



## CHART Community Solutions Table Panelist Agreement

Please complete and sign this document as well as an IRS W9 form and return to CHART ASAP or by Tuesday, June 14, 2022

Please complete this form even if you are waiving the fee for panel services.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Panel Description:**

The members of the CHART (Culture, History, Art, Reconciliation and Truth) Community Solutions Table (CST) will consist of individuals who have consistently engaged with the project and will be determined after the majority of the public engagement events have occurred. Membership on the Community Solutions Table shall be intentionally diverse and representative of the Santa Fe community in of age, gender identity, sexual orientation, race, and cultural background. It will include a balance of perspectives and opinions on the City's culture, histories, and stories, as well as a balance of perspectives on the obelisk and other monuments and statues of the community.

As a group, CST members will review data collected over the course of public engagement activities (including survey results, dialogue notes, one-on-one interview notes) and use these as the basis for proposing recommendations to be included in the final report. This process ensures that recommendations are based on the hundreds of responses by community members that reflect a robust and diverse public engagement process rather than the views of a few.

In order to protect the CHART recommendation and report process, members of the CST are asked to abide by requirements typical of grants panels and other panel processes to ensure that the process is civil and respectful, that information is released to the public in an appropriate manner, and that it respects the integrity of the project.

Panelists who complete all the requirements below will be paid an honorarium of \$200 for their services. If you cannot agree to the following responsibilities, we thank you for your interest in serving and will replace you with another candidate.

I, the undersigned, agree to adhere to the Panelist's Responsibilities listed here:

- Submit a completed and signed federal W9 to CHART by or before June 14, 2022.
- Submit this completed and signed panelist agreement to CHART by or before June 14, 2022.
- Provide CHART with a 250 word bio by June 14, 2022. Include your professional accomplishments and degrees (if any). Please include the number of years you have lived in Santa Fe and information about your background and ancestry.
- Read and be familiar with the packet of data (that you will receive via snail mail by or before June 20, 2022) with an eye for making recommendations to the City of Santa Fe Governing Body based on the information in the packet.
- Participate in both of the discussion/deliberation sessions on July 9 and 10, 2022, from 11:30 am to 1:30 pm (lunch included). If you generate notes in preparation for these sessions, bring them to the sessions in hard copy form.
- Be objective and fair in your deliberations on the panel. Make every effort to reflect accurately what you learned from the packet of data; listen carefully to other panel members during the deliberations; and come to consensus with other members of the panel.
- Declare all real or perceived conflicts of interest to the panel during the deliberations.
- Refrain from disclosing any information contained in the packet with individuals or groups until AFTER the CHART project has published its final report and presented this report to the City of Santa Fe Governing Body (August 31, 2022).
- Refrain from disclosing any information about other CST panel members as well as the deliberations of the Community Solutions Table until AFTER the CHART project has published its final report and presented this report to the City of Santa Fe Governing Body (August 31, 2022).
- Maintain a professional and courteous manner in your interactions with other panel members and CHART staff.
- At the conclusion of deliberations, provide CHART staff with your packet and reading notes as well as notes and documentation generated during the July 9 and 10 sessions. These will become part of the CHART body of data collected over the course of the project.
- Submit a Panelist Request for Honorarium for \$200.00 by 5 pm July 22, 2022.

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Panelist Signature

Date