

Memorandum

Date: September 11, 2002

To: East Bay CF LBE Core Planning Committee

From: Diane Sanchez & Rubén Lizardo

Re: Suggested Approach for Moving LBE Work Through EBCF Committees

Per our last few conversations, this memo broadly outlines a suggested approach for organizing your respective efforts to move the LBE work through EBCF committees.

Core Committee Member Tasks:

- Work with chair of each EBCF committee to set up time and a basic agenda for the LBE work;
- Work with each committee to consider the implications of the LBE work the specific EBCF area the committee deals with;
- Work with each committee to assist them in thinking about how the LBE work can be addressed through the EBCF strategic planning;
- Keep track of each committee's process and suggestions to report them back to Core Planning Committee;
- Finally, we want you to use your time working with committees to continually gauge the potential for EBCF stakeholders to reach consensus on key values, principles, and priorities for moving their LBE work forward.

You will all recall that at past meetings we have not prescribed a specific way to do this work. Our assumption is that by working with the respective chairs (sometimes that will be you) you can determine the best approaches to posing questions or structuring dialogue around LBE issues. The following lists of issues and questions have been suggested in the past as possible starting points. We assume that as the process moves forward, planning committee members will think about ways of reframing some of these questions or develop new questions.

Possible Issues/Areas To Look At Through Work With EBCF Committees:

- Vendors
- Financial and Legal Advisors
- Where and to which organizations we make our grants; the specific kinds of work we support with our grants; how that has looked in the last few years; plans for next few years; and etc.
- Board composition, process for recruitment and our orientation process for new board members—as all these efforts relate to inclusion and equity.
- The language & look of our photos in publications and our website, etc.
- Staff composition and recruitment process.

- HR Policies, etc.
- What demographics (including community needs assessments) we currently gather and how we use them in our planning and other efforts.
- Opportunities for staff and board development in areas related to inclusion and equity.
- EEO Policies and Statements; other value statements; the possibilities of developing a formal organizational statement on inclusion and equity.
- How we deepen EBCF's contacts and relations with key communities we serve or want to serve.
- The possibility of doing more convening relating to diversity, inclusion, or equity issues in the region or communities we serve; other relevant convenings.
- How our center is used.
- Strategies to strengthen our internal connections with & knowledge of communities of color.
- Facilitating more informal discussions or activities related to diversity and equity with staff and trustees.

Other Questions to Consider (from Diversity & Equity E-Scan/SWOT Tool):

Mission: Are EBCF's diversity and equity values, concerns, and intents clearly articulated in the Mission? If not, what are the implications of this omission?

Governance: Is the composition of the EBCF Board reflective of the constituencies that are key foundation stakeholders now and in the future? Are there glaring omissions in representation; and if so, what are the implications for the foundation?

Asset/Donor Development: Do EBCF staff and trustees recognize the real and potential benefit of targeting donors of color as part of the foundation's asset/donor development strategy? If so, what specific strategies are undertaken to increase your foundation's share of dollars from donors of color?

Administration/Business Practices: In the main, do EBCF's current business practices deepen or ameliorate many of the economic equity concerns we are most concerned about in the region? Do EBCF's investment and purchasing practices seek to address any of those concerns?

Does the current EBCF staff composition include individuals with the knowledge, experience, and relationships needed to effectively address the diversity and equity issues (within the scope of EBCF mission and objectives) that are most important to the region and communities we serve? Does EBCF provide resources and support to build the capacity of staff to respond to those diversity and equity concerns?

Grant Making (Program): Are EBCF's current funding priorities adequately addressing the diversity and equity issues facing our community?

Communications/Public Relations: Does the EBCF public relations strategy (and materials) clearly communicate the foundation's principles and intents regarding diversity, inclusion, and equity? Does the foundation find ways to highlight important diversity and equity issues in its various communications vehicles? Do we highlight the work of civic and community organizations engaged in diversity & equity work?

Resources You Can Draw On For Support In Your Efforts With Committees:

- EBCF's LBE Web Site—Books, Articles, Tools, Documents, Links, Data for EBCF and Community, and etc.
- Other Core Planning Team Members
- Away-Team Members; and in particular, Diane & Rubén.