

**Association for Equity and Inclusion in Journalism**  
**EXEC BOARD MEETING MINUTES FOR JAN. 28, 2021**

Thursday, Jan. 28, 2021, 3 - 2:55 p.m. EST, Zoom

Attendees: Brett, Matthew, Susan, Haneen, Lilo, Sedanah, Tobin

Overview

- I. Approval of minutes and agenda
- II. Haneen's panel discussion update
- III. Tobin's alumni mentorship program update
- IV. Lilo's update on the constitution and logo
- V. Update on the PWG survey
- VI. CTA-PWG-AEIJ meeting on Feb. 8
- VII. New Globe and Mail mentorship program
- VIII. AEIJ's social media accounts
- IX. AEIJ meeting schedule
- X. Plans for the next meeting and adjournment

Action items

**All execs**

- Review the draft constitution and submit edits to Lilo or Eden by Thursday, Feb. 4 at 12 p.m. EST
  - Student execs should note the clause that limits the length of exec terms
- Fill out the two incoming Doodle polls: Haneen's meeting time poll and Sedanah's panel discussion date poll

**Haneen**

- Send out a new Doodle poll today with weekend and weeknight options, to determine a more convenient regular meeting time

**Lilo/Eden**

- Do a soft launch of AEIJ's social media accounts to promote the new Globe and Mail internship (launching tomorrow, Jan. 29)

**Lilo**

- Check whether the CUSA club application requires a list of 10 student members

**Sedanah**

- Send out a Doodle poll to determine execs' availability and potential dates for the panel

**Safiyah**

- (If applicable) Reach out to student execs to find one more representative to attend the CTA-PWG-AEIJ meeting on Feb. 8

## Meeting minutes

### **I. Approval of minutes and agenda**

- Dec. 2's meeting minutes approved
- Agenda approved

### **II. Haneen's panel discussion update**

- Student execs met over the winter break to discuss potential speakers
  - Based on exec votes, roster is Ginella Massa, Pacinthe Mattar and Kyle Edwards
- Panel will likely be about two hours: intro, an hour or so of discussion, then Q&A
- A weekday evening will likely be best
  - Ginella's show is at 8 p.m. EST on weekdays; we might need to reach out to other speakers on the list
- Setting the date for reading week might leave us with too little time to organize
  - Considering the fourth week of February or the first week of March
  - Sedanah will send out a Doodle poll to determine execs' availability and potential dates for the panel
- Honorarium of about \$300 per speaker
  - We have \$2000 approved from the cancelled 2019-20 event

### **III. Tobin's alumni mentorship program update**

- Mentees met with Jennifer in early December
- Mentees and Jennifer will be meeting later in the term to check in and discuss other opportunities and ideas for the program
  - Possibility of supplementary workshops, mentorship circles, other guest speakers
- Desire to build a tailored program that will become a mainstay of the journalism program
- All four mentor-mentee pairings and e-introductions should have already been made

### **IV. Lilo's update on the constitution and logo**

- Constitution is finished, just waiting on Eden's sister's logo edits
- Lilo will reshare constitution with everyone today for review prior to submission to CUSA
  - Execs should review the draft constitution and submit edits to Lilo or Eden by Thursday, Feb. 4 at 12 p.m. EST
  - Student execs should note the clause that limits the length of exec terms
- Lilo will also check whether the CUSA club application requires a list of 10 student members, since we have less than 10 student execs
  - May have to reach out to students who previously expressed interest in joining the association's general membership

### **V. Update on the PWG survey**

- The survey is complete but pending university approval
  - The PWG is preparing a formal application to the university's survey department, since the department has stated that the survey falls under their policy
  - Once submitted, it'll be a procedural wait with no projected processing time

- The PWG will keep the AEIJ updated on the application process
- The PWG still wants to pursue the year-end student survey, so efforts may be directed toward that initiative once this application is complete

#### **VI. CTA-PWG-AEIJ meeting on Feb. 8**

- Brett, Susan and Safiyah will be meeting with a rep from the CTA group on Feb. 8
- Need one more student exec from AEIJ, so Safiyah may be reaching out to find another representative

#### **VII. New Globe and Mail mentorship program**

- Globe and Mail Ottawa Bureau Mentorship Program for Indigenous and Racialized Journalism Students: new program to be announced tomorrow morning (Jan. 29)
- Two paid mentorship opportunities to send students to work as interns at the Globe's Ottawa bureau, for one day a week
- Application will be open until Feb. 12, after which the PWG will review responses and decide which names to forward to the Globe
- Possibility of the PWG acting as the interns' Carleton contact, to address concerns in case they arise during the internship
  - Desire to check in with interns after the first year/iteration to gather feedback; the program has been funded to continue for five years

#### **VIII. AEIJ's social media accounts**

- Lilo and Eden will do a soft launch of our social media accounts to promote the new Globe and Mail mentorship program
  - Logos will be added once we have them

#### **IX. AEIJ meeting schedule**

- Haneen will send out a new Doodle poll today with weekend and weeknight options, with the goal of finding a time that works for everyone
- Biweekly meetings, at least until the panel discussion, then monthly ones?

#### **X. Plans for the next meeting and adjournment**

- The next meeting will be in two weeks; exact date and time have yet to be decided
  - Execs should expect an email from Haneen with a Doodle poll to decide on a more convenient regular meeting time
- Haneen adjourned the meeting at 3:55 p.m. EST

**Next meeting: in two weeks, exact date and time to be determined**



Tobin Ng

Approved April 21, 2021