

## The Gateway Student Journalism Society — Board of Directors

January 15 2025

### Attendance

Anna RUDGE  
Leah HENNIG  
Lily POLENCHUK  
Katie TEELING  
Nathan THIESSEN  
Dylana TWITTEY  
Omar HABIBZAI  
Lee CRAIG  
Sam BROOKS  
Levi FLAMAN  
Unees HASSAIN

#### 1. Call to Order

POLENCHUK motioned to call the meeting to order at 7:05 p.m.. HENNIG seconded. The motion passed.

#### 2. Approval of the Agenda

THIESSEN motions to approve the agenda, POLENCHUK seconds.

#### 3. Approval of the Minutes

RUDGE and POLENCHUK abstained from voting due to their absence at the last meeting. HENNIG motions to approve the minutes, THIESSEN seconds. The motion passes unanimously.

#### 4. Complaint Review

POLENCHUK motions to move in camera to discuss a sensitive complaint. THIESSEN seconds the motion. The motion passes unanimously. At 7:19 HENNIG motions to go back to in session. POLENCHUK seconds. The motions passes unanimously.

BROOKS motions that the Board directs Chair TEELING to write a letter of apology on behalf of the Board to the NAIT Nugget with a deadline of ten a.m. Jan 17. POLENCHUK seconds. The motion passes.

#### 5. Reports of Officers and Standing Committees

##### a. Editor-in-Chief

POLENCHUK says that The Gateway staff tabled at Winter Warm Up in SUB the previous week and that engagement was really good. They distributed a lot of print editions and had signups for volunteering and the open houses. Turnout for both open houses was great, with 11 on Monday and 10 on Tuesday. She says Marketing and Outreach Co-ordinator Isabella is going to send out a feedback form to those that attended. POLENCHUK says that social media engagement has been strong, especially with Gateway to Cinema posts. As well, the business unit is working on the 2025 Gateway Readership Survey and editorial staff are preparing for 2025 UASU elections coverage. Both the news editor and the opinion editor are training their

teams soon. POLENCHUK says HENNIG is working on scheduling interviews for the 2025 UASU Executive Report Cards. The UASU communications time has been difficult but she is sure they will figure it out. Additionally, the line editors are switching from conducting pitch meetings to conducting workshops in the hopes of better engaging with volunteers. With the pitch emails going out Mondays, there's less people interested in attending pitch meetings. Isabella and HENNIG will work together to advertise the workshops over social media. Lastly, job posting for 2025–26 staff positions will be posted soon. The posting for editor-in-chief (EIC) will go up at the end of January. Other postings will follow in February.

b. Executive Director

HABIBZAI says marketing and outreach secured a table at Winter Warm-up, promoted the January print edition, volunteering opportunities, the open houses, and January's Gateway to Cinema. The Gateway has opened an account with ATB but is still waiting on opening up a credit card. Once that is complete The Gateway will conclude the transition from BMO. HABIBZAI was also able to secure four quarter ads for the January print edition and is working to secure ads for April's print.

c. Managing Editor

Referencing to the Managing Editor Report, TWITTEY says this is the first month in awhile where the view count, user count, and new user count were less than the previous year. She does not think there's any call for concern. She says quite a few recent opinion articles were in the top ten for December. In December only two Campus Roundup emails went out which she says could have effected the view count. This was due to the website outage and Christmas. She says she has already begun thinking about her lineups for Election Dissection. As well, the first community service learning feature was published in the print.

THIESSSEN suggests that the drop in view count could be attributed to the website outage. TWITTEY and POLENCHUK agree.

d. Finance Committee

THIESSSEN says that they are waiting on the new bank provider to provide credit cards and checks. Secondly, he says that someone tried to cash a fraudulent check to the amount of \$950 which the bank caught. Thirdly, he says The Gateway owes the Canadian Revenue Agency (CRA) \$10,000 in taxes but that this is most likely a UASU problem, as they are responsible for payroll. He notes that if The Gateway did have to pay the \$10,000 it would not be too detrimental.

HABIBZAI expands on the issue with the CRA. He says they received a Statement of Accounts for Current Source Deductions. There is a remittance account balance of \$10,387. After doing some research he realized that money is basically the payroll deductions that are taken out of all paychecks of Gateway staff like CPP and EI. This is what The Gateway owes the CRA. They're working on contacting the UASU.

e. Governance Committee

HENNIG says they met yesterday and began looking over the operating policies. It's a long document but they're making good progress. So far they have only made small changes but likely they will need to make some additions and more thorough updates later.

f. 5 Year Strategic Plan Committee

HENNIG says they met yesterday and went over the reports from the interviews. They're now in the discussion phase of aspects they should implement in the eventual 5-year plan.

g. HR Committee

TEELING says the HR Committee conducted the performance evaluations in December and that the HR Committee met on Saturday to fill out POLENCHUK's rubric. TEELING delivered POLENCHUK's performance evaluation on Monday and that went really well. POLENCHUK has signed her performance evaluation and is having the staff do the same thing.

6. Adjournment

TEELING adjourns at 7:34 p.m..