



**Board Meeting Minutes**

**Wednesday, August 16, 2023**

Room 227 Riddell Centre, 3737 Wascana Parkway

*Following are the minutes from the August monthly meeting of The Carillon Newspaper Inc.'s Board of Directors.*

---

On Behalf of the Board (Chair)

---

Executive Director

---

Date



## Board Meeting Minutes

Wednesday, August 16, 2023

Room 227 Riddell Centre, 3737 Wascana Parkway

**Date/Time:** Wednesday, August 16 at 6:30 p.m.

**Present:** Holly Funk

**Regards (48-hours notice):** Thomas Czinkota, Mikayla Tallon

**Absent:** Sun Sidhu, Ghanshyam Savaliya, Mishree Patel, Diya Patel, Harnisha Bhatt, Tayef Ahmed, Rishi Thakkar

**Chair:** Hammad Ali

### Agenda

#### Old business - executive director (presented by Holly)

-Continuing work with Virtus, they've been very quick to respond and responses have been helpful. At this stage we're working on three main things:

- Giving Virtus access to our QuickBooks account
- Preparing financial statements to be handed over (aiming for end of September so meeting ISC's November submission deadline won't be an issue)
- Collecting contact information from directors so we can update the list of directors through ISC, get a copy of the current organization profile, and send to Virtus so they can use it when communicating with the CRA

#### Old business - editor-in-chief

-Haven't heard back from Jacq yet on potential timeline for governance review so likely won't be starting in August, but (depending on their availability) we can see about getting things rolling in September - will keep you all updated via Slack once I hear back on a plan

-We still need an AGM attempt soon as possible this fall, which if we're aligning with constitution overhaul may have to be late October now - is everyone comfortable with this, or should we shoot for a September AGM attempt and do an SGM later on once constitution overhaul is over?

-If September route, either need someone able and willing to be chair to step up or we should look into hiring a facilitator (Ivy + Dean offer?)

#### New business - executive director (presented by Holly)

-Thomas is taking one week of his health leave



## Board Meeting Minutes

Wednesday, August 16, 2023

Room 227 Riddell Centre, 3737 Wascana Parkway

- Financial statements for the previous fiscal year must be submitted to ISC in November, so we're aiming to have everything to the accountant by the end of September (delay due to notes in old business)
- Board's monthly schedule of meetings must be created and posted on the website no later than August 23 for member reference, Holly will be collecting availability between Aug 15-20 and will make the schedule Aug 21 so Jaedyn can update website in time
- Screenshare to show most recent bank statement and updated ledger, Holly will answer questions they're able to and any others Thomas will look into next week once his week of health leave is over

### **New business - editor-in-chief**

- Sun Sidhu was issued a second written warning, the full document was posted in Slack but if any of you have questions or comments we can chat now
- Website and email server switch is now fully complete and functioning beautifully
- Indigenous Style Guide is progressing well, we have an intention statement written so we can contact potential community consultants come September; Aurel, Mikayla, and I have been tackling the first of three sections and should have drafts by the end of the month for accessibility (plain language) and then community reviews, and the second section with vocabulary lists is being fleshed out by Aurel, lee, and Emilie - questions?
- Member engagement plan for fall:
  - Amin is in contact with URSU trying to get us welcome week space
  - We printed extra copies of issue 2 and will be printing extra copies of issue 3 so we have some available to hand out at welcome week events, will be including pages with 'how to get involved through the year' information
  - "Repurposing *the Carillon* after your read-through" contest is progressing alright, will be live later this month though format needs to be adjusted (more on this in the next point)
  - Looking to host a workshop sometime in October to promote contributions to the graphics page. Graphic editor lee will be doing part of the presentation, we may ask comms & outreach coordinator Amin to speak a bit as well, and then we'll see if any MAP instructors might be interested in showing some photography or graphic editing tips as well
  - Open editorial board meetings have been scheduled through September-November with two per month, and students will have the option to attend in person in our office or over Zoom so remote, traveling, or



## Board Meeting Minutes

Wednesday, August 16, 2023

Room 227 Riddell Centre, 3737 Wascana Parkway

- sick-and-at-home students still have a way to engage
- So...Meta's reaction to bill C-18 is giving us some trouble
  - Need to adjust the contest as social media was to be primary outreach, will now have the contest run from August 31-September 16 and will be flowing the best contest submissions to a special edition graphics page we'll print in issue 4 of the paper which publishes September 21
  - This is one of the reasons we're pushing for more welcome week and event-style strategies for outreach
  - Will need to temporarily reimagine the comms & outreach coordinator role as we can only post visibly on X (Twitter) right now, I'm thinking we can easily flow the position into something more student engagement oriented and have Amin help more with coordination and facilitation of events, will also be getting him to design posters we can have printed to stick in the upper portions of our newsstands around campus with info to get involved and a QR code leading to the website. Will need better ways to reach remote students - any thoughts?
  - I'll be looking through potential loopholes we could use to get around Meta's restrictions; at the moment it's not looking promising but if there's some way to only use the page for student engagement/outreach and not distribute news content through it that may be useful

### Other business

- Chairperson!
- ISC contact info!
- COI policy signings!
- 

### Minutes

- Holly was the only one who attended, left the Zoom call at 6:45 pm

### Motions

Motion:

Mover:

Seconded:

Result:



**Board Meeting Minutes**

**Wednesday, August 16, 2023**

Room 227 Riddell Centre, 3737 Wascana Parkway

**Actions required**

-