

# **Gateway Student Journalism Society**

## **Meeting Minutes**

Thursday, November 19, 2020

### **Opening**

The regular meeting of the Gateway Student Journalism Society was called to order at 7:07pm on November 19, 2020, remotely over Google Meet by Mitchell Pawluk

### **Present**

- Damian Lachacz
- Adam Lachacz
- Lee Craig
- Jonn Kmech
- Kate Turner
- Mitchell Pawluk
- Sezvo-ndinemwi M'pfunya
- Pia Co
- Robyn Paches

### **Approval of the Agenda**

Motion for approval of the agenda by Mitchell Pawluk. Seconded by Robyn Paches.

### **Urgent Discussions**

- 1) John Kmech asked for an in-camera discussion before the reports. Motion for the in-camera discussion by Adam Lachacz. Seconded by Mitchell Pawluk.
- 2) 9:20 Moton to move out of in-camera session Motion to move out of in-camera by Adam Lachacz. Seconded by Mitchell Pawluk.

### **Approval of the Meeting Minutes**

Motion for approval of the agenda by Mitchell Pawluk. Seconded by Adam Lachacz.

## **Reports**

### 1. Editor in Chief

Adam Lachacz summarized his report contained in the email sent prior to the meeting. November, 21st is The Gateway 110-year Celebration. Merchandise has been launched on Redbubble. Further planning will be a press release to social media for an interview with Gateway staff. Gateway staff, volunteers and alumni will meet up for zoom social. Panels will be held in December for the 110-year Celebration instead of November. These may be carried out in a series till January.

Adam Lachacz is also actively working with Mitchell Pawluk for a quote for Equity Audit and updates will be made at a later date.

### *Floor Questions*

John Kmech: Who else can sign cheques

Adam Lachacz: As it stands Adam Lachacz and Tina Tai can sign cheques as per bylaw.

### 2. Online

Pia Co, Online Editor summarized her report contained in the email sent prior to the meeting. An increase in the number of readers mostly due to an article Adam wrote. The website has become more stable, unlike previous months where there was a delay. Has been finding ways to optimize the site i.e Cloudflare. Data compilation has been better and the backlog will be retrieved now that things are running well. Bylanders podcast has been launched and is going well. More ads are populating the website.

### 3. Executive Director

Focus groups are getting started and people are able to sign up for sessions. Have a contract with UofA bookstore for prizes which will be used for the rest of the year in giveaways. A diverse array of people (different faculties) have signed up for sessions and early DFU testing will be discussed in these groups. Groups will begin next week and the first week of December. Reports will be presented to the board in January.

In the winter a series of professors will begin putting ads on Eclass. These will be beneficial for incoming students and those studying out of Edmonton. Class talks have also been set up. Target is 2nd and 1st-year students.

DFU related business:

The ballot question was submitted on Nov5. In December meeting will be held with councillors to waive petition requirement. SU President Joel Agarwal will help support us during this time. If we don't get the waive we have time to mobilize getting signatures.

Currently defining key positions i.e photographer, designers and volunteers. Meeting with Akanksha, the previous SU President gave advice and the DFU campaign will be modelled in the way as hers.

### *Floor Questions*

1) John Kmech : Are there are any other executives are supporting the petition to waive.

Adam: Depends on the year and the executive body however it is looking optimistic

2) John Kmech: How will voting be run.

Adam: Nothing confirmed but will give updates once known.

3) John Kemch: What is the outreach for focus groups. Perhaps outreach on Reddit.

Adam: There is a good mixture of people who have responded to how often they pick up the magazine, both external and internal. Targeting people who have never heard of the Gateway would be more strategic as convincing people who are against the organization will be difficult.

John Kemch: Perhaps finding people who voted no and asking them why they said no would be beneficial. People who vote in favour of the Upass referendum may vote for the Gateway. A more solid foundation has been laid this year and with a strong campaign, things look hopeful.

Robyn Paches: Scheduling meetings and having conversations with a diverse group of people will be beneficial. Be bold and ask for a commitment.

Pia Co: ISA and the Black Students Association will hopefully be our allies thus we need to keep in contact with them.

4) Pia Co: What kind of people are best for endorsements?

Robyn Paches: People who typically won't support you as groups that will change their preconceptions.

### 4. Magazine Editor

Adam Lanhacz summarised the magazine report on behalf of Tina Tai, Magazine Editor.

September magazines were put on bigger racks. This increased September pickups.

Unfortunately, November pick-up is low due to the low number of students on campus. Debating whether to reduce magazine production or completely stop it. Discussions are still happening, thus nothing is finalized.

Not having a lot of success for indigenous students. Kate Turner asked: Has she tried reaching to Native Studies. Adam has not reached out to them.

5. Finance Committee

Meeting time confirmed as 6.30 before Board meeting 3rd week of the month. Summary reports were reviewed and anyone is able to attend the meetings. Verbal reports will be given and Adam will share important information.

*Floor Questions*

- 1) John Kmech: Have all the things discussed in the previous meeting been purchased  
Adam: Insulation was being taken down in the suite. Asbestos had to be repaired so ordering equipment had to be delayed. \$25000 has been put into savings. Slack hasn't been set up but will get to that creation.

6. Human Resources Committee

Adam Lachacz summarised the magazine report on behalf of Alana Krahn, Chair  
HR has not met yet but it will meet before the next board meeting.

7. Governance Committee

Have not met yet. but it will meet before the next board meeting.

**Special Orders (For approval)**

1. Deputy line editorships

Draft Job descriptions provided in meeting materials via email made by the chair, Mitchell Pawluk. Create 3 senior volunteer positions. Though not paid will allow people to see what kind of work they can be involved with if they wanted to take the next step of joining the Gateway workforce. Position requires a max of 6 hours a week

*Floor Questions*

1. John Kmech: We need to be careful of blurred lines between staff and volunteers. What do we do if they are not fulfilling their role?  
Pia Co: There is precedent to let go of people. There are expectations that must be met.  
Adam: A set of rules in a contract like style would be made stating those expectations.  
Reach out to Campus Food Bank about their experience with things like this.
2. Kate Turner: Staff reporter and Deputy News Editor. How will these roles be clearly defined?  
Adam Lachacz: Staff reporter will focus on reporting as usual to develop their writing skills. The Deputy News editor will focus on their role.
3. Kate: Will the position be a year-long  
Adam Lachacz: Currently is set for one semester. January 1st to April 30th

Pia Co: Having it both semesters may be beneficial as a way of bringing in new volunteers. They can share their student experience.

Damian Lachacz: Rotating for Fall and winter semesters will be good Winter can be more for new volunteers whilst Fall can be more for previous volunteers.

### **Call to question the Motion by Mitchell Pawluk**

Approving deputy line positions for Jan2021- April 2021

#### Verdict

Approved

Vote Count = 9/9

### 2. Multimedia specialist job description

At the last meeting, it was agreed that grant funding can be used for new jobs. The temporary position will alleviate the load of the Art Director and Marketing Director. Will create cohesive brand imagery for social media platforms. If approved job description will be posted on Nov20 at noon and will be left posted for 2 weeks. Dec7 to Dec10 interviews will be held. Hire candidate latest Dec 12. Jan 1st position will commence.

### ***Floor Questions***

1) Pia Co: Add that they will work for the Online Editor

Adam Lachacz: Formally they will be a part of the B- Unit but can be flexible

2) Kate Turner: Need to clarify the graphic design aspect in the job description.

### **Call to question the Motion**

Adam will send an updated description of this motion via email and a vote will be done once information is reviewed with the changes suggested.

Motion to table for next by Adam Lachacz, seconded by Kate Turner

#### Verdict

Approved

Vote = 9/9

### 3. Temporary raise for Editor in Chief during November

The Editor in Chief is currently the active Editing Director and unfortunately, the workload has been quite a lot. He has taken a step back from his other priorities outside the Gateway. He is requesting that the monthly salary that would normally be paid to the Executive Director of \$909.09 be added to my existing EIC monthly salary of \$1,750 only for November and December 2020.

### **Floor Questions:**

- 1) Damian: Any other prospects on the position  
Adam: Posting more on social media and doing what we can to advertise.
- 2) Lee Craig: Are you working the same hours as The Editor Director normally would?  
Adam Lachacz: As it stands he is working the same number of hours as the Editor Director normally would.  
Pia Co: Acknowledges how many extra hours he has put into this position and if he is working the hours he ought to be compensated.
- 3) Damian will abstain from the voting due to a conflict of interest

### **Call to question the Motion by Mitchell Pawluk**

Approving a salary increase of \$909.09 to Adam Lachacz's existing salary for the months of November and December due to his role as active Editor Director.

#### Verdict

Approved

2 Abstained voters

Vote Count = 7/9

### **Special Orders (For Discussion)**

1. Draft The Gateway purpose document presented by Adam Lachacz  
A document under our about section with potential imagery of how the organization works  
Launching off point for DFU. A one size fits all of the Gateway operations. With a brief history of the organization, who to reach out to, and what documents to use. Sent out to 15 alumni and 15 volunteers.

#### *Floor Questions*

- 1) Pia Co: When we address equity we need to be specific about what we mean. Have definitions for specific groups. Or an index for terminology used in the document. Can be added at the end.
- 2) Adam Lachacz: Is the length of the document alright?  
Pia Co: Condense Vision and Mission Statement.  
Robyn Paches: Using images will help to condense that information. In favour of more content but having condensed versions at the beginning.  
John Kmech: Make a linkable doc with a more extensive timeline of the events.

#### Action Item

The draft is a working document and will be revised by Gateway staff. Changes and suggestions will continue to be added.

**Adjournment**

Motion for Meeting to adjourn by Mitchell Pawluk. Seconded by Adam Lachacz. The meeting was adjourned at 9:16 pm by Mitchell Pawluk. The next general meeting will be at 7:00 pm on Thursday, December 17 remotely over Google Meet.

Minutes submitted by Sezvo-ndinemwi M'pfunya

Approved by: