

**Stacel, Lori**

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**From:** Klopsch, Norbert S.  
**Sent:** Friday, April 23, 2021 3:58 PM  
**To:** Collins, Carol D.  
**Cc:** Hill, Alan  
**Subject:** FW: Prep for 4/28 OIC Meeting  
**Attachments:** 4-28-21 OIC General Membership Meeting Speaking Order v3.docx; Code of Conduct FINAL.pdf

Carol,

Fyi below. At the moment you are not scheduled to lead a breakout session. I will let you know if that changes.

Norb

Norbert S. Klopsch  
Oakwood City Manager  
(937) 298-0600

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**From:** Kristi Hale <hale@wrightlibrary.org>  
**Sent:** Friday, April 23, 2021 3:54 PM  
**To:** Joshua D. Green <joshua@the-green-family.org>; Carter, Michael <Michael.Carter@sinclair.edu>; Victoria Hix <hix@wrightlibrary.org>; Elizabeth Schmidt <schmidt@wrightlibrary.org>; Brian Potts <potts@wrightlibrary.org>; healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; sdorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>  
**Subject:** Prep for 4/28 OIC Meeting

OIC Leadership and Library Support Team,

I've attached the agenda for next Wednesday's General Meeting.

- Wright Library's Brian Potts will again be our event producer, with Josh Green as his backup.
- The program includes a 30 minute breakout session from 7:30 – 8 p.m.
- Here's the preliminary list of discussion leaders for the breakout sessions. Please let me know if you would prefer to be removed from that role (please also let me know if I inadvertently left someone off the list!):
  - Kristi Hale
  - Judy Cook
  - Roger Crum

- Sam Dorf
- Leigh Ann Fulford
- Madeline Iseli
- Healy Jackson
- Jeremy Newport
- Kyle Ramey
- Dan Turben
- Elizabeth Schmidt
- Victoria Hix (need to confirm her availability)
- Michael Carter – need to confirm his preference
- Each breakout room discussion leader should prepare by reviewing the instructions and questions before the meeting.
  - Instructions and questions are included on the attached agenda under item 5 A – D.
  - I have attached a copy of the OIC Rules of Conduct, which each leader should read to their group at the beginning of the breakout session.
  - There are more discussion questions than needed, so you have choices if dialog starts to lag.

When I last checked, we had 46 people registered. We like to have 4 – 6 people per discussion. It's possible that more than one discussion leader may be assigned to one room, and if so, you can work together or assign one person to take the lead.

Please let me know if you have any questions or suggestions. I think it's going to be a great program. Thank you Michael, Madeline, and Leigh Ann for all your work putting this together!

Kristi



**Kristi J. Hale** *Director*  
Wright Memorial Public Library

1776 Far Hills Avenue,  
Oakwood, OH 45419-2531  
Office phone: 937 250-6824 F 937 294-8578  
[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org) | [wrightlibrary.org](http://wrightlibrary.org)

**PROPOSED AGENDA (v3 Draft 4/23/21)**

**April 28, 2021 OIC General Membership Meeting**

**DURING PRE-MEETING SIGN-IN...??**

Possible “teaser” for the membership meeting perhaps on the zoom screen as people start to enter the zoom session on the 24th?

- When someone sees you walking down the street, what lists might they make about you?
- What lists do you sometimes make about others?
- How might these lists shape choices people make (beyond greeting each other)?
- What would it take to change the lists people make about each other?



<p><b>1. WELCOME</b></p> <ul style="list-style-type: none"> <li>• OIC Updates</li> <li>• Introduce Madeline</li> </ul>	<p>Kristi Hale</p>	<p><b>7:00 pm</b> (2 min.)</p>
<p><b>2. INTRODUCE FACILITATOR, MICHAEL CARTER</b></p>	<p>Madeline Iseli</p>	<p><b>7:02 pm</b> (1 min)</p>
<p><b>3. BRIEF OVERVIEW OF MEETING FORMAT</b></p> <ul style="list-style-type: none"> <li>• TED Talk followed by breakout discussion groups and then summary and Q&amp;A with larger group</li> <li>• Introduce TED Talk —“The Danger of a Single Story”</li> </ul>	<p>Michael Carter</p>	<p><b>7:03 pm</b> (5 min)</p>
<p><b>4. SHOW TED TALK, “The Danger of a Single Story”</b></p>	<p>Video</p>	<p><b>7:08 pm</b> (20 min)</p>
<p><b>5. BACK TO MICHAEL</b></p> <ul style="list-style-type: none"> <li>• Now we’re going to go into the breakout groups for about 30 minutes, after which we’ll reconvene as an entire group for observations and reflections</li> </ul>	<p>Michael</p>	<p><b>7:28 pm</b> (1 min)</p>



<p><b>A. GO INTO BREAKOUT DISCUSSION GROUPS</b></p> <p><b>BREAKOUT LEADER INSTRUCTIONS:</b></p> <p><b>B. Share OIC Code of Conduct (Attached)</b></p> <ol style="list-style-type: none"> <li>1) Open-Mindedness</li> <li>2) Acceptance</li> <li>3) Curiosity</li> <li>4) Sincerity</li> <li>5) Brevity</li> </ol> <p><b>C. Introduce Discussion with this statement:</b>  Adichie (pronounced "uh-DEE-chee") says "stories matter because they have the power to break or create dignity." Let's talk about how "single stories" impact our own identities, how we view others, and the choices we make. Here are some questions that may help start our discussion:  (NOTE: This is a long list of questions provided as potential seeds to keep the conversation going. There is no need for group leaders to feel pressured to cover the entire list. Group leaders may choose from this list to cover the topics that interest them the most. Michael will facilitate the conversation afterward to tease out these many different facets of "single story" dynamics.)</p> <ol style="list-style-type: none"> <li>1) Has a single story ever been told about you? How did you know? How did it make you feel?</li> <li>2) Have you ever told a single story? What did you do? How did you come to realize it was a single story?</li> <li>3) Describe a "single story" that you feel is wrongly impacting others.</li> <li>4) Do we create single stereotypical stories about countries, religions and races that are unfair? Give some examples.</li> <li>5) What makes individuals uncomfortable about <b>not</b> having a single story for other people?</li> <li>6) Have you ever connected with someone with whom you were sure you had nothing in common? How did that help your personal development?</li> <li>7) Have you learned anything recently that you weren't aware of, and it helped change your perspective about other people?</li> <li>8) America is more segregated today than it was in 1996. Dayton is one of the most segregated cities in America. Do these facts lead to the likelihood of a single story? Why/why not?</li> <li>9) Interacting with people different than oneself helps avoid creating single stories. What can you commit to do to erase some of your single-story blind spots?</li> </ol> <p><b>D. Breakout Discussion</b>  <b>NOTE:</b> Breakout session leaders should have examples ready in their heads should no one jump in to start the discussion.</p>	<p>Breakout Group Leaders</p>	<p><b>7:29 pm</b> (30 min)</p>
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<p><b>6. RETURN FROM BREAKOUT GROUPS</b> (Allow transition time for everyone to return....)</p>		<p><b>7:59 pm</b> (1 min)</p>
<p><b>7. WRAP UP DISCUSSION WITH ENTIRE GROUP – Michael will Facilitate a Conversation with the Larger Group</b></p> <p><b>NOTE:</b> It would be helpful for Michael to have a list of the breakout groups and their leaders so that he can call on groups to engage in the conversation.</p> <p><i>Possible introduction and highlights Michael will cover:</i></p> <p>Here are the steps of how single stories can cause us to treat individuals negatively:</p> <ul style="list-style-type: none"> <li>• We assume something is true of all individuals in a group, i.e., we create a stereotype.</li> <li>• We show prejudice when we base our opinion about someone on a negative stereotype.</li> <li>• We discriminate when we treat a person negatively based on stereotype.</li> </ul> <p>People like to believe they aren't judgmental but all humans are. Our brains are wired this way to help us make sense of the world we live in. Being judgmental is neither good nor bad.... It's just natural. However, placing all people in a category can be misleading and dangerous. For example, all Islamists are not terrorists, all old women are not grandmothers, and all dogs are not friendly.</p> <ul style="list-style-type: none"> <li>• Ask for specific examples from the breakout discussion session that show the confusion/danger of stereotyping in your group?</li> <li>• When we stereotype folks, whether it be good or bad, we are telling a single story about that person that can be just part of the story or wrong all together.</li> <li>• Thank you for sharing your experiences tonight with us as we all learn more about how we can be more inclusive and accepting of people in our community.</li> </ul>	<p>Michael Carter</p>	<p><b>8:00 pm</b> (20-25 min)</p>
<p><b>8. ADJOURNMENT</b></p>	<p>Kristi Hale</p>	<p><b>8:20 pm</b> (5-10 min)</p>

## **Code of Conduct**

### **Guiding Oakwood Inclusion Coalition Participation**

All Oakwood Inclusion Coalition (OIC) participants agree to treat one another respectfully. With a spirit of humility, we agree to exercise the following principles and attitudes in order to facilitate OIC's mission to study, promote, and celebrate an inclusive and welcoming environment.

- **Open-mindedness:** Be curious and listen to understand. Explore how others' experiences have shaped their values and perspectives.
- **Acceptance:** Listen without interruption or crosstalk. Suspend judgment so you can be open to learning from others.
- **Curiosity:** Seek to discover and understand rather than persuade. Look for areas of agreement and shared values and take an interest in others' differing beliefs and opinions.
- **Sincerity:** Speak authentically from your heart and personal experience. Welcome that from others.
- **Brevity:** Keep your comments concise and relevant. Strive for honesty and depth while being conscious of sharing airtime.



## Stacel, Lori

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**From:** Klopsch, Norbert S.  
**Sent:** Monday, April 26, 2021 3:19 PM  
**To:** Collins, Carol D.; Hill, Alan  
**Subject:** FW: Prep for 4/28 OIC Meeting

Fyi, Norb

Norbert S. Klopsch  
Oakwood City Manager  
(937) 298-0600

---

**From:** Kristi Hale <hale@wrightlibrary.org>  
**Sent:** Monday, April 26, 2021 2:10 PM  
**To:** Joshua D. Green <joshua@the-green-family.org>; Carter, Michael <Michael.Carter@sinclair.edu>; Victoria Hix <hix@wrightlibrary.org>; Elizabeth Schmidt <schmidt@wrightlibrary.org>; Brian Potts <potts@wrightlibrary.org>; healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; s Dorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>  
**Cc:** Carter, Michael <Michael.Carter@sinclair.edu>  
**Subject:** RE: Prep for 4/28 OIC Meeting

OIC Leaders,

If you would like a meeting reminder, please go ahead and register for the meeting at <https://www.oakwoodic.org/event-details/oic-general-membership-meeting-3>.

Jeremy and Norb will not be unable to attend. The rest of you will be assigned a small group unless you tell me by Wednesday that you do not wish to do so. For our producer, here's the list of available breakout room leaders:

- Kristi Hale
- Judy Cook
- Roger Crum
- Sam Dorf
- Leigh Ann Fulford
- Madeline Iseli
- Healy Jackson
- Kyle Ramey
- Dan Turben
- Elizabeth Schmidt
- Victoria Hix
- Michael Carter

We have more than 60 registered. Please continue to promote this event to the people you know.

Thank you,  
Kristi

**From:** Kristi Hale

**Sent:** Friday, April 23, 2021 3:54 PM

**To:** Joshua D. Green <joshua@the-green-family.org>; Carter, Michael <Michael.Carter@sinclair.edu>; Victoria Hix <Hix@wrightlibrary.org>; Elizabeth Schmidt <Schmidt@wrightlibrary.org>; Brian Potts <Potts@wrightlibrary.org>; healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; sdorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>

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Please let me know if you have any questions or suggestions. I think it's going to be a great program. Thank you Michael, Madeline, and Leigh Ann for all your work putting this together!

Kristi



**Kristi J. Hale** *Director*  
Wright Memorial Public Library

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Oakwood, OH 45419-2531  
Office phone: 937 250-6824 F 937 294-8578  
[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org) | [wrightlibrary.org](http://wrightlibrary.org)

## Stacel, Lori

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**From:** Klopsch, Norbert S.  
**Sent:** Tuesday, June 8, 2021 11:18 AM  
**To:** Stacel, Lori;Collins, Carol D.;Spitler, Doug;Hill, Alan;Jacques, Robert;Stafford, Cindy;Wilder, Jennifer  
**Subject:** FW: Story of Inclusion in the Summer 2021 Historian  
**Attachments:** 20210608100812293.pdf

Fyi, Norb

Norbert S. Klopsch  
Oakwood City Manager  
(937) 298-0600

---

**From:** Kristi Hale <hale@wrightlibrary.org>  
**Sent:** Tuesday, June 8, 2021 10:17 AM  
**To:** healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; sdorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>  
**Subject:** Story of Inclusion in the Summer 2021 Historian

Nice article in the recent issue of The Historian!



**Kristi J. Hale** Director  
Wright Memorial Public Library

1776 Far Hills Avenue,  
Oakwood, OH 45419-2531  
Office phone: 937 250-6824 F 937 294-8578  
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## Previous Resident Shares Story of Inclusion

I moved to Oakwood because at the time my son was attending a local independent school, but I was uncertain I would be able to continue with his tuition payments. Because of that I started researching local public schools in the area and as a result of my research, I felt that Oakwood Schools would be a better fit. Ultimately, I was able to keep my son at the school he attended and graduated from, but having Oakwood High School as a backup was a relief for me.

My initial thoughts of moving and living in Oakwood did not come without fear. Historically, Oakwood was not considered a very diverse community and I have had family and friends that were pulled over numerous times when driving up or down Far Hills. I also remember hearing that the Oakwood community was not very welcoming to people of color. These stories frightened me because I am a woman of color with a son of color, so I often times worried about him and what he was going to experience. But I did not encounter those things and am reading more and more about Oakwood's commitment to become more inclusive and have seen diversity changes throughout.

That being said, I cannot remember a day when I did not feel a sigh of relief or release as I crossed over to Oakwood on my drive home from work. Oakwood was my sanctuary for the time period we lived there, and I have often times thought about moving back. — Antoinette Hampton

Antoinette is the Vice President of Resource and Development for The United Way of the Greater Dayton Area.





## Stacel, Lori

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**From:** Klopsch, Norbert S.  
**Sent:** Friday, April 23, 2021 12:55 PM  
**To:** Collins, Carol D.; Hill, Alan  
**Subject:** FW: OIC Establishing Document and April 28 Meetings  
**Attachments:** OIC Establishing Document Rv #1 (Crum + Norb) (003).docx

Carol and Alan, Fyi below. Norb

Norbert S. Klopsch  
Oakwood City Manager  
(937) 298-0600

---

**From:** Klopsch, Norbert S.  
**Sent:** Friday, April 23, 2021 12:55 PM  
**To:** Daniel H Turben (d.turben@icloud.com) <d.turben@icloud.com>; Healy Jackson <healyjackson@gmail.com>; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport (newporjd@yahoo.com) <newporjd@yahoo.com>; Judy G Cook <judygcook@woh.rr.com>; Kristi Hale (hale@wrightlibrary.org) <hale@wrightlibrary.org>; Leigh Ann Fulford (ladfulford@gmail.com) <ladfulford@gmail.com>; ramey.kyle@oakwoodschoools.org; Roger Crum (rcrum1@udayton.edu) <rcrum1@udayton.edu>; sdorf1@udayton.edu  
**Subject:** OIC Establishing Document and April 28 Meetings

All,

Sorry for taking so long to respond to the string below. I like Roger's thinking, without exception. I also fully appreciate Kristi's words, particularly given our heavy workloads.

That said, I think the only real meaty issue we have before us has to do with membership. I spoke recently at some length with Judy and also with Healy and think we are starting to figure out how best to address what membership means. Attached is Roger's mark-up, along with a couple additions from me. The additions basically remove from our OIC the formal "voting" requirement of the general membership. With that done, we can eliminate the distinction between General and Affiliate member... and simply have members, which I really like. Anyone and everyone can be a Member, regardless where they reside... and being a Member simply means that you want to be part of this thing we created... this OIC. And you can be a Member that regularly attends events, or rarely attends. Being a Members simply means that you like what we are doing and, again, want to be part of it, in whatever capacity works for you.

Anyway, I think we are ready to have a good discussion about this at our next Leadership Team meeting.

Regarding April 28, I will likely not be able to participate in the evening meeting. Debbie and I will be in Columbus late that day moving Sam out of his freshman dorm and bringing him (and a carload of stuff) home for the summer. I hope to be able to participate in the 11:30 am meeting regarding the logo. Carol Collins (Leisure Services Director) and Chief Alan Hill (Public Safety Director) will participate in the evening OIC meeting, and I anticipate that two city council members (Vice Mayor Steve Byington and Leigh Turben) will also attend, possibly a third. Carol is acting city manager in my absence, and is prepared to lead a breakout session if needed.

I mentioned before that I watched the Single Story TED Talk several months ago and found it very powerful. I think it will be a great program.

Norb

Norbert S. Klopsch  
Oakwood City Manager  
(937) 298-0600

**From:** Roger Crum <[rcrum1@udayton.edu](mailto:rcrum1@udayton.edu)>

**Sent:** Friday, April 16, 2021 7:45 AM

**To:** Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>

**Cc:** Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>; Klopsch, Norbert S. <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>; Daniel H Turben <[d.turben@icloud.com](mailto:d.turben@icloud.com)>; Healy Jackson <[healyjackson@gmail.com](mailto:healyjackson@gmail.com)>; Iseli, Madeline <[Madeline.Iseli@sinclair.edu](mailto:Madeline.Iseli@sinclair.edu)>; Jeremy Newport <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>; Leigh Ann Fulford <[ladfulford@gmail.com](mailto:ladfulford@gmail.com)>; Kyle Ramey <[ramey.kyle@oakwoodschoools.org](mailto:ramey.kyle@oakwoodschoools.org)>; Samuel Dorf <[sdorf1@udayton.edu](mailto:sdorf1@udayton.edu)>

**Subject:** Re: OIC Establishing Document

dear all

i agree with kristi that i too thought that we were done with this document, but a year's reflection and work on the OIC brought me to a continued sense that that document was just not wholly where it needed to be or might be in two significant details: membership and matters of liaison members. i also agree with judy that our primary focus is on oakwood, but our organization was also founded in a concern for how oakwood interacts with and is perceived by surrounding communities. indeed, it was that external perception that initially brought us together in a concern that such an organization needed to be established. that additional dimension of our purpose and goals is also



what we have stated, put in our documents, and expressed to the wider public in press releases. so we have already positioned and advertised ourselves as a community organization that is open to all communities, with and beyond oakwood. on the matter of membership, i wholly anticipate that our membership will always be 99.99 percent composed of residents of oakwood, so i think we stand nothing to lose and everything to gain by changing membership to be simply one category and not a structure of general members and affiliate members. thanks. yours, roger

On Fri, Apr 16, 2021 at 6:53 AM Judy Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)> wrote:

I think it is important to remember that our mission is about Oakwood and therefore our focus is how best to move forward as a community. It is through success in that mission that the image of 'elitist' will disappear. At this point we cannot agree on how to establish a 'membership' category.' Let's make sure we are being proactive and focused not defensive and protective.

Judy

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**From:** Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>  
**Sent:** Thursday, April 15, 2021 11:16 AM  
**To:** Roger Crum <[rcrum1@udayton.edu](mailto:rcrum1@udayton.edu)>; Klopsch, Norbert S. <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>  
**Cc:** Daniel H Turben ([d.turben@icloud.com](mailto:d.turben@icloud.com)) <[d.turben@icloud.com](mailto:d.turben@icloud.com)>; Healy Jackson <[healyjackson@gmail.com](mailto:healyjackson@gmail.com)>; Iseli, Madeline <[Madeline.Iseli@sinclair.edu](mailto:Madeline.Iseli@sinclair.edu)>; Jeremy Newport ([newporjd@yahoo.com](mailto:newporjd@yahoo.com)) <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>; Judy G Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>; Leigh Ann Fulford ([ladfulford@gmail.com](mailto:ladfulford@gmail.com)) <[ladfulford@gmail.com](mailto:ladfulford@gmail.com)>; [ramey.kyle@oakwoodschoools.org](mailto:ramey.kyle@oakwoodschoools.org); [sdorf1@udayton.edu](mailto:sdorf1@udayton.edu)  
**Subject:** RE: OIC Establishing Document

Roger,

Thanks for the input. However, I'll admit to being a little fatigued in that I thought we had already laid most of these points to rest when we passed the document last year. That being said, we are a new organization, and if the majority don't think we have it right, than we can and should put issues back on the table.



Personally, I do not have strong feelings about whether or not we have one or two types of membership. As a non-Oakwood resident, I feel this is for others on the leadership team to decide.

However, on the role of the city, school, and library leaders, I feel we should be members that represent our institutions, just as other institutional leaders will be representing their institutions (faith leaders, business leaders, etc.).

Sounds like we'll have some things to discuss. I'm looking forward to all of your voices.

Kristi

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**From:** Roger Crum [<mailto:rcrum1@udayton.edu>]  
**Sent:** Thursday, April 15, 2021 10:40 AM  
**To:** Klopsch, Norbert S. <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)>  
**Cc:** Daniel H Turben ([d.turben@icloud.com](mailto:d.turben@icloud.com)) <[d.turben@icloud.com](mailto:d.turben@icloud.com)>; Healy Jackson <[healyjackson@gmail.com](mailto:healyjackson@gmail.com)>; Iseli, Madeline <[Madeline.Iseli@sinclair.edu](mailto:Madeline.Iseli@sinclair.edu)>; Jeremy Newport ([newporjd@yahoo.com](mailto:newporjd@yahoo.com)) <[newporjd@yahoo.com](mailto:newporjd@yahoo.com)>; Judy G Cook <[judygcook@woh.rr.com](mailto:judygcook@woh.rr.com)>; Kristi Hale <[hale@wrightlibrary.org](mailto:hale@wrightlibrary.org)>; Leigh Ann Fulford ([ladfulford@gmail.com](mailto:ladfulford@gmail.com)) <[ladfulford@gmail.com](mailto:ladfulford@gmail.com)>; [ramey.kyle@oakwoodschoools.org](mailto:ramey.kyle@oakwoodschoools.org); [sdorf1@udayton.edu](mailto:sdorf1@udayton.edu)  
**Subject:** Re: OIC Establishing Document

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

norb:

thanks for sending this round. please see and consider my editorial suggestions in the attached. in addition to drawing attention to a set of general edits, i would specifically point out the issue of how membership is defined (we presently have "general membership" ---read oakwood

citizens--- and "affiliate membership"---read those who are not oakwood citizens. i fear that this sets of a A and B list set of members, and could be perceived externally as elitist . . . Also, i think we need a bit of conversation about whether individuals from the city (norb), the schools (kyle), and the library (kristi) are "members" or "liaisons." my recommendation is that we adhere to the language of "liaison" for these individuals, in the cases in which they are representing those entities (city, schools, and library), reserving to them as citizens/individuals the right and privilege to become members independent of their official roles with this city, schools, or library. in this way, we doubly make sure that the OIC is clearly a citizen-run organization and not an official or veiled wing of the city of oakwood, the schools, or the library. in other words, we are direct and upfront that individuals like norb, kyle, and krist are there as liasons as not as individuals who are guiding the OIC from their official positions.

yours, roger

On Thu, Apr 15, 2021 at 10:13 AM Klopsch, Norbert S. <[Klopsch@oakwood.oh.us](mailto:Klopsch@oakwood.oh.us)> wrote:

Greetings...

Attached is the proposed update to our OIC Establishing Document.

Please let me know if you have any suggested edits.

I anticipate that we can have this on the agenda at our April 28 Leadership Team meeting.

Norb

Norbert S. Klopsch

Oakwood City Manager

(937) 298-0600



## OAKWOOD INCLUSION COALITION

October 5, 2020

This document establishes the Oakwood Inclusion Coalition (OIC), setting forth the mission and purpose of the ~~Coalition~~OIC, and the manner in which it shall function.

### I. NAME

The name of this organization shall be the Oakwood Inclusion Coalition, regularly abbreviated as (OIC).

### II. MISSION

The mission of the OIC is to study, promote, and celebrate an inclusive, equitable, diverse, and welcoming environment and community for everyone who lives, works, visits, or passes through Oakwood.

### III. PURPOSE

The purpose of the OIC is to foster an inclusive community through education, development of programs and projects, communication initiatives, and regular attention to matters of intra- and intercommunity relations. As a citizen-driven organization, The OIC is an ~~specifically~~ constituted as an organization private citizens and residents of Oakwood and interested parties who are not residents of Oakwood, joined by representatives of the City of Oakwood of government, school Oakwood City Schools, and Wright Memorial Public Library library officials, private citizens, faith, ethnic and cultural leaders, and representatives individuals from the business and media communities in the Oakwood area and beyond. Volunteer officers manage the organization and receive no compensation.

Note: While the OIC will deliver a report annually to the Oakwood City Council, the Oakwood School Board, and ~~and~~ the Board of the Wright Memorial Public Library, no ~~substantial part of the OIC's activities or reporting shall involve the~~ the express purpose of influencing, modifying, or suspending Ceity, Sschools or Llibrary legislation or policies. The organization shall not participate in, or otherwise intervene in, any any political campaign on behalf of any candidate for public office or in support of any issue put to vote before the public.

### IV. ORGANIZATION

The OIC is organized for educational and community building purposes, and to examine matters of and opportunities to foster diversity, equity, and and inclusion. It is established as a 501(c)(3) organization under the Federal Internal Revenue Code. The organization may engage in fundraising efforts to support programming. To this end, a Treasurer will be appointed to oversee all financial activity. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and

empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Notwithstanding any other provision of this document, the OIC shall not carry on other activities not permitted to be carried on by (1) an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (2) an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

In the event of dissolution of the OIC, its assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine that are organized and operated exclusively for such purposes.

#### V. COALITION MEMBERSHIP

General membership, including eligibility to vote on OIC matters, is open to all individuals who reside in Oakwood, and to representatives of businesses, organizations and religious institutions located in Oakwood. Affiliate membership is open to any other persons interested in furthering the mission and purpose of the OIC. Affiliate members are not eligible to vote on OIC matters. QUESTION: DO WE REALLY WANT TO CREATE TWO TIERS OF MEMBERSHIPS: OAKWOOD CITIZENS AND THOSE WHO ARE NOT? THAT STRIKES ME AS COUNTERPRODUCTIVE AND POTENTIALLY READ AS EXCLUSIVE.

The Membership Committee shall work to identify and retain OIC members from the following groups: NOTE. HERE IS A CONTRADICTION: IN THIS SECTION THESE INDIVIDUALS ARE ALLED "MEMBERS"; IN THE SECTION IMMEDIATELY BELOW, SECTION VI, THESE SAME INDIVIDUALS ARE NOT REFERRED TO AS "MEMBERS" BUT AS "LIAISON" INDIVIDUALS. I WOULD URGE THAT WE STAY WITH THE LANGUAGE. IN ALL CASES VIS-À-VIS THESE INDIVIDUALS AS "LIAISON." THAT WOULD CERTAINLY CLEAR UP UNCERTAINTY ABOUT WHETHER THIS IS AN OFFICIAL CITY, SCHOOL, OR LIBRARY ENTITY.

- a. City of Oakwood (City Manager or designee, Public Safety Director or designee, and one elected official).
- b. Oakwood City Schools (Superintendent or designee, and one elected official).
- c. Wright Memorial Public Library (Director or designee, and one Board member).
- d. Oakwood Historical Society.
- e. Oakwood Sister City Association.
- f. Religious organizations located in Oakwood.
- g. MOMs of Oakwood.
- h. Oakwood Rotary Club.



- i. At least one representative each from business organizations, and minority-owned businesses in Oakwood.
- j. At least one representative from the media.
- k. Members who shall serve to diversify the OIC membership in various capacities, including, but not limited to, religion, race, ethnicity, physical ability, sexual orientation, socio-economic status and age.
- l. Student representatives appointed by their respective school.

The Membership Committee shall identify additional members as it deems important for promoting and enhancing the work of the OIC.

#### VI. LEADERSHIP TEAM

The Leadership Team of the OIC shall include a Chair, Vice Chair, Treasurer, Secretary, Committee Chairs, two Members-At-Large and one liaison each from the City of Oakwood, the Oakwood City Schools and the Wright Memorial Public Library. The liaison from the City of Oakwood, the Oakwood City Schools and the Wright Memorial Public Library may also serve in another capacity on the Leadership Team. There is no term limit for persons serving on the Leadership Team. ~~These individuals shall each serve a two-year term.~~ The Vice Chair shall serve as Chair Elect. The Immediate Past Chair shall serve on the Leadership Team with ex-officio status, without vote.

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The Chair shall preside over all meetings of the OIC and the Leadership Team. The Vice Chair shall serve in the absence of the Chair. The Treasurer shall be responsible for managing the finances of the OIC. The Secretary shall keep records of all OIC and Leadership Team meetings. The Leadership Team shall meet quarterly, or at the call of the Chair. The Leadership Team shall oversee all activities of the OIC, including the replacement of Leadership Team members when needed. The replacement of Leadership Team members shall be confirmed through a majority vote of the currently serving members. ~~and shall prepare the slate of the Leadership Team for election at the Annual Coalition Meeting.~~

#### VII. COMMITTEES

The OIC will have the following three standing committees:

- a. Membership Development Committee: This Committee shall ~~be led by~~ consist of a Committee Chair ~~and four persons~~ appointed by the Leadership Team. Any person who is a General Member of the OIC is eligible for Committee membership. The Committee shall be responsible for retaining existing OIC members and for continually identifying new members. The Committee shall ensure ongoing representation from the collaborative entities listed under Section V. COALITION MEMBERSHIP. The Committee shall also be responsible for the orientation of new members.
- b. Programs and Events Committee: This Committee shall ~~be led by~~ consist of a Committee Chair ~~and four persons~~ appointed by the Leadership Team. Any person who is a General Member of the OIC is eligible for Committee membership. The Committee shall be responsible for continually identifying,



planning and conducting programs and events that further the mission and purpose of the OIC.

- c. Current Issues Committee: This Committee shall be led by ~~consist of the~~ Committee Chair and four persons appointed by the Leadership Team. Any person who is a General Membermember of the OIC is eligible for Committee membership. The Committee shall be responsible for continually identifying and discussing current issues relating to the mission and purpose of the OIC, and to report on these issues at the Coalition meetings.
- e.d. Communications Committee: This Committee shall be led by a Committee Chair appointed by the Leadership Team. Any person who is a General Membermember of the OIC is eligible for Committee membership. The Committee shall be responsible for generating OIC internal and external communications consistent with the OIC Communications Protocol approved by the OIC Leadership Team.

The OIC may form other committees as deemed beneficial in fulfilling the mission and purpose of the organization. The name, purpose and membership of the OIC's subsidiary committees shall be developed by the Leadership Team, ~~and confirmed by a majority vote of the OIC membership.~~

#### VIII. COMMUNICATIONS PROTOCOL

The OIC Leadership Team shall establish and approve the protocol for all forms of OIC communications. This includes internal communications with the OIC General and Affiliate Membershipmemberships, and external communications with the media and/or any other outside entity or agency. The protocol shall establish procedures for the preparation and approval of all types of communications including, but not limited to, standard mailings, emails, website postings, Facebook and other social media messaging, etc. The protocol shall be attached hereto as Addendum A.

#### IX. FINANCIAL MANAGEMENT PROTOCOL

The OIC Leadership Team shall establish and approve the protocol for all matters relating to the receipt and disbursement of OIC funds. The protocol shall identify those persons with authority to receive and deposit OIC money, and those persons with authority to approve the disbursement of OIC money. The protocol shall be attached hereto as Addendum B.

#### VIII. ELECTION OF THE LEADERSHIP TEAM

The Leadership Team shall be elected at the Annual Meeting by a majority vote of the members present. Notice of the date of the Annual Meeting and the Leadership Team slate to be acted upon at the Annual Meeting shall be provided to the members of the OIC at least two weeks in advance of such meeting.

#### IX.X. NOTICES

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Any notices required under these by-laws shall be in writing, but may be sent via mail, email, or any other method reasonably determined to reach the intended recipients.

~~X.~~XI. COALITION MEETINGS

The OIC shall conduct an Annual Coalition Meeting in January of each calendar year. Subsequent OIC meetings shall take place in April, July and October of each year, unless cancelled by a vote of the Leadership Team. Additional Coalition meetings shall take place upon the call of the Leadership Team. Notice of meetings shall be provided to all OIC members at least two weeks in advance of the meeting date. One-third of the OIC membership shall constitute a quorum.

~~XI.~~XII. ANNUAL REPORT

During the first quarter of each calendar year, the OIC shall publish an Annual Report. The report shall include a summary of the organization's programs and events, and discussions and actions taken by the OIC in the preceding year. Following the publication of the Annual Report, the OIC Leadership Team shall make a public presentation about the work, programming, events and accomplishments of the OIC to the Oakwood City Council, Oakwood City School Board and the Board of the Wright Memorial Public Library.

~~XII.~~XIII. AMENDMENTS

This document may be amended only by a two thirds majority vote of the Leadership Team of the OIC. That vote may be cast in person or by electronic vote at any OIC or Leadership Team meeting, provided that the proposed amendment(s) shall be set forth in the notice of said meeting.

ADOPTED:--\_October 5, 2020

REVISED: \_\_\_\_\_