

Moray Equalities Forum
Meeting to discuss Diversity Day 06/11/09

Present: Fiona Simpson, The Moray Council, Equal Opportunities Officer
 Andrea Fuller, The Moray Council, Public Relations Co-ordinator
 Amanda Walker, The Moray Council, Project Officer
 Irena Paterson, Moray Disability Forum and Patient Participation Forum
 John McConachie, Moray Sensory Services
 Ewen McNeil, Scottish-Polish Association
 Donna Petrie, Capability Scotland
 Debbie Rupenthal, Enable and Self-advocacy group, Youth Café
 Alan Parker, Terrence Higgins Trust

Apologies: John Ferguson, The Moray Council, Community Planning & Development Officer
 Monica Lee-MacPherson, SHIMCA
 David Dick, Moray Resource Centre
 Barbara Taylor ?

Welcome	Action
Fiona welcomed everyone and thanked them for attending.	
Diversity Day 15th December 2009	
<p>The reason for this meeting is to discuss the structure and organisation of the forthcoming Diversity Day.</p> <p>This will be held on Tuesday 15th December from 2pm – 5pm in the Supper Room of the Town Hall.</p> <p>Fiona asked that representatives giving presentations on the day arrive early in order to be ready for the Partners and Elected Members arriving. The Town Hall is available to us from 12pm, and representatives should arrive from 1pm – 130pm.</p> <p>Councillor Eric McGillivray will introduce the day.</p>	
Background	
Fiona explained the background to how the idea for the Diversity Day arose for the benefit of those who had not previously been involved.	Fiona Simpson will send a list of all Moray Equalities Forum member groups, and all Partner agencies to John McConachie.
Structure and organisation of the day	
Initial ideas for the Diversity Day had been for each participating	Fiona Simpson

<p>group to provide a brief presentation on their group and the specific issues faced by their members in Moray.</p> <p>Presentation stalls would also be set up where the audience could discuss issues on an informal basis with the Moray Equalities Forum (MEF) members.</p> <p>However, due to time limitations, and the fact that stalls do not necessarily provide the best forum for discussions, it was decided that question and answer sessions would be held after each presentation.</p> <p>It has yet to be decided whether Q & A will be held immediately after each presentation (1) or whether the audience be broken into small groups with MEF members circulating between these groups (2).</p> <p>Option 1: Irena Paterson Ewen McNeil Debbie Rupenthal</p> <p>Option 2: John McConachie</p> <p>Donna Petrie will not be giving a presentation as Capability Scotland does not have Moray specific remit.</p>	<p>will contact MEF members not present at today's meeting to establish their preference between option 1 and 2.</p>
<p>Presentations</p>	
<p>The presentations should be a maximum of 10 minutes each. It would be useful to begin with an introduction to the organisation. The bulk of the presentation should focus on discussing the issues faced by the organisations' members, specific to Moray. Finally, any solutions can be discussed.</p>	
<p>Sequence of presentations</p>	
<p>Debbie Rupenthal requested to do the first presentation, and it was agreed that the subsequent sequence should allow organisations representing similar equalities groups to follow each other to provide a cohesive thread to run through the afternoon.</p>	
<p>Equipment requirements</p>	
<p>A flipchart, laptop and projector will be provided.</p> <p>Presenters are asked to forward an electronic version of their power point presentation to Fiona a week in advance so that it can be uploaded onto the laptop.</p> <p>Tables will also be provided for any leaflets/information organisations wish to hand out/display.</p>	
<p>Date of final preparation meeting</p>	
<p>Thursday 10th December at 10am.</p>	