



Board Meeting Minutes

Wednesday, August 23, 2023

Room 227 Riddell Centre, 3737 Wascana Parkway

Following are the minutes from the second attempt at an August monthly meeting of The Carillon Newspaper Inc.'s Board of Directors.

On Behalf of the Board (Chair - outgoing)

On Behalf of the Board (Chair - incoming)

Executive Director

Editor-in-Chief

Date



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Date/Time: Wednesday, August 23 at 6:30 p.m.

Present: Holly Funk, Thomas Czinkota, Sun Sidhu, Mikayla Tallon, Tayef Ahmed, Harnisha Bhatt, Rishi Thakkar (attended for 20 minutes), Mishree Patel

Regards (48-hours notice): Hammad Ali

Absent: Ghanshyam Savaliya, Diya Patel

Chair: Hammad Ali

Agenda

Old business - executive director

-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 - this has been shared as of this week

- 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 (Ivy + Dean is aiding NWT wildfire evacuees right now, quite busy), 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 will have to be late October now - is everyone comfortable with this? Or, do we plan AGM attempt for early October and then hold the SGM later once constitution overhaul is complete?

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

New business - executive director



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- 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 15-22 and will make the schedule Aug 22 so Jaedyn can update website in time
- Ledger and budget review
- Made contact with Sasktel, gave them a rundown on the current situation and that we have been left with radio silence from our person handling our account about 3 times now. Found out previous ED/BM is still on the account as the contact, and the other contacts are URSU members. I informed them we have updated our contact info on the ISC so that we must get these contacts updated. They told me they would have a correspondent contact me tomorrow to update the contact information and discuss future plans for the phone line.

New business - editor-in-chief

- Thomas took one week of his health leave
- 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?
- Two new distribution locations, Elle's and Aware House Books, both starting issue 3 which publishes August 31
- 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 late this month though format needs to be adjusted (more on

this in the next topic)

-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 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, waiting on Flo Print for a quote on what poster printing would cost

-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!



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Minutes

-On AGM

-Rishi, Mikayla, Thomas, and Sun say one big meeting

-Thomas references earlier than reading week may mess with our

scheduling and with students' interest in attending the later in semester we go

-Tayef doesn't think constitution will be ready by October, even if start tomorrow wouldn't be done by then because lots of consultations and legal matters, estimates 3-5 months before constitution overhaul is over, most take 6-12 months

-AGM attempt in early October, SGM in early winter semester

-Tayef suggests we pick a date for AGM sooner than later so we can give advanced notice, write an email next week to get director feedback and then confirm dates with directors (potentially I+D, or director to chair)

-Worst case and if we need to save some money, Tayef is willing to chair the AGM slotted to happen before reading week

-Holly and Thomas will talk dates next week, will email with more concrete outline of plans and hopes early next week

-Tayef is willing to chair AGM if necessary

-Tayef would recommend in-camera session at the end of the meeting next meeting to chat on warning process and warnings already given, because the staff member issued the warning shouldn't be in attendance when speaking on the warnings

-Agreed, will implement for September 10 meeting

Motions

Motion: Remove Hammad Ali as chairperson of the board and appoint Tayef Ahmed as chairperson of the board for the 2023-24 fiscal year.

Mover: Tayef Ahmed

Secunder: Holly Funk

Result: All in favour, motion passes

Actions required

-Holly will continue talking with Jacq and Donna at Ivy + Dean about constitution overhaul



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- Holly and Thomas will talk about potential AGM dates just prior to October reading week and will relay potential dates to the board by email for confirmation before member promotion
- Holly will make sure Hammad and Tayef as chairs sign all relevant meeting minutes
- Thomas will call RBC early next week to set up a meeting to transfer signing authority from prior chair Hammad Ali to current chair Tayef Ahmed
- Thomas will continue trying to get signing authority for the SaskTel account transferred to himself (current executive director) and current directors if other signers are necessary on the account
- Thomas will continue trying to collect director contact information for ISC so the director listing can be updated and passed to Virtus group to regain full access to our CRA account