



## WAVE Committee Meeting Minutes

Tuesday, March 15, 2022  
5:30pm - 7:30pm

Meeting Link: [meet.google.com/kne-ayzv-ghh](https://meet.google.com/kne-ayzv-ghh)  
Phone: +1 604-774-2652 PIN: 295 044 897#

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Attendance: Angelika, Dawn, Julianne, Michele, Fumni, Nadia, Muno, Kristina, Joan, Councillor Rice

COE: Christine Causing

Regrets: Kourtney, Amy, Charlotte, Elyssa

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### 1. Welcome (5:30-5:45pm)

- Land Acknowledgement Angelika
  - [Land Acknowledgement schedule](#)
  - Please sign up for a date to do a land acknowledgement.  
Recommended that we will have someone as a backup to read the acknowledgement due to last two acknowledgments assigned

### 2. Approve [February Minutes](#) (5:45-5:50pm)

- Motion to approve by Julianne, Seconded by Joan

### 3. Approve March Agenda

- Motion to approve by Michele, Seconded by Julianne

### 4. Chair/Vice Chair Update (5:50pm-5:55pm)

- Update from Angelika on the Chair role, she will be stepping down as Chair of the Committee in April
- There will be an election for a new Chair at April's meeting and before new members join

**ACTION: If you are interested in running for Chair or Vice Chair please let Angelika and Fumni know**

### 5. Reconciliation and Allyship Reflection (5:55pm-6:15pm)

- The Inconvenient Indian by Thomas King Book Club Recap
  - Kristina asked if people would like to share their thoughts on the book club



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- There was low attendance by the other committee members but those who attended really appreciated the time together
  - Any interest in continuing the book club?
  - Charlotte shared her thoughts through Julianne
  - Nadia enjoyed the book and would like to continue the book club
  - Opening the book club to the public
  - Muno - propose articles or movies to be considered as well and be an educational learning experience
  - Michele really found the book club valuable, needs someone to facilitate the conversation, education circle
  - Could be a volunteer role or a new member to consider to have someone facilitate
  - Joan conversation with the group was very personal and learned so much from everyone
  - Christine noted that this book club discussion was a safe space to share and to just keep in mind if we open up to the public, we ensure it is a safe space for people to attend and share their opinions and personal experiences depending on the book chosen

**ACTION: Recommended that we continue book club if someone is willing to organize, determine who can help once new members join**

### 6. Business/Discussion Items: (6:15pm-7:30pm)

#### A. [Attendance Policy](#) of WAVE and Working Group Meetings (Vote)

Angelika asked everyone to read the attendance policy

- Joan - recommended some changes such as multiple absences, notify council resigning and what is a reason for resigning
- Kristina - tie the leave of absence policy and give the opportunity to hear from member to make sure they are doing ok



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- Dawn - shared her personal experience, at what point do we prioritize work over a volunteer board? Has accessibility challenges and has had challenges attending meetings
  - More discernment needed
  - Christine shared reasons for some of the policy points noting that this process will be taken if the member has not communicated with the Chairs or Admin after a number of attempts of communicating with the member. Also agrees to tie and reference and offer the leave of absence
  - Julianne - shared her comments, this policy is meant to be in place to enforce when there is no communication from the member after reaching out, key is communication and not left wondering or waiting
  - Angelika - someone on WAVE in the past did not attend and there was no policy in place so this process is needed to help address absence from the Committee
  - Angelika asked if we want to pass the policy as it is or defer it to April's meeting and incorporate feedback?
  - Fumi - work on the policy more and refine it, stepping down is not always a bad thing, finding ways to support each other, want to have open communication, not a penalty to have this policy, want to better internal culture of committee

**All those in favor in passing the motion as it stated - None**

**MOTION: To defer to April meeting after the policy has been refined and recommendations added and vote at next meeting**

### B. Leave of Absence Policy (Vote)

- Joan agrees with policy
- Michele asked how the policy works and if the reason for a leave of absence is shared with everyone
- Nadia, happy that took leave of absence bc she needed to take a leave
- Julianne recommended be mindful of women's issues when taking leave of absence, do this in a safe way
- Fummi asked CC if other committees have a more defined time leave of absence
- Add a check in chairs check in
- Add in policy to do a check in to member to make sure member is doing ok



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**MOTION: To approve and add to add that the Chairs and/or Admin will check in on the member in the leave of absence policy Fumi**

**Seconded by Nadia**

**MOTION: To adopt leave of absence with this addition of checking in on the member**

**All in favor**

C. Volunteer time tracking recommendation (Please see how [Edmonton Youth Council has implemented with their members](#)) on ensuring everyone is committing similar amount of time as others on the Committee. Showing up a meetings is just part of the work, it's the work in between the meetings offline that is needed to get the work done

D. Update: Hiring Social Media coordinator

- Posting is on WAVE's social media and deadline to apply is Thursday
- Julianne asked if we can share with other Committees such as EYC

E. Recruitment/Nominating Committee Update

Funmi/Nadi

- Funmi and Nadia gave an update on the process
- 54 applicants, shortlisted tp 28
- Really good opportunity to be part of the process
- Skills matrix - mentorship model, foster internal culture of peer mentoring

**ACTION: Fumi will send out by email and ask everyone to review the skills matrix. Reflection exercise for everyone including those who are leaving the committee**

**ACTION: Present at next meeting or on Slack to share everyone's skills and what skills you would like to learn**

F. Policy Update

VFH Council Report Recap



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Dawn shared her experience at Council

- Angelika gave an update and so proud of everyone who worked on the VFH letter and report, there is support from Council
- Funmi also noted this Council is very supportive of WAVE

### G. Leadership and Engagement Update

- Jullianne gave an update talked about new WAVE structure
- What does community engagement look like and how to leverage the social media coordinator support
- International women's day discussion
- Communications engagement survey, 75% of WAVE members noted that building an online community, creating and posting content and a new website were important
- How often should we post content 58% of WAVE members recommended 1-2 times a week
- Other recommendations mentioned from the survey included posting about issues, sharing other content from other community posts
- Angelika meet with U of A researcher working on gender equity and the researcher shared that they need support for their own capacity and will share results when the report is ready to be shared publicly

### H. Reconciliation and Allyship Update

- Recommendation on Strategic Plan working group structure, will make a recommendation at April's meeting
- Kristina - nothing else to update

### 7. Welcome to Councillor Rice as WAVE's Council Advisor

- Councillor Rice shares her full support of the work of WAVE, shared her thoughts that WAVE did a great job at VFH
- Christine requested C. Rice to give updates on anything at City Council or would like WAVE's feedback to please share with WAVE

### 8. [Strategic Plan](#) Vote and Approve at April's meeting



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- Please have one last look at the strategic plan before we vote on it
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### **WAVE Committee Meetings for 2022:**

- April 19 (new members appointed, goodbye to members leaving)
- May 17 (TBD - new members join)
- Jun 21, 2022

### **Information/Resources:**

- [WAVE Folder](#) to view Committee Agendas, Meeting Minutes
- WAVE's Social Media Channels: [Instagram](#) [Facebook](#) [Twitter](#)
- [WAVE's Contact List](#)
- [WAVE Working Group Folders](#)