



WLU Student Publications Board of Directors Meeting Minutes

January 28th, 2021 | Remotely, via Zoom

Present: Aaron Waitson (President, Chair & Publisher), Care Lucas (Executive Director), Arshy Mann (Board Member), Rosalind Horne (Board Member), Jade Hosick (Board Member & Vice Chair), Keegan Gingrich (Board Member & Treasurer), Victoria Marshall (Board Member & Secretary)

Absent: Emily Crump (Board Member)

Gallery: None

1. Call Meeting to Order

Meeting called to order at 6:04 p.m.

2. Approval of Agenda

- Proposed amendments: removal of point 10

Motion: Jade Hosick

Second: Keegan Gingrich

All in favour, motion passes. The amended agenda is approved.

3. Approval of Minutes (December 10th, 2020)

Motion: Jade Hosick

Second: Rosalind Horne

All in favour, motion passes. The minutes from December 10th are approved.

4. Chair's Report

SU Elections

- Working relationship this year was different due to the remote nature of the election, but worked well

WLUSP Elections

- No current nominations for President or internal candidates interested in the position
- Potential candidates for the Board from within the organization will be contacted in the coming weeks before the AGM, extended nomination package extended to February 1st
- Aaron Waitson will reach out to additional candidates from the Brantford Campus to gauge interest
- Keeping COVID-19 considerations in mind; unstable education and work situations bring uncertainty to candidacy attempts

Annual General Meeting

- Holding the meeting virtually has its pros and cons
- Quorum; 50-person minimum to hold the meeting must be maintained as in previous years
 - RSVP form will be sent out to volunteers prior to the meeting to provide an idea of attendance prior to the event (will help WLUSP avoid surprises)
 - Rosalind Horne proposes an increased social element to the AGM to attract a larger group
 - Care Lucas says Ads Manager Kurtis Rideout is working on door-buster prizes to support local businesses and draw in a crowd (reaching out to clients in both Waterloo and Brantford are options)
 - Adding of social elements will hopefully attract Brantford crowd even if no candidates from Brantford run for the position

NASH '83

- Being held later than normal this year, will also be virtual in nature due to COVID-19
- NASH budget this year is approximately \$12,000 lower than the previous year with absence of travel; higher number of staff will attend this year
- Sessions will focus on social aspects and professional development

Department Head Hiring

- Deadline for dept. head hiring usually around February 5th, with team hiring starting late February and extending into early March
- Later date for the AGM this year means the deadlines for department head hiring can be extended, keeping uncertainties of student circumstances in mind (or kept the same)
 - Keegan Gingrich proposes an extension due to uncertainty of student circumstances, waiting for acceptances from further schooling, etc.
 - Jade Hosick says there should be an extension until March, avoiding bringing the extension into the exam period; Victoria Marshall agrees
 - Aaron Waitson suggests the department head hiring deadline will be the first week of March, and that given the extended AGM date this should work well

Conclusions

- Success of publications
 - All publications have continued to adjust well and produce successful content
 - Brainstorming and cooperation has taken place between departments
- Policy subcommittee
 - must meet before AGM so policy changes can be approved by members

5. Executive Director's Report

Lockdown and office access

- Due to the current lockdown, office access is only restricted to Aaron and Care on a strictly essential basis

- Care Lucas is in communication with campus to ensure access hurdles that would be in place once the lockdown is over are cleared in advance
- Lifetouch has also suspended all grad photos due to the lockdown, and this may impact the financial profits grad photos bring WLUSP — must be prepared that revenues may come in later once current and future appointments are rescheduled
 - Deadline for yearbooks and composites has been extended until April
- Sean, Regional Manager of Lifetouch has retired recently, but incoming Regional Manager Jeff McNab will be meeting with Aaron and Care shortly to discuss transition and future contracts

Canada Summer Jobs Program

- 4 potential positions have been proposed and submitted for the program's review, including an HR coordinator position as well as a production manager and recorder

City of Waterloo grant update

- News of Waterloo Cash Grant will likely be received by mid-February
- Expenses are down currently, so despite WLUSP's decreases in revenue, organization's finances remains stable
 - We must continue to be mindful of potential impacts from grad photo changes and shift in advertising approaches

Organizational mental health resources

- Mental health resources are currently in the works, one sent from Rosalind will be reviewed by Aaron and Care and potentially distributed to staff and volunteers to assist in avoiding burnout

PressForward

- Organization similar to CUP, connecting independent media outlets
- Next round of applications to become a member are due on January 31st, membership is currently free to encourage involvement
- Uncertain if we will be eligible because the organization is usually not student-related (although TCE is not run by students it is under WLUSP, which is a possible issue)

Changes to Web Department

- Brian Stevens, former WLUSP president, is working as new web staff and is familiar with WordPress (on a 4-month contract)
- Current web editor Sam is still working with the WLUSP
- As a result of there being two new positions, we may exceed the budget but this is not certain

6. Ratification of Email Vote for Annual General Meeting Date

- As per inter-Board email communication, a new AGM date has been proposed for February. A motion is raised to approve the email vote.

Motion: Keegan Gingrich

Second: Jade Hosick

All in favour, motion passes. The extension of the AGM date has been moved to the week of February 21st-28th.

- With previous scheduling successes in mind, the date will be set on a Wednesday, Thursday, or Friday. Evenings are favourable due to the proposed social nature of the event.
 - Meeting date has been proposed for Thurs Feb. 25th at 7:00 p.m.

7. Approval of Annual General Meeting Date

A motion is raised to approve the new AGM date.

Motion: Keegan Gingrich

Second: Jade Hosick

All in favour, motion passes. The AGM date has been set for February 25th at 7:00 p.m.

8. Approval of draft audited statements for April 30th, 2020

- A motion is raised to approve the draft audited statements, with the goal of approval prior to the AGM.

Motion: Keegan Gingrich

Second: Rosalind Horne

All in favour, motion passes. The draft audited statements will be prepared before the AGM.

9. Approval of Audit Findings Letter for April 30th, 2020

- A motion is raised to approve the audit findings letter for April 30th, 2020

Motion: Jade Hosick

Second: Keegan Gingrich

All in favour, motion passes. The approval of the audit findings is approved. Additional financial materials will now proceed to approval by the Accounting and Finance team before the AGM.

10. Approval of Engagement Letter for April 30th, 2020

- This item was removed from the agenda.

11. Approval of Income Statement for 2021-2022 fiscal year

- **After discussion, the Board has no objections to the income statement for the 2021-2022 fiscal year.**
- **A motion is raised to approve the 2021-2022 income statement.**

Motion: Jade Hosick

Second: Keegan Gingrich

All in favour, motion passes. The income statement for the 2021-2022 fiscal year has been approved.

12. Adjournment

- **Aaron Waitson raises a motion to adjourn the meeting.**

Motion: Jade Hosick

Second: Keegan Gingrich

All in favour, motion passes. The meeting is adjourned at 6:45 p.m.

Last official entry