



Meeting via Zoom  
December 4, 2020  
2:00 p.m. ETS

### **Approved Minutes**

**Present:** Kendall King, President; Patsy Duff, 1<sup>nd</sup> VP; Lourdes Ortega, 2<sup>nd</sup> VP; Laura Collins, Past President; Charlene Polio, Member-At-Large; Christina Higgins, Member-At-Large; Jennifer Leeman, Member-At-Large; Haoshan (Sally) Ren, GSC Representative; Terry Dougherty, Ex Officio; Jessica Atkinson, Ex Officio; and Fabiola Ehlers-Zavala, Secretary.

Absent: Glenn Martinez, Treasurer

#### **1. Call to Order and Welcoming Remarks**

President Kendall King called the meeting to order at 2:07 p.m. EST. There was a debriefing of the Welcome.

#### **2. Agenda**

Kendall then proceeded to call for a motion to approve the agenda.

**Motion:** Patsy made the motion to approve the agenda, and it was seconded by Jenny. There was no discussion, and the EC unanimously approved it as presented.

#### **3. For Discussion and Approval: Online Education and Outreach Committee Report (OEOC)**

At the start of the discussion, Kendall offered a point of clarification regarding the “Online Education and Outreach Operations Manual.” She explained that, following Terry’s additional clarification, the set of recommendations submitted for the EC to review and approve, the various documents would be compiled into a manual.

Kendall then suggested to proceed in order, and she reminded the EC that we had previously approved Appendix A at the October meeting, so the EC needed to now attend to Appendices B-F—with special focus on Appendix B (Excel file).

There was additional clarification on what the EC would focus regarding Appendix B (i.e., approve images of people).

Terry was consulted as to whether we needed to consider anything else from the legal perspective, and the answer was negative. It seemed that clarification was needed to ensure the committee is clear on the charge (i.e., vetting images that involved people).

Laura indicated she was going to meet with the OEOC that afternoon, and would be happy to offer clarification on the topic of vetting images that involved people only, and not other types of images.

Fabiola noted that as we move forward we will likely vet other images, but agreed that Laura could issue clarification on the above (i.e., images of people). Fabiola asked if Jessica was fine with the various tasks noted in the Excel file with focus on the timeline.

Kendall, at that point, wanted to ensure we had consensus on what Laura was going to clarify for the committee (i.e., the EC was requesting the vetting of people images, and nothing beyond at this point). Everyone was in agreement with this premise.

Then, Kendall circled back to Jessica to seek a response to Fabiola's concern/question. Jessica indicated she felt there was enough time, but noted that the clarification from Laura to the committee was key in this regard. Jessica recommended noting this in the policy (focus on people images).

Laura proceeded to recap and offered some suggested language to ensure it would be important to add clarification language that focused on "images involving people only."

Terry noted that once all the documents are approved and put together, the entire manual can be revisited before finalizing its approval.

Kendall asked Patsy to elaborate on the comments placed on the "Chat." Patsy indicated that we needed to remember to attend to privacy and intellectual property as we also gather images in connection to the conference. She recalled concerns expressed at the Atlanta conference, so anticipates the need to further attend to these matters.

Laura noted that this committee was not dealing with issues of copyright. Patsy acknowledged understanding the issue, but she noted that she was anticipating other issues.

Terry reminded everyone that NCG monitors what is happening with social media on behalf of AAAL, but noted that the team cannot control for what individuals choose to post on their own accounts or on other platforms.

Kendall encouraged the EC to continue the discussion about related matters at the March meeting. She and Patsy will connect to put some focus around all of this discussion.

Laura summarized what she was going to communicate to the committee, and she would turn to Jessica to update the document currently uploaded to the website.

Kendall then proceeded to tackle the checklist for the webinars prepared by the OEOC. She invited the EC to offer comments, suggestions, etc.

Patsy suggested incorporating an item that encouraged the committee to keep DEIA in mind in the organization/production of webinar events.

Kendall then noted that the following would be important to achieve:

- To have a document that is interactive and lives in some place.
- To change the initial point of contact for the speakers and put the roles there as opposed to the names of people.

She also shared that she was under the impression that this committee was going to curate the webinars, but, in some of the material, this was not clear. She thought that the OEOC would work at preventing duplication, and become a deciding body to have a calendar of events on behalf of AAAL.

Laura noted that regarding the webinars done this past summer, the OEOC was unclear as to the expectation given that some other committees put together some webinars, so the OEOC did not feel that they owned this work. Consequently, the committee, as she noted, frequently turns to Laura to better understand what the EC wants/expects. Laura indicated that the EC needs to decide the scope of this committee and issue any necessary clarification to them to improve the current dynamic.

Laura indicated that she would be happy to go back to the OEOC and indicate that they are to curate and coordinate with other committees the calendar of AAAL webinars to avoid duplication.

Sally indicated that they also discovered that they ran into a similar problem in the GSC—asking the same presenters for very similar contributions, and favored the idea of having a calendar that allows for better coordination and avoids duplication of efforts/events.

Terry also offered ideas for the OEOC to work with other committees to put the webinars together.

Kendall was hoping they could manage the process, and ideas would continue to emerge from the membership.

Lourdes noted it would be useful for the OEOC to be the channel of all this work so that they can guide the process rather than take over the entire organization of the webinars.

Sally also offered additional input that offered support for receiving guidance from the OEOC as to how to proceed in the webinar production.

It is not expected that the OECD do all the work. Laura agreed with this idea of the OEOC of being a sort of “clearinghouse” for the webinars. Laura offered a number of suggestions that ranged from starting small or confining the timeframe that is not in conflict with the conference.

Jenny sought additional clarification regarding the approval process. She wondered if the EC will have further involvement in approving webinars. She also highlighted the need for managing the potential flow of people wanting to launch webinars.

Fabiola, not wanting to be overly bureaucratic, supported the idea of vetting events by AAAL to ensure we are properly accountable and ensuring the EC is OK with it.

Lourdes offered ideas to be able to scale this work.

Kendall felt it was fine to convey to the committee that the bulk of the work would happen in summer (although perhaps best to state in terms of months as summer only in nother hemisphere). She also noted that it is hard to do this work as it involves a lot of effort.

Lourdes talked about other activities that are also starting to unfold/happen virtually: book launches, other types of talk, etc.

Patsy agreed with the above, and she spoke very favorably about the panel presentations—as those that took place over this past summer.

Kendall turned to Laura to ask if she felt she had enough direction given the significant amount of feedback covered in this discussion.

Laura thought of coming up with a summary to be run by the EC before sharing it with the entire OEOC.

Most immediately, in relation to the checklist, Laura would communicate that the expectation is that the OEOC is charged with overseeing the process of webinar production as opposed to doing all the work.

Kendall then proceeded to engage the EC in the discussion of Appendix C at the bottom of the report, and focus the conversation on the mission statements put forward.

Kendall had a question regarding the social media sub-committee for Patsy. Patsy noted she was waiting for the virtual conference platform to guide the process. In the meantime, she

noted they were preparing a number of “how to” documents. She also noted she had not been in any contact with the OEOC, noting that it may be a bit premature/early to do so.

It was indicated that the OEOC is not expected to have more involvement at this time with the conference.

Lourdes shared some of the work she has been doing in interacting with the AAAL website.

Laura indicated she has encouraged the OEOC to review the website (as a priority area for the next year) to offer recommendations to the EC.

Kendall noted all this (i.e., website revision) is a heavy lift. She noted that the work of revising the AAAL website is not being handed to the OEOC at this time. However, recommendations from them will be welcome.

Kendall indicated that we will have a final vote in January, and now the focus of the EC is on providing feedback to revise the work under discussion.

Next, Kendall asked the EC to offer comments/question the section on the social media sub-committee.

Kendall suggested that the mission statement of this committee should also entail monitoring social media (to ensure there is not hateful language/messaging).

Patsy had a question (re: vetting social media): She wanted to know who pushes messages out. She asked if this was the only group who could do this work. She inquired as to whether or not the conference team could do so too.

Jessica indicated that the conference committee has access to social media to push messages out to create a buzz. Patsy will be in touch with Jessica to follow-up on this piece.

Sally suggested the use of # to share messages in social media.

Kendall turned to Laura to confirm she had clarity in what to communicate to the OEOC. Kendall further elaborated on the need to add some language concerning “monitoring the content of social media channels” to be community building. Laura asked for the verbiage to be added in a new statement—what would become “(4).”

Laura asked if everyone in the EC was fine with the rest of the statement. The EC was good to move on. Laura also clarified that it was OK to communicate to them that we would aim at advancing this work in January, but March would be fine as well if the OEOC needed more time.

The last item was to review the recommendations provided in the OEOC report. Kendall noted that most of them were straightforward, but the one on compensation needed discussion. EC

members recalled previous conversations regarding the need to move away from compensation to avoid setting a precedent that would not be feasible to sustain and would go against the spirit of voluntarism.

Some of the concern here was that the OEOC may need to set priorities to be able to manage their work so that they are not overwhelmed by what they are putting forward. Laura indicated the need to emphasize this message to the OEOC. In the end, there was consensus on the part of the EC that there would be no compensation for the OEOC. Laura would communicate to the OEOC that certain practices that involved compensation in the past have been discontinued.

Lourdes encouraged the idea of asking the OEOC to revise their document as proposed to ensure that they have a piece that is feasible for them to execute. They would be welcome to take items out if they feel the need to do so.

Fabiola argued for ensuring that the OEOC come up with sustainable practices that others will want to continue in time.

Laura noted that part of the challenge is that the initial charge from the EC was too broad, and she felt that, in retrospect, the EC should have limited their work. In moving forward, a possible suggestion could be to remind them that the need for subcommittees may not be necessary in the future.

At this point, it was agreed that the next step would be for Laura to communicate verbally what was discussed with the OEOC. In doing so, she would indicate to them that there would be a written statement issued from the President on behalf of the EC in this regard. The statement/note would emphasize the appreciation for the work the OEOC has tackled with the request to revisit their proposal to make it feasible in moving forward.

Kendall quickly went over the other items contained in the report offering a quick summary.

Additional discussion on the topic of a common calendar unfolded. Various EC members discussed their needs/desires for what they would like to see as part of a calendar. It was noted that there was a need for a calendar that members could see what work is unfolding. Lourdes shared an example on the screen regarding what we currently have and offered some suggestions for what could be considered (tabs, content, etc.). Terry and Jessica will work on this initiative and come back to the EC.

Sally sought clarification from Laura as to whether she should connect with the OEOC to discuss calendaring. Laura asked her to please wait for her before proceeding.

Finally, after the calendar discussion, Terry proceeded to review the list of action items. Please, refer to that separate file in Dropbox.

The meeting was adjourned at around 3:30 p.m. EST.

Prepared by F. Ehlers-Zavala, Secretary

Submitted for EC review on December 13, 2020

Revised/Edited and submitted on Jan 5, 2021 for January 15 meeting.

Remarks:

- Approved as submitted:
- Approved with editions: X
- Date: January 15, 2021