

the CASCADE

CJS Board Minutes
Monday, April 18, 2022
7:00 p.m.
via [Google Meets](#)

Meeting called to order 7:04 pm

Meeting chaired by Gurleen Kaler

Minutes recorded by Sydney Marchand

In Attendance

Hannah Celinski

Andrea Sadowski

Sydney Marchand

Ansh Seth

Kat M.

Gurleen Kaler

Elyssa English

Tak Bassi

(10 members; quorum is 5)

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

1. Meeting called to order by at 7:04 p.m.

2. Approval of Agenda

- *Motion to approve: Hannah Second: Kat*

3. Approval of [Minutes](#)

- *Motion to approve: Hannah Second: Ansh*
- *Any objections?*

4. Regular Business

- Reports

- 4a. Executive Editor Report (Andrea Sadowski):

- Doing a lot of putting out fires and filling in roles
- Finalized the Zine, Coffee with the Cascade and Zine Launch party
- Doing lots of business manager duties

Zine Presentaion to board:

- Paid contributors for the first time, 17 brand new contributors!
- Lots of visuals, lots of interesting artwork
- There was a really pixelated photo, in the future make sure we have a minimum image resolution
- Forgot a land acknowledgment
- Expensive, but it was very large
- Thinking of possible themes for the fall issue

Motion to approve: Hannah

Second: Kat

- 4b. Creative Director Report (Elyssa English):

- Zine went well! So many submissions. Very encouraging to see new contributors. Planning to stick to a theme for further Zine's to help with submission focuses
- Still training the production assistant to take over the management position. Hoping for mid summer for him to take over the position
- Putting together a guide for the production manager position for future trainees

Motion to Approve: Hannah

Second: Kat

- 4c. Managing Editor Report (Sydney Marchand):

- Haven't hired any new staff since our last meeting a couple of weeks ago. Training to get everyone ready for the semester.

- We have had a lot of contributors interested in writing for us and so we have a few new names signed up already for articles. Credit a lot of this to our advertising but also how well the Zine went. Lots of people were so interested in the production of the Zine and so we have lots of new faces.
- Culture editor is taking the summer off, so moved up one of our staff writers into that role to get some training and then in the Fall, she will be our permanent Opinion editor.
- The office of Registrar has been in contact with her proposing a CJS fee increase for students. They only gave us a week to come up with a presentation, and since this would be a business manager's duty, we are trying to put things together quickly. Got an extension until mid-may and so will be working on putting together a proposal for UFV's fee committee to review. Having a fee increase would really help pay for the regular contractor fees and the thicker papers we have been producing. With lots of interested writers, it means larger papers are being produced which obviously means they are getting more expensive.
- For the summer, have a giveaway a few times over the course of the summer semester through our social media accounts to up our followers and online engagement. With the giftcards Andrea has bought or will be buying, plans to make up some cute little merch baskets to promote giveaways and engagement.
- bought some new office furniture.
- working with Laura and Elyssa to get a portfolio of photos printed and framed so we can put them around the office.
- Contracts are sent out.

Motion to Approve: Hannah

Second: Tak

4d. Business Manager Report (Tarini Sandhu):

- Tarini resigned, Andrea and Sydney are taking over for now.
- Made space for questions regarding Tarini's resignation email.

Andrea and Sydney present what they have been doing:

- Andrea is creating a new budget since a lot of the numbers were incorrect. Need access to the FAST network through UFV in order to put accurate numbers in
- Wants to get advertising that adds value to the student body (like a coupon or something)

- Will be making a projected budget for the summer and comparing it to other semesters and applying for a student fee increase
- All the jobs are posted on social media and posted in the office
- Making a new training manual so that new executives have adequate training and feel comfortable going into the role.

Motion to Approve: Hannah

Second: Tak

5. Special Business

Contributor conflict:

- Syd and Andrea met with a lawyer to discuss the conflict
- The lawyer explained that we must treat her like any other contributor and accept her work

Motion to approve: Hannah Second: Kat

MOA:

- Main change is the right to investigate is moved up to 1000 students
- A few changes noted throughout the doc

Motion to approve: Hannah Second: Kat

4. Adjournment

meeting adjourned at 7:57 p.m. by Gurleen Kaler