

WLUSP Board Meeting

Virtual Conference: Wednesday, December 13, 2023 | 3:00 p.m.

Secretary: Maryka Van Wyngaarden

Attendance:

Serena Austin, President & Chair

Shelby Blackley, Community Director

Randy Moore, Finance Manager

Madalyn Mostacci, Treasurer

Jacob Segal Rice, Vice-Chair

Maryka Van Wyngaarden, Secretary

Jack Vrolyk, Student Director

Aaron Waitson, Executive Director

Gallery:

Kurtis Rideout

Jackson Wells

Absent Membership:

Rosalind Horne, Community Director

1.0 Call Meeting to Order

- Meeting called to order at 3:06 p.m.

2.0 Approval of Agenda: December 13, 2023

- Motion: Jack Vrolyk
- Second: Jacob Rice
- Motion Carries: 3:07 p.m.

3.0 Approval of Meeting Minutes: October 25, 2023

- Skip, will approve at next meeting.

4.0 Chair Report Presented by Serena Austin (President/Publisher)

- The Cord and The Sputnik published final issues of the year; Radio Laurier's fall schedule wrapped, seasonal content to be aired over the break. Production for January issues of The Cord and The Sputnik pushed to January 8th.
- Blueprint's next issue, a full magazine, to come out mid-January; launch party at Revive.
- Keystone:
 - Events and promotions manager hired.
 - Planning to booth on campus early in new year.
 - Solid base of volunteer photographers, some interested in layout and production.
 - More finalized version of cover design in new year.
- Team swag on the way—Radio Laurier's ready, The Cord and The Sputnik's orders to be placed soon. General WLUSP swag (windbreakers, t-shirts) a possibility, would require budget updates, will discuss today.
- Staff performance reviews for The Cord, The Sputnik, Radio Laurier, Blueprint and WLUSP underway; honouraria cheques will go out before holiday break.
- Had holiday party at Bingemans on Saturday; thanks to HR manager Lia for big role putting it together. Admin social likely happening in February after WLUSP and SU elections.
- Students' Union election campaign period Jan. 22 – 30, election night Feb. 1. Have now heard back from SU about election coverage.
- After break: production, elections, and recruitment for vacant positions.

4.1 Comments

- Aaron: Re: Changes to SU elections, voter turnout downhill in last few years. They've been trying to make it more accessible to students. They won't be doing any sort of debate for candidates and have shortened the campaign period to one week down from two.

5.0 Executive Director Report Presented by Aaron Waitson

Office Move Updates

- Additional delay to office move. Floor capacity of both 187 and 182 Albert Street locations needs to be increased according to building code, and locations cannot be used by us until extensive renovations are complete.
- Two options:
 - A) Continue with current plan to lease these locations, wait until renovations are done. Timeline unclear, but could take at least until Fall 2024.
 - B) Consider other spaces. Potential option opening up in December, waiting to hear back with more details, and for Facilities and Asset Management team to show us other properties.

Web Manager Proposal

- Web Manager Sam Nabi interested in more consistent involvement in WLUSP. Has taken on several projects for publications' websites—some small and some more involved. Also some current and future projects planned, including new website for The Keystone and overhaul of WLUSP's digital strategy.
- Given current scope of our web needs, conversations about need to strengthen digital strategies of WLUSP publications, and Sam's background and specialization, we feel it would be valuable to expand his role.

- Question for Randy: Can board decide on this today, or would it require other changes to budget in terms of contract staff?
- Randy: Would require increase in budget by \$4-5000. Would be better for WLUSP to keep him as contract rather than adding him to payroll.

Canada Summer Jobs

- Application period for CSJ now open. Service Canada has new system for submitting applications for grants called the GCOS, and we now have an account set up, for which I (Aaron) am the Primary Officer. Will make application process smoother.
- Applications now submitted for four full-time positions (Production Assistant, HR Coordinator, Summer Reporter, Advertising Assistant). Expect to hear back about funding mid-late April, hiring will take place between April 22 and August 31.
- If, like last year, we don't get approved for all four positions, I recommend funding the remaining positions ourselves—necessary support for summer operations.

Vacant Community Director Position

- Brit Kovacs has expressed official interest in the Community Director role that has been vacant for several months since departure of Arshy Mann from the board.
 - Former WLUSP President, working in not-for-profit sector in Waterloo at House of Friendship. Given her previous experience with organization and current involvement in community, I feel she would be ideal candidate.

General Office Improvements

- With office move delay in mind, looking to focus on other improvements to Waterloo office in coming months. Hoping to purchase equipment to encourage more staff and volunteers to spend time at office and socialize.
- “Fun” one of WLUSP’s core values—purchasing items to encourage socialization will give departments more inviting office spaces, allow for collaboration and team building among and between departments.

5.1 Comments

- Madalyn: For office improvements, second floor really needs a lamp, lamps in lounge and production area.
- Shelby: I think Brit would be a great addition, would bring recent student experience.

6.0 Review and Approval (with amendments) of Nomination Package (Serena)

- Motion: Shelby Blackley
- Second: Jacob Rice
- Motion Carries: 3:42 p.m.

Amendments: Change “2023” to “2024.” Change page requesting Registrar’s signature to page requesting an upload of Verification of Enrolment. Change “Abigail Heckbert” to “Serena Austin.” Add specified date for AGM and election.

7.0 Lifetouch Proposal (Serena & Aaron)

Discussion

- Randy: If we don’t receive money they owe us by the end of April (two-year mark), we’d have to file legal papers and actually sue them.
- Aaron: Hopefully the board’s decision can be used as leverage to get the debt owed by Lifetouch sorted out.
- Jack: For me it’s clearcut. We’re happy with Pegasus. Don’t feel great about getting back into business with a company that owes us money.
- Jacob: A good thing going with Pegasus, think that’s the best solution. Don’t see a need to go back to Lifetouch.
- Shelby: Agreed, we can always keep Lifetouch in mind for the future, but no reason to leave Pegasus for now if we’re happy with them.
- Aaron: In terms of wording: A decision to retain Pegasus as primary photo company.

7.1 Decision on Lifetouch Proposal (to retain Pegasus)

- Motion: Jack Vrolyk
- Second: Jacob Rice
- Motion Carries: 3:51 p.m.

8.0 LBER Proposal

Discussion

- Shelby: Hesitant because a lot of their motivation is monetary. I worry that we would spread ourselves thinner having them on. Don't feel comfortable voting on this right now without clear answers from LBER about what their relationship with SU would look like and with us as an autonomous organization.
- Jack: Echo Shelby. I think it's a big leap for them and don't know if they're ready for that leap and the separation from SU that it would come with.
- Aaron: I think WLUSP has evolved to a place where not every publication has to be journalistic (take Blueprint as arts magazine for example), so a completely business-focused publication is feasible. But I agree that their ideas are not fully thought out.
- Serena: We don't currently have the information and logistics and concrete answers we need to make a decision on this.

8.1 Decision on LBER Proposal — Vote to Defer Decision

- Motion: Shelby Blackley
- Second: Jacob Rice
- Motion Carries: 4:00 p.m.

9.0 Review Web Manager Proposal from Sam Nabi (Serena)

- Shelby: Did Sam come to you? Aaron: Sam came to us with the proposal.
- Randy: It would be best for WLUSP monetarily to give him flat rate like I receive, but if he were to be an employee, the cost of EI/health coverage, would be an extra 10% for us.

- Shelby: In favour of hiring him for more hours and commitment, whether it's a staffed role or not. Beneficial to have someone who can dedicate time to improving digital presence across publications, and also to help with training. We just need to know if he is looking for EI, etc. as a part-time staff member, or if he would be content to receive flat rate as a contractor.
- Aaron: Will tell Sam where we currently stand, that we'd like to give him more consistent hours at WLUSP, will relay Shelby's thoughts. We can table our decision on whether he becomes staff or stays as contract until our next meeting in January.

9.1 Vote to Table Decision until New Year

- Motion: Jack Vrolyk
- Second: Jacob Rice
- Motion Carries: 4:08 p.m.

10.0 Holiday Bonus Proposal (Serena and Randy Moore)

- There's about \$5,000 in budget that hasn't been spent.
- \$570 bonus for full-time staff, \$100 for part-time staff.

10.1 Approval of Holiday Bonus

- Motion: Shelby Blackley
- Second: Madalyn Mostacci
- Motion Carries: 4:11 p.m.

11.0 Budget Amendments (Serena)

- To get t-shirts for volunteers, increasing current Volunteer Appreciation Gifts line in President's budget from \$200 to \$1,250.
- After receiving quote for windbreakers, adding a line for Admin Merch for \$450.

11.1 Approval of Budget Amendments

- Motion: Shelby Blackley
- Second: Madalyn Mostacci
- Motion Carries: 4:14 p.m.

12.0 Adjournment

- Motion: Jacob Rice
- Second: Madalyn Mostacci
- Motion Carries: 4:15 p.m.

WLUSP Board Meeting for Wednesday, December 13 is adjourned at 4:15 p.m.