

# the CASCADE

**CJS Board Minutes**  
**Thursday, October 24, 2019**  
**6:00 PM**  
**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**

Sunny Cheema  
Bailey Chambers  
Jessica Barclay  
Nadia Tudhope  
Aneesha Narang  
Jessica Gill  
Gurleen Kaler  
Navpreet Singh  
Balwinder Singh  
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 motions to call to order, Gurleen Kaler seconds.
2. Bailey Chambers is appointed as Chair.
  - Jessica Barclay suggests an amendment to the agenda, to move 6.1 Appointment of new board members to proceed 5. Reports.
  - Bailey Chambers motions to approve amendment to agenda, Sunny Cheema seconds.
3. Bailey Chambers motions to approve the agenda, Sunny Cheema seconds.
4. Gurleen Kaler motions to approve July minutes, Sunny seconds.
5. Appointment of new board members
  - Bailey Chambers introduces Joel Robertson-Taylor, prospective board member. Chambers recommends he be nominated as student representative for now, and community representative when he is finished classes.
  - Hannah Celinski has expressed interest in becoming a faculty representative.

- Gurleen Kaler motions to approve appointing Joel Robertson-Taylor as a board member, Navpreet Singh seconds.
- Jessica Gill motions to approve appointing Hannah Celinski as a board member, Gurleen Kaler seconds.

## 6. Reports

### 6a. Executive Editor's report

- Involvement: U-Join and New Student Orientation (NSO) tables
- Increase in professor engagement; fair number of students approaching The Cascade
- More contributors than last year, particularly in Features and News
  - Unclear if this is because of U-Join/NSO or a changing student body
- Two new Social Media writers
  - Increase in engagement on Facebook, decrease in engagement on Instagram
  - Considering moving to Twitter
- Full team except for Jr. News, although a new News Editor is desired as Jessica Barclay is doing this role on top of Executive Editor
- Pretty much entirely new editorial staff from the Summer.
- New Retro column, which has been popular.
- Now have Sports Editor, so there has been an increased Sports section.
  - Hoping to get into video content for Sports.

Sunny Cheema motions to approve report, Gurleen Kaler seconds.

Navpreet Singh raises discussion on Executive Editor's report: Is The Cascade leaving Instagram to move to Twitter?

- Jessica Barclay responds The Cascade will not be leaving Instagram.
- Navpreet Singh points out that the majority of UFV students do not have Twitter; how will we get followers?
- Joel Robertson-Taylor explains the history of The Cascade's previous Twitter involvement.
- Jessica Barclay highlights that on Facebook and Twitter, articles can be linked to directly, whereas on Instagram, they cannot.
- Navpreet Singh recommends changing the bio in the Instagram account to the article being highlighted.

### 6b. Managing Editor's report

- No Human Resources issues.
- New hire for new reduced load staff writer contract.
- Positions full except for Jr. News Editor.
- Brand new editors this semester in Sports, Arts, and Culture.
- Team building activity last week: Corn Maze.

Navpreet Singh motions to approve report, Gurleen Kaler seconds.

### 6c. Creative Director's report

- New snapshot illustrator.
- Production Assistant will be resigning.
- Cover Illustrator has quit.

Sunny Cheema motions to approve report, Navpreet Singh seconds.

#### 6d. Business Manager's report

- Monthly comparison of September 2018 and September 2019.

Question from Jessica Gill: how frequently do pay rates change? Per year?

No, only when the CJS Board votes to change pay rates, The only change has been the 10% increase earlier this year.

Joel Robertson-Taylor motions to approve report, Sunny Cheema seconds.

### 7. Special Business

#### 7.1 New contract: Graphic Illustrator

- Cascade Executives seeking recommendation on pay rate.

Question from Bailey Chambers: What kind of work will they do and how much time does it take?

Question from Joel Robertson-Taylor: What can we afford to pay them?

- Multimedia Editor's rate of pay was \$175 per issue, Cover Illustrator's rate of pay was \$70 per issue. The new Graphic Illustrator position will be combining these two roles into one smaller contract. Mikaela Collins is doing many of the Multimedia Editor's responsibilities in her role as Creative Director.

Joel Robertson-Taylor suggests a ranged rate of pay.

Bailey Chambers proposes motion to approve contract's rate of pay as \$100–200 per issue, at Executive Editor's discretion.

Joel Robertson-Taylor motions, Sunny Cheema seconds.

Question from Navpreet Singh: What is it that the Graphic Illustrator would be doing?

Jessica Gill suggests that within this pay range, the Board sets a pay recommendation of \$100–150.

Sunny Cheema recommends tabling the range discussion for two months, when the Board has seen the work.

Bailey Chambers suggests tabling for the next CJS Board meeting in November.

Bailey Chambers proposes motion to put the rate of pay at \$100–150 to be reviewed at November meeting. Gurleen Kaler motions, Sunny Cheema seconds.

- Navpreet Singh opposes, stating that the starting rate should be \$150.

Amendment to motion proposed: rate of pay ranging \$100–200, with recommendation of not surpassing \$150, to be revisited in November.

Gurleen Kaler motions, Jessica Gill seconds.

Motion restated: Approve contract with stated range of \$100–200 rate of pay per issue, with recommendation of \$150 maximum, to be revisited in the New Year.

Gurleen Kaler motions, and Joel Robertson-Taylor seconds.

Motion approved.

### 8. In Camera

#### 8.1 Memorandum of Understanding

- Agreement with university of how The Cascade can use their space. The memorandum has expired.

- Bailey Chambers states that technically Board members do not get discounted parking and priority registration, but that it has never been a problem in the past.
- Joel Roberston-Taylor recommends not signing the memorandum as is, but to negotiate terms. According to Robertson-Taylor, CIVL negotiated and reaped benefits.
- Joel Roberston-Taylor recommends sending the memorandum to him to look through before signing.

Motion to table discussion and have everyone review the Memorandum of Understanding.  
 Motioned by Joel Robertson-Taylor, seconded by Sunny Cheema.

#### 8.2 Wage Increase

- New Digital Media Manager, at the time she was hired, asked for a raise. Currently, her rate of pay is \$175 per issue.

Question from Joel Roberston-Taylor: Does she deserve more, will she leave if she doesn't get a raise, and can we afford to pay her more?

Jessica Barclay: Yes, she deserves more. There has been more work than expected: we have two new social media writers that need more management and more journalism training than anticipated.

Barclay recommends \$10 raise.

Question from Sunny Cheema: When was the pay last raised?

With the 10% increase.

Motion to approve raise of \$10 per issue for the Digital Media Manager. Motioned by Gurleen Kaler, seconded by Jessica Gill.

#### 9. Adjournment.

- Meeting is adjourned at 7:03 p.m.