

Annual General Meeting 2018

Date: Monday, November 19

Location: Secunda Marine Boardroom

PRESENT: Denis Amirault, Jonathan Shaw, Cathie Ross, Donnie Jeffrey, Adam Snow, Bahar Tunc, Emily Trottier, Mahmudur Rahman Shovon

REGRETS: Breagh Macdonald

1. CALL TO ORDER

The meeting was called to order at 1:25 PM

2. Conflict of Interest Declaration: None declared

3. Adoption of the agenda:

BIRT the SMU Journal Publishing Society Board of Directors adopts the agenda.

Moved: Cathie **Seconded:** Donnie

4. MINUTES OF THE PREVIOUS MEETING AND BUSINESS ARISING FROM THE MINUTES

Minutes of the 2017 AGM were circulated.

Moved: Donnie **Seconded:** Jonathan

BIRT the minutes of the 2017 AGM are approved as circulated.”

5. Welcome & Introduction of Board

Members continuing on the Board according to the constitution requiring representation from various groups on campus:

-Cathie re-appointed as SMUSA representative

-Denis (current Chair) re-appointed as SMUSA executive representative as delegated by SMUSA President

-Jonathan Shaw (current Vice-Chair) re-appointed as Faculty/staff representative

-Donnie Jeffrey re-appointed as Faculty/staff representative

-Breagh Macdonald (student-at-large) re-appointed. May be re-addressed at a later date based on her interest

-Emily Trottier appointed as a student-at-large

-It was noted that Shovon would be acting as a resource and student-at-large in Breagh's absence in this meeting

BIRT that the 2017/18 SMU Journal Publishing Society Board approves the 2018/19 Board.

Moved: Cathie **Seconded:** Jonathan

Discussion: None

Motion carried unanimously

6. Leadership Team Introduction

Hiring process conducted after Fall term commenced. 3 days of interviews were conducted. The hiring committee comprised of Denis, Donnie and Jonathan.

The Editor-in-Chief and Business Manager for the 2018/19 year were introduced.

EIC: Bahar Tunc

BM: Adam Snow

BIRT the 2018/19 SMU Journal Publishing Society Board of Directors approves the hiring of Editor-in-chief Bahar Tunc and Business Manager Adam Snow.

Moved: Donnie **Seconded:** Emily

Discussion: None

Motion carried unanimously

7. Election of 2018/19 Chair/Vice-chair

Denis explains the role of chair/vice-chair

Call for nominations for Chair: Denis nominated Emily

Emily accepts

BIRT the SMU Journal Publishing Society Board approves Emily as Chair for the 2018/19 year

Moved: Donnie **Seconded:** Jonathan

Discussion: Chair was asked about a mentoring/transition plan. Chair discussed plan and confidence in the rest of the Board's capacity to support the new Chair. There was a discussion about the need for good continuity.

Motion carried unanimously.

Call for nominations for Vice-Chair: Denis self-nominates

Denis accepts

BIRT the SMU Journal Publishing Society Board approves Denis as Vice-Chair for the 2018/19 year

Moved: Cathie **Seconded:** Donnie

Discussion: None

Motion carried unanimously.

8. Presentation of Financial Statements

-Chair expresses regret for not being able to complete this for today's meeting. The designated third-party Accountant was also not able to attend

-Recommended by Chair that this agenda item be deferred to next meeting

-Cathie suggests an operational meeting prior to next meeting. Leadership team were given a brief note of confidence that it looks like there is a healthy financial balance for the year

-Adam requested for this meeting as soon as possible to better understand and plan revenue potential and look at past practice of gathering advertising revenues. Chair would be happy to share this information but suggested that some innovative thinking could potentially aid the Journal's revenue stream.

-Cathie discussed HST/GST deposits and efforts to set up a direct deposit. There is also a need to change signing authorities. It was recommended that the new Chair be added as an authority.

-Some discussion about the Journal being under the SMUSA risk-management umbrella in an effort to support the Journal. It was emphasized again that the Journal still has its own constitution/by-laws and governance/leadership and is fully able to hold SMUSA accountable.

9. Chair's Report and Discussion

- Concern expressed regarding revenue. Although it is a levied society with student fees collected but ad revenue is a significant stream
- It was challenging to secure revenue or form partnerships last year. There were under 5 advertisement partnerships
- There is a need to build partnerships that also benefit students
- Potential for better online presence and social media integration while conserving print form
- Discussion about a potential podcast, especially in special times of the year such as elections
- Consistency: Currently late with 1st issue. Everything needs to be set up now so leadership team can hit the ground running in the 2nd semester.
- Discussion about the interval between issues (bi-weekly or weekly)
- Question about interest from potential section editors: Some interest expressed to last year's Editor-in-chief
- An update of the constitution is needed, especially targeting the hiring process timeline and the Board structure that emanates a perceived conflict of interest
- Need for contract signing and payroll information for new leadership team
- Business Manager requested to meet previous executive team
- Question about the office space – The society needs to be ratified first but there is a designated office space on the 5th floor.

Donnie leaves at 2:25 PM

10. New Initiatives – Deferred to next meeting

11. Guest and participant opinions: Jonathan offered assistance to the Leadership team regarding layout and design

12. Adjournment

Moved: Cathie **Seconded:** Donnie

Meeting adjourned at 2:25 P.M