

the CASCADE

CJS Board Minutes
Tuesday, July 2, 2024
6:00 p.m.
via [Google Meets](#)

Meeting called to order at 6:01 p.m.

Meeting chaired by Marie-Ange

Minutes recorded by Catherine

In Attendance

Marie-Ange, Kiara, Catherine, Krrish, Kat, Ashleigh, Kellyn, Jessica, Chandy

[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: Kiara, seconded by Kellyn, motion passes*

3. Approval of [Minutes](#)

- *Motion to approve: Kiara, Seconded by Kellyn, motion passes*

4. Regular Business

- Reports

4a. Executive Editor Report: presented by Kiara

- 32.06 first issue with two new execs (Cat & Kiara)
- Arts & opinion editors inactive
- Letter to the editor: decided not to run after concerns of safety. Wrote an editorial for pride month.
- EIC and managing starting to look at style guide; establishing Cascade house guidelines for appropriate terminologies.

- Paused printed events calendar—not enough events on campus. Still being posted online and will be printed in September.
- Wilson doing online events calendar.
- Cat followed up with Emmaline and Gianna re: inactivity. Gianna responded, Emmaline did not.
- Hired four new staff writers & one columnist, culture editor.
- Motion to update rate of pay for columnist; columnist wage has not been raised since 2022 (\$50 to \$75).
- Workshops: Brad holding staff writer workshop in mid to late July, and Brad working on series of workshops for sectional editors.

Questions

Kellyn: letter to the editor always published; does not reflect the Cascade personally or the author. Controversial takes contribute to discourse; need to be willing to receive viewpoints in return.

Kiara: prioritised contactor; we do not always publish letters to the editor.

Marie-Ange: past EIC received a letter to him that he decided not to publish. We do not publish if we feel it will add fuel to controversial fire/affect safety.

Kellyn: prioritising one cisgender person's safety over multiple transgender people's safety on campus. The writer consented to having the article read by everyone and having her name on it. Culture of unsafety for trans people on campus.

Ashleigh: asking for clarification on the article.

Marie-Ange: article was news, not opinion. The writer was worried people would think her mistake was her viewpoint.

Chandy: clarifying on Gianna and Emmaline's inactivity.

Kellyn: clarifying Gianna's inactivity & discipline.

Motion to approve: Ashleigh. Full report here.

Second: Chandy

Motion passes

4b. Creative Director Report: presented by Gabby

- In June Kellyn reported problem on website where code wasn't loading—was able to fix.
- Added form for people interested in working for the Cascade. Sent to managing editor.
- Wilson creates events and uploads after review. Has been doing a great job.
- Events calendar: added pitch meetings for wider public.
- Hiring: interviewed two photographers. Will hire one photographer and one social media creator (creating high quality content)
- We want to increase pay for photographers. We often use more than one photo, and would like to pay per event covered, rather than per photo. Photographer hasn't been modified since 2023. Considering the tasks, we're considering 60-70 per event.
- Staff movie list last issue; staff recs for places to visit this issue.
- Working on a new layout for columns to differentiate from other articles.

Questions

Ashleigh: editing photos takes time, but why pay per event, rather than per photo?

Chandy: photographers do flat fee or per photo (if editing).

Kiara: we don't know how many photos will be used per event. If they take 15 but we use 1, this way they're paid for all the work they do.

Motion to Approve: Chandy. Full report [here](#).

Second: Kat

Minority speak: Ashleigh: should be more fair and should be higher. (Motion will be discussed in regular business.)

Motion passes

4c. Managing Editor Report: presented by Catherine

Catherine is taking minutes. Read the full report below.

Motion to Approve: Jessica. Full report [here](#).

Second: Ashleigh

Motion

4d. Business Manager Report: presented by Marie-Ange

- Budget: under budget for April. Surplus: \$156400. (Same as last report—will update.)
- Meeting with UFV to review the past fiscal year this week.
- Everyone is being paid consistently, if not in a timely manner (finance department problems).
- Paid retainer for legal fees.
- Marie-Ange authorizer on CRA account? At limbo until the letter is sent.

Questions

Chandy: request sent by snail mail?

Marie-Ange: sent email instructing how to do it to Kellyn, Jessica, Rashad. Unsure if anyone sent it out. Snail mail request using SIN number and other personal information.

Jessica will send the letter.

Chandy: clarification on consistent but timely line (Marie-Ange explains finance/lateness).

Motion to Approve: Ashleigh. Full report here.

Second: Chandy

Motion passes

5. Regular Business

i. Columnist pay:

- Motion to change rate of pay from \$50 per issue to \$75

Motion to Approve: Kiara

Second: Ashleigh

Discussion

- Chandy: what are our costs going out? What's the average we're pulling out, cost per printing, cost per issue? Staff writer pay? (\$150)
- Marie-Ange: projected budget: budget calculated as if we had a full staff (we have not recently). Our share is determined by tuition (Sept. & Jan. is our huge influx). We are working at a deficit currently, but was expected. For contracted services: \$11,065. Are we planning on switching to 2 issues per month? Are we having ad revenue again? Are student newspaper fees going up?

- Chandy: thinking about if we're running at a surplus—may need to go to skeleton staff again one day. Request: come to meetings with spreadsheets on wage raises.
- Marie-Ange: we have one we can update and bring to the next meeting.
- Chandy: current budget is \$14.6 K if staffing is maxxed? (Marie-Ange: if we were publishing biweekly).

Upping columnist from \$50 to \$75 an issue: four votes in favour. Motion passes.

ii. Photographer pay:

- Discuss rate of pay and task consideration for the role of photographer (pay per photo or event).

Discussion

- Marie-Ange: charging per event pay leads us to have lower quality.
- Ashleigh: worried charging per event may lead to lower quality (quantity over quality).
- Marie-Ange: if we do per photo, go by per used photo.
- Ashleigh: may spend less time on the editing process.
- Kiara: let's wait for Gabby so we can discuss further.
- Marie-Ange: discuss to get a feel, catch Gabby up next meeting so she can make a proposed change to the contract.
- Chandy: paid per photo taken/chosen by us to publish. Demands quality.
- Ashleigh: how do we feel about charging per photo, but also a bit per event.
- Jessica: In the contract, can we say they can let them go at any point?
- Marie-Ange: yes, we can do this! We can nullify contracts at any point.
- Chandy: \$50-100 per hour is reasonable for photographers.
- Ashleigh: yes per used photo, but charge a bit per event then make the rest per edited AND used photo. Reach out to UFV's resident photographer for advice on pricing? (Jordan now.)
- Chandy: UFV is for profit, we're not.

iii. Legacy position

- Kiara is wondering how the rate of pay for the legacy position was constructed. Only just being made aware of it now; not touched on in executive meetings.

Discussion

- Chandy: talked about it last meeting. Was supposed to be based solely on how much execs wanted training. \$25 was the default recommended pay.

- Marie-Ange: consultant needs to keep track of their hours and have an executive sign off on them. Ex. use consultant role for training new editor; exec would have to sign off. Needs to be verified/asked for by an exec.
- Kiara: time spent on creating workshops?
- Chandy: talk to Brad and let him know what we need. Needs to abide by what we need help with.
- Marie-Ange: whatever we need him for/what we sign off on.
- Chandy: initially asked if we were hiring externally. Was it defaulting to Brad or opening externally. Sees that contract was signed day after the meeting. Past EICs were interested but not contacted.
- Marie-Ange: asked if it was going to be done externally. Past EICs had been approached but were not interested. Brad and possibly Gabby said.
- Chandy: conflict of interest.
- Marie-Ange: bring up and clear up at the next exec meeting.
- Chandy: specifically said it was opened up externally. We should say to Brad that it's a conflict of interest.
- Kiara: clarification on max hours.
- Marie-Ange: no minimum hours, but can go up to 35.
- Kiara: we will follow up on external/internal hiring at exec meeting.

iv. Student nomination for board

- Chandy: spot for person?
- Marie-Ange: Kellyn is president, Jessica is secretary, Ashleigh is student rep, Rashad is faculty, Kat is past CJS member, Krish is student rep, Chandy is *. We have three positions for student rep.
- Kiara: put out a call for that!
- Chandy: can we vote today, or do we collect more nominations first.
- Marie-Ange: nominate and we can vote. At AGM, people still need to apply. If we have 6, we have to vote for only 5.
- Chandy: nominating Kurtis Miller, 300161843, kurtis.miller@student.ufv.ca

Motion made by Chandy

Seconded by Ashleigh

Motion passes

6. Special Business

None.

7. Adjournment

Motion to close: Chandy

Seconded: Asbleigh

Marie-Ange calls this meeting to adjourn at 7:24 p.m.