

Board of Directors Meeting Minutes

Date	November 10, 2020
Time	4:00 PM AST
Location	Virtual via Zoom
Present	Braden Newell (Chair), Denis Amirault (Vice-Chair), Alexandra Embree, Cathie Ross, Luke Hathaway, Benjamin Effah, and Gena Dufour (Executive Editor)
Regrets	Maddy Blazer
Resource	Braden Newell (Chair)

1. The meeting was called to order at 4:02 PM.
2. At 4:04 PM Mr. Newell asked if there were any conflict of interest declarations. There were no conflict of interest declarations.
3. It was motioned by Dr. Hathaway to approve the consent agenda as presented, seconded by Mr. Amirault. *Motion carried.*
4. Mr. Newell, Chair of the Board of Directors, gave the following Executive Director's Report;
 - a) The 2020 Constitution revision passed at the AGM therefore the Executive Director and Chair positions are now separated. Whoever serves as the next Chair will have to serve as Executive Director until one can be hired.
 - b) The Journal has successfully published their first podcast episode with a second one in the works, two YouTube videos, and three newsletters since September.
 - c) The Journal now has a new accountant, Terri Timmons.
 - d) The Journal's Media Coordinator has the goal of hitting 500 Instagram followers by May 2021 and 400 Twitter followers by December 2020.
 - e) The media liability insurance has been paid at a dramatically reduced rate from last year.

Ms. Ross joined the meeting at 4:12 PM.

5. Ms. Dufour, Executive Editor of the SMU Journal, gave the following Executive Editor's Report;
 - a) The Journal has hired three writers since the last hiring update and is now hiring for additional flex writers and an arts & culture writer.
 - b) The Journal is implementing a staff referral program and incentive program for early article submissions.
 - c) Staff who write two or more articles in a month will receive an additional financial incentive from November to December as part of a pilot program.
6. The board briefly had a conversation around the Journal's auditing process. The Journal is due for an external audit. Ms. Ross is working with KPMG to get this audit completed.
7. At 4:27 PM, Mr. Newell opened the floor to Board Chair nominations. It was motioned by Dr. Hathaway to re-appoint Mr. Newell as Chair for another term, seconded by Ms. Ross. *Motioned carried.*
8. Mr. Newell opened the floor to Board Vice-Chair nominations. At this time the Vice-Chair role will remain vacant until an interim Vice-Chair is appointed.
9. At 4:31 PM, it was motioned by Dr. Hathaway to establish a hiring committee consisting of Mr. Newell, Ms. Dufour, and Mr. Effah to hiring the next Executive Director, seconded by Mr. Amirault. *Motioned carried.*
10. At 4:33 PM, it was motioned by Mr. Denis to establish a board recruitment committee consisting of Mr. Newell, Ms. Embree, and Mr. Amirault to appointment the next board member to replace Mr. Amirault in January 2021, seconded by Ms. Ross. *Motioned carried.*
11. Mr. Newell opened the floor for other business and discussion. There was no additional business.
12. It was motioned by Dr. Hathaway to adjourn the meeting at 4:43 PM and skip the in-camera session, seconded by Mr. Armirault. *Motioned carried.*