

**Minutes**  
**M-007-2025-IUGS-COGE**  
**COGE – SM – Nov/2025**

<b>Date &amp; Time (Start)</b>	November 21, 2025, at 11 PM (AWST)
<b>End of the meeting (time)</b>	11:55 PM
<b>Location / Platform / Chair (lead)</b>	Virtual / Microsoft teams / Sandra Villacorta (SV)
<b>Attendees</b>	Sandra Villacorta (SV), Rodrigo Gutiérrez (RG), Romina Celabe (RC), Liliana Corona (LC), Mónica Guzmán (MG), Kimie Suzuki (KS), Enas Ahmed (EA)
<b>Apologies / Absentees</b>	N/A

Item	Description			
1	<b>Quorum:</b> With all the team members in attendance, a quorum was established, and the meeting proceeded.			
2	<b>Review of Previous Action Items / Follow-up</b>			
	<b>Action Item / Decision</b>	<b>Responsible</b>	<b>Status*</b>	<b>Deadline</b>
	To submit actions initiated via prior email/WhatsApp coordination.	EA	C	N.A.
	Confirmation of RG as the new Social Media Team Lead	Board	C	N.A.
	Schedule the formal transition meeting to introduce RG to the full team.	SV	C	N.A.
3	<b>Review of agenda subjects</b>			
	<b>Agenda Topics Discussion</b>	<b>Action / Key Decisions</b>	<b>Responsible</b>	<b>Deadline</b>
	<b>Leadership Transition &amp; Work System</b> <ul style="list-style-type: none"> <li>SV welcomed RG as the new Social Media Team Lead. EA (outgoing Lead) reported that most tasks have been completed (3–4 still pending) and confirmed her availability to support RG as needed.</li> <li>After the brief intro from each team member, SV highlighted the critical role of this team in strengthening COGE's visibility and communication strategy.</li> <li>The team reviewed the Google Sheet planner used for organising and scheduling posts and flyers by topic..</li> </ul>	Oversee and delegate social media tasks; maintain coordination with the Board.	RG	NA
		Create and publish the flyer announcing RG as the new Social Media Team Lead.	Soc media Team	Dec 2025
	<b>Content Approval</b> SV clarified that the approval process is: 1) Initial elaboration of flyers/contents by the team members; 2) Initial review by RG; 3) Final double-check by two leadership members (Chairs/Leaders);	to conduct content review before Board approval.	RG	NA

4) Final approval by the COGE Board.			
<b>Platform Specificity</b> <ul style="list-style-type: none"> <li>The team discussed the need to update the planning sheet to differentiate content by platform (LinkedIn for formal tone; Facebook/Instagram for visual content; X/Twitter for short updates and threads).</li> <li>KS proposed adding clear deadlines to facilitate prioritization.</li> <li>RG suggested establishing a weekly coordination meeting.</li> <li>SV recommended reviewing the posting schedule, planning process, and pending tasks every week.</li> <li>RC verified that scheduling posts is possible on Facebook and Instagram.</li> <li>SV emphasized following Board emails to align with high-priority and time-sensitive communications.</li> </ul>	Update the Google Sheet planner to include platform-specific columns and posting deadlines.	Soc media Team	Dec, 2025
	Inform the Board regularly on progress and pending tasks.	RG	Dec, 2025
	Coordinate publication of approved content across existing COGE platforms.	RG	Oct, 2025
	Coordinate with the EOP chair/COGE Board for the interviews/webinar featuring the 2025 CK Medallist.	RG	Jan, 2025
<b>Content Priorities &amp; Planning</b> <ul style="list-style-type: none"> <li>The team agreed on the need for cross-team collaboration to prepare the annual content plan in advance.</li> <li>Priorities for early 2026 include: the webinar/interview with Amelia Calonge (Chris King Medal 2025 Laureate), and the promotion of EOP activities such as participation in local science fairs, geoscience festivals, and geological walks (as per the EOP plan shared by the Board).</li> <li>New member Xavier Juan (Spain) may support coordination of these outreach actions; new member María Solari (Argentina) may also contribute.</li> <li>The team requires confirmed dates for EOP webinars (minimum one-week notice).</li> <li>Need to resume the “Geoscience Educator of the Month (GEM)” campaign and formalize the nomination process via an external form. SV notified that GeoArt/GEM and other project news will be provided by the EOP Team.</li> <li>Definition of the 2026 Social Media Work Plan is required for the Voting Members’ Meeting on November 28.</li> </ul>	Coordinate logistics, date, and promotion of Amelia Calonge’s webinar.	RG	Jan 2026
	Incorporate suggested actions into the 2026 COGE Plan to be submitted to IUGS in early December.	RG	Dec 2025
	Prepare and delegate the Social Media Team’s 2026 Work Plan presentation for the Voting Members’ Meeting.	RG	28 nov 2025
	Coordinate with the Board to provide finalized webinar schedules	EOP Team	Jan, 2026
	Formalize the GEM process/nomination form	EOP Team	Jan, 2026
	<b>Any Other Business</b>		
LC confirmed her departure in 2026 due to professional projects. She highlighted the need to ensure continuity of	Coordinate transition of YouTube responsibilities with	LC	Jan, 2026

YouTube channel management, recordings, and uploads through a smooth transition to EA.	EA.		
<b>Adjournment / Meeting Closure</b>			
The attendees agreed to follow up by email and schedule another meeting soon (to be arranged by RG)			
<b>Next Meeting Information</b>			
Date/Time	TBD		
Place/Type	Virtual / TBD		
Organizer	RG		
<b>Minute taker</b>	SV		
<b>Date of Submission to attendees</b>	22/11/2025		
<b>Date of Approval by the COGE Board</b>	04/12/2025		

Status: Completed (C), Ongoing (O), Pending (P)

