

**Canadian Association of Journalists
Board of Directors in-Person Meeting
Four Points Sheraton Hotel - Toronto
Haliburton Room
6257 Airport Rd. - 905-678-1400
June 20-21, 2015**

In attendance: M. Aiken, J. Akerley, T. Alamenciak, M. Atthwal, D. Bass, L. Beaulne-Steubing, J. Cullingham, K. Eschner, A. Hill, S. Holman, P. Martel, H. Rodrigues, P. Schneidereit, N. Taylor-Vaisey, D. Wiwchar

1. D. Bass called the meeting to order at 9:10 a.m on Saturday, June 20, 2015. All board members performed introductions.
2. D. Bass requested additions to the agenda. No additions were made.
3. D. Bass called for approval of the agenda. Approval moved by D. Wiwchar, seconded by S. Holman.
4. D. Bass called for approval of the minutes from [Jan. 11, 2015](#). Approval moved by J. Akerley, seconded by D. Wiwchar.
5. No new business arose from the minutes.
6. The Board conducted a review of the [task list](#).
 - a. Advocacy whitelist: S. Holman reported that the whitelist is not yet completed. H. Rodrigues assigned this task to the advocacy committee.
 - b. Media Magazine: Hugo reported that the print edition does not produce financial revenue. Tasked to ad hoc publications committee to work out revised ad rates for a print edition and begin selling them. Decided that the 2015 awards issue will only be printed if ads cover costs.
7. Election of officers
 - a. President(s): P. Schneidereit nominated N. Taylor-Vaisey (accepted). D. Wiwchar nominated H. Rodrigues (declined). N. Taylor-Vaisey is acclaimed.
 - b. Vice-president(s): P. Schneidereit nominated S. Holman (accepted). S. Holman is acclaimed.
 - c. Chair: S. Holman nominated D. Bass (accepted). D. Bass is acclaimed.
 - d. Vice-Chair: J. Akerley nominated himself. J. Akerley is acclaimed.
 - e. Treasurer: S. Holman nominated P. Schneidereit (accepted). P. Schneidereit is acclaimed.

- f. Community Manager: L. Beaulne-Steubing nominated herself. L. Beaulne-Steubing is acclaimed.
 - g. H. Rodrigues moved to appoint P. Schneidereit as national director until the 2016 annual meeting. D. Wiwchar seconded. Motion carried.
8. Committee appointments- Board. [Committees report here](#).
- a. Standing committees: membership services, events, awards, finance
 - i. Awards: H. Rodrigues, D. Bass, M. Aiken, D. Wiwchar, P. Schneidereit, N. Taylor-Vaisey
 - ii. Membership: L. Beaulne-Steubing, M. Atthwal, A. Hill, N. Taylor-Vaisey, P. Martel
 - iii. Events: P. Schneidereit, S. Holman, L. Beaulne-Steubing, T. Tailleur, R. Gragg, D. Wiwchar, H. Rodrigues, N. Taylor-Vaisey
 - iv. Finance: A. Hill, P. Schneidereit, J. Akerley
 - b. Ad-Hoc committees: ‘what is journalism,’ bylaw review (including board composition), publications (Media Magazine),
 - i. The ‘What is journalism’ committee was not assembled.
 - ii. Bylaw review committee- D. Bass, H. Rodrigues
 - iii. Publications committee- P. Schneidereit, K. Eschner
 - c. Appointments to “external” bodies
 - i. National Newspaper Awards Board of Governors: H. Rodrigues nominates self, N. Taylor-Vaisey nominated by P. Schneidereit. N. Taylor-Vaisey elected.
 - ii. Motion to destroy ballots was moved by S. Holman, seconded J. Akerley.
 - iii. Right2Know Network: A. Hill nominated self. A Hill acclaimed.
 - iv. Ethics advisory committee: M. Aiken and J. Cullingham appointed.
 - d. Status of advocacy committee:
 - i. Committee goal established: approve a mandate for committee and the CAJ’s advocacy focus.
 - ii. Advocacy committee members: T. Alamenciak, M. Atthwal, D. Bass, S. Holman, N. Taylor-Vaisey.
9. [2014-15 Chair’s report](#) - D. Bass

- a. Conversation on changes to elections process as suggested in report. TASKED to Executive.
- b. Report acceptance moved by D. Bass, Seconded D. Wiwchar, carried.

10. [2014-15 President's report](#) - H. Rodrigues

- a. Bylaw review committee- issues referred to bylaw committee: Composition of the board in terms of size/regional-national chapter reps/fundamental board structure as it pertains to BC representation and Quebec/Maritimes membership
- b. AKFC selection committee- Moved by M. Atthwal, seconded by P. Schneidereit that N. Taylor-Vaisey be appointed by the CAJ to chair the selection committee for the fall 2015 intake of the AKFC / CAJ international development reporting fellowship program. Motion carried.
- c. EU Fellowship- H. Rodrigues moves that we continue the partnership, N. Taylor-Vaisey seconds, motion carried.
- d. Conference pricing- referred to events committee report
- e. Transitioning- Tasked to K. Eschner/ H. Rodrigues/ N. Taylor-Vaisey/ P. Schneidereit- conduct a review of e-register.
- f. Signing officers- Tasked to P. Schneidereit to look into number of signing officers a non-profit corp. Can have.
- g. H. Rodrigues is so commended and so thanked for his 4 years of service as CAJ president and further 6 years of service on the CAJ board.
- h. [J-Source update](#)
- i. H. Rodrigues moved to receive and file report, seconded by J. Akerley. Carried.
- j. A discussion on the CAJEF occurred.

11. [2014-15 Treasurer's report](#) - P. Schneidereit

- a. H. Rodrigues inquired as to the status of the rainy day fund. P. Schneidereit reported that the rainy day fund needs more research. P. Schneidereit was tasked to follow up on Rainy Day Fund by email.
- b. MOTION A
 - i. Change 1. Board of Directors' Travel (b) to read: b) Directors are expected to use the most-inexpensive methods of travel possible to attend meetings. Costs for travel, including getting to and from airports, are reimbursable when authorized by the treasurer. If applicable, mileage will be at CRA approved rates.

- ii. P. Schneidereit moved Motion A. P. Martel seconds, motion carried.
- c. MOTION B
- i. Change 1. Board of Directors' Travel (d) to read: Board meeting expenses are limited to travel costs (see subsection b); accommodation costs (maximum two nights), to be subsidized by the CAJ at a rate authorized by the treasurer; meal costs, to a maximum of \$50 per day; and taxi/parking costs, when directly related to the meeting, to a maximum of \$50 per meeting. Board members are encouraged to share accommodations to save the organization money.
 - ii. Motion 2 was discussed. The motion was moved by P. Schneidereit, seconded S. Holman. Motion carried.
- d. MOTION C
- i. Add wording somewhere in the policies, wherever deemed appropriate (perhaps another section called General), that says: In general, the CAJ's signing officers (usually, the president and treasurer) should pay any bills related to CAJ business, either through issuance of cheques from the CAJ's bank account or personally (later to be reimbursed by the CAJ). Organizational costs paid by the CAJ's signing officers are eligible for refunds, by the Canada Revenue Agency, of sales tax (HST/GST) on those transactions.
 - ii. The motion was moved by P. Schneidereit, seconded J. Akerley. Motion carried.
 - iii. P. Schneidereit was tasked to do research on potential capital expenditure of buying new projectors.
- e. Storage locker: L. Beaulne-Stuebing and H. Rodrigues tasked to inventory and report back to the board by the end of 2015.
- i. P. Schneidereit moved to accept report, seconded J. Cullingham, carried.
- f. **2014-15 Community manager's report - C. Meyer**
- i. Recommendation 1: Put in place a mechanism to ensure national board members actively and continuously contribute to organizational goals in an efficient way. S. Holman makes friendly amendment that bylaw comes up with three options. H. Rodrigues moves to TASK committee with coming up with recommendations for this. Holman seconds. None opposed, motion carried.
 - ii. Recommendation 2: Redo the budget to make a) financially incentivizing volunteers and b) paid staff more important as budgetary priorities. Recommendation referred to executive.

- iii. Based on the content of C. Meyer's report, N. Taylor-Vaisey moves that the CAJ form an ad hoc committee on renewal that is composed of at the minimum the chair of each committee plus the president, or proxies at the discretion of the chairs, but may also include other CAJ board members. S. Holman seconds. Motion carried.
- iv. Recommendation 3: Commit to a shortlist of advocacy positions and stick to them, to the exclusion of others. Moved by H. Rodrigues that referred to advocacy committee; seconded by S. Holman. Motion carried.
- v. Report moved by H. Rodrigues, seconded by N. Taylor-Vaisey. Motion carried.

12. [Administrator's report](#) - K. Eschner

- a. Task K. Eschner and L. Beaulne-Steibing to work to develop a social media policy/strategy
- b. J. Akerley moves to accept report.

13. Committee reports

a. [2014-15 Awards committee](#) - H. Rodrigues

- i. The awards committee was tasked with examining the potential of offering regional awards.
- ii. The committee was also tasked to examine how awards judging and awards gala presentation is done and see if there is a better way to do these things.
- iii. Recommendation: That the awards committee consider and recommend a scoring matrix for the annual awards program, if appropriate, and return for board approval of any matrix at the fall meeting. H. Rodrigues moved to accept recommendation, J. Akerley seconded. Motion carried.
- iv. H. Rodrigues moves to accept and file report, A. Hill seconded. Motion carried.

First day of meeting adjourned. The second day of the meeting took place on Sunday, June 21, 2015 at the same location.

- b. D. Bass called the meeting to order at 8:35 a.m.
- c. [2014-15 Membership services committee](#) - E. Bessner. Report was presented by H. Rodrigues.
 - i. The membership committee was tasked, as soon as new chair is decided on, to conduct a cost-benefit analysis of existing perks, and decide whether or not to go with Adobe perk.
 - ii. M. Aiken tabled a motion to discontinue including photos on membership

cards. S. Holman offered a friendly amendment: to suspend photo IDs until we can assess the legal liability of offering photo membership cards. Motion was withdrawn.

- iii. The membership committee was tasked to assess the legal liability of offering photo membership cards and return with recommendations for the board and a card redesign. Also assess the potential of getting printed envelopes with our return address for the cards.
 - iv. H. Rodrigues moved to accept report, P. Schneidereit seconded. Motion carried.
- d. 2014-15 Events committee - N. Taylor-Vaisey, P. Schneidereit
- i. P. Schneidereit moves to allot a BUDGET TK, TK SECONDS, MOTION PASSED.
 - ii. H. Rodrigues moved to unite early bird rate and regular rate and regularize conference fee, motion seconded by D. Wiwchar. P. Schneidereit discussed motion, saying early bird rate helps us figure out numbers, highlights need for deadline. Motion is not carried.
 - iii. 2016 conference hotel selection, Edmonton was presented by P. Schneidereit.
 - 1. P. Schneidereit recommended that the board choose the Coast Edmonton Plaza as the hotel for #CAJ16. Seconded by H. Rodrigues, motion carried.
 - iv. H. Rodrigues moves that the CAJ works with the UBC international reporting program and the CBC to make a bid for the GIJC to be hosted in Vancouver alongside the CAJ conference in 2017. Motion was seconded by P. Schneidereit. Motion carried.
 - v. 2017 host city - verbal update, discussion of potential partnership opportunity and potential selection - H. Rodrigues
 - 1. H. Rodrigues amends motion to contain a full report to the board by July 15. Motion carried.
- e. H. Rodrigues moved a recommendation that the CAJ host their 2018 40th anniversary conference in the city of Toronto. Motion was seconded by P. Schneidereit. Motion carried

14. Chapter / Region reports

- a. Most reports (excepting Quebec) were submitted by email.
- b. Toronto - T. Alamenciak.

- c. National Capital Region - C. Meyer / L. Beaulne-Steubing
 - d. B.C. / Yukon - D. Bass
 - e. Alberta / NWT - S. Holman
 - f. Quebec - M. Singh Attwhal
 - i. request from Montreal journalist / re: police action
 - ii. N. Taylor-Vaisey was tasked to look into M. Atthwal's report issue 1 with some urgency and report back to the board regarding the issue.
 - g. Atlantic - P. Martel, J. Akerley
15. New business – Board.
- a. No new business arising.
16. Review of additions to the [task list](#) – Board
- a. Review was conducted verbally.
17. Date and time of next meeting - Board
- a. Tentative date for next meeting set as Saturday September 26 at 1 p.m. ET. via Skype.
18. Motion to adjourn by D. Bass, seconded by H. Rodrigues. Meeting adjourned.