

Board of Directors Meeting Minutes

Date	February 27, 2021
Time	1:00 PM AST
Location	Virtual via Zoom
Present	Braden Newell (Chair), Maddy Blazer, Alexandra Embree, Benjamin Effah, Kyle Morton, Cathie Ross and Gena Dufour (Executive Editor)
Regrets	Luke Hathaway
Resource	Braden Newell (Chair)

1. The meeting was called to order at 1:00 PM.
2. At 1:01 PM Mr. Newell asked if there were any conflict of interest declarations. There were no conflict of interest declarations.
3. It was motioned by Mr. Morton to approve the consent agenda as presented, seconded by Ms. Ross. *Motion carried.*
4. Mr. Newell, Chair of the Board of Directors, gave the following Executive Director's Report;
 - a) Mr. Newell is working on a new staff training program using Google Classroom.
 - b) The Journal is conducting a social media contest for our newsletter and YouTube channel for free pairs of AirPods to a lucky subscribers of each.
 - c) Mr. Newell has reached out to SMU archives twice to collaborate on a way to save Journal articles in the archives. Both emails have went un-replied to.
5. Ms. Dufour, Executive Editor of the SMU Journal, gave the following Executive Editor's Report;
 - a) Ms. Dufour shared website visit analytics of the SMU Journal's website showing substantial growth in readership in the past year. The Journal has made some great strides in national and international hits and some strong google results.

- b) Shea McInnis formally a flex writer for the Journal has been prompted to the position of assistant editor.
 - c) The Journal has brought in a video game contributor to launch a video games column sometime within the next 2-4 months.
6. The board have a brief discussion around incentives and the pay structure for contributors.
 7. The board had a discussion around the successes and needed improvements around the Podcast and YouTube channel.
 8. At 1:43 PM, Mr. Newell advised the board that the Journal is looking to hire fifteen (16) writers across nine (10) topics, two (2) assistant editors, an Executive Editor, and an Executive Director. All positions are actively being hired for, with a goal date of May 1, 2021 to have all roles hired and trained.
 9. Mr. Newell, also advised the board that he is in the process of creating a 2021-2022 budget. He is waiting on the University to provide an estimate on levied funds but the Journal is expecting a drop due to limited enrolment caused by COVID-19. This budget will most likely be voted on via email in April.
 10. At 1:51 PM, it was motioned by Mr. Effah to pass the Journal's Publishing Policy as presented by Mr. Newell, seconded by Mr. Morton. *Motioned carried.*
 11. At 1:56 PM, Mr. Newell opened the floor to Board Vice-Chair nominations. Alexandra Embree, Benjamin Effah, and Kyle Morton all submitted their names for the appointment. Each candidate was given two (2) minutes to speak and provided a letter before hand for the board to read. The three candidates were removed from the zoom call while the remainder of the board voted on their appointment. Kyle Morton was elected Vice-Chair of the Board.
 12. Mr. Newell opened the floor for other business and discussion. The board briefly
 13. It was motioned by Ms. Ross to adjourn the meeting at 2:08 PM and skip the in-camera session, seconded by Mr. Blazer. *Motioned carried.*