

# Board of Directors Meeting Minutes

Directors In Attendance: Zane Schwartz (Chair), Brent Jolly (President), Fatima Syed (Vice President) (arrived @ 1:15 ET), Paul Schneidereit (Treasurer), Jason Markusoff (Alberta Regional Director), Nebal Snan (Atlantic Regional Director), Anja Karadeglija (National Director) (arrived @ 1:17 ET), Cecil Rosner (National Director), Laurie Few (National Director), Melissa Martin (Manitoba Regional Director), Eva Holland (North Regional Director), Karyn Pugliese (Past President) (arrived @1:21 ET)

Regrets: Jimmy Thomson (BC Regional Director), Omayra Issa (Saskatchewan Regional Director)

Staff In Attendance: Monique Durette (ex-officio)

## Summary of Meeting

1. Call to order @ 1:10 (ET): Z. Schwartz & Introductions
2. Request for meeting minute taker: Z. Schwartz Administrator Monique Durette to take minutes
3. Agenda amendments and approval: Z. Schwartz M: Laurie; S: Cecil. Passed 11/0/0.
4. Previous Board Meeting Minutes corrections and approval: Z. Schwartz M: Fatima; S: Melissa. Passed 11/0/0.
<b>Karyn joined 1:21 ET</b>
5. Introduction of new CAJ administrator: B. Jolly
6. President's report: B. Jolly Provided oral summary of written <a href="#">report</a> : <ul style="list-style-type: none"> <li>• "Brand" is hot, people and industry are paying attention to what CAJ is doing right now</li> <li>• Challenges increase with success; weight on the CAJ increases when it becomes prominent in the industry</li> <li>• Transition with Administrator role</li> <li>• Highlighted current issues in the industry and what the CAJ and its members are up against (advocacy, protests, etc)</li> <li>• Provided summary of status of Online Harms Legislation: likely won't come into play until September 2022</li> <li>• Summary of existing legal cases that involving journalists</li> <li>• Mental health survey summary to come out in May</li> <li>• Work being done on access to information summarized</li> <li>• Work being done with Afghan journalists</li> <li>• Organizational updates and priorities: <ul style="list-style-type: none"> <li>○ Charitable status</li> <li>○ Member management/website</li> </ul> </li> </ul>

- How we can seize on good will of members to sit on committees to increase the hands and lighten the load of the board members
- Potential to create chapters in some cities

**Q:** Does the membership committee still need to work on the membership approvals: No, Monique is now able to do it

**Comment:** Paul brought forward acknowledgement of Brent's hard work over the past while

**BIRT** the board accepts the president's report as presented.

M: Fatima; S: Eva. Passed 12/0/0

#### 7. Chair's report: Z. Schwartz

Provided verbal report.

- Discussed vacant seats (Quebec and National Director) and the potential for working with Quebec association. Zane recommended that the seats remain vacant until next election.
- Discussed potential issue of not having Quebec representative given that conference will be in Montreal. Anja has been in contact with local members, potential volunteers to be that voice.
- Discussed the past issues with FPJQ and how we can move forward as partners.

**BIRT** the board choses to leave the two empty seats as is until the AGM in May.

M: Zane; S: Laurie. Passed 12/0/0

##### a. CAJ membership distribution by region

- membership is down slightly but still on track for overall growth in the longer term
- discussion about regions/cities that have reached chapter status based on membership level
- discussion about the increase to directors/representatives to manage this and about the by-laws' guidance towards the best way to approach this
- discussion about how the regional reps/chapters work in this regard

**TASK:** Monique to send updated membership list to Melissa and Cecil

##### b. CAJ Priorities Survey Results

Zane reviewed results from the Board's survey

- Q1 top responses were: Press freedom advocacy; awards; membership administration
- Q2 top responses were: Press freedom advocacy; awards; diversity survey

##### c. Call for non-board committee members

Discussion related to emailing members directly to get them involved

**BIRT** the board agrees to take measures to email members directly to encourage participation in committees

M: Brent; S: Fatima. Passed 12/0/0

##### d. Minimum Board Duties Policy

- new bulletin added to be adopted
- Discussion related to ensuring the workload is shared

- ideas discussed about how to better manage the work to be done
- a need to develop feeder/prospect system to ensure there are potential candidates in play
- discussion of producing written policies and terms of reference that will aid in establishing guidelines and parameters of the work of each committee and the expectations of committee members
- discussion of how the work is guided and how it can be planned to ensure the efforts are well placed

**TASK:** Fatima and Monique to establish/propose a reporting system/process for tasks and needs

**BIRT** the amendment to the policy be adopted. M: Zane; S: Jason. Passed 12/0/0

8. Treasurer's report: P. Schneidereit

Provided summary of written report:

a. CAJ 2021 actual budget – final

Discussion of the organization's positive financial position

- Final numbers for 2021 presented
- Main driver of income was membership
- Expenses below expected/budgeted projection
- Rainy day fund now fully funded
- **Q:** whether we are on track for CIRA grant spending. **A:** we appear to be on track
- **Q:** Is there any where that shows a target/planned asset allocation for the organization. **A:** Nothing concrete exists within the bylaws, but the 2017 board's decision to establish the "rainy day" reserve fund was how the fund came about
- **Q:** Question asked about the donations listed on the statement. **A:** details were not fully known but could be procured. Agreement that donations should have more detailed tracking (see Task)

**BIRT** the board accepts the report as presented.

M: Paul; S: Eva. Passed 12/0/0

**TASK:** Zane, Monique, and Paul to review the Misinfo program to ensure we are on track with programming and financial commitments

**TASK:** Fatima, Paul, Brent to discuss more detailed donation tracking (relates to donation made in 2021 that was not clearly indicated in financial statements)

b. CAJ 2022 proposed budget

Paul provided verbal overview of proposed budget

**Q:** Question posed about the location of software costs in the budget. **A:** costs are incorporated into various lines, depending on purpose

**Q:** Question posed about projected surplus and projected savings **A:** clarification provided

**Q:** Question posed about budget for in-person June board meeting. **A:** Item moved to "other business"

**BIRT** the board approves the presented and proposed budget for 2022.

M: Paul; S: Brent. Passed 12/0/0

c. CAJ CIRA project budget

Informational/Reviewed. No motion/approval required.

**Break taken between 2:55ET to 3:10ET**

9. Chief returning officer questions: B. Jolly

- Formal title is Chief electoral officer. Cecil is the CRO by default, according to bylaws. Cecil agrees to perform the role for upcoming election. Briefly reviewed the positions up for election (will be reviewed with Cecil).
- **Q:** Is there a document that outlines elections and positions. **A:** Meeting to be set up to discuss needs of election.

**TASK** Paul, Cecil, Zane, and Monique to meet to discuss upcoming board election. Zane to report back to the board about seats up for election.

10. Committee reports:

a. Events Committee: B. Jolly and A. Karadeglija

- Conference is the central event that the committee is focused on.
  - i. Montreal conference: P. Schneidereit and A. Karadeglija
    - Event planning is slightly behind due to pandemic related issues, but activity is now ramped up to meet deadlines.
    - Anja summarized the activity underway.
    - Event planner has been booked and contract will be signed shortly.
    - Discussion of areas where additional help is needed. Can email Anja if help can be provided.
    - Discussion of board member attendance (required or not; costs).
    - Discussion of board meeting in concurrence with conference.

**TASK:** Events committee to further discuss June board meeting planning

ii. Digital security event: Z. Schwartz

- Mar 3: 45 attended, 10 new members. Good feedback. Next session is Mar 15.

b. Awards Committee Report: J. Markusoff and L. Few

- Update provided about growth of awards program. Attributed to social media growth and CAJ's position in the industry.

i. Update on submissions so far: J. Markusoff

ii. Update on judging so far: L. Few

- 50 judges this year. Great diversity of judges.
- Should aim for 55 judges next year.
- Nominations will be announced likely week of April 18<sup>th</sup>
- Intern may be able to assist with graphics of certificate.
- Brent is in discussion with West Jet to arrange any possible discounts for flights to the conference.
- Discussion around direct sponsorship of awards, such as sponsors aiding with direct costs of particular elements. Potential perception of bias a major hurdle to this.

c. Advocacy Committee: C. Rosner and F. Syed

- Verbal report provided.

- Many items covered in President’s report, such as Afghan membership being covered by CAJ.
- Meeting minutes of committee covered the various elements that the committee is working on such as pro-bono lawyer work, fundraising.
- Update on Julian Assange situation.

**TASK:** Board to determine wording and vote via email on motion related to coverage of membership dues for journalists who left Afghanistan during conflict.

**TASK:** Fatima to discuss with contact person to spread the word about this membership, once approved.

i. Diversity subcommittee: Z. Schwartz

1. Diversity survey: Z. Schwartz

- 2022 survey will be launched March 21
- work is under way on wording, website, and tweets.
- Work is under way on increasing number of outlets to participate.
- **Q:** Question asked by board member about inclusion of other categories of diversity.
- **Q:** Question has been added this year to explore the availability of further data. One network is using the previous results to inform future work.
- **Q:** Question asked about any “big fish” that may participate this year and didn’t last year. **A:** unknown for sure at this point.
- **Q:** Preliminary discussion of long-term plans for the survey. CRTC could be starting to use this type of data for licensing and could benefit organizations who may not currently be collecting extensive diversity data.

ii. RCMP meeting: B. Jolly

- Nothing further to add outside of President’s report

iii. Police attacks on Ottawa journalists: B. Jolly

- Nothing further to add outside of President’s report

iv. Student Press Freedom Act: B. Jolly

- Letter brought to attorney general. Outcome still unknown.

v. Poisoned Well report: B. Jolly

- Nothing further to add outside of President’s report

d. Membership Committee: L. Few

i. New ID cards: L. Few and B. Jolly

- Need assistance to source new cards

**TASK:** Laurie to send Monique email about where she is at with this and possibilities for this service.

ii. Slack channel: Z. Schwartz

- Continues to grow but not overly used. Should be promoted at conference. Could be a good source for committee members.

iii. Mentorship program: F. Syed and Z. Schwartz

- One week left till applications close.

- Fatima asked for board members to continue spreading the word in professional circles about the program.
- 50 applications received so far. Typically sees a large influx on last day.
- 7-8 mentors with no applicants.

e. Ethics Committee: C. Rosner

i. Response to “[What is Journalism?](#)” document: C. Rosner

- Committee continues to meet monthly.
- “What is Journalism?” document updated and is now published.
- Next major work of the committee is discussion paper on “when to name names” in coverage of criminal cases. Should likely be finished next month.
- Ethics committee has decided that payments to interns is not in the purview of the committee. Is more administration matter.
- “Conflict of Interest” is next big issue to be covered.
- Committee has great ideas but is open to others.
- Committee could use more members, especially to increase diversity.
- Eva brought forward idea of exploring ethical issues that freelance journalists run into.
- Zane asked committee to review guideline information on website to ensure updates have been made or even reviewed.
- Brent asked how the committee decides on what is worked on and in what order.

**Break at 5:12ET to 5:20ET**

f. Finance Committee: P. Schneidereit

- Committee meeting late in 2021.

**TASK:** Paul to send Monique and Zane copy of last minutes

11. Chapter/regional reports:

a. Alberta: J. Markusoff

- Provided verbal report: hoping to return to some in-person events.

b. Ottawa: A. Karadeglija

- Provided verbal report: some online events happened, one in-person in November prior to Omicron.
- Meeting planned for end of March.
- Survey to members being sent out to chapter members soon.

c. North: E. Holland

- Provided verbal report: no major events or issues to report since last reporting. Hoping to be able to plan in-person event soon once pandemic positivity case percentages come down.
- Hoping to plan recruiting event soon.

**TASK:** Monique to provide Eva with past members that Eva can follow-up with to increase membership.

d. Atlantic: N. Snan

- Provided verbal report: News conferences are back in person and life in general is coming back to “normal.”
- Hopes to do an in-person event in the near future.
- PostMedia bought New Brunswick News.
- SaltWire offered buyouts to some employees in December.
- Global News partnered with University of King’s College to offer scholarship for black students who enrol in the journalism program.

e. Manitoba: M. Martin

- Provided verbal report: Situation is low key with combination of winter and pandemic.
- Hoping to plan in-person event in the near future.

**TASK:** Monique to provide past/expired members list to Melissa.

f. Toronto: Z. Schwartz

- Provided verbal report: Interest in “speed dating” event (same as two years ago) hopefully to be planned in spring.
- Partner with ONA Toronto for future in-person event.

g. Quebec: seat empty

- no report

h. Saskatchewan: seat empty

- no report

i. British Columbia: J. Thomson (absent)

- no report

Reminder given to chapter/region leaders that funds are available for in-person event.

## 12. Other business:

a. June board meeting – in person or not: Z. Schwartz

- Majority in favour of an in-person meeting at least once during the year.
- Typically, has occurred at the next board meeting after the conference but concerns raised about the two events being so close together in relation to the travel needed for both.
- Paul provided historical context of when this has occurred and frequency of such. Fatima suggested Doodle Poll to discuss availability.
- Discussion of doing fall in-person meeting instead of June/summer meeting.

**BIRT** that the next in-person board meeting will be in September 2022. Date to be determined. M: Brent; S: Fatima. Passed 12/0/0

b. [Newsroom confidential podcast](#): C. Rosner

- Podcast proposal brought forward.
- Discussion related to particulars of CAJ’s involvement both from human and financial resources perspectives.
- Laurie asked where the podcast would be hosted and who would have access to it.
- Brent elaborated that further information is still needed to explore this idea as there are legalities and financial implications that need to be determined.

- Consensus from the board is that the idea is worth exploring but more information is needed.
- Some views expressed that maybe it should be directly coming from the CAJ and not from a third-party/outside party.
- Cecil reminded the board that the magazine previously published by the organization served this purpose, but that the podcast could fill this void.
- Paul has questions about the fit, to ensure the organization does not become a media producer.
- Fatima concerned about the volume of work that would be taken on; many unanswered questions.
- Jason reminded board of previous idea of panel recording that could be provided to members only.
- Suggestion proposed that this be steered towards universities/students.

**TASK:** Jason to send email to Events Committee about panel recording/member-only podcast type recording idea.

**TASK:** Cecil to go back to Dave Seglins to get further information related to issues/questions raised. Cecil to propose a joint meeting with him and some board members to explore the idea if the financing questions can be answered.

c. [NCM – Seneca Multicultural Journalism Course Outline CPFpitch](#): B. Jolly

- Seeking board/CAJ letter of support for the micro-credential in journalism related to the pitch.

**BIRT** the board supports the writing of letter in support of the proposal by Seneca Multicultural Journalism Course. M: Brent; S: Laurie. Abstain: Cecil. Passed 11/0/1

d. Follow up on tasks from previous board meeting: M. Durette

13. Date of next meeting: Z. Schwartz

- End of June. Doodle poll to be sent out. Will be Zoom meeting.

Motion to adjourn: 6:21PM ET M: Brent. S: Jason.

## Summary of Motions

**BIRT** the board accepts the president's report as presented.

M: Fatima; S: Eva. Passed 12/0/0

**BIRT** the board chooses to leave the two empty seats as is until the AGM in May.

M: Zane; S: Laurie. Passed 12/0/0

**BIRT** the board agrees to take measures to email members directly to encourage participation in committees

M: Brent; S: Fatima. Passed 12/0/0

**BIRT** the amendment to the policy be adopted.

M: Zane; S: Jason. Passed 12/0/0

**BIRT** the board accepts the report as presented.

M: Paul; S: Eva. Passed 12/0/0

**BIRT** the board approves the presented and proposed budget for 2022.

M: Paul; S: Brent. Passed 12/0/0



**BIRT** that the next in-person board meeting will be in September 2022. Date to be determined.

M: Brent; S: Fatima. Passed 12/0/0

**BIRT** the board supports the writing of letter in support of the proposal by Seneca Multicultural Journalism Course.

M: Brent; S: Laurie. Abstain: Cecil. Passed 11/0/1

## Summary of Policies Reviewed

Date	Policy
Mar 13-22	Minimum Board Duties Policy

## Summary of Action Items

Date	Status	Deadline	Action Item
Mar 13-22	O/S		Send updated membership list to Melissa and Cecil Monique
Mar 13-22	O/S		Fatima and Monique to establish/propose a reporting system/process for tasks and needs of committees Fatima and Monique
Mar 13-22	O/S		Zane, Monique, and Paul to review the Misinfo program to ensure we are on track with programming and financial commitments Monique to set up meeting
Mar 13-22	O/S		Fatima, Paul, Brent to discuss more detailed donation tracking (relates to donation made in 2021 that was not clearly indicated in financial statements) Fatima, Paul, Brent
Mar 13-22	O/S		Paul, Cecil, Zane and Monique to meet to discuss upcoming board election. Zane to report back to the board about seats up for election. Monique to set up
Mar 13-22	O/S		Events committee to further discuss June board meeting planning Events Committee
Mar 13-22	O/S		Board to determine wording and vote via email on motion related to coverage of membership dues for journalists who left Afghanistan during conflict Board
Mar 13-22	O/S		To discuss with contact person to spread the word about Afghan membership, once approved Fatima
Mar 13-22	O/S		Send Monique email about where she is at with ID cards and possibilities for this on-going service Laurie

Mar 13-22	O/S		Send Monique and Zane copy of last minutes of Finance Committee meeting in late 2021 Paul
Mar 13-22	O/S		Provide Eva with past members that Eva can follow-up with to increase membership Monique
Mar 13-22	O/S		Provide past/expired members list to Melissa Monique
Mar 13-22	O/S		Send email to Events Committee about panel recording/member-only podcast type recording idea Jason
Mar 13-22	O/S		Go back to Dave Seglins to get further information related to issues/questions raised. Cecil to propose a joint meeting with him and some board members to explore the idea if the financing questions can be answered Cecil
Dec 19-21	O/S		Proposed a re-imagining of workflow for community manager position (item 7) Fatima <b>Mar 13-22: Each committee is now responsible for writing their own social posts.</b>
Dec 19-21	O/S		Co-lead an effort to analyze how to proceed with FB and whether it should be continued (item 8) Fatima/Jimmy <b>Mar 13-22: FB group that was taken over by bots has been deleted. FB page still exists.</b>
Dec 19-21	O/S		Admin report: membership is over 1100 members and some cities approaching chapter status (item 11) <b>Mar 13-22: Discussed in membership committee report – chapters to be explored after conference.</b>
Dec 19-21	O/S		Mentorship program: gift card for mentors: “Fatima to come back with a more concrete recommendation & info on this” (item 25) Fatima
Dec 19-21	O/S		Website options: see Kathleen’s document and any other new options (item 28) Administrator <b>Mar 13-22: Monique to follow up with Brent/Zane</b>
Dec 19-21	O/S		Julian Assange: “put something to the advocacy committee” (item 30) Cecil

			<b>Mar 13-22: Follow-up with Cecil</b>
Dec 19-21	O/S		“Put a callout for end-of-year videos” (item 32) Fatima
			<b>Mar 13-22: Follow-up with Fatima</b>
Oct 3-21	O/S		Look into obtaining charitable status Finance Committee
Oct 3-21	O/S		Look at possible models for increased staff time, etc. Finance Committee
Oct 3-21	O/S	Oct 15	Special newsletter to members “30 mins and 5 things you can do to make yourself more secure online” Eva, Fatima, Olivia, Nebal, Melissa
Oct 3-21	O/S		Consult a lawyer to see the threshold for criminal action in relation to online harassment and get a statement asap. Laurie
Oct 3-21	O/S		Reach out to CBC department that handles harassment issues and see if a partnership could be useful. Cecil
Oct 3-21	O/S		Send a note to all newsroom managers and have them flag any sort of police action and once we have that put a statement out. Possible call out indicating board members asking for hate-mail to be forwarded. Brent and Fatima
Oct 3-21	O/S		Post to the FB page to invite alumni to join Jason