

## ***EMERGENCY! MEETING! or How to Be a White Woman Art School Administrator***

Submitted by Allison Yasukawa

1. Call an emergency meeting.
  - 1.1. Preferably for something that you've known about for months or, better yet, years.
  - 1.2. Preferably during the first two weeks or last two weeks of the semester.
2. Require only certain people in the department to attend this meeting.
  - 2.1. Preferably people of color.
3. Schedule the meeting when the meeting participants are teaching.
  - 3.1. Preferably people of color.
4. Email an attachment of at least eighty pages to the meeting participants no sooner than two hours before the meeting. Additional materials in the form of incomprehensible spreadsheets, charts, and/or graphs are encouraged.
  - 4.1. Forget to include at least one of the meeting participants in this email.
  - 4.2. Preferably a person of color.
5. During the meeting, talk a lot using as much jargon as possible so that you do not make any sense.
  - 5.1. Use phrases like "As we all agree, the best course of action is to..." before anyone has agreed to anything.
6. Assign "action items."
  - 6.1. Preferably to people of color.
  - 6.2. Be sure not to assign any "action items" to yourself.
  - 6.3. Discuss the "materials" that meeting participants will need to complete their "action items" and say that you will send these materials right after the meeting.
    - 6.3.1. Be sure not to send these materials.
  - 6.4. Do not specify a deadline for these "action items" but stress the importance of the "accelerated timeline" for this "very important work."
  - 6.5. Send a follow up email on a random day saying that these "action items" are late.
    - 6.5.1. Preferably to people of color.
7. End the meeting by talking about the next meeting.
  - 7.1. Do not explain why this next meeting is necessary or what it will address.
  - 7.2. Do not schedule this meeting during the current meeting.
  - 7.3. Do not specify how soon it will be.
8. Include the meeting itself as the "goal achievement" for this topic of "very important work" on an official report.
  - 8.1. Be sure to spell the names wrong of the people of color.
  - 8.2. Take credit for the ideas/work of the other participants.
  - 8.3. Preferably for the ideas/work of the people of color.
9. Repeat this EMERGENCY! MEETING! score as often as possible with different "emergencies," ideally also during the first two weeks or last two weeks of the semester.