Appendix C

# Appendix C.1

# Meeting Summary

# September 14, 2014 ICMA Task Force on Strengthening Inclusiveness

AGENDA ITEM: WELCOME, KICK OFF

*Summary of Discussion: Jim Bennett shared his thoughts about the importance of the work of the Task Force for the future of the ICMA and the credibility of the profession in our communities.*

Next Steps/ Actions Identified: N/A

AGENDA ITEM: TASK FORCE MEMBER INTRODUCTIONS

*Summary of Discussion: Those task force members that were able to attend shared their motivations in joining the task force. A number of interested individuals observed the meeting, as well.*

**Next Steps/ Actions Identified: N/A**

AGENDA ITEM: INTRODUCTORY PRESENTATION

*Summary of Discussion: Troy Brown gave a brief presentation to provide context to the work of the task force. The presentation, which is attached, highlighted: the core beliefs from the ICMA Strategic Plan related to the task forces work; initiatives identified in the 2013 Membership Diversity Strategic Plan; data related to the diversity of the profession and the public sector. Data sources included:*

* *ICMA Data- full members; board representation; and participation in committees/ task forces, student chapters; development programs*
* *American Community Survey Data*
* *Equal Employment Commission Data*
* *National Association of Schools of Public Affairs & Administration*

**Next Steps/ Actions Identified: Source Data and Charts will be provided to work teams**

AGENDA ITEM: DISCUSSION OF KEY QUESTIONS FOR THE TASK FORCE’S WORK

*Summary of Discussion: Tansy Hayward shared potential key questions to identify the scope of the Task Force’s Work. The initial proposed questions were:*

1. *How can ICMA equip managers to increase equity in employment and services in their organizations?*
2. *What can ICMA do to increase the diversity of the association?*
3. *What structural and institutional barriers to inclusion exist within ICMA and state affiliates and what are some strategies to address?*

*The task force worked in small groups to identify proposals to alter questions, eliminate questions or to add questions to finalize the scope of the Task Force.*

***Next Steps/ Actions Identified: After discussion, the task force reached consensus on the following questions (changes underlined):***

1. ***How can ICMA encourage and equip managers to increase equity in employment and services in their organizations?***
2. ***What can ICMA do to increase the diversity and inclusivity of the association?***
3. ***What structural and institutional barriers to inclusion exist within ICMA and state and other affiliates and what are some strategies to address?***

AGENDA ITEM: Breakout Workgroups for Next Steps

*Summary of Discussion: Task force members in attendance selected a key question that they wished to work on. Once in place, workgroups began brainstorming: further research needs that needed to be done to address the question; potential partnerships or outreach that the group should conduct; possible strategies that the workgroup could further develop/discuss.*

**Next Steps/ Actions Identified: The attached charts identify the individuals that participated in each workgroup. Once members not present at the meeting have identified the workgroups that they wish to join, membership across the workgroups may be re-balanced to ensure distribution of workload. Each workgroup identified one or two key contacts who will be working to coordinate further definition of the identified action steps and assignments. Chairs and key contacts will convene in a conference call in approximately one month.**