

**BOT Action Committee
Meeting Summary / Minutes**

Date/Start Time: 2 March 2021, 1830 EST

Location: Lifesize VTC

Time ended: 2013 EST

Attended: Action Committee

Absent: None

Agenda:

- Roll call / attendance / Welcome
- Review of 23 February Minutes and Vote
- Admin / Schedule / Announcements
- Update & Discussion re Alumni Survey and Related Items; Next steps
- Review and Discussion re Action Committee Draft Charter, Summary Plan & Placemat; Next steps
- Committee Near-Term Focus / Efforts – Discussion re Special Committee Work, Priorities and Approach
- Next Meeting – Tuesday, 9 March 1830 EST
- Final Thoughts / Adjourn

Discussion:

- The 23 February minutes were reviewed and approved; to be uploaded to AA website
- Admin/Schedule/Announcements
 - Tim described the successful transition from Black History Month to Women’s History month and encouraged the group to continue to share stories and recognition information.
 - BOT regional trustee elections underway with 5 great candidates.
 - Caleb described “A Midshipman’s Journal” a colorful journal to capture alumni memories.
 - Discussion around the recent uptick in covid-19 cases at USNA and movement of infected midshipmen to outside spaces (hotels), as well as suspension of most activities. USNA announcement emails were shared with the committee.
 - Jim Schwab shared the Class of 1988 anti-racism pledge. (Attachment 1)
 - Standage case settlement discussed, no further details available beyond the news media articles.
 - Discussion of corporate world benchmarking with same issues of diversity, equity and inclusion.

- Alumni Survey update:
 - Tim provided an updated on the draft survey status and recommendations from SimpsonScarborough (SS) related to flow and keeping the survey as easy to take as possible. No substantive changes were made since the committee's last review. Staff will continue to move forward with SS to prepare for finalizing the survey for distribution.
 - A survey comms plan was shared and reviewed, noting timelines for phased roll-out among volunteer leaders and then all alumni with the associated messaging to go with each phase. The current plan is for all alumni to receive the survey by March 23.
 - Discussion around pre-notification messaging from ADM Locklear. Some suggested edits were offered, including the language for a deadline to encourage alumni to fill out sooner. After editing, Tim will share final draft of the comms plan and messaging with the committee. This final draft document will be provided to BoT and enterprise leaders, along with the survey tool, this week requesting their review and approval.
 - SS will provide updates on underrepresented cohorts; committee will provide reminder messages to targeted audiences to encourage participation as appropriate.
 - Staff confirmed that each alumni survey respondent will receive a unique link for their individual use which allows for pausing and returning to complete the survey. Thus the one person cannot distribute the survey to a group or others.
- Draft Charter, Summary Plan & Placemat
 - Final version of the Charter was reviewed and approved.
 - Final version of Placemat graphic was reviewed and approved.
 - Summary Plan – on hold pending review of scheduling.
- Special Committee Work, Priorities and Approach
 - Janie and John-Rex discussed the Special Committee 3 Desired Outcomes and Recommendations in two documents shared with the committee in advance of the meeting.
Discussion about the best way to review the Special Committee recommendations: whether to work on them as a committee of the whole, or split into sub-groups. Upon discussion, the committee decided that it will review the findings and recommendations under the Desired Outcome groupings as a committee of the whole, with a plan to address one Desired Outcome grouping during each of the next 3 meetings. A small group will lead discussion each week. For next week, Carlos, Tara and Mark will lead discussion on Desired Outcome #1. In preparation for the next meeting, Janie and John-Rex will combine the 2 documents into one universal document. This will be shared with the first sub-group to incorporate information that will lead the review.

Action Items/Votes:

- Minutes for 23 February 2021 meeting voted and approved, to be posted on website
- Charter document voted and approved, posted on Ad Hoc Action Committee web page.
- Placemat graphic voted and approved, posted on Ad Hoc Action Committee web page.

Action Items for Next Meeting: 9 March 2021 1830 EST

- Janie and John-Rex: Send updated Desired Outcomes document to the committee via Tim.
- Carlos, Tara and Mark will prepare to lead discussion on Desired Outcome #1.
- Kristen will discuss finalizing the survey and pre-notification emails with SS; Tim will share comms plan and final survey with BoT and AA leadership.

Attachment 1

USNA CLASS OF 1988 PLEDGE

I recognize that we are men and women of action, and only through our own actions can we effect a change. It is not enough to only recognize and speak against the mistreatment of our brothers and sisters who served alongside me. I commit to you that I will engage on your behalf. What I can do, I will do. I commit to each of you to serve alongside you and I pledge to you to do the following:

1. **Listen to My Peers**. I will interact intentionally with shipmates and have **real** conversations about our respective life experiences. My commitment is to not only hear, but to try to understand. I pledge to listen to my Class of 1988 brothers and sisters.
2. **Lead by Example**. I will engage to address any displays of injustice and statements of untruths. If I am in an environment among friends or peers and something insensitive, derogatory or untrue is proffered, I will reject it and encourage others to do the same. I will **lead by example**. Silence is no longer an option.
3. **Leverage My Network**. I will use my sphere of influence, an important extension of me, to the benefit my classmates and the U.S. Naval Academy. It is critical that we all affirm our commitment to fairness and integrity, and that we carry our message to the broadest audience possible.

I encourage you to share your experiences through a short video or a post to the Class website. I also encourage our classmates, brothers and sisters to weigh in with perspective and other ideas on how we move forward and make USNA and our country even stronger.
