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President

National Bureau Chief

Atlantic Regional Director

Atlantic Bureau Chief

Quebec Regional Director

Quebec Bureau Chief

National Francophone Director

French Editor

Ontario Regional Director

Ontario Bureau Chief

Ottawa Bureau Chief

Prairies & Northern Regional Director

Prairies & Northern Bureau Chief

Western Regional Director

B.C. Bureau Chief

Opinions & Humour Editor

Arts & Features Editor

National Sports Editor

Communications Manager

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CUP Financial Review: April 2013



## “What the f\*&@ is going on?” — *A primer on the NASH process*

Not only is NASH a spectacular opportunity to get out there and learn from your peers about the ever-changing world of media and journalism in Canada, but it is also CUP’s annual general meeting, known as plenary: the most definitive decision-making body of CUP.

Every corporation in Canada must have an annual general meeting each year where members (or shareholders) come together in order to vote on how they want the organization to run. This means that whenever a significant number of CUP member representatives is together (at plenary) they have the final say on anything and everything CUP does.

Because there is only one members’ meeting each year, the corporation’s board of directors and full-time staff make decisions and administer CUP for the rest of the year — in accordance with the mandate plenary has given them. During plenary, CUP members vote on everything that they want to have happen within the organization by presenting motions. The meeting is run according to Robert’s Rules of Order, a set of rules used in most governmental meetings.

In order to make things run more smoothly, plenary is broken up into three parts:

1. Opening plenary
2. Mid-week plenary
3. Final plenary

**Opening plenary** sets the ground rules for the week, explains how the work of caucuses and commissions fits into the plenary process and what you can expect for mid-week and final plenary.

**Mid-week plenary** takes place in the middle of the conference and lasts a few hours. During this session, a lot of “house-keeping” motions are presented. These are the motions that need to happen every year to make things run smoothly. Motions that commissions want to go into effect before final plenary are also presented at this point. The chair of plenary usually tries to keep things short during this session and keeps debate to a minimum because there is not a lot of time. *A key activity during mid-week plenary is also a question and answer period with the candidates for President and National Bureau Chief.*

**Final plenary** takes place on the last day of the conference and has been known to be a long process, one time surpassing 14 hours! That’s an extreme case though; it usually doesn’t take that much time. Final plenary is where the commissions present all of the motions they have created during the week. While most motions come from the commissions and caucuses, any paper can present a motion, called a *floor motion*.

Final plenary is also where members elect the new President and National Bureau Chief and

decide where the next national conference will be held. One important thing to keep in mind is that *the elections (which take place first thing in the morning) are a closed-door session. So if you show up late, or even leave to go to the washroom you won't be able to get back in.*

Plenary can be a little daunting to newcomers, but don't forget that almost everyone is a newcomer and knows only as much as you do. Since CUP has been going for more than 75 years at this point and no one's been around the student press for that entire time, people are always joining a conversation in the middle. Having a good understanding of Robert's Rules of Order will not only help you figure out what is going on during the discussion better -and perhaps flirt with a policy nerd- but also help you know how you can most effectively contribute to the conversation.

## Robert's Rules of Order

Robert's Rules of Order are a way of managing big meetings. They may seem like a little bit of an inconvenience, but they truly help. The chair of plenary is in charge of keeping a speaker's list, and members speak in the order that they stand at a microphone. After a motion is presented, the mover will "motivate" — speak to — a motion stating how their paper feels about it (supports, opposes, thinks it needs work, etc.) and why. When speaking a member can say pretty much anything about the motion (within the bounds of good taste) and all members are encouraged to debate and speak on motions since they're about what CUP should do or become. Important stuff.

Robert's Rules of Order were written by General Henry M. Robert in 1915. The rules are used all over the world to officiate meetings and control governing bodies. CUP uses an interpretation of Robert's Rules of Order to help plenary proceed in a smooth and orderly fashion.

Although the rules outlined here may seem restrictive and foreign to some, they help ensure that everyone is treated fairly and that CUP business is conducted efficiently. If you have questions about Robert's Rules of Order or anything to with plenary, don't hesitate to ask the plenary chair, Bryn Ossington.

Bryn will offer a session on Roberts of Rules of Order at , and can also be contacted at [bryn@wlusp.com](mailto:bryn@wlusp.com).

## Agenda

The agenda lists the items of business that will come before the plenary session. The bulk of the agenda consists of motions that will be brought before the plenary from commissions. Members of each commission will introduce their subject and recommend actions through proposed motions.

Other items on the agenda include approving the chairperson, approving the minute-taker and setting the rules.

### Quorum

Before plenary can begin, the chair must ensure that quorum is met. When conducting CUP business at plenary, every member newspaper represents one vote. Although several people from one newspaper might be present at plenary, they all represent only one vote. Anyone authorized by his or her newspaper to speak at plenary may do so. In addition, plenary usually grants speaking rights to CUP staff, CUP, and other people involved in CUP. Quorum is the minimum number of members that must be present in order for business to begin at plenary. Quorum is two-thirds of the registered voting members at the conference.

Plenary can begin only once quorum has been met. If quorum is lost – if enough members leave the room that less than two-thirds of registered members are represented – plenary will continue unless someone “calls for quorum.” Any member may do so if she or he doubts that there are enough members in the room to constitute a valid decision-making body. If a member challenges quorum and it is not met, proceedings are suspended until quorum is regained.

### Absentee votes

In many circumstances, if a paper can not be present to vote, they can levy their vote with a proxy. Papers must make every effort to have at least one representative at plenary. If all delegates from a member newspaper must leave, they may transfer their vote to another member newspaper. This is called proxying a vote. When you proxy your vote, you should also leave instructions with the newspaper you are proxying to as to how you want them to vote on your behalf.

Papers can reclaim their proxy and vote on their own upon their return to plenary. *Any member can hold a maximum of two proxies.*

### Speakers' list

The chair of plenary or one of the chair's assistants will keep a speaker's list of all the people who wish to speak during plenary. If you wish to say something, raise your hand and your name will be added to speaker's list. When your turn comes, the chair will say the name of your newspaper and you will have the floor to speak. In most cases, you must be called on by the chair and given the floor before you can speak.

*When you address plenary, always state your name and the newspaper you represent and always speak into the microphone (we need to hear you!)*

### Motions – voting, amending and abstaining

A main motion is a motion that is presented to plenary for the members to consider. A main motion can be on any subject relating to CUP business. Main motions must be seconded by another member newspaper. Once a motion is read out loud and is moved by a member newspaper, plenary can debate the motion and alter it. So, if your newspaper is approached to second a motion and you may not agree with everything in it but think it should be discussed, you can second it. Seconding the motion does not mean you are obliged to vote in favour of it.

*Changing a motion* once it is moved is known as making voting cards. The chair will ask who is in favour of the motion, then the chair will ask who is opposed and finally for abstentions.

*You can abstain from a vote* if you don't have an opinion on the subject or if you feel you are in a conflict of interest.

**Amendments** to a motion modify the original motion in some way. An amendment should be on the same subject as the main motion but it may contradict the main motion or change the meaning entirely. Any member newspaper that has obtained the floor can suggest amendments.

*Once an amendment is suggested, the original mover of the motion must state whether the amendment is friendly or unfriendly.* If the mover states that the amendment is friendly, that means that they approve of the change and the amendment immediately becomes part of the main motion. If the mover states that the amendment is unfriendly, that means that they do not approve of the amendment. In this case, debate begins on the amendment and plenary will vote on whether to adopt it (thereby changing the main motion) or defeat the amendment (thereby leaving the main motion the way it was originally worded).

## Debate

Debate is how members of CUP express their opinions about motions that have come before plenary. During debate it is important for everyone to get a chance to speak and for all sides to be heard. In most cases, members will speak either in favour or in opposition to a motion.

During debate you may also ask questions about the motion on the floor or offer information to supplement the motion. **It is very important to be courteous and calm when debating during plenary. DON'T UPSET THE CHAIR.**

Some issues become very controversial and it is easy to let personal feelings take over. If you do not agree with what someone has said, remember to criticize the idea and not the person. Avoid making personal accusations or attacks. If someone is rude or makes otherwise inappropriate remarks during plenary, the chair may rule that member out of order and ask him or her to stop speaking. If someone persists, ***plenary has the power to censure that person and ask him or her to leave plenary.***

At the end of every motion, papers will vote. Debate on a motion is complete when there are no people waiting to speak on the speaker's list or when time for debate has expired. Once debate is complete, plenary votes on the motion on the floor. Most motions must have a majority vote in favour for them to be adopted.

Voting is calculated by counting a show of hands or voting cards. The chair will ask who is in favour of the motion, then the chair will ask who is opposed and finally for abstentions.

### Special Motions

While a motion is on the floor, no other motions can be moved except for these six special motions:

- 1. Call the question:** If successful, this will end all debate on the current motion and bring it to a vote. This requires a seconder and a two-thirds majority vote. This must be the only statement you make during your turn at the microphone. *You cannot speak to a motion, and then call the question.*
- 2. Refer to a Committee:** If successful, this will send the main motion to a committee to discuss it and it will not return to plenary until that committee believes it is ready to be presented again.
- 3. Table:** If successful, this will temporarily remove this motion from the floor until a later time during plenary. A motion that has been tabled must be re-moved later on during plenary.
- 4. Object to consideration:** This statement prevents the main motion from being considered. You must obtain the floor in order to make this statement. There is no seconder required and there is no debate. A two-thirds majority is required not to consider the motion in question. Once a motion has been objected to using this statement, it cannot return during the meeting.
- 5. Recess:** Request a recess.
- 6. Adjourn:** Request that plenary be adjourned.

The following are special motions that may be raised while a motion is pending or at anytime during plenary:

- **Point of Order:** If someone feels that the rules of plenary have been broken or that the chair has made an error, she or he may state a point of order. *You can state a point of order even if you do not have the floor but you cannot interrupt someone else who is speaking.* There is no need for a seconder and there is no debate on a point of order.
- **Point of Privilege:** If someone feels that they have been personally attacked, he or she may state a point of personal privilege. If you cannot hear a speaker, or find the room You can state a point of personal privilege even if you do not have the floor but you cannot interrupt someone else who is speaking. There is no need for a seconder and there is no debate on a point of personal privilege.
- **Point of information:** This is often misunderstood, and is more correctly called a Request for Information.

- Appeal the decision of the chair: If you disagree with a ruling the chair has made and calling a point of order has failed, you may request to appeal the decision of the chair. You should appeal the decision of the chair immediately after the ruling is made, even if you do not have the floor. This statement must be seconded. There can be debate and then there is a vote on whether the chair's ruling should be added to the speaker's list.

There are many online resources that have good breakdowns on how Robert's Rules works, including <http://www.rulesonline.com/rror--02.htm>

## Caucuses

A caucus means any group of delegates grouped together for a particular reason. Caucuses also have the special privilege of being able to submit motions (binding orders for CUP that are voted on) during plenary. Within CUP there are three different types of caucuses you'll encounter:

1. Size caucuses
2. Regional caucuses
3. Issue caucuses

The size caucuses refer to a paper's budget size and there are three categories each year of comparable number of papers:

- papers with budgets below \$20,000 per year,
- papers with budgets from \$20-79,999 per year; and,
- papers with budgets above \$80,000 per year.

On the very first day of the conference we'll **divide up into size caucuses to elect commissioners**. This process helps ensure that papers of all budget and delegate size have a fair chance at getting elected.

The **regional caucuses are when papers gather with other papers from their CUP region**. On Thursday over the lunch hour Thursday, Jan. 9 from 12:45-1:45 p.m. the conference your regional caucus will meet to discuss where to hold regional conferences, electing board reps, and other regional concerns.

The **issues caucuses** are extremely important within CUP. They are a way for like-minded individuals to come together and discuss issues that might otherwise be invisible due to systemic power structures that exist within CUP. We have five issue caucuses that meet every year and are called standing caucuses. The standing caucuses are:

1. Women's caucus
2. Queer, trans, and allies caucus
3. Anti-racism caucus
4. Disabilities caucus

5. Francophone caucus

Any delegate that identifies as a member of one of these groups may attend that caucus. If you don't identify as a member of that group, but still want to get involved, you can ask the caucus members to allow you to attend. Any group of delegates can form a special issues caucus at any time, and in the past delegates have formed an environmental caucus and a new media caucus.

## Size Caucuses

Size caucuses take place on the first day of the conference immediately following opening plenary. Papers break off into small, medium or large caucuses – depending on the size of their operating budget.

In each size caucus, three elections are conducted in order to elect two people from each size caucus to be part of the three CUP commissions. Make sure you know which size caucus your paper belongs in.

## PAPER SIZE CAUCUSES

SMALL	MEDIUM	LARGE
Caper Times	Aquinian	Cascade
Crown	Dialog	Concordian
Golden Ram	Cadre	Argus
Gradzette	Lambda	Cord
Mark	Nugget	Other Press
Macmedia	Over the Edge	Carillon
Obiter Dicta	Plant	Muse
Scanner	Quill	Brunswickan
SPEAK	Sputnik	Lance
magazine	Polyscope	Eyeopener
Sextant	Ryersonian	Fulcrum
Strand	Xaverian Weekly	Gateway
True North	Navigator	Impact Campus
Times	Campus	Peak
Toike Oike	Griff	Sheaf
Réveil	Interrobang	Silhouette
	Phoenix	
	Weal	
	Collectif	
	Link (BCIT)	
	Omega	
	Capilano Courier	
	The Argosy	

**Caucus meetings – Wednesday Jan. 8 between 5 - 6 p.m. in the locations noted above.**

## Commissions

Commissions are how CUP decides on things during the conference.

The commissions exist in order to examine all of the motions that will be presented to the membership during the plenary session. Commissions are about educating members on CUP policy and operations; facilitating member feedback on the organization; and bringing new grassroots ideas forward.

Commissioners are made up of directors, national staff and members. Commissioners from membership are elected during paper size caucuses on the first day of NASH (in opening plenary). Two commissioners per size caucus will be elected to each of CUP's commissions. These commissioners (alongside CUP staff facilitators) will examine things like CUP's budget, current services, membership requests, hiring procedures, and many other things.

The commissions are as follows:

### Priorities and Planning Commission

The Priorities and Planning Commission is in charge of examining current CUP structure and policy and planning for CUP in the long-term. P+P focuses on big ideas and debates about what CUP should be.

In the past, P+P has also been called the long-term planning commission and the constitution and planning commission. While names come and go, the mandate of this commission has remained the same: to deal with special projects of CUP and to charge the long-term direction of the organization. P+P is also responsible for overseeing the JHM awards and the progression of PUC (la Presse Universitaire Canadienne).

They suggest changes to CUP bylaw and policy, if needed, and suggest new services for the membership, and set a direction for the organization.

Composed of:

Two CUP board members (Ontario Director Mick Sweetman and National Francophone Director Nora T. Lamontagne), and six elected representatives from the delegation.

**P+P's first commission will take place on Thursday Jan. 9 from 9 - 9:45 a.m. Commissioners will choose subsequent meeting times which may include after sessions conclude for the day, before sessions begin for the day, or over lunch breaks.**

#### The Services and Finances Commission

The Services and Finance Commission is in charge of everything financial within CUP. They review the budget that will be presented at the plenary session, ensure that other commission's motions are feasible, suggest new forms of income for the organization, examine any unpaid membership fees, and accept bids for the next national conference.

SerFin is the commission that looks concretely at what CUP offers. Each year, it is tasked with budgeting for the upcoming year. It also reviews the services that CUP already offers (such as the news wire, resources, website, legal aid, etc). As part of SerFin, you will be hosting a couple of informational roundtable discussions for the membership. These will be an opportunity for SerFin to communicate what our services are to the members, and for the membership to give feedback on current services so that SerFin can make action plans to improve them. One session will be on services, and one will be on the CUP budget.

The CUP treasurer/ Prairies and North Director Sam Brooks, CUP President Erin Hudson, and six elected representatives form the delegation.

**SerFin's first commission will take place on Thursday Jan. 9 from 9 - 9:45 a.m. Commissioners will choose subsequent meeting times which may include after sessions conclude for the day, before sessions begin for the day, or over lunch breaks.**

#### The Hiring Commission

The primary work of the Hiring Commission is to facilitate the elections of national staff. They are also trusted with the job of evaluating the performance of CUP staff, the way in which CUP staff is hired, the working conditions they work under, and the duties they are asked to perform. The HR commission is charged with reviewing job descriptions and policies regarding hiring and evaluating CUP employees. As an employer, CUP has responsibilities to its employees. For this reason, the commission will ensure that CUP does all it can to be a fair employer. The HR commission is also asked to host a panel on what jobs are available at CUP and get CUP staff to

attend and talk about their job within the organization.

The Hiring commission is always led by the CUP HR representative, Western Director Shelley Termuende, Atlantic Director Mitch Ramsay Mäder and six commissioners elected from the delegation.

**HR's first commission will take place on Thursday Jan. 9 from 9 - 9:45 a.m. Commissioners will choose subsequent meeting times which may include after sessions conclude for the day, before sessions begin for the day, or over lunch breaks.**

#### Joint Commission Facilitator

While each commission does work independently, they also must work together to exchange information on membership needs and desires. There is one person who acts as a joint commission facilitator to oversee the commissions. Think of the commissions as section editors, and the Joint Commission Facilitator (JCF) as the EIC. The JCF is responsible for coordinating the initiatives of all commissions, facilitating teamwork and communication between commissions, and lending expertise as needed. This person is also responsible for communicating between delegates and commission facilitators.

The JCF will be CUP Chair and Quebec Director Adam Thomas Young.

#### Being prepared for commissions

If you're elected to be one of two commissioners from your size caucus, you must ensure you're coming to each commission meeting prepared and in fighting form. If you're considering running to become a commissioner, you want to have a good understanding of your roles and responsibilities as a commissioner.

## The Hiring Commission (HR)

### Mandate

The Hiring Commission shall be responsible for the following:

1. organizing and conducting national office screenings and elections;
2. recommending screening procedures for ratification at the mid-week plenary;

3. conducting fair, interesting, and comfortable screenings;
4. encouraging individuals to run for national office;
5. evaluating the working conditions of national and regional staff by looking at salary/honoraria, per diems, office space, workload and presenting findings to plenary;
6. evaluating job descriptions of the national positions by ensuring that the actual work conforms to the outlined duties and presenting findings to plenary.

It may be difficult to think of CUP as anything except a cause to which our staff devote their youth. But to some CUP is a source of income and stability. Our employees pay back student loans, make plans for the future, need references, etc. CUP has the responsibility to clearly state the conditions under which staff will be working when they accept a position with CUP. As an employer, CUP has responsibilities to its employees. For this reason, the commission will ensure CUP does all that it can to be a fair employer.

### Overview

The Hiring Commission is trusted with the job of evaluating not only the performance of CUP staff, but with how staff are hired, the working conditions they work under and the duties they are asked to perform. The Hiring Commission is charged with reviewing job descriptions and policies regarding hiring and evaluating CUP employees. As an employer, CUP has responsibilities to its employees. For this reason, the commission will ensure CUP does all that it can to be a fair employer.

### Points to consider

#### 1. Job Descriptions

Update job descriptions and add suggested skills and qualifications for each. Ensure that job descriptions are consistent.

#### 2. Code of conduct

The commission will review the Code of Conduct, and may suggest revisions to plenary.

#### 3. Editing Tests

Concerns over the National Bureau Chief editing test last year have lead some people to ask if it should be a marked test. What do members think. Also, should the president have to take a business test to prove their financial skills?

#### 4. Election Policy

Your facilitator will also be presenting policy on moving to a preferential ballot system during the elections, and restricting proxies during hiring in favour of advance balloting.

#### 5. National Office Applications

A requirement was put in place last year that applicants for national office must submit a criminal background check. This has met with mixed results, should it be removed?

#### 5. Elections

The hiring commission will also takes care of all the details for the election of President and NBC. The commission is responsible for ensuring that all members understand the process of national elections and are aware of the candidates. Formal letters of application are required from all the candidates ten days before the national conference begins. All letters and clippings (or whatever else has been submitted to the commission) will be posted outside the plenary room during the conference. Each candidate will be given equal and fair publicity.

At Mid-week plenary (on Saturday) a questioning period will take place. Election speeches, final questioning, and voting will take place on Monday at closing plenary. One delegate from each member paper should be in attendance. Quorum is required before the screenings can begin. Once quorum is reached, the doors to plenary floor will be locked until the end of the screening process for both NBC and President. Member papers who are locked out of the screening will not be allowed to join part way through the screening and will not be eligible to vote in the elections for the National office staff.

In other words, be on time or you will not be allowed to vote for next year's National staff. There will be no exceptions. In addition, candidates will not be allowed to sit in one another's screenings. The commission will ask members to submit questions for the screening.

Questions for the candidates may be submitted to the Hiring Commission up to 24 hours before the screening process takes place. The final questions will be selected by the Hiring Commission. The questions may be reworded as necessary so they are applicable to all candidates. In the event that the commission does not receive a sufficient number of questions from members, the commissioners will write questions for the screenings. Traditionally one joke question is also asked of each candidate.

Each position will have a set list of questions. The questions must be identical for each of the

candidates running for a position. In the past, candidates have been given a set time to answer.

A secret ballot takes place after all of the screenings have been conducted. Ballots will be prepared, distributed and privately counted by the commission. A candidate requires 50 per cent plus one of the votes to win. If this is not achieved on the first ballot, the candidate who received the lowest number of votes is dropped and the voting begins anew. Each member is also given a simple “no” option. In the event of a single candidate for a position, or of a single candidate left on a ballot, papers are given a “yes/no” option.

## 6. Counting Ballots

Traditionally the commissioners act as the scrutineers after the voting. Scrutineers will be selected to avoid any appearance of bias. The commission may review the process to offer the candidates a scrutineer or to decrease the number of people to protect the confidentiality of the ballot. At least two scrutineers must count the ballots independently. The commission will announce the winners of the election to plenary floor. The number of ballots per candidate is confidential. Following the announcement of the election results and seeing no contesting of the results, the commission will make a motion to plenary to destroy the ballots.

Hiring Sub-Commission Facilitator (to be determined)

### Mandate

The Hiring Sub Commission is the only commission not lead by a member of CUP staff:

1. Conducting a review of all CUP staff members;
2. Recomendng changes to policy around the staff review;

### Overview

The Hiring Sub Commission’s only mandate is to create and a review of CUP staff and have members fill it out during the conference. In addition to this they may submit motions changing policy to do with the staff reviews.

Points to consider

#### 1. Staff Reviews

Create a survey to distribute to membership that evaluates all members of CUP staff. Collate the data and present the results to each staff member. The president can give you past surveys to work off of.

## 2. Policy on HR Sub Commission

The hiring commission will be examining whether the staff review should continue, or be abolished. Feel free to get involved and give your opinion.

## Priorities and Planning (P+P) Commission

### Mandate

The priorities and planning commission shall be responsible for the following:

1. the review and implementation of changes to improve the co-operative decision-making process within CUP
2. the examination of the role of regions and regional
3. the review and, if necessary, the revision of the progression and structure of CUP
4. the examination of motions of a constitutional nature recommended by other commissions with regard to the constitutionality, legal text, and implications of
5. the examination of governance issues concerning documents like policy and bylaw. In such instances the commission will create a subcommittee, made up of no more than 50 per cent of the priorities and planning commission members to deal with such issues
6. the review of the constitution for minor inconsistencies, for instance, typographical errors, numbering discrepancies, etc

### Overview

It has been called the long-term planning commission, the constitution and planning commission and the priorities and planning commission. But while names come and go the mandate of this commission has remained the same: to deal with special projects of CUP and to chart the long-term direction of the organization.

P&P can be one of the most enjoyable commissions to sit on, or it can be an enormous pain in the ass. This is usually dependant on how well it is able to get along with the Services and Finances Committee. We suggest you try to be friends.

## Services and Finance Commission

## Mandate

The SerFin commission shall be responsible for reviewing all of the following:

1. the summer school, in terms of length, focus, location and purpose
2. location of next year's conference in terms of:
  - a. receiving proposals from potential hosting papers
3. reviewing and composing the breakdown for current membership fees and the upcoming fiscal year's membership fees
7. providing cost analysis and recommendations on financial matters for other commissions at the national conference
8. soliciting position papers and opinions on financial matters
9. coordinate and fiscal demands of any cost generating commissions
10. reviewing the revenues and expenses of the national conference and proposing a budget for the next year's national conference

SerFin should establish spending priorities for the upcoming year and also look at macro issues like the efficiency of spending. It should also examine, in conjunction with membership and priorities and planning, services for next year.

**NB: In order to properly form decisions, SerFin should make efforts to include members and CUP staff in its decision making. In order to facilitate this, SerFin should ask for position papers from members and should conduct a hearing with staff about finances.**

## Overview

Documents following outline the current membership fee structure and CUP75's financial review are attached in the appendix.

## **Staff & Board Director Reports**

President- Erin Hudson

National Bureau Chief- Brendan Kergin

National Bureau Chief Report For Nash 76 Sent Dec. 8<sup>th</sup>, 2013 So far my term has seen a lot of adapting to new circumstances and chaos, but has settled down over the last month. I've helped move boxes to or from three CUP offices, been a part of the visual rebranding of the organization and overseen the transition from our own CMS to the current CUP wire on Wordpress.

However, now that the organization has moved forward from some past miscalculations, we're able to look forward; I'm hoping this conference is going to make that happen. This is still a collective and we're much better with everyone participating with a positive plan. We've seen this participation in a couple places, particularly the #CUPchats and to a lesser extent the network of Facebook groups we've created. If you're not sure what I'm talking about let me know. In a short summary of our national social media numbers though, we're rising across the board from the metrics I've found. Not only are we relevant to our members, but we aren't invisible to our peers in professional media.

One thing I've tried to increase as NBC this year is communication, and while I haven't emailed out that much I've replied to almost all emails sent to me from members (aside from submission of stories), we've increased twitter and Facebook traffic and tried to, in general, be as accessible as possible. If you're still not comfortable talking to me about issues facing your paper from an editorial standpoint, let me know. I'm happy to be a resource. If I can't help you, I'll try to find you someone that can and is willing to.

In an awkward transition, let's talk about my primary piece of work, the wire. We've seen another increase in the number of stories up, at the time I'm writing this we're already past the number we were at during Nash 75. There are three aspects that I'm working on in regards to the wire. The original journalism done by our Bureau Chiefs is important because their work looks at issues impacting the lives of students that our papers, especially smaller members or members outside Canada's major metropolitan centres, are often unable to cover. This work is also the work on the wire most likely to be picked up by members.

The second aspect is the content that myself and the editors collect, curate and share the stories that you, our members, create. The third aspect I'm working on is the archive on the wire. As it arrived recently, I'm still developing a plan as to what exactly to do with it. Hopefully by the time you read this I'll have a more thought out plan or it's dealt with. While this isn't a priority, it is a resource and record that I think should have some effort put into it.

This year I've been lucky enough to not have the issues of past CUP years with staffing issues. While we haven't had a perfect year, we've had a much easier time, with (at the time this was written) all but one editorial role filled. One of the projects I wanted to work on this year was a photo archive. Unfortunately, without a multimedia editor, or really anyone hired to do or deal with photos or graphics, that plan has stalled. I do still hope to resurrect it somehow and will pass all my knowledge and ideas on to the next NBC if I haven't set up a practical, useable system by term end. The bigger project that has gone on the side for myself is an Excel datasheet of CUP. While we have used spreadsheets in the past for the normal things, I'm trying to create a much larger, more robust piece. It's slow work, but the idea is that it will give CUP and our members a number of benefits, from communication to institutional memory to a better understanding of the role we play and could play in Canadian student politics and national media.

Hopefully At Nash 76 I'll continue collecting information straight from the source, you. It includes a sheet dedicated to student press, from street addresses to autonomy to where to find online PDFs. I've also just started the "Stories for your Consideration" series of emails. Initial feedback has been positive, so I intend to keep doing it. It's not exactly what I had imagined in my campaign last year, with the forum idea, but this method was suggested at WPNCUP and it's efficient.

So that's it for me, but I'd like to re-highlight one thing, and that is communication. We have so many systems for communicating. I know CUP might not be your sun and stars, but we do exist and I am here to help. So, if you need a hand, or have an article that you think should be on the wire, or are looking for a story on a subject matter, let me know; I'm fairly accessible — I'm pretty sure I'm part internet on my father's side, so it's easy to send me a message.

Atlantic Director - Mitch Mäder

During my first half-year as the director representing the Atlantic Region, the second largest region of the Canadian University Press, I have worked hard to ensure that the cooperative is being operated not only in the interests of Atlantic members, but also in the interests of members at large, including the small and medium sized member newspapers that are so vital to this cooperative.

I believe that this cooperative ought to serve its members and therefore I have been watchful of policies that could potentially be self-serving to the cooperative while disserving to the membership.

As a member of the recruitment portfolio, I have been working hard on projects that could attract new members. One such project, completed in late autumn, was the proposal of establishing joint expenditure boards throughout the regions of CUP to allow members to buy collectively—thereby giving said members the ability to take advantage of bulk or group pricing. Such things that could be bought collectively are printing services, distribution wracks, office equipment, etc.

I hope to develop more proposals for the membership over the rest of my two-year term as director. I also hope to end my term with a revamped set of services offered by CUP that best fit and serve the needs of the membership.

As the Editor-in-Chief of a small, rural newspaper (annual allotted budget: \$18,141), I have been able to bring the perspective of a small newspaper to the Board of Directors, which, I believe, has had the effect of ensuring that the policies of CUP are well-rounded to benefit both large and small newspapers.

As the representative for the Atlantic Region, I welcome your opinions and suggestions on how I might better serve and represent the region. Please feel free to contact me at any time.

Yours very truly,  
Mitch Mäder, UE

Atlantic Bureau Chief - Cherise Letson

For the past couple years, the Atlantic region has been lacking strong bureau chief and I took this job hoping to change that.

This past semester I've been filing weekly stories to the wire and have met my quota set by the NBC. I've done my best to cover stories from all provinces, or at least incorporate them into all the stories I can. I've done my best to stay on top of happenings in all the Atlantic provinces and have found ways to expand coverage on major stories without stepping on the toes of the papers. Big examples of this include the SMU "rape change" controversy and the Nova Scotia provincial election.

I've started great relationships with the Atlantic papers and have been in touch with them via email and Facebook. I've also tried to create a community on the ARCUP Facebook group. It's essentially a hub for ARCUPPIES to go to ask questions to other members and I hope to continue building on it.

Overall, considering I was balancing a full j-school course load and *Brunswickan* news editor duties, I think this pass semester was a success. However, this does not mean there isn't room for improvement.

This semester I would like to expand further on what's already been done. Since I will have a lighter course load, I will be able to invest more time into my ABC duties. With the prior confusion surrounding bureau chief quota cleared up, I'm sure I will have no problem filing 20 stories to the wire. I plan to continue building on the relationships already started with member papers, and hope to build a strong relationship with the papers and the organization. I hope to send out update emails more frequently and provide myself, as a resource to help out with whatever papers may need.

Ultimately, I hope my term, as ABC will be the start of a stronger Atlantic presence in CUP that will continue after my term is over.

Quebec Director - Adam Thomas Young

CUPbec Director Midterm Report

So far everything has been running rather smooth and quietly for CUPbec. Communication has been reestablished with The Plant at Dawson College, and The Concordian has been doing well. Home paper The Campus has been working with a pretty new staff this year and hosted, along with Le Collectif at the U. de Sherbrooke, a fall PUCbec conference in early November.

Coordinating said conference was a great chance for myself and the National Francophone Director to connect with current and prospective members from both regions. With our shared geography and interests, we had a number of new possible members attend and seemed very pleased with the event. Our speakers included some local newspaper, radio, and professional journalists from the Townships region, including a journalist from Lac Megantic, CBC Radio

One, and a veteran arts critic from the Gazette.

In the new year I plan to head to Montreal to meet with the staff at the Concordian and see what CUP can do for them there, along with possibly staging a speaker or workshop that we could also invite The Plant and tentative new member The True North Times, a new startup that takes a playful humorous approach to the news.

As the chair of the Board of Directors, things have been busy with our monthly meetings and addressing concerns and questions from the national staff, the rest of the board, and membership. NASH 76 will feature a number of big issues to discuss at plenary, and making sure these conversations and consultation begins before the conference has been a priority.

In the coming weeks I will be meeting with each of the established commissions as joint commission facilitator (JCF). This role focuses on making sure that the commissions are working together to draft policy that is interdependent to the other commissions.

We all have been very busy but I have been grateful to the Communications go-to Allie, Erin, and chair substitute Mick for bringing up some great issues and keeping me on track. As we continue to meet, my goal for the year was to make sure that everyone has a chance to contribute to the conversation, including speaking up myself. I'm happy to say I think I'm on this route and the board is getting closer and stronger with every meeting.

Quebec Bureau Chief - Kalina Laframboise

I am so fortunate to have this mandate and there is never a boring day because Quebec is so beautiful and vast that there is always something to cover. It has inspired me to work harder in hopes of bringing coverage to our member papers within the province while providing news that our members across the nation can benefit from.

### **Reaching out**

I have been able to engage with all three of our member papers in Quebec that includes The Plant, The Concordian and The Campus. By meeting with members in person, as well as contacting them by phone or email I have understood what concerns them in terms of what they want from CUP. However, where I have succeeded in reaching out to regional members through personal contact, I have lacked in upholding social media platforms. This is something I need to improve upon since Erin put so much work into it and promise to do so from now on.

### **Reporting**

The articles I have published have been mostly focused on a wide-scale provincial issue that impacts post-secondary institutions. This has been successful because it has been useful for our regional newspapers but is relevant for our members nationwide. However, I do need to publish more frequently.

### **Collaborations**

As part of reaching out to our French members as well, I have started publishing in both languages. I am stronger in English but I feel this is a positive for CUP and PUC so I am thrilled to help. This would not have been possible without strong support and communication from the

national office.

I have also had the chance to collaborate in English by working with Jane Lytvynenko, our Ottawa bureau chief, on articles concerning the Canadian Federation of Students. This was great and timely, and gave our member papers a heads up on a massive exodus.

### **Members**

We have lost a few key newspapers in Quebec over the last year and a half, and I would like to meet with them to see if we can build our presence in the province again. We have a strong team but it is difficult to cover all student news with only three papers all located in Montreal. This is something I will work on in the second half of my mandate.

Ontario Director - Mick Sweetman

This first year as your Ontario director has been difficult but rewarding. Ontario has historically been a difficult region to engage our members and this year is no exception. Unfortunately, for the second year no paper submitted a proposal to host a fall ORCUP conference. This hurts our region as conferences are the times where we can share skills, talk about CUP in Ontario at our regional membership meeting and make lasting connections as CUPies.

This year I made regular contact with our Ontario members through producing an email newsletter with CUP news that is of interest to our members, including CUP news wire stories, announcements, events, and opportunities. In addition to email I have tried to get our ORCUP Facebook group active again by posting about what CUP is up to and some stories from Ontario CUP papers. If you are an Ontario member and would like to join this group please contact me.

Sadly, our second Ontario director Jessie Wilms resigned from the board after the number of member papers in Ontario fell below 21 which is the number required for two directors. We miss her experience on the board and taste in music.

I was elected Vice Chair of the board after Wilms' resignation. I think this is a good fit and I have been working with the Chair and President in making sure that we have responsible governance.

One thing I have identified as a problem is waiting over three months until summer school for our first in-person board training and meeting. We really need to have a board that is prepared to start the work of governing CUP as soon as we take office. To do that properly we need an intensive training at the beginning of May by someone who is experienced in governance, the role of a director and our legal responsibilities. I worked with Hudson and Prairies director Sam Brooks on developing the proposal for an Executive Director that the Priorities and Planning commission will be reviewing as NASH.

I was happy to organize a successful campaign partnering interested campus media with the Red Cross to run public service advertisements raising funds for victims of Typhoon Haiyan in the

Philippines. A special thanks to: The Aquinian, The Brock Press, The Dialog, The Fulcrum, The Lance, The Meliorist and The Other Press for their donations.

Ontario Bureau Chief- Anqi Shen

During my first four months as Ontario bureau chief, I covered news mostly relating to postsecondary education policy (e.g. changes to tuition billing policies, differentiation, tuition tax credits) and youth labour issues (e.g. unpaid internship regulations). On average, I contributed one article per week to the wire and will keep this up in second term.

I pursued stories that I felt were timely enough to be of interest immediately but also relevant for about two weeks after they were published. I've also been making an effort to vary the length of my articles. One of my goals going forward is to file articles earlier in the week to accommodate papers who go to print on Mondays and Tuesdays and need content from the wire.

While postsecondary education will continue to be a focus, I'm hoping to cover a larger selection of provincial and national issues from a student angle. I'm always open to requests or feedback on my reporting via e-mail at [ontario.bureau@cup.ca](mailto:ontario.bureau@cup.ca).

Ottawa Bureau Chief - Jane Lytvenenko

The Ottawa bureau began the year with breaking news. The first story set the pace for the rest of the year as Kalina Laframboise (Quebec bureau chief) and I coordinated to release an article about 15 campaigns at universities looking to leave the Canadian Federation of Students. With that story we had the chance to engage members and I did my best to keep that attitude throughout the first half of the year.

While writing stories — especially ones with a larger scope — I have sent out emails and consulted members on the angles they'd like to see covered. I have also kept members notified of when an important story comes out via email. I've received positive feedback of that and plan to keep up communications in the second part of my mandate.

Some members were unhappy with lack of photos or illustrations for articles. I've heard the feedback and do my best to include any kind of relevant photo with the stories. When covering the protest at the CFS AGM I took many photos and received positive feedback for providing variety. I will make sure to give a few options for images wherever possible. I have also contributed some stock photos to the CUP Flickr pool and plan to continue to do so as the year progresses.

A hiccup in my mandate was being unable to cover the CFS AGM. Unfortunately I was not accredited by the CFS due to what they allege as misconduct at their fall AGM last year. Instead I have organized for the Fulcrum to cover the event in my place and brought coverage from outside the hotel where protesters gathered.

Overall I've gotten chance to cover some high-profile stories and talk to interesting figures, including Kevin Page. In the new year I plan to keep bringing members national news relevant to students in a variety of ways — storify, briefs, and full-length stories. I hope to get more feedback as the year goes on and to cater to the membership's need when it comes to angles and coverage.

Prairies & Northern Director - Sam Brooks

The Prairies and Northern Region of CUP has been pretty quiet thus far in CUP 76. I've managed to make contact with almost all of the PNCUP members and, while everyone recognized that CUP is not in *great* shape, there is a general understanding that we need to stay the course and get through this slump as a unified cooperative.

PNCUP attendance at the WPNCUP conference was less than expected with the Sheaf, Griff, and Gateway in attendance. This is largely due to busy school schedules (ie midterms) for most students at this time of year as well as mounting interest in NASH. That being said, Over the Edge did a fantastic job with the WPNCUP conference and were excellent hosts. Given that NASH is being hosted in Edmonton this year, there are a lot of PNCUP members willing to forgo regional conferences in favour of sending a large delegation to NASH so we should be able to expect a generous attendance of PNCUP members this year. I'm also rallying PNCUP members to possibly host a spring WPNCUP within the region, as most of the recent ones have been held further west and therefore are less accessible to our membership.

Concerns from the PNCUP region are generally in line with other parts of the organization. Membership is grossly expensive (especially in a region that is mostly medium and large members) and the services don't seem to be effective for the dollars spent on them. There is talk from PNCUP members to bring recommendations to National Plenary to restructure the editorial staff to put more emphasis on the National Bureau Chief and cut other editorial positions to bring down membership fees.

From personal observation. I have noticed that PNCUP is one of the least engaged regions in CUP. There isn't a ton of response when information is sent out to membership and PNCUP members have rarely taken part in CUP initiatives such as the CUPchat online discussions. I personally want to use the PNCUP caucus at NASH as a forum for trying to find ways to promote engagement within the region. Especially given that PNCUP is the largest physical region, it's tough to bring people physically together so we need a better strategy to ensure that CUP continues to have a presence with PNCUP members.

Prairies & Northern Bureau Chief - Anna-Lilje Dawson

With one half of my term done as the Prairies and Northern Bureau Chief, I have met challenges along the way and have failed to meet my quota. However, I see myself serving you, the members of CUP, much better in the next half of the term.

Upon beginning this job I had two concerns: one was the value of reporting on issues in the northern territories as there are no member papers in that region; and two, providing content

that is of interest to our members. I have covered stories solely in the prairie provinces and this has not been an issue thus far seeing as I have not received any complaints saying otherwise. After meeting with fellow members at WPNCUP, I found that the articles I have been providing have been of use. However, I wish to build on that particular success and provide content that is requested by our members. This brings me to the second half of my report: Improvement.

As stated previously, I did not meet my quota this term. There is no excuse for this and I will strive for a vast improvement. Increasing communication with members and becoming more aware of their needs will aid greatly in supplying content for the wire. I have enjoyed covering student issues at individual campuses, however these articles tend to be very local. Another goal I have set for myself is to provide articles that are relevant to members in at least two provinces – I have tried to incorporate all three, and it is often a stretch to do so.

Above all, I have enjoyed being the Prairies and Northern Bureau Chief as well as being a part of CUP. I look forward not only to the next half of my term, but also to meeting many of you at Nash.

Western Director - Shelley Termuende

It has been so incredibly rewarding to work with this year's national office, Board of Directors a National Editorial Staff. With certainty, I can say that this year's team is dedicated to improving Canadian University Press both editorially and structurally. Getting the members content and information to ensure they see the value of being a member of Canadian University Press is a welcomed priority and in its application, I would like to hope that it will restore faith in what CUP can do for member papers. Working on the Canadian University Press board this year has been a steep learning curve. As challenging as it has been working through the politics associated with a board environment, we have collectively identified a lot of procedural inadequacies and have worked to remedy those with solutions to better assist in good governance and continuity for the organization.

In my personal capacity as Western Regional Director, my greatest successes thus far have been planning and hosting this year's WPNCUP conference in Prince George, BC, as well as acting as chair in building and executing the External Marketing and Advocacy portfolio with Atlantic Director, Mitch Mader. In planning this year's fall WPNCUP, my hope was to reconnect the western regions and promote the fun of getting active within the Canadian University Press organization. The greatest highlight was speaking with many western and Prairie papers who expressed interest in hosting a conference of their own

As Canadian University Press' Human Resource Representative, I have to be fairly tight lipped, but know that with assistance, conflicts are being dealt with as they arise and almost always seem to bring about valuable growth for the organization through policy changes to ensure similar conflicts do not occur in future. In consultation with National Office, clarifying the HR job descriptions for the special issues coordinators will be my main goal leading up to and

.following NASH

In conclusion, I would like to thank my fellow directors, and all the members of Canadian University Press for electing me to the board to assist in the positive changes being made to make CUP even better. I would personally like to thank you for your continued support and as always, encourage everyone to take the opportunity to get more involved. Make the organization what you want it to be by telling us. Really, it's that easy. us

Humour Editor - Dani Saad

Coming into this role, my goal was to expose readers to a variety of opinion pieces of high quality. Quality and variety are necessary for opinion writing to be effective in provoking thought, discussion and progress. Thus far, I have been moderately successful. Overall, I am below my quota and certain weeks offer more material than others, but I am very much pleased with the pieces that have gone on the wire.

Depending on the week it can be difficult to reach the quota as many papers have sparingly updated opinion sections while others have not been updated in some time. However, there are a small group of actively updated opinion sections that produce quality work on a variety of relevant topics. With the addition of the submission function (and the promotion of it in coming months) stories should be coming in more frequently. Moreover, I hope to improve relationships with opinion editors nationally to increase communication and submissions. I will work more diligently to reach quota and based on the last few weeks, reaching quota has become less of an issue.

I hope to post more comics and humour-based pieces, although this will come with improved relationships with editors. I will also be working on some original content and promoting original content with papers, particularly those papers with regularly updated sections.

Arts & Features Editor - Ljudmila Petrovic

When I came into this position, it had been empty for several months and prior to that, the consistency of the features section in particular had been frustrating as a section editor at my own paper. I came into this position knowing this frustration and I saw consistency and diversity of content as my main goals as arts and features editor. Good news first: I do believe that I have managed to uphold both of these promises and I plan on continuing to do so.

However, as arts and features editor for the past several months, I have tried my best to reach out to member papers and get their feedback. I see CUP editors as being representatives of the member papers and the wire as a resource and a help to editors and writers, which is why I would like to see more interaction and dialogue with members to ensure that I am doing my job as a representative and a resource. I feel like I have been approachable when there has been a problem or question, but there is room for improvement in terms of proactively seeking feedback and ideas. I see reaching out more on social media as a way to hopefully bridge that gap. I would also love to get members engaged with the content to see what they think, potentially through #CUPchats. I would probably do this more through my role as Women's

Issues Coordinator but with content published likely through features.

Lastly, I had planned to write some content specifically for the wire, but due to personal time constraints and the abundance of exceptional already written content from member papers, that didn't end up happening. I am more than willing to do so if there is anything in particular that members would like to see written, but thus far there has been no interest expressed in this.

I cannot stress enough that I am always available and always welcome discussion or feedback.

National Sports Editor - Shelby Blackley

For seven months, I have been lucky enough to serve as your National Sports Editor. Involved probably way too much in university and college sports, I have put a lot of effort into putting as much coverage from all facets of the country as possible on the wire. With the new website and the ability to edit quickly, I have been able to work efficiently with National Bureau Chief Brendan Kergin to get as much up as possible for the membership.

Items of celebration during the first half of my tenure would be the constant communication I've kept with CUP members and CUP staff. I've done my best to send out consistent emails to the membership and work with various papers to get coverage throughout the country. The papers have been viciously attacked with copious amounts of emails from me regarding everything from photos, to box scores, to requests for stories and photo credits. I've made it a goal to make sure that everyone knows who I am and that I am readily available for anything they need, and will continue this going forward. If I don't, I give the membership full permission to yell their anger at me.

Before late November, I thought I was doing closer to my quota than I currently am, which is a major regret on my part as one of the national editors. I am required ten articles per week on the wire, and I've been working feverishly to hit my quota. However, I have not. I could make up excuses, but it's just the fact that I need to work harder and hope to exceed my current quota next semester.

Additionally, I've struggled with being consistent uploading stories on a weekly basis. For the first two months, I did very well uploading on Wednesdays and Thursdays right after papers go to print so that the articles are ready for the following production nights. However, as football began to heat up throughout the country – the sport I consider my baby – and I began to travel for national championships, I began to slack, and I apologize for this. I hope to get back to where I was before and exceed what the membership needs.

I was lucky to work with CUP last year and this year I moved into an editorial position. The responsibility grew and I want to assure the membership that I am always willing to hear constructive feedback on how I can do better for the second half of the year and hope to continue to serve the membership well.

My goal this year is to encourage an informed and engaged membership through various platforms of communication. We're getting there, CUP.

Communications Manager - Allison Leonard

### **WHAT I DO**

Communications Manager is a position newly opened this year with a flexible job description and opportunity spanning all facets of CUP. With an inconsistent communication history, the job offers a new insurance that someone is able to reach members, discuss concerns and liaise back to the board from a non-regional standpoint. Even more vital are the responsibilities of communicating CUP's brand, and value to the external community. I am responsible for social media oversight, press releases, external relations, brand communication and relevant policy development (ie: social media policy). As the position develops within CUP, I've been able to learn how to most beneficially meet these needs.

### **WHAT I'VE BEEN DOING**

Since day one we've been working on social media oversight from a strategic level, hoping to develop policy and guidelines around CUP brand use online. This, of course is a work-in-progress and we expect to have something solid for the 2014-15 staff. With the implementation of a new brand we've started revising all platforms, both web and print, to convey a consistent message to the membership and the nation. We've worked on reaching member papers of all size by implementing a monthly newsletter (CUPdate/PUCblication) where member papers are highlighted, national staff has the opportunity to discuss progress and a sphere of discussion is created whether for support, advice or simply to share best practice. As well, I have the pleasure of taking on communication responsibilities at NASH76, for which we've extended information distribution to a blog format in hopes of informing delegates, sharing history and rallying excitement for the conference.

### **WHAT I'M GOING TO DO**

Moving forward, I have big plans for CUP's communication strategy. By better utilizing the partnership with MarketWired, press releases can convey the highlights of CUP as we see fit. Implementing some standardization in brand use will become a priority in second semester; members can expect to see this on welcome packages, social media platforms and anything else with our new, kitschy logo. Taking steps in overcoming the challenges of a bilingual organization will be at the cusp of my work. I hope to work more closely with the NFD to tackle more effective communication with and for PUC. As well, meeting the needs of papers regardless of size is vital. We're looking into new ways to highlight the work of our members, possibly through a more web and blog-based format. Finally, leaving the newly opened position with some direction is key. Working on a solid transition report and compiling all necessary information to ensure the success of CUP's internal and external dialogue will take up a great deal of my time.

### **WHAT I NEED YOU TO DO**

I need you to communicate, too, CUP! I want to share your stories or concerns with our membership and across the country. Whether you have a phenomenal journalist you want to highlight, or need support from your colleagues but don't have the platform to do so, I'm the person to talk to. Get in touch.