

Carillon inc.

September 24, 2022

Board of Directors meeting #4

Present: Holly, Hammad, Shae, Thomas, Amina, Jacob

Regrets: Jorah, Shiva

Meeting start: 3:04 p.m.

Meeting end: 3:41 p.m.

Business manager updates:

- Met with Thomas and trained earlier this week, went through transition guide and general annual/regular duties, one more in person transition meeting in early/mid-Oct; full resignation after in person transition
- Met with accountant Adam, financial returns on the go, should have last of info to Adam by end of weekend and should get statements in soon (can renew non-profit status, do budget, release statement after)
- Will be doing up general plan/outline for Tech Fund that'll function similarly to Staff Emergency Fund; more details to come

Editor-in-chief updates:

- Editorial Board meetings will be just happening over Zoom, so far about 1/3 of staff have attended one; should be live for student member attendance next week
- Still looking for a news writer (interviewed one, decided no) and sports & health editor, will need a copy editor and tech editor (interviewed one, decided no) in early October so we have positions posted now
 - Have posted on our website, to uni's Student Employment page, and made ads for news/s&h; now could try:
 - Reposting ads on social media and positions on Student Employment
 - Asking profs of classes that would teach position-relevant skills to allow me and/or another staff member to do a 5 minute pitch on what the paper is and which positions we have open
 - Ads on TVs around campus - update on what all that would entail?
 - Posters around the uni through URSU's boards
 - What else can we do to promote these? Strategies to try, or people we could ask?
- Newsstand updates
 - Not yet moved because we can't find our Famis account number which Facilities Management needs to charge us for moving the stands around.

Have been bounced around the uni's phone lines with no luck;
Mehrnoush and I each have one person left to ask before we're stuck

- Have one newsstand in Campion (really old one, not labeled); still no response from Luther on getting some in
- Doing free student org ads in print and online this year, initially wasn't engaged with but had three in issue 5 (pub Sept 22) so word's getting out
- The CRLN courses contributor guides are on the website and have been sent to staff too, Mehrnoush is designing social media posts to feature guide areas
 - Will be contacting U of R website people in early October to see if they'd be open to featuring some (any) info about us
- Project updates
 - Lazy Owl - In process of scheduling the filming day, will get staff to send in menu item requests, then will talk with Safal and Shae about timeline and structure shot order from Shae's initial shot list
 - 60th - Progress is slow going, staff only have so much time for this project on top of their regular responsibilities so I'll need to restructure the timeline and likely the scope as well
- CAJ misinfo presentation is scheduled for 6-8 p.m. on Oct 20, just received event confirmation email yesterday so still figuring out whether this will be a volunteer opportunity for staff
- First warning issued to a&c editor Sarah Nakonechny
 - Through first few issues Sarah made consistent errors in article skeletons and styles/formats, submitted things late, and was late or lacking in communication with staff; I sent her messages explaining where the issues occurred, what the correct format or process was, and where to look in guides for explanations and examples
 - Errors continued so meetings were requested a total of 5 times; Sarah said she wasn't available during any of the times listed for attempt 1 and did not respond to the following 4 requests
 - Jacob met with Sarah (his to tell)
 - Jacob and I met to talk about that meeting and set up approach to the situation going forward, I sent another message to Sarah clearly outlining the type of support I wanted to give, reasons why the training at the meeting would be helpful, and gave more days I'd be available to meet
 - She did not answer that message after telling Jacob she would, so after another week Jacob and I wrote up a first warning, sent on Sept 19 with more potential meeting dates listed
 - Sarah initially said she had no time to meet (after having told Jacob she had lots and was willing), then insistent I send her written documentation;

since that's what I'd been trying through Slack messages and guide references I wasn't willing to rely solely on written communication because it hadn't worked to help her; offered to collab on meeting format or "help" structure - doesn't have to be my idea; can't all be written

- Majority of article skeleton and format errors continued in issue 5 published Sept 22 (+photos with no credit and name errors in article), so I messaged Sarah with a span of dates until the end of Sept; Jacob and I will meet to discuss if she's still not responding as I've been trying to get these errors resolved through a meeting since August 31

Staff and student-at-large items and/or questions:

- Can people hold more than one position on staff?
 - Yes, but only one editorial position at a time.