

WLUSP Board of Directors Interim Budget Meeting

Virtual Conference: 4:00pm Wednesday May 3rd 2023 Secretary: Aaron Waitson

Attendance: Serena Austin (President/Chair), Madalyn Mostacci (Board Member), Jacob Segal Rice (Board Member), Maryka Van Wyngaarden (Board Member), Aaron Waitson (Executive Director - Ex Officio), Rosalind Horne (Board Member), Jackson Wells (Radio Laurier-Gallery Member), Randy Moore (Finance Manager - Ex Officio).

Absent Membership: Jack Vrolyk (Board Member), and Shelby Blackley (Board Member) send their regrets for this afternoon's meeting.

1. Call Meeting to Order

- Meeting called to order at 4:10pm.

2. Approval of Aaron Waitson as Secretary

- Motion: Rosalind Horne
- Second: Jacob Segal Rice
- Motion Carries: 4:10pm.

3. Approval of Agenda: May 3rd 2023

- Motion: Maryka Van Wyngaarden
- Second: Jacob Segal Rice
- Motion Carries: 4:11pm.

4. Approval of Meeting Minutes: April 18th 2023

- Motion: Jacob Segal Rice
- Second: Madalyn Mostacci
- Motion Carries: 4:12pm.

5. Chair Report Presented by Serena Austin (President/Publisher)

- May Updates:
 - Department Hiring
 - Have hired department heads for The Cord, Radio Laurier, Blueprint Magazine, and The Sputnik
 - Staff hiring for Radio Laurier has begun, and several roles have been filled
 - The Sputnik has opened their initial round of hiring, expects a lot of returning staff
 - Blueprint and The Cord will be opening their hiring periods soon

- Department heads have been meeting with their predecessors to go over training that will be needed over the summer
 - Lia McGinnis has also been hired as WLUSP's HR Manager for September
 - Still looking to hire a department head for The Keystone
- Conferences and Workshops
 - RL's Station Manager, Program Director, and Serena will be going to NCRC at the end of May; booking will take place as soon as possible
 - Beginning to think about the WLUSP Summer Conference, including its format, workshops, and session ideas; will be consulting with department heads to this end
- Convocation
 - Coming up in Brantford on June 6, and in Waterloo from June 12-16; will be distributing composites and yearbooks at that point
 - Will be reaching out to department heads to assess their level of involvement

6. Executive Director Report Presented by Aaron Waitson (Executive Director)

- WLUSP Interim Budget 2023-2024:
 - As an organization that strives towards equity in compensation, WLUSP now has the opportunity, means, and responsibility to become a living wage employer this year (\$19.95 in the Waterloo Region).
 - Investing in meaningful opportunities for students, ensuring that EDI concerns are accounted for.
 - With an unprecedented multi-year financial surplus, WLUSP is in an extremely healthy fiscal position. Given that our organization's mission includes providing meaningful opportunities for students, the organization has an obligation to support our current and former student staff by investing in our wages and paid roles, especially with the current rates of inflation.
 - Aaron hopes that the board will share this philosophy.
 - To this end, *The Community Edition* has proposed two fairly significant inclusions to this year's interim proposal for its department. The first is an extension to a current role.
 - WLUSP is looking to increase the Editorial Assistant position from part-time (15 hrs) to full-time (35 hrs).
 - Adrian has been an invaluable member of the TCE team since joining, and has recently been working beyond his paid hours. The team would like to acknowledge his ongoing contributions to the publication, while giving him an opportunity for growth in this role so that he can remain within the

organization. In order to support the needs of the publication, Aaron recommends the board approve his proposal.

- The second change is the permanent continuation of an existing role. This year, the board approved a brand-new, temporary role for TCE that has been a boon for the publication — a part-time Creative Director.
- Due to delays in the hiring process, the current Creative Director has only been actively employed for a short time; however, she has already been an asset for the team, and brings a great deal of value, skill, and creative input to the publication as a whole. She is currently working on a style guide for the publication that will help streamline design and ensure consistency in all aspects of the department. Aaron would like her to continue this work, as it will be an essential tool for current and future generations of TCE.
- Rosalind asked questions regarding the longevity of increasing wages and what would we do if we didn't receive the SAC fees or funding needed
- Aaron and Randy both answered, reassuring that rather than reducing wages we would cut positions that we wouldn't be able to pay for
- Canada Summer Jobs:
 - Unfortunately, we have yet to hear back from Canada Summer Jobs (CSJ) regarding the status of our application. While this is later than anticipated, the website states that funding confirmations will be sent to employers beginning in April 2023, continuing to monitor updates.
 - Aaron highly recommends that the board consider approving the summer job postings regardless of our grant status. Given our overall financial health, WLUSP should be investing in any opportunities to provide employment to students and youth.
 - This is especially important when considering that a number of individuals who have held these positions in the past have continued on at WLUSP in other roles, and organizational growth should be a priority for us this year.
- TCE Steel Rails:
 - Steel Rails, the largest fundraising event for both The Community Edition and WLUSP, is important to our organization from both a financial and marketing perspective. The event has historically seen wide success among the readership of TCE and the community and is one that we have been looking forward to restarting.
 - In the last month, the TCE team has begun preliminary discussions to plan the event.
 - While we are in the process of confirming a date, we are planning to hold the event from mid-July to mid-August. This timeframe will give our team an adequate amount of time to plan, while accommodating for the amount of marketing and promotion that will be required to generate early interest.

- We are still looking to include former members of TCE in the brainstorming and planning process, and will be looking to set up a meeting with them soon.
- **Five-Year Strategic Plan:**
 - While we were unable to complete the draft of the Five-Year Strategic Plan for WLUSP in time for our Annual General Meeting (AGM) due to various setbacks, we are continuing to work on it.
 - Our departments have been conducting brainstorming sessions, internally and as a group, and have been working through their department-specific SWOT analyses.
 - These will be completed before the end of the fiscal year so that incoming teams are able to participate in the process as well, before they are incorporated into the final stages of the planning process.
 - Including a department-wide meeting wherein our major areas of growth and change will be outlined and discussed, and specific, actionable goals for WLUSP as a whole will be noted.
- **Waterloo Office Move-in Updates:**
 - WLUSP has been anticipating a draft of the lease agreement for the office space on 187 Albert Street, we finally received news this week that the realtor in charge of our move is no longer in their position.
 - This has caused an unfortunate delay in the next steps of our office relocation. As we await the status of the lease, the Operations team at Laurier is continuing to evaluate the space to determine the extent of the renovations that will be required before we can officially confirm

7. Ratification of Interim Budget

- Motion: Jacob Segal Rice
- Second: Maryka Van Wyngaarden
- Motion Carries: 4:43pm

8. Election of Officer - Vice Chair

- Role Description:
- Nomination: Jacob Segal Rice nominates himself for the role
 - Served as Vice Chair in the past year, has been a good experience; had the opportunity to chair a meeting, taught him a lot about what it means to take over the chair's responsibilities. Would enjoy having the chance to do it again
- Motion: Madalyn Mostacci
- Second: Maryka Van Wyngaarden
- Motion carries at 4:44pm, and Jacob is elected as Vice Chair

9. Election of Officer - Board Secretary

- Role Description:
- Nomination: Maryka Van Wyngaarden nominates herself for the role
 - Good at taking notes, fairly organized, would be a good experience for her, has experience writing concisely through her program
- Motion: Madalyn Mostacci
- Second: Jacob Segal Rice
- Motion carries at 4:46pm, and Maryka is elected as Board Secretary

10. Election of Officer - Treasurer

- Role Description:
- Nomination: Madalyn Mostacci nominates herself for the role
 - First year with the board; seeing talks with budgets seem very interesting, and is something she would like to learn more about
- Motion: Maryka Van Wyngaarden
- Second: Jacob Segal Rice
- Motion carries at 4:48pm, and Madalyn is elected as Vice Chair

11. Adjournment

- Motion: Jacob Segal Rice
- Second: Rosalind Horne
- End: 4:48pm

WLUSP Board Meeting for Wednesday May 3rd is adjourned at 4:48pm