

## URGE Deliverable 1 Session 1 Reference

The following is the schedule of Pod Meetings and associated session Leaders mutually agreed-upon by the Our Union With Purpose Pod. Guidelines and Ground Rules follow.

Session Name	Session Dates	Pod Meeting Date	Deliverable Due Date (1 wk after session end date)	Primary Leader	Co-Leader/ Understudy
[1] Racism & Definitions	<b>1/18 - 1/29</b>	Thurs Feb 4	Fri Feb 12	Charles	n/a
[2] Racism & Individuals	<b>2/1 - 2/12</b>	Thurs Feb 11	Fri Feb 19	Katarena	n/a
[3] Racism & History	<b>2/15 - 2/26</b>	Thurs Feb 18	Fri Mar 5	Emily	Sara
[4] Racism & Justice	<b>3/1 - 3/12</b>	Thurs Mar 4	Fri Mar 19	Judi	TBD
[5] Racism & Accessibility	<b>3/15 - 3/26</b>	Thurs Mar 18	Fri Apr 2	Brianne	Emily
[6] Racism & Inclusivity	<b>3/29 - 4/9</b>	Thurs Apr 1	Fri Apr 16	Sara	TBD
[7] Racism & Self Care	<b>4/12 - 4/23</b>	Thurs Apr 15	Fri Apr 30	Emily	TBD
[8] Racism & Accountability	<b>4/26 - 5/7</b>	Thurs Apr 29	Fri May 14	Sara	Judi

The following are the set of guidelines and ground rules for the Our Union with Purpose Pod. All of the ground rules were brainstormed, discussed and agreed to by all members of the pod on the February 4th and 11th, 2021 meetings.

### **Pod Ground Rules**

- Be respectful
- Personal stories are confidential
- It is okay to make mistakes and learn from them
- Be open to giving and receiving feedback
- Share your knowledge
- Acknowledge feelings of guilt and try to shift your negative feelings by approaching them with curiosity

- Practice empathy: Be kind to yourself and others
- Listen to understand
- Work to be comfortable with silence (making space for others)
- Maintain a growth mindset and be willing to learn and adapt
- Use “I” statements
- Get comfortable with being uncomfortable
- Be aware of and responsible for your impact regardless of intention
- Be courageous to participate
- Take care of yourself
- Step up, step back - be aware of the time and space you are taking so that all people have room to participate
- When applicable, set time for testimonials. If we finish earlier than expected we will allow the rest of the time for self reflection.
- When applicable, preface testimonials with potential trigger warnings or content warnings.
- Consent: opt in, check in and don’t push. When in doubt, ask before speaking about a topic or doing an action.
- Assume best intent: We are honest people making an honest effort to do better and dismantle systems of oppression therefore, assume the best in each other. We also acknowledge that outcome matters more than intent and we commit to correcting mistakes made by good intentions with bad outcomes.
- Allow silence and time to process if the conversation/medium allows. Practicing owning our negative emotions will help us navigate difficult topics without pushing the conversation towards argument. Own it, recognize that that might be the moment to step back instead of step forward.
- Be aware of your biases. We all have them therefore aim to recognise those biases, acknowledging them and doing the work to move past them, and challenge them.

As a pod we have all committed to being flexible with the above ground rules. We will therefore amend them as necessary for the remainder of the URGE program.

### **Making Decisions as a Group**

When decisions need to be made as a group we will default to voting. The final decision will win by simple majority, democratic style, where each member has an equal vote.

### **Session Leader**

Leadership for discussion rotates based on ranked choice voting with one understudy (co-Leader) per session in the event of last-minute work or personal commitments. The table below has the leaders and co-leaders for each session, along with the deadline for

each Deliverable. The co-Leader of the session will take the responsibility of taking attendance, taking notes during the pod meeting and assisting the session leader with the responsibilities for the Session. If a co-leader is not present at the start of the meeting, a volunteer for this role will be requested.

### **Accommodations**

Holding space for attendees to participate in a way that encourages discomfort with the topic but not with the meeting. Eg. sensory reduction via no video, recognizing that the time allotted for reading the assignments may be inadequate based on life commitments and/or disability. Never shaming someone for coming to the meeting “unprepared”. Assume the best intentions of everyone and assume we will all pull our own weight as agreed upon. Should other accommodations be needed the Session Leader and Pod Leader will work to facilitate and fulfill these accommodations, as best as possible.

### **Deliverables**

The content for the Pod can be found in the [URGE Pod Deliverables & Agendas](#) Google Folder. The Deliverables for each session can be found in the appropriate folder in the format of a Shared Google Doc with prompt linked on top. Participants engage on their schedule with a strict deadline for upload. Deadline after group session so deliverable is amendable before submission. The session leader is responsible for the Deliverable of the session, not to do all of the work alone but instead to encourage participation and request specific tasks to be done in a timely manner. Additionally, the session leader and pod leader will work together to submit the Deliverable on time to the URGE website.