NRRI Statement of Commitment

The NRRI URGE pod is comprised of staff representing a cross section of the organization, including senior leadership and research scientists. We have each arrived at NRRI on different paths, but our common experience has primarily been formed within predominantly white society. We have come together voluntarily with an objective to explore some of our own personal experiences while also trying to grow and better understand how equity and justice affect others, particularly members of the BIPOC community. We understand that our roles have the potential to shape our work environment and are committed to developing an inclusive work culture while contributing to our larger Duluth-area communities in new ways.

Ground Rules

1. We will actively listen and respect others when they are talking.
2. We will speak from our own experience instead of generalizing ("I" instead of "they," "we," "you").
3. We won’t be afraid to respectfully challenge one another by asking questions, refraining from personal attacks by focusing on ideas and problems rather than people.
4. Instead of invalidating somebody else’s story by expressing our own spin on their experience, we will share our own story and experience.
5. The goal is not to always agree -- it is to gain a deeper understanding.
6. Body language and nonverbal responses may poorly reflect our thoughts and intentions -- they can be as disrespectful as words.
7. Assume everyone’s good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
8. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.
9. We will use agreed upon terminology and ensure to define what words mean.
10. Next steps will be jointly decided upon.
11. We will focus on honesty and openness.
12. Ideas will be validated.
13. We will be unafraid to make mistakes - that is how we learn.
14. Step up, step back - those who usually speak-up shall strive to step-back to allow opportunities for others to speak.
15. We will be present and participate to our fullest ability - we will not be on email, we will leave our phones to the side, we will be focused and attentive.
16. We will refrain from the use of idioms, as we may not be aware of where these phrases originated from (i.e. “the peanut gallery”).
17. We will respect each other’s time commitments and start/stop at the scheduled time, being conscious of our time management during discussions.
18. We will allocate workload evenly, but with an understanding that our current workloads are variable and will support those who cannot make themselves available for task assignments.
Roles & Responsibilities

Meetings & Webinars

Pod members are expected to attend all Monday evening webinars (during the second week of a session) and all Pod discussions (Wednesday at 7 a.m. via Zoom during the second week of a session). We understand family commitments may interfere with the ability to be on-time or to attend a meeting or webinar; we’d rather individuals can attend as they are able, than exclude members as they raise up the next generation.

Sub-Pods

For each session, a sub-pod consisting of three members will work together on the necessary deliverables for that session. The Pod leader will put out a request (through email) for three volunteers on the first Monday of each session. It will be expected that each Pod member will work on two deliverables throughout the 16 weeks, with the Pod leader working on four deliverables. It is also expected one of the three members from NRRI leadership who are members of the NRRI URGE Pod will take part in each sub-pod.

It will be up to this sub-pod on how and when they would like to work together and develop and gather the deliverable materials. The sub-pod will be responsible for facilitating the Wednesday morning meeting. One member for the sub-pod will be responsible for note-taking at the morning meeting.

If at any point in time, if members are not actively volunteering to be part of a sub-pod, the entire Pod will work together to revise the volunteer method, and develop a new strategy for completing deliverables.

Deliverable Timelines

The sub-pod will present a draft of the deliverable to the Pod at the Wednesday meeting. The timeline in which the sub-pod works to have this draft prepared by Wednesday will be at the discretion of the sub-pod. The sub-pod will incorporate feedback from the Pod, and present an update to draft materials (if necessary) by noon on the second Friday of a session. The Pod leader will notify Pod members to review the draft for submission to the URGE program at 4 p.m. on that Friday.

Decision Making

The Pod will utilize group consensus to arrive at decisions and move forward with next steps. Regarding deliverables, Pod members will be expected to sign-off (virtually) on the deliverable(s) by 4 p.m. of the second Friday in a session. As these deliverables are still in their draft form, questions and concerns raised by Pod members will be noted before submitting a deliverable, but these concerns will not impede submission of a deliverable. Comments or concerns will not be removed from the document before submitting, to symbolize their validity and need for all Pod members to revisit and discuss. The group will then use the next Wednesday morning meeting, or a future meeting to be scheduled, to
address concerns/comments/questions.

Data Management

All deliverable drafts will be created and edited in the Pod’s Shared Google Drive. The leader will place all reading materials in this Google Drive, as well as webinar and meeting notes. All members are expected to work in the Google Drive, and not on their personal Google Drives or other file storage programs.

Pod Leader

The Pod leader will be responsible for submitting deliverables from the NRRI URGE Pod to the URGE program. The leader will also coordinate initial formation of each sub-pod. Furthermore, the Pod leader will send reminder emails, establish Pod meetings, and act as the main contact person for questions, comments or concerns by Pod members. The Pod Leader will not be responsible for development of all deliverables, unless the Pod Leader is part of a sub-pod creating a deliverable.

Deliverable Sign-Off

<table>
<thead>
<tr>
<th>Name</th>
<th>Initials</th>
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<tbody>
<tr>
<td>Steve Berger</td>
<td>SJB</td>
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<tr>
<td>Rolf Weberg</td>
<td>RTW</td>
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<td>Lucinda Johnson</td>
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<td>Holly Wellard Kelly</td>
<td>HAWK</td>
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<td>Christopher Filstrup</td>
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<td>Kristofer Johnson</td>
<td>KTJ</td>
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<td>Meagan Aliff</td>
<td>MNA</td>
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<td>Megan Gorder</td>
<td>MDG</td>
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<tr>
<td>Brett Spigarelli</td>
<td>BPS</td>
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<tr>
<td>Cally Hunt</td>
<td>CRH</td>
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<td>Tiffany Sprague</td>
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