

the CASCADE

CJS Board Minutes May. 13, 2024

Attendance: Chandy, Kellyn, Rashad, Jessica Gill, Marie-Ange, Kat, Gabriela

Call to Order:

- Called to order by Kellyn at 6:10 pm
- Marie-Ange Seconded by Gabriela

Agenda Approval:

- Kellyn: Questions about the agenda?
- Motion to approve: Chandy seconded by Gabriela

Reports:

- Brad's Report:

- Read by Marie-Ange
- Questions?
- Kellyn: What happened to the copy editor?
- Marie-Ange explained
- Motion to approve: Marie-Ange Seconded by Chandy

- Creative Director's Report:

- Read by Gabriela
- Chandy: How many positions are we fulfilling?
- Marie-Ange: Just 2 main positions - Managing Editor, EIC, and 2 editors moving to these positions
- Motion to approve: Chandy
- Seconded by Rashad
- All those in favor
- Any opposed?
- Motion passed

- Marie-Ange's Report:

- Read by Marie-Ange
- Questions?
- Chandy asked about the CRA process
- Marie-Ange answered about the process
- Jessica: Received an email for BC registry from 2021
- Motion to approve: Chandy

- Seconded by Kat
- All in favor, any opposed

Summer Schedule:

- Questions?
- Kellyn: Would be better to pause production in summer.
- Marie-Ange: Discussed before, doing 3 instead of 4 is already a good practice for fall.
- Brad will stay; they will have guidance.
- Kellyn asked Chandy her opinion.
- Chandy: Biweekly was fine when I came; one month is fine as long as main positions are fulfilled.
- Kellyn: I'm confident in you guys as long as you guys are confident.
- Motion to approve the production schedule: Chandy
- Seconded by Kat
- All in favor

Budget Presentation:

- Presented by Marie-Ange
- Questions?
 - Rashad: What is the plan to eliminate the surplus?
 - Marie-Ange: Explained budgeting correctly if its questioned, being prudent with funds, operating in deficit.
 - Focus on workshop, training, inflation, and other changes.
 - Rashad: Thank you.
 - Marie-Ange: We had faced unexpected situations, we are stable now, and will work on a deficit for 3 more years.
 - Chandy: Advise using the money if we see there's a way to invest it, like workshops, events, office equipment, etc.
 - Marie-Ange: We did renew part of our office supplies, more equipment, last year, and NASH, and workshops were projected lower due to the reference from previous reports.
 - For events, our outreach person will focus on organizing and synchronizing with SUS.
 - Other questions or concerns?
 - Projected numbers, expected to fluctuate 10%. If it goes over that %, the board will be aware and we will give an explanation on what it was used for, or why this happened.
 - Motion to approve: Chandy Seconded by Rashad, all in favor.
 - Motion carries.

EIC Hiring Update (Create a Selection Committee):

- Marie-Ange recused due to conflict of interest.
- **Committee:**
 - Rashad - UFV faculty
 - Kellyn - Student rep
 - Brad - Outgoing EIC (Chair, but non-voting unless in the event of a tie)
 - Editorial board - Cassie, Rachel, Sherryl

- Creative Director - Exec team
- Motion to approve: Chandy
- Seconded by Gabriela
- All in favor

Motion to Amend the Agenda:

- Include a correction by Kellyn
- Approved by Chandy
- Seconded by Rashad
- All in favor

Sports Section Article:

- Kellyn: Issue with article about Riley, misleading claim about transition.
- Jessica left at 7:19 pm.
- Chandy: The author is putting her criteria in the article, is more of an editorial decision as well asked what the editorial team thinks about this.
- Marie-Ange explained what it's known regarding the article
- Rashad: we need facts for a decision
- Kellyn: Facts don't match the article, and I can provide the facts.
- Chandy: the board cannot influence editorial content except legally actionable cases. Cited bylaws limiting board's influence on editorial content.
- Rashad: My concern is the Transition wording used in the article.
- Marie-Ange: Not open to a liable case from a legal standpoint.
- Board does not control editorial content.
- Continue to other business.

Executives Emails and CJS Email:

- Kellyn: Would like the 2 non voting members to also not be part of the email list, in voting situations.
- Marie-Ange: Emails are to organize meetings, not for voting.
- Chandy: I will Vote on what's better and will make the job easier for the team.
- Kellyn: is good as long as we ensure proper procedures and training regarding bylaws, code of conduct and procedures.
- Rashad: left at 7:44 pm.
- Marie-Ange: Fraternization proposal important, resources provided to prevent issues.
- CJS email to remain with executives.

Update on Termination and Legal Counsel:

- No updates from a lawyer.
- Contractors, not open to wrongful termination suits.
- Kellyn: Suggest adding termination clause in contracts.

Fraternization Proposal:

- Reviewed by a lawyer if necessary.

- Marie-Ange: Explained policy.
- Kellyn: Addresses promotion situations.
- Gabriela: Motion to review by lawyer.
- Seconded by Kat, all in favor.

AI Policy:

- Questions:
 - Chandy: Transcription services?
 - Marie-Ange: Fine as tools do not affect the article itself.
 - Chandy: Add it to the policy to make it clear for the staff.
- Motion to approve: Chandy
- Seconded by Kellyn
- All in favor
- Review policy again in 3 years.

New Position Proposal:

- Floor motion by Marie-Ange: Create a new position for training, onboarding, and staff support.
- Kellyn: All in favor if contract details are provided.
- Chandy: More specifics needed to make a decision
- Included in the next meeting agenda.

- Gabriela asks Kellyn about his relationship with the contestants, if he has any conflict of interest with any of the applicants.
- Kellyn: claimed that his relationship with Teryn was strong but professional and that he didn't feel he'd be biased

Meeting Adjournment:

- Motion to adjourn at 8:32 pm by Chandy
- Seconded by Marie-Ange
- Approved by all