

ATTENDANCE ROSTER FOR Tuesday, February 26, 2019		
Count	Rotating Delegates List Alphabetical Listing	Attended (Yes or No)
1	Sherri Couture <couture616@gmail.com	No
2	Jeroam DeFoe <defoejeroam@yahoo.com>;	Yes
3	Ricky Defoe <ricky.w.defoe@gmail.com>;	Yes
4	John F Diver, Jr. <johnfdiverjr@gmail.com>;	No
5	Jean Dufault <jeand272@gmail.com>;	Yes
6	Wayne Dupuis <waynedupuis1@msn.com>	Yes
7	Cheryl Edwards <cedwards1@css.edu>;	No
8	Janis Fairbanks <fairbanksj@hotmail.com>	Yes
9	Jason Goward <jace4215@gmail.com>;	Regrets
10	Lyz Jaakola <lyzjaakola@gmail.com>	Yes
11	Robert Kesner <rakesner37@gmail.com>;	No
12	Tara Kimmel <mustangtara@msn.com>;	Yes
13	Joyce La Porte <miingan31@gmail.com>;	Yes
14	John Roterman <jwr_777@yahoo.com>;	Regrets
GUESTS AND COMMUNITY MEMBERS BELOW		
15	Darilyn Gitzen	GUEST
16	Meagan LeFebure	GUEST

Wednesday, February 20, 2019
 5:00 – 7:30 p.m.
 Delegates Organizational Roles and Responsibilities Meeting
 Facilitator: Janis Fairbanks
AGENDA

Tuesday, February 26, 2019
MINUTES

The meeting scheduled for February 20 was cancelled due to snow and weather conditions.

The agenda was moved to the February 26, 2019 meeting by request of delegates in attendance.

Roll Call (SIGN IN SHEET CIRCULATED)

Review and Approval of Agenda

As no community members were present, the group discussed setting a new meeting date and time for the Delegates Organizational Roles and Responsibilities Meeting. After a brief discussion, the group decided to go over the materials at this meeting. The review was stopped when two guests came into the room. The guests were students, non-FDL members, who came to observe a policy meeting. The delegates decided to continue with the Delegates Roles and Responsibilities with the two guests present and invited to participate, which they did.

The Yellow Notebook for the session was provided and handed out by facilitator Janis Fairbanks. Extra notebooks are on reserve for delegates who did not attend this meeting.

Warm up activity: Video introduced by Lyz Jaakola from Zaagibagaang

Video was not presented. Instead, Lyz gave an overview of the content of the proposed video which may be found on the Native Nations Institute web site.

Students introduced themselves and the purpose of their attendance.

Agenda items:

1) Roles and duties of delegates

- a. Break-out with list by section
- b. Reconvene with break-out reports
- c. Review of reports by entire group
- d. Q & A as needed for reports

Time limit: 6 minutes

Time limit: 2 minutes per group

Time limit: 8 minutes discussion

Time limit: 10 minutes

Procedure: Delegates and guests counted off to form groups of three to process the steps in item 1. The facilitator assigned a time limit to each activity. The facilitator assumed the role of Observer/Timekeeper. The Observers role is to report observations on group interaction of the small groups.

a. Break-out with list by section

Time limit: 6 minutes

- a. The groups were instructed to choose their own recorder and reporter for activity one, which was to discuss what the roles and duties of delegates should be. A point of reference was given as the Zaagibagaan list of examples of possible roles and duties for delegates.

b. Reconvene with break-out reports Time limit: 2 minutes per group

- b. Each group reported shared the results of the group ideas. **ON WHAT DELEGATES ROLES AND RESPONSIBILITIES ARE:**

Group 1. Wayne (Reporter), Joyce, Guest Darilyn (Recorder)

Space to meet; engagement of the community, maybe with an Elders Council, Communicate the need to have a new form of social contract; promote the immediate need for people to be heard or get involved.

Group 2. Lyz (Reporter), Jerome, Guest Darilyn (Recorder)

Consensus, and the process of how to get consensus; Clarifying statement of traditions and values; having an awareness of majority/minority vote; creating a safe space; commitment; non-aggressive responses; work smarter, not harder.

Group 3, Ricky (Reporter), Jean, Tara (Recorder)

Reviewed pre-assigned roles for delegates at prior meetings; recommended that they remain as listed previously for four roles. 1. Wayne – contact for RBC. 2 Tara – contact for MCT 3. Cheryl Contact for Radio/newspaper/fdlrez website, and 4. Janis MCT Finance Committee.

Other comments: Continuity; roles stay the same; recommended Lyz and Wayne for FDL Finance Committee – [Lyz and Wayne declined].

c. Review of reports by entire group Time limit: 8 minutes discussion

The larger group discussed the reports given by small groups to find any common themes of roles and responsibilities.

The larger group then held a discussion and decided that the themes for the roles and responsibilities of delegates are: Commitment, Traditions, Knowledge of constitutions; Education, and the expectation that delegates be Educators.

d. Q & A as needed for reports

Time limit: 10 minutes

The initial discussion evolved into a discussion of challenges to the Education piece. It was decided to include challenges under the Q & A segment to allow a full 10 minutes for

discussion of challenges and other comments resulting from the small group reports. These include comments on 1) where and how to educate, 2) the information contained in the Big Books, 3) information contained in Zaagibagaang web site.

The group also defined what COMMITMENT means. Commitment is shown by Attendance, Sharing and replying to Email messages, Participation and Contributions to group discussions, and carrying out the roles agreed on.

Q & A segment of small group comments morphed into the challenges of operating without knowing what our Goals are. The group agreed that goals should be S-M-A-R-T Goals: S-specific, M-measurable, A-attainable, R-relevant, and T-time-based. Jeroam provided hand-outs for delegates to use in goal-setting. It was recommended that this topic be held to a future session when more delegates are present.

2) Administrative duties of facilitators

a. Sample duties provided **See Yellow Notebook for relevant pages.**

3) FDL Budget Line Item Review with discussion of a possible amended budget submission Tara volunteered to be the processor of forms for reimbursement, but requested assistance in monitoring the budget. Wayne recommended that Janis do this. Janis agreed. Jean dissented and volunteered to be on the FDL Finance Committee with Tara. Janis stepped down and offered to do training if necessary on budget reconciliation. It was agreed that Tara and Jean would be the two responsible parties for processing payments and monitoring the FDL budget. Tara said they would provide monthly financial reports to the delegates.

4) Selecting FDL Delegate financial person responsible for getting payments processed Tara Kimmel volunteered with the provision that at least two people be responsible; Jean DuFault is the second volunteer to help Tara.

5) Procedures for submitting reimbursement documents

Tara and Jean will provide delegates with this information.

6) Designated person(s) to purchase food for meetings

Tara and/or Jean

The balance of the agenda was not discussed, as Joyce and Jean requested early leave approval. Items 7 – 13 were not fully discussed. Some reference was made to items 8, 10, 11, and 13.

For item 13, surveys were distributed to delegates in attendance, with instructions to collect surveys, or ask people to return them to the RBC front desk or Amanda Linden in MPLS.

All returned surveys should be forwarded to Janis for statistical analysis. Janis will provide a copy of the analysis to delegates on at least a quarterly basis.

7) Designated person(s) for reserving meeting rooms - **Tabled**

8) Continuation of ground rule discussion from a prior meeting

9) Protocol for using a talking circle with talking feather – (Ricky DeFoe) - **Tabled**

10) Finance Committee Delegates meeting Report that was held after the regular delegate meeting ended at Bois Forte. (Janis Fairbanks) – **Read by Janis and is included in the Yellow Notebook.**

11) Preferred Communication Method – **more discussion pending**

12) Decision to hire a professional secretary to keep meeting minutes and other documents

a. Each group member select items from job description we need for the secretary

b. Compare results

ACTION ITEM: Delegates should review the Secretarial duties outlined on the appropriate form in the Yellow Notebook to decide what we want to require of our paid Secretary. Should this person also be required to keep our financial reports

with the minutes? The financial reports are normally required to be kept as official records of any group along with minutes. We would need to prepare a job description and post the position to get applicants. It is recommended that the candidate possess at least one year of secretarial experience for a paid position. This item should be placed on the agenda for all future meetings until it is addressed and a decision has been made by the delegates.

13) Survey form

The following supplemental notes were provided by Wayne when it was discovered that no one was taking notes. (For future reference: The person facilitating a meeting should not also be the one taking minutes.)

Wayne's notes:

2/26/19 Constitutional Reform Meeting

Janis F, Wayne D, Jeroam D, Jean D., Joyce L, Lyz J., Ricky D., Meagan L, Darilyn G.

Broke up into groups of 3 or 4, listed roles and responsibilities. Commitment, education, finance.

Goals of Delegate Focus

- 1. Right to challenge, letting people participate in Constitutional Reform**
- 2. Reflection at end of each meeting.**

Discussion on selection of delegates. Also discussion of how we make decisions.

WD

Disclosures:

- a. Recorder's notes were not collected from the small groups. Recorder's may submit their notes for inclusion on amended minutes.**
- b. Notes were also taken by Jeroam, who said he would share his notes with delegates, presumably via email.**
- c. The list of people who signed up to go to the Minneapolis meeting on March 7, 2019 contains four names:**
 - 1. Jeroam DeFoe (tentative); 2. Ricky W. DeFoe; 3. Lyz Jaakola; 4. Tara Kimmel**

This leaves at least six vacant slots for delegates to attend the Minneapolis meeting.

It was stated at the meeting that delegates who go and want a room must reserve and find their own rooms, pay for them, and submit the paid receipt to Tara for reimbursement. Mileage is also a part of the budget, so tracking mileage is also required in order to be reimbursed. For further detail on what is needed for reimbursement, contact Tara or Jean, who asked to be put on the Finance Committee responsible for preparing reimbursements.

Minutes as compiled by facilitator for the meeting of 2/26/19.

Compiled by Janis Fairbanks, Delegate/Facilitator

The administrative notes on this page were not discussed at the February 26, 2019 meeting, although Janis asked Tara for a copy of the minutes from January 29. Tara said she had a copy, but could not find it in her bag. The minutes from January 29, 2019 taken by Deb Topping have not yet been presented as of 1/29/2019. Deb was unable to attend today's meeting due to a family medical issue, per Tara.

ACTION ITEM: THE TOPICS BELOW NEED TO BE PLACED ON EACH FUTURE AGENDA UNTIL IT IS ADDRESSED AND DELEGATES HAVE MADE A DECISION.

2/20/19 Delegates Administrative Planning Meeting

At the last meeting, it was announced that Deb Topping is continuing as a volunteer minute taker (scribe), but all delegates should decide whether we want to contract with a professional secretary and approach the RBC again for an amendment to the budget. One question is whether this paid secretary would need to go to the delegates meetings also, and if so, would need to be paid for travel/lodging/and per diem.

We are also asking someone who has Deb Topping's contact information to ask her to submit the minutes of the January 29th meeting, which we have not yet received. If the minutes are not received, we can also rule that the meeting contents are not valid, as we have no record of them.

Implicit in a secretary's duty is to type of minutes shortly after the meeting and submit them as a draft when they are ready. It is usually also the duty of the secretary to keep records of all minutes and to have them available at every meeting for reference. This includes narrative reports, minutes, financial status reports, travel reports, and notification of all members of meeting dates and/or changes to meeting dates. This person would also normally reserve meeting rooms for all meetings. Delegates can discuss who would otherwise take on these duties, but consolidation of information usually falls to a secretary.

This section may or may not answer Cheryl's questions, submitted Tuesday and included below.

Cheryl Edwards input: I think we should also add to the agenda: Where will records be retained? Which records? Who will be responsible to do this?
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