



## KUOW, DEI Committee October 21 Meeting RSVP REQUIRED Minutes

10/21/2025 3:30 PM PDT to 5:00 PM PDT

KUOW

<https://washington.zoom.us/j/95623481438>

### **Members Present**

Mylene Barizo  
Sharon Nyree Williams  
Tina Pamintuan  
Colin Peterson  
Michelle Merriweather  
Kerry Swanson

### **Members Absent**

Wassef Haroun  
John Sullivan  
Hilary Lee  
Ian Warner  
Andy McGovern

### **Meeting Objectives**

#### **Committee Purpose**

#### **DEI Lens Questions**

#### **I. Welcome and Call to Order 3:30 PM**

##### **A. Invitation to Disclose Possible Conflicts of Interests**

The meeting began with an inquiry about potential conflicts of interest, with no issues reported. Sharon Nyree Williams was recognized for her role in preparing the draft minutes, and participants were invited to suggest changes. The minutes from the previous meeting were unanimously approved without objection.

- The meeting began with an inquiry regarding any conflicts of interest among participants. There were none reported.
- The draft minutes from the August 7th DEI committee meeting were discussed, with an invitation for participants to suggest adjustments as needed.
- Carrie was acknowledged for compiling the draft minutes amidst other priorities.
- Participants were asked to review the draft minutes for any necessary changes.
- Motion - Mylene moved to approve the minutes as provided.
- Second - The motion to approve the minutes was seconded by Michelle.
- Decision - The minutes for the August 7th meeting were unanimously approved with no objections.

##### **B. Approval of DEI Committee Meeting Minutes**

###### **1. Aug 7th Draft DEI Meeting Minutes**

###### **2. Working Session Notes Sep 12**

#### **C. Overview of Meeting**

#### **II. Station Business**

##### **A. RET Update**

Station business discussions centered on re-organizing the Racial Equity Team's structure for improved integration, reflecting a shift towards horizontal integration. Key roles will now be appointed within the strategic planning office. Leadership changes and strategic initiatives are planned to incorporate equity and involve multiple consultants, and Sharon noted that Hillary will liaise with the CEO's office.

- Discussion on the changes in the Racial Equity Team (RET) setup, emphasizing moving from a vertical structure to a horizontal integration across the station and committee.
- Kerry Swanson and Tina discussed the transition of the RET to live within the CEO and GM's office for better oversight and integration with strategic planning.
- Kerry Swanson reported on a series of skills labs conducted for supervisors to manage phases of change, acknowledging the past layoffs and financial uncertainties.
- Action Item - Tina outlined a plan to incorporate equity into the strategic planning process, targeting February for having a comprehensive plan in place.
- Action Item - There is consideration of changing the naming of the Racial Equity Team to better reflect the horizontal integration within the strategic plan.
- Considering bringing in multiple consultants instead of relying on a single consultant to facilitate the transition and strategic planning.

- Action Item - Sharon Nyree Williams noted that Hillary will serve as the liaison between the committee and the CEO's office for agenda and work planning for 2026.

### **III. Committee Business**

#### **A. 2025 Workplan**

##### **2025 Board & RET Relationship**

###### **Team Agreements Discussion**

Committee business covered discussions on DEI perspectives and the importance of embedding DEI practices into governance. Upcoming leadership roles were announced pending votes, and a commitment was made to develop the 2025 work plan with an emphasis on DEI training and feedback.

- Discussion initiated on the current understanding and perspective of Diversity, Equity, and Inclusion (DEI) in the community considering recent changes and challenges.
- Various members expressed the notion that DEI work has remained consistent among true practitioners despite changing attitudes and opposition in some areas.
- Agreement on the importance of inclusion and incorporating DEI practices into everyday operations, while some observed a rebranding within corporate environments.
- Discussion on the future direction, including the importance of lateral movement by embedding DEI committee members into other governance committees.
- Reflecting on past leadership changes and challenges faced by the DEI committee this year and the need to maintain momentum forward.
- Action Item - Commitment to develop a work plan for next year, emphasizing DEI training collaborations, liaison roles, and seeking feedback on team agreements.
- Acknowledgement of upcoming executive committee meeting on November 6, with absence noted of the current chair due to personal commitments.
- Announcement of Sharon Nyree Williams and Michelle Merriweather in new leadership roles pending voting outcomes.
- Action Item - Request for committee representation at new board member orientation on November 7.

### **IV. Topics for Executive Committee Meeting Agenda**

#### **A. Exec Committee Meeting: Nov 6th**

#### **B. BOD Meeting: Nov 20th**

#### **V. Adjourn Meeting**

The meeting concluded with planning next steps, including the proposal of a pre-recorded video for members. Logistics for its creation and sharing were discussed, confirming no public presence and thereby no need for an executive session. The meeting adjournment was officiated.

- Sharon Nyree Williams proposed the idea of creating a pre-recorded video to be shared among members, which was positively received by others, including Kerry Swanson, Michelle Merriweather, and Tinapamintuan.
- Kerry Swanson and Sharon Nyree Williams discussed logistics for creating and sharing the video, with Kerry offering to give Sharon ideas and suggesting she sends the video once ready.
- Kerry Swanson asked Sharon Nyree Williams if there was any need to conduct an executive committee meeting or session.
- Sharon Nyree Williams confirmed there was no public present and there was no need to go into an executive session.
- Decision - Sharon Nyree Williams officially adjourned the meeting.

### **Uncategorized Discussion Points**

#### **Informal Gathering**

The meeting commenced with an informal gathering focusing on personal updates and light-hearted exchanges due to the absence of a formal agenda, while awaiting to reach quorum. Notable was the technical assistance offered to members joining and discussions about maintaining quorum, especially upon Michelle's arrival, officially reaching quorum with Tina's subsequent inclusion.

- The meeting begins with informal personal updates and conversations among attendees.
- Sharon Nyree Williams and Kerry Swanson engage in casual conversation acknowledging the lack of a formal agenda being sent out earlier. Kerry apologizes for the oversight.
- The meeting has not yet reached quorum; Sharon Nyree Williams discusses efforts to contact remaining members, highlighting the wait for additional arrivals.
- Kerry Swanson notes that the committee consists of 7 members, and they require one more to reach quorum.
- Confirmation that Tina will join the meeting soon, contributing towards achieving quorum.
- Michelle Merriweather joins the meeting amid technical difficulties, and her arrival further contributes towards achieving quorum.
- Kerry Swanson states that Tina has now joined the meeting, confirming that quorum has been reached.

#### **Call to Order & Check-in**

The official start of the meeting included a welcome, emotional check-in among attendees, and confirmation of recordings occurring via AI tools and Zoom. This served as both a commencement formality and a way to ensure documentation accuracy.

- Meeting commenced with a welcome and check-in, where attendees shared their current emotional states as a way of initiation.
- Confirmation that the meeting is being recorded in two different ways: using an AI tool on board to generate meeting minutes and recording via Zoom as a backup.

#### **Agenda Review & DEI Lens**

As the final DEI Committee meeting of the year, board members were encouraged to reflect on past efforts and acknowledge contributions. Members were tasked with prioritizing DEI principles through the guiding questions, looking ahead to strategic decision-making.

- The meeting is recognized as the final DEI Committee meeting of the year, with appreciation expressed to members for their contributions.
- Board members are encouraged to consider DEI lens guiding questions as part of their decision-making process.

#### **Working Session Reflection**

The committee expressed their gratitude for a productive working session that moved beyond traditional DEI training. This session, grounded in organizational values, facilitated crucial conversations and laid the groundwork for future improvements through revisiting core values and mission statements.

- The committee reflected on their recent working session and expressed gratitude for participation and preparation, shifting from a traditional DEI training to a working session.
- Members acknowledged the session pivoted to important, needed conversations and praised the collaborative planning and ensuring roles for participants in the session.
- There was a recognition of the importance of grounding the session in organizational values, which helped refine their approach and highlight where improvements are needed.
- Discussion included the necessity of revisiting values and mission statements periodically to guide the committee and board, as these revisits help in clarifying roles and purpose.

#### **Post-Meeting Admin & Informal**

Post-meeting, logistical details for the executive meeting were addressed, including report submissions and overcoming technical obstacles. A shared document for ease of access was proposed, with provisions for manual assistance from Kerry Swanson.

- Kerry Swanson inquired about logistical aspects concerning an upcoming executive meeting and whether Sharon Nyree Williams had any items to bring forward to it.
- Kerry Swanson discussed a template document provided by Beehive for committee chairs to input their reports.
- Sharon Nyree Williams confirmed the process involves writing reports on the committee meeting and sending them back to Beehive.
- There was a technical issue with Outlook that prevented Sharon from opening the document, prompting her to email her report directly to Beehive.
- Action Item - Kerry Swanson committed to sending the document out to all committee chairs the following day and offered to assist manually if anyone else faces technical issues.
- Sharon Nyree Williams suggested using a shared document for inputting reports, expressing approval of the idea.