Russell City
Reparative Justice Project

Steering Committee Meeting

HAYWARD

MEETING AGENDA

1. Check-in & Introductions
2. Steering Committee & Upcoming Meeting Objectives
3. Some Team Building!
4. Team Agreements
5. Elephants in the Room
6. Decide on Decision Making Structure
7. Discuss Committee Roles
8. Next Steps & Next Meeting Date

WELCOME & CHECK-IN

1. *Name & Relationship to Russell City (Former Resident or Descendent)?*
2. *How full is your gas tank % today?*

COMMITTEE OBJECTIVES

Purpose and Meeting Goals

1

Form as a group

Decision Making, Structure, Roles, etc

2

Find Your Next Facilitator / Project Manager

Prepare a "Request for Proposal (RFP)" to identify a facilitator who will help guide the Steering Committee's next steps with preparing recommendations to City Council

3

Develop Restitution Recommendations

Work with your facilitator/ project manager, Russell City community members, researchers, and City of Hayward staff to imagine what *Restitution* looks like ad for who.

Bring recommendations to City Council

TENTATIVE MEETING GOALS

Meeting 1 (Today)

Get Acquainted, and Decide on Voting and Decision Making Protocols

Meeting 2 (TBD)

Decide on Committee Roles, Meeting Structure, Meeting Length

Meeting 3 (TBD)

Decide on Commuicaton methods with Russell City Community, city of Hayward, and internally.

Meeting 4 (TBD)

RFP Planning

1. Share a story about your name - first, middle, last, nick-name
2. Top 3 favorite past times (when you have time)
3. Strength, quality, or area of expertise you bring to this group?

GROUP NORMS & AGREEMENTS

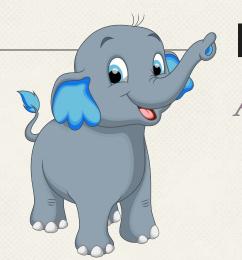*What do you need to work effectively and respectfully together?*

What I need to work effectively and respectfully together is…

What this means/ looks like to me is…

ELEPHANTS IN THE ROOM

Acknowledging some challenges

1. Letter Writing
2. Representation/ Demographics of Steering Committee Members
   a. How might the steering committee make sure it represents different voices, and experiences, of Russell City residents and descendents as it progresses through its work?
   b. What might you say to someone who expresses a concern tht there is not enough diverse representation on the steering committee?

DECISION MAKING STRUCTURE

Decide on decision making & voting structure

DECISION MAKING/ VOTING OPTIONS

- **Majority Vote** - Whichever option receives the most votes
- **2/3rds Vote** - At least 2/3rds of the committee must vote yes in order to move forward with a decision (7 members out of 11 voting members)
- **Consensus** - Everyone must agree in order to move forward with a decision

Note: Alternates are non-voting members, however, they will attend every meeting so that they are informed about what is happening and will be able to vote if someone on the committee needs to drop out.

- **How many should quorum be?**
- **Quorum = The minimum amunt of people that neds to be there to make a vote**
- **Previous discussion with the community = 9**

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COMMITTEE ROLES

Discuss committee roles

1. **Communications Manager**
2. **Committee Chair**
3. **Note Taker**

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NEXT STEPS

What happens after today?

1. What should decision making/ voting protocols be? What is the minimum number of people needed to vote?
2. What roles should the committee have? (budget, notetaker, chair, communications)?
3. Representation/ Demographics of Steering Committee Members
   a. How might the steering committee make sure it represents different voices, and experiences, of Russell City residents and descendents as it progresses through its work?
   b. What might you say to someone who expresses a concern tht there is not enough diverse representation on the steering committee?
4. Review Group Norms/ Agreements
5. What should be regular meeting days and start times? (perhaps poll)
6. Clarify - What is role of staff? Will legal counsel be present at each meeting? Roles of Staff vs Committee?
7. Clarify Timeline/ Snapshot of what the next 8 months will look like for research (scope of work)
8. Send Budget to Committee
9. Send Agenda out so everyone can identify the 2-3 items most important

NEXT STEPS

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RFP Planning

THANKS!

Any questions?