**IYRP North American Communication Team**

**AGENDA**

**Meeting: October 31, 2022 12pm PDT**

Organization into sub-groups

* 1: Social Media: headed by Elena
* 2: Documentary Film: headed by Barb
* 3: Film Festival: Headed by Courtney
* 4: Outreach and extension: headed by Lauren
* *5: Conferences- track upcoming conferences and who is going, as well as who presents IYRP things- we still need a team lead for this!* ***Alejandra and Diego***
* *6: Fundraising and contacting supporters: Still need a team lead. Identify what hired position would look like and how to get money to fund it.* ***Maybe this is something we need to engage with the IYRP NA support group on.***
* Do we want any other subgroups?
* Have members sign up for activity they want to help with, smaller sub-groups can meet to work on action items within the different sub-groups

New Meeting format idea: Plans on way to shorten meeting

* Update from each sub-group
	+ Each sub-group leader provides short write-up on activities of their group.
	+ Update is presented at the meeting: Each group gets 5 minutes for update/ discussion
* Google- Doc
	+ A living document- include write up from each sub-group leader.
	+ Anyone can add additional thoughts to a sub group section or to a section at the end for discussion topics to be added in the next meeting
	+ Give all members 1 week to put in any thoughts into google-doc, and then it will be finalized and sent out to all members
	+ Hope this will help engagement from quieter voices, and those unable to attend meeting
	+ Would an excel file work- Lauren is going to try Excel format for agenda in November

Walk through the google drive:

* Link to Google Docs folders - <https://drive.google.com/drive/folders/1TaB8Q8QgPazV38u5j1Td27-LMNIQdvkI>

Other Topics

* Social Media
* Information from Barb on International Year of Soil
	+ Find funding to hire someone part time? Full time. What would be cost? What would be tasks?
* Other updates?

**Notes from meeting:**

**Alejandra: can we write up email to send around to our different societies to get them engaged? Yep, great idea.**

**Diego: can we add people to the main meeting email list or just subgroups?** *Both! Let’s get people involved in any way we can. Right now I just copy and paste the email list in so maybe it would be worth us thinking about creating a listserv. Does anyone know how to do that?*

**Peg: will write up different events in Canada coming up (date, name, contact person and location)**

**Elena: tagging our social media will help to make things more efficient.**