**Living History Project MINUTES**

## Associated Students

DATE: 10/16/20

LOCATION: Zoom Minutes/Actions recorded by: Frances Woo

**CALL TO ORDER:** 4:45 by Frances Woo, Chair

**A) MEETING BUSINESS**

**A-1.** Roll Call

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Note:** absent (excused/not excused)arrived late (time)departed early (time)proxy (full name) | **Name** | **Note:**absent (excused/not excused)arrived late (time)departed early (time)proxy (full name) |
| Frances Woo |  **X** |  |   |
| Jillian Wertzberger |  **X** |  |   |
| Katelyn Wong |  **X** |  |   |
| Alana Ulloa | **Absent (excused)** |  |  |
| Shuo Chen | **X** |  |  |
|  |  |  |  |

**A-2. Acceptance of Excused Absences**

***MOTION/SECOND****: Woo/Wertzberger*

***Motion Language:*** *Excuse Alana’s absence*

***ACTION****: Vote: 4-0 to APPROVE.*

Attendance: 4

**A-3. Acceptance of Proxies**

**B. PUBLIC FORUM/OPEN FORUM**

**C. REPORTS -**

**C-1.**  **Advisor’s Report** *-*

**C-2.**  **Chair Report**

*Icebreaker ?????*

*What would you grab if there was a fire? If ur whole house was burning …*

1. Second GM discussion/review
	1. Stella + Aubrey both interested
	2. More email responses; send another email
	3. Social media outreach (history club posting on undergraduate history journal page); emailing departments (soc, journalism, black studies, chicano/chicana)
		1. *Make google doc w/email template (PLAY UP $$ FOR RESEARCH); make list of departments to email*
2. Budgets:
	1. *Link -* [*https://docs.google.com/spreadsheets/d/1349VAAVqBmTApL7Qurobnaq9NnUXt2p\_c-kYhZ8lrG8/edit*](https://docs.google.com/spreadsheets/d/1349VAAVqBmTApL7Qurobnaq9NnUXt2p_c-kYhZ8lrG8/edit)
	2. <https://budget.as.ucsb.edu/files/2020/05/2020-2021Budget.pdf>
	3. Podcasting Costs:
		1. Transcription Services
			1. Sonix.ai ($10 per hour)
			2. Give leeway of 5 hours? = $50
		2. *Nice* microphones USB plug into computer (future)= $60-$100
		3. Podcasting Platforms
			1. Buzzsprout - $12 a month for 3 hours of podcasts,
			2. **Podbean, $20-$10 per month ($14 monthly, unlimited)**
				1. **Monthly for now - $14**
			3. <https://www.buzzsprout.com/how-to-make-a-podcast>
		4. Editing software
			1. iMovie
			2. Alitu - $28 a month (can use one account?)
			3. Audacity - free (not super user-friendly)
			4. Garageband (free) (separating music tracks from audio clips)
			5. Edit for content then distractions
			6. Ask Des what they would recommend
		5. Artwork for podcast- commission
			1. Commission or do through AS
			2. Contest on social media
		6. Advertising- social media
			1. Staggered drop schedule
			2. Individual flyers for people speaking (so they can promote it outside LHP)
	4. Zine Printing Costs:
		1. GraphicInk -
		2. Zine
	5. Social Media Promotion:
		1. $25 - first promo
		2. 4-6 posts per quarter - $100-150

*MOTION/SECOND:Woo/Wertzberger*

*Motion to spend $25 on social media promotions for advertising LHP’s first general meeting*

*ACTION: Vote: 4-0 to APPROVE*

*Advisor/Staff Instruction/Request:*

*Responsible for Follow-through: Alana Ulloa*

*Additional approval required: NO*

1. **Meeting #3 - Oct. 19th:**
	1. Super brief intro into what they’re doing
	2. Discussion: what do you know about the history of student activism at ucsb, and how do you know this?
	3. Topic Selection Discussion:
		1. Send preferences in chat
		2. Discuss together as big group (less awkward)
			1. Ask if people have specific events they want to cover
		3. Have sign-up sheet with contact info + group topic
	4. Form groups
	5. *Facilitation Role sign-ups*
	6. Oct. 26, 5-6pm
		1. Research Updates
		2. *Des Workshop*
	7. Nov. 2, 5-6pm
		1. Research Updates
		2. *Des Free write ?*
	8. Nov. 9, 5-6pm
		1. Research Updates
		2. Bergstrom Guest Lecture
	9. Nov. 16, 5-6pm
		1. Practice Presentation/Peer Review
	10. ~~Nov. 23, 5-6pm~~**~Thanksgiving Break~**
	11. Nov. 30, 5-6pm
	12. **Total: 8 Meetings**
2. Mutual Aid Funds/Organizations to Donate to:
	1. *Next week*
3. Research Contacts:
	1. BSU Demands Committee:
		1. Essence Wynter - essencewynter@ucsb.edu
		2. Jeremey Edwards - jedwards@education.ucsb.edu
	2. Jeremy Scruggs - jscruggs@housing.ucsb.edu (oversees the first Black student dorms)
4. Podcasting/Research Format:
	1. General members pick topic
	2. GMs provide an outline for interviews
		1. Have option of conducting it themselves, or by family/friends of the interviewee
		2. (provides more honest, conversation-style information)
	3. Splice together podcast
	4. Brief introduction?
5. End-of-Quarter Event:
	1. ***Fundraiser for Mutual Aid fund***
		1. Panel discussion with student leaders + Zine release (pay what you can!)
		2. Jordan - interested in Black student organizing collage; don’t typically take commissions; discuss $$ depending on how long each piece takes + work and materials
			1. *Confirm artwork for 6 pieces*
		3. Topic Selection:
			1. Founding of Asian American department
				1. *Student vs. Professor driven*
			2. United Front/BSU arrests
			3. UCSB Peace week !!
			4. *Next meeting - confirm topics*
		4. Content:
			1. More recent/current student activists on campus
			2. Past to present
			3. Historical background + interviewing current members
			4. *Pick article/event on LHP website and bring back*
			5. Mutual aid group information, organizations we’re connecting with, ask orgs what they want to promote (fundraiser or mutual aid group)
			6. Each person does one article
			7. Cohesion, but not the same topics; ~synergy~
			8. Pick topic and present next week
			9. Cover page - commissioned artwork, images to break up the text, 50 pages max (10 pages per article)
			10. *Check dimensions and set word limit*
		5. Design:
			1. Commission artwork from Jordan
				1. Collage of current and past activists
				2. Consult them for design cover !!
				3. Invite to join
				4. Talk to Leah about commissioning work
			2. Better materials
			3. Finalize dimensions
			4. 5 in x 6 in
				1. *Create word count/guidelines*
				2. *Email printer*
6. Call for Articles !
	1. Ask professors to make announcement to students
	2. Spread information to more professors/departments
	3. Soc majors, femst
7. *LHP/UCSB Podcast Format/Brainstorm:*
	1. *Discussing with other friends their research*
		1. *Informing people who have no previous knowledge about it*
		2. *After accomplishing a quarter of research*
	2. *Different activists groups on campus create their own content and send it in*
		1. *Do research to introduce certain orgs*
		2. *Have organizations speak on their current work*
		3. *“Story time” - podcast*
	3. *Ask people from previous quarters to come back*
	4. Podcast Platforms:
		1. Podbean, Buzzsprout
	5. Schedule:
	6. Drop a couple during the beginning, draw in more interest
	7. Begin formulating content this quarter; release next quarter
	8. External - outreach to student orgs on campus
		1. Get information of social media managers for other orgs; dual promotions
	9. Scheduling:
		1. People turn articles into podcasts?
		2. Interview style?
		3. Make podcasts transferable
		4. One for interviews, one for articles
	10. Orgs interested - G4T, SASA, UCSB Pan Asian Network, UCSB4COLA
	11. Discuss present/contemporary work
8. Research Paper Submissions:
	1. Ask professors to ask students to submit papers

**C-3.**  **Vice-Chair Report**

* Sent out sign up sheet to hist majors/minors/club
* Meeting with L’ael
* <https://docs.google.com/document/d/1cmuYHDqJPhypoFpVoj4WDAuzOq1NPHjKHYq9ZOy64Wk/edit?usp=sharing>
* *Covering ethics of research, what do we choose to cover, etc.; working with Doc Now! (how to archive current events + social media content; archives within the community)*
* *2022-2023 (first workshop in 2022); LHP will be compensated*
* *Talk to Leah*
* *Make check list of info we need (bio participants; formal write-up of our workshop)*

**C-4.**  **Social Media/Marketing Coordinator**

* Has social media budget proposal

**C-5.**  **Internal Student Coordinator**

**C-6.**  **External Student Coordinator**

* Messaged Jordan (shatteredprisms on ig) about commissioning
	+ They are interested!!
	+ Black Student Organizing Article
	+ Commission rates as we continue with the project

**C-7. Group Project/Member Report(s)**

**D. ACCEPTANCE of AGENDA/CHANGES to AGENDA** -

**E. CONSENT ITEMS**

1. **Approval of our Action Summary/Minutes from:**

**E. ACTION ITEMS**

**E-1. Old Business** -

1. **Brief description and dates item continued from agenda**

*MOTION/SECOND: Last Name/Last Name*

*Motion Language*

*ACTION: Vote: X-X to APPROVE/DENY.*

*Advisor/Staff Instruction/Request: INSERT if APPLICABLE*

*Responsible for Follow-through: NAME of PERSON/GROUP/N/A*

*Additional approval required: YES (Finance and Business Committee or Senate?)/NO*

**E.2 New Business** -

**Brief description from agenda**

*MOTION/SECOND: Last Name/Last Name*

*Motion Language*

*ACTION: Vote: X-X to APPROVE/DENY.*

*Advisor/Staff Instruction/Request: INSERT if APPLICABLE*

*Responsible for Follow-through: NAME of PERSON/GROUP/N/A*

*Additional approval required: YES (Finance and Business Committee or Senate?)/NO*

**F. DISCUSSION/REMARKS**

ADJOURNMENT

*MOTION/SECOND TO ADJOURN MEETING:*

*Adjourned at 05:45pm*

*Action Items:*

* Everyone:
	+ Research Mutual Aid Funds/Organizations to donate to
	+ Research professors to email (asking for student articles) and add to Google Doc
	+ Pick one topic/organization to research for Zine
	+ Sign up for quarterly facilitation roles
* Chair:
	+ Email measurements to printer to get estimate
		- 5in x 6 in
		- Scott
		- Ask how long the printing process is gonna be
	+ Create spreadsheet for professors to email asking for student articles
	+ Create word count/article guidelines for zine
	+ Create meeting outline + facilitation roles
	+ Create outreach email template + spreadsheet
* Vice-Chair:
	+ Send out pre-meeting email
	+ Make Quarterly Budget sheet
	+ Make check-list of info to send to L’ael
* Social Media/Marketing Coordinator:
	+ Brainstorm social media contest format for podcast graphics
		- *How will people enter?*
		- *When should we hold the contest/what should the deadline for submissions be?*
		- *Etc. c:*
* Internal Student Coordinator:
* External Student Coordinator:
	+ Confirm 6 pieces of artwork for zine