

# the **CASCADE**

**CJS Board Minutes**  
**Monday, March 28, 2022**  
**7:00 p.m.**  
via [Google Meets](#)

Meeting called to order pm

Meeting chaired by Jessica Gill

Minutes recorded by Sydney Marchand

**In Attendance**

Hannah Celinski

Jessica Gill

Sydney Marchand

Gurleen Kaler

Kat M.

Ansh Seth

Tyler Olsen

Andrea Sadowski

(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 Jessica Gill at 7:03 p.m.**

**2. Approval of Agenda**

- *Motion to approve: Tyler      Second: Kat*

**3. Approval of [Minutes](#)**

- *Motion to approve: Tyler Second: Ansh*
- *Any objections?*

**4. Regular Business**

○ Reports

4a. Executive Editor Report (Andrea Sadowski):

- Been taking the responsibility of distributing throughout the community: Secured new locations in mission and in Abbotsford, including coffee shops and treatment centers.
- Worked with Gurtaj our distributor and collaborated on a plan to move the kiosks on campus to more high traffic areas.
- Did an online giveaway on Instagram for the Zine. Preparing production for the Zine, lots of brand new contributors. We are paying contributors for their work now, so it has encouraged people to submit.
- The Zine is now a focused topic-themed approach. Tried to make it more of an extension of the cascade instead of something entirely separate.
- Planned coffee with the Cascade for Thursday. Hope to do it in Chilliwack in the summer semester. There is no engagement with the Chilliwack campus so wants to get
- Made 16 class visits to encourage more contributors to apply for the zine and the cascade.
- Is still working as a features editor and EIC.
- There is a new applicant for the EIC, so there needs to be a discussion about how to elect her.
- Developing a training manual that everyone can refer to, this way that if a staff writer wanted to move up they could read up on it.
- The production schedule for the summer is already made up.
- In the office every Wednesday with a volunteer.
- The MOA, communicating with the university about revisions.

*Motion to approve: Kat*

*Second: Tyler*

4b. Creative Director Report (Elyssa English):

- Presented by Andrea on behalf of Elyssa
- Brielle-production assistant, working on the cover, Niusha and Linsley both taking illustrations each. Everything is going well.
- Aayush is helping with the layout, she wants to have him familiar with all aspects of production before moving up into a manager role.
- Working on setting up more regular meetings with Niusha so that her layouts are more creative.

Motion to Approve: Hannah

Second: Tyler

4c. Managing Editor Report (Sydney Marchand):

- We hired another illustrator to help out with adding more additional artwork to the paper. We have a few columns that could benefit from having consistent illustrations for, so having this addition position will be nice. The person who we hired also applied for the production assistant role, so if we decide to move up our current production assistant up to a manager role, then it will be nice to be able to move some people around internally into more involved roles. We've had a couple of papers with her on board and it's been working out good but Elyssa can speak more to that.
- For next semester, we've hired a jr. new editor, a varsity writer, and a couple new staff writers. One of these staff writers will be training with Andrea over the summer as featured editor and we are hopeful that this will work out.
- With a few staff members graduating this semester, we have a couple of staff writers who we hope to move up into editor positions. They are first years but show a lot of promise and so it'll be nice to have long-term staff in these roles.
- I've contacted Jeff, our digital media manager, and updating our website hiring pages for both the summer and fall semester. Basically, were just really trying to be prepared for when Andrea leaves in the fall. So lots of hires and training going on from my end right now as we end the semester.
- We went to nash in feb which was great and super informative.
- I'm looking to buy new furniture for the office – coffee tables, chairs etc. basically want to make it a big inviting space for staff.
- Lots of new contributors for the Zine and so I hope this translates into getting more contributors for the reg paper too. We've had lots of interest in positions so I credit all of our advertisements both in the paper and online for this.

*Motion to Approve: Kat*

*Second: Tyler*

4d. Business Manager Report (Tarini Sandhu):

- Presented by Andrea, no report.
- Left suddenly for a leave of absence, Sydney and Andrea will be taking on the basics of Tarini's job.
- Will be having a performance review to ensure that she can meet her goal and duties.

*Motion to Approve:*

*Second:*

**5. Special Business**

**4. Adjournment**

meeting adjourned at 7:32 p.m. by Jessica Gill