

the CASCADE

CJS Board Minutes
Monday, April 12, 2021
7:00 p.m.
via Google Meet

Meeting called to order 7:11 p.m.

Meeting chaired by Sunny Cheema, CJS President

Minutes recorded by Jessica Gill, Secretary

In Attendance

Sunny Cheema

Mikaela Collins

Chandy Dancey

Gurkirat Singh

Aneesha Naraang

Gurleen Kaler

Hannah Celinski

Jessica Gill

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

1. Sunny Cheema calls the meeting to order.

2. Approval of Agenda

- *Motion to approve: Hannah Celinski, Second: Gurkirat Singh*

3. Approval of Minutes

- *Motion to approve: Gurleen Kaler, Hannah Celinski*

4. Regular Business

- Reports

4a. Executive Editor Report (Mikaela Collins):

According to Mikaela, the semester end has gone smoothly. However, for summer (May-July) a bi-weekly schedule may be assumed. In fall, university is expected to happen in class, and in these circumstances the Cascade will return to a print format. However, a smaller number of prints will be ordered as less traffic is expected on campus. Biweekly printing is expected to be helpful in terms of story collection, but Sunny Cheema asks for the biweekly timing structure to be revisited in December 2021.

Motion to approve: Jessica Barclay, Second: Gurleen Kaler

4b. Creative Director Report:

Presented by Mikaela Collins with permission from Elyssa English who could not be present. Website redesign and backend organization are underway. This is being done to get more readers. Social media giveaways are also taking place to increase visibility.

Motion to approve: Gurkirat Singh, Second: Hannah Celinski

4c. Managing Editor Report (Chandy Dancey):

As per the previous meeting, Shara Amhed's contract has not been renewed. Staff members have not been fulfilling all required duties and they were made aware of this. Kristina (art editor) and Selena (illustrator) in particular were told about these issues leading to resignations. Karisa, the current opinions editor, has also taken on responsibilities as the art editor. Staff editor writing applications and hiring is in progress and most current staff are staying on.

Motion to Approve: Hannah Celinski, Second: Jessica Gill

4d. Business Manager Report (Aneesha Narang):

The previous year budget has been compared to the current budget, with contract pay increases factored in. As of right now, the following are important numbers: Income: \$161,224.31, Less:

Expenses: (\$90,766.56), Total Revenue less Expenses: \$61,457.75. Notably, in previous years Total Revenue less Expenses is estimated to be around or less than \$10,000.

The budget for the current year is \$4735. COnttractors are expected to receive more pay. Mikaela mentions that this will empower them to push their writing standards higher while being able to balance their responsibilities at the Cascade with their other obligations. This will result in elevated content from giving people more time to to develop stores through proper wages.Changes may be made as timing structure changes of newspaper (from bi weekly to weekly).

Other notable points from the financial statements are:

1. contracts are largest portion of expenses
2. printing expenses start in September
3. estimates were used for certain areas (ex: supplies, organizational events)

Sunny Cheema points out that contract changes must be done with Board approval and that the Cascade is nearly breaking even so they must proceed and consider the next 2-3 years carefully. It would be ideal to send changes to Board members in order to prepare a tentative agreement which can be finalized or revisited during the May CJS Board Meeting. Restructuring decisions will be discussed through-out the summer. Sunny stresses that no big changes to contracts and time structures can be made without the Board's approval.

Some details about the contracts include: there are 4 executives at a \$330/issue pay level. Various pay levels exist for editorial, writing, production, media and community related roles. There appears to a be a need to change (increase) pay levels to better reflect the amount of work being completed.

Motion to Approve: Gurleen Kaler, Second: Hannah Celinski

5. Special Business

5a. Surplus Allocation Committee

With the surplus, the following changes were made: The Cascade website was redone, new computer bought for production, 2 broken keyboards were replaced, merchandise such as t-shirts, totes and stickers was ordered, CP books ordered (guide for writing)- 10 brand new copies, spelling guides, and promotions through social media took place.

Discussion: no motion needed.

In-Camera Agenda:

Remove section 7 from the Agenda.

Motion to Approve: Sunny Cheema, Second: Hannah Celinski

4. Adjournment

Sunny Cheema calls this meeting to adjournment at 8:11 pm.