Diversity Equity & Inclusion

Meeting Minutes

August 14, 2023

7-8:00 PM

Attendance: **Irvin, Barb, Colleen**, Kwok, **Herb**, **Helen H (excused)**, Dan Hendey, **Maria**, **Charles**, Devon, Tiffany, John T, Noel, Vicki

1. Approval of minutes Motion: Maria. Seconded: Charles. Motion carried. Colleen abstained could not find the copy
2. Charge to the committee
3. Education
4. Assist Rotary Clubs in developing DEI plans.
5. This year’s goals:
	1. Develop a plan or strategy to encourage invitations from clubs for DEI presentations – Charles’ view is to have Herb announce to encourage clubs to invite DEI speakers – Herb joined the meeting and will mention this in his visits as well as identify any DEI committee members in attendance or that are part of a club being visited.
	2. To assist clubs in developing DEI plans – Herb to have several virtual summits with AGs and Presidents to share about the importance of DEI. Irvin and the DEI Committee will be part of this. Offer several at different times of the day and days of the week, similar to the grant management seminar scheduling. Offering tools for DEI. Bringing together how DEI and the Rotary Core Values work hand in hand.
	3. Offer a districtwide panel discussion – did not work last year – we need to make this work this year – Irvin can do introductory comments – when to do it – stay away from the October and March months due to district events. How do we identify those who may be lukewarm. Send information out repeatedly in preparation for the panel discussion. Sign-up sheet to be offered at this face-to-face training to sign up for speaking engagements.
6. District Conference
	1. Invited to give a 10-minute presentation on DEI. Herb and committee discussed the desire to have more DEI time for presentation. Herb offered time either Sunday morning OR to have a pre-conference on Friday sometime between the PDG luncheon and the Foundation Dinner.
7. Areas of focus:
8. Writing team
	1. Colleen and Charles – continue offering chunks in newsletters – doing heritage months - this month will be Latino and Hispanic heritages covered. Also use this as a way to incorporate other team members unable to join us at regular meetings, they can potentially add to the slides.
9. Club Presentations
	1. PowerPoint presentation Review – Barb to work with Irvin on two of the slides.
	2. Confirmed dates of presentations for clubs:
		1. Claysburg Rotary Club, Aug 22, 2023 at 6:00 PM
10. Brochure/calendar
	1. Discussion – we have a template for the brochure, from the Martinsburg club. Herb wants this printed before the District Conference in October.
	2. Confirmation?
11. Martinsburg’s DEI proposed plan
12. Next meeting: September 11, 2023, 7 PM

Respectfully submitted,

Barb Morgan