

The Gateway Student Journalism Society — Board of Directors
August 21, 2024

Present

Levi Flaman

Katie Teeling - **Chair**

Leah Hennig

Stephanie Swensrude

Lily Polenchuk

Sam Brooks

Omar Habibzai

Dylana Twitney - **Secretary**

Nathan Thiessen -**Treasurer**

Zeyana Ramji

Lee Craig

1. Call to Order
TEELING calls the meeting to order at 7:03 p.m..
2. Approval of the Agenda
FLAMAN motions to approve the agenda. HENNIG seconds.
3. Approval of the Minutes
POLENCHUK motions to approve. BROOKS seconds the motion.
4. Reports of Officers and Standing Committees
 - a. Editor-in-Chief

POLENCHUK says she has finished hiring. She is looking forward to putting out the upcoming print edition. She says Isabella is working on organizing everything for Week of Welcome (WoW) and the open house and clubs fair. Isabella is also working on advertising *The Gateway* through class talks. The Gateway to Cinema for September is Challengers. POLENCHUK says Sam Brooks is helping them look at camera equipment to upgrade tech. She and HABIBZAI are waiting for the auditors to get back to them. They are looking to open an account with ATB, and have met with them. They were impressed by how smooth they made the transition seem. Polenchuk introduces the new hires: staff reporters are Kathryn Johnson and Gabriella Menezes and sports reporter is Lale Fassone.

b. Executive Director

HABIBZAI says he is trying to find more advertising . He has a few more connections and hopefully he can maintain them. He and POLENCHUK have hired Isabella as Marketing and Outreach Co-ordinator. They are planning for WoW. They have purchased branded merch to give away at WoW. HABIBZAI says came in yesterday and looks good. They also ordered team merch for paid staff with *The Gateway* logo. He says it will come in a few days. HABIBZAI says he received a large number of applicants for Marketing and Outreach Co-ordinator. All online ad space was filled up for the year. There are a few set for the September print edition. They will have more ads in later editions. He is sending relevant documents to ATB and working on the transition. He is currently reaching out to advertisers for the print editions.

c. Managing Editor

TWITTEY says she got *The Gateway* media accreditation for the Edmonton Folk Music festival. She and HENNIG attended in person and conducted interviews. TWITTEY says *The Gateway* is covering the Edmonton Fringe Festival at the moment and that people have been excited to go to shows. She says they're working on getting the new hires up to speed for the school year and that they've already finished training. TWITTEY says they're making good progress on the paper and that they started earlier than past years. She says POLENCHUK has already begun work on layout. TWITTEY says the new format of paper will hopefully encourage more people to pick it up. TWITTEY says there are no significant changes in terms of Google Analytics and that Julys Top Ten articles are all pretty typical.

d. Finance Committee

THIESSEN says POLENCHUK and HABIBZAI are taking care of the banking transition. The last Finance Committee addressed bookkeeping concerns regarding residual expenditures that are no longer relevant.

e. Governance Committee

POLENCHUK says Gov Com has not yet met as she was not aware it was her responsibility. POLENCHUK says theres been no pressing concerns.

f. 5 Year Strategic Plan Committee

HENNIG says they had the first meeting and elected the chair, her. They talked about the direction they wanted to go and brainstormed people and publications to talk to see what works for them. HENNIG explains the committee is meant to plan for the next five years now that funding is restored and also to plan for financial sustainability past those 5 years.

g. HR Committee

TEELING says the HR Committee has not met.

5. For approval: CIBC Letter establishing signatories

In order to switch to ATB from BMO, POLENCHUK says ATB needs a signed letter from the Board. To open up a mastercard with a certain limit with ATB, that needs to be included in the letter. FLAMANA says according to section 4.2 of GSJS operating policy any 2 of the following 4 people may sign for financial purposes; chairperson, editor-in-chief (EIC), executive director, or treasurer. FLAMAN asks if we want to add the treasurer of a signatory as treasurer has not been a signatory for a long time. TWITTEY says adding another person would complicate things and that POLENCHUK and HABIBZAI are capable of making those decisions on their own . THIESSEN says it adds a burden to the staff to add a treasurer as signatory. He says *The Gateway* can continue breaking bylaw because nothing changes if we do break it. He says they can amend the bylaw next meeting. He officially recommends following the bylaw and adding the treasurer as signatory. Although he says the treasurer is removed from the daily operation of *The Gateway*. TEELING says as it is Operating Policy and not Bylaw that they could amend today. TEELING mentions that for most things they only need 2 signatories, but the third one is there for security in case the other two get locked out. POLENCHUK says its not much of a hassle except during staff turnover. FLAMAN said the preference is with 2 signing authorities that there are other people who can sign instead. More signing authorities gives more flexibility in times of emergency, FLAMAN says. POLENCHUK is confused as to why the treasurer was no longer a signatory. TEELING asks the rest of the board opinion. SWENSRUDE says keeping the treasurer on as a signing authority is a good idea, agrees with FLAMAN. THIESSEN says its

a good idea for the treasurer to have signing authority in case someone is indisposed. Treasurer would just be the last person to sign in an emergency. HENNIG says it's not a bad thing to add the treasurer but says it's not super urgent to make this amendment. TEELING says it's not great practice to not make a decision. BROOKS is in support of having the treasurer as a signing authority. HABIBZAI says he agrees in adding the treasurer as a signatory. He says the board should make this amendment this meeting.

FLAMAN mentions that Operating Policy 4.6 says a GSJS credit card should be issued to the EIC and the Managing Editor. He says the letter one asks for one Mastercard and asks if GSJS should ask for two. POLENCHUK says the Managing editor rarely has to buy anything. TEELING says they have a good reimbursement policy. FLAMAN says the safeguards are already in Operating Policy against any misuse of the card and also that there is a substantial enough vetting process to hire the Managing Editor that they should be able to trust them to be financially prudent. TWITTEY says it doesn't make sense to hand out multiple credit cards as something could happen to the card like losing it or theft. POLENCHUK says she doesn't have an issue giving a credit card to the Managing Editor but doesn't see a reason for it. HABIBZAI agrees it's unnecessary because credit cards have high limits and the Managing Editor doesn't make purchases. He also mentions the reimbursement policy. BROOKS says credit card policy was written when *The Gateway* had more volunteers and more staff. The policies are relics of a past Gateway. Now *The Gateway* only needs one or two credit cards. FLAMAN says the limits don't have to be the same on cards. FLAMAN doesn't care for another card if there is no appetite for the card. He recommends to strike that part of the operating policy next meeting. FLAMAN says they've identified two operating policy issues they haven't been following. He says it's worth looking through to see if there is anything else they haven't been following. TEELING recommends taking a vote. THIESSEN recommends shuffling this over to the Governance Committee. TEELING asks for a motion to vote. FLAMAN proposes two motions to add the treasurer as signatory and adding titles to the Mastercard. FLAMAN motions; one to add the treasurer as a signatory. POLENCHUK seconds that motion. The motion passes unanimously. FLAMAN motions to specify that it's the EIC getting the credit card and not the managing editor. HENNIG seconds. The motion passes unanimously. HENNIG motions for Governance Committee to look over GSJS Operating Policy. POLENCHUK seconds. The motion passes unanimously. FLAMAN asks if it matters what credit card *The Gateway* gets. POLENCHUK says that ATB didn't specify which one they're getting. TEELING says should specify in the letter what credit card they're getting. FLAMAN says there's no operating policy specifying what credit card they need to get. FLAMAN says it doesn't really matter what credit card they get because purchases are small and paid off before they can accrue interests. Although, he says credit cards that accrue points for travel could help get future staff to conferences

6. Adjournment

HENNIG motions to adjourn, POLENCHUK seconds. TEELING adjourns the meeting at 7:51 p.m..