

Board of Directors Meeting Minutes

Directors In Attendance: Zane Schwartz, Brent Jolly, Paul Schneidereit, Melissa Martin (Jul 13: left at 8:07ET; Jul 20: joined late at 6:19 ET), Jason Markusoff, Cecil Rosner, Angel Moore (Jul 20: joined late at 6:36ET), Laurie Few (Jul 13: joined late at 6:32ET), Karyn Pugliese (Jul 13: joined late at 6:32 ET), Paula Tran (Jul 20), Fatima Syed (Jul 20), Eva Holland (Jul 20)

Regrets: Paula Tran (July 13), Anja Karadeglija, Fatima Syed (July 13), Eva Holland (July 13)

Staff In Attendance: Monique Durette (ex-officio)

Summary of Meeting

1. Call to order @ 6.06ET: Z. Schwartz (Part 1 July 13)
2. Agenda amendments and approval: Z. Schwartz MOTION to adopt agenda and amendments as presented. M: B. Jolly, S: J. Markusoff, Carried
3. Previous Board Meeting Minutes corrections and approval: Z. Schwartz MOTION to adopt previous board minutes as presented. M: B. Jolly, S: M. Martin, Carried
4. President's report: B. Jolly Summary of report provided: highlighted conference planning [will be planning a post-conference debrief]; highlighted the various programs that are in play; highlighted the organizational/foundational work that will be the focus in the coming months such as the website and member management upgrades; is hoping to have bi-monthly board meetings (1:1 or small groups to keep in touch with what each board member is up to); will be setting up monthly executive committee meetings TASK: contact new Afghan CAJ members to see how they might feel supported and to see what sort of communication means they might want to join – B. Jolly MOTION to adopt reports as presented. M: P. Schneidereit, S: C. Rosner, Carried
5. Chair's report: Z. Schwartz Verbal report provided: Call for nominations for vacant seats (only two nominations received); asked the board for names to consider; suggested nominations be extended for two weeks; J. Markusoff suggested Natascia Lypny as the SK reg. rep.; Jamieson Berkow suggested as Toronto rep; suggestion presented that one intern be assigned to assist the role of Community Manager; AGM went well MOTION: BIRT the nominations for the vacant board roles be extended for two weeks M: L. Few, S: B. Jolly, Carried TASK: reissue press release related to call for nominations – M. Durette
6. Election of executive – K. Pugliese
a. President (L. Few nominates B. Jolly; P. Schneidereit seconds the nomination; B. Jolly accepts the nomination; Carried)
b. Vice-president(s) (F. Syed nominated by L. Few; Seconded by M. Martin; F. Syed accepted via B. Jolly as F. Syed was not present but requested that B. Jolly accept on her behalf; Carried; C. Rosner nominated by Z. Schwartz; Seconded by P. Schneidereit; C. Rosner accepts; Carried)

c. Chair (Z. Schwartz nominated by B. Jolly; Seconded by L. Few; Carried)
d. Vice-chair (J. Markusoff nominates L. Few; Z. Schwartz seconded; L. Few accepts; Carried)
e. Treasurer (P. Schneidereit nominated by Z. Schwartz; Seconded by B. Jolly; P. Schneidereit accepts; Carried)
f. Community manager (Z. Schwartz nominates P. Tran; Seconded by Brent; acceptance was assumed as P. Tran indicated interest in the position to Z. Schwartz in a previous conversation, Carried)
7. Committee reports:
<p>a. Membership - L. Few/P. Schneidereit Recap of recent meeting provided, specifically to the idea of increasing membership fees. Discussion ensued as to how the rates would be increased and the purpose of raising the rates. Membership to continue working on the idea/plan and to come back to the board at the next meeting.</p> <p>i. July mentorship program - J. Markusoff Summer round was launched yesterday; almost all are new mentors; not sure we'll see the same volume of applicants this round due to summer and having run the program many times already.</p>
<p>ii. Gift cards for mentors – F. Syed F. Syed looked into this; instead of a financial gift, a “quote certificate” from the mentee would be issued to the mentors (F. Syed to speak to it next week)</p>
<p>iii. New ID cards – M. Durette Update provided to board about the current state of the card issuance; discussion ensued as to the idea of different cards (like what the photog assoc. has); P. Schneidereit moves to increase our ID card rate to \$10 on Sep 1 with the idea to move to \$12 in the short term to get to the point where costs are fully covered; B. Jolly seconds the motion and supports increasing price; FPJQ has card with photo on it (ask them who their supplier is); New Canadian Media also has card with photo (ask them who their supplier is); K. Pugliese requests friendly amendment to make the price \$12 right away; friendly amendment accepted by P. Schneidereit. MOTION: BIRT the board increases the price of the member ID card from \$8 plus tax to \$12 plus tax as of Sep 1. M: P. Schneidereit, S: B. Jolly; Carried TASK B. Jolly to reach out to FPJQ and NCM; M. Durette to reach out to National Press Photographers Association – ask all where they get their cards</p>
<p>iv. Slack channel – Z. Schwartz Channel is chugging along but is not terribly active</p>
<p>b. Advocacy: C. Rosner and F. Syed C. Rosner provided update about work of the committee; discussed aspects that relate to the reactive and proactive work/elements of the committee; reactivity is necessary for when issues arise but C. Rosner also pointed the equal necessity to take charge on proactive elements; will bring ideas to the Sep board meeting about the proactive issues that can be looked at; Z. Schwartz presented ideas related to</p>

resources and information that could be posted to CAJ website about such items as FOI;
<ul style="list-style-type: none"> i. Diversity subcommittee: Z. Schwartz <ul style="list-style-type: none"> 1. Diversity survey: Z. Schwartz Provided update on the progress of the survey; on track to reach last year's number of 209 participants
<ul style="list-style-type: none"> ii. Dave Seglins proposal – C. Rosner C. Rosner provided update of the conversation with Dave Seglins about his idea; Dave Seglins to get back to us about whether his podcast idea will be taken further
<ul style="list-style-type: none"> iii. Julian Assange – C. Rosner C. Rosner provided update Assange case; now is the time to reaffirm our position (based on 2019 statement) on the case TASK advocacy committee to issue statement on the matter of Julian Assange extradition; C. Rosner to lead on writing the statement
<ul style="list-style-type: none"> iv. Vancouver school board - B. Jolly Conversation with school board took place and positive actions are likely to take place
<ul style="list-style-type: none"> v. Court cases - B. Jolly B. Jolly will be sending issues/court cases to the advocacy committee to discuss; CBC request re CRTC decision – general consensus by board to not support the letter report by the CBC; agreement to stay neutral on the matter for the time being
<ul style="list-style-type: none"> vi. Free memberships for Afghan journalists – B. Jolly nothing additional to add
<ul style="list-style-type: none"> vii. CAJ statement on Online News Act – B. Jolly B. Jolly provided update on the statement CAJ provided on the matter;
<ul style="list-style-type: none"> viii. RCMP meeting – B. Jolly RCMP apologized for actions; lines of communication are open; CAJ is prepared for any future issue/event
<ul style="list-style-type: none"> ix. Police attacks on Ottawa journalists/Poisoned Well report – B. Jolly provided update on this jointly as they relate to each other; highlighted the collaboration in the industry on matters where joining together makes sense; event likely to occur in the fall
<ul style="list-style-type: none"> x. Student Press Freedom Act – B. Jolly nothing further to add
<ul style="list-style-type: none"> xi. Poisoned Well report - B. Jolly (see above)
Meeting convened for the evening at 9:00 PM ET – to continue on July 20 @ 6:00PM ET
Meeting reconvened by Chair Z. Schwartz for the second portion of the meeting on Jul 20 @ 6:05PM ET
Agenda amendment to add point 10 by Z. Schwartz
c. Awards – J. Markusoff

J. Markusoff highlighted the growth of the program from 2018 until present; discussed the diversity and gender make-up of the judges; reviewed upcoming challenges for the awards program such as the awards administrator leaving in 2023-2024 and the transition required for such; pointed out technical difficulties that could be worked on with earlier planning for next year; suggestion of having events and conference chairs as ex-officio on each other's committees; discussion about the place of Mindset awards; committee capacity discussed and the issues with being a member of this committee (ideas suggested as to how the awards committee could function going forward such as intern dedication, administration/staff dedication, etc)

Committee chair/awards administrator suggestions: make the events committee chair an ex-officio member of the awards committee; give out the Mindset award at a different time during the conference; maintain the current format for category video presentations; recruit more members to the awards committee; give everyone who is on the committee a gala ticket; spend more money to improve the virtual/remote experience; dedicate intern/administrative hours to the awards committee

C. Rosner presents the idea of removing the restriction from board members being part of the awards committee should they wish to be nominated for awards. J. Markusoff presented the reasons why there needs to be separation of those who determine the parameters of the program and those who are nominated. Z. Schwartz requested that the discussion be moved to the awards committee for further consensus about how to proceed.

TASK: working group/committee to come back to the board with how to proceed with committee make up and whether unwritten restrictions remain in place; potential creation of written policy related to rules/regulations around board members and their involvement with awards/committee

MOTION to adopt reports of the [awards chair](#) and [awards administrator](#) as presented.

M: E. Holland, S: P. Schneidereit, Carried

d. Event – B. Jolly and P. Schneidereit

i. Montreal conference

B. Jolly: Overall, the conference was a great event. “Digging deeper,” the conference was a lot to organize in a short period of time. Events committee was lean in terms of human resources or the “muscle memory” as there had not been a conference in a few years due to the pandemic. Translation elements added a whole larger complication to the matter.

P. Schneidereit: much time went into planning the conference in a shorter time frame, with volunteers putting in many hours. Financial elements to be discussed in Treasurer’s report

ii. New host city

45th anniversary year: anniversary years are typically done in Toronto due to size of market, turnout, and costs; lost past consultant for organizing event; new consultant in place; 2019 Winnipeg, 2018 Toronto, 2017 Ottawa, 2016 Edmonton, 2015 Halifax

MOTION: BIRT that the 2023 conference be held in Toronto. M: P. Schneidereit, S: B. Jolly, Carried

<p>Discussion ensued to have the 2024 conference in the west (Alberta/BC). TASK: Calgary to be reviewed as 2024 host city, with Vancouver as a backup option – report back to board at October board meeting (event committee); email to be sent to Calgary members for potential volunteers (M. Durette)</p>
<p>iii. Misinformation session – M. Durette Verbal update provided about status of Misinformation session. M. Durette summarized that all was on track and that confirmations of instructors and venues were underway for remaining 6 sessions of 2022.</p>
<p>e. Ethics – C. Rosner i. <u>Naming names</u> – C. Rosner C. Rosner discussed paper brought forth by the Ethics Advisory Committee; discussion ensued about whether these papers become part of CAJ policy TASK: review “What is journalism” online version to make sure it is clear that it was adopted by the board (M. Durette) TASK: board to review the presented paper “Naming names” by email and to vote electronically; a review to be conducted to ensure that the “Naming names” paper does not contradict other documents such as the Ethics Guidelines (next meeting of the committee is in Sep) (M. Durette) Discussion point brought forward about committee make-up and members; to be discussed further in point 11 Suggestions: K. Pugliese brought forward for the committee to be tasked with sectioning out the ethics guidelines document; Z. Schwartz suggested that a cursory/overview review be conducted to remove/update all the “obvious” elements that require immediate updating MOTION: BIRT the EAC be tasked to review and update the 2011 version of the Ethics Guidelines. M: B. Jolly, S: Z. Schwartz, Carried TASK: C. Rosner to forward the “suggested EAC members” spreadsheet to the board email group</p>
<p>Suggestion by J. Markusoff: compile calendar or other document that outlines busy periods or seasons; “Communications Calendar” to be viewed by all board members to input programs/services in advance TASK: M. Durette to provide all board members access to Communications Calendar and to coordinate with Community Manager P. Tran about communications’ needs as we move forward in the year.</p>
<p>Break at 7:38 ET/Reconvened at 7:46 ET</p>
<p>8. <u>Treasurer’s report:</u> P. Schneidereit P. Schneidereit outlined his procedure for saving a copy of the bookkeeping file to the cloud, a point which was not included on the enclosed report. P. Schneidereit provided highlights of the Treasurer report, with data stemming from the <u>2022 Actual Budget</u> document. Despite a slight loss with the conference, overall, the position of the CAJ remains financially strong. Question posed about total number of paying delegates: number is not readily available but could be acquired with some digging. Point made that translation added a “prestige element”</p>

and could have been a driving factor for increase in QC memberships. Points brought forward about importance of planning ahead, especially in relation to sponsorship, to ensure that loses are mitigated.

TASK: Events committee to review how sponsorships are approached and planned and to bring suggestions back to the board with aim to seek out conference sponsorships in fall/winter as opposed to spring.

MOTION to adopt reports as presented. M: C. Rosner, S: E. Holland, Carried

9. Administrator's report – M. Durette

a. Communications Update – M. Durette

MOTION to adopt reports as presented M: B. Jolly, S: E. Holland, Carried

Moved to in-camera discussion between 8:23 and 8:49 ET; M. Durette left the meeting for in-camera portion; M. Durette invited to rejoin the meeting at 8:49 ET

10. Motion from finance committee regarding making Monique Durette full-time – P. Schneidereit

a. 2023 Projected Budget re full-time staff recommendation

MOTION: BIRT the board moves to change the current staff position from a part-time administrator to a full-time operations manager, as recommended by the Finance Committee. M: P. Schneidereit, S: E. Holland, Abstained: M. Martin, Carried

MOTION: BIRT the board creates a new Privacy policy and a Terms of Use policy, both to be implemented within 7 days. M: Z. Schwartz, S: F. Syed, Carried

11. Joining committees for upcoming year

a. Advocacy (M. Martin, P. Tran, K. Pugliese, F. Syed, Z. Schwartz, L. Few, C. Rosner)

i. Diversity (P. Tran, F. Syed, M. Martin, Z. Schwartz)

b. Awards (L. Few, E. Holland, M. Martin, J. Markusoff, F. Syed)

c. Events (J. Markusoff, P. Schneidereit, A. Karadeglija, C. Rosner, F. Syed)

i. Annual conference (P. Schneidereit, C. Rosner, F. Syed, J. Markusoff)

d. Finance (E. Holland, P. Schneidereit, Z. Schwartz)

e. Membership (P. Schneidereit, J. Markusoff, F. Syed, Z. Schwartz, L. Few)

i. Mentorship (L. Few, Z. Schwartz, E. Holland, P. Tran, J. Markusoff, F. Syed)

f. Indigenous (K. Pugliese, A. Moore)

B. Jolly and M. Durette to be ex-officio on all committees

12. Election of committee chairs

a. Finance (P. Schneidereit nominated by L. Few; accepted; Carried)

b. Awards (J. Markusoff nominated by Z. Schwartz; accepted; Carried)

c. Advocacy (F. Syed nominated by C. Rosner; Brent nominated K. Pugliese; both accepted as co-chairs; Carried)

d. Membership (Z. Schwartz self-nominated as chair; Carried)

e. Events (A. Karadeglija may be interested – chair to remain unnamed for the time being and will be voted on by email)

f. Indigenous (vacant) – A. Moore self-nominated; K. Pugliese seconds; Carried

TASK: M. Durette to update all committee groups and information to reflect new committee compositions.

13. Chapter/regional reports:

a. Alberta : J. Markusoff
b. Ottawa: A. Karadeglija (absent)
c. North : E. Holland
d. Atlantic : N. Snan
e. Manitoba : M. Martin
f. Toronto: (vacant)
g. Quebec: (vacant)
h. Saskatchewan: (vacant)
i. British Columbia : Z. Schwartz
All reports accepted as presented
14. Other business:
<ul style="list-style-type: none"> a. October in-person board meeting – P. Schneidereit October 1 weekend Hotel location is being narrowed down; travel arrangements to be made in August with board members COVID concerns: cases on the rise; flights are difficult; notification needs to be sent to P. Schneidereit if any board member won't be able to come to due to COVID Possibility for Zoom connection for those who can't make it b. Twitter verification – J. Markusoff Discussion to move to email or committee as it requires a much larger discussion. TASK: Working group created for discussion, consisting of: B. Jolly, F. Syed, L. Few, P. Schneidereit, K. Pugliese, P. Tran, J. Markusoff, M. Martin.
15. PMO statement about journalist being removed from event TASK: advocacy committee to review and potentially provide a statement. Z. Schwartz to send F. Syed draft tweet language for a post tomorrow.
16. Date of next meeting: Z. Schwartz October 1
Meeting adjourned 9:28 ET M; P. Schneidereit S: E. Holland, Carried

Summary of Motions (excludes meeting-operational motions)

Motion
BIRT the nominations for the vacant board roles be extended for two weeks M: L. Few, S: B. Jolly, Carried
BIRT the board increases the price of the member ID card from \$8 plus tax to \$12 plus tax as of Sep 1. M: P. Schneidereit, S: B. Jolly; Carried
BIRT that the 2023 conference be held in Toronto. M: P. Schneidereit, S: B. Jolly, Carried
BIRT the EAC be tasked to review and update the 2011 version of the Ethics Guidelines. M: B. Jolly, S: Z. Schwartz, Carried
BIRT the board moves to change the current staff position from a part-time administrator to a full-time operations manager, as recommended by the Finance Committee. M: P. Schneidereit, S: E. Holland, Abstained: M. Martin, Carried
BIRT the board creates a new Privacy policy and a Terms of Use policy, both to be implemented within 7 days. M: Z. Schwartz, S: F. Syed, Carried

Summary of Policies Reviewed

Policy
No policies reviewed at this meeting

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.

Action Item
Contact new Afghan CAJ members to see how they might feel supported and to see what sort of communication means they might want to join (B. Jolly)
Reissue press release related to call for nominations (M. Durette)
B. Jolly to reach out to FPJQ and NCM; M. Durette to reach out to National Press Photographers Association – ask all where they get their cards (B. Jolly; M. Durette)
Advocacy committee to issue statement on the matter of Julian Assange extradition; C. Rosner to lead on writing the statement (Advocacy chair; C. Rosner)
Working group/committee to come back to the board with how to proceed with committee make up and whether unwritten restrictions remain in place; potential creation of written policy related to rules/regulations around board members and their involvement with awards/committee (Awards chair)
Calgary to be reviewed as 2024 host city, with Vancouver as a backup option – report back to board at October board meeting (event committee); email to be sent to Calgary members for potential volunteers (M. Durette)
Review “What is journalism” online version to make sure it is clear that it was adopted by the board (M. Durette)
Board to review the presented paper “Naming names” by email and to vote electronically; a review to be conducted to ensure that the “Naming names” paper does not contradict other documents such as the Ethics Guidelines (next meeting of the committee is in Sep) (M. Durette)
C. Rosner to forward the “suggested EAC members” spreadsheet to the board email group (As task) BIRT the EAC be tasked to review and update the 2011 version of the Ethics Guidelines. M: B. Jolly, S: Z. Schwartz, Carried (EAC chair)
M. Durette to provide all board members access to Communications Calendar and to coordinate with Community Manager P. Tran about communications’ needs as we move forward in the year. (M. Durette)
Events committee to review how sponsorships are approached and planned and to bring suggestions back to the board with aim to seek out conference sponsorships in fall/winter as opposed to spring (Events Chair)
(As task) BIRT the board creates a new Privacy policy and a Terms of Use policy, both to be implemented within 7 days. M: Z. Schwartz, S: F. Syed, Carried (M. Durette)

M. Durette to update all committee groups and information to reflect new committee compositions. (M. Durette)

Advocacy committee to review and potentially provide a statement. Z. Schwartz to send F. Syed draft tweet language for a post tomorrow. (Z. Schwartz; F. Syed)

Twitter Verification Working group created for discussion, consisting of: B. Jolly, F. Syed, L. Few, P. Schneidereit, K. Pugliese, P. Tran, J. Markusoff, M. Martin. (M. Durette to create group email)