUITY, AND INCLUSION CONSORTIUM
Minutes

Date: Monday, August 26, 2019

Time: 12:00 noon (eastern)

Location: [Free conference Call; 605 313-4477; Code 140095#](#)

Attendees: S. Crawford, L. Millar

A. New Business

1. **Board of Directors** - A discussion was held regarding the importance of clarifying who, and what roles the various board of directors hold, with respect to executive board vs full board. We also discussed state ambassadors as liaisons to the board. This item will be one of the first on the agenda for the BOD meeting at ELC. Prior to this meeting, Senobia had asked that we only have one conduit of communication to ACAPT, which should decrease any confusion and congruent with Sandy's request to speak with the Chair of the committee. Lynn as corresponding secretary will continue to forward all minutes and other forms of written communication as required or requested. The proposed 2020 budget was submitted to Sandy on 08/20/2019 and includes funding for travel, meeting services, and other (e.g. Diversity advertisement). Senobia would like to propose we delete the request for funding for Diversity advertisement and instead advocate for DEI BOD's and members use personal resources to purchase a table at the Diversity Dinner and receive 10 tickets and a half page advertisement as part of the purchase.
2. **Website** – Lynn will send the updated objectives to Sandy, along with any missing minutes, once they have been completed. She will also reach out to Dawn and the others to get notes from NEXT, after she (Lynn) left the call.
3. **Consortium membership** – proposed flyer Version A vs B. In order to move forward and meet the Diversity Dinner Booklet advertisement deadline, Senobia updated the full page advertisement and submitted with payment to Johnette Meadows on 08/20/19. Funds used to pay for the Diversity Dinner Booklet advertisement were donated and will not come out of the DEI 2019 budget. In addition, the DEI full page advertisement was submitted to Scott Burns to advertise with ACAPT publications that may be forthcoming at ELC. During the next scheduled meeting with Sandy, Senobia will ask whether we can send a blast email to all ACAPT institutions to urge ACAPT members to join the DEI consortium and attend the DEI Business meeting at ELC.

4. **ELC Conference** – The DEI BOD meeting will be Thursday, October 17 from 12 – 5pm. The DEI consortium business meeting is scheduled for Friday, October 18 from 5 – 7pm (currently in Hyatt Regency Bellevue –Grand G).

5. **Nominating Committee** – The timeline for nominations and slates for the coming year were discussed. Lynn noted that because of the timing, the board can appoint a replacement for her. As Senobia will retire the following year (2021). Currently, Bernadette is the Vice Chair, thus her position may need to be advertised next year (we need to verify this).

B. DEI consortium business meeting – discussed proposed format / agenda. See ideas below

C. ACTION ITEMS

Senobia

1. Contact Sandy re: membership reimbursement, food for business meeting, calendar for nominations.
2. Let Sandy know that we can no longer see members on our page
3. Contact Scott Burns regarding ACAPT consortium publications (e.g., submit DEI flyer for inclusion and distribution with all ACAPT publications)

Lynn

1. distribute menu for Founding Board members to select lunch preference from Hotel menu – compile order using requested chart and submit electronically to Tadlaoui, Jamil [<mailto:jamiltadlaoui@apta.org>]
2. Distribute Google calendar request to BOD's to schedule next meeting
3. Contact Dawn to obtain additional notes from DEI meeting at NEXT 2019
4. Include in minutes several ideas discussed regarding the DEI BOD's meeting agenda

D. OTHER NOTES

Ideas for BOD's meeting agenda

1. Position description review
2. Nominations and elections
3. Agenda for initial DEI Consortium Business meeting
4. Ideas for DEI Poster/Platform/Panel submission for next year

Ideas for DEI Consortium Business Meeting

1. Introduction of Founding Board Members and objectives
2. Quick introductions of those in attendance (with institution)
3. Committee and action ideas (eg – mentoring committee)

E. NEXT MEETING - TBD