

**Association for Equity and Inclusion in Journalism**  
**EXEC BOARD MEETING MINUTES FOR NOV. 19, 2020**

Thursday, Nov. 19, 2020, 2 - 3:05 p.m. EST, Zoom

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

Overview

- I. Approval of minutes and agenda
- II. Welcoming our new event coordinator
- III. Eden and Lilo's club application update
- IV. Upcoming event brainstorm
- V. AEIJ meeting with Nadia Stewart from CABJ
- VI. Matthew's PWG update on building student surveys
- VII. Arranging a PWG-AEIJ-CTA group meeting
- VIII. Plans for the next meeting and adjournment

Action items

**All student execs**

- Check the roles and responsibilities document and ensure the information is accurate, complete and finalized by Friday, Nov. 27
- Send Eden examples of logos we like to guide the creation of AEIJ's logo
- Think about potential speakers for our external event
- Reach out to Safiyah if we'd like to take part in the meeting with CABJ, or if we have ideas about what to bring up at the meeting (the meeting is scheduled for Friday, Nov. 20 from 12 - 12:45 p.m. EST)

**Brett**

- Email Safiyah and Olivia from the CTA group to arrange a PWG-AEIJ-CTA group meeting

**Eden and Lilo**

- Prepare a draft constitution and send it to the Exec Board for review by the first or second week of December

**Lilo**

- Send Eden the JSOC example logo and AEIJ's colour palettes
- Send Alex a budget example so that Alex can start working on the budget we'll send to CUSA as part of the club application

**Safiyah**

- Ahead of our next meeting, reach out to Anita, cc'ing Sedanah, to discuss scheduling a story circle facilitator training session

## **Susan**

- Send a memo to Safiyah, cc'ing Alex, about the funds AEIJ has

## Meeting minutes

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

- Nov. 6's meeting minutes approved as corrected
- Agenda approved

### **II. Welcoming our new event coordinator**

- Sedanah is joining us as AEIJ's event coordinator for 2020-21

### **III. Eden and Lilo's club application update**

- Haneen has not heard back from the CUSA Clubs & Societies Commissioners re the club application deadline and details, but she has reached out to another CUSA exec
- Eden and Lilo are working on a draft constitution and have split up responsibilities
  - They'll have a draft for us to look over by the first or second week of December
  - Execs should check the roles and responsibilities document and ensure the information is accurate and finalized by Nov. 27 so that Eden and Lilo can add it to the constitution
- Eden is working on a logo for AEIJ
  - Lilo has a JSOC example with a mic image for the "I" that she'll send to Eden, along with the colour palettes we decided on previously
  - Members should send Eden examples of logos we like
- Resource: [contrast checker](#) for web graphics accessibility
- Even without CUSA club status, we can get FPA funding for an event this semester by reaching out to the program head

### **IV. Upcoming event brainstorm**

- External event idea: event on covering the disabled community
  - We could also invite a consultant to give tips on accessibility with multimedia content (e.g. alt text, contrast checking)
  - We could also hold a community panel
- In January or the winter semester, we could consider holding a week of panels covering different issues and communities
- For events, we should remember to ask participants for accommodations in advance
- AEIJ already has \$4000 approved for this year
  - \$2000 approved for 2020-2021 (\$1000 from the JOUR program and \$1000 from the FPA) for the Exec Board story circle facilitator training session with Anita Li
  - \$2000 approved but not spent for 2019-2020 for an external event with speakers (to pay for speakers' fees, etc.)
  - We would just need to work out a plan and budget, send it to Brett then to the program head to secure the funding
  - Susan will send a memo to Safiyah about the funds we have

- External event would be held next semester and we can work on it over winter break
  - We can put together an event-specific or task-specific committee for general members to take part in event organization
  - Execs should start thinking about potential speakers for the external event
- Lilo will send Alex a budget example so that Alex can start working on the budget we'll send to CUSA as part of the club application
- Ahead of our next meeting, Safiyah will reach out to Anita, cc'ing Sedanah, to discuss scheduling a story circle facilitator training session
  - We'll aim to have a plan for this internal event finalized before winter break

#### **V. AEIJ meeting with Nadia Stewart from CABJ**

- The meeting will be held on Friday, Nov. 20 from 12 - 12:45 p.m. EST
- Members should reach out to Safiyah if they'd like to take part in the meeting or if they have ideas about what to bring up at the meeting
- Suggested discussion points: guest speaker suggestions for AEIJ's external event, long-term collaboration between AEIJ and CABJ (e.g. expanding AEIJ to build chapters in other schools)

#### **VI. Matthew's PWG update on building student surveys**

- At the last meeting, the PWG discussed creating two surveys: one for instructor feedback and another for broader feedback on the program
- For the instructor survey, fall term profs will likely send out the survey in early January
  - This survey will allow students to anonymously provide feedback directly to instructors about the incorporation of the Equity Checklist in their fall term course
  - The survey is based on the Equity Checklist and turns those points into questions
  - There are union considerations with regards to the PWG collecting data, so the responses will only be going to instructors
  - A draft will be provided for AEIJ to review at the next AEIJ meeting
- The second piece would be a broader student survey to collect feedback on the school's performance with regards to equity, diversity and inclusion
  - This survey will allow students to self-identify so that the school, the PWG and the AEIJ can better understand the experiences of students of different communities
  - Responses would be disaggregated so that feedback is anonymous
  - This survey will require ethics approval, and could potentially involve professional resources on data collection
- Instructors should be encouraged to mention the Equity Checklist at the start of the course

#### **VII. Arranging a PWG-AEIJ-CTA group meeting**

- Brett will send an email to Safiyah and Olivia from the CTA group to arrange a joint meeting

**VIII. Plans for the next meeting and adjournment**

- The next meeting will be in two weeks, on Thursday, Dec. 3 from 2 - 3 p.m. EST
- Safiyah adjourned the meeting at 3:05 p.m. EST

**Next meeting: Thursday, Dec. 3 from 2 - 3 p.m. EST**

A handwritten signature in black ink, appearing to be 'Tobin Ng', written in a cursive style.

Tobin Ng

Approved Dec. 3, 2020