

Board of Directors Meeting Minutes

Directors In Attendance: Zane Schwartz, Brent Jolly, Paul Schneidereit, Melissa Martin (via Zoom); Jason Markusoff, Cecil Rosner (via Zoom), Angel Moore, Laurie Few, Karyn Pugliese (June 10), Paula Tran, Fatima Syed (June 10), Patti Sonntag, Julie Sobowale, Eva Holland

Regrets: Jameson Berkow

Staff In Attendance: Monique Durette (ex-officio)

Summary of Meeting

1. Call to order Saturday, June 10, 2023 @ 9:33am ET: Z. Schwartz
2. Agenda amendments and approval – Z. Schwartz M. E. Holland, S: B. Jolly, Carried
3. Previous Board Meeting Minutes corrections and approval – Z. Schwartz Minutes unavailable, will be disseminated and voted on via email.
4. President's report : B. Jolly Provided verbal summary of written report Policy needed on how, where, and when to get involved in specific cases for intervenor status. MOTION to accept and approve president's report as presented. M: J. Sobowale, S: K. Pugliese, Carried.
5. Chair's report : Z. Schwartz Summarized content of report. Discussion about diversity survey challenges and getting usable data from larger news organizations because of management filling out the survey on behalf of staff when staff do not have an ability or desire to provide the information. MOTION to accept and approve chair's report as presented. M: F. Syed, S: E. Holland, Carried.
6. Treasurer's report – P. Schneidereit Summarized content of report. MOTION to accept and approve treasurer's report as presented. M: J. Sobowale, S: B. Jolly, Carried.
7. Operation Manager's report – M. Durette a. Communications update as addendum to report. Summarized content of report. MOTION to accept and approve operations manager's report as presented. M: F. Syed, S: J. Markusoff, Carried.
8. Strategic Planning session carried out from 1:30-4:30pm ET.
9. Election of executive a. President: B. Jolly is nominated by L. Few. B. Jolly accepts the nomination. S: E. Holland. Acclaimed. b. Vice-President(s): J. Sobowale is nominated by P. Schneidereit. J. Sobowale accepts the nomination. S: E. Holland. F. Syed is nominated by L. Few. F. Syed accepts the nomination. S: P. Tran. C. Rosner is nominated by B. Jolly. C. Rosner is not present

to accept or decline the nomination and will be asked the following day. S: F. Syed. J. Sobowale's nomination is voted on and carried. F. Syed's nomination is voted on and carried. C. Rosner's nomination is voted on and carried. C. Rosner confirms on Sunday, June 11 that he accepts the nomination and vote.

- c. Chair: Z. Schwartz is nominated by L. Few. S: F. Syed. Z. Schwartz accepts the nomination. Acclaimed.
- d. Vice-chair(s): L. Few is nominated by Z. Schwartz. S: P. Schneidereit. L. Few accepts the nomination. Acclaimed.
- e. Treasurer: P. Schneidereit is nominated by Z. Schwartz. S: E. Holland. P. Schneidereit accepts the nomination. Acclaimed.
- f. Community manager: P. Tran is nominated by F. Syed. S: B. Jolly. P. Tran accepts the nomination. Acclaimed.

10. Committee reports

- a. [Advocacy](#) – F. Syed & K. Pugliese
Summarized content of report. Discussion about how to ensure that the advocacy committee is tasked with issues that arise instead of all items de facto falling to the president.
 - i. Terms of reference needed for the committee.
 - ii. Rapid response policy list of priorities to be developed.
 - iii. J. Sobowale offers to be the emergency legal response person.
 MOTION to accept and approve advocacy committee's report as presented. M: _____, S: _____, Carried.

Adjourned for the day: 5:45pm ET

Called to order Sunday, June 11, 2023 9:05am ET

- i. Diversity subcommittee – Z. Schwartz
Verbal report presented. 126 newsrooms completed. Cautiously optimistic that target will be reached.
- b. [Indigenous caucus](#) – A. Moore
Report presented. Concerned about the future of Indigenous caucus. Idea to bring local Indigenous community to next conference to perform/open conference; land acknowledgements by local Indigenous folks.
TASK: M. Durette to send A. Moore list of JHR Indigenous Reporters Network Program CAJ members
MOTION to accept and approve Indigenous caucus' report as presented. M: _____, S: _____, Carried.
- c. Awards – J. Markusoff
Reports ([chair/administrator](#)) presented. Some reforms to award categories to reflect entry volume are suggested. Discussion to move to committee level.
TASK: Awards committee to determine how to move forward with Reconciliation award and photojournalism award.
MOTION to accept and approve awards committee's reports as presented. M: P. Tran and J. Sobowale, S: E. Holland and J. Markusoff, Carried.
- d. [Ethics](#) – C. Rosner

Report presented. Committee make up has been updated. Committee meets monthly. Updated version of Ethics Guidelines should be ready by August/September. Recommendation to publish [“Naming names” document](#) previously prepared by committee and brought forward to board at October 2022 board meeting.

MOTION to endorse and publish EAC “Naming names” document. M: C. Rosner, amended by B. Jolly (friendly). S: B. Jolly, Carried.

TASK: Communications committee and M. Durette to update the public on social media, newsletter, and website about the new document and the updated Ethics Guidelines document (when released).

MOTION to accept and approve ethics advisory committee’s report as presented. M: J. Markusoff, S: P. Tran, Carried.

e. [Events](#) – B. Jolly & P. Schneidereit

Report presented.

Recommendation: The events committee recommends Stephen engage with two of the presented venues in hopes of reaching a mutually agreeable contract for the 2024 conference venue.

MOTION to rescind decision from October 2022 for the 2024 conference to be held in Calgary. M: P. Schneidereit, S: E. Holland, Carried.

MOTION for venue consultant, Stephen Ing, to engage in negotiations on the CAJ’s behalf with the Holiday Inn Toronto Downtown Centre and InterContinental Toronto Centre, to secure a tentative contract, subject to board approval, for a venue to host the CAJ’s 2024 national conference in Toronto in May 2024. M: P. Schneidereit, S: B. Jolly, Carried.

MOTION for the CAJ’s 2025 national conference to be held in Calgary in spring 2025. M: P. Schneidereit, S: J. Markusoff, Carried.

MOTION for the CAJ’s 2026 national conference to be held in Halifax in spring 2026. M: P. Schneidereit, S: E. Holland, Carried.

MOTION to accept and approve events committee’s report as presented. M: J. Sobowale, S: L. Few, Carried.

f. [Membership](#) – Z. Schwartz

Report presented.

MOTION to accept and approve membership committee’s report as presented. M: _____, S: _____, Carried.

i. Updating membership criteria. E. Holland offered to assist the membership working group with review of membership eligibility.

ii. Mentorship subcommittee - F. Syed (Z. Schwartz presented on behalf of F. Syed who was not present)

Program will be reviewed to discuss its future. What is the goal of the program moving forward? Both mentorship and membership growth.

TASK: M. Durette to compile further details of the results of answers/questions from the intake forms.

<p>TASK: Z. Schwartz, F. Syed, and M. Durette to work on process/timeline document for how each round proceeds.</p> <p>Recommendations to review other mentorship programs to see where/when others are happening to ensure the CAJ's program is not "competing." Use members who have put forth their name to be mentors instead of always driving for new names.</p> <p>Historical: Used to host Zoom sessions with top three mentors as a PD session.</p> <p>Suggestion to offer non-member mentors free membership for first year.</p> <p>Suggestions to set dates in advance for program.</p>
<p>g. Finance - P. Schneidereit Report presented. MOTION to accept and approve finance committee's report as presented. M: J. Markusoff, S: B. Jolly, Carried.</p>
<p>11. Joining committees:</p>
<p>a. Strategic planning ad hoc committee: J. Sobowale, J. Markusoff, P. Schneidereit, P. Sonntag, L. Few</p>
<p>b. Advocacy committee: J. Sobowale, P. Tran, Z. Schwartz, P. Sonntag, L. Few, F. Syed, C. Rosner, K. Pugliese</p>
<p>i. Diversity subcommittee: J. Sobowale, P. Tran, Z. Schwartz, L. Few</p>
<p>c. Awards committee: J. Markusoff, L. Few, E. Holland</p>
<p>d. Events committee: J. Markusoff, P. Schneidereit, Z. Schwartz, C. Rosner, P. Sonntag</p>
<p>i. Conference subcommittee: TASK: To be determined by email</p>
<p>e. Finance committee: J. Sobowale, P. Schneidereit, Z. Schwartz, E. Holland</p>
<p>f. Membership committee: A. Moore, J. Markusoff, J. Sobowale, Z. Schwartz</p>
<p>i. Mentorship committee: TASK: To be determined by email</p>
<p>g. Indigenous caucus: A. Moore, K. Pugliese</p>
<p>12. Election of committee chairs</p>
<p>a. Finance: P. Schneidereit nominated by E. Holland. P. Schneidereit accepts nomination, though bylaws stipulate that treasurer is Finance Committee chair. S: L. Few. Carried</p>
<p>b. Awards: J. Markusoff nominated by L. Few. S: P. Sonntag. J. Markusoff accepts. Carried.</p>
<p>c. Advocacy: J. Sobowale nominated as co-chair by L. Few. S: E. Holland. F. Syed nominated by J. Sobowale as co-chair. S: E. Holland. Both J. Sobowale and F. Syed accept nominations. Carried.</p>
<p>d. Membership: A. Moore nominated by L. Few. S: J. Sobowale. Carried.</p>
<p>e. Events: P. Sonntag co-nominated herself and B. Jolly as co-chairs. B. Jolly accepts nomination. S: J. Markusoff for P. Sonntag nomination and L. Few for B. Jolly nomination. E. Holland self-nominates as an additional co-chair. S: J. Sobowale. Carried.</p>
<p>f. Indigenous: A. Moore nominated by L. Few. S: E. Holland. Carried.</p>
<p>g. C. Rosner remains as Ethics Advisory Committee liaison.</p>
<p>h. CRO: P. Tran nominated by L. Few. P. Tran accepts nomination. S: B. Jolly. Carried.</p>
<p>P. Sonntag left meeting at 10:20am after Events chair nomination and vote.</p>

P. Tran stepped away from meeting for break at 10:42am, returned approx 30 minutes later.
13. Chapter/regional reports (presented for information purposes):
a. Alberta – J. Markusoff
b. Ottawa Chapter.. No report available as position is vacant.
c. Northern Canada - E. Holland
d. Atlantic – A. Moore
e. Manitoba. No report available as outgoing director not present in province.
f. Toronto Chapter - J. Berkow. Events committee to consider idea/suggestion to present at Toronto are PSIs, as indicated in report.
g. Quebec - P. Sonntag
h. Saskatchewan - J. Sobowale. FNU may start journalism program.
i. British Columbia - Z. Schwartz. Verbal update provided about growth in membership due to conference, as well as potential for Vancouver chapter.
14. New/other business:
a. Local Chapter Initiatives Proposal : Proposal to increase fund ceiling to a higher amount due to the special nature of trying to run events in northern Canada. MOTION to permanently increase fund to \$1,500 per year for the northern region. M: J. Sobowale, S: A. Moore, Carried.
b. M. Martin: NUJU requested a letter from CAJ expressing solidarity for Canadian journalist in Ukraine.. B. Jolly and M. Martin to work on this. M. Martin to let the board know if the letter should be private or public and who might be CC'd.
c. L. Few presented disability style guide project with proposal of CAJ to be a partner. L. Few to connect with C. Rosner about a CAJ liaison/consultant role.
15. Date of next meeting: Email to go out to board for the next four meeting dates to be set.
J. Sobowale left at 12:11pm ET
E. Holland left at 12:15pm ET
TASK: Z. Schwartz and M. Durette to create survey for post-meeting
16. Adjournment: Meeting adjourned at 12:23pm ET M: J. Markusoff, S: P. Schneidereit, Carried.

Summary of Motions (excludes meeting-operational motions)

MOTION to endorse and publish EAC “Naming names” document. M: C. Rosner, amended by B. Jolly (friendly). S: B. Jolly, Carried.
MOTION to rescind decision from October 2022 for the 2024 conference to be held in Calgary. M: P. Schneidereit, S: E. Holland, Carried.
MOTION for venue consultant, Stephen Ing, to engage in negotiations on the CAJ’s behalf with the Holiday Inn Toronto Downtown Centre and InterContinental Toronto Centre, to secure a tentative contract, subject to board approval, for a venue to host the CAJ’s 2024 national conference in Toronto in May 2024. M: P. Schneidereit, S: B. Jolly, Carried.
MOTION for the CAJ’s 2025 national conference to be held in Calgary in spring 2025. M: P. Schneidereit, S: J. Markusoff, Carried.

MOTION for the CAJ's 2026 national conference to be held in Halifax in spring 2026. M: P. Schneidereit, S: E. Holland, Carried.

MOTION to permanently increase fund to \$1,500 per year for the northern region. M: J. Sobowale, S: A. Moore, Carried.

Summary of Policies Reviewed

No policies reviewed

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: M. Durette to send A. Moore list of JHR Indigenous Reporters Network Program CAJ members
TASK: Awards committee to determine how to move forward with Reconciliation award and photojournalism award.
TASK: Communications committee and M. Durette to update the public on social media, newsletter, and website about the new document and the updated Ethics Guidelines document (when released).
TASK: M. Durette to compile further details of the results of answers/questions from the mentorship intake forms.
TASK: Z. Schwartz, F. Syed, and M. Durette to work on process/timeline document for how each round proceeds.
TASK: Z. Schwartz/M. Durette to email board members to join mentorship subcommittee.
TASK: Z. Schwartz/M. Durette to email board members to join conference subcommittee.