

Journal Board Minutes (October 7th, 2015)

Attendance: Jacob Rosen, Katelyn Martinko , Lynn Perri, Kyle Beaudry, Mark Asfar, Emma Fuller, Arwin Chan, Anisa Rawhani, Sebastian Leck, Eric, Carolyn, Maggie

Regrets: Editor in Chief of the Whig

Adopting the Agenda

2 sets of minutes will be needing approval next time

Summer/September Update

1) New printer for the office

- other lease had expired
- been leased with another 5 year lease
- deal provides with ink and maintenance; better deal
- will use this one for the whole office

2) Digital Work

- Wolf Island Musical Festival (mediocre hits but it was the summer)
- QC Longform (received good feedback)
- we have a fellow (funding from Open Journalism Project) who will be working with Digital for the year
- Open Journalism aims to improve digital side of student newspapers around Canada
- he will physically be on site
- hoping to increase computer literacy
- hosting monthly coding workshops (valuable skill for staff)
- had one so far
- he is a Queen's computing student

3) Human Resources

- six resignations in the last month and a half
- mostly because people hadn't understood the workload when committing
- been more than in previous years (more concentrated)
- these were honorarium positions
- from various different positions for various honoraria
- rehired copy editors, photo editors and assistant photo editors
- assistant photo editors have become video editors
- hired a member of cleaning staff
- found someone for delivery

4) Fundraising Goals

- Underground event at Halloween
- raised \$2500 from Advancement Campaign
- the goal was \$5000
- we budgeted for needing \$3000 so anything more than that is profit
- another email blast in November
- had 80 people show up for Contributor Training Day (10 were staff)
- Sidewalk Sale went really well (a lot of contributor sign-ups)
- Domino's Deal was successful at Sidewalk Sale

5) Policies and Procedures

- new Ethics code being developed by Sebastian
- last one was in 2004
- will get passed through Ed Board

6) restructure of business office

- still preliminary
- will come up with proposal later in the semester
- might split up business manager position
- still finalizing
- currently too much case by case basis which isn't efficient or sustainable
- trying automization ideas

Emma Fuller Update

- working on Journal Policy

Business Manager Update

- things are going well
- looking good with sales reps; meet weekly
- one sold close to \$4000
- about \$5500 in total for all
- print sales not doing as well as we want
- we're just over \$22 000 with just print in October
- this is pretty typical at other universities
- Western at \$20 000
- online is looking good
- with in-kind we're at about \$3500
- the switch over to online is slow but steady
- good online audience
- campaign with CHRC (have an intern now)
- online was about double last year

- we're discussing contract with Lynn for Free Media because its not set up in our favour
- contract is January to December when our term runs from September to April (causes difficulties)
- invoicing for contract with FM has seen some discrepancies; we will work with Lynn to work that out
- we may have recognized more revenue than Free Media has (about \$3000)
- theoretically should be the same
- Katelyn will have a report on that by the next meeting
- sales rep sales haven't all happened; booked in for the rest of the semester
- we did better locally over the summer than we did on campus (this is a pretty typical thing for campus newspapers)

Selection of Chair for the Board

- Maggie nominated by Anisa, seconded by Sebastian
- Jacob volunteers
- Jacob Rosen selected as Chair

Discussion about changes in policy

- Emma: today's discussion should be an initial one; no conclusions yet
- next meeting can be more in-depth
- policy hasn't been looked at since 2011
- Jacob: what are the big changes?
- Emma: most of it is housekeeping; changes in hiring (new positions ratified by AMS and presented to JB)
- Emma: anything that could result in legal action, should be brought to AMS attention
- Sebastian: things of a substantive nature only should be brought to the AMS (Editors in Chief can deal with issues that do not have a legal basis)
- Lynn: I'm accountable for financial and reputational risk: encompasses risk mitigation; one of the challenges is lack of knowledge of how the Journal works
- Its important knowing that there is a code of ethic; knowing that there is accountability and risk mitigation procedures create an attentive environment to potential risks
- Lynn: would like to be more focused on procedural issues and potential risks
- Sebastian: code of ethics covers good journalistic practices
- Sebastian: trying to have a central database of audio recordings etc. for future editors because issues are often from a few years ago and we have no way to access those things
- Sebastian: addition of 7.10 to policy is not necessary to be in policy
- Words can be twisted because no definition of fact-checking is provided
- It gives people an unnecessary opening to discuss good vs. bad coverage

- It might be better in guidelines rather than in policy
- Better to separate guidelines and procedures from policy
- Editors should have discretion over than in a case by case basis
- Anisa: how do we approve these changes?
- Will be voted on next JBoard (Emma will have a more clear proposal)

Other Business

- Long-term plans should begin being formulated (3 year/5 year)
- Re-structuring the business side and the editorial side need proposals
- Is the news editor position legal? (60 hours/week for \$4900, which is illegal)
- Will have more expenses next year (especially when AMS stops paying for Adobe licenses)
- Break positions down into smaller ones (email suggestions to Katelyn)
- Add specific agenda items for next time so that we can be effective about this
- We can appoint people to spearhead these particular initiatives

Meeting Adjourned