

Carillon inc.

August 16, 2022

Board of Directors meeting #3

Present: Jacob, Holly, Hammad, Jorah, Amina, Cassandra, Shae

Regrets: Shiva

Meeting start: 7:02

Business Manager updates:

- My resignation.
- Transition Guide. Had a transition meeting with Holly discussing my transition guide I made up for my successor and/or Holly should she need to take on my responsibilities.
- TV Ads progress. Sent message to Shae to discuss our best options. The TV advertising is done through URSU, not the university so we will be in contact with them regarding the ads.

Editor-in-Chief updates:

- Editorial Board meetings will begin next week (Aug 23), both staff and members will be able to attend these meetings and they'll alternate between over Zoom and at our office on campus through fall semester (will likely switch to just Zoom though as covid is in no way done here).
- Successfully hired and trained Graphic Ed and S&H Writer, still looking for a News Writer (filling in), S&H Ed (filling in), and Business Manager (Jacob filling in) now, will need to hire a Copy Editor for October.
 - I won't be able to keep up with all three roles come September, planning to drop News Writer and instead give the staff writers a rough schedule like last fall so we ensure every section is filled.
 - I put positions up on the Student Employment page last week, hopefully that leads to more applications rolling in as we've got none.
- Mehrnough got ball rolling with newsstand relocation, will have three rearranged on main campus and one for sure going to Campion main hallway, Luther has yet to respond. Ideally will have newsstands relocated by Sept 1, depending on the Famis fiasco.
 - Holly dropped the ball and forgot to send newsstand poster info along to graphics/production so those will not be ready by fall semester, but can be worked on through the fall semester should workloads allow for this extra project.

- Introducing a new offer for this year - free ads in our printed newspaper for student organizations for events, meetings, announcements and the like. Mehrnoush is compiling a contact list for student orgs at the moment, then Holden will reach out to everyone we have contacts for next week and at least twice through the semester should they not engage with us at the year's start.
 - Option to extend offer to also include free ads online in Winter semester, will monitor how much extra work this puts on Lee, Shae, and Holden's plates and how much student orgs engage with this offer so we can discuss at our November meeting.
- CRLN Courses contributor guide is now completed, has been sent to Thomas to put on our website by next week and Mehrnoush will be designing social media series to promote various aspects of what's covered in the individual documents.
 - I will be contacting the people who run the U of R's website once the guide is online to request they add information about our paper to their website as we're currently not mentioned anywhere (a want, not a need).
- Multimedia projects for fall:
 - Owl menu tasting video in September (inspired by Jorah's articles)
 - 60th anniversary of *the Carillon* video we aim to have out in December, could push into the early winter semester if necessary (should know by October meeting).
- Other opportunities for *the Carillon* this fall:
 - Decided against pursuing a Welcome Week table as there wasn't time to get things collected and organized by the time we discussed the idea, will keep in mind as a potential for staff next year.
 - Canadian Association of Journalists is doing a misinformation presentation (host: Alexander Quon, CBC reporter). I'm in chats with the coordinator and they don't yet have a date picked (will be in October) or room booked (likely on campus), but they may be seeking volunteers for the event and will let me know if that's the case so I can extend the opportunity to our staff and we can promote the event as a paper.
 - Presentation/workshop is being planned for the contributor guide so I can walk those interested through the process and answer questions, may ask a few staff members to do a panel of sorts as well. Currently deciding between doing the event in the last week of September or in November before reading week - thoughts?
- Constitution training: all staff has gone through already, only non-staff board members are Cassie and Shiva. Would like to book a meeting for us three for constitution training, and also go through all the HR policy suggestions Shiva made so we can split into what we already do, should start doing, won't start

this year at least, and wouldn't ever engage in as a board. After we've gone through the suggestions and narrowed things I'll split them into lists we can go through at the September or October meeting so we can discuss as a full board, and then set up timelines for writing things up and voting them through.

Other business:

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For next meeting:

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Meeting adjourned: 7:32