

# Gateway Student Journalism Society

Meeting Minutes  
October 19, 2022

## **Attendees:**

BROOKS, Sam  
TYAGI, Aishwarya  
MACATANGAY, Arthur  
WILLIAMS, Emily  
KERR, Lochlann  
CRIAG, Lee  
VILLOSO, Julia  
PAWLUK, Mitchell

## **Regrets:**

TEELING, Katie  
DAUM, Evan  
AVILA, Rebeca  
KOSAK, Dan

## **Opening**

The regular meeting of the Gateway Student Journalism Society was called to order at 6:07 p.m. on October 19, 2022 via Google Meets by PAWLUK.

## **Approval of the Minutes**

Moved by BROOKS

Seconded by WILLIAMS

Passes unanimously

## **Approval of Agenda**

Moved by WILLIAMS

Seconded by VILLOSO

## **Reports from Staff and Standing Committees**

### **WILLIAMS presented the Editor-In-Chief Report**

Editorial updates include staff attending the Alberta Magazine Publishers' Association (AMPA) Conference, USchool came to the Gateway office, and staff hired more deputy editors, including

a new Business unit volunteer. Staff have also returned to creating some multimedia content, such as a Gateway podcast. Finally, Gateway staff also held their first Gateway to Cinema at the Metro Theatre. The event was well attended and staff are looking forward to holding another Gateway to Cinema next week where students will be watching *Get Out*.

In terms of B-Unit updates, WILLIAMS said that the audit was completed ahead of schedule. Additionally, The Gateway updated our insurance policies. However, our errors and omission insurance policy increased by almost 20% and, since the company provided staff with the new documents only two days before our current policy expired, staff decided to agree to the increases. As such, staff has gone only slightly over budget with the insurance. Future years, staff will plan get quotes from other insurance companies to see if there is a way to reduce costs.

Finally, WILLIAMS also asked Emma Jones, former Executive Director and Opinion Editor, to be the president of the Gateway's Alumni Association and she agreed. There should updates in future months.

PAWLUK asked about the scheduling of a special general meeting (SGM) and if the staff plan to hold the meeting prior to our next Board meeting.

WILLIAMS answered that, since most volunteers are not currently GSJS members, staff decided to delay the SGM until a later date. Says she will work to establish the date.

PAWLUK agreed with the decision to delay the meeting by a bit but expresses a desire to hold the meeting soon given an SGM is necessary make changes to bylaw and fill the vacant volunteer representative position on the Board.

BROOKS expressed a similar view, saying that staff should not hold off too long to hold events. He also provided clarity that staff/board members are GSJS members but by convention do not vote on filling the volunteer representative position.

WILLIAMS said that, prior to scheduling a meeting, she will make a list of current members to invite to the SGM. She estimated current membership at 10 volunteers.

KERR asked WILLIAMS how long she believes it will take for the GSJS to hit a target threshold of memberships for a general meeting.

WILLIAMS answered that she believes this will take until elections coverage with the current membership criteria.

PAWLUK noted that not all general meetings are heavily attended but that they still provide an opportunity to accomplish necessary changes with the group of people who attend.

BROOKS also noted that viewing these necessary changes as a "procedural vote" may be a bit cynical. He said that, from his experience, the most committed volunteers are the people that will show up and understand the importance of GSJS roles and votes. If The Gateway has a core team

of volunteers, then staff should bring them to the general meeting to make these changes. BROOKS expressed this is a good way to begin making a list.

KERR notes that our bylaws require 30 per cent of members for a general meeting quorum. He asks if The Gateway can get our most committed volunteers to attend.

WILLIAMS said, while the final date still needs to be determined, that the best timing would likely be on a Monday, after the volunteer pitch meeting.

### **KERR presented the Executive Director Report**

KERR updated that the two business clients are late on paying for their advertisements from September. He has reached out and hopes to hear back in the future. KERR said marketing is going well. Another update, however, is that The Gateway still haven't received our lease the Students' Union and hasn't heard from them recently.

BROOKS noted that some business won't pay for 45 days. For a physical newspaper or magazine, some companies require you send a tear-sheet for ads which may be holding it up.

KERR responded that he doesn't believe the tear sheet is holding up payments and has agreements with both parties. He plans to follow up with both of them.

VILLOSO mentioned the best way to get in contact of some student groups that do business with the Students' Union is to visit in-person.

### **MACATANGAY presented the Managing Editor Report**

Updates from MACTANGAY included discussing a Gateway social, staff attending disclosure training from Sexual Assault Prevention Centre, restarting the social intercourse column, rebranding the Gateway newsletters, getting new illustration volunteers, making the Gateway to Cinema poster, and pitching out illustrations for some articles. Future plans include looking into workable features and soliciting features from community service learning volunteers.

No Board members asked questions or made statements in response to the report.

### **CRAIG presented the Finance Committee Report**

CRAIG discussed the audit and went over the most relevant numbers discussed by the finance committee. CRAIG also asked VILLOSO about the status of the Gateway's lease with the Students' Union and the timeline on receiving the new proposed lease.

VILLOSO responded that WILLIAMS and KERR may know more about the process than I do, as other SU employees are handling the process. If it's something on the SU's end, VILLOSO said she could discuss timelines with employees.

KERR outlined the current progress on the lease to date. Specifically, the original agreement with the SU was to extend lease negotiations to September 31 and backtrack the agreement once it was finalized. The SU then extended negotiations to October 30. Given the short timeframe, KERR wanted advice on whether The Gateway should request more time to review the proposed lease once it is received and if we should ask a new agreement for the last two months we have been without a lease. When asked by WILLIAMS to clarify further, KERR mentioned that the Gateway has not been charged rent since September and the original plan was to pay a new rate for these months. He noted he is not significantly concerned by wanted advice.

CRAIG expressed that there is a bit of concern about ensuring the lease is finalized.

VILLOSO asked if SU employees are the reason behind delays in the lease negotiation process.

KERR responded that requests for extension are coming from the SU and that he is being told to wait until a new proposed lease is ready to be reviewed.

VILLOSO said she will talk to the SU employees responsible for the lease agreement about the timeline.

### **KERR presented the Governance Committee Report**

KERR said Governance Committee has not met this past month, will likely meet next week. Will work on outstanding issues in bylaw and operating policies outlined at previous meetings.

### **PAWLUK presented the Human Resources Committee Report**

PAWLUK said the Committee meet directly after our last board meeting, discussed the mandate and scope of the committee for this year. The committee scheduled their next meeting for December 7, saying they will discuss for staff performance evaluations at the meeting. PAWLUK also mentioned that the Committee appointed Dan as chair.

### **WILLIAMS presented the Sexual Violence Reporting (SVR) Task Force Report**

WILLIAMS mentioned that the SVR Task Force met once to give updates on their progress. Collectively, committee members reached out to student newspapers across the country to discuss best practices for reporting on sexual violence at post-secondary institutions. Members have already talked to a few newspapers, had fruitful conversations and provided shared resources. The Committee will share more updates at a later point in time. Additionally, PAWLUK has potentially gotten a lawyer to come in and talk to the committee about the legal responsibilities of journalists when reporting on sexual violence.

### **New Business**

#### **For Discussion: Unpublishing Policy (WILLIAMS)**

WILLIAMS discussed how she sent an email to CRAIG, BROOKS, and DUAM to ask about unpublishing policies after noticing it on other student newspapers' websites. Responses to remove names, etc. All board members responded, gave their perspectives. One resource is the CBC's unpublishing policy – as a paper, it is our responsibility to remain public historical record. Therefore, we cannot take anything down unless it's in extreme circumstances. Mentions case study from CBC, appeal on decision. From the boarder examination, this appears in line with other policies, that decide matters on a case-to-case basis. Could be helpful to have a policy but may not post the policy on the website if Board members decide against that, as other newspapers have..

BROOKS said that WILLIAMS is doing everything right here. She has done research and probably already drafted a bit of a policy in her head based off the research. BROOKS said we should have a policy and it should be transparent. Trusts WILLIAMS to draft the policy and bring it to the board.

PAWLUK echoed this sentiment. Mentions that unpublishing at The Gateway has been inconsistent in responses in the past. Could be handled by the board or an ombudsperson from the board that review appeals.

BROOKS mentioned the Board has done this before. Doesn't remember exact details but board could take on this responsibility. A transparent subcommittee would help with this. Also mentions that the Canadian University Press (CUP) is a good resource to talk to – can discuss unpublishing policies at other papers.

### **Adjournment**

WILLIAMS motions to adjourn.

The board unanimously votes to adjourn.

The meeting is adjourned at 7:10 p.m.

Minutes submitted by: Mitchell Pawluk