

Notes for the Meeting

Goals for the meeting

Decide:

- Governance structure
- Level of formality
- EDI Committee

Decide next meeting time

1) Governance Structure

- Last meeting: discussed # of positions/representatives/make-up of representatives, president/vice-president structure, elections to determine positions

Options:

- Council structure
- Rotation
- 1 member per institution (3: University of Regina, University of Manitoba, Mount Allison)
- Undergraduate, graduate, post-doc representation
- Length of the positions (?)
- Google form to select preferred option

2) Formality

- Purpose: opportunity to discuss issues (such as EDI) in EIC
 - If issue arises: form adhoc committee to discuss issue/resolution
- Document to address how to form an adhoc committee and how to move forward with that process
 - Document that can expand as EIC Canada does
- Terms of reference for committee
 - What committee can do
 - How to handle an EDI issue (suggestions for how to proceed)
 - Anonymous submission form (ex: google form)
 - How to guarantee anonymity

3) Code of Conduct

- Circulate code of conduct among institutions
 - Feedback from other students/faculty

4) Next meeting

- Approximately a month
- Doodle poll to select time/Microsoft form
- Discuss another format to share files (such as Microsoft teams)
- Circulate google form to select governance structure
- Circulate Code of Conduct to faculty/students at respective institutions for feedback
- Google drive to share/store files

