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