

the **CASCADE**

CJS Board Minutes
Sunday, May 24, 2020
4:00 p.m.
via BlueJeans

Meeting called to order 4:10 p.m.

Meeting chaired by Bailey Chambers, CJS president

Minutes recorded by Nadia Tudhope, Managing Editor

In Attendance

Jessica Barclay

Mikaela Collins

Bailey Chambers

Sunny Cheema

Nadia Tudhope

Aneesha Naraang

Gurleen Kaler

Jessica Gill

James Tait

Hannah Celinski

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

1. Bailey Chambers calls meeting to order.
2. Gurleen motions to approve regular meeting agenda, Sunny seconds.
3. Jessica Gill motions to approve in-camera meeting agenda, Sunny seconds.
4. Jessica Barclay asks if we should do regular meeting agenda first, Bailey proposes yes.
5. February Minutes
 - Jessica Barclay notes that Minutes are very detailed, and for public posting of minutes we will need to do, they don't need to be so detailed -- just the motions and who motioned, some discussion.
 - Hannah Celinski agrees.

Sunny motions to approve the minutes, Gurleen seconds.

6. Regular Business

- EIC Hiring Committee
 - i. How long do we need to advertise for position?
 - ii. For hiring committee, need one student member of Editorial Board, and one faculty member from Board of Directors.
 - iii. Send out email of nominations this evening for committee.
 - iv. Bailey nominates herself for hiring committee.
 - v. Hannah volunteers if a faculty representative is required.
 - vi. Sunny motions to put Bailey and Hannah on hiring committee, James seconds.
 - vii. Jessica Barclay is chair of this committee, and will contact.

7. Business Manager Report

- Aneesha will be presenting on the budget, which is in-camera -- “Should I just wait for the in-camera part?” Aneesha asks
- Bailey suggests we withhold approval on Aneesha’s report until then.

8. Executive Editor Report

- Crazy months: abandoned office, moved entirely online, pushing social media.
- Really good opportunity re: social media and website.
- Saving some money since we’re online for the entire summer (and previous issues)--not safe for distributors, no point in printing.
- Planning to be online-only in the fall, as we suspect classes will be online-only.
- What our final decision is re: doing full PDF of the paper will be discussed next meeting (Elyssa has still been doing full layout on PDF and we need to assess how effective this is).
- Shifting to totally online, which other newspapers have been doing.
- Hoping to enable a couple members of production team to use office so they can use the computers there -- will be reorganizing office for COVID safety.
- Everyone’s dealt with situation well! Safe and transitioned online effectively.

Sunny motions to approve Executive Editor report, Gurleen seconds.

9. Creative Director Report

- Exciting news: have hired someone for role of Graphic Designer! (new role)

- Shara came in with great ideas and experience; if Mikaela moves into Executive Editor position, she'll be a great fit for Creative Director.
- Digital Media Manager has taken on Production Assistant role for summer, freeing up Creative Director to focus on social media (was fulfilling this role).
- Giveaways to gain social media following.
- Working on applying to grants to hire social media person to revamp website.

Gurleen motions to approve CD report, Sunny seconds.

10. Managing Editor Report

- Hired new Snapshot Illustrator, who has done excellently.
- Applications for Managing Editor coming since current will be graduating -- two already.
- New staff writer applicant for Fall.
- Largely working on filling positions for fall.

Sunny motions to approve ME report, Gurleen seconds.

11. In-camera minutes from last meeting.

Gurleen motions to approve, Sunny seconds.

12. Regular in-camera business: Approval of Creative Director position.

Gurleen motions to approve CD position/current contract, James seconds.

13. In-camera: 2020-21 Budget

- Student fees reduced by 25%, since we're not sure how things will be with student fees because of COVID-19/online-only.
- Loss of advertisement, since we usually rely on local.
- However, budget was made with assumption that we would be printing again in the fall, so printing costs are included for then.

- Decided not to include conferences in budget -- will use general reserve if we send people to NASH.
- Will save \$6,000 a month in fall for printing.

Jessica Barclay: note -\$4,000 in revenue less expenses, it's planned and reserve will still be \$50,000. April 2021, with the -\$4,000, "bank" will still be over \$50,000.

Hannah encourages to look for advertising opportunities in these times -- eg. Doordash, there are "prime opportunities there around the pandemic itself." Loss of physical copies is big, but printing none gives lots of budget flexibility.

Jessica Barclay: If there's no one on campus, we won't print any physical copies.

Hannah suggests projected number of students on campus that would determine if we print physically or not, can be in both lanes before shifting fully online. Have that number so that when university announces number of students that are on campus, we can make decision.

Bailey proposes making another budget that's for all online, only approving on this one on a temporary basis -- we don't know what differences there will be between September and December.

Jessica Barclay: we need to have budget approved for AGM, which would have taken place in April, but now would have to be by September.

Mikaela: Back to Hannah's original point about online advertising, that's something we've struggled with with ethics, so if you could lend a hand with that, that would be wonderful.

Bailey puts forward motion to approve budget temporarily with reevaluation for August?

Bailey suggests tabling budget until next meeting in June.

Gurleen motions to table approval of budget, Jessica Gill seconds.

14. Changes to MOA

- Jessica Barclay: what we wanted has been approved (parking passes for 10 people, advanced registration for 30 people so including CJS Board)
- Jessica Barclay: They've asked for our audited financial statements and CJS Board minutes to be online, which is reasonable, we should have been doing that anyway, but also the right to investigate societies on campus. This violates journalism ethics for the

university to hire a private investigator to look at our files. University hasn't given a good enough reason to have this in our MOA. Gives power to take away financial responsibility.

- Jessica Barclay: They already have access to what they need for a financial investigation.
- Mikaela: We're relatively unique in that we're independent, and this would be giving that up.
- Jessica: It's just the "right to investigate" that I have a problem with.

Bailey suggests motion approving points Jess went over as acceptable, and approach UFV about right to investigate and suggest alternatives as some of those things they should not have the right to do.

Gurleen motions, Jessica Gill seconds.

Meeting adjourned 5:28 p.m.