

## **Minutes of the December 7, 2020 Meeting of the ASUCLA Communications Board**

**Board members present:** Parinaz Abiri, Helen Alonzo, Andrea Gambino, Steve Greim, Ramneek Kaur, Sylvia Robledo, Joshua Roizman, Megana Sekar, Nathan Smith, Doria Deen

**Board members late:** Tim Groeling

**Board members absent:** Jesse Coronado, Felicia Graham, Judy Hernandez, Shantall Medina

**Board members leaving early:** Megana Sekar, Parinaz Abiri

**Guests present:** Jeremy Wildman (Student Media Business Manager), Melissa Morris (Daily Bruin EIC), Jose Hernandez (Student Media Operations Manager), Abigail Goldman (Student Media Advisor)

### **Agenda**

- I. Call to order (Smith)**  
Smith called the meeting to order at 5:34 p.m.
- II. Approval of the agenda (Smith)**  
Gambino requested to amend the agenda to include action item XII. Constitution and Policies and Procedure changes. Smith also wanted to add a discussion agenda item XI. Board meeting times for next quarter. Gambino moved to approve the amended agenda. Greim seconded the motion. The motion passed by consent.
- III. Approval of the November 2, 2020 minutes (Smith)**  
Gambino moved to approve the minutes. Greim seconded the motion. The motion passed by consent.
- IV. Executive Committee Report (Smith)**  
Smith said the committee had not met.
- V. Operations Committee Report (Gambino)**  
Gambino said the committee met on December 7 and the attending editors gave reports. They also approved two Constitution changes and one Policies and Procedures change that they wanted to recommend to the Communications Board for approval.
- VI. Finance Committee Report (Kaur)**  
Kaur said the committee met on December 1 and discussed the October financial statements and the November forecast. She said the financial audit was completed and

there was some concern about winter print because advertising didn't seem too promising.

## **VII. Media Director's Report (Deen)**

Deen reported on the following:

### *Student Media Students – Academic Credit*

Deen said she had a follow up meeting with the Writing Center and they want to offer Student Media students the opportunity to receive academic units for working within Student Media. They are checking with potential professors, but they wanted to start as early as Spring 2021.

### *Newsmagazine Posts per Week*

Deen shared the newsmagazine online posts for weeks 5-8.

### *October 2020 financial statements*

Deen discussed the cash, revenue, expenses, net revenue, and the summary of the Daily Bruin, Web, and Outdoor sales.

### *November 2020 Forecast*

Deen said the November forecast would be under budget in all three top categories of Daily Bruin print, Web and Outdoor by 55%, 8%, and 40% respectively.

## **VIII. Public Comment (Smith)**

There was no public comment.

## **New Business/Discussion Items**

### **IX. October 2020 Financial Statements (Deen)**

Deen said that total income was \$114,480 and budgeted income was \$149,198 leaving us <\$34,718> (23%) less than budget. This was mostly due to timing. BruinLife was expected to publish the yearbook in October but it will be published in December. Both Daily Bruin and Web were up 77% and 113% respectively. Outdoor was down 83% to budget. Total expense was \$114,146 and budgeted expense was \$132,640 leaving us \$18,494 (14%) better than budget. This was also timing. The printing of the yearbook was budgeted in October but will be published in December. Net revenue was \$334 and budgeted net revenue was \$16,558 leaving us <\$16,224> less than budget. Year to date net revenue was a loss of <\$57,681> and budgeted net revenue was a loss of <\$72,824> leaving us \$15,143 (481% better than budget). Cash reserves stood at \$556,000 leaving us \$334,000 above policy.

**X. Department photo and video guidelines (Deen)**

Deen said that the permits to take photos on campus for the 2020-21 year were approved by both the UCLA Events Office and the EOC office. She shared the guidelines as presented to these offices for approval. The language mostly came from the UCLA Events Office, and there were minor additions to specifically cater to our operations.

**XI. Board meeting times next quarter (Smith)**

The board decided to keep the same meeting time for next quarter.

**New Business/Action Items**

**XII. Constitution and Policy & Procedure changes (Gambino)**

Gambino informed the board that the following changes were proposed and approved by the Operations Committee, and they recommend approval to the Communications of the following Constitution and Policy & Procedures.

A. Constitution change:

*Article III, Section C, # 3*

*Original language: Student members shall be appointed to serve for two years from date of appointment, and may be reappointed.*

*Revised language: Student members appointed by USAC or GSA can elect to serve for a one or two-year term from the date of appointment. The length of term that the student can serve should not be a consideration in their selection.*

Gambino moved to adopt the new language for Constitution Article III, Section C, # 3. Groeling seconded the motion. The motion passed by a member vote of 11-0 with no abstentions.

B. Constitution change:

*Article III, Section C, # 9*

*Original language: The professional members shall be nominated by the Operations Committee and appointed by a majority vote of the Board, with quorum, for one year, and may be re-appointed.*

*Revised language: Original language: The professional members shall be nominated by the Operations Committee and appointed by a majority vote of the Board, with quorum, for one year, and may be re-appointed. Candidates will provide a brief summary of their experience and goals to Operations Committee members before their nomination is be voted upon.*

Gambino moved to adopt the new language for Constitution Article III, Section C, #9. Greim seconded the motion. The motion passed by a member vote of 11-0 with no abstentions.

C. Policies & Procedures change:

*Communications Board Policies and Procedures*

*Student Media Operations*

*Apologies and Retractions*

*Original language: The Communications Board encourages corrections, retractions, and clarifications in the Student Media to ensure credibility, accuracy, and fair play.*

*Revised language: As a matter of editorial policy, the Communications Board does not grant requests to remove/take-down published content; however, the Communications Board encourages relevant corrections, retractions, and clarifications in Student Media to ensure credibility, accuracy, and fair play. If there is a claim of inaccuracy, we would be prepared to investigate and issue any necessary corrections, retractions, or clarifications.*

Groeling moved to adopt the new language for the Apologies and retractions section of the Communications Board Policies and Procedures. Gambino seconded the motion. The motion passed by a member vote of 11-0 with no abstentions.

**XIII. Executive Session**

Greim moved to enter executive session at 7:31 p.m. Alonzo seconded the motion. The motion passed by a member vote of 11-0 with no abstentions.

Robledo moved to exit executive session at 7:43 p.m. Alonzo seconded the motion. The motion passed by a member vote of 9-0 with no abstentions.

**XIV. Adjourn (Smith)**

Greim moved to adjourn the meeting at 7:43 p.m. Gambino seconded the motion. The motion passed by consent.