

Member Safety, Sexual Harassment and Sexual Harassment Committee
1:30-2:30pm May 16, 2019
Duchesney Room, Hilton Quebec City

Present: Jennifer Campbell (CAA Vice-President, Safety Committee Chair), Kisha Supernant (SAA Taskforce, Equity and Diversity Working Group Co-Chair), Lisa Hodgetts (CAA President Elect, CAA Equity and Diversity Working Group Chair), Chris Wolff, Katherine Patton, Matthew Betts, Kathryn Kotar, Josh Kuddy, Courtney Lawrence, Alex Lausanne, Becky Goodwin, Amy Fox

Regrets: Catherine Jalbert, Natasha Lyons (CAA Equity and Diversity Working Group), Alicia Hawkins (OAS President), Jon Driver (SAA Taskforce).

Mandate: This committee is formed as an ad hoc committee to review the current policies of the CAA in relation to member safety, sexual assault, sexual harassment, code of conduct, and qualifications for membership and to draft and propose a new policy on sexual assault, sexual harassment and member conduct as well as updates to other policies and processes as necessary for implementation. The committee will report back to the board on progress by the fall board meeting and will bring a policy forward for review by the board in January/February of 2020, with expectation of the policy being voted on at the AGM in Edmonton in spring 2020.

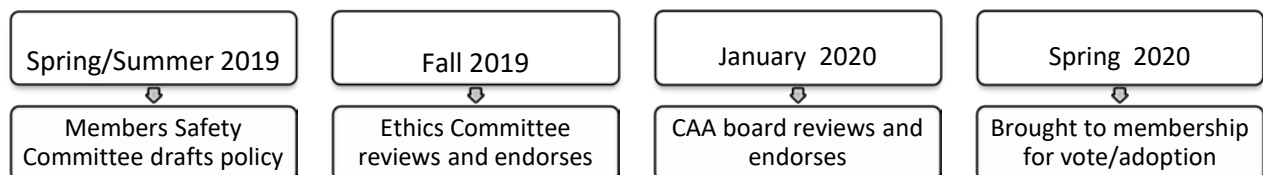
Chair: Jennifer Campbell - vice-president@canadianarchaeology.com

Term: Two (2) Year

Membership/Composition: The committee is open to all active members of the CAA. In order to allow for the drafting of a policy on a very accelerated timeline that includes sufficient time for review, committee members will join one of two teams; the writing team and the reviewer/advisory team.

- Writing Team (4 members maximum): Jenn Campbell (Committee Chair), TBD
- Reviewers (open): Kisha Supernant, Alicia Hawkins, Becky Goodwin, TBD

General workflow/timeline:



Task	Team Responsible	ECD	Status
Committee creation/Mandate and Term	CAA Board	May 15, 2019	Complete
Review Term/Mandate, refine scope of work and work plan	Interested Members/Preliminary committee	May 16, 2019	Complete
Review of existing CAA documents, policies and processes, also set up shared drive, committee tab on the CAA website for communication, and confirm committee roles and work plan	Committee Chair	May 2019	Underway
Review of other example organizations policies and processes (Kisha Supernant to share the files assembled by the SAA taskforce)	Chair to circulate to the committee via shared drive	May 2019	Underway
Create master list of desired policy and process elements	Writing Team	Early June 2019	
Circulate to committee reviewers for comments and feedback	Reviewer/Advisory Team	Comments Due end of June 2019	
Draft proposed policy and operational/organizational process changes	Writing Team	July-Aug 2019	
Circulate to committee reviewers for comments and feedback circulate to committee reviewers	Reviewer/Advisory Team	Due end of Aug 2019	
Incorporate changes and finalize draft	Writing Team	September 2019	
Ethics Committee review and Comment	Ethics Committee	October 2019	
Incorporate changes and finalize draft	Writing Team (with possible consultation with reviewers)	December 2019	
Ethics committee review and endorsement	Ethics Committee	January 2020	
Present to board for review and endorsement	Members Safety Committee and Ethics Committee	February 2020	
Circulate to membership (30 days prior to AGM) with necessary motions for adoption	Jenn and Gary Warrick as respective committee chairs	March/April 2020	
Bring before membership for vote	CAA Board of Directors	May 2020	

General Meeting Notes and feedback:

- Need to develop a standalone policy that is referenced within the statement on ethical principles as well as operational within our constitutional framework. This policy will need to be legally enforceable by the organization and not seen to violate member's rights.
- Need to ensure this is a living document of guidelines and processes and that it has a built-in review timeline that keeps it relevant and workable. Should not become simply a list of forbidden actions/behaviours.
- Other bodies to watch for policies and processes – SAA taskforce, AAA, CASCA, OAS (others?)
- Kisha, SAA taskforce has already pulled documents together and she can share this with our group and move forward from here.
- Can we extend invitation to Indigenous Groups who work with CRM?
- How will plans and progress be communicated with the membership and others?
– We need a communication plan
- Transparency – how will we choose the 4 people to lead the committee
- Time of open comment in terms of how to make those choices?
- Kisha – what will our reactions be? How will we respond in the case of activities that contravene our policies?
- What ifs? If someone comes forward with unsubstantiated allegations. What should the CAA do in response to allegations?
- How do we create supports for survivors? Conversation around how to support – pamphlets, handbooks, resources – creating a place people can report to.
- Broader statements rather than laundry lists perhaps more effective
- Threats to process – potential for defensive reactions among membership
- Committee needs to create space for those with objections to the policies?
- CAA not an adjudicating body – but can have clear guidelines to say it's not acceptable, provide supports
- Need for a mechanism for confirming allegations (no public facing Title IX process in Canada)
- Social obligation to community
- Think about support first – but actions CAA can take will depend on availability of corroborating evidence
- Frame it around creating safe spaces – primary aim supporting survivors, rather than punishing perpetrators
- Very clear process: who do you talk to, what will happen (what are potential outcomes a survivor can expect) – right to be protected from retaliation
- Consider public posting of expectations of conduct at meetings

- If board takes action – only responds to complainant - up to them to disclose as they see fit through private channels – but there may be other survivors with a vested interest
- What is the role of witnesses? What is mechanism when they report?
- More conversation around these issues at meetings – drinking culture in our discipline
- Forums, sessions?

Discussion on levels of sanction:

- Banning people from conferences? Membership? Stripping people of awards? Sanctions? Can they publish in CAA? – who manages that?
- Needs to be an appeals process – currently must happen at AGM – membership votes – can't work for sexual harassment because violates confidentiality
- Can someone be a member of the organization but not attend conferences? Can they publish? Can they be nominated, receive or remain in receipt of awards?