



INCLUSIVITY TASK FORCE MEETING

Wednesday, March 15th, 2023 | 6:30 – 7:30 pm

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

This meeting is being held remotely online via Zoom.

Chair: Kate Baxter-Kauf

Secretary: Catherine Plessner

Staff Contact: Alexa Golemo

- 6:30 I. Introductions
- 6:35 II. Approve January 2023 ITF Meeting Minutes
- 6:37 III. Continuing our work in 2023
- What are our goals/projects for 2023?
 - How do we move from thought to action?
 - What support is needed?
- 7:30 IV. Adjourn

MAC-GROVE INCLUSION RUBRIC

"Nothing about us, without us."

DRAFT

ANALYZE
1. Who is most impacted by the recommendations/decisions we are making?

REFLECT
2. Are people (who represent those who will be most impacted) at the recommendation/decision-making table?

CONNECT
3. If the people most affected aren't connected, MGCC will actively seek them out to build relationships and to create space to participate in the future.


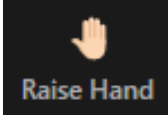
All MGCC meetings are online through Zoom at this time. Visit www.macgrove.org/participate/ to receive the Meeting ID # and password for this meeting. All times are approximate. Agenda is subject to change due to additions or deletions. All meetings of the Macalester-Groveland Community Council are open to the public and residents are invited to attend. As of January 2021, MGCC public meetings are recorded and posted at www.macgrove.org.

For more information about the Macalester-Groveland Community Council or its committees, please call 651-695-4000 or visit www.macgrove.org.



Committee eMeetings via Zoom

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. 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) 
- **Phone** - The local phone number for joining Zoom is +1 651 372 8299. It will ask you to enter the Meeting ID and the passcode for that meeting (you do **not** need to enter a Participant ID). Phone users can unmute/mute by pressing *6. To raise/lower hand, press *9.
- **Questions or Day-of-Meeting Troubleshooting** - Contact MGCC Staff at 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 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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