

Board of Directors Meeting Minutes

Date	March 25, 2020
Time	10:00 AM AST
Location	Virtual via Zoom
Present	Braden Newell (Chair), Mitchell Archibald (Vice-Chair), Cathie Ross, Denis Amirault, Emily Trottier, Amanada Jernigan, and Diana Isabel Torres Goñi
Regrets	Hoang Bun
Resource	Braden Newell (Chair)

Mr. Archibald returned from his leave on March 25 and resumed the position of Vice-Chair.

Dr. Jernigan is appointed the University representative as of March 3.

1. The meeting was called to order at 10:03 AM.
2. At 10:09 AM Mr. Newell asked if there were any conflict of interest declarations. There were no conflict of interest declarations.
3. It was motioned by Mr. Newell to approve the consent agenda as presented, seconded by Ms. Amirault. *Motion carried.*
4. Mr. Newell, Chair of the Board of Directors, gave the following Executive Director's Report;
 - a) The board welcomes the return of Mr. Archibald from his personal leave.
 - b) The board welcomes the appointment of Dr. Jernigan as the University appointed representative.
 - c) The Journal is very excited to have their first advertiser, Jean's Chinese Restaurant.

- d) The entirety of the Journal's CRM, invoicing, payments, and expense tracking is now on Fresh Books.
 - e) 2020-2021 will be a year of strategic developments and a focus on the board of directors. Writing quality will be the focus of 2020-2021.
 - f) Part of the 2020-2021 expansion will be a marketing position, a podcast, and a youtube channel.
 - g) Mr. Archibald may take over the external relations portfolio from the Executive Director in the future. Discussions on this will continue at a later date.
 - h) Mr. Newell is inquiring into Directors' and Officers' insurance from HUB international. The Journal is covered under SMUSA's D&O coverage in the meantime.
 - i) Mr. Archibald will be looking into writing and coordinating a memorandum of understanding between the Journal and SMUSA.
 - j) A big goal for 2020 needs to be the recruitment of additional student's for the board of directors.
5. Mr. Archibald motioned to approve the 2020-2021 budget as presented. Seconded by Dr. Jernigan. *Motion carried.*

Ms. Trottier left the meeting at 10:53 AM.

6. The board discussed the 2020-2021 staff hiring list and hiring plan. Mr. Newell will conduct contributor interviews over the summer with Ms. Torres Goñi and fall to hire fifteen staff members including an Executive Editor, Sales Manager, Marketing Coordinator, and twelve writers. Executive Editor and Sales Manager interviews will be conducted alongside another board member.
7. The board reviewed the 2020-2021 publishing scheduled and article payment rubric.

Ms. Torres Goñi left the meeting.

8. It was moved by Dr. Jernigan to approve the issuing of bonuses to the Executive Editor, select contributors, and the student-at-large board members. The bonuses would come out of the salary budget for 2019-2020. Seconded by Mrs. Ross. *Motion carried.*
9. Mr. Newell opened the floor for other business and discussion. The board discussed the follow:
 - a) The board discussed the possibility of bringing on previous board member Johnathan Shaw as an advisor to the Journal.
 - b) Mr. Archibald is reaching out to the Dal Gazette to see about a potential partnership.
10. It was moved by Mrs. Ross to skip the in-camera session, seconded by Dr. Jernigan. *Motioned carried.*
11. It was motioned by Mr. Amirault to adjourn the meeting at 11:53 AM, seconded by Dr. Jernigan. *Motioned carried.*