

Gateway Student Journalism Society
Meeting Minutes
June 17, 2026

Present

Lila ASSIFF
Lee CRAIG
Evan CRUICKSHANK
Mohsen GHOLIZADEH
Teren HAZZARD
Leah HENNIG
Braiden JANES
Davis MALONEY
Ione NIXON-HERMANSEN
Katie TEELING
Logan WEST (late)

Call to Order

The meeting was called to order at 7:03 p.m. by TEELING.

Motion to Approve Agenda

HENNIG requested that the Beat Reporter contracts be added to the agenda for approval.

HENNIG moved to approve the agenda. HAZZARD seconded. Unanimous vote.

Motion to Approve Meeting Minutes

HENNIG requested the March emergency meetings to be approved. TEELING shared she would find those minutes as the other meeting minutes were approved. TEELING shared how she will reach out to Kathryn, the previous secretary, for those minutes then they will be voted upon over email. HENNIG approved.

HAZZARD moved to approve the May 20 internal, on/off camera meeting minutes. JANES seconded. Unanimous vote. ASSIFF and GHOLIZADEH abstained.

HAZZARD moved to approve the May 20 off camera meeting minutes. JANES seconded. Unanimous vote. ASSIFF and GHOLIZADEH abstained.

Reports of Officers and Standing Committees

EiC Report: HENNIG

- HENNIG will share the budget with MALONEY.

- Articles have been steadily published.
- Deputy editors were hired, except for the Photography Deputy Editor due to lack of applicants including
- Print dates were set for the year.

Executive Director Report: MALONEY

- Wishes to talk about moving money to investment accounts.
- The budget added money for office supplies and did some student fee analysis for income.

Finance Committee Update: JANES

- Will be spoken about during the budget conversation.

Grievance Committee: CRAIG and HAZZARD

- CRAIG shares how the Report has been written. Unees, HAZZARD, and CRAIG are reviewing the report and it can be presented to the board. HAZZARD added that there will be a designated meeting. JANES asked if this would be before the next board meeting. HAZZARD said yes. TEELING confirmed that board members will be given 72 hours notice to the meeting.

For Discussion

The Investments: MALONEY

- Maloney proposes \$50 000 of cash reserves to be moved to a GIC and investment accounts to grow, but keep it liquid. MALONEY chose this number to reserve enough for operating expenses for at least 6 months. HAZZARD asked if this was being approved today. TEELING clarified that they are making the board aware and they will explore options. MALONEY confirmed and added that that number is not fixed.
- TEELING asked if this was a one time investment. MALONEY proposes that we have a deficit this year to create a long-term investment to try to not rely on student fees as much this year.
- JANES asked if money from the student spirit account be moved as well. MALONEY said that it would function as they same account but may or may not be in the same account. They will update us when they know more.

AI Policy: HENNIG

- HENNIG shares that AI has spread. Says that the board started an AI task force last year that never met, so the Editorial Board spoke about comfortability with AI because it falls under Editorial jurisdiction. The Editorial Board wants no generative AI in their writing, only for making transcripts, and volunteer writers need to share their original documents.

- BRAIDEN asked if this involves regular spell check and if HENNIG had provisions for Grammarly use. HENNIG said this was okay, but does not want sentences to be rewritten by AI to protect the writing process.
- HAZZARD asked if we could have a minute to read the policy. TEELING says yes.
- WEST asked if writers weren't already using google docs, and what this does now. HENNIG shares how it was shared as a google doc or word, and says they are being more strict about it being written in the google doc.
- WEST shares how she is always interested in having conversations around AI. WEST asks if there were previous issues or concerns with using AI. HENNIG shares how there have been a few instances of people using AI, but were transparent. HENNIG says this clarifies expectations and they have not received push back yet. HENNIG shares how this was sent through a newsletter to the volunteer mailing list. WEST agrees that no news is good news.
- CRAIG asks HENNIG how she makes sure the transcripts do not share information back to the AI. HENNIG shares how any private, or anonymized interviews, should not be recorded with AI. HENNIG shares that they will be aware of sensitive information not being inputted through AI.
- CRAIG asks if it would be worth it to include a statement from the volunteer saying they did not use AI when submitting an article. HENNIG says she will keep that in mind. TEELING adds that the CBC will need to disclose how they use AI.
- HAZZARD asked about the wordpress process. HENNIG shares how staff submit directly to wordpress and cannot track the AI use, but guidelines are clear and staff are trusted. HAZZARD says that makes sense and asks how the readability score by wordpress is addressed by the policy. HENNIG shares how this is not changing anything to the article, but suggests areas for approval so they were not concerned by it.
- JANES asked if HENNIG has a plan to make the wider community aware. HENNIG shares how this was posted on the website, and it will be mentioned in the regular newsletter. HENNIG wanted to make the volunteers aware first. HENNIG plans to make an instagram post about it as well to build trust with the community through transparency.
- JANES asked if an AI generator detector was used, and if there would be a punishment if the policy was broken. HENNIG shares that an AI detector is used, and if it had a high detection, there would be a conversation with the writer. As a consequence, if the article was not yet published, it would be dropped. If it were already published, a statement would be published on the website with the article.

The Gateway Office: HENNIG

- The Gateway has an office on the third floor of SUB for volunteers and staff. There have been vague conversations with non-elected UASU members about being forced to move because the Landing wanted a space due to recent leaks and a smaller space. HENNIG does not feel the Landing's old space would be suitable for the Gateway. HENNIG has

been firm with the UASU that the Gateway does not want to move, but there has not been progress since the last conversation in April.

- HENNIG shares her screen to talk about splitting the space in half with an office blueprint. The UASU would like to run a wall through the Gateway office to split the office for The Gateway and The Landing. HENNIG says this is not ideal and does not see how it would work. HENNIG said the renovation would not happen this year, but their lease is not confirmed after the fact. HENNIG does not want to split the space, but the gateway is not in a good bargaining position because it is the UASU's property. HENNIG requests advice or input. HENNIG said they may or may not be able to lease from HUB mall.
- HAZZARD shares that he has personal contact with The Landing and The Landing is also being told what to do by the UASU but would be open to using other spaces in UCommons. HENNIG shares that they contacted them last summer, but haven't been able to since. Briefly talked about working together for a better solution. The Gateway hasn't been given better options. HENNIG will try to get in touch with the Landing. HENNIG shares how they are not a student group, and treated as an external organization, putting the Gateway in a "weird space." HAZZARD will share the contact they have.
- HAZZARD asks WEST if there was a way to get the elective officials involved. WEST shares this is a part of a broader issue where there is an increased demand for space, but a lack of additional space available. WEST shares how the Landing's safety concerns are more about having a more visible space, but it would not have security. WEST trusts those elected officials who are involved in the conversation, and shares that the Muslim Student Association also requires space, and they are working on space use policy and who is sponsoring spaces. WEST shares how it is complicated, and there isn't a clear process. WEST shares another example of the Black Student Association still does not have a space that was promised to them years ago. WEST shares how she believes The Landing is fighting for the third space because it has become a fight. WEST thinks that no one should be put in the basement spaces. HAZZARD and HENNIG expressed appreciation for the context.
- CRAIG asks if The Landing has one door in terms of the fire codes and issues. HENNIG said that the plan was still in the works and does not know if The Landing or The Gateway would have multiple doors for the new floorplan. CRAIG asks how much square footage the Gateway would use. HENNIG doesn't know the exact amount, but says about half. HENNIG shares how this space is needed for both collaboration and private interview or work space. HENNIG shares there is one door out of the Gateway office, but there are more fire escape stairwells on the floor. CRAIG understands and shares the concerns. HAZZARD clarifies that the Landing has one entrance and is tucked into the corner of the basement.

- TEELING asks if there was conversation about storage if they lose half the space (i.e. where would they keep the archives?). HENNIG says that storage is offered, but no clear options were offered. TEELING says that it would be a good idea to store the archives somewhere else anyways to keep them safe. WEST says she has a meeting coming up about this that she can potentially bring a solution.
- WEST shares that the lease price would be halved if the space given were halved. HENNIG says she would hold the UASU to that
- TEELING asks what the current rent is. MALONEY shares that it is \$1093.74. HENNIG shares how that includes utilities.

For Approval

Budget: MALONEY

- Core operational practices are the same as the previous year.
- MALONEY projects a small contraction on student fees, the main source of revenue, due to projected increased student fee opt-outs because awareness has been raised around these opt-outs.
- MALONEY proposes a 2% salary increase, and a beat reporter.
- Society and membership fees will be 0.
- Rent was adjusted to inflation.
- Office supply budgets were raised to account for a new printer. HAZZARD asks if the Gateway is part of the U of A printer “trading” system. MALONEY says no, but will look into it.
- MALONEY shares that the entire surplus would be added to the reserve plan regardless of other new investment, which will double the reserve plan.
- There is an increased volunteer and staff appreciation budget to use the space more for volunteer social events to create community and raise awareness to the UASU that the space is necessary for the Gateway.
- MALONEY will be exploring lower rates for audit, insurance, and liability resources. TEELING shares that there were previous conversations to lower costs, and they were told they were only being charged a quarter of what they would have been charged. HENNIG shares there have also been “inefficiencies in the communication process” that can be fixed to save the Gateway money.
- JANES asked why the staff salaries dropped in 2025-2026? MALONEY shares that staff might have not fulfilled their quotas, but does not have a for sure answer. MALONEY will look into that. HENNIG does not know why staff salaries were lower last year. MALONEY says they will run the numbers again.
- WEST shared that MALONEY’s assessment of student fee opt-out is accurate. HENNIG shares how this was discussed at the Finance Committee as well, and hopes that this will not impact us as much because the Gateway’s fee is smaller. MALONEY shares that it

was a 5% student fee reduction, but also says that there will be a projected 5% student population increase that should even it out.

TEELING thanks MALONEY and looks favourably to approve the motion. HAZZARD moved to approve the 2026-2027 budget. JANES seconded. Unanimous vote. MALONEY abstained.

Beat Reporter Contract: HENNIG

- The Gateway hopes to add a beat reporter position on a specific topic proposed by the beat reporter applicants that is important to students. This would be a position that is paid per article with lower, more flexible expectations than the line editors.
- Contract starts September 1, with opportunity to begin earlier.
- HAZZARD asks whether or not a beat reporter being able to start early will affect their application. HENNIG says that it will not impact the hiring decisions.
- HAZZARD asks how much they are given per article. HENNIG says \$61.20. HAZZARD asks how many words the articles are expected to be. HENNIG says 400-800 words, but it can be longer if needed. A feature article could be 2000-4000 words and it would be paid to the equivalent of three articles. HAZZARD asks how the beat reporter or other writer will be chosen to be featured. HENNIG says anyone can be a feature if the topic requires more depth or length. HAZZARD asks who would make this decision and how it would be communicated. HENNIG shares that the feature opportunity would be shared at the beginning, and they can pitch it to the News Editor or the Managing Editor. HAZZARD asks to clarify that this will be shared as part of their training. HENNIG says yes, and it will be part of the training their editor gives them with the process.
- TEELING asks to add to the contract to add the word count expectation to be helpful. HENNIG asks how this should be communicated in the contract. HAZZARD and TELLING said it should be just as HENNIG described to HAZZARD

TEELING looks favourably to approve the contract with the expectation amendments. CRAIG moved. MALONEY seconded. Unanimous vote.

TEELING looked favourably to move in camera. MALONEY moved. HENNIG seconded. Unanimous vote.

TEELING looked favourably to move out of camera. MALONEY moved. HENNIG seconded. Unanimous vote.

Jasleen Mahindru was elected to be the 2026-2027 Community Representative.

TEELING shares to stay in-tune for an email about a meeting dedicated to the Grievance Committee Report.

Adjournment

CRAIG moved to adjourn. HAZZARD seconded. Unanimous vote. TEELING adjourned the meeting at 8:30 pm.

Minutes submitted by: Teren HAZZARD