



**Meeting Notes**

A meeting of the Ad-hoc Committee to consider the inclusion of the Ode to Newfoundland at Memorial’s convocation ceremonies was held on **Thursday January 25, 2024 at 2:30 pm** NDT via Teams.

**Committee members:**

Arif Abu (Internationalization Office); Edwin Bezzina (senator); Makaela Blake (student); Mackenzie Broders (student); Kelly Butler (Indigenous Affairs); Cyr Couturier (senator); Delores Mullings (Vice-Provost EDI-AR); Craig Purchase (senator); Lisa Russell (lead, convocation); Adaeze Stella Charles (student); Kati Szego (senator); Valeri Pilgrim (Indigenous Student Resource Centre); Michael Woods (senator); Shayam Yadav (student).

**Convener:** Lee Ann McKivor [non-voting]

**Recording secretary:** Karen Follett [non-voting]

**Present:** Arif Abu, Edwin Bezzina, Kelly Butler, Adaeze Charles; Cyr Couturier, Karen Follett, Lee Ann McKivor, Valeri Pilgrim, Lisa Russell, Kati Szego, Michael Woods.

**Regrets:** Mackenzie Broders, Delores Mullings (joined meeting late), Craig Purchase

1.0	<p><b><u>Land Acknowledgement</u></b></p> <p>We acknowledge that the lands on which Memorial University’s campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi’kmaq, Innu and Inuit of this province.</p>	
2.0	<p><b><u>Approval of Agenda</u></b></p> <p>Discussion of whether committee wants to proceed with formality of approval of minutes. Consensus is to continue review and approval of agenda; though mention that intent is not to be inflexible and there is desire to have expansive conversation.</p> <p>Motion to accept the agenda as presented for this meeting.</p> <p>Move: Edwin Bezzina; Second: Michael Woods; No objection.</p>	Motion passed
3.0	<p><b><u>Committee Updates</u></b></p>	
	3.1 MS Teams and dissemination of information	

		<p>Teams site established but some members do not use Teams;          Keep Teams for now, and email docs for those who need it;          Check-in at future meeting about how Teams is working for the group.</p>	
	3.2	<p>Meeting minutes and format</p> <p>Brief minutes are fine;          Ensure any presentation or documentation in meetings are also copied/present in records;</p> <p>Discussion of how to address committee members in minutes – consensus is to use ‘member’ instead of particular names. If any member would like their name identified or attached to any comment, vote, etc. let us know so it will be noted;</p> <p>Discussion of voting – consensus is if voting occurs, we can discuss at that time how it will happen and how it will be captured in minutes.</p>	
	3.3	<p>Posting items online</p> <p>Consensus is to post online, on a page off the Senate’s site;          Minutes will be completed, sent to the committee, and approved by group prior to posting online.</p>	
	3.4	<p>Meeting frequency</p> <p>Meeting invites are already sent to committee members for weekly meetings; there is flexibility to cancel if needed;          Meeting frequently allows for continued momentum and better collaboration amongst members;          Acknowledgement that not everyone can attend every meeting so having frequent but staggered times would help with that issue.</p>	
	3.5	<p>Recording meetings</p> <p>Consensus is to not record meetings.</p>	
4.0		<p><b><u>Terms of Reference</u></b></p>	
	4.1	<p>Request to SCECB to amend Terms</p> <p>Review and discussion of the proposed requested changes to Terms;</p> <p>Discussion of changing section 5: remove last part of senate re. sending a delegate.</p>	

	<p>Discussion of purpose of committee per the Terms in relation to proposed changes. In addition to the stated purpose. There is flexibility to put additional findings and suggestions in report(s) to Senate.</p> <p>Discussion that though there was previous work done by other groups, the current intent is to seek new information incl. perspectives of the current ad-hoc committee members; There is a lot of work to be done in a fulsome way.</p> <p>Consensus that proposed changes to the Terms are what the committee wants to move forward with (incl. deleting the delegate piece in Section 5).</p> <p>Discussion of not having a Labrador representative on the ad-hoc committee; Dr. McKivor said she has talked to Ashlee Cunsolo (Vice Provost, Labrador Campus), who has agreed to act in a consultative role as needed. Not be added as an official member of the committee but to be an observer and resource.</p> <p>Motion to send the recommendations to SCECB for amendments to the Terms as presented in draft, with addition of deleting the delegate section 5 language. Move: Cyr Courtier; Second: Michael Woods; No objection.</p>	<p>Motion passed</p>
<p>5.0</p>	<p><b><u>Work Plan</u></b> (incl. engagement/consultation, methods, timeline)</p> <p>A sample work plan timeline was posted in Teams but not yet emailed to those who cannot use Teams. Action: Timeline will be emailed to those who need it.</p> <p>Discussion of consultation options; Member expressed interest in consulting widely, incl. alumni, students, internal-memorial groups, general public, etc. Another member cautioned going too broad outside the committee mandate which stipulated Indigenous Peoples, International students, university community members and other leaders from Labrador;</p> <p>Discussion of some other considerations that impact consultation and timelines, incl. RIIG policy [Indigenous engagement], ICEHR certification [ethics], privacy, Alumni Engagement, etc. as well as specific issues with determining</p>	

		<p>survey questions.</p> <p>Member suggested that those with interest and experience in such consultation or research could form a sub-group of the committee to formulate some options and considerations.</p> <p>Member asked if we can ask provincial government for an update on efforts to change Ode lyrics.</p> <p><i>Action:</i> the work plan will be key part of next meeting's agenda, starting with discussion of the consultation process.</p>	
6.0		<p><b><u>Other business</u></b></p> <p>- ATIPP update  Results of Access to Information Protection and Privacy (ATIPP) requests submitted to Memorial regarding the Ode so far have been obtained and link is posted in Teams.  <i>Action:</i> Link will be emailed to those who need it.</p>	
		<p><b><u>Meeting adjourned 3:38pm</u></b></p>	