

the **CASCADE**

CJS Board Minutes
Thursday, Dec. 9 2021
4:00 p.m.
via [Google Meets](#)

Meeting called to order 4:10 p.m.

Meeting chaired by Gurleen

Minutes recorded by Chandy Dancey, Managing Editor (Andrea Sadowski, EIC)

In Attendance

Tyler Olsen

Gurleen Kaler

Jessica Gill

Hannah Celinski

Jessica Derksen

Amar Jethi

Tarini Sandhu

Andrea Sadowski

Elyssa English

Chandy Dancey

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

1. Gurleen calls the meeting to order.

2. Approval of Agenda

- *Motion to approve: Jessica Gill, Hannah Celinski*

3. Approval of [Minutes](#)

- *Motion to approve: Jessica Gill, Hannah Celinski*

4. Regular Business

- *Reports*

4a. Executive Editor Report (Andrea Sadowski):

- Involved in production and writing articles wherever necessary (write an average of 4 articles per issue)
- Took on half the position of News Editor with Chandy
- Wrote three features this semester and was highly involved in their layout and design
- Trying to start a podcast with Culture Editor to broadcast on CIVL
- Got training for becoming a CIVL volunteer from Aaron
- Want to hire a multimedia editor to take on the job of the podcast, as well as other video content for Youtube and our socials
- Organized and hosted Coffee with the Cascade (Nov.10) to increase student engagement
- Monthly check ins with the Canadian University Press (CUP) to connect with other EIC of university publications around the country
- Published the Zine with the help of Elyssa, Chandy, Darien, Brielle, Niusha, and all of the contributors
 - Zine launch party coming up on Monday, Dec. 13
- Resolved some conflict with a contributor, updated the Editorial Policy of our constitution as well as our Contributor contract to mitigate these issues in the future
- Planning for Winter 2022
 - Need to find successor
 - Plan out feature schedule for Winter, as I'll be taking on the role of Features editor until we hire a new one
 - Organize class presentations to recruit more people and let students know we exist
 - Increase our distribution around the community. It's discouraging to see how many papers come back. Going to do more outreach in the community to get our papers into relevant places and to move kiosks around campus to be more visible to students

Comment from Hannah: suggested we put kiosks in and around Abbotsford to make the paper available for the public to take. Can talk to the downtown business association for that. Suggests putting kiosks at Highstreet, Cineplex, Boardwalk, etc.

Motion to approve: Hannah Celinski

Second: Jessica Gill

4b. Creative Director Report:

- Pretty dramatic health situation is improving now
- Published the Zine, launch on Monday
- Shoutout to Illustrator Brielle who helped a lot with the Zine
- Illustrations/Visuals going well so far, losing an illustrator this semester
- Photographer working out well, getting stock photos, still need to work on integrating her into other sections
- Coming semester hoping to hire another production assistant to train into production manager role

Motion to Approve: Hannah Celinski

Second: Jessica Gill

4c. Managing Editor Report (Chandy Dancey):

Delivered by Elyssa English as Chandy's computer froze

Hired new Managing Editor, Opinion Editor, Sports editor, Arts editor, staff writer. Contributors are showing interest, and we'll approach them to apply for staff writer. Chandy will be graduating this semester, she's being replaced by Sydney, the current Opinion editor. Everyone has been trained.

Motion to Approve: Hannah Celinski

Second: Jess Barclay

4d. Business Manager Report (Tarini Sandhu):

She's feeling more comfortable in her position since starting this September.

She went over the budget, showing a forecasted budget with photography workshops, buying a fridge for the office. We will have a balance forward of 100,000 going into the new year.

Gurtaj, the distributor, has recommendations for changes to the distribution -- moving stacks closer to doors and parking meters to increase accessibility.

Chandy asked what will be done to bring down the balance forward from 100,000 to closer to 20,000 - 30,000.

We discussed investing more into the Zine and furniture. 2 Macbooks are not being used, will we need new screens. Elyssa will need a new screen for production. Gurleen suggested metal kiosks in public places. New newstands around campus. Increase the reach of the paper through social media, workshops, or events. Tarini suggested more of a “behind the scenes” photography for social media of us making the paper, distributing it.

Motion to Approve: Hannah Celinski

Second: Jess Barclay

5. Special Business

5a. Contracts - Changes (additions/deletions) were gone over with the CJS board for going bi-weekly to reflect how we can make a higher quality paper.

Motion to Approve: Hannah Celinski

Second: Jessica Barclay

5b. Editorial Policy changes - These additions are to create a solid foundation for what we will and won't publish or what will prevent a contributor from writing for the paper.

This will be discussed with the editorial board. Editorial board does not need to vote on this.

Contributor Agreement - A document that will be signed by contributors before they write for the newspaper. Andrea would like to change this so that contributors will need to sign.

The board voted on his matter. The agreement was adopted 6-0, 3 absent.

Discussion: no motion needed.

4. Adjournment

Gurleen Kaler calls this meeting to adjournment at 5:40 pm.