

Gateway Student Journalism Society

Meeting Minutes
September 14 2022

Opening

The regular meeting of the Gateway Student Journalism Society was called to order at 6:07 p.m. on September 14, 2022 via Google Meets by Mitchell PAWLUK.

Present:

PAWLUK, Mitchell
VILLOSO, Julia
WILLIAMS, Emily
MACATANGAY, Arthur
BROOKS, Sam
TEELING, Katie
CRAIG, Lee
DAUM, Evan
TYAGI, Aishwarya
AVILA, Rebeca
KOSAK, Dan

Absent:

KERR, Lochlann

Approval of the Agenda

Moved by VILLOSO

Seconded by DAUM

There are no votes in opposition.

Approval of Minutes

Moved by DAUM

Seconded by WILLIAMS

Approval passed unanimously, VILLOSO abstained due to absence.

AVILA joins the meeting

Reports to the Board:

WILLIAMS presents the Editor-in-Chief report.

WILLIAMS says September is really busy, so the report probably doesn't include everything that has happened since the last board meeting. She says all staff has been trained, and she has had one on one check ins with all members of staff to make sure everything is going well and that course loads are not too much. WILLIAMS says News Editor has worked on hiring a Sports Reporter, as opposed to a Sports Editor, to help cover games. She says it will be a good try at expanding senior volunteer positions. She mentions that she has been collaborating with USchool, which shows rural and Indigenous students what university will be like. On October 5th, WILLIAMS will be teaching the kids about university and journalism. She says she has been doing community outreach, and will be allowing different classes volunteer experience at The Gateway for credit. She says she's taken on a marketing class, who will create a marketing report on how to improve outreach at The Gateway instead of writing. She says that some staff will be attending AMPA on September 22.

WILLIAMS presents the Executive Director Report, because KERR is absent.

WILLIAMS says that one of the biggest things they've done this year is the Fall Newspaper. She also mentions Open House and Clubs Fair, which was successful. She mentions that they haven't received their Lease Agreement from the SU yet, even though it's expired. She says it's not clear if The Gateway will be paying the previous rate or not, so KERR will be reaching out to Craig. WILLIAMS said that the Fall Newspaper was a success, and they had quite a few people pick some up. She also mentions that it probably caused an uptick at the first pitch meeting. The Fall Newspaper had two ads, which created \$1333 in ad revenue. Overall, the newspaper cost \$5500 to make. She also mentioned that their insurance company got back to them, and the Errors and Omission policy was dropped, and it went down by \$30. She says they'll be starting the audit soon. She said that they're still waiting to hear back from grants they applied for before they can do an office revamp.

DAUM asks if there's any concern surrounding the lease.

WILLIAMS says yes, since they're expecting an increase due to inflation. She says they knew that it would increase, but they're wondering if it's fair to pay the increase since the delay is on the end of the Students' Union.

PAWLUK asks if there are any potential plans to do a future newspaper.

WILLIAMS says they're strongly considering it, but it's a matter of when, not if. She says they can potentially break even or make some money on the next one, since they'd have more time to make it. They haven't made a decision on when they will be releasing this newspaper, but they have several ideas.

CRAIG asks what are the hardest parts of doing another issue.

WILLIAMS answers that in terms of content, they could fill a newspaper really easily. The biggest issue is distributing the newspaper. She says they lucked out in advertising this time, but they'd have to work hard to get good advertising next time. WILLIAMS says she wants to build the advertising backup before they get started again. She also says they printed 4000, and they're watching how quickly they deplete. She says they're not being taken as quickly as they would have hoped, but now they know not to print as many next time. She says they're leaning towards releasing another one during the Winter semester.

MACATANGAY presents the Production Editor report.

MACATANGAY says that three of the top 10 posts were published in August. He says that he has done staff training, and had their transition meeting with Jin He. Since the start of the fall semester, MACATANGAY says he has been getting adjusted in the role and will be getting more involved in the near future. He says they held a meeting for the **rebranding** with WILLIAMS and KERR. He says he'll be pushing more illustration work to the volunteers, which means keeping tabs on interested volunteers from Clubs Fair and Open House. When he first got the job, MACATANGAY says he agreed to draw illustrations for features, which the first one just went up. He's been working on the Gateway to Cinema poster for the upcoming movie showing for September 21.

The Top 10 pages of the month are:

- 1.
2. Top 5 Taylor Swift songs to cry to,

CRAIG presents the Finance Committee Report.

CRAIG says they had their meeting right before the board meeting. She says the Quickbooks are in better shape, but the bookkeeper had been slow in entering items previously. She says they reflect The Gateway's expenses and profits better. She says there's still a few things that need to

be removed, but things are looking better for year end when they're doing their audit. The bookkeeper hadn't been putting salaries previously, but she is now. CRAIG says they will be adding the lease when it's finalized and the cost of the physical newspaper, which will be less than expected due to the ads paying for most of it. She says that the expenses are in good shape, and ready for the upcoming audit. CRAIG asked PAWLUK when the audit happened last year.

PAWLUK answers that the audit took place in December, and was presented in January.

BROOKS expresses concern about how sloppy the bookkeeping was kept. He wonders where the bookkeeping went off the rails.

CRAIG answers that it isn't a hard thing to keep in line, and nobody is happy about it. She says the issue is that the bookkeeper has been sloppy. She says that the Editor in Chief and Executive Director have spoken with the bookkeeper and have tried to help her. CRAIG says everyone is doing their best to rectify the issue.

BROOKS asks if they've considered bringing the day to day finances in house, as opposed to paying someone outside to handle it.

PAWLUK says they considered it when The Gateway lost the DFU, but there were debates on whether or not there were resources available.

CRAIG says that years ago, there was a business manager who handled the bookkeeping. She mentions that this was a full time position, and it worked when The Gateway was with the SU.

WILLIAMS presents the Governance Committee Report

WILLIAMS says they met on Monday, and they discussed a new member to the Governance Committee. She plans on putting out a general call to staff, since they don't have to be on the board to be a part of the committee. She also mentions the audit, because KERR found that when there was a DFU, the audit had to be done by an external party. She wonders if it could be removed from bylaw, which would save the Gateway \$9000. WILLIAMS is looking into provincial bylaws and guidelines to see what it would look like for the Gateway to do their own audit.

DAUM cautions against striking the bylaw, especially if we're considering re-establishing the DFU.

PAWLUK presents the HR Committee Report.

PAWLUK says they're meeting after the board meeting, so there aren't any updates yet.

TEELING presents the Sexual Violence Reporting Task Force Report

TEELING says that they've had a few meetings, usually twice a month, the last one being Friday, September 9. Each member had homework to check out major newspapers to see how their reporting on sexual violence was, and to see if they should reach out to anyone. A finalized list on who to reach out to has been made, so they're working on going through this. The next steps are seeing how each newspaper handled reporting on sexual violence, what their concerns were, and how they handled comments from perpetrators. After this, they're looking into getting a lawyer to come talk to staff about the risks on reporting sexual violence.

KOSAK joins the meeting.

For discussion:

WILLIAMS presents the idea of an Alumni event.

WILLIAMS says that now that COVID-19 has calmed down, now would be a good time, since the Gateway is turning 113. She wonders how she would get the word out to alumni. She wants to collect data on former Gateway members so it's easier to track them down. WILLIAMS said they toyed with the idea of making it a fundraiser, mainly making it a ticketed event. Alternatively, she says they can just ask for donations. She also wonders where to host the event, and asks the board for thoughts and opinions.

PAWLUK says that BROOKS, DAUM, and CRAIG might have some good ideas. He also mentions that The Gateway used to have an active alumni association, and asks for insight on how the association is going.

DAUM says the Alumni Association has been very quiet, but does not know why.

CRAIG mentions that there has been talk to resurrect it, especially from Jon Kmech. He might have some insight on how to get started and who to contact. CRAIG offers reaching out to him to touch base.

BROOKS also says that WILLIAMS should reach out to Jon Kmech. He also mentions that the alumni association always gets busy when a reunion is planned, but falls in activity afterwards. BROOKS also mentions that there are people related to The Gateway who would reach out to people on behalf of The Gateway.

DAUM mentions that the 100 anniversary was a huge event, and that they always resurface at key moments in The Gateway's history. He says that it would be valuable to really get in contact with them, especially if there are plans to re-establish the DFU. He says it would be a good idea if the event was centered around actively doing something, to give people something to do. DAUM suggests having a reception at the office if people want to be nostalgic about The Gateway, then going to do something after.

PAWLUK mentions that there is a lot of knowledge to share amongst alumni, and they'd be willing to help The Gateway financially. He also mentions WILLIAMS' idea of combining it with an office revamp. He reaches out to AVILA and VILLOSO on their thoughts.

VILLOSO says that reaching out to alumni and fundraising falls to Abner Monteiro more. She says that there is enthusiasm from alumni to get involved on campus.

PAWLUK mentions a chat DAUM sent referring to the Bears Den, which DAUM says he could try and secure for a reduced cost. PAWLUK asks if there are any ideas on how to reach out to alumni and encourage them to donate.

KOSAK mentions that something similar to a cabaret might be a good fundraising idea. He says that renting out a space, then having artists perform at the event, and collecting donations at the door would create a space for alumni to have a little party.

PAWLUK suggests having keynote speakers, like Peter Lougheed and Don Iveson, would be a good incentive.

WILLIAMS says having a ticketed speakers event was her original idea, but her concern is that they wouldn't break even. She says that as a first step, choosing a date then sending out a google form to gauge how many people would be interested.

TYAGI mentions that there is an alumni meeting for graduates from the early 70s at Convocation Hall. She says that reaching out to the Dean of Students and seeing how they're organizing it might be a good first step.

For approval:

WILLIAMS moves to strike "The Management Editors (currently the Managing Editor and the Online Editor" from *Gateway Student Journalism Society* Standard Operational Policies Section 8.2.1 and insert "The Managing Editor".

WILLIAMS moves to strike “and Online Editors” from *Gateway Student Journalism Society* Standard Operational Policies Section 8.3.1 and insert “Managing Editor”.

WILLIAMS moves to strike “in at least two (2) issues of the Gateway” from *Gateway Student Journalism Society* Standard Operational Policies Sections 8.2.1 and 8.3.1 and insert “online on The Gateway website”.

WILLIAMS moves to strike section 8.4a from *Gateway Student Journalism Society* Standard Operational Policies Sections.

PAWLUK highlights that these motions remove outdated hiring practices and language, that were made for The Gateway in the past that no longer apply.

Moved by WILLIAMS.

Seconded by BROOKS

Motions passes unanimously

WILLIAMS moves to strike “Two (2) chosen from the outgoing Line Editors” from *Gateway Student Journalism Society* Standard Operational Policies Section 8.1.1 and insert “One (1) chosen from the outgoing Line Editors.”

WILLIAMS highlights that bylaw requires that The Gateway has two outgoing Line Editors. She says this was a requirement from when there were five line editors. Now that there are only two, it is likely that only 1 would be outgoing. She says it is possible to lower it down to just 1, but she opens it to the floor for discussion. She also suggests that hiring panels can be much smaller, as opposed to having five or six people on the hiring committee.

PAWLUK says these were formed in the hopes that they could be thorough. He says it makes sense that the hiring panel be quite strong and large for the Editor in Chief position, since their job can be so hard. He says there needs to be discussion on whether or not it is practical to have such a large hiring committee.

BROOKS says that the hiring practices were written by students trying to consult people for jobs they took way too seriously. He says they have merit, but they’re very outdated. BROOKS says that a set of revisions to modernize these hiring practices and bylaws would be good practice. He says they need to make it easy and straightforward.

PAWLUK mentions that it's hard to fill the seats of bylaw with the amount of current staff.

CRAIG says that there are editors to be involved in the hiring process, and volunteers available to be included. She mentions that hiring panels she's aware of have had four representatives on the hiring committee. She also brings up that everyone at The Gateway should have a voice, including volunteers. She asks WILLIAMS how many people she is thinking of having on the hiring committee.

WILLIAMS says that now that she knows most panels have four, five to six people seems excessive. She mentions cutting continuity rep, and cutting outgoing line editors from one to two, or cutting completely.

BROOKS says they would nominate volunteers to be a part of the hiring committee when he was on staff. He says they should consider which voices they want to use, as opposed to sticking with what is outlined.

Adjournment:

WILLIAMS motions to adjourn.

The board unanimously votes to adjourn.

The meeting is adjourned at 7:27 p.m..

Minutes submitted by: Katie Teeling