



# Progress Report

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June 2nd, 2021

## The Red Barn Productions Progress Report

In the course of the last year, we have been introduced to several new concepts surrounding harassment and discrimination. Most recently, we met with practitioners of Transformative Justice, which differs from restorative practices that address a specific instance of harm between two people and how to resolve it. Transformative Justice, on the other hand, looks further at the conditions that allowed that harm to become normalized and is the intersectionality of accountability, healing, resilience, and safety for all involved.

This is our overarching goal. It is hard, time-consuming, and deeply humbling work to make amends and rebuild trust. But we are committed to the process and wholly believe in the transformative power of our collective efforts. We encourage you to read through the updates and other items below. The calendar includes items completed as well as planned.

This Progress Report is dedicated to providing updates, clarifications and new information pertaining to Red Barn's ongoing Diversity, Equity, and Inclusion (DEI) work.

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### **1. New ~ TWG invitation to all Affinity Groups**

As described in the May 18th Progress Report, there will be an ongoing DEI Advisory Roundtable established this summer to work in concert with Red Barn DEI advisors and staff. In order for this to be a truly equitable and inclusive forum we are creating a Temporary Working Group (TWG) to formulate the initial DEI Advisory Roundtable's Aims, Policies, and Protocols (elections, decision-making, etc). On May 28 an invitation letter was emailed to all affinity groups we are aware of. If there are other affinity groups interested in being a part of the TWG process who did not receive this invitation, please email [roundtable@dickensfair.com](mailto:roundtable@dickensfair.com). Much more on this will be made available in future Progress Reports.

### **2. New ~ Participant COVID and Demographics Survey**

This Friday June 4th, we will send out a participant survey via Survey Monkey. This will be sent to all **2019 Gate Pass recipients**, not the current Missive list which is not year-specific. This survey consists of 20 questions and should take no more than 10-15 minutes to complete. This is a completely **voluntary, anonymous, and confidential** survey with unique links for each email address so that only the intended recipients are included. What we learn from this survey will help us determine comfort levels for the 2021 Go/NoGo live event decision, important planning regarding HR, and will also provide benchmark demographics for our diversity, equity and inclusion (DEI) goals. Some of this information will be for management, and some, such as our community demographics, will be shared in upcoming Progress Reports. We are excited about this learning and listening opportunity.

### **3. Update ~ RBP 2021 Calendar & Timeline**

Transparency and clarity are priorities in our commitment to inclusiveness. Dates and milestones will be updated in this calendar as we go. Updates are highlighted in **YELLOW** below. Completed topics/actions are **GREY**. Here are our key dates and milestones moving forward:

<b>Month/Date</b>	<b>Department(s)</b>	<b>Topic/Action</b>
May/June	HR	Soliciting recommendations for an experienced and highly qualified HR advisor from HR professionals and firms. This advisor may transition to the HR Director position in time.
May 15	HR/DEI	First Requests For Proposal (RFP) sent to DEI Firms
May 24	HR/DEI	RBP Staff attend the ArtEquity workshop "Strategies for Change: Becoming an Antiracist Organization"
May 26	HR/DEI	Select RBP Staff attend the Epoch workshop "Recognizing and Interrupting Manifestations of Privilege"
TBD	Entertainment	Show/Group Proposal Form Finalized and Distributed - Pushing till after we know if we can have a live event

<b>Month/Date</b>	<b>Department(s)</b>	<b>Topic/Action</b>
June 4	HR/DEI	Dickens Participant Survey (through SurveyMonkey)
June 15	HR/DEI	Proposals begin to come in from DEI Firms
TBD	Entertainment	Show/Group Proposals Due - Pushing till after we know if we can have a live event.
June/July	HR/DEI	The DEI Advisory Roundtable Temporary Working Group (TWG) formed, scheduled, and completed. Aim is to decide on the rules and composition of the future DEI Advisory Roundtable (Moving dates up)
June/July	HR/DEI	Select a DEI Firm (Adding to timeline for clarity)
July 1	Admin/Ops	2021 Live Event Go/NoGo Decision Announcement
July 30	HR	dickensfair.com - Participant Portal to go live, including a new system for submitting ideas, concerns and Incident Reports
July 30	HR/DEI	DEI Advisory Roundtable membership, guidelines, and schedule announced.
June/July/Aug	HR	Interview seasonal HR Director candidates.
July/August	HR/DEI	DEI Firm Assessment (including participant survey), Analysis, and Report. First Draft of the RBP DEI Plan.
August	HR/DEI	DEI Advisory Roundtable - First meetings held. (date correction)
August	HR	Hire qualified seasonal HR Director.
August	HR/DEI	DEI Firm provides advice and support for DEI Plan Rollout and Implementation.
August	HR/DEI	Based on recommendations from the DEI firm, begin the hiring process for a qualified seasonal DEI Director
Aug/Sept	Entertainment	Auditions Notices and In person Auditions (if live event)
September	HR/DEI	Hire qualified seasonal DEI Director.
October	HR/DEI	New DEI Director and HR Director join Roundtable.
Sept/Oct/Nov	HR/DEI	DEI Training for RBP Leadership Team, Directors, and others; begin Monitoring & Evaluation (M&E) Measures.
October 30	Entertainment	LHC Workshops Begin in Pacifica (If Live Event)
Oct/Nov	HR/DEI	Anti-harassment and DEI education workshops offered online. REQUIRED for all 2021 Gate Pass recipients.

Month/Date	Department(s)	Topic/Action
November 14	Entertainment	Dress Rehearsal at the Cow Palace (If Live Event)
November 20	Operations	2021 Dickens Fair Opening Day! (DFH if no live event)

Here is a link to the Dickens Fair Participant Google Calendar if you would like to follow along: [Dickens Fair Participant Calendar](#)

#### **4. Update ~ Response to Harassment and Safety Concerns**

If there are unreported claims or concerns about follow-up from a report or even a verbally expressed concern, we strongly encourage immediate communication about this via email to [office.dickensfair@gmail.com](mailto:office.dickensfair@gmail.com). We promise a response to every email, along with whatever investigation and follow-up communication may be necessary. The company reporting form is available as a PDF download [here](#) as well as from the Community page of the RBP website: <https://redbarnproductions.com/community/>. Please note that retaliation is prohibited (from the RBP Participant Policy Manual page 6): “An individual’s good-faith filing or pursuing a complaint under this policy or otherwise reporting, complaining, or assisting or cooperating in good faith with a complaint of harassment will not be the basis for any adverse decisions concerning that individual.”

#### **5. Update ~ Entertainment Show & Group Proposal Form Date Change**

We’re going to push the release date and the due date of the Entertainment Department Show and Group Proposal Form until after we know whether we can have an in-person event this year. Just as we aren’t going to ask the Vendors to submit their proposals and block out time on their calendars until we know there will in fact be a live event, we want to extend the same courtesy to the performers and directors.

#### **6. Update ~ DEI Workshops and Training**

We are expanding our DEI education weekly. Through webinars, online resources, reading, and discussions, we are continuing the process of listening and learning, and doing the work to improve both personally and professionally. Specific training workshops that the Red Barn team have completed are in the below resource list. **Classes in consent, sexual harassment, cultural competency, and understanding the Red Barn Productions Participant Policy Manual will be a requirement for all participants in the future.** Please begin this process on your own by reviewing our Recommended DEI Resources below. If you have additional resources that you have found useful, please share them with us at [diversity@dickensfair.com](mailto:diversity@dickensfair.com) so that we may include them in future Progress Reports. Thank you.

## **7. Update ~ Additional Recommended DEI Resources**

- Showing Up for Racial Justice (SURJ) - Red Barn Productions makes annual donations to the Marin County Chapter of SURJ. Find out what's happening in your community at <https://www.surjbayarea.org>
- Nonprofit organization *Hollaback!* - Offers free, 1-hour, online training sessions on how to intervene in situations on the street to safely document or interrupt harassment, and reduce trauma for the targeted person. Includes sessions for adults and teens, grounded in stopping anti-Black harassment, misogynist harassment, anti-Asian-American/Pacific Islander harassment, and more. <https://www.ihollaback.org/harassmenttraining/>.
- Anti-Racism Resources Doc - This document is intended to serve as a resource to white people to deepen anti-racism work. If you haven't engaged in anti-racism work in the past, start now. Feel free to circulate this document on social media and with your friends, family, and colleagues. [bit.ly/ANTIRACISMRESOURCES](http://bit.ly/ANTIRACISMRESOURCES)
- Free online anti-racist training - Training available through the Diversity and Resiliency Institute of El Paso. Still available FREE if you register prior to October 31 (reminder from previous Missive)! The training includes about 6 hours of instruction, and (for a fee) CE Units are available. Visit [driep.org/anti-racism-training](http://driep.org/anti-racism-training).

## **8. Clarification ~ RBP and the LHC Volunteers**

In addition to over 300 actors, singers, and musicians paid by Red Barn Productions to perform at the Fair, Red Barn Productions sponsors educational programs and provides recital space at the Fair for approximately 400 volunteer Living History Centre student performers. The quality and depth of the Great Dickens Christmas Fair is enhanced by the LHC workshop training program, which is 100% underwritten by Red Barn Productions. This dedication to the art form of Theatrical Living History goes back to the Fair's founders, educators Ron and Phyllis Patterson. The relationship between Red Barn Productions and the Living History Centre fosters tremendous opportunity for involvement, education, and enjoyment.

## **9. Clarification ~ What comes next for the De-Stim Room**

We understand that past efforts were inadequate. Moving forward, we acknowledge the need for public as well as private destimulation space. An 8' x 8' space at the Silk Road stage will be provided with public access integrated with the Silk Road stage set. Another similar space can be designed into the layout in the front half of the Fair. Along with the nap room inside of Costumes, that would be 3 options at minimum. Thank you for your patience and your understanding while we work to make the show better. We've reached out to the Order of the Golden Needle and asked them to provide more information on their preferred design for the new de-stim rooms. We look forward to hearing back from them and working together to make a functional and healthy space for the neurodiverse in both our participant and customer communities.

## **10. Clarification ~ Utilization of the term “Family”**

In early 2020 it was brought to our attention that there was evolving thinking on the use of the word “Family” outside of blood relatives. In short - many people have a difficult relationship with their family, and for some the use of the term ‘family’ can be triggering. Also, being a part of a theatrical community is not a familial relationship; it is a working relationship and should rely on trust, not family obligations. Therefore Red Barn Productions began phasing out the use of ‘family’ in reference to the Dickens Fair community shortly thereafter. This should not affect how members of the community choose to refer to each other.

## **11. Clarification ~ “HR” vs. “H&S”**

As mentioned in previous Progress Reports, we will be adding an HR professional to the Red Barn team. However, some voiced concern and even confusion over our choice of the title ‘Health & Safety Director’ instead of Human Resources Director for this position. We liked the idea of using the English vernacular “Health & Safety,” a bit as an homage, and to place the focus on the Safety and the Health of our community. However, in the interest of absolute clarity we are going back to using “HR Director” for the title of this important position.

## **Feedback**

Please let us know at [office.dickensfair@gmail.com](mailto:office.dickensfair@gmail.com) if you have items you would like us to include in the next Progress Report, and if you have any questions or concerns.

## **Other Recent Important Communications**

PDFs of the **May 1st Progress Report** and **May 18th Progress Report**, the **Mothers Day Missive** from May 9th (also posted on Facebook that day), and the **Press Release** from May 9th are available from the “Community” page of the Red Barn Productions website at: <https://redbarnproductions.com/community/>.

Thank You!

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