

**Gateway Student Journalism Society**  
**Meeting Minutes**  
**November 19, 2025**

Present:

Leah HENNIG  
Unees HUSSAIN  
Kathryn JOHNSON  
Areeha MAHAL  
Gabriella MENEZES  
Katie TEELING  
Christian ZUKOWSKI

Absent:

Lee CRAIG  
Teren HAZZARD  
Christopher REYNOLDS  
Nathan THIESSEN

**Call to Order**

The meeting was called to order at 7:01 p.m. by TEELING.

**Approval of the Agenda**

HENNIG moved to approve the agenda. MENEZES seconded. The motion passed unanimously.

**Approval of the Minutes**

HENNIG moved to approve the minutes. MENEZES seconded. The motion passed unanimously with abstentions from MAHAL, MENEZES, and ZUKOWSKI.

**Reports of Officers and Standing Committees**

Editor-in-Chief: HENNIG said that The Gateway has been posting more short-form videos, which have seen a great response. HENNIG reported that The Gateway's TikTok account has doubled its following.

ZUKOWSKI inquired about the user and new user counts being down compared to last year, while views have increased. HENNIG said she also does not have an exact answer for this, but believes it could be that it is the same users who are viewing the website, or that people are engaging with articles in other ways, such as short-form videos.

Executive director: MENEZES reported that the audit is complete and presented a submitted budget update.

ZUKOWSKI inquired about GSJS going over the budgeted amount for insurance and liability for the year. MENEZES said that GSJS went over budget by \$77.00, but that is essentially all that will be spent on insurance and liability for the year.

Additionally, MENEZES said that advertising has been going well. She said that The Gateway will consider slowing down on tabling, as it has not been incredibly receptive as of late.

Finance Committee: TEELING said that Finance Committee reviewed the audit and moved to recommend that the board approve the audit.

Human Resources Committee: TEELING said that Human Resources Committee will meet soon to prepare for Gateway staff performance evaluations.

Governance Committee: JOHNSON said she met with ZUKOWSKI, and they came up with some potential ideas for Governance Committee.

#### **For approval**

Treasurer: TEELING nominated HUSSAIN for Treasurer. HENNIG seconded the nomination. HUSSAIN accepted the nomination. The vote to acclaim HUSSAIN as treasurer passed unanimously.

Graduate Student-At-Large Representative: HENNIG moved to go in-camera. ZUKOWSKI seconded. HENNIG moved to go out of camera. MENEZES seconded. The motion passed unanimously.

ZUKOWSKI moved to appoint Bishoy Zakher as the Graduate Student-At-Large Representative. HENNIG seconded. The motion passed unanimously.

Scholarship changes: HENNIG explained that, last year, The Gateway awarded two volunteer scholarships each valued at \$1,000. This year, The Gateway will award five scholarships each valued at \$500. Four of these will be awarded to applicants for written contributions, and one will be awarded to an applicant for visual contributions.

HENNIG said she hopes a scholarship specifically for visual contributions will encourage more visual contributions.

ZUKOWSKI asked if there was feedback about prior scholarships that informed the changes. HENNIG said that by increasing the number of scholarships, The Gateway will be able to give back to even more volunteers.

MENEZES moved to approve the changes to the scholarships. HUSSAIN seconded. The motion passed unanimously.

Audit: HENNIG presented the audit report.

ZUKOWSKI asked if the annual report is a new practice for The Gateway. HENNIG said it is new, considering The Gateway did not have a designated fee unit (DFU) for many years. HENNIG said financial reviews were done when there was no funding for an audit.

ZUKOWSKI asked if the internal control deficiencies identified by last year's financial statements have been addressed. Regarding the credit risk, HENNIG said this is the risk that The Gateway will not be paid for advertisements that they sell. HENNIG said this has not been a major issue.

Regarding the liquidity risk, HENNIG said that this has become less of a concern as The Gateway has received DFU funding. HENNIG said that The Gateway is looking to diversify its revenue streams through donations, grants, and advertisements.

ZUKOWSKI asked if The Gateway has considered including progress on strategic plan initiatives within the annual report, or if there are other plans to measure and communicate the progress. HENNIG said that although the progress was not formally outlined in the report, many initiatives related to the strategic plan — such as increasing the frequency of the print, increasing The Gateway's outreach, posting short-form video content, and exploring ways to diversify revenue — were discussed by the report.

HENNIG said that even though risks were identified by the audit, The Gateway is in a good position, particularly with regard to liquidity, now that The Gateway has DFU funding and has seen consistent advertisement sales. HENNIG also mentioned revisiting the alumni chapter.

Regarding the credit risk, MENEZES said that it is inherent to the type of transactions The Gateway has with advertisement sales. MENEZES said The Gateway can consider placing more precautions if an advertisement is over a certain dollar amount. HENNIG also mentioned that the audit said The Gateway has a fairly broad customer base, which helps to minimize the concentration of that risk.

ZUKOWSKI congratulated The Gateway on the audit.

MENEZES moved to approve the audit. MAHAL seconded. The motion passed unanimously.

### **For discussion**

Cindy's contract: For context, Cindy is The Gateway's bookkeeper. Last meeting, CRAIG had questions about the accounts receivable reports The Gateway receives from QuickBooks. While HENNIG discussed this with Cindy, Cindy mentioned that The Gateway is supposed to review her contract, specifically her pay, every six months.

HENNIG moved to go in-camera to discuss her contract. MENEZES seconded. The motion passed unanimously. HENNIG moved to go out of camera. ZUKOWSKI seconded. The motion passed unanimously.

Five-year strategic plan: The development of The Gateway's five-year strategic plan was finalized last academic year. The development of the plan involved a five-year strategic planning committee. Per the operating policy, the committee is to meet once a semester to discuss the plan and provide semesterly updates to the board on the progress. HENNIG said the committee could be revisited, or the operating policy could be changed.

MENEZES said that the plan's initiatives are things that she and HENNIG work with day-to-day, and that anyone who wants to be in on those conversations is welcome to do so.

ZUKOWSKI said the committee might not be necessary, and semesterly updates may be excessive. ZUKOWSKI suggested doing an annual update instead.

TEELING said it would be good to have multiple perspectives on the plan. TEELING said it could also go to Governance Committee.

JOHNSON said she is happy to discuss the plan with HENNIG and MENEZES, but is not too sure about the frequency of meetings and updates. She said she would be open to discussing that further.

ZUKOWSKI asked management if they think a committee would be helpful for them and their work with the plan. HENNIG said that committee could help track progress on the plan and develop a report.

MENEZES suggested having a smaller meeting, perhaps a week before the regular meeting, to discuss progress on the plan. ZUKOWSKI said that would be a good compromise. ZUKOWSKI said because the plan is new, it might take some time to think through what reporting should look like, and once that is refined the committee might become less necessary.

HENNIG agreed with ZUKOWSKI, saying it could be helpful to have a committee to help decide what exactly reporting looks like, and once that is refined, the committee can become an ad hoc committee.

JOHNSON moved to strike a committee to track the progress of the five-year strategic plan. HENNIG seconded. The motion passed unanimously.

HENNIG moved to acclaim JOHNSON and ZUKOWSKI to the five-year strategic plan committee. HUSSAIN seconded. The motion passed unanimously.

**Adjournment**

HENNIG motioned to adjourn the meeting. MENEZES seconded. The meeting adjourned at 7:51 p.m..

Minutes submitted by: Kathryn Johnson