

the **CASCADE**

CJS Board Minutes
Sunday, Feb. 7, 2021
12:00 p.m.
via Google Meet

Meeting called to order 12:12 p.m.

Meeting chaired by Sunny Cheema, CJS President

Minutes recorded by Jessica Gill, Secretary

In Attendance

Jessica Barclay

Mikaela Collins

Sunny Cheema

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. Regular Business

○ Reports

2a. Executive Editor Report (Mikaela Collins):

Looking to hire web designer for website revamp with the pay of a regular editor, is also on the search for a residential journalism professor (will be reaching out to Rashad Mammadov), newspaper content is on track and everything is functioning as needed

Motion to approve: Gurkirat Singh, Second: Jessica Barclay

2b. Creative Director Report:

Presented by Mikaela Collins with permission from Elyssa English who could not be present. Issues remain the same as the January 2021 Board Meeting.

2c. Managing Editor Report (Chandy Dancey):

Currently in the process of hiring a new web editor/designer for a 3 months period. The potential web designer has a large amount of relevant experience and is willing to work at a reasonable rate of pay.

There is an opening for the copy editor position and an applicant will be interviewed within the next week. The applicant is an acquaintance of Mikaela Collins, however Mikaela has not been involved in the hiring process thus far and will not be involved in order to prevent any conflict of interest.

There has not been any updates from the graphic designer (Shara Hamed) despite Chandy Dancey reaching out multiple times. She is giving her 2 weeks to send an update regarding any work. If Chandy has not heard back from her in this time period, her contract will not be renewed as a result and she will no longer be considered an employee of the Cascade. Regarding this issue, Hannah Celinski recommends reaching out to the head of Graphic Design at UFV as the program has been looking to get more students involved within the community and with various publications.

Motion to Approve: Gurleen Kaler, Second: Jessica Barclay

2d. Business Manager Report (Aneesha Narang):

Aneesha Narang begins by discussing the surplus issues outlined in the January 2021 Board Meeting. The Surplus Allocation Committee discussed various methods to utilize the funds, including: allocating to social media, website redesign, and equipment.

The Cascade's accountant (Sam Webster) recommends spending mainly on equipment purchases, right now Aneesha approximates \$8000 will be required for equipment. Mikela Collins believes more may be needed as the suggested equipment, iMacs, tend to be expensive.

Aneesha also suggests an office area revamp (similar to those done during summers), but now it would make more financial sense to do any revamps before April.

As discussed in the January 2021 Board Meeting, further student/contractor training is still an option for use of the surplus. Each course is approximately \$600; Aneesha presents cost totals regarding offering 5-8 courses to students. This will be done over 2-3 years. However, after speaking to accounting/UFV finance, it is learned that students would have to pay for the courses, submit reimbursement requests to the Cascade, and then the Cascade would process each course as an expense receipt.

Chandy Dancey asks about the role that the accountant, Sam Webster, plays in the Cascade's decision making. Aneesha Narang clarifies that Sam Webster is responsible for the Cascade's year end financials. However, he also provides advice, "a second opinion", regarding financial steps the Cascade should take. Sam Webster currently recommends the Cascade should aim for a surplus of approximately \$25,000 as he believes this amount can be explained to the Canada Revenue Agency.

Mikaela Collins requests to be included in the next meeting between Aneesha Narang and Sam Webster.

Hannah Celinski recommends equipment for mobile journalism, due to the changing nature of journalism. However, Mikaela Collins notifies that the Cascade already has a camera kit.

Aneesha will be reevaluating costs associated with previous and new suggestions.

Hannah Celinski recommends investing into a high school program. She also recommends discussing this with Rashad Mammadov. Mikaela Collins notifies that the Cascade has had a similar program previously, but it did not draw attention. However, payment to the program's participants may invigorate interest.

The Cascade Board approves spending of \$8,000-\$10,000 for equipment, \$5,000 for website design and \$1,000 for social media purposes.

The Surplus Allocation Committee will keep discussing the allocation of the surplus; a final report is expected at the next meeting.

Motion to Approve: Jessica Barclay, Second: Gurleen Kaler

3. Amendment of Agenda:

Motion by Sunny Cheema to remove section 5 of the Agenda (In Camera).

Motion to Approve: Jessica Barclay, Second: Gurkirat Singh

4. Adjournment

Sunny Cheema calls this meeting to adjournment at 12:53 pm.