

## **WLUSP Board Meeting**

Virtual Conference: 1:00pm

Friday December 9<sup>th</sup> 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), Serena Austin (Gallery Member), Adrian Quijano (Gallery Member), Rosalind Horne (Board Member).

**Absent Membership:** Joined during Chair Report - Rosalind Horne (Board Member).

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

→ Meeting called to order at 1:19pm

### **2.0 Approval of Agenda: December 9<sup>th</sup> 2022**

→ Motion: Jacob Segal Rice

→ Second: Jack Vrolyk

→ Motion Carries: 1:20pm

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

→ Motion: Jack Vrolyk

→ Second: Jacob Segal Rice

→ Motion Carries: 1:21pm

### **4.0 Chair Report Presented by Abigail Heckbert (President/Publisher)**

#### **4.1 December Updates**

- Heading into the holiday break, each WLUSP Department and their teams are wrapping up production.
- The Cord and Sputnik have put out their holiday editions, both publishing 16-20 pages worth of content.
- Radio Laurier has wrapped up their Fall semester for programming with some additional holiday music hours added to track-list airing until December 23<sup>rd</sup>.
- The Cord, Sputnik, and Radio Laurier have begun their staff performance reviews which will be followed by honorarium cheques being sent out before the holiday break.
- Thea Biallas has been hired as the Editor-in-Chief for the Blueprint Magazine for this year.
- Since being hired, Abigail has gone over basic training with Thea working hard at getting the Blueprint back out onto the Laurier Campuses (Waterloo and Brantford).
- Thea has been posting on social media, boothed in the Concourse and has opened up hiring for her management team and volunteers.
- Planning to print two mini editions of Blueprint magazine this Winter.

- The Cord and the Sputnik have been working on their January content for print to help balance out the new year work load with both WLUSP and WLUSU elections coverage being the heavier part of the workload next month.
- Printing has been pushed for the Cord and the Sputnik from January 5th to the 12th to compensate for the student holiday period (Dec 23rd to Jan 9th).
- The Administrative Team has been in contact with Sean from Pegasus to work out the details of Keystone production and with Pegasus printing our yearbook this year, Brit will have time for production and creation of the Keystone as their print deadlines are different from the previous years.
- Abigail has contacted the ICT department about computer purchasing as after a meeting with Julie Topic- the Director of ICT Support at Laurier she agrees to assist the onboarding of purchases for 6 new iMacs for the offices in both Waterloo and Brantford.
- Julie will update Abigail before the holiday break regarding the overall cost and final details.
- A successful administrative social at Lumberjacks Axe throwing in Cambridge.
- WLUSP will host their Annual Holiday Party Tuesday, December 13th at AOK Arcade Bar in Downtown Kitchener at 7:00pm.
- Ordering of staff merch for the Cord, Sputnik and Radio Laurier is planned on arrival before the winter break (potential arrival December 16<sup>th</sup>).
- WLUSP elections will take place in January, as the Students' Union will also commence their campaigning period from January 8th to 24th with election results announced on January 26th.
- WLUSP will be conducting coverage during the duration of the elections covering candidate platforms.
- Abigail is in contact with Ian Muller regarding how WLUSP can assist in coverage for both Presidential and non-presidential candidate debates and open forums.

## **5.0 Executive Director Report Presented by Aaron Waitson (Executive Director)**

### **5.1 Waterloo Office Move Updates**

- Abigail and Aaron met with Nikolaus Schmidt from Laurier's Facilities & Asset Management, as well as project manager, Junmeng Liu, on Wednesday to discuss our new office location at 187 Albert and the necessary updates and renovations needed to made to the space prior to our official move.
- After consulting and evaluating the space, they have given a rough timeline that estimates work will begin near the end of the Winter 2023 term, and with an approximated move-in date of Spring 2023.
- The Administrative team is still awaiting updates regarding the lease agreement; however the project manager has begun the process of calculating the costs related to some of the necessary renovations pointed out during the walkthrough, and seeing how Laurier's budget can accommodate our requests.
- Further negotiations will take place to finalize the breakdown of financing the renovations, discussions will occur in the new year.

## 5.2 WLUSP Ads Database Project

- Aaron has met with Sam to discuss the Ads Database program for the website, as the software running on the WLUSP website is ready for testing.
- Accounts have been set up for Aaron, Kurtis, Randy, and Nathan, as they will begin adding to the current list of Ad Types that are available for advertisers, setting up Runsheets for the publications, and generally familiarizing ourselves with the new program.
- Another meeting will take place again before the end of the month to get the site operational officially, and have it available for clients to use.

## 5.3 Five-Year Strategic Plan

- During the pandemic, WLUSP administration and staff drafted an interim strategic plan for WLUSP that was passed by the Board.
- It was not a full five-year plan, however the intent behind this two-year interim plan was to guide WLUSP, its operations, and governance, through a period of unprecedented uncertainty, with the understanding that we would not know the state of the organization, and Laurier as a whole, until after we returned to regular operations.
- With WLUSP, its publications, and the university returning to a sense of normality, the team believes they should revisit the strategic planning in the new year and draft a comprehensive five-year plan for the organization.
- Ensuring that full utilization is attributed to the input of the strong team of staff we have this year, and create a plan that will help guide WLUSP and its growth post-pandemic.
- The Community Edition had a successful final print for the fall term.
- Staggered printing for the Community Edition and the Sputnik pushed to a week later.

## 5.4 Holiday Wrap-up

- WLUSP will be hosting its Annual Holiday Party in person, in Downtown Kitchener at AOK Arcade Bar at 7:00pm.
- Department heads are in the process of finishing their mid-term staff reviews.
- WLUSP is preparing to shut down operations to align with the closure of the university from Friday, December 23rd to Tuesday, January 3rd.

## 6.0 Approval of BOD Nomination Package

- Significant date change, Nomination Package will due January 16<sup>th</sup> 2023.
- Summary of Important Dates is worth review for the candidates.
- AGM date is TBD. Determined closer to the date, likely to be held February 4<sup>th</sup> 2023.
- Early voting will take place January 21<sup>st</sup> to February 4<sup>th</sup> 2023.
- President and Publisher Position description adjusted to a more comprehensive description of role, responsibilities and hours per week.
- Proof of Registration page, those who are running for Publisher do not need to fill this out it is given as an option for candidates.
- Entire Nomination Package is to be submitted to Abigail on January 16<sup>th</sup> 2023.

- Motion: Rosalind Horne
- Second: Jacob Segal Rice
- Motion Carries: 1:40pm

### **7.1 Holiday Bonus Proposal**

- Abigail and Aaron had a conversation last year regarding holiday bonuses as they will consider a holiday bonus for all Staff and Volunteers this year once more for the 2022 fall term.
- Abigail and Aaron will meet with Nathan to discuss updates regarding where the money will be coming from in terms of the budget and financial allocations.
- A BOD Meeting will take place to affirm the holiday bonuses for all Staff and Volunteers.
- Full time and part-time Staff will be receiving this holiday bonus when approved by the BOD before the winter break 2022.

### **8.0 Adjournment**

- Motion: Jacob Segal Rice
- Second: Jack Vrolyk
- End: 1:44pm

### **8.1 WLSUP Board Meeting for December 9<sup>th</sup> 2022 November 9<sup>th</sup> is adjourned at 1:44pm.**