

Meeting Agenda
Diversity, Equity and Inclusion Commission
Writing Sub-Committee
Montgomery Hall Park
Irene Givens Administration Building
1000 Montgomery Avenue
November 29, 2023
Following DEI Commission Meeting

Call to Order

Proposed Agenda:

- 1. Approval of Minutes – November 8, 2023 Writing Sub-Committee Meeting**
- 2. DEI Commission Full Meeting Debrief**
- 3. Discussion and Review of Developing the Final Report**
- 4. Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

November 8, 2023

7:09 p.m.

Montgomery Hall Park

Irene Givens Administration Building

1000 Montgomery Avenue

PRESENT: Lindsey Lennon
Beth Nelsen
AnhThu Nguyen
Nate Riddle

ALSO PRESENT: Dan Stuhlsatz, Data & Research Committee
Susan Venable, Community Connections
Morgan Smith, City Manager's Office

Lindsey Lennon called the November 8, 2023 Writing Sub-Committee meeting to order.

1. Approval of Minutes of the October 17, 2023 Writing Sub-Committee meeting

Nate Riddle moved to approve the minutes of the November 1, 2023 Writing Sub-Committee meeting. The motion was seconded by AnhThu Nguyen and carried unanimously.

2. DEI Commission Full Meeting Debrief

Discussion ensued regarding staying on the Commission and recommendations on what the Commission would look like going forward.

3. Discussion and Review of Developing the Final Report**a. Writing Strategy and Framework**

- i. Each section would be 10 pages and would include graphs and pie charts and possibly outside graphics.
- ii. Tone for the piece should be natural – it's coming from "us"
- iii. Framework is subject/topic, key findings, voice
- iv. 12 pt font, normal margins, double space
- v. Make sure when using quotes to ensure anonymity
 1. As a copy editor is going through, they need to look to see if there should be more illustration as well as ensuring anonymity and that there is a consistency in language
- vi. A template will be created, like the ones used in the Uniontown Action Plan, for the recommendations. The Commission would reach out to Joa and Jake to see if they would put the recommendations into the designed template and help fill out the missing pieces.

b. Template for References

- i. It was decided that they would create a list of sources and then number after the sections are completed (end notes)
- ii. Footnotes will be with a letter and are informational

iii. APA format

iv. All writers are to make sure that their references are included on the list

4. Other Business

On the section for the next 12-18 months, they're going to reach out to the rest of the Commission to see if they would be able to research best practices.

Adjournment

The meeting was adjourned at 8:24 p.m.