



GUIDELINES FOR EQUITY MOMENT IN TEAM MEETINGS

EQUITY MOMENT

Like Safety Moments that have become a regular practice as part of team and department meetings, Equity Moments are intended to normalize equity and make it a part of our regular practice and operations. Equity Moments are brief (5-10 minutes) and do one or more of the following:

- Share an equity focused resource (article, video, book, upcoming training, etc.) and allow the presenter to speak about their reactions to the resources.
- Share updates about the Port's EDI efforts and opportunities for staff to engage in the Port's EDI work.
- Create opportunities and conversations for teams to think about how to apply equity to their work.

INSTRUCTIONS

Step 1: Determine the meetings in which you can incorporate this practice.

Talk with your team and your Change Team Sponsor to figure out the best options. Not all meetings will be appropriate or will allow the time. For instance, if you have a weekly 30-minute meeting, taking 5-10 minutes for an Equity Moment might not be realistic. Use your best judgment to identify meetings where this can be incorporated as a regular practice. Don't be afraid to try and make adjustments, and please let OEDI know if you need help or have questions.

Step 2: Determine which option below is best for the meeting(s) you identified.

We suggest that you use both options (i.e. Option A one week, Option B the next, etc.) because they complement one another, building both awareness and practice.

- **Option A** will help you and your team strength your analysis and "equity muscles." It will give you practice in talking about, seeing, and naming patterns of systemic racism.
- **Option B** will strengthen your implementation skills. It will give you practice in thinking about and recognizing areas within your work where you and your team can advance racial equity.

Step 3: Model the Practice

You, as the Change Team member, should take the lead on the first two or three Equity Moments. This will allow people to see examples of what this practice look like

Option A: Naming Oppression Purpose: Strengthen Analysis and Equity Muscles Total Time: 5-7 minutes	Option B: Book-End Equity Moment Purpose: Strengthen Equity Implementation Skills Total Time: 10-12 minutes
Preparing <ul style="list-style-type: none">Choose an equity focused article, video, or recent learning that informs your practice of anti-racism. More details in the Resource section below.Make some notes to be able to summarize this resource in three minutes.Come up with some examples of systemic racism that you can point to in our practices, and identify behaviors your department can incorporate to get at the root causes of these.Focus all of these points on speaking from your own perspective, experience, and truth. At the Beginning of the Meeting <ul style="list-style-type: none">Share the resource, and discuss its driving purpose. Give a three minute background and summarize the resource.Touch on systemic issues you see and what practices and behaviors your department can incorporate to get at the root causes of these.	Preparing <ul style="list-style-type: none">Consider the meeting's agenda, your team's programs, or some challenges your team has faced, and prepare reflections to the following question: What is the connection between racial equity and the items we are here to discuss today on our agenda?To support the conversation, prepare a few bullet points in advance on where you see connections. At the Beginning of the Meeting <ul style="list-style-type: none">Ask your team the question: What is the connection between racial equity and the items we are here to discuss today on our agenda?Prepare 1-2 examples yourself. Give five minutes for feedback from the group. At the End of the Staff meeting: <ul style="list-style-type: none">Ask your team the question: What connection did we make to racial equity in our work today?Allow five minutes for group discussion.

Step 4: Set Up a Schedule

First, identify co-workers who feel comfortable replicating this practice. Then, create a schedule to share the responsibility among your entire team. Offer yourself as a resource, if people need assistance.

Step 5: Monitor the Practice

As your team institutes this practice, stay focused on how it is going. Check in with your team and make a decision to review and evaluate how this is going for everyone 4-6 weeks into the practice.

Are presenters choosing meaningful examples that advance conversations about EDI, focus on systemic equity, and help staff think about how to apply this work to the Port? Is your team responding well? Do they need more resources? If something seems off, reach out to the EDI office to troubleshoot or ask for help.

RESOURCES

For Option A, begin with resources that focus on the levels of racism. Go from internalized to interpersonal to institutional to structural. This will help create a foundation for Equity Moments. Next, focus on resources that are specific to the work of your team. For instance, if you are in External Relations, you will want to share resources that relate to things like communication and community engagement.

On the [Change Team SharePoint](#), you will find all of the [prework and resources from our trainings](#). Every other week, OEDI will update the Change Team SharePoint with additional resources.