

WLUSP Operational Budget Meeting

Virtual Conference: 5:00pm

Tuesday August 23rd 2022

Secretary: Grace Corriero

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

Gallery: Yasmeen Al Momani

Absent Membership: Arshy Mann (Board Member): Has sent in a Letter of Resignation for the Board of Directors explaining how he will miss his role and enjoyed his time on the Boards, Emily Crump (Board Member).

1. Call Meeting to Order

→ Meeting called to order at 5:03pm

2.0 Approval of Agenda

- Motion: Kash Patel
- Second: Jacob Segal Rice
- Motion Carries

3.0 Approval of Meeting Minutes May 10th 2022

- Motion: Jacob Segal Rice
- Second: Jack Vrolyk
- Motion Carries

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

4.1 Training and Workshops

- August 12-14th Second Annual Virtual WLUSP Conference.
- Over the course of three days WLUSP Staff and Volunteers attended 12 sessions hosted by excellent presenters that provided various skills and knowledge on a vary of topics.
- Teaching Staff and Volunteers about writing, online content, digital tools, along with accessibility, language, and inclusion in relation to WLUSP and the content our publications produce.
- Friday evening virtual social held Aug 12th and in-personal social held Saturday Aug 13th.
- Aaron and Emily Waitson offered their time and expertise to assist in training with the Cord and Sputnik teams regarding the utilization of InDesign program and how the production process works.
- Planning for a Fall Workshop sessions hosted by three returning presenters that will be open to all WLUSP Staff and Volunteers, topics include writing, inclusive language and digital tools for online content.

4.2 Hiring

- The Human Resource Manager position has been filled and they're in the process of hiring a Human Resource Assistant.
- In the process of hiring a New Executive Director for WLUSP with the departure of Care Lucas.
- Applications happens a minute and interviews will begin this week the Board of Directors will be updated along the way.
- Hiring will continue for the remaining department head positions including the Blueprint Magazine, Laurier Student Polls and the Keystone and Carnegie.
- The Get Involved Fair will be an opportunity to actively seek out new volunteers for each Publication.

4.3 O-Week

- The Cord and Sputnik are creating their O-Week Editions coming soon.
- Opportunity to recruit new Volunteers and potential Staff Membership.
- Content will be created and supported by each member of the Editorial Board, Senior Staff and Interns in their first official print edition of the 2022-2023 year.

4.4 Budget Spending

- With the approval of the interim budget a purchasing list has been created in reference to over the summer to allow for adequate allocation of the publications funding.
- New studio equipment for Radio Laurier, retractable banners for each department, and SWAG for staff, volunteers, and to be used as promotional material when boothing on campus.
- Radio Laurier has a brand new Røde soundboard, computer, and dual monitors for volunteers to use while broadcasting their shows live on-air and can record seamlessly from the new computer.
- Production equipment provided to both campuses Waterloo and Brantford .

4.5 Conclusion

- Plans of flourishing in the Fall Semester and departments are eager to start in September.

5.0 Executive Director Report Presented by Kurtis Rideout (Executive Director)

5.1 The WLU'er

- Production team coordinated the final assembly and submission of the 2022-2023 WLU'er and proofs were sent back quickly.
- Emily Waitson and Brit Kovacs ensured the quality and aesthetics of the publication exceeded expectations.
- Aaron Waitson and Palmer Wells led an advertising campaign allowing a turn of profit and partner with some helpful local organizations both on and off campus.
- Grand River Transit brief mention.

5.2 Administrative Updates

- Health benefits set up.
- WLU Credentials are set up and will be allocated and helpful for all Staff and Students to be utilized to access school network services easily.
- Kurtis was able to set up an account with Service Ontario so that the Board information can be updated digitally opposed to back-and-forth sent forms.
- ONe-Key account set up.
- Letting the outdated information get checked and renewed dating back from 1997.

5.3 Moving to 187 Albert Street

- Chatting with Laurier for the new Location.
- 2023 move in?
- Wheelchair accessibility at the new location to account for everyone's abilities leading a more accessible workplace environment.
- Keeping the Board updated along the process to ensure clarity.
- Pegasus will be used for the Grad Photos- Booking websites look good.

5.4 Grad Photography

- New relationship with Pegasus School Images.
- Graduation photos for previous years if they wish.
- Erin McMullan- knowledge base for graduation photography leading to an update in quality.

6.0 Operational Budget Approval

- A \$500 Honorarium has been added to the budget cost for the newly hired Human Resource Assistant.
- \$1000 for the HR Assistant for the entire year.
- Sputnik honorarium increase.
- \$200 each semester so \$400 honorarium for the year.
- Copy Editor Honorarium up a \$100.
- WLU'er cost went up significantly from 6.5k to 10k: 8 pages longer leading \$1,500, printer quoter went out of business, however new printer was found by Kurtis and the quality of the new printer was more adequate than last year.
- Keystone estimate cost went up because of new printer
- Radio Laurier Health Benefits \$325.00.
- NCRA \$250-500 reflected.
- Cord \$150 honorarium for assistants and editors.
- Tracking distribution hours.
- Line in WLU'er budget provided to Brit Kovacs for a \$700 honorarium to cover and advertisement cost.

Motion: Kash Patal

Second: Jacob Segal Rice

Motion Carries Operational budget approved 5:22pm

7.0 Strike a Committee for EDI Policy

- Harleen Dhillon Editor in Chief of The Community Edition brought this to the Publication and Chair's attention.
- Internal audit done in 2020 needs to be updated.
- Rosalind offered to aid in support of resources for the EDI Policy plans.

Motion to Strike the Committee:

- Motion: Kash Patel
- Second: Jack Vrolyk
- Motion carries and a strike for a Committee for EDI was established at 5:25pm

8.0 Adjournment

- Motion: Jack Vrolyk
- Second: Jacob Segal Rice
- Operational Budget Meeting is adjourned at 5:27pm on August 23rd 2022