



# Columbia International Relations Council and Association

## CIRCA E-Board Meeting Minutes

Date: September 14th, 2020

Time: 10-11:30 PM EST

Location: Zoom

- I. Agenda spreadsheet → Please update before each meeting so we know what we need to talk about
- II. Newsletter spreadsheet → Update each week with what you would like included in the newsletter \*BEFORE SATURDAY EBOARD THIS IS YOUR HOMEWORK\*
- III. Meeting times will be shifted to 9pm to 10:30pm going forward
  - A. Expect more structure to school year meetings
- IV. Branch Updates
  - A. Travel Team - First meeting tomorrow! 8 PM
    1. New member training on Saturday! If you would like to come plug your branch let Rose & Gabe now in advance and keep it short
    2. Coffee chats are going well! New members are great :)
    3. Fill out the conference preference form
  - B. CAFA
    1. Applications are due next week, about 2 person per region so far and by next weekend the picks should be in
  - C. CMUNCE
    1. Registration started today! Shout out to the PR secretariat, Mwan and Simone!
    2. All the committees are chosen, almost all the first round of background guide edits are done
    3. COF application closes tomorrow - get the word out to any 1st years you know - interviews will be next week
  - D. CMUNNY
    1. Speaker series still a work in process, trying to nail down times for the talks in October
    2. Bumping up SG/DG turnover - application will go out at the end of this month/first week of October
      - a) Eboard deliberations on the 19th
  - E. CPR
    1. Recruitment going on, app closes Friday, just finished refreshing returning staff

## F. CESIMS

1. Recently hosted a mixer with Matriculate & Youth for Debate to recruit
2. Currently planning fall education program

## G. Treasury

1. Silas & Anna met with StudentsHelpingStudentsCU yesterday to keep this process moving forward

## H. President

1. Club Fair going to happen through Lion Link → our info on there needs to be updated
2. Use the fall update slide deck at your first meetings! Should take about 10 minutes. Make sure you share it out to them as well. Ask Silas if you need advice on how to talk about it
3. CIRCA Google calendar
  - a) Add you branch meetings into this shared calendar & invite Anna and Silas to your first meetings so they can say hi and introduce
  - b) Katie update the calendar on the website with this CIRCA calendar & potentially share the calendar as view only with members
4. Add eboard to any Facebook groups you create
5. Everyone on eboard needs to do the Club Refuel Enough is Enough training & online SOCA assessment → EVERYONE ON THE EBOARD HAS TO DO THIS IGNORE THE SECTION THAT SAYS JUST SPECIFIC RULES (excluding the part that says president only in red letters)
6. Fill out the when2meet for our meeting with Simone → potentially Friday the 25th at noon @SILAS here you go :)
7. Eboard Protocol Folder → review the documents in this folder please
  - a) Remember, eboard chat is your first place to turn for questions because the admin doesn't like when we message them 4 times over the same thing LOL
8. Not yet but soon we will start rolling out the Community Agreement & eboard must sign the eboard pledge → we can talk about social media strategy for that soon! Add a slide about this in the slide deck?

9. Eboard → consistent participation and attendance is an expectation (remember, attendance is part of the constitution and grounds for impeachment)

V. Info Session Debrief

- A. We should have a follow up with casual office hours → having a Welcome Back Town Hall can be a thing but this more intimate interaction is important too
- B. Emphasize to the new members that they can join multiple branches → Maria will create a new calendy

VI. Recruitment Next Steps

- A. Advertise individual branch heads for office hours! Push them in the Facebook group with an actual event on the Facebook group
- B. Barnard Club Fair tomorrow - Silas will send the Zoom link tomorrow :)
- C. Social media outreach?
- D. How do we feel about recruitment - we only get about a 25% yield on the club fair for reference
- E. Reach out the Poli Sci department or individual lecturers for Poli Sci classes to give us a shout out? Language departments?
- F. Feel free to continue individual branch recruitment and ask Silas, Katie G, or Maria to reshare a branch event or ask to be added as an admin
- G. Ask other political clubs to give us a shoutout

VII. SVR Training → What two training sessions do we want to do?

- A. <https://health.columbia.edu/content/request-workshop-or-training-about-sexual-violence>
- B. Foundational 4, Next Level 3 → majority for Foundational 4 → ideally between noon & 2ish on a Friday

VIII. Branch Diversity Training →

<https://www.cc-seas.columbia.edu/OMA/diversityed/sessions>

- A. Schedule one of these for your branch!
- B. Which one should eboard do?
  1. Empathetic listening, bystander intervention, unconscious bias, solidarity and allyship, conflict and identity, anti-racism
  2. Request a sequence since so many are relevant? One a month? We could probably do two or three a semester
  3. Top 3: Anti-racism first, Conflict & Identity second
  4. Also we can invite our members to these so its just not eboard

IX. Welcome Back Town Hall in September

1. Preparation for this will begin with meetings in our branches

2. All of eboard should go in and review our constitution and all the amendments that have piled up since April that we still have to bring to the Town Hall
  3. We should separate the amendment town hall and the welcome back town hall
- B. Town Hall (Jk Community Forum) Plan: Fall updates, flash forward about what the coming semester holds, ice breaker break out rooms, AND THEN BOOM WE HIT THEM WITH A SURPRISE GAME NIGHT WITH SCRIBBL.IO or JACKBOX GAMES HOW EXCITING AIKJFLDKJEIREUFJ
- C. Amendments bro, they are wild, what do we do?
1. Make a video of the amendments and then have people vote?
  2. Share the amendments via email and then have people vote on a poll? → apparently SGB did this in the spring → because it's a virtual semester we can get creative
    - a) Wonderful idea gabe, i'm a big fan
  3. Maria brings up a good point - we need to give people a time to speak about the amendments → time zone situation creates difficulty → we should either have a town hall and/or office hours during the voting process for people to come and express their feelings or ask questions. The official vote will occur after the deliberation period in case there are changes members want to press forward
    - a) All of eboard needs to look at the old amendments though to review them in case we want to edit them \*EBOARD THIS IS YOUR HOMEWORK FOR NEXT MEETING - READ THE FIRST 6 PAGES OF THE CONSTITUTION\*
      - (1) We will divide the review up over 3 meetings
- X. Mayflower Partnership 2020 Partnership Request
- A. Eboard reviews the document
  - B. Vote: No