

## **WLUSP Board Meeting**

Virtual Conference: 12:00pm

Tuesday December 20<sup>th</sup> 2022

Final BOD Meeting of 2022

Secretary: Grace Corriero

**Attendance:** Abigail Heckbert (President/Chair), Grace Corriero (Board Member), Jacob Segal Rice (Board Member), Kashyap Patel (Board Member), Jack Vrolyk (Board Member), Aaron Waitson (Executive Director), Rosalind Horne (Board Member).

**Absent Membership:** All BOD Membership are in attendance.

### **1.0 Call Meeting to Order**

→ Meeting called to order at 12:03pm

### **2.0 Approval of Agenda: December 20<sup>th</sup> 2022**

→ Motion: Jacob Segal Rice

→ Second: Rosalind Horne

→ Motion Carries: 12:04pm

### **3.0 Approval of Meeting Minutes: December 9<sup>th</sup> 2022**

→ Motion: Jack Vrolyk

→ Second: Rosalind Horne

→ Motion Carries: 12:05pm

### **4.0 Approval of Operational Budget Changes: Presented by Abigail Heckbert (President/Publisher)**

→ Motion: Rosalind Horne

→ Second: Jacob Segal Rice

→ Motion Carries: 12:05pm

### **5.0 Holiday Budget Proposal: Presented by Abigail Heckbert (President/Publisher) and Aaron Waitson (Executive Director)**

→ After reviewing our most recent Budget versus Actuals Report, plus the increased living cost that continue to put a strain on a one-budget income the Administrative Team, acknowledges all the hard work put forth by all Staff and Volunteers.

→ A decision was made to put forth an increase in pay and discuss with the BOD Team a proposed holiday bonus for all Staff and Volunteers for 2022.

→ Continuing to rebuild our publication and teams back up from the Pandemic, operating at a reduced number of staff and volunteers.

→ More staff has been tasked with extending their responsibilities to include more tasks that they would not regularly be assigned if a full operating team was in effect.

- All employees are struggling mentally and emotionally with the burden of over extending their responsibilities to accommodate others often relying on one income.
- A review of the Budget versus Actuals Report Abigail and Nathan have discussed a redistribution of the large portion of unspent money from the previous year to be allocated to Staff.
- Two of the notable spots were the Spring & Fall honorarium budgets and our travel/accommodation budget for NASH85.
- A reduced number of staff and volunteers has led to less of our honorarium budget spent and with NASH being held in Hamilton this year we had a surplus in both of those budgets.
- Abigail and Aaron are proposing that these funds be redistributed amongst our staff and volunteers.
- The Admin Team feels this was a positive way to spend our surplus by rewarding the hard work that our staff and volunteers have been putting forth over the last several months and utilizing money that would be added to the surplus that WLUSP has been operating on for the past few years.
- This bonus proposal aims to acknowledge and reward the hard work and extended hours that our staff have dedicated to WLUSP and their respective publications.
- Excel sheet for review for all BOD Members that outlines the holiday bonus projections and where the money is being redistributed from, working off of last year's Excel sheet in relation to how many hours people have worked on top of their contracted hours.
- Abigail has assisted Photography and the creative direction/layout of the print publications.
- Aaron has supported The Community Edition alongside his responsibilities of WLUSP Executive Director.
- All part-time roles will also be getting a percent of the proposed amount, volunteers will also receive a gift card for their contributed effort this year.
- Yasmeen does not have a news editor; she has had to take on these responsibilities along with a few other tasks within The Cord.
- Travel budget is being redistributed.
- \$21,800.00 left for NASH.
- Honorarium \$31,010.15.
- Estimate spend for NASH \$10,161.24.
- Bonus budget \$7,000.00.
- \$17,000.00 split between department heads per hours worked and extra hours applied.
- All staff are contracted to work 15hrs a week.
- Volunteers \$25-dollar gift cards, totaled at \$2,500.
- Discussion and potential negotiation were sparked by Rosalind Horne's questions regarding the potential conflict of interest for certain BOD Members who the holiday bonus will be applied to their pay (conflict of interest was noted for Jack Vrolyk and Kash Patel as they are part-time employees).
- Questions regarding financial allocation for future equipment and NASH 2023.
- Financial reallocation of travel funding and NASH event was appropriately allocated to each department head to accommodate the extra work hours applied to support their responsibilities and wellbeing.

- Motion: Rosalind Horne
- Second: Kashyap Patel
- Motion Carries: 12:36pm

#### **6.0 Adjournment**

- Motion: Jack Vrolyk
- Second: Jacob Segal Rice
- End: 12:36pm

**7.0 WLSUP Final Board Meeting for December 20<sup>th</sup> 2022 is adjourned at 12:37pm**