

WLU BOD Meeting

Date: December 2, 2021

Attendance: Jacob Rice (Acting Chair), Kurtis Rideout (Interim Executive Director), Care Lucas (Executive Director), Emily Crump (Community Director), Randy Moore (Finance), Sara Sheikh (Student Director), Rosalind Horne (Community Director), Mythreyi Vijayakulan (Secretary)

Absent: Arshy Mann (Community Director)

1. Call meeting to order

Meeting called to an order 4:04

2. Approval of Agenda

Motion: Sara

Second: Emily

3. Approval of Meeting Minutes

Motion: Kurtis

Second: Emily

4. Chair Report

- All the publications have done very well. The Cord has done four releases, Radio Laurier has greatly increased volunteer numbers there and recently partnered with other campus clubs for Kids Help Phone
- Radio Laurier has advanced on their social media presence and hosted their first virtual dirty bingo, which had an admirable turn out
- Hired a director for Laurier Student Poll, Julia Herzburg, previously in the Canada Summer Jobs advertising assistant role
- Blueprint has published two mini sessions this semester and these issues have been distributed online and on campus
- Yearbook cover has been submitted to Life Touch and no success yet in recruiting an editor in chief at the time

5. Executive Director Report

- Have been doing regular production of the cord, community edition and blueprint and employees have returned to office
- Not planning to being back until next semester moving towards 2-3 days a week

- Office clean-out was done in October; admin re-organized and archived all important materials and it has resulted in the space being much more functional
- Steel Rails planning for having it for June 3 and have artist and venues that have expressed interest
- Community Edition added on an editorial assistant helped divide up some of the tasks that need to be completed
- Maintaining a more regular print schedule
- Advertise have not filled out the role because some candidates did not approve of the position due to the pay
- Client interest in for the cord but since monthly some people are scared however getting interest from some larger clients showing interest
- Looking to revisit and accommodate someone to do cold calls and sales
- Grad photos have been successful, and sessions have been booked and some students experiencing trouble with the book site however Kurtis is in constant communication of that

6. Approval of Nomination Package

- All the nomination package dates align with previous package date
- Have not finalized a date for the AGM (will remain on zoom with Waterloo and Brantford candidates)
- Motion to approve: Sara
- Second : Rosalind
- Motion approved

7. Holiday Bonus Proposal

- Kurtis has recognized that Brit has taken on a lot of extra work so to make it manageable, and brit had to take on the work of keystone and there was trouble with advertising role
- Difficulty with recruitment and finding candidates to commit in a decent amount of time frame
- Two roles have not been filled keystone and advertisement and they have not been spent and this will not be hurting the organization and it will not be spent by the end of the year
- Brit is doing the Keystone work
- Kurtis doing the advertisement
- Have been spending capital on assets as well
- Bonus will help motivate the staff as well
- Brit and Kurtis proposed a holiday bonus which will allow all staff members on payrolls both part time and full time to receive a certain percentage of the extra money that is available
- Concern brought up about bonus is would it be fair
- An individual has suggested that the extra money is kept aside for future marketing initiatives as people receiving a holiday bonus may expect to receive it every year
- A suggestion was made to put aside 2500 out for advertisement (to spread it out a bit)

- Justification this year for the holiday bonus is that it has been difficult with all the additional responsibilities and people are picking up a lot more responsibilities and task
- A question brought to the board: Why is it cut off and full time and part time staff - anyone who is receiving regular pay the cut off is those contracted?
- Someone suggested to reallocate some of the money to honorarium bonus
- Decision: using around 2250, 75 of the remaining funds to distribute to our funds which volunteers will be determined at a future date and the remaining amount approximately 15000 will be given as a holiday bonus and adding Care to the addition to the list of employees receiving the holiday (revision for the holiday proposal)
- Motion to approve: Sara
- Second : Emily
- Has been approved holiday has been approved with the discussed revisions

8. Adjournment

- Motion : Rosiland
- Second: Mythreyi
- Meeting called to an end: 5:18 pm