

## **Gateway Student Journalism Society**

Meeting Minutes

March 24 2022

### **Opening**

The regular meeting of the Gateway Student Journalism Society was called to order at 6:37 p.m. on March 24 via Google Meets by Emma Jones.

### **Present:**

HE Jin

PAWLUK Mitchell

JONES Emma

MACATANGAY Arthur

BOLINA Gurpreet

BROOKS Sam

NARVEY Rachel

MAHAL Areeha

BEASLEY Christopher

### **Absent:**

CRAIG Lee

KIMANI Emily

NAIDOO Sithara

SAGGU Suhkmani

### **Notes:**

Brooks moves to approve the agenda

Pawluk seconds

Vote: Brooks, Macatangay, Beasley, Mahal, Narvey, Bolina, Pawluk approve

Agenda is approved

### **Reports:**

#### **EIC Report: Pawluk presents**

Election started February 25th, and coverage of forums and results was until March 10th.

Overcame challenges like the News Editor being in Europe for part of elections. For the grant, notice received last week and money will be received between now and Thursday but found out that the fiscal year ends in April 2022, leaving just one week to spend the grant's money. May

need to spend a significant amount of money based on whether or not the money can be spent on staff. Editorial team needs autonomy to spend the money. Sukhmani is looking for more grants and needs to set up a better system for grant-finding.

#### **Executive Director Report: Pawluk presents**

Still going through ad sales and doing media sales. Notes that most organizations that reached out are interested in the now inactive print magazine, so will be reaching out to pushing it into the online ad sales that are better read. Still expanding on the ad document. Created an account for the Edmonton Community Foundation Grant where a lot of arts-based organizations in the city get grants. Gov of Canada needs special account to pursue those grants, and is in the process of setting one up. Beginning on end of year documents and updated transition document for next month. GST documentation for bookkeeper, was an issue where the ED did not have access to the debit card but EIC fixed the issue when informed.

#### **Outreach Report: Pawluk presents**

Readership survey: conducted throughout February, wanted to have a presentation together but because of SU elections that was set back for next week but the quantitative analysis is already done, just needs qualitative analysis for that. UASU election in photo section: 1 volunteer, Abbygael came for the Myer Horowitz so there was volunteer interest but some had time constraints. Photo section continues to pick up interest but it is small on scale because of the late start up of the section this year. Provincial day of action has a photo volunteer ready.

#### **Production Report: He presents**

Check notes for monthly reports. Kerr did a newsletter during UASU elections that updated very frequently and those subscribers have now been integrated into the regular biweekly newsletter. Pawluk mentions that Kerr used a lot more Instagram posts and got more engagement, especially during elections

#### **Finance committee: Pawluk presents**

Lee will present a written report for the board later via email. Bolina, Pawluk, and Craig met today to discuss finances. Noted that there were some documents that were improperly reflected in reports because they were made before the ED was instated. Spoke about the grant money and ideas for how to spend it

#### **HR committee: Pawluk presents**

HR has met and they're ad hoc so it's not necessary

#### **Governance committee: Jones presents**

The committee has not met yet, but Jones will organize a meeting soon where they will discuss updating bylaws and other updates. Beasley notes he only has one month left on the Gateway

board so he would like to contribute to updating bylaws. Jones suggests that Brooks may replace Beasley once Beasley leaves the role. Brooks notes that he may not be as familiar with the Gateway as it is now, but he is well-versed in governance and it may be a good idea to reach out to him later. Bolina volunteers to join governance committee

### **Sexual violence reporting task force: Jones presents**

No meeting yet but Google Form has been sent out

Task force has not met despite it existing for a while, and it is an obstacle for tangible action, so Jones would like everyone to contribute before terms end if they wish. Non-committee members who would like to discuss with the task force will be able to respond to the shared Google Form that will be shared out later.

### **Unfinished business**

There is no unfinished business

### **New business**

#### **Setting of an AGM date**

Pawluk mentions that because we are a non-profit, we must have an AGM and all volunteers who have contributed 5 or more articles in the academic year are eligible to come, as well as GSJS members. Any bylaw changes and governing changes are passed through them. Pawluk mentions that last year the staff combined the AGM with a volunteer hangout and volunteer awards, which he believes was beneficial. Every year, the AGM must be held in April, but it can be tricky finding a time because of final exams. Pawluk mentions that the staff are considering a date after finals (April 27 is the last day of final exams) so students haven't left campus if they are leaving and virtual delivery allows everyone to come. April 29 is an ideal time, as it's a Friday and would allow for people to dip out if they would need to. Jones asks if the Board needs to ratify the date for the AGM. Brooks confirms this. Brooks mentions that the AGM is like pulling teeth, so he likes that the AGM is paired with social events like volunteer appreciation. However, he cautions the date being so late because attendees may not be as committed because they are checked out as summer begins. Brooks notes that on a social level, the AGM could be competing with a lot that night. Pawluk thanks Brooks for his advice. Pawluk says that there's a fine balance because students may leave after exams, but they could also be focusing on exams. He's not opposed to moving the AGM to a week earlier might be good. Jones suggests April 28, the Thursday, as it may not compete with social events. Pawluk mentions that he's comfortable moving the AGM date to April 28 at 5 pm. He mentions that the AGM date is during Ramadan, and may not be after sunset. Macatangay asks if the AGM will be in person or if it will be virtual. Jones mentions that the actual AGM part will be online but the optional in-person hangout Pawluk motions to hold AGM Thursday April 28th, Brooks seconds. Motion carried unanimously.

### **Plan for grant money**

Brooks raises a Point of Order and asks budgeted vs unbudgeted threshold. Pawluk said EIC spending discretion is \$500.00, everything else should be budgeted. Pawluk will reach out to clarify regulations and stipulations, and thinks would be able to spend on staff salaries. Last year was unsure because of COVID-19 aid, but should be different this year, but Pawluk will get clarification for that. Brooks says grants are generally not for operating costs, instead are generally for projects, says there needs to “be a thing” that this can and should be spent on. Asks when the Gateway applied for the grant, did the Gateway specify any specific projects to spend it on? Pawluk says the application was mainly giving an idea of the fiscal situation of The Gateway, and did not have to give a specific project it would be spent on. Pawluk brings up that photo room and photo equipment could use an update and could use improvement. If we can’t spend it on salaries, it is a large amount of money. Worried that tight turnaround may mean some money might not be spent. Pawluk says freeing up money for additional staff i.e. art director would be beneficial, and brings up a freelance budget for illustration projects. Jones brings up trying to hire another person, which might be tough because of the timeline. Possibly a webmaster (i.e. one month contract). Beasley notes that ads on the site are very worrying. Brings up possible brand renewal, and the possibility of a professional brand kit. Brooks mentioned the Gateway had a brand kit 2007-2008, and the current brand was built around 2011. Pawluk brings up a Point of Order, and notes a lot of previous grant money wasn’t spent last year. Went to the board and showed money that was spendable, and the board voted to give autonomy to spend that money as they see fit, as long as it was reported back to the board. Beasley said he’s willing to meet back on weekend to discuss eligible expenses. Macatangay asked if there can be a certain list that can be applied to multiple years, besides staff salaries and photo/website equipment. Jones mentions potentially approving a motion to give Pawluk & staff allocation to operational costs or making a task force. Beasley says someone could motion for a task force. Pawluk says, on the taskforce, there should be Pawluk, He, Craig, Jones, Macatangay, and Beasley.

Beasley motions to create a taskforce which will meet on Monday, consisting of Pawluk, He, Jones, Macatangay, and Beasley. Macatangay seconds.

Vote: Brooks, Macatangay, Beasley, Mahal, Narvey, Bolina, Pawluk approve  
Motion passes.

### **Closing**

BROOKS motions to adjourn.

Vote: Brooks, Macatangay, Beasley, Mahal, Narvey, Bolina, Pawluk approve

Meeting adjourned at 8:06 p.m.

Minutes submitted by: Areeha Mahal and Jin He

Approved by: