

Board of Directors Meeting Minutes

Directors In Attendance: Zane Schwartz, Brent Jolly, Paul Schneidereit, Melissa Martin; Jason Markusoff (joined @ 1:11pmET), Cecil Rosner, Angel Moore, Laurie Few, Karyn Pugliese, Paula Tran, Fatima Syed (left at 5:16pm ET), Patti Sonntag, Julie Sobowale, Jameson Berkow (joined @ 1:14pmET; left at 5:00pm ET)

Regrets: Anja Karadeglija, Eva Holland

Staff In Attendance: Monique Durette (ex-officio)

Summary of Meeting

1. Call to order Sunday, February 12, 2023 @ 1:07pm ET: Z. Schwartz
2. Agenda amendments and approval – Z. Schwartz M. B. Jolly, S: A. Moore, Carried
3. Previous Board Meeting Minutes corrections and approval – Z. Schwartz MOTION to adopt previous board minutes as presented. M: C. Rosner, S: L. Few, Carried
4. President's report: B. Jolly Provided verbal summary of written report Strategic planning was highlighted as a fundamental need to move forward. MOTION to accept and approve president's report as presented. M: P. Tran, S: F. Syed, Carried.
5. Chair's report: Z. Schwartz a. Spring elections Approx. 1/3 of the board is up for election (Cecil, Fatima, Jason); Anja tendered resignation (with resignation to be effective post-conference) and is seeking a replacement for herself; Melissa may need to step down due to the change in her physical location. TASK: Zane to reach out to those who are up for re-election
b. New CRO Cecil cannot be the CRO as he is up for election; Cecil provided an overview of the position; Patti self-nominated for CRO position MOTION to elect Patti as CRO for spring election M: B. Jolly, S: J. Markusoff, Carried
June board meeting to address possible need for change to regional/chapter representative
6. Treasurer's report – P. Schneidereit a. CAJ 2023 budget Budget presented with discussion of how numbers were developed. MOTION to accept and approve treasurer's report as presented. M: Laurie, S: Paula, Carried. MOTION to approve proposed 2023 budget as submitted M: P. Schneidereit, S: J. Markusoff, Carried
7. Operation Manager's report – M. Durette TASK: that the membership committee works on the types & reg/chapter recommendations contained within the report.

TASK: that we go back to the JHR about their proposal for anti-harassment project to negotiate better terms for the CAJ
TASK: to renegotiate the proposed agreement with NCM
Aids for Misinfo 101 guide: Melissa and Laurie
MOTION to accept and approve operations manager's report as presented. M: F. Syed, S: C. Roser, Carried.

8. Committee reports

a. Communications – P. Tran
 Twitter algorithms have changed and have affected our engagement; overview of the changes to FB/Insta platforms as well
TASK: board to review the platforms that the CAJ is on
TASK: poll members to find out which platforms they use
TASK: Monique to pull "follower" lists on the platforms
TASK: Monique to send email to board about "Posts to be scheduled" document
TASK: Monique to create website feedback form

Break: 2:58-3:10pm ET

b. Advocacy – K. Pugliese & F. Syed

i. The Narwhal – B. Jolly
 Brent provided update on legal case between Narwhal and RCMP/government; Narwhal to hold a press conference Feb 13
 CAJ is the only organization that is providing public support at this point.
 Q: if other press freedom groups had been asked to support. A: Other orgs in a small group had been asked but no uptake
 Fatima asked to remain in an abstain pattern due to her employment at The Narwhal
MOTION to approve the CAJ statement related to the Narwhal v. RCMP legal matter. M: P. Schneidereit, S: K. Pugliese, A: F. Syed, unanimously carried

ii. Intervening in legal cases policy – Z. Schwartz
 Reviewed the proposed policy with the board, including steps contained within that have already been taken
 Recommendation: make it a public facing document that has the word "position" policy (Zane)
 Recommendation: create internal and public (website) versions to ensure that the appropriate audiences understand as needed (Zane)
 Recommendation: that a line be added to the document to show that the ultimate decision to intervene is up to the CAJ board (Zane)
TASK: to complete the Trust Law application (Monique/Hannah)
TASK: follow-up with Thomson Reuters Foundation discussion Brent had with contact at past event (Brent)
TASK: Zane to create public facing text for intervening in legal cases position policy for website
MOTION to approve the Intervening in legal cases position policy as presented. M: F.Syed, S: J. Sobowale, Carried

iii. Atlantic Canada update – P. Schneidereit (in camera 3:39pmET)
iv. Hamilton media policy – Z. Schwartz (still in camera; out of camera 4:12pm ET)
a. Submission from Joey Coleman – Z. Schwartz
v. Recent layoffs – F. Syed What will the CAJ be doing about this (given the CAJ has acted in the past)? TASK: to draft statements regarding the layoffs and editorial interference (Fatima)
vi. Online harassment – B. Jolly Update on government consultation on the issue provided; international efforts on the matter
vii. Diversity survey – Z. Schwartz To launch 2023 version in March; March to May response period
TASK: create page on website that relates to “how to reach us in an emergency”; page to be prominent on website (Zane/Monique) TASK: seek legal advice on press access to city/town council meetings (Julie); to draft statement regarding press access (Brent, Zane, Fatima)
c. Membership – Z. Schwartz
i. Membership Management Policy – M. Durette TASK for the membership committee to review further, especially in regard to whether Ethics Guidelines is used as a guiding document
ii. Mentorship program – F. Syed A bit behind on launch of the 2023 program; plan to outreach with Monique, Melissa and committee to get round underway
iii. Members only directory – M. Durette Provided brief overview of the poll results thus far
d. Awards – J. Markusoff Provided brief summary of standing of program; judging in progress; finalist list to be announced by end of week Feb 19; tentative host/MC Erica Johnson (Jason to formalize with awards committee); intern assisting with the program; TASK: awards committee to review awards for equal distribution for next year
e. Ethics – C. Rosner Committee working on update to Ethics Guidelines; aims to have draft ready for conference; Three new committee members: Nadia Kidway; Nebal Snan; Brian Hastings TASK: Monique to update website with new committee members
f. Events – B. Jolly & P. Schneidereit
i. Vancouver conference – B. Jolly and P. Schneidereit Planning heavily underway; committee meeting every two weeks; Brent handling content; Paul handling logistics; One keynote speaker confirmed, still working on a second
ii. Misinformation – M. Durette
TASK: Interest in the global conference to be held in Montreal in 2025; to be discussed further at the event committee level

g. Finance – P. Schneidereit
<ul style="list-style-type: none"> i. Financial Management Policy Request by board member to have a couple days to review and then to vote by email. TASK: board to review and vote on finance policy by email.
<ul style="list-style-type: none"> ii. New accountant – M. Durette RFPs sent out to 8 accountants; 1 submission/proposal received MOTION to accept proposal of new accountant Kriens-LaRose, and with further approval by members at AGM. M: P. Schneidereit, S:J. Sobowale, Carried.
<ul style="list-style-type: none"> iii. New physical address for the CRA – M. Durette Discussion to be moved to email TASK: board to discuss the appropriate physical address to be used for the CAJ via email
10. Chapter/regional reports:
<ul style="list-style-type: none"> a. British Columbia – Z. Schwartz b. Alberta – J. Markusoff c. North – E. Holland d. Manitoba/NWO – M. Martin e. Atlantic – A. Moore f. Quebec – P. Sonntag g. Saskatchewan – J. Sobowale h. Toronto – J. Berkow i. Ottawa – A. Karadeglija
TASK: Updates to be sent by email
11. New/other business:
<ul style="list-style-type: none"> a. Respect in the workplace policy – M. Durette TASK: Policy to be reviewed and voted on by email
<ul style="list-style-type: none"> b. Confidentiality Agreement for CAJ volunteers – J. Sobowale Julie provided summary of purpose of document. MOTION to adopt the Confidentiality Statement for Canadian Association of Journalists Volunteers as presented, with the executive committee to be the determining body as to who is to sign the document. M: Z. Schwartz, S: L. Few, A: P. Schneidereit, Carried
c. Job Board
<ul style="list-style-type: none"> i. English pages: <ul style="list-style-type: none"> i. Post a position ii. Current opportunities ii. French pages: <ul style="list-style-type: none"> i. Publier un poste ii. Opportunités actuelles
MOTION to adopt the CAJ Job Board as presented. M: P. Tran, S: M. Martin, Carried.

TASK to seek out postings for first release; review job board widgets that offer notifications/alerts (Zane/Monique/Julie/Brent/Paula)
d. Charitable status for CAJ – B. Jolly TASK: Hannah to work on this task; Julie offered to help with charitable status application
e. Fundraising – Z. Schwartz Grants database being created; discussion regarding a fundraising committee; TASK: Julie, Patti, Brent, Zane to form working group to further discuss fundraising/committee
Meeting adjourned Paula 5:45pm ET

Summary of Motions (excludes meeting-operational motions)

MOTION to elect Patti as CRO for spring election M: B. Jolly, S: J. Markusoff, Carried
MOTION to approve proposed 2023 budget as submitted M: P. Schneidereit, S: J. Markusoff, Carried
MOTION to approve the CAJ statement related to the Narwhal v. RCMP legal matter. M: P. Schneidereit, S: K. Pugliese, A: F. Syed, unanimously carried
MOTION to approve the Intervening in legal cases position policy as presented. M: F.Syed, S: J. Sobowale, Carried
MOTION to accept proposal of new accountant Kriens-LaRose, and with further approval by members at AGM. M: P. Schneidereit, S: J. Sobowale. Carried.
MOTION to adopt the Confidentiality Statement for Canadian Association of Journalists Volunteers as presented, with the executive committee to be the determining body as to who is to sign the document. M: Z. Schwartz, S: L. Few, A: P. Schneidereit, Carried
MOTION to adopt the CAJ Job Board as presented. M: P. Tran, S: M. Martin, Carried

Summary of Policies Reviewed

Intervening in Legal Cases Position Policy - Approved
Membership Management Policy - moved to committee for further review
Financial Management Policy - moved to email for vote
Respect in the Workplace Policy - moved to email for vote

Summary of Action Items

All action items/tasks added to [CAJ board and committee task lists document](#). See document for status/progression of action items.

TASK: Zane to reach out to those who are up for re-election
TASK: membership committee to work on the types & reg/chapter recommendations contained within Operations Manager's report.
TASK: Monique to go back to the JHR about their proposal for anti-harassment project to negotiate better terms for the CAJ
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Aids for Misinfo 101 guide: Melissa and Laurie

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TASK: membership committee to review further membership management policy, especially regarding whether Ethics Guidelines is used as a guiding document
TASK: Interest in the global conference to be held in Montreal in 2025; to be discussed further at the event committee level
TASK: awards committee to review awards for equal distribution for next year
TASK: Monique to update website with new EAC committee members
TASK: board to review and vote on finance policy by email
TASK: board to discuss the appropriate physical address to be used for the CAJ via email
TASK: Regional/chapter updates to be sent by email
TASK: Respect in the Workplace Policy to be reviewed and voted on by email
TASK: Zane/Monique/Julie/Brent/Paula to seek out postings for first release; review job board widgets that offer notifications/alerts
TASK: Hannah/Monique to work on charitable status; Julie offered to help with application
TASK: Julie, Patti, Brent, Zane to form working group to further discuss fundraising/committee