

the CASCADE

CJS Board Minutes
Monday, February 6, 2023
7:00 p.m.
via [Google Meets](#)

Meeting called to order

Meeting chaired by Jessica Gill

Minutes recorded by Kait Thompson

In Attendance

Public attendance:

(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 7:07 p.m.

2. Approval of Agenda

- *Motion to approve: Rashad Second: Gurleen*

3. Approval of [Minutes](#)

- *Motion to approve: Ashleigh Second: Rashad*
- *Any objections? See minutes from November meeting - CJS voted to approve amendments that cannot be voted on outside of an AGM. We will revisit in the next AGM. ([Link here](#))*

4. Regular Business

- Reports
 - 4a. Executive Editor Report (Brad Duncan):

Full Report Attached [HERE](#)

Main points:

- **Issues 31.01** Our first issue of the semester went quite smoothly.
- **31.02 and 31.03**, suffered from a lot of late submissions and poorly edited articles coming in from the sectional editors, which resulted in a number of articles being extensively edited in the short period before production or pushed. A large focus of the last Editorial Board meeting focused on submission timelines, editorial expectations, workload, and time management.
- **31.03**. An author's book title had a word dropped off the end and wasn't caught. The website was updated as soon as we were informed and a correction will be published in the next issue. It reinforces the need to have everyone in the process doing their due diligence.
- **Paying Contributors:** We are now paying contributors for their submissions, and are in the process of getting the word out via digital/print media.
- **The Cascade office** is in need of some supplies, materials, and could use a general sprucing up. I've begun consolidating an inventory of necessary supplies and equipment.

Motion to approve: Gurleen Second: Kat

Questions?

4b. Creative Director Report (Lindsey Roberts):

See Full Report [HERE](#)

4c. Managing Editor Report (Kait Thompson):

See full report [HERE](#)

- We have a workshop coming up this week where we hope to go over different style of writing/skills for new staff
- We hired a new Arts in Review Editor, Features Cover Illustrator, and Illustrator, and are in the process of hiring a new staff writer and potentially a trainee for Stephan to train as business manager.
- We are still looking for a Features editor, and I have started the process of re-writing the contracts for media editor and student engagement co-ordinator, hopefully in time for next CJS meeting in March.

4d. Business Manager Report (Stephan Saint Amour):

Full report [HERE](#).

- We were temporarily locked out of the FAST system, but we're back online now.

- Our income is staying in line with projected numbers, and our expenses are below budget due to positions that are currently sitting unfilled
- We are paying contributors \$20/articles for a maximum of 2 articles per issue - this reflects market demands, as we are currently cutting contributors at times due to a surplus
- We are having on going issues with people going unpaid for longer stretches of times than appropriate - we're staying in touch with accounts and trying to resolve the problem.
- We need to start planning for a referendum. At our current rate, we will only be able to operate until January 2025 at current operating levels

5. Special Business

4. Adjournment

meeting adjourned at 7:49pm