

Meeting Date: 06/13/2021

Meeting Start: 7pm EST

Meeting Location: Zoom

Members in Attendance:

Dora Kurimay, TerriLee Bell, Jennifer Johnson, Elaine Walquist, Jenna Kiyasu, Daryl Sterling Jr., Jerry Vasquez

Members in Absence: Sydney Christophe, Mat Weber

Minutes Recorded by: Daryl Sterling Jr.

Summary

The previous meeting's minutes were approved and attempts were made to discuss the formation of two documents: the responsibilities of the members of the committee and an official press release about the committee. Both discussions were eventually tabled until the next meeting, which was set for July 11, 2021 at 7pm. A discussion was also had about the style in which meetings should be conducted. The chair decided that a less formal approach was best for the group to thrive.

Agenda

1. Approval of the previous meeting's minutes
2. New Business
 - USATT DEI Committee Member Responsibilities
 - Formation of a press release
3. Adjourn

Discussion

Time was allotted for a discussion about how meetings should be run. Following Robert's Rules of Order was suggested (and an educational link was provided), as well as a less formal approach. Since the last meeting used a large portion of meeting time re-introducing the committee members, there was a consensus that efficiency needed to be improved. A few committee members gave their opinions and experiences from other committees, but no unanimous decision was reached. The chair decided that something less formal than using Robert's Rules of Order would be used going forward.

There were no corrections to the previous meeting's minutes. A motion to approve them was made by Daryl Sterling Jr. and seconded by Jenna Kiyasu. The motion was carried unanimously.

In an attempt to define the role of the members of the committee, a shared document was made before the meeting in the hope that it could be refined into something more official. However, there were technical difficulties involving viewing permissions that prevented several committee members from having enough time to review the document, so TerriLee Bell made a motion to table the discussion. Jenna Kiyasu seconded the motion, and the motion was carried unanimously.

Unfortunately, the same technical difficulties applied to the press release document. Since not enough members had an adequate amount of time to review the draft, there was a consensus to table the review of the document until the next meeting. There was no actual motion to table the discussion.

After the next meeting was set for July 11th at 7pm on Zoom, Daryl Sterling Jr. made a motion to adjourn that was seconded by Jennifer Johnson. The motion was carried unanimously.

Action items

1. Collect submitted pictures and paragraphs and assemble a **Committee Member Profiles** document in Google Drive.
2. After the meeting, it was suggested by a committee member that all new Google Documents be shared with the permission "Anyone with this link can edit" to avoid all future errors involving permissions