To: Amy and team of UBC international Navigator

From: Christine Hsiao

Date: February 15th, 2022

Subject: Proposal of improvement inclusiveness environment in UBC international Navigator club

Thanks for pointing out the ongoing issues of exclusiveness so we can provide a feasible plan to create a friendly environment in UBC international Navigator.

**Background/statement of the problem**

To expand the number of club members and maintain a strong bonding between the existed club members, UBC international Navigator needs to create a friendly environment that people won’t feel exclusive. Although we already have a pleasant environment created in our group, some people in the group and others just joined do feel left out sometimes. Therefore, in addition to the exclusiveness issue, the leader in the group is crucial for the growth of UBC international Navigator.

**Space of improvement**

We have met with few of the members of UBC international Navigator. Based on the meetings of reviewing the current issues, we have identified the following needs as necessary:

* Avoid home language except for English during the group meeting
* Ensure everyone is included in the group chat
* Avoid talking to the same person every time during the meeting
* Ensure everyone in the group is on the same page
* Ensure the meeting purpose is clear for everyone in the fellowship group

**Proposed Plan**

Based on the needs identified above, this proposal offers a realistic and practical plan responding to the exclusiveness issue. We first add the responsibilities to the leaders and then we will start doing some activities to engage people to only speak English during the club time, detail as follows:

* Activities:
	+ Whoever gets caught speaking other languages other than English the most during the weekly meeting on Tuesday, they will be punished.
	+ Punishments examples:
		- Dance in front of the people
		- Prepare the Icebreaker for the next meeting
* Leaders are responsible for
	+ reaching out to the group members for feedback so their voices will be heard as the whole group.
	+ Organized everyone’s personal information like date of birth
	+ Announce the purpose of the meeting before the meeting starts

**Limitation**

Knowing that most leaders are still students who have heavy school duties. Being on top of everything and keeping things organized might be hard for them. An additional limitation is that not everyone will like the activities with punishments. If these proposed ideas does not work out, we must reconsider the solution.

**Benefits**

Once the environment of inclusiveness is created, as a group we will be able to

* Focus on expanding the group
	+ Effective collaboration
	+ Work efficiently
* Reduced turnover rate
* Stronger relationship builds
* Expanding knowledge and vision
	+ Learn different perspectives from people who has different background
* Valuable discussion takes place since people become open minded and more empathetic to understand others around them.

