

Agenda for EDI Ambassador Team Meetings

Projected 45 minute meeting

Trainer Agenda

Session Objectives

1. Share YNPN Boston's definition of EDI and high level YNPN Boston EDI goals (from October Board meeting)
2. Increase understanding of and buy-in to EDI goals; identify ways in which each Ambassador Team is already advancing these goals
3. Brainstorm list of actionable EDI goals for specific Ambassador Team

YNPN Boston Definition of Equity, Diversity, and Inclusion (EDI) & 2017-2018 EDI Goals

- **Equity** is the *act* of developing fair systems, procedures, and resource distribution mechanisms to create equitable opportunity for all people.
- **Diversity** is the recognition that all of the ways in which people differ create crucial diversity of thought, ideas, perspectives, and values
- **Inclusion** is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate.

For more comprehensive definitions, as well as organization-wide EDI goals, please see the [YNPN Boston EDI Vision Statement](#).

Materials

- ❖ Sticky notes
- ❖ Printed agendas for Ambassador Team

Agenda

- Introduction (10 minutes)
 - Introduce yourself and review goals/agenda for the next 45 minutes
 - What's your EDI experience? Everyone is the expert of your own experience. Share your own experience with EDI, then ask team members to do the same in pairs. Have a few people share out with the group at the end if time.

- Have small groups put post-it notes on wall/surface that is visible to everyone. Rapid fire, have groups read/share their ideas.
 - If time, have the large group discuss the themes that emerge, add new ideas, and generally reflect on the answers each breakout group came up with. (*If short on time, skip this step.)
 - Next steps (5 minutes)
 - Share the next steps with the team:
 - You will compile their goals and ideas into a document, indicating which areas had the strongest team interest/support.
 - You will send this document to the team's board member(s), who will select 2-3 EDI goals for/with the help of the team.
 - These goals will be finalized at the January Board Retreat to give the team 2-3 EDI goals for 2017-2018.
 - The EDI Task Force will continue to be a sounding board and accountability buddy throughout the year.
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Agenda: EDI Team Meetings 45 minutes

Session Objectives

1. Share YNPN Boston's definition of EDI and high level YNPN Boston EDI goals (from October Board meeting)
2. Identify ways in which this Ambassador Team is already advancing these goals
3. Brainstorm list of actionable EDI goals for this Ambassador Team for 2017-2018

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Agenda

- Introduction
 - What's your EDI experience?
- EDI and YNPN Boston
 - EDI Task Force
 - EDI Definition
 - EDI Goals
- EDI and this Ambassador Team
 - Breakout Groups
 - Reflections and Team Goal Setting
- Next steps

Potential Challenges

- Time!
 - Commit to being a timekeeper and keep your eye on your watch.
 - Have a parking lot. Validate all ideas by writing them down in a visible place, but don't feel you need to discuss every idea if it is pulling the team off track.
- Is my idea relevant to equity? Or does it fall into the diversity category? Inclusion? Ah!
 - It doesn't really matter which area (E, D, or I) a particular goal falls under. Tell the team not to worry about it if they're getting tied up trying to specifically categorize their ideas.
- Why won't that person stop talking/why won't that other person talk?
 - Step up/step back. Establish this guideline at the start to encourage people to be thoughtful about their participation.
- What if the team freezes during the brainstorm portion of the meeting?
 - Think of a few possible EDI goals for this team before the meeting so you can offer some ideas if people are stuck.
 - Encourage the team to think both short and long term.
- What if the team feels overwhelmed by too many ideas?
 - Remind them that this is a brainstorm - they're not committing to anything at this point. Let the ideas flow!
- Help! I'm not an expert EDI trainer.
 - Sometimes folks who consider themselves experts in EDI (or any area) can get frustrated or even a little combative if they feel they are being coached by a novice. If you feel someone is acting this way, try to defuse the situation, validate their ideas, and ask to meet with them after the session to discuss their thoughts or concerns more fully.
- What if the team feels like we are telling them they are doing their job wrong, or that they are already addressing EDI and this is pointless?
 - Reassure them. They are not doing their job wrong. EDI is a new explicit focus for YNPN Boston, and these meetings are to help us reinforce the great work teams are already doing and to set more intentional, explicit EDI goals.