Meeting #4: Skills-Mapping, Nuts/Bolts Decision Making and Interim Policy Setting May 2018

After our workshop with South House we realized that in order to move forward effectively, we needed to set up some more clear parameters for our discussions and take the time to acknowledge what everyone was bringing to the table.

Skills Mapping

The first half of the meeting was spent recording the skills and qualities of every member in the room. We asked ourselves what our strengths were, how much time we could devote to this work and which potential parts of the project we were most interested in. Through this conversation we discovered a broad range of skills and qualities in the group including: mediation, HR management, policy writing, researching, editing, listening skills, empathy, critical thinking, diplomacy and graphic design abilities.

Nuts/Bolts Decision Making

Next we decided to set some guidelines about how we would proceed in terms of decision-making.

- 1) We agreed to check in with everyone at the beginning of each meeting (and occasionally throughout) to ensure that we understand the emotional tone of the room at any given time and how that may affect people's ability to contribute to the conversation.
- 2) We agreed that decisions would only be made once everyone has been given the opportunity to voice their opinion.
- 3) Voting: In order to write the policy itself, we will splitting into smaller groups to tackle subsections, and within those groups decisions will be made by majority rule. Then when finalizing the full policy, it will be approved by the entire committee. For major decisions we will need a quorum of the committee present (50% plus 1 person) and then a majority vote will prevail. To ensure quorum, we will give notice for those meetings in which attendance is vital, as decisions will be made. AFCOOP's Board will approve any policies before they are put into use.

Interim Policy

Another idea that came out of the South House meeting was to put in place an interim policy or statement that could be used for events before our full policy is ready. Since the Halifax Independent Filmmakers Festival (HIFF), one of AFCOOP's largest events of the year, was fast approaching, we decided draft an interim statement. In order to do this in a time-effective manner, we created a sub-committee to work on this statement.

We also determined that it would be useful to have HIFF volunteers and AFCOOP / HIFF staff attend a Safer Spaces workshop / orientation in advance of the festival. We were lucky enough to once again be able to call upon the expertise of Carmella from South House to lead these workshops. The Safer Spaces / HIFF Volunteer Orientation session was hosted the week before HIFF and was free and open to the public. Another session was hosted during office hours for AFCOOP / HIFF staff and board members.

Goals:

At this point in the meeting we decided that getting ready for HIFF would be our focus for the next few weeks and that in advance of the next meeting we would all re-familiarize ourselves with our shared notes and come ready to dive into the next phase of the project.