



## INCLUSIVITY TASK FORCE MEETING

Thursday, June 3<sup>rd</sup>, 2021 | 6:30pm

<https://zoom.us/join> | Sign-up at [www.macgrove.org/participate](http://www.macgrove.org/participate) to receive Meeting ID #

**This meeting is being held remotely online via Zoom.**

**Chair:** Kate Baxter-Kauf  
**Secretary:** Cathy Plessner  
**Staff Contact:** Alexa Golemo

### AGENDA

*(6:20 – 6:30 pm: Tech Check)*

- 6:30 I. Introductions /Additions or Deletions to Agenda
- 6:33 II. Approval of May 2021 Minutes
- 6:35 III. **Action Step 2:** Work with MGCC board and committees to incorporate equity and inclusivity work into their 2021-2022 committee work plans.
- Milestone 1:** Explore opportunities for programming with other District Councils and neighborhoods outside of Mac-Grove (September 2021).
- Milestone 2:** Work with each committee to pursue at least one equity focused topic/program in 2021 (December 2021).
- 6:55 IV. Outdoor Event Planning - Inclusivity & Awareness
- Mac Grove Fest
  - Pop-Ups
- 7:15 V. Intercultural Development Inventory (*IDI*) offer from Athena
- 7:25 VI. Updates/Announcements
- Educational materials: MGCC 101 and Committee Overviews
  - MGCC Board and Committee Retreat: July 8<sup>th</sup>, 7 pm – 8:30 pm (*after the 30 min. board meeting*)
  - Ramsey Middle School name change (<https://www.spps.org/Ramsey>)
- 7:35 VII. Adjourn

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*The Macalester-Groveland Community Council fosters citizen participation in government and community decisions that make our neighborhood a great place to live, work, learn, and play.*

**Macalester-Groveland Community Council (MGCC)  
2021 Inclusivity and Equity Strategic Action Plan**  
*Approved by MGCC Board of Directors on January 14, 2021*

**Goal 1: Increase the active participation by underrepresented groups in MGCC's internal structures so that we better reflect the demographics of the neighborhood.**

**Action Step 1:** Explore equity training opportunities for MGCC Board and Committee members.

**Milestone 1:** Research and review alternatives for equity training topics that will help us create a safe, respectful, and inclusive environment for underrepresented community members (April 2021).

**Milestone 2:** Put together an equity training opportunity for July Board and Committee Retreat. (July 2021).

**Action Step 2:** Develop accessible materials to educate community members about MGCC and train interested community members digitally.

**Milestone 1:** Develop a list of educational topics and preferred formats (videos, FAQs, etc.) and research existing educational materials (Zoom, etc.) (June 2021).

**Milestone 2:** Pursue the creation of 2-3 high-priority educational materials. (September 2021).

**Goal 2: Increase the active participation by underrepresented groups in MGCC's programming, projects and events so that we better reflect the demographics of the neighborhood.**

**Action Step 1:** Develop a community outreach and communications plan that utilizes volunteer resources and social media platforms while celebrating community accomplishments.

**Milestone 1:** Develop survey to (1) ask community members how they would rate our current programs and activities, communications, and outreach and (2) what they want and need from MGCC programming and communications (March 2021).

**Milestone 2:** Create a monthly community accomplishments report (February 2021).

**Action Step 2:** Work with MGCC board and committees to incorporate equity and inclusivity work into their 2021-2022 committee work plans.

**Milestone 1:** Explore opportunities for programming with other District Councils and neighborhoods outside of Mac-Grove (September 2021).

**Milestone 2:** Work with each committee to pursue at least one equity focused topic/program in 2021 (December 2021).

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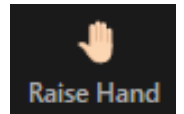
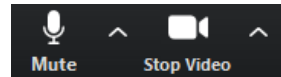


## Committee eMeetings via Zoom

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### Zoom Protocol

- **Log in Early** – Please log into *Zoom* at least 5 minutes early so the meeting can start in time. Click “Join with Computer Audio.” Use this time to test your speaker and microphone.
- **Security Precautions:** A Zoom link will be sent out to community members who signed up via [www.macgrove.org/participate](http://www.macgrove.org/participate). Please do not share this link with others. In the unlikely event of an external disruption during the meeting, the Zoom meeting may be terminated, and a new Zoom link will promptly be emailed to all participants.
- **Internet Quality** – When possible, physically connect your computer directly to your internet source. If using WIFI, position yourself in an area with the best signal. Remember to disconnect from VPN and turn off unnecessary apps to optimize internet bandwidth.
- **Video** – All Board and Committee members are encouraged to participate using video. However, if you are experiencing poor video/audio quality, click “Stop Video”. As a last resort, you can join by phone.
- **Mute Your Microphone** – To minimize background noise, remember to mute your microphone at the beginning of the meeting. (Mute button is on the lower left corner of the Zoom screen). To speak, press and hold the spacebar on your keyboard to temporarily unmute yourself. Or, unclick the Mute button for an extended conversation.
- **View Settings** – Customize how you view meeting participants on your screen using the settings on the upper right corner of your Zoom screen. Gallery View statically arranges all participants in a grid pattern. Speaker View dynamically brings the current speaker to the forefront.
- **Raising your Hand** – If you would like to provide feedback or ask a question, please click the “raise your hand” icon. If for some reason you do not see an icon labeled “raise hand”, you can also send a message in the chat. You can take yourself off mute to speak, once you have been recognized by the Chair. (See *Committee Meeting Protocol* below)
- **Questions or Day-of-Meeting Troubleshooting** - Contact MGCC Staff at [mgcc@macgrove.org](mailto:mgcc@macgrove.org) and we will do our best to assist you.



### Committee Meeting Protocol

- MGCC meetings are **recorded** and made available at [www.macgrove.org](http://www.macgrove.org) for one month. Please reach out to staff if you have concerns about being recorded.
- **If you would like to comment**, please raise your hand and wait to be recognized. (See *Raising your Hand* above) When recognized, please first state your name and address.
- **This is a place for civil and respectful dialogue.** It does not mean everyone has to agree, but it means we have to treat one another well. Please keep your comments brief and to the point. At about the two-minute mark, the Chair will let you know that your time is almost up.
- After receiving public comments and inquiries, the Committee members will have the opportunity to ask final questions and to discuss the issues at hand. Only voting members of a committee may vote on a motion. If you are not sure whether you are currently a voting member of a committee, please ask the staff member in attendance.

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