

# DIVERSITY, EQUITY, AND INCLUSION

## Minutes

**Date:** Wednesday, September 18, 2019  
**Time:** 12:00 noon (eastern)  
**Location:** Free conference Call: 605 313-4477; Code = 140095#

**Attendees:** S. Crawford, D. Brown, L. Millar, B. York, V. Jackson

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### I. APPROVAL OF PREVIOUS MINUTES – Approved

### II. OLD BUSINESS

1. **Board of Directors** - We are considered the founding executive board, as a component of the BOD. For discussion, how and who do we include in BOD. Others in BOD represent regions, or other entities that are appropriate. This will be on the agenda for the in-person meeting.
2. **Website** – Still missing members that have signed up. Sandy has been contacted. Review of communication with national office. Sandy has asked for only one primary contact person, which is normally the chair, but any documents will go through secretary (Lynn). This eliminates duplication of communication, etc.
  - a. Need to get more on our website prior to meeting, so that when we meet, there is more on the web. Dawn has started looking at items so there is more. See action items – all executive send ideas to Lynn. Start with individual pictures to put with Leadership tab.
3. **Consortium membership** – Use of flyer. Reminded that must reflect ACAPT only. Diversity Dinner Booklet – Only has DEI if we purchase a table. Thus, will put into budget for next year – there seems to have been some potential issue with using the budget to purchase a table. Senobia purchased an ad on our behalf as part of her regular donation. Senobia was approached by someone representing PAC who would like to come to the first consortium meeting, so they can give a brief plug for PAC. Need to decide if we want to print up cards or use the flyers to give out at the meeting. Idea – button – “Ask me about the DEI Consortium”. Senobia also noted that last year there was a booklet in the packet that identified all consortia.
4. **ELC Conference** - Meeting date/time: DEI consortium Friday, October 18 – 5 – 7. Currently scheduled in Hyatt Regency Bellevue – Grand G.
  - a. Potential topic areas: Mentoring
5. **Nominating Committee** – Bernadette is currently co-chair, thus can transition into Chair position when Senobia retires. Lynn is retiring this year, thus as noted in other minutes, this may have to be a timeline for nominations and slates for coming year. Lynn will send schedule to executive board.
6. **New Business**
  - a. ACAPT – DEI – Executive Board Business Meeting – 12-5 pm on October 17. Currently this is scheduled in the Hyatt Regency Bellevue (suite)
    - ii. Lunch menu – Senobia noted exorbitant price, we will eat prior to meeting.
    - iii. Agenda – we all need to be thinking about topics for meeting
  - b. ACAPT – DEI Consortium Business Meeting: Friday, October 18 – 5 – 7. Currently scheduled in Hyatt Regency Bellevue – Grand G.

**IV. ACTION ITEMS**

- A. **All executive member** sent ideas to Lynn who will compile list, and review with board. Rank importance of information, so that we can focus our early efforts. Then we can get some of this information sent to Sandy prior to upload.
- B. **Lynn** - email Sandy to remind her about the updated objectives.
- C. **Bernadette** – will look up and price buttons, so can be ordered prior to meeting.
- D. **Lynn** – send nominating deadline guidelines, etc. to the Board
- E. **Senobia** – follow-up on food and costs for Consortium meeting

- V. NEXT MEETING** – Monday , September 23 at noon, Eastern time  
Free conference Call : [605 313-4477](tel:6053134477)  
Code: [140095#](tel:140095)