

Preamble:

To guide the Organization on best practices when hosting meetings.

Policy Statement:

Meetings are a common occurrence for operational planning and communication. It's important that all meetings conducted by the Organization are accessible and comfortable for all participants. With the Organization being fully volunteer ran it's important to respect the time people are donating to participate in meetings and that the Organization has a responsibility to prevent meetings from becoming a burden.

Procedures:

1. The location and time for meetings should be consulted with the participants prior to scheduling or a tentative time and location can be selected and as long as the majority of participants are okay with the selecting the time and location can stand.
2. Prior to starting meeting business, the Chair or host needs to recognize that the meeting is occurring on treaty land. For meetings occurring in Winnipeg the following statement can be read:

Prior to the commencement of our meeting I would like to recognize that we are Treaty 1 Land the traditional land of the Anishinaabe (Anish-i-naa-be) people and the homeland of the Metis Nation.
3. Managing Members are encouraged to conduct short meetings (less than 30 minutes) via conference call or Skype.
4. If meetings are occurring during dinner time (5pm-7pm) food should be provided to the participants pending financial resources.
5. Bus tickets must be made available by request to meeting participants to offset the cost of getting to and leaving the meeting.
6. Transportation home should be provided to meeting participants for meetings that end after dusk (by request).
7. Meeting participants may bring their children to meetings.
8. Meeting participants need to be able to participate in the meeting remotely if they are unable to attend in person.
9. All effort should be taken to ensure meeting spaces are mobility accessible. This is required when it is known that a meeting participant has mobility challenges.
10. Other considerations:
 - a. Adequate seating.
 - b. Adequate space.
 - c. Noise level.
 - d. Temperature.
 - e. Visual aids (TV or projector).
 - f. Cleanliness.
 - g. Bathroom access.
 - h. Privacy (ability to discuss items in private).

DATE	AMENDED BY	APPROVED BY	VERSION NUMBER