

Board Meeting Agenda, March 3, 2016

Call to Order

Check-In and Announcements

- Around the room for introductions and any announcements

Reports from Officers

President

- Office space visits (none yet)
- Truned in TJFP grant request for \$5k

Secretary

- Approve minutes from February 4, 2016, meeting

Treasurer

- Treasurer report, February 2016

Committee Reports

- None yet

Unfinished Business

- Proposal for grievance procedure (see below)
- 2016 budget (see below)
- Any unfinished Board business

New Business

- Bring up any new business the Board needs to address

Open End

- Any open end discussion?

Adjourn Board meeting

Community Meeting Follows

Proposed grievance process

Every organization needs to have in place a means of resolving conflict. TPI hopes that most conflict can be solved through work with peer and leader mentors, but there will be times when a member will want to engage an official grievance process. The grievance process is important because it gives every member a voice concerning the operation of the organization.

The TPI Board is responsible for hearing and determining actions taken to resolve grievances. We expect this process will be modified and improved with experience. *It should be stressed that the grievance process is meant not to identify a wrong and enact retribution, but to restore the good faith of all parties so they may continue to work together toward our common goals.* The process follows the following steps:

1. All parties to a conflict are encouraged to work out a solution among themselves with the help of their peer and leader mentors.
2. An informal outside solution may be sought by bringing up the issue to a TPI board or staff member. This should be done as soon as possible after the incident. At this time, the issue is for discussion only, and any advice provided by the board or staff member is an informal suggestion, not a binding resolution.
3. To make a formal complaint, the aggrieved person should write out the complaint. This should be done within two weeks of the incident and submitted to the TPI Secretary for inclusion on the agenda of the next board meeting. The complaint must explain:
 - a. The date of the incident,
 - b. The person or persons against whom the grievance is filed, and
 - c. The facts that need to be known about the incident.
4. The TPI Secretary will be responsible for notifying the person against whom the grievance is filed about it's filing. The identity of the person filing the grievance shall be kept confidential as much as is practical.
5. The TPI Board will select a team of three persons to investigate the grievance.
 - a. No person named in the grievance or with close association with a person named in the grievance shall help select or be part of the investigating team.
 - b. Both the aggrieved and the accused shall be notified about who is investigating, and may voice concern over any perceived bias on the part of the investigating team members.
 - c. The written grievance will be provided to all members of the investigating team.
 - d. During the investigation, the investigating team should listen to and consider the perspectives of all involved parties. The investigating team should also take care to avoid harm to any involved party.
6. An investigation will be completed as soon as possible, with a goal of completing within two weeks.
7. The complaint process will be undertaken with an appropriate balance of confidentiality and transparency. If needed, the complaint will be discussed in closed session by the TPI Board.
8. The investigative team will meet with the TPI Board at a regular or special meeting of the board to finalize a resolution. The aggrieved party will be notified of the resolution.

9. Any individual or group found to be a source of conflict will be given a chance to make changes to reduce the conflict. The investigating team will monitor the effectiveness of the changes. Determining effectiveness may include additional interviews or discussion with the aggrieved person and any others who may have pertinent information.
10. If the conflict is not reduced satisfactorily as determined by the investigating team, additional steps may be taken, including:
 - a. Verbal warnings,
 - b. Written warnings,
 - c. Probation (with specific steps needed to end the probation), and
 - d. Involuntary termination of member or employment status.
11. The aggrieved person may appeal the resolution to the TPI Board by notifying the TPI Secretary. The board may determine a new investigation is necessary.

2016 Proposed Budget

Trans Pride Initiative 2016 Budget Detail

Revenue

Activity	Item	Budget	2016 budget notes
Grants and Foundation Awards			
Government Grants			
Foundation Grants			
Corporate Grants			
Community Grants		\$2,500.00	From TJFP
Individual Contributions			
General Donations		\$2,500.00	
Event Donations		\$4,300.00	Quarterly committee community events/speakers
• March speaker event (healthcare committee?)	\$1,000.00		
• June speaker event (prison services committee?)	\$1,000.00		
• September speaker event (anti-violence committee?)	\$1,000.00		
• December speaker event (housing committee?)	\$1,000.00		
• Health fair donations	\$300.00		
Solicited Donations			
Other Donations			
Project Income			
Trans Health Empowerment other		\$2,000.00	
Events and Fundraisers			
Annual Benefit			
General Fundraisers			
Services			
Conference/Speaker Fees		\$500.00	
Training Fees		\$300.00	
Total Revenue			\$12,100.00

Expenses

Consultant/Professional Fees

Administration	
Projects	
TPI Development –	\$11,450.00

- membership development
- Jan to Dec Anti-violence meeting, food and drinks, 12@\$75 \$900.00
- Jan to Dec Prison Services meetings, food and drinks \$900.00
- Jan to Dec Healthcare meetings, food and drinks \$900.00
- Mar to Dec, Housing Services meeting \$750.00
- March speaker event (healthcare committee?) \$2,000.00
- June speaker event (prison services committee?) \$2,000.00
- September speaker event (anti-violence committee?) \$2,000.00
- December speaker event (housing committee?) \$2,000.00

Operations

- Office Space
- Equipment Purchase \$500.00 projector
- Equipment Rental \$200.00 may need to rent for the speaker events
- Supplies \$200.00
- Printing and Copying \$2,000.00 printing up some of the capacity building info increase in prison letter writing with holiday
- Postage and Delivery \$350.00 cards
- Travel and Meetings \$700.00
- TPI staff travel to meetings \$500.00
- Bus vouchers for members (4 books of 10) \$200.00
- Meals and Entertainment
- Meeting Space Rental currently in TPI development
- Licenses and Fees \$200.00
- Utilities
- Web Services \$150.00

Events and Fundraisers

- Annual Benefit
- 2016 Health Fair \$500.00

Marketing Costs

- Small Items
- Advertising

Total Expenses **\$15,750.00**

Net **-\$3,650.00**

Community Meeting—Developing Campaign Strategies

The first meeting in January, we discussed “problems” versus “issues.” The three principles of direction action are that an issue should 1) win real, immediate concrete improvements in people’s lives; 2) give people a sense of their own power; and 3) alter the relations of power.

In February, we went over issue selection and how to assess issues of their relative value.

So once you decide on an issue or task that you want to accomplish, its good to develop a strategy for achieving it.

One guide to helping look at the various things you need to consider to develop a strategy is a chart we can use that guides us to looking at goals, organizational considerations, who is with and against, specific targets who can make things happen, and the tactics to use.

Use an example: Parkland, Texas Competes, or other.

1. Goals

Goals are the things you want to win. You can have different levels of goals that can be achieved more or less quickly.

In setting goals, be realistic, but also don't undersell your vision. You can only achieve what you aim for. Consider the ten percent rule—aim 10% better than your target.

Long-term goals—As the name implies, you won't achieve long-term goals in a short time frame, but you can establish smaller goals that step you along the way. The long term goal may be a big vision that you have of where you or the community needs to go ideally on the issue, your vision. Lesser goals will move you closer.

Intermediate goals—These are moderately difficult or time-consuming things to achieve. These are the big accomplishments that move you forward. The plateaus or way-points that you can get to on the way up the mountain.

Short-term goals—These are the identifiable steps of progress. They may even be things that are really obvious that you can use to show movement. Example: set an appointment to meet with a council member. Remember to help constituents feel a sense of their own power.

Note on goals, especially short- and intermediate-term—make sure to consider how the goals build power within your constituency. If for example one person says they can get a meeting with the mayor, should you do that? [ask for responses]

No, don't go for it. It doesn't develop the status of the group, only of that one individual. It also means the goal of the meeting is less likely to be successful because it was only requested as a favor of one individual, not with the power of the community.

Final note on goals—all goals have costs, and you need to consider both the costs to your organization as well as what it costs the target to defeat you. Cost is another way of shifting power structure.

2. Organizational Considerations

The organizational considerations column is a list of what the campaign will cost in terms of effort (the value), what the organization will gain, and the problems with executing the effort.

List the **resources** you bring to the campaign in this column. When determining the value (a good thing to do to show how much the organization is putting into the effort), establish a value for everything: staff time, rent, all effort that goes into it. That way volunteers know how much you are investing and the value of the effort.

“**Gains**” are how the campaign makes the organization stronger. How many new members? How many new volunteers? Money raised? Media attention? What is the value of each of these? Internal organizational problems are things that may interfere with with success.

3. Constituents, Accomplices, Allies, and Opponents

Who cares about the issue within the TGNC/Queer community, among accomplices and allies, and who would work against it?

Constituents are potential members of TPI, but accomplices and allies are not potential members.

To come up with a list of supporters, think about who cares about the issue? Be creative in looking for supporters. Are they already organized into groups that we can work with? Think really broadly so you can consider less conventional networking and partnerships.

You could say Dallas County trans persons (or the folks in Dallas Trans-Cendence or BTMI) are constituents for the Parkland effort because all Dallas County residents are potentially eligible for Parkland services, but more precise would be the group of trans persons who access services at Parkland. Then you need to figure out how to reach out to that specific group.

When you identify a supporting group (especially constituents), next think about who they interact with. For example, if Parkland COPCs were working better with trans persons, they would spend more money and give business to pharmacies, so are pharmacies a potential ally?

What groups and individuals will **oppose** your efforts—who will be upset or lose power if you win? Think about how effectively they can oppose you, what resources they have (people and finances) to do so, and how you can possibly neutralize them. Keep in mind not to engage opponents because it is usually a waste of energy and time—they can't give you what you want, and generally you can't influence them.

4. Decision Makers (the Targets)

The target is the person or possibly group that can give you what you want. They have the power to make it happen.

It's a good idea to make sure this is a person, or to personalize the group. Having one or more persons as the decision maker helps people feel winning is possible (we can influence people, but huge organizations and bureaucracies are seen as more intractable).

When considering this, list all potential decision makers. When power is shared among several, that offers potential weak points for focus.

Primary and secondary decision makers—the primary decision maker is the person who can make the change, and the secondary decision maker is someone who has more control over the primary decision maker than we do.

5. Tactics

These are what folks in the constituents and allies list do to influence or persuade the decision maker to give you what you need.

You do this last because you need to know the other elements before you can develop tactics.

All tactics should have someone who carries out the tactic, a target of the tactic, and a reason that the target doesn't want it done and might make a concession to stop you.

Try to make tactics fun, do things within the experience of members, and should have some way that it shifts power. If tactics surprise to your targets, even better. Here are some types of tactics.

Media events—meant to get media coverage. May be better at the start of a campaign to dramatize an issue and announce work being done to address it. Could involve releasing a report or data, giving victims a platform to tell their story, or likewise with an announcement of demands that the target address the issues. Media like to pick up on things that are funny or dramatic.

Meeting elected officials—this is a specific kind of meeting, and is not the first meeting with an official. This should be after they have refused to take a position or said no to addressing the issue. In this type of meeting, the decision maker is confronted, specific demands are made, and the group or individual expects to get an answer right there. Earlier efforts before this type of meeting could include an appointment with someone (including the decision maker), a hearing on an issue, release of information, publication of rules or policy, and so forth.

Public hearings—it could be that the advocates can request the decision maker to hold a hearing on an issue (like a public hearing to solicit input on street changes), or advocates can hold their own. The hearing can get info to potential constituents and allies, garner publicity, put opponents on the spot, and highlight the efforts we are doing to address the issue.

Accountability sessions—these are sponsored by the advocates and bring the decision maker to your place of choice. These should be well-attended to be effective.

Negotiations—if you have successfully shown that you have sufficient power to influence the decision maker, then you can negotiate, not before. If you don't have that power and the decision maker offers to negotiate, that could be that they are trying to show themselves as reasonable and the advocates as unreasonable by simply offering to negotiate, promising superficial measures, but without making any substantial concessions.

Strategy Chart

Goals	Organizational Considerations	Constituents, Accomplices, Allies, and Opponents	Targets	Tactics