

Association for Equity and Inclusion in Journalism
EXEC BOARD MEETING MINUTES FOR DEC. 2, 2020

Thursday, Dec. 2, 2020, 2 - 3:05 p.m. EST, Zoom

Attendees: Brett, Matthew, Susan, Alex, Lilo, Safiyah, Sedanah, Tobin

Overview

- I. Approval of minutes and agenda
- II. Matthew's PWG update on the semester-end student survey
- III. Lilo's club application update
- IV. Safiyah's update on the CABJ meeting
- V. Brett's update on scheduling the PWG-AEIJ-CTA group meeting
- VI. Lilo's update on social media development and colour palettes
- VII. Safiyah's update on scheduling the story circle facilitation session with Anita
- VIII. Setting up an AEIJ bank account
- IX. Alumni mentorship program update
- X. Event planning for a panel discussion next semester
- XI. Haneen's update on the CUSA club application deadline and school/FPA funding
- XII. Plans for the next meeting and adjournment

Action items

All student execs

- Decide on the next meeting date based on final exam schedules (either on Dec. 17 or another day)
- Let faculty liaisons know whether we'd like them to attend the upcoming meeting, or just reconvene as a whole in January
- Before Dec. 17 (or whenever the next meeting will be held), come up with two speakers whom we can invite to take part in a January panel discussion on being a BIPOC journalist
 - Also prepare a small blurb about each individual, with links to their bios/website/social media

Brett

- Email Safiyah and the CTA group to arrange a PWG-AEIJ-CTA group meeting in January

Lilo

- Share the draft constitution with execs today
- Work with Eden to complete the draft constitution over the next week so execs can review it before discussing at our next meeting

Safiyah

- Reconnect with Anita in January about booking a story circle facilitator training session

Sedanah

- Send Lilo a short third-person writeup for the "Meet the Execs" social media post

Tobin/Safiyah/Lilo/Eden

- At the next AEIJ meeting, provide an update on Monday's meeting with Jennifer about the alumni mentorship program

Meeting minutes

I. Approval of minutes and agenda

- Nov. 19's meeting minutes approved
- Agenda approved

II. Matthew's PWG update on the semester-end student survey

- The draft has been reviewed by Susan and revisions will be made to replace the yes/no options with a Likert scale
- The content of the survey is largely taken directly from the checklist
- The PWG is working to find a way to distribute the survey without all the responses going to the survey creator
 - It may be too much work for each prof to create their own survey
 - An option is duplicating the survey on Survey Monkey, though the survey creator will still have to forward each survey's responses to the corresponding prof
 - Another possibility is using Google Surveys, which allows for multiple creators
 - Placing the survey on Excel may make it easier for students to fill it out
 - This semester-end survey may be hosted on a different program, while the year-end school-wide survey will be made on Survey Monkey
- The survey will likely be going out in January
 - There may be issues with take-up, as students might find it difficult to find time to fill it out at the beginning of next semester

III. Lilo's club application update

- There are still two or three more points to fill out, but the constitution should be done by next week
 - Lilo will send link to draft to the Exec Board for review
- Lilo and Eden are looking for input from the other student execs on the article on impeachment
 - Comments can be made on the Google Doc draft to decide how and when execs may be removed from office
- The CUSA club application requires the designation of another exec (aside from the treasurer) to handle finances, so we will need to decide who will fill that role

IV. Safiyah's update on the CABJ meeting

- Safiyah met with Nadia Stewart from the CABJ two weeks ago
- Nadia discussed building CABJ student chapters in Canadian j-schools

- Nadia will put together a list of interested speakers whom we can invite to AEIJ events, as well as a list of potential mentors to invite to join our alumni mentorship program
- Nadia proposed a check-in/joint exec meeting in the new year

V. Brett's update on scheduling the PWG-AEIJ-CTA group meeting

- The CTA group has asked to push the joint meeting to January
- Brett will send out an email to try and set a date before January, which will ideally coincide with the release of the student survey

VI. Lilo's update on social media development and colour palettes

- The colour scheme is set and Eden's sister is working on the AEIJ logo
- Once the logo is ready, posts will be updated and more content will be shared
 - Sedanah will send Lilo a short third-person writeup for the social media exec intro graphics

VII. Safiyah's update on scheduling the story circle facilitation session with Anita

- Anita isn't free until January, so Safiyah will reconnect with her in the new year

VIII. Setting up an AEIJ bank account

- To use approved funds AEIJ has received from the school, we would share speaker invoices and budgets with the school administrator
 - Brett can help with the process of withdrawing money
- As we work on securing CUSA club status, we will also need to set up a bank account through which we will be able to access CUSA funds

IX. Alumni mentorship program update

- Jennifer will meet with the first four AEIJ student mentees on Monday, Dec. 7 to discuss how the initiative will work, AEIJ-specific projects and mentor matching
 - Mentees will provide an update on this meeting at the next AEIJ meeting
- This is a test run of the initiative Professor Paul Adams led when he was part of AEIJ; the initiative is now run by the Alumni Association as part of the Alumni Mentors program
 - This year's round was closed to BIPOC AEIJ execs, but the mentees will touch base with Jennifer about expanding the program to include students and journalists from other communities
- We can reach out to the faculty liaisons if we need help with anything

X. Event planning for a panel discussion next semester

- As we were planning before the pandemic, the first panel discussion will centre on the personal experiences and challenges faced by accomplished BIPOC journalists
 - The lack of discussion about BIPOC experiences in the newsroom was the instigating force of AEIJ, so it makes sense to start here
 - We will have a moderator to guide the conversation based on the theme

- We should think about whether we want to invite journalism-adjacent professionals to speak at the panel (e.g. communications), or create a separate event later on featuring comms/media professionals who are not journalists
 - Brett and Anita are working on an entrepreneurial event which will bring in professionals from different sectors of the media to speak to students
- Later in the semester, potentially during reading week, we can host a week of workshops/panels with speakers from different communities
- Before the next meeting, each student exec should come up with two speakers and prepare a short blurb on each individual with links to their bios/website/social media
 - We will draw up a shortlist of five people from this list to reach out to
 - Think about whether we want to include comms type people, media

XI. Haneen's update on the CUSA club application deadline and school/FPA funding

- Once AEIJ is approved as CUSA club, we will receive certification
- There is no deadline to submit the club application, but if we want funding and certification by the winter semester, we should submit our application ASAP
- If we want funding from the school or the FPA, we will also need to submit a budget request/pitch

XII. Plans for the next meeting and adjournment

- The next meeting date has yet to be decided: it will either be on Dec. 17, or the student execs will coordinate a time that works based on our final exam schedules
 - The student execs will let the faculty liaisons know whether we'd like them to join us for this meeting
- Safiyah adjourned the meeting at 3:05 p.m. EST

Next meeting: in December, exact date and time to be determined



Tobin Ng

Approved Jan. 28, 2021