

Gateway Student Journalism Society

Meeting Minutes

August 18, 2021

Opening

The regular meeting of the Gateway Student Journalism Society was called to order at 3:05pm on August 18, 2021 on Google Meet by Emma Jones.

Present

BOLINA, Gurpreet

CO, Pia (Part-way through the meeting)

CRAIG, Lee

JONES, Emma

KIMANI, Emily

MACTANGAY, Aruthur

PAWLUK, Mitchell

Regrets

BEASLEY, Chris

KMECH, John

MAHAL, Areeha

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

JONES mentioned that the board is in the process of finding the minute meetings for May. Due to the transition between board chairs, there has been a delay in retrieving the documents but JONES plans to find them.

Open Issues

Selection of Temporary Secretary:

With the absence of the board secretary, the board must select a temporary secretary for the August meeting.

The board selects PAWLUK to serve as temporary secretary.

Filling of Board Chair

Due to the resignation of outgoing board chair Adam Lachacz, the board must select a new board chair. JONES is serving as interim board chair but mentions that, due to her employment ending soon, another permanent board chair should be appointed. JONES calls for nominations but none are accepted. As such, JONES will continue serving as interim board chair until a chair is selected, ideally at the next meeting.

Filling of Board Vacancies

JONES notes that, over the summer, a number of board vacancies have arisen. To resolve them, JONES and PAWLUK worked on finding candidates for board vacancies.

Continuity Representative

The continuity representative position became vacant when Adam Lachacz resigned from the board. The position is filled by a former member of the board. Traditionally, the outgoing Editor-in-Chief has the chance to fill one of the vacancies per bylaws.

JONES and PAWLUK propose filling the vacancy with Pia Co, the outgoing Editor-in-Chief. Due to Co serving as an interim Editor-in-Chief, they did not initially get offered a seat on the board. However, they have expressed interest in the role when approached by the Gateway staff. Since bylaws specify that the Board can fill vacancies, JONES and PAWLUK support Co's candidacy.

Pia Co is selected by unanimous vote to serve as Continuity Representative.

After their selection, CO joins the meeting.

Community Representative

The community representative position became vacant following the resignation of Robyn Patches earlier in the year. A vacancy notice was posted in June but, due to a lapse in board meetings, the vacancy has yet to be filled.

JONES notes that Sam Brooks had expressed his interest in serving as community representative. JONES speaks in favour of the candidacy, noting that Brooks is a Gateway alumni, previously served as chair of the board, and previously reserved as president of the Canadian University Press. He currently works as a producer on the Ryan Jespersen Show. JONES asserts that, with his media experience, Brooks would be an asset to the Board.

PAWLUK speaks in favour of Brooks' candidacy.

Sam Brooks is selected by unanimous vote to serve as community representative.

Volunteer Representative

The volunteer representative position became vacant after MAHAL, the incumbent board member, was hired to serve as News Editor, therefore making her ineligible to serve as volunteer representative.

The volunteer representatives are typically chosen by volunteers at the Gateway's Annual General Meeting (AGM) but the board has the authority to appoint members if a vacancy arises throughout the year. As such, JONES and PAWLUK speak in favour of reaching out to the volunteer who received the third highest number of votes at the AGM to fill the vacancy. JONES and PAWLUK plan to do so in advance of the next meeting.

Reports to the Board

Editor-in-Chief

PAWLUK discusses how, over the past few months, he has been working with the deputy editors to continue producing content over the summer. Since then, he has hired MAHAL to serve as News Editor, following the resignation of Rachel Narvey to pursue other journalistic opportunities outside of the Gateway. PAWLUK has additionally been working on creating an employment structure for the following year, following the loss of the DFU. Finally, he has been working on preparing to reopen the office in September, as campus returns to in-person learning.

Executive Director

Emma Jones updated the board on the work she's done since last May. Her report specifically discussed Week of Welcome, and plans for holding the Gateway Open House during the Fall 2021 semester in the midst of the COVID-19 pandemic.

Board members asked no questions following the report.

Finance Committee

CRAIG updated the board on the last finance committee meeting, held half an hour prior to the board meeting. At the board meeting, they went over the August financial documents. CRAIG noted that there was a disparity between the recorded amount of money in the GSJS banking account on QuickBooks and the actual amount of money in the checking account. The disparity is being addressed by JONES and should be resolved before the next meeting. CRAIG ends the report with an open call for more finance committee members, following the loss of both Adam Lachacz and Robyn Patches as committee members.

CO inquires about the current state of signing authorities.

PAWLUK answers that JONES, Adam Lachacz, and himself are still listed as signing authorities on the banking account. Once a new Executive Director is hired and a permanent board chair is chosen, PAWLUK plans to change the signing authorities to be in their names.

H.R. Committee

Has not met. Will need to fill the chair position.

Governance Committee

The governance committee is composed of JONES, BEASLEY, CRAIG, and PAWLUK.

JONES, chair of the governance committee, discussed how the committee determined three properties heading into the next year:

- 1) Updating the finance policies
- 2) Creating an editorial board
- 3) Equity, Diversity, Inclusion Policies

Jones expressed her hope to bring changes to the financial policies recommended by the governance committee to the September board meeting.

Budget 2021-22

Emma Jones began by presenting the Budget Comparison from last year's planned budget, compared to the actual budget. Jones noted that the society's revenues were better than planned for, specifically due to higher than expected revenues from student fees.

Additionally, costs were lower than expected in particular areas, such as staff salaries and printing costs. She highlighted a few areas that were higher than expected. Office expenditures were higher than planned — however, this was due to receiving a grant that was specifically earmarked for these expenses. The other higher cost than expected was the bank expense charges and Jones said that management intended to look into the cause behind this and potentially consider leaving the GSJS' current banking service provider.

Afterwards, Jones presented the proposed for Budget 2021-22. She notes that, for revenues, management created revenue estimates based on calculating student fee income based on previous numbers of enrollment and counting on similar levels of advertising/fundraising revenues from previous years.

CO inquires as to whether the staff will apply for the Canada Emergency Wage Subsidy (CEWS) as the program has been extended for the 2021 year.

PAWLUK answers that we will look into the program requirements and consider applying to the program if the organization continues to be eligible for the funding.

KIMANI inquiries as to the decreased amount of money budgeted for the photo budget, asking about the difference between this year and the previous one.

JONES answers that, because of the grant funding received last year, the management team were able to purchase extra photo equipment that can be employed this year, allowing for a lower photo budget this year.

CO asks about the price of insurance fees, as they remember earlier discussions about insurance fees dropping after a few years without any legal claims.

PAWLUK responds that he will look further into the insurance fees and see how they will be evaluated for the upcoming year.

Following the discussion, PAWLUK moved that the board vote to approve Budget 2021-22.

CO seconded the motion.

The board unanimously votes to approve Budget 2021-22.

Job Postings

Due to the loss of the DFU campaign, staff hiring for the 2021-22 academic year had been delayed until such time as the staff could determine what staff structure would work with our financial situation. Only the Editor-in-Chief, News Editor, and Executive Director had been hired for the year. Following more discussion between staff and taking into the advice of the Gateway Future Plans Task Force, PAWLUK and JONES propose hiring the following staff members: an Opinion Editor, a Production Editor, a Marketing and Outreach Coordinator, and a revamped Executive Director position.

PAWLUK notes that the Board had approved hiring a Production Editor earlier in the year but, due to a lack of qualified candidates, hiring had yet to occur. PAWLUK noted that the job opening would be reposted on the website to find a suitable candidate.

PAWLUK subsequently presents the Opinion Editor job posting and job contract for Board approval.

CO and CRAIG propose copy edits to the contract for spelling and grammar, which are taken as friendly amendments by PAWLUK.

PAWLUK moves to vote on the Opinion Editor job posting and contract.

CRAIG seconds the motion.

The board unanimously approves the Opinion Editor job posting and contract.

PAWLUK presents the Webmaster job posting and job contract for Board approval.

CO and CRAIG propose copy edits to the contract for spelling and grammar, which are taken as friendly amendments by PAWLUK.

PAWLUK moves to vote on the Webmaster job posting and contract.

CO seconds the motion.

The board unanimously approves the Webmaster job posting and contract.

PAWLUK presents the Executive Director job posting and job contract for Board approval. He notes that the position has been changed as, under the current staffing structure, the Executive Director is responsible for both the business administrator for the Gateway, as well as the marketing and outreach portfolio. Following discussion amongst the management team, a decision was made to split the roles into two different positions to find proper candidates who are qualified for each role. The Executive Director role was made to focus exclusively on business administration as a result, at a lower salary.

PAWLUK proposes removing the requirement that the Executive Director role be filled by a student. He notes that the requirement previously prevented staff from considering otherwise qualified candidates and notes the role focuses on business operations, rather than editorial content.

CO brings up that they would be against removing the student requirement at this time, as it creates a problem over providing benefits to the Executive Director. They note the Gateway is not in a current position to offer benefits to employees but that students can receive benefits through Studentcare, making it more ethical to continue the requirement that the Executive Director be a university student.

After discussion amongst the board, PAWLUK amends the proposed Executive Director contract to require that they be enrolled in one course throughout the year.

PAWLUK moves that the board approve the Executive Director job posting and contract.

CO seconds the motion.

The motion to brought to a vote.

Yeas - CO, CRAIG, KIMANI, MACTANGAY, PAWLUK.

Nays - None.

Abstain - BOLINA.

The motion carries and the board approves the Executive Director job posting and contract.

PAWLUK presents the Outreach and Marketing Coordinator job posting and job contract for Board approval.

CO and CRAIG propose copy edits to the contract for spelling and grammar, which are taken as friendly amendments by PAWLUK.

PAWLUK moves to vote on the Webmaster job posting and contract.

KIMANI seconds the motion.

The board unanimously approves the Webmaster job posting and contract.

New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

JONES and PAWLUK, given time restraints, decide to move their pending agenda items to the next meeting.

PAWLUK motions to adjourn the meeting.

The board unanimously votes to adjourn the meeting.

Adjournment

Meeting was adjourned at 4:55pm by Emma Jones. The next general meeting will be determined via email.

Minutes submitted by: Mitchell Pawluk

Approved by: The Gateway Student Journalism Society Board