



TRC – Virtual Quilt

Community Liaison Guidelines

These guidelines are in place to help the person in charge of a project to liaise between the community and Pauktuutit. The TRC – Virtual Quilt project is based on and in the communities. By creating an art piece that reflects Inuit experiences of Residential Schools, a group in the community is helping to create a national commemoration. The community liaison is a leadership role and there are some things to think about.

The following are some things that Pauktuutit will need from a community liaison:

Enter into a contract with Pauktuutit

This is a legal document that means that the community liaison accepts the responsibility to complete an art project with a group in the community. It also means that you will accept financial responsibility for the money given to buy supplies. The contract has some of the following details:

- Identify local Inuit women who are interested in participating in the project;
- Facilitate meetings and discussions with the group as required to develop a plan and final product to be included in the final national commemoration narrative;
- Provide guidance and support to the group as required to complete the art piece within the agreed upon timeframe;
- Facilitate the opportunity for confidential and safe discussions of the participants' experiences of Residential Schools;
- Identify counsellors or other local supports for participants;
- Identify an individual to document the process (written notes, photographs, video, etc.);
- Meet with the videographer as required;
- Submit all documentation of the project to Pauktuutit, including but not necessarily limited to:
 - i. Contracts/agreements
 - ii. Cheque requisitions
 - iii. Meeting minutes
 - iv. Participant lists
 - v. Photographs and/or videos
 - vi. Consent forms
 - vii. Other;
- Hold an unveiling in your community upon completion of the art piece(s); and
- Communicate with the Pauktuutit project team, by telephone or by e-mail, as required.

Meeting with community members

A liaison is the time to meet with community members. To gather a group to create an art piece, we suggest you find ways to incorporate the views and opinions of the people involved. This means meeting with the group regularly. Due to the sensitive nature of this project and the subject matter, Pauktuutit suggest that you find local resources and supports that may help counsel survivors who may be triggered.

Coordinating the project

As the liaison, you are balancing the needs of the group with the needs of Pauktuutit. This means that you are working to support a safe and healthy environment for the group to create an art piece. This also means that there are some papers, photos and videos that must be submitted to Pauktuutit.

Art pieces

Although the art piece is of significant meaning to this project, what is most important to Pauktuutit is the process in which the art was made. The creative environment must be open and safe and creative for the group. The group must come together to decide what to make, and this process will be documented through photos and videos along the way. Here are some examples of art pieces:

- | | | |
|-----------------------|---------------|---------------------|
| - sculpture | - song | - video submissions |
| - quilt | - performance | - story/poem |
| - sewing/wall-hanging | - video | - spoken word |

It is important to note that anyone may submit a video for the Virtual Quilt. It is only if a project is headed by representatives from a community who want funding for supplies from Pauktuutit that they should have a community liaison. If someone wishes to do a project on their own, Pauktuutit welcomes all video submissions. Please see the video guidelines for those parameters. Please note that the Community Liaison Coordinator agrees to provide their name and contact on our website.

Important dates

June 30, 2012 – Ideas for art pieces submitted to Pauktuutit.

December 10, 2012 - All photos and videos to be submitted to Pauktuutit.

January 5, 2013 - Editing of the documentary and assembly of the publication (a photo album of community submissions) to begin.

March 31, 2013 - The website, accompanying publication and documentary to be launched.



TRC – Virtual Quilt

At the initial meeting of participants, explain what the project is about. A Pauktuutit team member can be on call with you and your team if you desire. It is important that participants feel safe and accepted. Hold regular meetings with the group.

Sample Agenda items:

SUGGESTED ACTIVITY	LIAISON'S REFERENCES
Meet participants at designated location.	Ensure that the location is set up for participant's arrival.
Opening prayer.	Ask an elder or participant to do an opening prayer
Ensure the whole process is capture via minutes or photographs.	Work with the photographer and/or minute taker to capture the process of creating an art piece.
Orient participants regarding the project.	Talk about the goals of the activity. Refer to the Project Information sheet. Incorporate art as part a healing process. Ensure that counselling, support, or resources have been identified and may be provided to the participants.
Discuss paperwork involved.	Have participants sign the release forms for photography/videography
Introduce the topic of Inuit experience in Residential Schools.	Encourage conversation on the topic. Discussions can include intergenerational trauma, parenting skills, resiliency, and how the art piece ties into their healing journey. Take short health and stretching breaks.
Discuss the art piece.	Talk about what kind of art the group wants to create. What are peoples' talents? What materials would they need? Organize the logistics: who is meeting to work on the art, where, when, who is taking photos and videos.
Bring the discussion to a close.	Ensure the participants had a chance to debrief so they are safe to go back home.

Pauktuuttit Team Members

Katharine Irngaut

Manager

Ext. 230

kirngaut@pauktuutit.ca

Sipporah Enuaraq

Coordinator

Ext. 235

senuaraq@pauktuutit.ca

Oo Aqpik

Communications Coordinator

Ext. 253

oaqpik@pauktuutit.ca

520-1 Nicholas Street, Ottawa, ON K1N 7B7

Phone: (613)-238-3977 Toll Free: 1-800-667-0749 Fax: (613)-238-1787