The Canadian Association of Journalists
L'Association Canadienne des Journalistes

Board of Directors Meeting Minutes

Directors In Attendance: Zane Schwartz, Brent Jolly, Paul Schneidereit, Jason Markusoff, Cecil Rosner, Angel Moore (joined at 3:33pm ET), Laurie Few, Karyn Pugliese, Paula Tran, Fatima Syed (arrived at 1:38pm), Patti Sonntag, Julie Sobowale, Eva Holland (left at 5:43pm ET), Jameson Berkow (arrived at 1:55pm)

Regrets: Paula Tran, Melissa Martin, Jenna Cocullo

Staff In Attendance: Monique Durette (ex-officio), Hannah Bing (ex-officio)

Summary of Meeting

1. **Call to order 1:09pm ET: Z. Schwartz**
2. Agenda amendments and approval – Z. Schwartz M: J. Sobowale , S: L. Few, Carried
3. Previous Board Meeting Minutes corrections and approval – Z. Schwartz Feb M: J. Sobowale S: B. Jolly, Carried; Jun - changes put forth and accepted M: P. Sonntag S: L. Few Carried
4. Outstanding board/committee tasks (information item)
5. President's report - B. Jolly Summarized content of report. M. Durette positively acknowledged for her work for the organization. Z. Schwartz asked president to summarize the court cases the CAJ is involved in. P. Schneidereit asked if president is speaking with government about Bill C-18 regulations. **TASK**: J. Sobowale to draft question(s) for member survey related to Bill C-18 regulations; B. Jolly/C. Rosner/L. Few to review and M. Durette to send to members the week of Sep 11, submissions due Sep 20. Submissions sent to J. Sobowale/B. Jolly/C. Rosner/L. Few at midway point so that group can start draft. Draft prepared by Sep 27. Board to review submissions by Sep 29 and formalize response to the government. Julie to take lead on submission. **MOTION** to create submission on Bill C-18 regulations. M: C. Rosner; S: L. Few, Carried MOTION to accept and approve president's report as presented. M: E. Holland, S: J. Sobowale, Carried.
6. Chair's report - Z. Schwartz Verbal report provided. Echoed president's report. Energized by June board meeting. One vacancy in Manitoba/NW Ontario. Election will be run starting the week of Sep 11. Ottawa chapter vacancy has now been filled by J. Cocullo. Focus over next six/twelve months will be on process to ensure the existing strength continues. Expect reminders from chair on tasks and items board members have volunteered for.
7. Treasurer's report – P. Schneidereit Summarized content of report. C. Rosner asked about membership renewal and process. Membership to be discussed at length in other agenda items.

i. In camera session starts at 1:58pm ET; CAJ staff leave meeting. In camera session ends at 2:43pm ET and CAJ staff rejoin meeting.

BREAK from 2:44pm ET to 3:01pm ET

J. Markusoff asked about status of charitable status application. Z. Schwartz provided update.

Committees and chairs asked to send any budgetary requests to finance chair as soon as possible for 2024 budget planning purposes.

MOTION to accept and approve treasurer's report as presented. M: E. Holland, S: C. Rosner, Carried.

8. Operation Manager's report – M. Durette

TASK E. Holland to support the Misinfo 101 efforts by assisting with final review in late September

TASK M. Durette to send email to board about how to move folders within Google Drive.

C. Rosner asked about data that could be reviewed to analyze why/if members are renewing.

TASK M. Durette to pull any data capable of showing trends in sign-up/renewals.

TASK M. Durette to analyze previous sign-ups that are due for renewal to see if we are appealing to those folks for membership.

Further analysis to go to membership committee related to membership renewal; membership committee to prioritize this effort.

C. Rosner suggested a more aggressive renewal process.

MOTION to accept and approve operations manager's report as presented. M: P. Sonntag, S: L. Few, Carried.

9. CAJ 2024-2027 Strategic Plan - B. Jolly & Z. Schwartz

M. Durette presented draft plan.

TASK M. Durette to send edited final document to board prior to making it public.

MOTION to approve the strategic plan, as presented with proposed amendments. M: B. Jolly, S: F. Syed, Carried.

10. Committee reports

a. Advocacy – F. Syed & J. Sobowale

Summarized content of report.

MOTION to amend advocacy terms of reference sections 2.1.4 and 2.1.5, as shown in document. M: Z. Schwartz, S: J. Sobowale, Carried

MOTION to accept and approve advocacy committee's report as presented. M: L. Few, S: J. Berkow, Carried.

i. Diversity subcommittee – Z. Schwartz

i. H. Bing presented confidential final results of survey, which will compiled into final report.

H. Bing answered board members' questions about the data presented.

Verbal report presented.

b. Indigenous caucus – A. Moore

There is no activity in the indigenous caucus.
TASK M. Durette/Z. Schwartz/A. Moore to connect about what can be done for the Indigenous caucus.

c. Awards – J. Markusoff
Report presented.
MOTION that the CAJ Awards add a community/regional written feature award, complete with standard award prize of $500, with other specific criteria to be determined. M: J. Markusoff, S: E. Holland, Carried.
MOTION to accept and approve awards committee's reports as presented. M: E. Holland, S: F. Syed, Carried.

i. Awards dispute resolution process/policy draft presented - L. Few
Questions answered about draft document.
TASK Policy to be discussed at committee level for future recommendation to the board.

Break 5:05pm ET to 5:20pm ET

d. Ethics – C. Rosner
Report presented.
EAC is seeking recommendations on new initiatives. J. Markusoff suggested a discussion paper on AI involvement. E. Holland suggested a discussion paper on covering trans health care legislation. B. Jolly suggested a discussion paper on compensation for sources, particularly from marginalized communities, to do interviews. F. Syed suggested a discussion paper on how to engage with sources who also donate/subscribe to your publication.
MOTION to accept and approve ethics advisory committee's report as presented. M: B. Jolly, S: J. Sobowale, Carried.

e. Events – B. Jolly, P. Sonntag & E. Holland
Verbal report presented.

i. Monthly professional development sessions proposal - Z. Schwartz
Proposal presented and explained logistics. Discussion about contents of proposal.
MOTION to approve online learning sessions proposal as presented. M: J. Berkow, S: J. Sobowale, Carried.

ii. Toronto 2024 (verbal update) - B. Jolly/P. Schneidereit/M. Durette
MOTION to ask TRL for an additional week for discussion and to approve signing of contract with Toronto Reference Library for the Toronto 2024 conference, but with the gala location to be explored further. M: Z. Schwartz, S: J. Berkow, Carried.

f. Membership – A. Moore

i. Membership criteria working group - B. Jolly
Recommendations presented and discussed.
MOTION to approve the changes to membership criteria and levels as amended, which would trigger a bylaw change and approval requirement by the membership. M: J. Sobowale S: B. Jolly, Carried.

ii. Mentorship subcommittee - F. Syed Verbal report provided. Summary of mentors provided. Promotional hurdle for programs is the lack of journalists now being on Twitter.
g. Finance - P. Schneidereit Report presented. MOTION to accept and approve finance committee's report as presented. M: Brent, S: Julie, Carried.
11. Policy/documents for review and approval:
a. Membership management policy
b. Committee governance policy
c. Responsibilities of executive board members policy
d. Responsibilities of members on committees policy
e. Responsibilities of CAJ directors policy
f. Policy creation and maintenance policy (Appendix A)
g. Email voting policy
h. Chapter guide
i. Terms of reference policies (omnibus approval/motion)
i. Advocacy committee
ii. Awards committee
iii. Communications committee
iv. Executive committee
v. Finance committee
vi. Membership committee
vii. Professional development committee (formerly Events committee)
viii. Diversity subcommittee
ix. Mentorship subcommittee
x. Conference committee
xi. Fundraising subcommittee
xii. Online learning sessions subcommittee
MOTION to approve the membership management, committee governance, responsibilities of executive board members, responsibilities of members on committees, responsibilities of CAJ directors, policy creation and maintenance (including Appendix A), and email voting policies, and the chapter guide. M: B. Jolly, S: P. Sonntag, Carried. **MOTION** to approve the terms of reference policies for the advocacy, awards, communications, finance, and membership committees and the diversity, mentorship, fundraising, and online learning sessions subcommittees. M: B. Jolly, S: J. Sobowale, Carried. **TASK**: The terms of reference policies for executive, professional development and conference committees/subcommittees will be reviewed at committee level and brought forth to the next board meeting.

12. Chapter/regional reports (presented for information purposes):
a. Northern Canada - E. Holland Recommendation for the ethics committee to consider a discussion paper on the boundaries of responsible disaster reporting. **TASK** E. Holland to send more details to EAC of situation that arose to necessitate such a paper from Yellowknife emergency.
b. Alberta – J. Markusoff
c. Ottawa Chapter - J. Cocullo
d. Atlantic – A. Moore
e. Manitoba - M. Martin
f. Toronto Chapter - J. Berkow.
g. Quebec - P. Sonntag Report presented.
h. Saskatchewan - J. Sobowale.
i. British Columbia - Z. Schwartz.
13. New/other business: None
14. Date of next meeting: December 10 via Zoom
15. Adjournment: 7:00pm ET M: Fatima/S: Jason

Summary of Motions (excludes meeting-operational motions)

MOTION to create submission on Bill C-18 regulations. M: C. Rosner; S: L. Few, Carried
MOTION to approve the 2024-2027 strategic plan, as presented with proposed amendments. M: B. Jolly, S: F. Syed, Carried.
MOTION that the CAJ Awards add a community/regional written feature award, complete with standard award prize of $500, with other specific criteria to be determined. M: J. Markusoff, S: E. Holland, Carried.
MOTION to approve online learning sessions proposal as presented. M: J. Berkow, S: J. Sobowale, Carried.
MOTION to ask TRL for an additional week for discussion and to approve signing of contract with Toronto Reference Library for the Toronto 2024 conference, but with the gala location to be explored further. M: Z. Schwartz, S: J. Berkow, Carried.
MOTION to approve the changes to membership criteria and levels as amended, which would trigger a bylaw change and approval requirement by the membership. M: J. Sobowale S: B. Jolly, Carried.
MOTION to approve the membership management, committee governance, responsibilities of executive board members, responsibilities of members on committees, responsibilities of CAJ directors, policy creation and maintenance (including Appendix A), and email voting policies, and the chapter guide. M: B. Jolly, S: P. Sonntag, Carried.
MOTION to approve the terms of reference policies for the advocacy, awards, communications, finance, and membership committees and the diversity, mentorship, fundraising, and online learning sessions subcommittees. M: B. Jolly, S: J. Sobowale, Carried.

Summary of Policies Reviewed

Membership management policy
Committee governance policy
Responsibilities of executive board members policy
Responsibilities of members on committees policy
Responsibilities of CAJ directors policy
Policy creation and maintenance (Appendix A)
Email voting policy
Advocacy committee terms of reference policy
Awards committee terms of reference policy
Communications committee terms of reference policy
Executive committee terms of reference policy
Finance committee terms of reference policy
Membership committee terms of reference policy
Professional development committee terms of reference policy (formerly Events committee)
Diversity subcommittee terms of reference policy
Mentorship subcommittee terms of reference policy
Conference committee terms of reference policy
Fundraising subcommittee terms of reference policy
Online learning sessions subcommittee terms of reference policy

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: J. Sobowale to draft question(s) for member survey related to Bill C-18 regulations; B. Jolly/C. Rosner/L. Few to review and M. Durette to send to members the week of Sep 11, submissions due Sep 20. Submissions sent to J. Sobowale/B. Jolly/C. Rosner/L. Few at midway point so that group can start draft. Draft prepared by Sep 27. Board to review submissions by Sep 29 and formalize response to the government. Julie to take lead on submission.
TASK E. Holland to support the Misinfo 101 efforts by assisting with final review in late September
TASK M. Durette to send email to board about how to move folders within Google Drive.
TASK M. Durette to pull any data capable of showing trends in sign-up/renewals.
TASK M. Durette to analyze previous sign-ups that are due for renewal to see if we are appealing to those folks for membership. Further analysis to go to membership committee related to membership renewal; membership committee to prioritize this effort.
TASK M. Durette to send the edited final strategic planning document to board prior to making it public.
TASK M. Durette/Z. Schwartz/A. Moore to connect about what can be done for the Indigenous caucus.

TASK Awards dispute resolution policy to be discussed at committee level for future recommendation to the board.
TASK: The terms of reference policies for executive, professional development and conference committees/subcommittees will be reviewed at committee level and brought forth to the next board meeting.
TASK E. Holland to send more details to EAC of the situation that arose to necessitate the recommended discussion paper from Yellowknife emergency (discussion paper on the boundaries of responsible disaster reporting).