

**Association for Equity and Inclusion in Journalism**  
**GENERAL MEETING MINUTES FOR SEPT. 29, 2020**

Tuesday, Sept. 29, 2020, 2 - 3 p.m. EDT, Zoom

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

Overview

- I. Approval of minutes and agenda
- II. Exec Board roles and event coordinator election process
- III. Review of the draft AGM agenda
- IV. Introductory social media posts
- V. Plans for the next meeting and adjournment

Action items

**All members**

- Review the AGM agenda document
  - If you are attending the AGM and comfortable with it, highlight/comment with your name on sections in the AGM agenda document you'd like to present and speak about
- If interested, send Safiyah a photo of yourself and a note with your position and your year/program before tomorrow afternoon, to be included in the AGM slides
- If interested, send Lilo a note with your position and your year/program, an optional photo, and a two- to three-sentence write-up on why you joined AEIJ, what it means to you, how it has impacted you or any anecdote you'd like to share, to be posted on AEIJ's social media accounts
- Respond to Safiyah's incoming email regarding the event coordinator election process

**Safiyah**

- Send an email to all Exec Board members requesting their opinion on who should be allowed to vote in the 2020-21 event coordinator election (i.e. all members or just the Exec Board), requesting a response by the end of the day; share the results over email and amend the AGM agenda document accordingly
- Create a Google Slides presentation for the AGM and share it with the team
- Send an email asking Exec Board members who are comfortable to send a photo of themselves and a note with their position and their year/program by tomorrow afternoon, to be included in the slides
- Create a Google Form for interested students to sign up for a mailing list, indicate their role as a general member/ally, and self-identify with a group/express interest in joining or starting a specific committee; share this form with the team tonight
- Send an email, likely over the weekend, to set the next Exec Board meeting date

**Lilo**

- Coordinate with Eden to start posting on AEIJ's Facebook and Instagram accounts today

- Share the social media photos and notes submitted by Exec Board members with Safiyah, to be repurposed and included in the slides

### **Alex**

- Share instructions with Lilo and Eden on how to write alt text for Instagram and Facebook

### Meeting minutes

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

- Sept. 24's meeting minutes approved as corrected
- Agenda approved

#### **II. Exec Board roles and event coordinator election process**

- All Exec Board roles have been filled, aside from the event coordinator position
  - Safiyah: undergrad representative
  - Haneen: grad representative
  - Alex: treasurer
  - Tobin: secretary
  - Lilo: social media coordinator
  - Eden: communications and PR coordinator
- The event coordinator role will be presented and explained during the AGM
  - Interested candidates will be invited to send us an email with a specific subject line and a pitch
- We still need to decide whether voting rights for the 2020-21 event coordinator position will be extended to general members or just limited to the Exec Board
  - Safiyah will send an email to all Exec Board members asking for their opinions so that a decision can be reached by the end of the day
  - Safiyah will announce the final decision by email and amend the AGM agenda document

#### **III. Review of the draft AGM agenda**

- Brett, Matthew and Susan will introduce themselves at the beginning of the meeting and then leave
  - Multiple members will be set as co-hosts so the call doesn't drop after Brett leaves
- One co-host will monitor the waiting room and let students in; Alex will monitor the chat
- Safiyah will create a Google Slides presentation for the AGM and share it with the team
  - Safiyah will send an email asking Exec Board members who are comfortable to send a photo of themselves and a note with their position and their year/program by tomorrow afternoon, to be included in the slides
    - Lilo will share the social media photos and notes submitted by Exec Board members with Safiyah, to be repurposed and included in the slides

- Safiyah will create a Google Form for interested students to sign up for a mailing list and share it with the team tonight
  - The form will include options for students to sign up to become a general member and join the corresponding mailing list, or join the ally/general newsletter mailing list
    - The link in the AGM invitation email to the student body led to the ally mailing list
  - The form will also include a slot for folks to self-identify with underrepresented groups and express interest in joining/starting specific committees
- Exec Board members who are attending the AGM and comfortable with speaking should comment on the AGM agenda document and highlight sections they are comfortable with presenting, to avoid just having Safiyah speak

#### **IV. Introductory social media posts**

- Lilo has created templates and Instagram graphics with Exec Board member photos and testimonial write-ups, and will coordinate with Eden to start posting them today
  - Exec Board members are invited to share a photo of themselves, a note with their position and their year/program, and a two- to three-sentence write-up on why they joined AEIJ, to be posted on AEIJ's social media accounts
- Alex will share instructions with Lilo and Eden on how to write alt text for Instagram and Facebook

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

- Safiyah will send another email, likely over the weekend, to set the next Exec Board meeting date
- Safiyah adjourned the meeting at 3 p.m. EDT

**Next meeting: to be announced via email**



Tobin Ng

Approved Nov. 6, 2020