

Board of Directors Meeting Minutes

Date	May 31, 2021
Time	7:00 PM AST
Location	Virtual via Zoom
Present	Braden Newell (Chair), Maddy Blazer, Alexandra Embree, Benjamin Effah, Kyle Morton, Cathie Ross, Claire Keenan (Executive Editor), Gena Dufour (Former Executive Editor/Guest)
Regrets	Luke Hathaway
Resource	Braden Newell (Chair)

1. The meeting was called to order at 7:03 PM and Kyle Morton was appointed Chair for this meeting. Mr. Newell advised the board that Chair responsibilities will be handed over the Mr. Morton over the next few months.
2. At 7:04 PM Mr. Morton asked if there were any conflict of interest declarations. There were no conflict of interest declarations.
3. It was motioned by Mr. Blazer to approve the consent agenda as presented, seconded by Mr. Effah. *Motion carried.*
4. Mr. Newell, Chair of the Board of Directors, gave the following Executive Director's Report;
 - a) May 1st marked the start of the Journal's fiscal year. The Journal has begun the year with 17 staff not including Mr. Newell, covering 11 topics with two more on the way. All staff completed a video training module and quiz as part of their orientation. The Journal welcomes Ms. Keenan as their new Executive Editor and thanks Ms. Dufour for her service. Editorial team also welcomes the promotion of two contributors to assistant editors.
 - b) Payroll was conducted for the winter semester in May 2021. Record high writing over the past semester was noticed in payout. The extra article incentive seemed to have had a positive impact on content.

- c) The Journal is looking at implementing an automatic payroll system to replace the manual process they have now. Mrs. Ross is investigating the possibility of a Journal credit card and updating signing authority by added Mr. Morton.
 - d) Mr. Newell renewed the Journal's Registry of Joint Stocks with the province.
 - e) The board is looking at recruiting a new student-at-large to replace Maddy who is graduating in a few months. Mr. Hathaway will also be stepping away once another university representative is able to be appointed.
5. Ms. Keenan, Executive Editor of the SMU Journal, gave the following Executive Editor's Report;
- a) The Journal launched a video games column in May. Congratulations to Vivek Philendra for his hard work over the last few months.
 - b) The Journal has hired two new team members who are working on launching a LGBTQ+ and Graduate Studies & Research column respectably in about two months time. The Journal is also looking to hire up to five additional writers and a podcast contributor.
 - c) Ms. Keenan advised the board of the intention to hire five additional writing staff and a podcast contributor.
 - d) The Editor team is focusing on increasing traction on the Journal's social media. The Journal has been on a strong trend
6. The board reviewed and discussed the 2020-2021 expense report as drafted by Mr. Newell. The Journal ended the year with a surplus of \$3520.34.
7. Mr. Morton opened the floor for other business and discussion at 7:18 PM. There was no other business to discuss.
8. It was motioned by Ms. Ross to adjourn the meeting at 7:20 PM and skip the in-camera session, seconded by Mr. Blazer. *Motioned carried.*