

# the **CASCADE**

**CJS Board Minutes**  
**Monday, November 25, 2019**  
**6:00 p.m.**  
**Room S2111**

Meeting called to order 6:02 p.m.

Meeting chaired by Bailey Chambers, CJS president

Minutes recorded by Nadia Tudhope, Managing Editor

**In Attendance**

Bailey Chambers

Jessica Gill

Angelo Grover

Sunny Cheema

Navpreet Singh

Gurkirat Singh

Jessica Barclay

Nadia Tudhope

Aneesha Narang

Mikaela Collins

Joel Robertson-Taylor

*[Recorder's Note: anything in quotations is a direct quote; anything out of quotation is a summation of that member's point.]*

1. Bailey Chambers calls meeting to order.
2. Bailey Chambers is appointed as Chair.
  - Sunny Cheema asks if we need appoint a chair each time.
  - No, only if Bailey is not there.
  - "Appointment of chair" is removed from the agenda.
3. Sunny Cheema motions to approve the agenda, Gurkirat Singh seconds.
  - Gurkirat Singh raises point of information: the previous meetings' minutes were not accessible (not shared with all Board members).
  - Jessica Barclay shared October meeting minutes to CJS Board to ensure it will open for everyone.

4. Jessica Gill motions to approve last meetings' minutes, Angelo and Sunny seconds.
5. Reports

5a. Executive Editor's report

- One article got published online with an inappropriate title. It was only up for an hour and a half and everyone involved with the error has been contacted.
- Difficulties with distribution:
  - 1,000 copies of the paper got dropped off at Blackpress three times, which makes no sense because we don't even print 1,000 copies.
- Some employees are leaving.
- Have not yet hired anyone for the position Board approved last meeting (Graphic Designer).

Joel Robertson-Taylor arrives.

Sunny Cheema motions to approve Executive Editor's report, Navpreet Singh seconds.

5b. Creative Director's report

- Editing for the Fall Zine has started.
- No Zine party this semester because we did not have many contributors.
- Looking to fill Graphic Designer position.
- Production Assistant leaving.
- Some Winter break projects to work on.

Navpreet Singh motions to approve Creative Director's report, Jessica Gill seconds.

5c. Managing Editor's report

- Winter project: contract revisions to standardize wording and clear up ambiguities.

Joel Robertson-Taylor: do tracking changes for contracts and present them to the Board after.

- Losing one staff writer and gaining one new one for the Winter semester.
- Contributor Feature cut and there was a negative reaction.
  - Contributor chose to cut because they were unhappy with the editing process to get it to Feature standard.

Joel Robertson-Taylor: how were the edits not up to standard? Were they stylistic edits?

No, fact checking and attempting to clarify what is being said.

Angelo motions to approve Managing Editor's report, Jessica Gill seconds.

5d. Business Manager's report

- Monthly comparison 2018-2019 costs for October.

- Student newspaper fees are different.

Joel Robertson-Taylor: the \$1,200 for local advertising, is that just for October, not carried over?

Yes, we had a big contract for the semester.

- Capital Development for October 2019: \$1600 for NASH.

Burkirat Singh: Is Capital Development just for this month or what will be realized?

Just shows the month we paid for it in.

- Payroll differences between 2018 and 2019 due to people more consistently invoicing.

Joel Robertson-Taylor: No Christmas party?

Considering a Christmas party, but a no-cost one (potluck).

Bailey Chambers: Will costs continue similar to this?

Aneesha Narang: Budget was made as if we had referendum, which would bring in money, so I'm cutting budget as much as I can. Going as if there will be no referendum.

Sunny Cheema motions to approve Business Manager's report, Jessica Gill and Navpreet Singh second.

6. No regular business.

7. In Camera: MOA

- Mikaela Collins proposes outside door access for Executive Team and Production Manager because they need to call security on production days and holidays to get out of the building.

Joel Robertson-Taylor pushes back: lots of responsibility. Just one for person who will always be here would be better—it's a different situation for Aaron Levy (CIVL Station Manager), who has to reset systems if there is a blackout, whereas *The Cascade* would need it just for convenience.

- Joel Robertson-Taylor requests priority registration for CJS Board members.
- Re: 2.i. UFV "Will provide general financial training and orientation to all new CJS legal signatories, and employees of the CJS that have been authorized by the board of directors of the CJS to have access to the CJS accounts, books and any other financial documents": What do they expect that training to look like and can UFV pay for it?
- Parking passes for everyone, not just six people, and negotiate lower rate than 50% off.
- Scholarships/bursaries for Executives as appreciation for work and acknowledgement of importance and education. Also incentivises being involved in the paper.
- 2.s. UFV will "Pay interest to CJS at the rate earned (currently prime less 1.75%) per annum on funds held by UFV for the benefit of CJS. Such interest shall be paid out to CJS on a monthly basis." They've never paid that.
  - Burkirat Singh adds that it should probably be adjusted for inflation.
- What CIVL pushed for:
  - permanent prominent promotional space (advertising at eye level in urinals, TV screens, interior/exterior in S Building)

- one free class for all employees (although they only have “like two staff”; we could ask for one free class for Executives)
- Re: 2p. UFV “Will allow CJS representatives to enter classes for up to 120 seconds to make announcements to students, provided that the instructor of such classes have first approved. Such visits will not exceed twice per semester per class.”: Mikaela proposes increasing time limit to 3-5 minutes.
- Sunny Cheema proposes adjusting wording in the document — it often says “CJS employees” when we are contractors, sometimes uses “staff” to encompass, creating a grey area.

Joel Robertson-Taylor asks about the plan with the MOA.

Jessica Barclay states that she and Bailey Chambers are discussing with Alicia Webb (Vice-President, Students) and creating a draft.

Bailey Chambers states that it would be a good idea to come up with a draft and bring it before the Board.

Bailey Chambers: “We should find out when the last time they paid us interest was.”

Joel Robertson-Taylor: Quintin (former Business Manager of *The Cascade*) and I looked, and I think it was never.

Joel Robertson-Taylor would like to bring forth an item before adjournment: Creative Director contract.

- Print and bring to CJS Board, so Board can review what points are being met, especially regarding video content.

Mikaela Collins states that there have been significant losses to the multi-media team and other issues which require greater attention than long-term projects/video.

Resolution: this can be point of discussion for next meeting, so no action needs to be taken now.

Angelo motions to table MOA for new year, Gurkirat Singh seconds.

## 8. Adjournment

- Meeting is adjourned at 6:46 p.m.