

The Gateway Student Journalism Society — Board of Directors

April 9 2025 — [Google Meet](#)

Present:

Sam BROOKS

Lee CRAIG

Nathan THIESSEN

Leah HENNIG

Omar HABIBZAI

Lily POLENCHUK

Anna RUDGE

Stephanie SWENSRUDE

Katie TEELING

Dylana TWITTEY

Absent:

Caprice ST. PIERRE

Levi FLAMAN

Unees HASSIAN

Zeyana RAMJI

1. Call to Order

The meeting was called to order at 7:05 p.m..

2. Approval of the Agenda

THIESSEN motions to approve the agenda, POLENCHUK seconds. That motion passes unanimously.

3. Approval of the Minutes

POLENCHUK motions to approve the minutes, THIESSEN seconds. The motion passes unanimously.

4. Special orders

a. Speeches from Outgoing Board Members

POLENCHUK says she's thankful for everyone she's worked with over the past three years. She'll miss *The Gateway*, but she's always happy to grab a coffee with any members of the Board.

BROOKS says he feels there's a natural closure to volunteering with *The Gateway* after volunteering with *The Gateway* for six years and being on the Board for four. He thinks it's time for someone new and is happy with being able to have helped *The Gateway* through a time of crisis.

b. Selection of New Officers for the Coming Term

i. Chair

TEELING asks if there are any nominations for the position of Chair.

POLENCHUK nominates TEELING, BROOKS and HENNIG second that. TEELING accepts.

No other directors are nominated, TEELING acclaims the role of Chair for the 2025-26 year.

ii. Graduate Student at Large Representative

THIESSEN motions to move in-camera, HENNIG seconds.

HENNIG motions to reclaim Ping LAM IP as the Graduate Student at Large Representative, SWENSRUDE seconds. The motion passes unanimously.

5. Reports of Officers and Standing Committees

a. Editor-in-Chief

POLENUK says the transition process is going smoothly, she's training HENNIG with the bank as much as they can while they are still sorting out some of the banking stuff. Staff are getting ready for transition day. The April print edition went well, they printed less copies because there's less people on campus and the pick up rate was quite high. They gave out the two volunteer scholarships and the readership survey prize, which will be posted on the Instagram soon.

b. Executive Director

HABIBZAI says MO promoted the Gateway to Cinema and the last print edition on Instagram. He's also in the process of making the transition report for the incoming Executive Director. For finances, there was an issue with Stripe verification last month but he was able to figure that out after a while. He got six ads for the print edition from some local businesses and campus organizations.

c. Managing Editor

TWITTEY mentions that it's the last Gateway to Cinema this month. User count, new user count, and views are trending upwards.

d. Finance Committee

THIESSEN says there are actionable items in the agenda today when it comes to transferring signatories. Finance committee also talked about ensuring that their bookkeeping practices are transparent in the visibility of the receivables report rather than just the profit and loss statement. He will continue to be a signing authority along with TEELING.

e. Governance Committee

HENNIG says Governance Committee did not meet in April as they finished reviewing the operating policy in March.

f. 5 Year Strategic Plan Committee

HENNIG says that the 5 Year Strategic Plan presentation to the board is now expected for May's meeting as April's meeting was earlier than expected.

BROOKS asks if HENNIG can give a bit of an overview of the plan since some board members are leaving and won't get to see the plan at the next meeting.

HENNIG says there's a few different sections of the plan, including the editorial, financial, outreach, and DFU preparation sections which all have more specific items under each.

BROOKS asks about the Graduate Students' Association fee, whether that is being considered in the plan.

HENNIG says they did not discuss it but will and mentions that the recent reporting on graduate level issues may help their case in running a fee.

g. HR Committee

TEELING says that HR has not met.

6. For Approval: Operating Policy Amendments

HENNIG goes through the proposed changes, says she is presenting them as a slate of changes.

1.2 Publishing schedule: First change is replacing the eight issues a year requirement with publishing regularly online during the regular academic year.

1.3.2 Inserted material: Changed the wording in the inserted materials policy from “magazines” to “printed materials.”

1.3.3 For standards around ads, changed it from the editorial board having final approval to the Editor-in-Chief and Executive Director.

1.4 As discussed at the last meeting, the online/managing editor’s report to the board will be absorbed into the EIC’s responsibilities in reporting to the board, as well as cutting out the business opportunities as that falls in the ED’s report.

1.4.2 Changed the “advertisements sale representative” to “executive director” as they no longer have that position.

4.3.1 For the budget process, adding the ED to that as they and the EIC are the ones who create and propose the budget.

4.4.3, 4.4.4, 4.4.6, 4.4.7 Changing the language from “audit committee” to “finance committee” as they do not have an audit committee and it is finance committee that oversees the financial reporting. Removing the audit committee from discussions with the auditor, as it is the ED and EIC who most directly deal with that and have access to financial records for the audit and it would be impractical to have a whole committee involved there.

4.6.1 and 4.6.3 For credit cards, removing that the managing editor should normally have one, as they do not anymore, as well as the part about the managing editor’s credit card expenses being approved.

5.2 They added in the volunteer scholarship, basically the same terms approved by the board in the creation of the scholarship, but allowing for flexibility in the amount.

5.3.1 For the election of volunteer representatives to the Board, changed it to the AGM instead of last Board meeting as that’s where it is done. Also removed the part about volunteer relations committee, as they don’t have one, and the questions for volunteer reps.

5.3.3 Cutting a line about 5.4.2 as that does not exist.

Code of conduct amendments include allowing flexibility around office hours as that can change depending on staffs’ schedules and non-key holders needing EIC’s permission to use washrooms on the third floor outside of office hours.

2.3 in Code of Conduct Added a line about not allowing the use of generative artificial intelligence to produce written or visual content.

7.3 Committees policy was separated into standing committees and ad hoc committees. Added governance committee to standing committees as it was missing from there. Added the Five Year Strategic Planning Committee to standing committees. Moved alumni committee to ad hoc committees that can be struck at the discretion of the board as there is no standing alumni committee.

Changed the policy around the hiring panel for the EIC from two line editors to one line editor and one business unit staff member as they work closely with the EIC. Also changed that the editorial board electing them to the hiring committee to the outgoing EIC.

8.3 the hiring panel for the line editors was changed from having the incoming managing/online editor to one outgoing staff member to allow for flexibility given people's schedules.

TEELING asks if it would be better for transparency to have the EIC and the Chair elect people to the hiring committees.

HENNIG agrees and makes that amendment.

BROOKS says 1.2 may be too vague in "regularly" publishing, that could be interpreted differently by different people. For the credit cards, be more vague in the reporting of credit card expenses. Five Year Strategic Planning Committee says it must produce a document every five years but doesn't say when that process should begin. Is it a living document, in accordance with the DFU cycle? It was struck as an ad hoc committee but now has been moved to a standing committee which probably makes sense. With the hiring of the EIC and line editors and election of line editors to the hiring panel, concerns with taking out the editorial board and replacing it with solely the EIC. Want to make sure line editor have a voice and the EIC isn't hand picking their representative.

HENNIG adds that the reason they made that change is usually it's the outgoing person in the position that they try to have on the hiring committee.

BROOKS says he's thinking in high level governance terms, HENNIG probably right for practicality.

HENNIG adds that future governance committees can adjust that if they find that to be an issue. Will add to the Five Year Strategic Planning Committee that the process of producing a new strategic plan should begin one year ahead of the current plan's expiry. Adds any other society issued credit cards to 4.6.3.. Changes "regularly" in 1.2 to "daily."

SWENSRUDE should use artificial intelligence rather than AI in the artificial intelligence line that was added. Grammarly is also technically generative AI, the words of not being permitted to use generative AI in producing content for *The Gateway* might be too unclear especially as the technology advances. Maybe we should keep an eye on that policy or add reviewing that to the Five Year Strategic Plan.

HENNIG adds that the intent wasn't to restrict using Grammarly or spellcheck, but using things like ChatGPT to produce a fully written document or sections of it. Is there any suggestions on how to make that clearer? Should it specify that it doesn't include Grammarly or spellcheck?

TEELING adds that she agrees with SWENSRUDE and they use AI for things like transcripts. Getting too specific with exceptions could open a can of worms. Maybe we table it for now.

CRAIG points out that any AI program also gives the program the right to use their content in its software so that creates a copyright issue and concerns with the confidentiality of sources.

BROOKS adds he uses AI to caption videos, he thinks of it as two kinds of AI, the purely generative and the assistive. Making exceptions could mean having to constantly amend the document as new programs pop up. Could rephrase it as not passing off AI as a journalist's original work, focus on outcomes rather than inputs.

SWENSRUDE agrees and wonders if they should create an AI policy in the document covering what they've discussed.

HENNIG says they could recommend that to next year's Governance Committee. They also discussed creating a more comprehensive social media policy in the future.

BROOKS agrees they should recommend a more comprehensive AI policy instead of trying to hammer anything out in this one meeting. Would endorse passing the amended policy and a motion tasking next year's board to create that AI policy.

SWENSRUDE says she'd be happy to help with crafting that policy.

SWENSRUDE motions to approve Operating Policy amendments, RUDGE seconds. The motion passes unanimously.

BROOKS motions to task the 2025-26 GSJS Board with crafting a comprehensive artificial intelligence policy, HENNIG seconds. That motion passes unanimously.

7. For Approval: Letter to BMO Requesting Signatory Change

TEELING says they need to approve a letter to BMO to request the signatories are changed to HENNIG and Gabriella Menezes, the incoming Executive Director, and remove POLENCHUK AND HABIBZAI. This will allow HENNIG and Menezes to use the credit cards, access their finances, and pay for things.

BROOKS adds that bank account numbers should be redacted in the future when sharing these documents with the Board.

HENNIG motions to approve the letter to BMO requesting the signatories be changed from Lily Polenchuk and Omar Habibzai to Leah Hennig and Gabriella Menezes, SWENSRUDE seconds. The motion passes unanimously.

8. For Approval: ATB and BMO signatories change

POLENCHUK moves to approve changing the signatories on the ATB and BMO account from Lily Polenchuk and Omar Habibzai to Leah Hennig and Gabrielle Menezes and retaining Kathleen Teeling and Nathan Thiessen as signatories, Lee seconds. The motion passes unanimously.

9. Adjournment

The meeting was adjourned at 8:25 p.m..

Submitted by Leah Hennig