

the **CASCADE**

Extraordinary General Meeting Agenda

Thursday, March 31

1:00 PM / Room S3103

1. Call to order
2. Appointment of chair
3. Approval of agenda
4. Approval of minutes from 2015 AGM
5. Reports
 - 4a. President
 - 4b. Treasurer
 - i. 2014/15 Notice to Reader
 - ii. 2015/16 Year End Financial Report
 - iii. 2016/17 Budget Update
6. Regular business
7. Special business
 - i. Election of 2016/17 Board of Directors
8. Adjournment

2015 AGM Minutes

Monday November 16th, A203B

1. Call to Order — 3:19p.m.
2. Approval of Agenda
 - Motion to approve Agenda
 - Kat M./Alex Rake
3. Approval of Minutes from 2014 AGM
 - Question by Michael S. regarding motion that wasn't seconded on third page (auditor).
 - Motion to approve minutes
 - Nadine T/Alex Rake
4. Reports
 - 4.1: President's Report by Katie S.
 - Quite a bit of turnover in past year. The following positions were vacated:
 - President: Joe Johnson
 - Community rep: Ali Siemens
 - Student rep: Jay Mitchell
 - Student rep: Curtis Klooster
 - Since Katie stepped in, the board has established a Bylaws committee.
 - M.O.A. signed with UFV (effective until 2018).
 - Last week, *The Cascade's* Editor-in-chief Kodie C. stepped down from position, hiring process for replacement will begin

4.2: Treasurer's Report by Derek Ward-Hall

2014/2015 Budget

- Student Newspaper fee change (referendum passed for \$1.50 increase)

2015/2016 Budget

No physical copies of this budget to distribute, picture was taken and then put on projector

- \$2000 into General Reserve
- Local Business Ads to bring in more revenue
- Financial Review will be done, following appointment of an auditor

- (Speaking rights given to Aaron Levy by Derek)
 - Advises to not budget for advertisement income, but rather have plan for how to spend it if money is made. Also '16-17 should be being approved at this meeting, not current one.
- Question by Michael S.: What is capital development?

- Motion to approve the reports as presented
 - Ezra/Michael C.

5. Regular Business

- Bylaws now require the appointment of an auditor, who for the coming year will be conducting a Notice to Reader
- Jenn has researched options
- Motion to approve Websters and Associates as Auditor
 - Val F./Kat M.
 - Motion Carried, all in favour

6. Special Business

- Proposed changes to Constitution and Bylaws
 - Management Structure, Board Composition, Government Procedures and Accountability, Definitions, Membership
- Summary of proposals
 - Directors cannot be elected officials or permanent employees of SUS/CIVL, or paid staff of the Newspaper/Employee of organization contracted by CJS
 - Composition of Board includes Continuity Rep, Board can reserve ex-officio positions for reps from SUS, Alumni, ect.
 - Directors can appoint members to board at regular meetings, as long as there is a quorum of Directors
 - Public Minutes, Any decisions made in Camera must be made public
 - Portfolios for Cascade Executives are expanded
- Question by Panku: SUS employees refers to service staff?
- Question by Michael S: Regarding in camera reporting, experience with other boards
- Motion for amendment to bylaw 1 to add definition of SUS/CIVL employee as salaried employees, officers, and elected executives excluding restaurant or cafe managers and staff
- Motion to approve bylaws as amended
 - Glen/Sonja
 - All in favour, carried

7. Election of 2015-16 CJS Board

- Whereas the Cascade Journalism Society must elect new directors in accordance with bylaws, be it resolved with elect those directors now by a show of hands
 - Val/Sonja
 - All in favour

Alumni Rep

- Dessa Bayrock nominated by Val

Community Rep

- No nominations

Staff/Faculty rep

— Nadine T. nominated by Val

Student reps

— Zack nominated by self

— Panku nominated by Sonja

— Michael C. nominated by self

Continuity Rep

— No Nominations

Dessa Bayrock elected (unanimous)

Nadine T. elected (unanimous)

Zack elected (unanimous)

Panku elected (unanimous)

Michael C. elected (unanimous)

8. Meeting adjourned

Cascade Journalism Society

Financial Statements

Year Ended March 31, 2015

(Unaudited - See Notice To Reader)



WEBSTER & ASSOCIATES*

Chartered Professional Accountants

300 - 2955 Gladwin Road, Abbotsford, B.C. V2T 5T4
Tel & Fax: (604) 853-6122 Toll Free: (844) 345-1898

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Cascade Journalism Society as at March 31, 2015 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

A handwritten signature in black ink that reads 'Webster & Associates'.

Abbotsford, British Columbia
January 15, 2016

CHARTERED PROFESSIONAL ACCOUNTANTS

Cascade Journalism Society

Statement of Financial Position

March 31, 2015

(Unaudited - See Notice To Reader)

	2015	2014
Assets		
Current		
Cash	\$ 20,365	\$ 17,901
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities	\$ 270	\$ -
Net assets		
General fund	20,095	17,901
	<u>\$ 20,365</u>	<u>\$ 17,901</u>

Cascade Journalism Society

Statement of Revenues and Expenditures

Year Ended March 31, 2015
(Unaudited - See Notice To Reader)

	2015	2014
Revenue		
Student fees	\$ 131,039	\$ 98,240
Advertising	10,327	8,520
Business and events	645	1,092
	<u>142,011</u>	<u>107,852</u>
Expenses		
Contracted services	87,329	75,979
Insurance	3,666	-
Interest and bank charges	23	23
Licenses, dues and fees	3,513	2,297
Meetings and conventions	13,690	8,896
Office and miscellaneous	2,654	1,793
Printing	28,184	19,532
Supplies	758	443
	<u>139,817</u>	<u>108,963</u>
Excess (deficiency) of revenue over expenses for the year	<u>\$ 2,194</u>	<u>\$ (1,111)</u>

Cascade Journalism Society

Statement of Changes in Net Assets

Year Ended March 31, 2015

(Unaudited - See Notice To Reader)

	2015	2014
Net assets - beginning of year	\$ 17,901	\$ 19,012
Excess (deficiency) of revenue over expenses	<u>2,194</u>	<u>(1,111)</u>
Net assets - end of year	<u>\$ 20,095</u>	<u>\$ 17,901</u>

The Cascade Journalism Society (CJS) Actuals for the period of April 1, 2015 - March 31, 2016

Title	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Year	Operating Budget
Balance Forward	\$20,334.30	\$15,885.15	\$12,635.77	\$43,193.82	\$50,500.26	\$53,497.96	\$42,508.61	\$21,905.68	\$56,636.88	\$60,861.01	\$54,120.42	\$41,289.19	\$41,990.13	
Subtotal	\$20,334.30	\$15,885.15	\$12,635.77	\$43,193.82	\$50,500.26	\$53,497.96	\$42,508.61	\$21,905.68	\$56,636.88	\$60,861.01	\$54,120.42	\$41,289.19	\$41,990.13	
Student Newspaper Fees	\$3,126.00	-\$78.00	\$42,486.72	\$10,972.92	\$4,039.44	\$1,364.88	-1095.6	\$44,272.08	\$6,970.68	\$2,013.48	\$1,092.42	\$15,823.32	\$130,988.34	
Subtotal	\$3,126.00	-\$78.00	\$42,486.72	\$10,972.92	\$4,039.44	\$1,364.88	-\$1,095.60	\$44,272.08	\$6,970.68	\$2,013.48	\$1,092.42	\$15,823.32	\$130,988.34	
National Advertising (FREE Media)	\$0.00	\$127.77	\$0.00	\$0.00	\$141.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269.73	\$2,000.00
Local Advertising	\$0.00	\$1,947.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.00	\$0.00	\$0.00	\$0.00	\$1,475.00	\$3,762.16	\$5,000.00
Other	\$100.00	\$0.00	\$62.50	\$0.00	\$0.00	\$75.00	\$1,420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,657.50	\$2,000.00
Subtotal	\$100.00	\$2,074.93	\$62.50	\$0.00	\$141.96	\$75.00	\$1,420.00	\$340.00	\$0.00	\$0.00	\$0.00	\$1,475.00	\$5,689.39	
Total Revenues + Carry Over	\$23,560.30	\$17,882.08	\$55,184.99	\$54,166.74	\$54,681.66	\$54,937.84	\$42,833.01	\$66,517.76	\$63,607.56	\$62,874.49	\$55,212.84	\$58,587.51	\$157,012.03	\$9,000.00
Supplies	\$0.00	\$111.52	\$839.41	\$48.13	\$0.00	\$121.47	\$649.38	\$63.28	\$244.85	\$13.65	\$0.00	\$67.16	\$2,158.85	\$2,000.00
Subtotal	\$0.00	\$111.52	\$839.41	\$48.13	\$0.00	\$121.47	\$649.38	\$63.28	\$244.85	\$13.65	\$0.00	\$67.16	\$2,158.85	
Group & Special Events & Other	\$57.00	\$50.75	\$21.75	\$15.75	\$20.75	\$22.09	\$109.65	\$845.65	\$70.35	\$289.23	\$0.00	\$62.15	\$1,565.12	\$500.00
Promotions	\$0.00	\$0.00	\$0.00	\$0.00	\$124.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124.92	\$500.00
General Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Capital Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,458.22	\$3,458.22	\$2,000.00
Subtotal	\$57.00	\$50.75	\$21.75	\$15.75	\$145.67	\$22.09	\$109.65	\$845.65	\$70.35	\$289.23	\$0.00	\$3,520.37	\$5,148.26	
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$237.73	\$434.91	\$0.00	\$0.00	\$0.00	\$222.00	\$99.99	\$0.00	\$994.63	\$1,200.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$237.73	\$434.91	\$0.00	\$0.00	\$0.00	\$222.00	\$99.99	\$0.00	\$994.63	
Printing	\$2,628.15	\$0.00	\$4,040.40	\$1,482.60	\$741.30	\$2,184.00	\$3,198.30	\$1,531.95	\$1,666.35	\$887.59	\$4,346.16	\$2,677.99	\$25,384.79	\$27,211.80
Membership Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$281.76	\$0.00	\$0.00	\$0.00	\$36.20	\$0.00	\$0.00	\$352.96	\$3,310.76
Society Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$9.56	\$74.56	\$100.00
Bank Charges	\$0.00	\$0.00	\$12.00	\$0.00	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.00	\$65.00	\$24.00
3 Campus Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$200.00
Web Hosting	\$0.00	\$0.00	\$239.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$365.70	\$605.10	\$239.40
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,050.00	\$3,666.00
Financial Review (Notice to Reader)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,837.50	\$0.00	\$1,837.50	\$2,500.00
Subtotal	\$2,628.15	\$0.00	\$4,291.80	\$1,482.60	\$800.30	\$2,465.76	\$6,253.30	\$1,531.95	\$1,731.35	\$923.79	\$6,183.66	\$3,082.25	\$31,374.91	
Payroll	\$4,990.00	\$5,046.79	\$6,799.71	\$2,120.00	\$0.00	\$9,385.00	\$13,915.00	\$7,440.00	\$700.00	\$7,275.00	\$7,640.00	\$9,927.60	\$75,239.10	\$85,760.00
Subtotal	\$4,990.00	\$5,046.79	\$6,799.71	\$2,120.00	\$0.00	\$9,385.00	\$13,915.00	\$7,440.00	\$700.00	\$7,275.00	\$7,640.00	\$9,927.60	\$75,239.10	
Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,131.28
Travel	\$0.00	\$37.25	\$38.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.40	\$0.00	\$0.00	\$106.15	\$5,200.00
Subtotal	\$0.00	\$37.25	\$38.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.40	\$0.00	\$0.00	\$106.15	
Total Expenses	\$7,675.15	\$5,246.31	\$11,991.17	\$3,666.48	\$1,183.70	\$12,429.23	\$20,927.33	\$9,880.88	\$2,746.55	\$8,754.07	\$13,923.65	\$16,597.38	\$115,021.90	\$140,543.24
Total Revenues Less Expenses	\$15,885.15	\$12,635.77	\$43,193.82	\$50,500.26	\$53,497.96	\$42,508.61	\$21,905.68	\$56,636.88	\$60,861.01	\$54,120.42	\$41,289.19	\$41,990.13	\$21,655.83	-\$131,543.24

Balance Forward	\$41,982.63	
Student Newspaper Fees	\$131,000.00	
National Advertising (FREE MEDIA)	\$500.00	
Local Advertising	\$5,000.00	
Other	\$1,500.00	
Total Revenues + Balance Forward	\$179,982.63	
Supplies (operation of office)	\$2,000.00	
Group & Special Events & Other	\$1,000.00	
Promotions	\$500.00	
Photocopier (Lease)	\$2,393.40	
General Reserve	\$2,000.00	
Capital Development (general)	\$2,000.00	
Capital Development (purchase of photocopier)	\$5,305.01	additional cost if purchase photocopier
Equipment (small furnishings)	\$1,000.00	
Printing	\$26,000.00	
Membership Fees	\$400.00	Decided not to apply for CUP membership, Chamber \$251.76, Arts Council \$35
Society Fees	\$40.00	BC Society Act
Bank Charges	\$50.00	VISA card switch over
Campus Printing	\$50.00	Business cards etc.
Web Hosting	\$0.00	*3year contract that will come out of 2015/2016 actual*
Insurance	\$3,666.00	
Financial Review (Notice to Reader)	\$2,000.00	
Payroll	\$88,800.00	
Workshop	\$6,500.00	
Conference	\$5,000.00	
Travel	\$5,000.00	*\$1000 flights & \$600 fee (New Brunswick NASH 2017)
Total Expenses	\$153,704.41	
Total Revenues Less Expenses	\$26,278.22	

To the membership of the Cascade Journalism Society:

Following the Annual General Meeting held in November of last year, two directors have resigned from their positions on the CJS Board.

Zack Soderstrom, the president of the CJS Board, resigned in February due to a conflict of interest.

Michael Chutskoff, the vice-president of the CJS Board, resigned on March 22 for personal reasons.

Following these changes, the composition of the CJS Board is as follows:

Student rep: Pankaj Sharma

Student rep: Alex Xia

Faculty rep: Nadeane Trowse

Alumni rep: Dessa Bayrock

Editor-in-chief of *The Cascade* (ex-officio position): Michael Scoular

CJS bylaw 23 states that, “The board of directors shall be composed of no fewer than five voting positions.”

Therefore, the election of at least one additional member at a general meeting is necessary for future meetings of the CJS board to be able to take place.

The following positions are currently open: three student rep positions, one community representative, and one continuity representative.

As this meeting comes at the close of the academic year, and as multiple remaining members of the Board have suggested they may not be able to commit time to their positions beyond the end of this semester, an election for all positions on the Board seems the best course of action, should the membership approve at the EGM.

Following the election guidelines set forth in CJS bylaws 24, 28, and 29, an election would be conducted by yes/no ballot, following the presentation of candidates — to step forward as a candidate requires a brief spoken or written statement to the chair. Candidates may not be employees or elected officials of *The Cascade*, the Student Union Society, or CIVL Radio, nor may they be members of UFV’s Senate or Board of Governors.

Finally, following an election, any outgoing member of the CJS Board is required to “hold their position for one month following the election of new directors at each Annual General Meeting for the purposes of training and imparting necessary knowledge to the directors-elect.”

— Michael Scoular, Editor-in-chief of *The Cascade*