

Cascade Journalism Society

CJS Board of Directors Meeting

January 24, 2019 5:15 p.m.

BUSINESS MANAGER REPORT

Quintin Stamler
quintin@ufvcacade.ca

the **CASCADE**

Monthly Brief

Nash 81 – Event (Earlier January 2019)

Cost Break Down

- Flights – \$2422.28
- Tickets – \$2792.95
- Per Diem - \$1075.00

Total Costs \$6290.23

The Zine (Earlier December 2018)

Cost Break Down

- Labour - \$1385.00
- Print – \$2905.35
- Prizes - \$628.75

Total Cost \$4919.10

Website

We will be adding the community locations that the paper is available with a link to the given organization's website. I expect to have his completed before the end of January.

Also, would the Board be interested in sharing a small blurb about themselves on a "Meet the Board" page on the website?

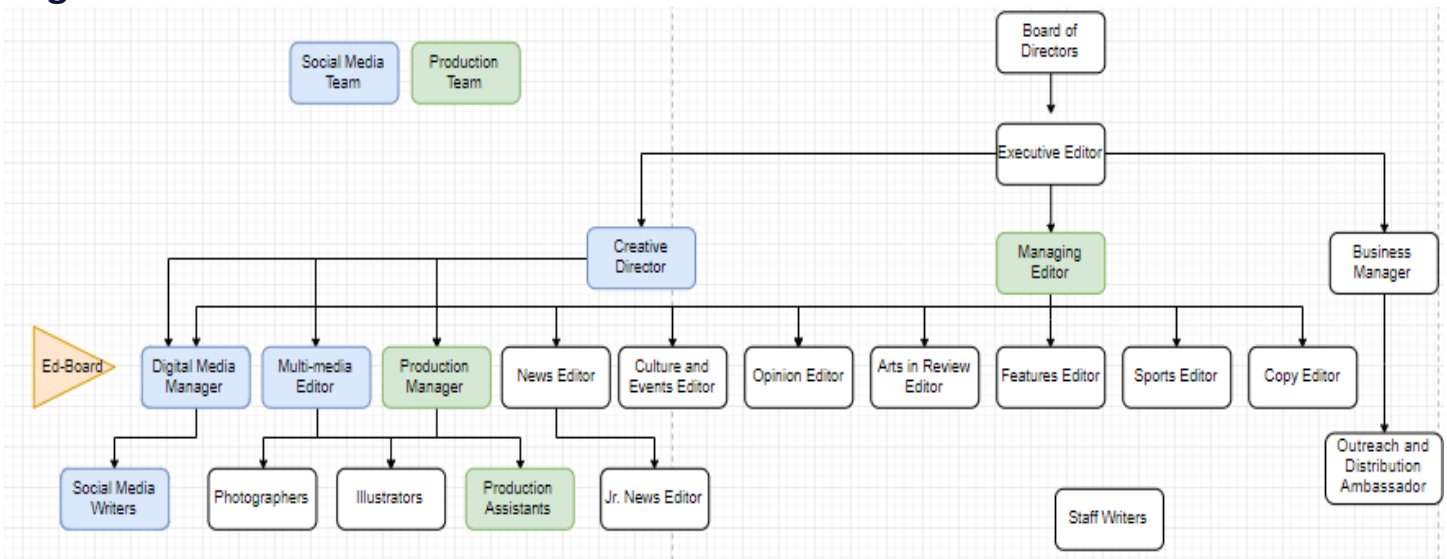
Board Welcome Package

- Brief History of the Board
- Welcome to the Cascade
- Constitution/Bylaws
- Sexual Harassment Policy
- Policy 18
- Societies Act
- Prior Year's Financial Statements
- Budget

List of Contracts

Contract Position	# of Contracts	Contract Value	Actual Expenditure	Contract Holder
Executive Editor	1.00	\$330.00	330.00	Catherine Friesen
Managing Editor	1.00	\$330.00	330.00	Jessica Barclay
Business Manager	1.00	\$330.00	330.00	Quintin Stamler
Creative Director	1.00	\$330.00	330.00	Joel Robertson-Taylor
Production Manager	1.00	\$220.00	220.00	Elyssa English
Production Assistant	2.00	\$100.00	200.00	Renee Campbell, Uyen Nguyen
Copy Editor	1.00	\$200.00	200.00	Kathleen Marusiak
Jr. News Editor	0.00	\$100.00	0.00	
News Editor	1.00	\$200.00	200.00	Jessica Barclay
Multi Media Editor	1.00	\$175.00	175.00	Mikaela Collins
Culture and Events Editor	1.00	\$175.00	175.00	Cassandrah deJong
Arts in Review Editor	1.00	\$135.00	135.00	Martin Castro
Opinion Editor	1.00	\$150.00	150.00	Jeff Mijo
Feature Editor	1.00	\$200.00	200.00	Catherine Friesen
Social Media Coordinator	1.00	\$0.00	0.00	
Digital Media Manager	1.00	\$200.00	200.00	Jeff Mijo
Outreach and Distribution Editor	1.00	\$170.00	170.00	Stephan Saintamour
Photographer	0.00	\$50.00	0.00	
Illustrator	4.00	\$50.00	200.00	Simer Haer, Cory Jensen, Kayt Hine
Cover Illustrator	1.00	\$65.00	65.00	Mikaela Collins
Social Media Writer	1.00	\$100.00	100.00	Laurel Logan
Sports Writer	1.00	\$65.00	65.00	Alex Jesus
Staff Writer	2.00	\$50.00	100.00	Emmaline Spencer, Carissa Wiens
	26.00		3,875.00	

Organization Chart



Canada Summer Jobs

In summer 2018 the Cascade applied for two Canada Summer Jobs positions. We were approved for both positions and hired for the positions, the two new employees started in May. In September after submitting reimbursement forms, we were contacted by an agent at CSJ who informed us that our jobs did not meet the requirement of 30 hours per week. Our employees were working on average 18 hours per week. The result is a loss of \$ 6,072.00.

NASH 81

In January 2019 the Cascade sent four contractors to NASH 81: Refine in Calgary. We had some last minute changes just before the trip and that resulted in a loss of \$1,612.52.

Both of the events state above are due to negligence in the executive team. More thorough planning is a necessity and will keep us from misusing our funds.

Budget 2018/2019 as of January 21, 2019

Title	1 Apr-18	2 May-18	2 Jun-18	2 Jul-18	0 Aug-18	4 Sep-18	4 Oct-18	5 Nov-18	0 Dec-18	4 Jan-19	4 Feb-19	5 Mar-19	33 ACTUAL	BUDGET
Balance Forward	\$73,955.33	\$72,460.68	\$66,318.83	\$101,496.85	\$100,225.89	\$99,549.96	\$91,671.50	\$59,442.58	\$88,677.77	\$77,540.21	\$59,566.99	\$40,383.54	\$73,955.33	\$73,955.33
Subtotal	\$73,955.33	\$72,460.68	\$66,318.83	\$101,496.85	\$100,225.89	\$99,549.96	\$91,671.50	\$59,442.58	\$88,677.77	\$77,540.21	\$59,566.99	\$40,383.54	\$73,955.33	\$73,955.33
Student Newspaper Fees	\$3,280.32	\$97.92	\$47,729.88	\$8,861.76	\$4,743.00	\$789.48	\$1,309.68	\$52,020.00	\$5,275.44	\$2,454.12	\$777.24	\$20,000.00	\$147,143.00	\$131,000.00
Subtotal	\$3,280.32	\$97.92	\$47,729.88	\$8,861.76	\$4,743.00	\$789.48	\$1,309.68	\$52,020.00	\$5,275.44	\$2,454.12	\$777.24	\$20,000.00	\$147,143.00	\$131,000.00
National Advertising (Free Me	\$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	\$500.00
Local Advertising	\$416.00	\$600.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00	\$420.00	\$0.00	\$0.00	\$0.00	\$1,666.28	\$5,000.00
Other	\$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	\$1,500.00
Subtotal	\$416.00	\$600.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00	\$420.00	\$0.00	\$0.00	\$0.00	\$1,666.28	\$7,000.00
Total Revenues + Carry	\$77,651.65	\$72,963.04	\$114,048.71	\$110,358.61	\$104,968.89	\$100,339.44	\$92,981.18	\$111,692.58	\$94,373.21	\$79,994.33	\$60,344.23	\$60,383.54	\$222,764.61	\$211,955.33
Supplies	\$0.00	\$0.00	\$571.69	\$0.00	\$0.00	\$0.00	\$0.00	\$766.26	\$125.60	\$0.00	\$370.49	\$0.00	\$1,834.04	\$2,000.00
Subtotal	\$0.00	\$0.00	\$571.69	\$0.00	\$0.00	\$0.00	\$0.00	\$766.26	\$125.60	\$0.00	\$370.49	\$0.00	\$1,834.04	\$2,000.00
Organizational Events	\$0.00	\$120.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.98	\$5,000.00
Special Events	\$0.00	\$0.00	\$57.75	\$0.00	\$0.00	\$4,158.83	\$2,205.46	\$0.00	\$123.62	\$695.78	\$38.94	\$700.00	\$7,980.38	\$5,000.00
Promotions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,410.69	\$800.00	\$0.00	\$77.89	\$0.00	\$0.00	\$0.00	\$2,288.58	\$500.00
Photocopier	\$0.00	\$259.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$154.73	\$0.00	\$101.26	\$0.00	\$515.67	\$0.00
Office Printing	\$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	\$400.00
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	\$181.08	\$0.00	\$0.00	\$0.00	\$181.08	\$2,000.00
Subtotal	\$0.00	\$259.68	\$57.75	\$0.00	\$0.00	\$5,569.52	\$3,005.46	\$0.00	\$537.32	\$695.78	\$140.20	\$700.00	\$10,965.71	\$9,900.00
Equipment	\$0.00	\$0.00	\$0.00	\$299.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.87	\$1,000.00
Subtotal	\$0.00	\$0.00	\$0.00	\$299.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.87	\$1,000.00
Printing	\$1,570.97	\$812.03	\$1,624.06	\$1,763.93	\$1,205.02	\$1,205.02	\$6,450.46	\$4,127.57	\$5,084.11	\$3,600.00	\$3,600.00	\$7,500.00	\$38,543.17	\$26,000.00
Membership Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$271.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$271.20	\$400.00
Society Fees	\$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	\$40.00
Bank Charges	\$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	\$50.00
Campus Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$50.00
Web Hosting	\$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	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,765.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,765.00	\$3,666.00
Notice to Reader	\$0.00	\$1,837.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,837.50	\$2,000.00
Subtotal	\$1,570.97	\$2,649.53	\$1,624.06	\$1,763.93	\$1,205.02	\$1,476.22	\$8,225.46	\$4,137.57	\$5,084.11	\$3,600.00	\$3,600.00	\$7,500.00	\$42,436.87	\$32,206.00
Payroll	\$3,620.00	\$3,735.00	\$10,298.36	\$7,520.79	\$4,213.91	\$1,236.98	\$22,185.00	\$16,000.00	\$8,570.50	\$15,600.00	\$15,600.00	\$26,000.00	\$134,580.54	\$95,000.00
Subtotal	\$3,620.00	\$3,735.00	\$10,298.36	\$7,520.79	\$4,213.91	\$1,236.98	\$22,185.00	\$16,000.00	\$8,570.50	\$15,600.00	\$15,600.00	\$26,000.00	\$134,580.54	\$95,000.00
Workshop	\$0.00	\$0.00	\$0.00	\$548.13	\$0.00	\$0.00	\$122.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$670.81	\$1,500.00
Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$385.22	\$0.00	\$2,110.98	\$0.00	\$0.00	\$0.00	\$0.00	\$2,496.20	\$5,000.00
Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	\$500.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,515.47	\$531.56	\$0.00	\$0.00	\$3,047.03	\$5,000.00
Subtotal	\$0.00	\$0.00	\$0.00	\$548.13	\$0.00	\$385.22	\$122.68	\$2,110.98	\$2,515.47	\$531.56	\$250.00	\$0.00	\$6,464.04	\$12,000.00
Total Expenses	\$5,190.97	\$6,644.21	\$12,551.86	\$10,132.72	\$5,418.93	\$8,667.94	\$33,538.60	\$23,014.81	\$16,833.00	\$20,427.34	\$19,960.69	\$34,200.00	\$196,581.07	\$152,106.00
Total Revenue Less Exp	\$72,460.68	\$66,318.83	\$101,496.85	\$100,225.89	\$99,549.96	\$91,671.50	\$59,442.58	\$88,677.77	\$77,540.21	\$59,566.99	\$40,383.54	\$26,183.54	\$26,183.54	\$59,849.33

Budget 2019/2020

Issues	1	2	1	1	0	4	5	4	1	5	3	3	30	
Title	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	ACTUAL	BUDGET
Balance Forward	\$26,183.54	\$26,152.89	\$15,365.44	\$56,799.57	\$59,449.27	\$62,987.25	\$44,615.29	\$18,176.83	\$47,742.02	\$39,552.28	\$17,674.84	\$2,181.59		\$26,183.54
Subtotal	\$26,183.54	\$26,152.89	\$15,365.44	\$56,799.57	\$59,449.27	\$62,987.25	\$44,615.29	\$18,176.83	\$47,742.02	\$39,552.28	\$17,674.84	\$2,181.59		\$26,183.54
Student Newspaper Fees	\$3,280.32	\$37.92	\$47,729.88	\$8,861.76	\$4,743.00	\$789.48	\$1,309.68	\$52,020.00	\$5,275.44	\$2,454.12	\$777.24	\$20,000.00		\$145,000.00
Subtotal	\$3,280.32	\$37.92	\$47,729.88	\$8,861.76	\$4,743.00	\$789.48	\$1,309.68	\$52,020.00	\$5,275.44	\$2,454.12	\$777.24	\$20,000.00		\$145,000.00
National Advertising (Free Me	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00		\$500.00
Local Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$600.00	\$400.00	\$0.00	\$1,250.00	\$400.00	\$350.00		\$5,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,500.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$600.00	\$400.00	\$0.00	\$1,250.00	\$900.00	\$350.00		\$7,000.00
Total Revenues + Carry O	\$29,463.86	\$26,054.97	\$63,095.32	\$65,661.33	\$64,192.27	\$67,276.73	\$46,524.97	\$70,596.83	\$53,017.46	\$43,256.40	\$19,352.08	\$22,531.59		\$178,183.54
Supplies	\$100.00	\$200.00	\$100.00	\$100.00	\$0.00	\$400.00	\$100.00	\$200.00	\$300.00	\$300.00	\$100.00	\$100.00		\$2,000.00
Subtotal	\$0.00	\$0.00	\$571.69	\$0.00	\$0.00	\$0.00	\$0.00	\$766.26	\$125.60	\$0.00	\$370.49	\$0.00		\$2,000.00
Organizational Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$100.00	\$200.00	\$0.00	\$0.00		\$500.00
Special Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00		\$5,000.00
Promotions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$500.00
Photocopier	\$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
Office Printing	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	\$40.00	\$40.00	\$50.00	\$50.00	\$40.00		\$400.00
General Reserve	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00		\$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	\$1,000.00	\$1,000.00		\$2,000.00
Subtotal	\$240.00	\$240.00	\$200.00	\$0.00	\$0.00	\$4,700.00	\$500.00	\$240.00	\$340.00	\$1,450.00	\$1,250.00	\$1,240.00		\$10,400.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00		\$1,000.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00		\$1,000.00
Printing	\$3,000.00	\$1,800.00	\$900.00	\$900.00	\$0.00	\$3,600.00	\$4,500.00	\$3,600.00	\$3,000.00	\$4,500.00	\$2,700.00	\$2,700.00		\$31,200.00
Membership Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00		\$400.00
Society Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00		\$40.00
Bank Charges	\$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
Campus Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$10.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00		\$50.00
Web Hosting	\$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
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00
Notice to Reader	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00
Subtotal	\$1,570.97	\$2,649.53	\$1,624.06	\$1,763.93	\$1,205.02	\$1,476.22	\$8,225.46	\$4,137.57	\$5,084.11	\$3,600.00	\$3,600.00	\$7,500.00		\$35,690.00
Payroll	\$1,500.00	\$7,800.00	\$3,900.00	\$3,900.00	\$0.00	\$15,600.00	\$19,500.00	\$15,600.00	\$5,400.00	\$19,500.00	\$11,700.00	\$11,700.00		\$116,100.00
Subtotal	\$1,500.00	\$7,800.00	\$3,900.00	\$3,900.00	\$0.00	\$15,600.00	\$19,500.00	\$15,600.00	\$5,400.00	\$19,500.00	\$11,700.00	\$11,700.00		\$116,100.00
Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00		\$1,500.00
Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00		\$5,000.00
Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00		\$500.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00		\$5,000.00
Subtotal	\$0.00	\$0.00	\$0.00	\$548.13	\$0.00	\$385.22	\$122.68	\$2,110.98	\$2,515.47	\$531.56	\$250.00	\$0.00		\$12,000.00
Total Expenses	\$3,310.97	\$10,689.53	\$6,295.75	\$6,212.06	\$1,205.02	\$22,661.44	\$28,348.14	\$22,854.81	\$13,465.18	\$25,581.56	\$17,170.49	\$20,440.00		\$177,190.00
Total Revenue Less Exp	\$26,152.89	\$15,365.44	\$56,799.57	\$59,449.27	\$62,987.25	\$44,615.29	\$18,176.83	\$47,742.02	\$39,552.28	\$17,674.84	\$2,181.59	\$2,091.59		\$993.54