

**CAEE Diversity, Equity and Inclusion Action Plan  
2020 – 2023  
Developed November 2020 (Revised August 2021)**

GOALS/OBJECTIVES	ACTIVITIES/ACTION STEPS	TIMELINE
<b>Goal 1: Recruit and retain more diverse and inclusive Board and Committee members</b>		
1a. By December 31, 2021 – recruit two cohorts of 2-3 BIPOC board members	<ul style="list-style-type: none"> <li>• Create a robust list of organizations, companies and groups from which to recruit potential Board and Committee members</li> </ul>	August 2021
1b. By December 31, 2023 – ensure at least 40% of board are BIPOC (4-5 individuals)	<ul style="list-style-type: none"> <li>• Develop a more intentional Board recruitment process</li> </ul>	December, 2023
1c. By May 30, 2022 – recruit a cohort of 3–5 BIPOC conference committee members	<ul style="list-style-type: none"> <li>• Develop a demographic tracking matrix for all Committee members</li> <li>• Develop an intentional recruitment process for Committee members</li> </ul>	Jan. 2022 (Conf) May 2022
1d. By December 31, 2021, develop a financial plan to determine feasibility of implementing a stipend/incentive system for committee members	<ul style="list-style-type: none"> <li>• Create a list of committees that are currently recruiting new members</li> <li>• Map out the requirements for each committee</li> <li>• Develop potential financial plan to support a stipend/incentive system for Committees</li> </ul>	Jan 2022 February 2022 December 2021
1e. By March 31, 2021, develop and institutionalize group agreements for board and by June 30, 2022 for committees	<ul style="list-style-type: none"> <li>• Facilitate conversations about group agreements with Board and all Committee</li> <li>• Adopt CAEE definitions for key DEI concepts</li> </ul>	March-April 2021 December 2021
1f. Offer bi-annual (twice annually) opportunities for ongoing training/PD focused on DEI topics	<ul style="list-style-type: none"> <li>• Map out desired training and professional development needs and develop annual calendar</li> <li>• Explore role of white dominant culture in Board and Committee structures</li> </ul>	Dec. Annually ✓ April 2021 (Training #1)
<b>Goal 2: Ensure programs are designed and delivered to meet diverse and inclusive needs</b>		
2a. By December 31, 2023, increase diversity of membership (more diverse individuals, organizations serving more	<ul style="list-style-type: none"> <li>• Survey the membership to determine current diversity</li> </ul>	By March 31, 2022 April 2022

diverse communities, organizations with more diverse leadership)	<ul style="list-style-type: none"> <li>• Use survey findings to guide future program decisions and membership recruitment</li> <li>• Set the diversity targets/goals for membership</li> <li>• Create a plan for scholarships (develop a scholarship committee? Board review process? How many scholarships? How will they be funded?)</li> </ul>	By December 31, 2022 December 31, 2022
2b. By September 30, 2022, engage board members and/or external partner to design conference (content, speakers, systems for making it a safe space, evaluating whether it's an inclusive space) from an equity/inclusion lens	<ul style="list-style-type: none"> <li>• Conference committee will set goals for increasing conference diversity and then recruit for those goals</li> </ul>	February 2022
2c. By December 31, 2021, develop a financial plan to determine feasibility of implementing a payment system for trainers	<ul style="list-style-type: none"> <li>• Complete a feasibility study for paying trainers</li> </ul>	December 2021
2d. By December 31, 2021, ensure 50% of trainers and webinar facilitators are BIPOC	<ul style="list-style-type: none"> <li>• Track demographic data of trainers and webinar facilitators</li> <li>• Set targets for intentional recruitment</li> </ul>	System by Jan 2021 November Annually
<b>Goal 3: Adopt policies, procedures and operations that reflect a Board and organizational commitment to DEI</b>		
3a. By December 31, 2023, raise adequate funds to implement full board-approved benefits package – with goal of phasing in at least one benefit each fiscal year	<ul style="list-style-type: none"> <li>• Define ideal salary ranges for all CAEE staff positions</li> </ul>	December 2021
3b. By January 1, 2021 CAEE job board will require salary or salary-range on all jobs		✓ January 2021
3c. By September 30, 2021, develop preferred BIPOC/Women-owned/local business vendor list for CAEE	<ul style="list-style-type: none"> <li>• Develop list of current CAEE vendors</li> </ul>	Aug./Sept 2021
3d. By January 31, 2021, revise inclusiveness statement and DEI goals for website		✓ September 2021

<b>Goal 4: Provide thought-leadership related to DEI in Environmental Education</b>		
4a. By December 31, 2021, produce two written updates about CAEE's DEI work and journey		January and July