

2023-2024 Executive Board Meeting Minutes

5.14.24

Newsletter:

- Ellie and Claire will have it done by Friday!!
- Ellie text Juliana abt internships and grants, also for Substack login

LinkedIn:

- Jade is now a panelist!! Everyone confirmed
 - Bios for everyone but Kate right now
 - Post bios/headshots on Instagram?
 - Food for 15 instead of 30, Amy will place order
 - Elizabeth send out DeHub event email on May 19

Fall quarter events:

- SPJ x PRSSA
 - Intersection of PR and Jour event for Fall quarter
- Safely covering protests event:
 - Right before election? October?
 - Partner with other SPJ chapters across Chicago
 - Get someone/company to do training?
- Freedom of the Press:
 - FOIA Fellows
 - SPFI - Student Press Freedom Initiative
- Headshot/resume event:
 - Redo from spring quarter
- How to find journalism job
 - Guest speaker/presentation/Q&A event
 - Rebecca Aguilar
- B2B event
 - From Ellie

OSI Audit:

- We have everything just round it all up by July
- First 150 orgs who register will have table at Involvement Fair

Annual Report:

- Touch base after LinkedIn event
- Due sometime in June/July?

4.23.24

Headshot event:

- May 7 at 5 p.m. in Daley 1140

- Everyone choose what task they want for the event
- Ellie contacted Robin about the photo set up? Claire will follow up
- Elizabeth reach out to career center, ask for presenter and resume reviewer
- Elizabeth can print/hang up posters in Loop, Claire will do in LPC

Linkedin event:

- May 21 at 5 p.m. in Daley 1140
- Kiersten will make Linkedin flyer
- Kate and Konnor are confirmed
- List of alumni in google drive folder (under event coordination) for us to use, preferably recent grads who used Linkedin to get a job or know their employer
- Ideally want 3-5 panelists
- Elizabeth moderating panel, figure out starter and closer questions
- Figure out food, Amy help with Chartwells order
- Kiersten to do tasks before Friday at 5 p.m. (DeHub, poster/promote, contact faculty, contact students)

Newsletter:

- Claire and Ellie work on it
- Send out on May 3, very latest by May 6 at 5 p.m.

Annual report:

- Claire and Kier work on before July 19, do in late May

Membership coordinator:

- Start looking now but don't need until fall quarter
- Kier update hiring flyer to start sending out now

4.16.24

New member:

- Shout out Elizabeth!!!!!!
- Change website so Ellie is moved to VP slot and Elizabeth is moved into her slot

B2B:

- Push back to fall quarter since no one is responding

Headshot/resume event:

- May 7 @ 5:00 in Daley Room 1140
- Ellie talk to Robin about headshot background for event
- Claire work on food for event (budget)

- Elizabeth suggested LinkedIn/resume emphasis at event

Newsletter:

- Claire and Ellie collaborate or switch off

Social Media:

- New board posts with new positions
- Welcome Elizabeth post
- Send headshot event poster
- Updated committee and liaison posts for hiring push

New events:

- LinkedIn panel or presentation if not enough people to staff a panel
- Last week of May
 - Tuesday, May 21?
 - Kiersten email Sarah room

SPJ and PRSSA joint event:

- Event for fall quarter
- Set up call later in May with PRSSA members to coordinate further
 - Brainstorm ideas

Amy's updates:

- Kiersten and Claire work on annual report which helps put us up for awards
 - Not due until after finals but want to get it done before we get into summer mode
- Budget for next year should be same as this year
- Ellie email Amy about application for next year
- No in-person SPJ person in fall quarter, is there another one we'd want to go to?
 - Amy will check on dates and prices but start brainstorming

4.9.24

4.2.24

Staff changes:

- Ellie is VP!!
- Kiersten update website by April 8

Headshot/Resume event:

- Ellie gone April 21 - May 2 womp womp
- May 7? 5:00-6:30?

- Room reservation (Email Sarah Thaman for Loop room reservations sthaman@depaul.edu)

Next year hiring:

- For returning members, let Amy know if you want to reapply by next meeting (April 9)

B2B event:

- Pushed to May 14?
- Ellie doing a second push to get more B2B journalists
- New room reservation
- If need be, we can pivot and plan it for fall quarter next year

SAF-B:

- Pres and treasurer responsibility
- Most Fridays have to take course beforehand to apply to Saf-b

3.11.24

Last meeting of the quarter

- Next week is finals, week after is spring break

Movie Night:

- Repost flyers on social
- Last general body meeting of quarter
- Only Claire will be there

B2B:

- Lauren will send social flyers by today
- Event on April 30
- Start promoting event soon
- Ellie still emailing/following up with journalists

Next quarter:

- B2B event
- Headshot/resume event
- Another movie night? (miniseries of journalism rom coms)
- Journalism final homework night?
- Something similar to mocktail mixer even though we can't promote mocktails anymore

3.5.24

B2B:

- Lauren slayed with the social media posts/templates, lighter template was chosen
 - Need to make event flyer for DeHub and template for TV screens in residence halls
- One journalist confirmed for B2B, Ellie still reaching out to people for more speakers
- Food: maybe some light refreshments? Doesn't need to be a lot
 - Chartwells has a nice business table available (**KIERSTEN PLAN!!**)

Movie Night:

- Buy individual bags of skinny pop and one bag of fun size candy
- Only person who can make it is Claire (womp womp)

2.19.24

Reminders:

- Go to your assigned classes and do the spj presentations (class assignments are under the 1.9.24 meeting minutes)
- SHARE NETWORKING EVENT FLYER!!!!

New projects:

- Think about new priorities for spring quarter
- Podcast?
- Juliana: put together binder for VP stuff by end of this quarter
 - Ellie will move up to VP, Siona will move up to Ellie's role (?)

B2B:

- Start doing teasers for event very early on social media
- Smaller room with more intimate space ideal
- Possibly pushing date back since people are busy in March, possibly to mid-April
- Do event to-do list closer to date
- Lauren make event flyer
- Reach out to regional SPJ people for more professionals involved

New winter quarter event:

- General body meeting or chill movie night?
 - What is the need of the general body meeting? Not sure people will come if there's not a reason for them to come
- Very TBD
- Possibly have someone (like alumni) come host a discussion
- Ellie is doing too much, other board members can plan this one

Annual SPJ report:

- Kiersten and Claire work on report to send to National SPJ about our events
- Will only take a few hours total
- Due closer to end of May

2.13.24

Class presentations:

- All done by Feb. 29
- Check doc for class assignments and times
- Amy's magazine reporting class done

Sweets, treats, and deets:

- Claire technically free, Ellie not sure
- One Wednesday, 12-2:30 in Spring quarter

Work on/create/do:

- Collab w/ PRSSA?
- Collab w/ Demonthon - mocktail fundraiser?

SAB Networking event:

- Send out flyer!! (texted by Kiersten)
- Volunteer opportunities to help with event

B2B

- Ellie emailed B2B journalists, will talk with them further to see if they're interested
- Need to figure out who is going to lead event
- Send questions you want to ask B2B journalists to Ellie
- Need help booking tables, supplying food, promoting event
 - Flyers done by SAB event so can be promoted then?
 - Advertised as career path in journalism, explain B2B on flyers to draw more people
- Probably going to be lead discussion with B2B journalists then time at end for questions/networking

1.30.24

New liaison:

- Siona onboarding in next week
- Siona will be started as liaison but then moved to Ellie's spot when Ellie moves to Juliana's spot

Class presentations:

- Reach out to profs before showing up at their class (obvi)
- Do all presentations by Feb. 29
- Assigned classes to presenters are in meeting agenda doc
- Claire + Ellie

Vision Zine event:

- Rescheduled to Feb. 6 at 6 p.m.
- If you are not able to attend, let Kiersten know ahead of time
- DO YOUR TASKS!!

SAF-B:

- We're all chilling
- Kiersten attended meeting, Juliana took quiz

Regional conference:

- In Cincinnati
- Evening of April 14, event at Cincinnati Enquirer
- Event on April 15 at University of Northern Kentucky (?)
- Depending on cost, may need to go to hearing to apply for funding
- Let Amy know by end of week if you're available to attend conference

Blue Demon Challenge:

- 14East part of student org competition, student org with biggest number of donors get bonus to what they raise - help share donate posts on social media to help reach more people

1.16.23**Meeting canceled****1.9.23****Committee/Liaison position**

- Siona submitted application
- Ellie working to recruit people (Eli? Zanna?)
- Work on advertising as low time commitment
- Push when we talk to classes

Classes to visit

- Async classes: Lauren
- Amy's class (MW 10:10-11:40): Ellie

- Amy's class (MW 1:30-3:00): Ellie & Claire
- Chris Bury's class (TuTh 10:10-11:40): Claire
- Chris Bury political reporting class - Kiersten
- Jill Hopke class (send email) - Kiersten
- Martha's class (MW 11:50-1:20): Claire

Event

- January 16 @ 7 pm
- Arts and Letters 310
- Claire and Ellie pick up magazines from Amy for event in-class then hand off to Amy

Regional conference:

- April 12-13 in Cincinnati
- Most likely Amy will drive but will look into other options as well
- Look into SAF-B training to help with travel funds

12.6.23

New meeting room:

- Arts and Letters Hall Room 310

New weekly officer meeting:

- Every Tuesday morning at 10 a.m. on Zoom

Event ideas:

- Vision Zines: Collect magazines (possibly host a drive to collect materials), crafting materials (already have?)
- Valentine's: if photo event have earlier in the day for better lighting in pictures, if seminar then invite someone with Amy to talk about how to cover the concept/topic of love in journalism
- B2B: snacks/refreshments, book room with actual roundtable, limit to attendee registration for organization (RSVP in advance?), possibly on 12th floor of communication lounge (where kahoot night was hosted?), start in one big group then split into smaller groups, get alumni!!!!, have them talk about how they got into their beat and not what they cover exactly
- Resume/headshot event: ??, in Loop

Social media:

- One post then lots of reposting to advertise events, follow up reminder post
 - Doesn't overwhelm the social media feed

- If we want to post recap videos while Lauren is gone: have people shoot video and if it's usable, then we can consider using

New photo:

- New board photo w/ Claire
- Kiersten will send out when2meet to figure out availability for photo
- RIP lauren

Involvement fair:

- Claire will grab poster from Kiersten before Jan 11 at 11 a.m.

Newsletter:

- Deadline for board members to send photos (recap of break, cute photos) for newsletter is Friday, Jan 5
- Will send out newsletter on first day of WQ (Jan 8) by 5 p.m.

11/14/2023:

Newsletter:

- Release by end of this week (preferably fri 11/17 but can be pushed to sat 11/18)

WQ Meetings:

- December meeting on 12/6 @ 7:30 p.m.
- Fill out form for winter quarter meeting so Kier can book room
- LPC instead of Loop so we don't have to venture to the Loop at night in the winter

WQ events:

- Start with once a month then gradually up it to biweekly
- Zoom panel event with speakers so students don't have to come to campus
 - Also lets Lauren join from Ireland!!
- One event held in the Loop
 - Possibly the Young Professionals Advisory Board speed dating networking event

Involvement fairs:

- LPC fair: Thursday, Jan. 11 from 1-4 p.m.
 - Available: Claire (all time), Juliana (all time), Ellie (all time), Kiersten (3-4)
- Loop fair: Tuesday, Jan. 16 from 1-4 p.m.
 - No one is available, won't be attending

Committee/Liaison program:

- Push that its a low commitment opportunity
 - More people = less events we all need to go to
-

11/7/2023:**Winter fundraising notes:**

- Start planning early to make up for fall fundraising
- Winter is the big fundraising push quarter with at least three events (one a month?)
- Small portions of fundraising/donations can be given to journalism cause like Reporters Without Borders or another organization helping journalists in Gaza

Winter fundraising/event ideas:

- Cider/hot chocolate bar
- Ice skating mixer
- Cookie decorating
- Training event with industry professional(s)*
- Valentine's Day bake sale - cheap food/goodie bags from amazon, get SPJ stickers to close them so people know what they're donating to
- Speed dating with Industry professionals* - Everyone gets a station to talk to an industry professional for set amount of time with multiple rounds for people to meet multiple professionals in one event
- "Get a Crush" event - buy a can of Crush soda with a cute note, could be issue delivering sodas to recipients so possibly have a set pick-up time and location so people come to us instead

Potential event partnerships:

- Demonthon - co-host card writing event with them to help with turnout and advertisement of the event since they are a known presence at DePaul already
- Speech and debate club - co-host a fake news or fact checking event with them so we can tie their skills with journalism ethics and responsibility
- College of Comm Young Professionals Advisory Board* - DePaul alumni from College of Comm who are interested in being more available/accessible to students through events, can co-host speed dating networking event with them and possibly training event too
 - <https://communication.depaul.edu/about/office-of-the-dean/Pages/young-professionals-advisory-board.aspx>
 - Michael Elias is new staff advisor (?) for the board, could be easy contact if we pursue this

Social media updates:

- Event recap posts
- Committee and liaison post, Lauren can make those and send them over for review to be posted
- Strong push for committee and liaison positions on social

Winter quarter calendar:

- Dependent on Ellie and Claire's schedules to help set deadlines for events and planning

Newsletter:

- Send out at the beginning of each month
- For January, have everything planned out by then so newsletter can be sent out by Jan. 5

Future meetings:

- Nov. 14 is last meeting of this quarter
- Plan on having one meeting a month during winter quarter that accounts for five hour time difference so Lauren can join

9/26/2023:

Newsletter will be released on Sept. 30, 2023 by 5 p.m., Ellie will be putting the newsletter together

If a board member is going to be absent from an event, they must send an email to Kiersten at least 2 days in advance so she knows they will not be present.

Make sure to complete each board member's assigned tasks

MANDATORY: A board member must be at the event at least 15 minutes early to help set up General Body Meeting - Oct. 3 at 7 p.m. - Movie Night

1. Lauren:

- Post on socials

2. Amy & Juliana:

- Loop Posters by 9/27

3. Ellie:

- Send reminder email and newsletter to Kier so she can send it via DeHUB so everyone actually gets the email lol

4. Kiersten:

- Hang LPC posters by 9/27
- Make DeHUB by 9/28

- Send email and newsletter out by event date

Event times will range from 7 p.m. to 8 p.m. depending on the event.

Deadline for hiring treasurer/secretary will be extended to 9/28 at 5 p.m.

- All board members must repost this

Have a maximum of two events a month (one smaller, one larger)

Shoot-out photo contest will be pushed to November.

- Time and date TBD. Will be the only event for November.
- Ellie should reach out to Robin Hoecker about this event.

Events need to be promoted earlier and posters should be up a week in advance of the event from now on.

Create a GroupMe for conversations within group.

When at conference, make sure board members report on one event (couple of paragraphs and take a horizontal photo) and submit it to Amy within a week of the conference.

Kiersten send email with membership form to Ellie.

7/5/2023:

Website

- Newsletter – Lauren heads this?
 - Ellie is also interested
- Blog – Ellie heads this?
 - Lauren is also interested
- SPJ Scholarships and grants - Juliana
- Show off projects that are done by board members
- Help wanted ad (of sorts)
 - We are doing this, if you are interested please contact
- Ellie work on some design the remainder of this summer
- More color and spacing design
 - Past events highlighted (specifically really cool ones)
- Up and running by school
- Constitution – Kiersten
- Meeting minutes - Lauren
- Who are we? - Lauren
- How to join – Kiersten
 - Social media contact on same page
- Calander

- Maybe on first page
- For everyone, SEND ELLIE INFO SO SHE CAN WORK ON DESIGN THROUGHOUT SUMMER

Future Board Ideas

- Projects for each board member
 - Podcasts, etc.
- Let's make a TikTok
 - Keep things fun

New Events

- Stay on top of involvement fair
- Zine workshop with Zine and HerCampus
- Vision board workshop

Chapter of the Year

- Things they ask:
 - **YOUR PROGRAM OF THE YEAR: What was your signature effort during the report period?** 25%
 - PUBLIC OUTREACH: What did your chapter do to train or engage the public? Teach non-journalists about journalism?
 - STUDENT CHAPTERS: Did pro chapter members speak or work with your chapter? Present workshops or sessions at a conference? Host your members at pro chapter programs? Did your chapter visit or work with elementary, middle or high school students?
 - ETHICS: Did your chapter discuss journalism ethics with journalists or the public?
 - FOI/FIRST AMENDMENT: Did you hold FOI or First Amendment programs?
 - **DIVERSITY: Did you examine or promote diversity in journalism; encourage understanding of minorities and highlight their voices; or work with diversity media groups?** 15%
 - PROFESSIONAL DEVELOPMENT: Give a bulleted list of any other professional development programs your chapter held. Focus on skills and training rather than panel discussions.

- MEMBERSHIP: How many members did you gain or lose this fiscal year? What specifically did you do to retain or recruit members? Any innovative efforts
- **COMMUNICATION: How does your chapter keep members informed?**
Newsletter? Email? Provide links to a chapter website and social media platforms.
 - FUNDRAISING: Did your chapter raise money this year?
- Workshops are huge!
 - Tactical activities, people can take something away
- Diversity
 - Block Club Chicago collab?
 - Native speaker highlight?
- Student chapter
 - Work with other SPJ's
 - Work with other orgs on campus
 - Work with prospective students?
 - Contact high schools in area (DePaul prep)
 - Work with elementary school students for a basic understanding
 - Bring kids into the studio for one of my shows (Ellie)
- Fundraising
 - Fannie Mae?
 - Bake Sale
 - DePaul's Kickstarter – Inspire

Vegas Trip!

- Sep. 28-30th
 - Maybe stay night of the 30th
 - Thurs.-Sat. (Maybe Sunday)
 - Leave Thursday morning

Deadlines

- July 21 – All work into Ellie for website