

the **CASCADE**

CJS Board Minutes
Tuesday, February 11, 2020
1:00 p.m.
Room S2111

Meeting called to order 1:09 p.m.
Meeting chaired by Bailey Chambers, CJS president
Minutes recorded by Nadia Tudhope, Managing Editor

In Attendance

Jessica Barclay
Mikaela Collins
Nadia Tudhope
Aneesha Naraang
Bailey Chambers
Gurleen Kaler
Jessica Gill
Navpreet Singh
Elyssa English
Hannah Celinski
Joel Robertston-Taylor
James Tait

[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. Jessica Barclay offers amendment to put reports before in-camera, and for Business Manager report to be first.
3. Gurleen motions to approve the agenda, Jessica Gill seconds.
4. Regular Business
 - Joel Robertson-Taylor has been added to CIVL board, and is their president, and that goes against our bylaws, so he has been removed. As well, Angelo has graduated as of last semester.

Gurleen motions to approve removal, Navpreet seconds.

- Discussion of bylaws
 - i. Use of office space and board members using it: come up with agreement together of how to behave and how to use the space, and consequences for if this agreement is broken. Potentially, individual board member no longer privileged to use the space, or board members using it altogether. Important to remember Board members are third parties to *The Cascade*.
 - ii. Jessica Barclay: exception for Production Room: only for contractors, and Production Manager has right to remove people from that space.
 - iii. Contractors have right to remove Board members from office space. Contractors personal use does come before Board volunteers.
 - iv. Exception for Boardroom itself, as it can be booked by students.
 - v. Noise and interactions for Boardroom space: if the space is booked by student group, certain level of noise is expected. Be respectful while using this, but this is the room you can be noisy.
 - vi. How to deal with butting heads between students booking space and contractor: if people generally using space, and there's conflict, they should leave and contact and Executive to use it. If they have booked the space, more right to it; Executives will deal with it.
 - vii. If Board members not using space respectively, should it be separate removals, or whole Board loses privilege? Separate.
 - viii. These are guidelines so that in the future there are no issues. This is actually the staff members' area.
- Things talked about in this room need to stay between us, especially In Camera items.

Hannah: Is confidentiality part of the agreements?

Bailey: Yes.

Joel Robertson-Taylor arrives.

Gurleen motions to approve new agreements, Navpreet seconds.

5. Business Manager Report — In Camera, so Elyssa and Joel must leave.

Joel contests this as not In Camera. Bailey conclusion: General finances not In Camera, but contracts are. All financials gone over in AGM, which are public.

Elyssa returns.

- Overview: Monthly revenue and expenditures from Nov 2019- Jan 2020.

- November has 4 issues, December had Zine, and January had 4 issues.

James Tait arrives.

- General reserve = Adobe licensing fees.
- Conference for \$3,500.

Bailey: “What’s the conference for?” NASH, in January.

- December we just had Zine, which has fewer paid contractors, but inconsistent invoicing means still significant payroll for December.
- No advertising in December bc no paper being produced.
- Have to remember when people invoice, it does take 2-3 weeks for them to get paid.
- January: Printing in office is leased, so \$21.88 is the cost for ink for in-office printer.
- Membership fees for CUP.

Bailey: “How are we doing as far as funds in our account?” (can see revenue but not funds).

Aneesha: I think 80,000.

Joel: Are you on-track to maintain that \$20,000 carryover?

Aneesha: Right now we have \$3,789.27, but going into April we might get big payment.

Joel: A couple AGMs ago, wanted float of about \$20,000.

Jess: We’ve been well within the budget. We’ve been extremely reasonable with our spending this year.

Gurleen motions to approve report, JG seconds.

Aneesha brings up that before she leaves, Sunny has been nominated for Treasurer and has verbally accepted the position.

Bailey wants to vote in.

Gurleen motions to approve, JG seconds.

5b. Executive Editor’s report

- We’ve been trying to engage w students more, so Jess has a bunch of agreements w prof that students write assignments for paper. If they get published, they get 100% and obviously we don’t grade bc unethical, but we’ll give reasons why or why not accepted. Has increased attendance at pitch meetings. Profs engaged and excited to work w.
- Had Editorial team doing pitches to classes, esp Chandy. Lots of new sign ups to contributor list.

- Transitional planning and documents. Has been virtually nonexistent over last little while. Working on Executive Team having folder for projects, budgets, etc.

Bailey: “SO the next generation can follow us and learn from our mistakes”

- Also working on Editorial Board having documents so it’s not just verbal training. I think it’s really essential to require that.
- Lots of editorial board leaving over summer, so planning who will be jumping into those roles (e.g. Managing Editor, Executive Editor).

Gurleen motions to approve, Navpreet seconds.

5c. Creative Director

- Skeleton crew on Multimedia side of things. Lost Production Assistant, who did Feature design, so lost major presence.
- Looking for Graphic Designer, contract approved here.
- Recently hired new Social Media Coordinator. Very passionate, lots of ideas. Taken to it very well.
- Developing illustrators. Arts editor v into video content, she’s been working w David to create.

Navpreet motions to approve, Gurleen seconds.

5d. ME report

- Staff writers
- Jr News

Joel: “How was NASH?”

Nadia: Very good, we all went to lots of workshops, and cool to see how it influenced their pitches from workshops they loved (e.g. Darien)

Jess: those that went to NASH have really stepped up and out of their comfort zone, lots of interviews. Adding lots of angles to articles, pushing further.

Mikaela: Emilia Fart article, Chandy reached out for quotes.

Navpreet motions to approve, James seconds.

Jessica Gill has to leave.

Bailey: In Camera.

Joel: I would like to argue that neither of these items should be In Camera.

- Had “legacy knowledge” of Creative Director contract.

Would need to be approved by Board for outsider to view. We’re dealing with the non-approval of the Creative Director contract of the Board previously.

Joel: I requested the CD do review of herself, and bc duties not being fulfilled yet contract rate still being paid. Wants payment looked at.

Jessica: It's a high conflict of interest. (Bailey agrees, esp. Bc payment).

Joel argues he does not have conflict of interest re: being on another board, and that we have to be careful with what we use In Camera for.

Mikaela: What the position is to the institution now vs what it was very different.

Joel: It was EE cut in half, so would have to look at reallocating duties to EE, and payment.

Mikaela: New contract is now more in line w it being EE cut in half, more managerial duties.

Bailey: I think I'd like just an In Camera moment to discuss if there should be outsider perspective.

In Camera

Interlude for Bailey Chambers tell guests what we have decided. Terms accepted by Joel Robertson-Taylor.

MOA

- Bailey: So last time we discussed the MOA, basically what we're asking from UFV as an organization. We're being very nice, bc there's a few things they haven't been doing. Asking for priority reg for CJS Board, because we have been getting it, but it's not technically part of the MOA.
- We want to add parking passes for everyone (at half price), bc there's a limit, but they have just been giving it to everyone.
- Navpreet: the peer tutors all get them.
- Bailey: Asking for scholarships/bursaries for Executives and COnttractors. And one free class for Executives, of which there are four.
- Jess: I want to put a limit on that of two, because we don't want people overstaying welcome.
- One free class per semester. Then people who are needed to stay and are just taking one class to continue to work here don't have to pay for it.
- Jess: Because that's what I've been doing, just taking one class to stay, but out of my own pocket. I should have graduated one and a half years ago.
- Jess: Sue requested we add that high school students taking dual-credit programming not be deemed a student of UFV for purposes of participant in Cascade fees. Won't really effect us.
- Bailey: interest paid to CJS is supposed to be paid at prime less 1.75% of fees held by UFV for us, but they have not been paid--at all or?
- Jess: Quintin and Joel not sure when it was paid last.
- Bailey: Not sure how much back pay they'll give us, and last Board missed this.
- Bailey: ANything people don't want on there or to add?
- Navpreet: The interest we'll get back, will that go on the bank or?

- Bailey: Probably in the bank. Technically we're a nonpofit, so we have to use it. Will go in usual account and be used for contracts or Zines.
- Jess: If it's a ncie chunk, maybe we'll do a workshop w speakers for everyone or smth.
- Bailey: I think it'd be really nice to engage more w our student population, bc lots surprised we have a paper.

Gurleen motions to approve points for MOA we'll meet w Sue and discuss, James seconds.

Bailey: Anything else to add?

Jess: Any expenses *The Cascade* is making over \$200 or so, we'll bring to you. That hasn't been done in the past.

Bailey: Yes, there needs to be a little more feedback from the Board.

--discussion point for next Board meeting or meeting after.

Meeting adjourned 2:15 p.m.