

## Board of Directors Meeting Minutes

<b>Date</b>	October 24, 2019
<b>Time</b>	4:00 PM AST
<b>Location</b>	Ozmon Board Room, Saint Mary's University
<b>Present</b>	Braden Newell (Chair), Mitchell Archibald (Vice-Chair), Denis Amirault, and Emily Trottier
<b>Regrets</b>	Cathie Ross
<b>Resource</b>	Braden Newell (Chair)

*Mrs. Ross was appointed as the SMUSA representative on September 21, 2019 by SMUSA President Mary Navas following the 2019 Journal constitution revision.*

1. The meeting was called to order at 3:58 PM.
2. At 3:58 PM Mr. Newell asked if there were any conflict of interest declarations. Mr. Newell raised his interest for the Chair role and Mr. Archibald raised his interest for the role of Vice-Chair.
3. It was motioned by Mr. Amirault to approve the consent agenda as presented, seconded by Ms. Trottier. *Motion carried.*
4. Mr. Newell, Chair of the Board of Directors, gave the following Executive Director's Report;
  - a) The SMU Journal was ratified as a SMUSA society shortly after the September AGM.
  - b) The hiring process for the 2019-2020 staff should be completed by the last week of October, with staff starting in November.
  - c) Publishing should begin in early December.
  - d) At the 2019 Journal AGM a new constitution was passed for the society.
  - e) The Journal is still waiting from the President of the University to appoint their representative to the Journal board.

5. A discussion was held around SMUSA's society handbook and how the Journal was defined as a 'Class E' society. Mr. Archibald will have a meeting with SMUSA President Ms. Mary Navas around society handbook revisions and a memorandum of understanding between the Journal and SMUSA.
6. It was motioned by Mr. Archibald to move into camera at 4:15 PM seconded by Mr. Amirault. *Motion carried.*
7. The board moved out of camera at 4:32 PM.
8. Mr. Newell was nominated by Mr. Amirault for the position of board chair. It was motioned by Mr. Amirault that the board accept the nomination of Mr. Newell, seconded by Mr. Archibald. *Motion carried.*
9. It was motioned by Mr. Amirault to appoint Mr. Newell Chair of the board of directors, seconded by Mr. Archibald. *Motion carried.*
10. Mr. Archibald was nominated by Mr. Amirault for the position of board vice-chair. It was motioned by Mr. Amirault that the board accept the nomination of Mr. Archibald, seconded by Ms. Trottier. *Motion carried.*
11. It was motioned by Mr. Amirault to appoint Mr. Archibald Vice-Chair of the board of directors, seconded by Ms. Trottier. *Motion carried.*
12. It was motioned by Mr. Amirault to approve the hiring committees recommendations for employment with the Journal and to dissolve the hiring committee, seconded by Ms. Trottier. *Motioned carried.*
13. It was motioned by Ms. Trottier to strike an appointment committee consisting of Ms. Trottier, Mr. Amirault, and Mr. Archibald, seconded by Mr. Amirault. *Motion carried.*
14. It was motioned by Mr. Amirault to revoke previous board member Donnie Jeffery's signing authority and grant Mr. Archibald signing authority, seconded by Ms. Trottier. *Motion carried.*
15. At 4:37 PM Mr. Newell opened the floor for other business and discussion.
  - a) Discussion around payment schedule for contributors and executive staff. The board will be reviewing the feasibility of having monthly payments for staff.
  - b) The board discussed paying the executive editor for written articles in addition to their honorarium and it was decided to include any written articles into their salary.

- c) The board agreed that board members should not get paid for any written articles they provide for publication and that board member's articles should not be given preference over other articles.
- d) An honorarium for student-at-large board members was discussed. Potentially ranging from \$200 to \$300.
- e) The hiring process should resume in March 2020 for at minimum the sales manager and executive editor to ensure continuity.
- f) An idea for a campus "press pass" was discussed. Conversations with SMUSA, the University, and athletics will be held to discuss the feasibility.

16. At 5:13 PM it was motioned by Ms. Trottier adjourn the meeting at 5:13 PM, seconded by Mr. Archibald. *Motioned carried.*