

# the CASCADE

**CJS Board Minutes**  
**Monday, April. 1st, 2024**  
**6:00 p.m.**  
via [Google Meets](#)

Meeting called to order 6:12PM

Meeting chaired by Kellyn

Minutes recorded by Gabriela

**In Attendance:** Kellyn, Marie-Ange Routier, Krrish Seth, Gurleen Kaler, Chandy, Brad, Gabriela, Kat.

**1. Kellyn calls the meeting to order.**

**2. Approval of [Agenda](#)**

- *Motion to approve: Approved by Chandy. Seconded by Gurleen.*

**3. Approval of [Minutes](#)**

- *Motion to approve: Approved by Chandy. Seconded by Marie Ange.*
- Gurleen motions to amend the agenda to add a topic to special business *Seconded by Marie Ange.*

**4. Reports**

4a. Executive Editor Report: *no report*

4b. Creative Director Report:

Q-Chandi: asked for explanation on Racks

*Motion to Approve: Approved by Marie-Ange. Seconded by Gurleen.*

4c. Managing Editor Report:

Q-Chandy: Do we post a forecast anymore?

Marie-Ange: we do it annually, and next meeting I will share the update , or do you mean monthly?

Chandy, previously we used to see a monthly forecast on what is currently looking like.

Marie-Ange shared her [spreadsheet](#).: It's been hard for her to fill February and March because of her in Taiwan at the moment and getting someone who access our computer, we will have it updated on our next meeting

Chandy, offer advice on other options to safely access The Cascade computer

Marie-Ange, due to UFV policies we can't have exterior access, but they will be taking in consideration

Q- Gurleen: In January's meeting minutes contracts and wage changes were approved, is this spreadsheet updated with those changes?

Marie-Ange: not for the projection, I looked at the previous years, and made an estimate, because last year we had a magazine and this year we no longer have it and changed our printing schedule, trying to balance an approximation was more challenging.

Q- Kelly,\$ 3000 budgeted for training and workshop, and what is that for?

Marie-Ange: it was for the previous year for NASH, it was done by the previous managing director in October. Last year we sent 9 people this year we sent 3.

Q-Gurleen What is the printing schedule? Are we still biweekly?

Marie-Ange: Has been change to monthly

Q-Kelly, are there any plans to go back to biweekly?

Marie-Ange, that is the goal but because we had a very rough year it has been very hard to be able to deliver, we had a high rotation of staff. In the next meeting we will present the summer semester printing schedules. We are trying our best to deal with challenges that are coming.

Q-Gurleen: Was the board presented the updated contracts and budget when it was approved in January?

Marie-Ange: - Yes, we presented the budget, printed schedules, and they approved it.

Q-Kellyn: Was I in that meeting?

Marie-Ange: Yes, The contracts were presented, as well as the changes in that meeting. As a previous contractor-member of The cascade, you were excited to see the wages were increased.

Q-Gurleen: Okay, would we be able to see the contracts? There are no meeting minutes with the details.

Marie-Ange: Yes,

Brad, shared [spreadsheet](#)

Q-Kellyn, what editorial roles were updated?

Marie-Ange, detailed the changes made from prev wages to current ones, role by role.

Kellyn: Why the arts editor did not had a raise?

Brad: that one was not updated, it was not adjusted because Gainna was struggling with the amount of articles going to that section, first she had to focus on writing one article, and limiting her section to have 3 articles. We scaled the section for her. We didn't touched sports, because Teryn was leaving and we were trying to hiring someone new meantime we figure out who we were hiring

N-Kellyng, as a side note, As a student the sports editor is doing a great job, I'm happy to see there is someone good in the position.

Brad, agreed.

Q Gurleen - How was it decided which positions increased and by how much?

Marie Ange: Most of the wages where increased on editorial and staff writers, we did the change based on inflation, work demanding, and for executive team, we looked at the workload, considering we have a constant workload, more when printing, but still work when we are not close to print, we adjusted the wage of what is was 6 issues to the 4 that we are printing now.

Q- Gurleen: How come community engagement increased by \$300?

Brad: the role expanded, and the change in how we were billing. because the issue does not affect the workload of the community engagement as the work is ongoing, to reflect the same wage they will get with 6 issues, compared to 4.

Q-Gurleen, requested access to the contracts

*Motion to Approve:*

*Approved by Marie-Ange. Seconded by Chandy.*

4d. Business Manager Report: No report

## **5. Regular Business (Non)**

## **6. Special Business**

*Motion to approve:*

Managing editor email

*Approved by Gurleen. Seconded by Kat*

Q-Chandy: should this be done in camera?

Kellyn: because I don't think we should get into private details, this will not be a problem to discuss it publicly.

By Gurleen *Motion to approve:* I motion to move this to in-camera?

*Approved by Chandy, seconded by Gurleen*

*Motion to approve:*

To go back on minutes, *Approved by Kellyn, seconded by Gurleen*

The board requested Brad to leave the meeting, Brad stepped out of the meeting.

*Vote open by Kellyn:*

We are voting, the termination of managing editor contrat Jayden due to her cited violations and failed in her capacity role of managing editor, the specific violations are copy pasted by Kelly.

Kellyn message: Article 4 in our Office Code of Conduct. We've also received reports that you were discussing this issue and breaching the privacy of the implicated individual with members of staff and the Board which violates Office Code of Conduct article 2.2 subsections B, and C, Article 3.1 subsection B parts 9 and 10 (characterized with roman numerals "ix" and "x" respectively), Article 4.1 subsection B part 4 (characterized with roman numeral "iv"), and Article 4.3

Q- Chandy, is this temporary or permanent?

Kellyn: because she created a toxic environment, I think the individual should not be able to re apply, due to fostering a hostile environment to another staff member.

Q-Marie-Ange: Even before the board email, Jayden sent an email to the staff promoting gossip and a toxic environment even before the non-complaint was sent to the board. Email calling to seek advice from her instead of a middle aged man.

Gurleen Kaler: I agree with that email not being appropriate and creating a sketch work environment. Not fair for any staff member

Kat M.: Yes, and without having been given an official complaint, it seems like a reasonable conclusion.

*Motion open to approve by Kellyn:*

Jayden can no longer be back as a staff member of The Cascade, be allowed in the office, events, participate on AGM, EGM, the board, as well as part of the cascade society, revoking her membership and terminating her contract permanently.

*Vote for Yes:* Kellyn, Marie-Ange, Gurleen, Chandy, Kat, Gabriela.

Kellyn: By Monday April 1st year 2024 7:34 PM Jayden has been terminated, is no longer a member, can no longer be rehired, allowed on the office, cascade events, or any board meetings.

Brad was back to the meeting - 7:36 PM

Kellyn, whenever Jayden wants to meet with her academic advisor, he wants to have an executive as well as another board member with him for transparency.

Kellyn, when the email was sent and the leak happened, on previous times the executives were not part of the CJS group email, on the bylaws there's no place it says an executive member should be included. I would like to clarify that. For me personally I think it would be worth having a discussion on having only the executive members that are connected to the board on the email and potentially adding language to our bylaws to make it more clear.

Chandy, I'm fine having separate emails, one with executives and another one without executives. I'm ready to vote on that.

Marie-Ange: , I am not sure when it was written exactly, there's a document called "A brief guide into being into the cascade journalism society board of directors" it says what the board is composed of. (Marie-Ange expands on the list of members)

Chandy: only the abcd are required

Kellyn :I think what I'm suggesting personally, is that in the setting when someone emails to CJS bard will go to the current board as well as the two no voting members of the CJS board members, for lack of transparency, I don't think it should go to the entire executive time as the entire executive team is not on the board. ANd that's kinda my stands in this issue

Gabriela, because of the situation we have right now, that there's no managing editor at the moment, then...

Marie-Ange: It would be me

Kellyn: We can add language, that in the event the managing editor it's not present or can not fill their duties will be informed, and the managing editor would be automatically tagged.

Gabriela, Same as EiC, having a backup for either.

Kellyn: Yea, of course

Chandy: My only concern with that is that whoever sends out the emails, has to remember that the creative director and business manager have to be manually included or tagged, because we will need the agenda and be on the meetings.

Kellyn, theoretically we don't have to vote on it right now, we can do more research, bring it up on the background, have a more concrete plan but I think it was worth bringing it up.

Marie-Ange: I can take on the position because it is on my contract or training manual, that I am supposed to organize the meetings. So we can do EiC and manage for the moment.

Elly: Personally I think that is uncontroversial.

Chandy, I agree it will be good to bring it to the next meeting.

Brad- I have no idea when that change went in, when I took for Kate that summer it was already like this. Realistically, a delicate/sensitive situation should go to only one person and not the entire board, I'm fine with the board decision, but not sure what the benefit out of it. The creative director, for example, as its the odd person out in this situation, is not gonna be prior to, because they are ont he board meeting too, has access to reports, and all that kind of stuff.

Kellyn: For me personally, so much of the stress as much as the stress, as the lack of clarity on certain things, where certain language and action being on the bylaws or explicit language for that. My motivation to have language to cover, is in the event that we have someone who decides to go crazy, so we have everything all in aligned , potentially having any gaps or things that for interpretation could lead to a situation that none of us want. Have all things written and that there is no game of telephone, or things to be misunderstood

Marie-Ange: Do we have a book of motions?

Kellyn, that was something I wanted to bring up, to have a shared google doc with all our government documentation, kinda just like contracts, paid race, for transparency on financial matters and governance if anything happened. Someone could or board can refer to.

Brad, because en executive has to be on the board, and if I'm not there someone else will cover for me, that person has access to all the contract information, to the spreadsheets, and more, you do want some partition because board members are not contracted, you don't want to open it up to everybody without any princess first. But there's always an executive tied to the board that can access all that stuff .

Kellyn, Sure, maybe for the time being I just wanted to bring it to our mind, and maybe for our next meeting we can added to the special business, in that time prepare our thoughts a little better, make some motion by that time.

Marie-Ange: I can added to the agenda for our next board meeting.

## **7. Adjournment**

Called by Kellyn seconded by Gurleen to adjourn the meeting.

Marie-Ange calls this meeting to adjournment at 7:52 p.m.