

the CASCADE

CJS Board Minutes
Friday, Jan. 5, 2024
3:00 p.m.
via [Google Meets](#)

Meeting called to order : 3:05 p.m.

Meeting chaired by Marie-Ange

Minutes recorded by Jayden Talvio

In Attendance: Jayden, Brad, Marie-Ange, Kellyn, Tyler, Gabriela, Ashleigh, Gurleen, Jessica

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

1. Marie-Ange calls the meeting to order.

2. Approval of Agenda

- *Motion to approve: Approved by Kellyn. Seconded by Ashleigh.*

3. Approval of [Minutes](#)

- *Motion to approve: Approved by Ashleigh. Seconded by Kellyn.*

4. Reports

4a. Executive Editor Report:

Motion to approve: Bylaws are up to date, plan to relieve staffing problems, plan on newsletter and how to boost its distribution, production streamlining changes with creative side, focus on treating the website as a more dynamic program. *Approved by Ashleigh. Seconded by Kellyn.*

4b. Creative Director Report:

Motion to Approve: New logo and merchandise. Updating certain roles, such as the Production Assistant, to take on a more active role as a Web Designer. Expanding digital reach. Creating reels. Production Assistant to have a bigger role in website development. Updating social media calendar. Hiring for Illustrator and Cover/Feature Illustrator roles. Tips and tricks included for photographers.

Approved by Jessica. Seconded by Kellyn.

4c. Managing Editor Report:

Motion to Approve:

Hiring/Training/Staffing:

- Emmaline is back as Opinion Editor after a hiatus
- Kiara moved from Opinion to Culture
- We are hiring for Junior News Editor and Sports Editor, as Teryn has left the position for study abroad.
- This is Aasha's last semester as Copy Editor, so we'll need to start looking for a replacement relatively soon so that we can factor in training.

Upcoming Workshops and events:

- We are in communication with Andrea Sadowski, previous Executive Editor at *The Cascade*. She is interested in hosting writing workshops with us.

Approved by Kellyn. Seconded by Ashleigh.

4d. Business Manager Report:

Motion to Approve: Surplus amount. T4 concerns. Would like permission to recycle old computers and other machines in the storage room. Late for AGM report — won't be an issue unless we're late again next year (2 years in a row). Needs a current list of directors to send in the report. Would like to present an EGM motion proposal. CUP fees: paid. NASH in Feb. – executives Brad, Jayden, and Gabriela are attending.

Approved by Kellyn. Seconded by Ashleigh.

5. Regular Business

Motion to Approve: production schedule: Jan. 31, Feb. 28, March 27, May 1. Added an extra week to production to account for finals (from Mar. 27 to May 1).

Approved by Kellyn. Seconded by Ashleigh.

Motion to Approve: Contract changes.

Approved by Kellyn. Seconded by Ashleigh.

Motion to Approve: Wage changes depending on workload of position.

Approved by Kellyn. Seconded by Ashleigh.

Motion to Approve: Recycle old machines.

- Ashleigh asked if we can give old machines away instead of recycling them. Marie-Ange responded that she is concerned about the archived material on old machines.
- Kellyn offered to take some old furniture if need be.

Approved by Kellyn. Seconded by Gurleen.

6. Special Business

Motion to Approve:

- Gurleen has stepped down and Tyler will step down shortly.
- Brad said that Chandy is interested in replacing Tyler, and we'll need a vote before that can happen. Three Board members haven't been fulfilling their duties and may need to be replaced.
- Marie-Ange removed the three Board members who haven't been fulfilling their duties.
- Open Board positions are Vice President, President, Secretary, and Treasurer.
 - Kellyn applied to be President. *Approved by Jessica. Seconded by Tyler.*
- Tyler thinks it might be worth using Facebook ads to get newsletter out, or "boots on the ground" method.
 - Jessica applied to be Treasurer. *Approved by Tyler. Seconded by Kellyn.*
- Kellyn said the Managing Editor can act as Secretary, or is the Secretary ("I could be wrong on that"). Brad said the Managing Editor is the Secretary.
- Marie-Ange's non-student motion is to be presented at EGM. (Does not require approval today).

- Kellyn in support of motion. Tyler said other university newspapers have similar policies.
- EGM to be scheduled from 3-5 p.m. on Feb. 21. Recommended by Jessica. *Seconded by 4* people (motion passes).

7. Adjournment

Marie-Ange calls this meeting to adjournment at 4:16 p.m.