**CNA Media Team Meeting Minutes | Tuesday, March 26th, 2024**

**6 – 7:30 p.m. in person at 6127 NE 29th Ave.**

Join with Google Meet: [https://meet.google.com/oba-jmbu-nvv](https://meet.google.com/oba-jmbu-nvv%20)

Join by phone +1 617-675-4444

PIN: 276 004 440 1149#

In attendance: John McSherry, Elaine Oliver, Dina Sage, Gordon Riggs, Jordana Leeb, Kepper Petzing, Megan Gobble, Esther Mae, Marsha Sandman

**Agenda**

6:00 - 6:15: Introductions and review the agenda : Esther introduced herself to the group.

6:15 - 6:30:

Best practices for submitting photos: >200 ppi, action shots, in color, submitted with article and caption, Discussion of photo release form: required for anyone under 18, request to add language to form for PBOT use of photos taken at Concordia Commons

6:30 - 6:40: The April newspaper was distributed and discussed.

6:40 - 7:20: May 2024 CNews lineup and article assignments

7:20 - 7:30: Ad Sales Update