

This Annual General Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on August 11, 2023.

In attendance were:

Valentina Guerra
Haytham Nawaz
Abdul Anjum
Andrew Hawlitzky
Hannah Barton
Christian Roethling

Absent:

Katie Miller

1. Call to Order/ Quorum

IT WAS MOVED BY Valentina Guerra
SECONDED BY Hannah Barton
BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 6:03 p.m.

2. Approval of the Meeting Minutes from February 2023

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on February 2, 2023, were approved.

CARRIED

3. Discussion Items

The Business Manager went over contracts, first pay date and general payment procedures. The new website was also announced. An outline of working with The Brock Press was gone over with the incoming staff. A question period was held with no questions posed by the present directors.

4. Business Manager Interview

Kevin Diep was interviewed for Business Manager for the 2023/24 academic year.

5. Adjournment

IT WAS MOVED BY Andrew Hawlitzky

SECONDED BY Christian Roethling

BE IT RESOLVED;

The Special General Meeting of the Board of *TBP* adjourned at 6:46 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on August 29, 2023.

In attendance were:

Valentina Guerra
Haytham Nawaz
Abdul Anjum
Andrew Hawlitzky
Hannah Barton
Christian Roethling

Absent:

Katie Miller

1. Call to Order/ Quorum

IT WAS MOVED BY Andrew Hawlitzky

SECONDED BY Valentina Guerra

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 6:11 p.m.

1. Approval of the August 11, 2023 Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the Annual General Meeting on August 11, 2023 were approved.

CARRIED

3. Business Manager Sworn In

Kevin Diep was sworn in as the business manager of the Press for the 2023/24 academic year.

4. Membership Confirmation

Membership stipulations were explained as per Bylaw No. 1 for staff and directors to be aware of.

5. Pay Schedule

Acting business manager, Abdul Anjum, explained the pay schedule as reflective of the wage audit of last academic year passed by the Board under Holly Morrison and Abdul Anjum's request.

6. Budgetary Surplus

The acting business manager, Abdul Anjum, described the sizeable increase in monetary reserves in the Press seen year-over-year since 2020 and potential ways to put the spending towards better quality service and expanding the operational capacity of the press.

7. Co-operative Working Agreement

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

That the Press would begin renovations to the bylaws to create more horizontal and democratically accountable controls on decision-making and election to the Board of Directors.

CARRIED

8. Adjournment

IT WAS MOVED BY Hannah Barton

SECONDED BY Andrew Hawlitzky

BE IT RESOLVED;

The Special Resolution Meeting of the Board of *TBP* adjourned at 6:45 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on December 12, 2023.

In attendance were:

Andrew Hawlitzky
Valentina Guerra
Hannah Barton
Christian Roethling
Kevin Diep
Haytham Nawaz

Absent:

Katie Miller

1. Call to Order/ Quorum

IT WAS MOVED BY Christian Roethling

SECONDED BY Valentina Guerra

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 6:02 p.m.

2. Approval of the Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on August 29, 2023 were approved.

CARRIED

3. Strengthen Co-operative Measures

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

The Board of Directors would be elected by the members as defined in By-Law No.1; that termination and selection of members would be at the discretion of the Board of Directors and not the sole discretion of the Editor-in-Chief and Business Manager; and finally that all items passed in the Board must be passed by a subsequent member-wide vote to ratify.

CARRIED

4. New Payment Protocol for Non-Writing Staff

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

A cap of 3 articles a month remunerated at \$120 per article was acceptable for non-writing staff and the editor-in-chief will have discretion over what articles are eligible or not.

CARRIED

5. Provisional Extension of Editor-in-Chief Contract

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

That the acting Editor-in-Chief's contract be extended to coincide with the end of the Business Manager's for the 2023/24 academic year to ensure proper training and onboarding standardizations protocols are created in regards to the new democratic model of governance as well as making up for gaps in epistemological and practical training materials that didn't survive after the termination of Business Manager from 2009 – 2020 period.

CARRIED

6. General Discussion Items

It was discussed that the Board should take time to consider director remuneration for meetings as an incentive to participate more attentively to governance activity from non-management member directors; that additional formal rules needed to be spelled out for equal-vote scenarios in the Board and with the new member ratification vote mechanism; that some office revitalizations were possible with the budgetary surplus; and finally that an administrative archive would be created by the editor-in-chief that would consolidate all the most important aspects of the organization for members to inform themselves with when considering policy items and directors to elect with new democratic model.

7. Adjournment

IT WAS MOVED BY Christian Roethling

SECONDED BY Hannah Barton

BE IT RESOLVED;

The Special Resolution Meeting of the Board of *TBP* adjourned at 7:11 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on January 14, 2024.

In attendance were:

Andrew Hawlitzky
Christian Roethling
Taylor Westbury
Cameron Sauder
Hannah Barton
Kevin Diep
Haytham Nawaz

Absent:

Katie Miller

2. Call to Order/ Quorum

IT WAS MOVED BY Christian Roethling

SECONDED BY Hannah Barton

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 6:05 p.m.

2. Approval of the December 12, 2023 Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on December 12, 2023 were approved.

CARRIED

3. Oath of Office for New Directors

Editor-in-Chief swore in the newest directors.

4. Q1 Budget

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

The Q1 budget was approved by the voting directors.

5. Office Revitalization

A discussion ensued about ways to invest into the office space with hardware and furnishing as well as promotional material on the entrance window.

6. Administrative Archive

The Editor-in-Chief discussed his project on a consolidated document that would contain the essential governance policies and bylaws of the Press alongside amendments.

7. Parting Comments

A spontaneous discussion ensued about implementing a student submission-based poetry section of the paper as well as archiving as many old issues of the paper as possible.

8. Adjournment

IT WAS MOVED BY Taylor Westbury

SECONDED BY Cameron Sauder

BE IT RESOLVED;

The of the Board of *TBP* adjourned at 7:08 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on February 2, 2024.

In attendance were:

Andrew Hawlitzky
Christian Roethling
Kevin Diep
Hannah Barton
Taylor Westbury
Cameron Sauder
Haytham Nawaz

Absent:

Katie Miller

1. Call to Order/ Quorum

IT WAS MOVED BY

SECONDED BY

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 6:32 p.m.

2. Approval of the December 12, 2023 Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on January 14, 2024 were approved.

CARRIED

3. Motion to Sustain Student Seat Vote

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

To sustain the student Board seat after discussion about removing it due to inactivity from student director and to sustain the democratic process. After concerns from BUSU were considered, it was decided unanimously by the directors that the student seat is an important way of holding accountability over student fee spending at the Press and that

working with BUSU to encourage participation from the student directors is a better solution to this problem.

CARRIED

4. Discussion Item

The directors discussed a report requested by BUSU that asks questions about what the union deemed to be problematic information they had received about the Press, some longstanding issues, others the result of the recent change to a democratic model of governance derived from the member base. The Editor-in-Chief was confident all concerns brought about by BUSU could be answered. The directors shared a sense of confidence in answering to the requested report.

5. Adjournment

IT WAS MOVED BY Cameron Sauder

SECONDED BY Christian Roethling

BE IT RESOLVED;

The Special Resolution Meeting of the Board of *TBP* adjourned at 7:07 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on March 16, 2024.

In attendance were:

Andrew Hawlitzky
Christian Roethling
Taylor Westbury
Hannah Barton
Cameron Sauder
Kevin Diep
Haytham Nawaz

Absent:

Katie Miller

1. Call to Order/ Quorum

IT WAS MOVED BY Andrew Hawlitzky

SECONDED BY Hannah Barton

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 5:02 p.m.

2. Approval of the February 2, 2024 Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on February 2, 2024 were approved.

CARRIED

3. Motion to Implement Management Tenure Caps

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

That management positions, defined as those where a board seat is guaranteed by position (EIC, BM, ME), can only serve in those positions for two cumulative years per position with the only caveat that managing editor can move up to either business manager or editor-in-chief and not have their year(s) as managing editor carry over to those positions due to

them being higher positions. The directors discussed how they liked this idea as it made sure management individuals didn't become complacent or entrenched in their positions.

CARRIED

4. Motion to Change Managing Editor Writing Load

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

That the managing editor would only be expected to write two articles a week instead of three, with these two articles being longer than 750 words on average in order to help prepare them for editorial writing.

CARRIED

5. Discussion Items

The Editor-in-Chief led a seminar and informational presentation on the hiring process for the summer seeing as the Board under the democratic amendments is to serve over the summer and be in charge of hiring; the EIC provided resources on employment law and a general structure for creating hiring committees and avoiding conflicts of interests. The Business Manager also discussed providing monthly financial updates to the Board.

6. Adjournment

IT WAS MOVED BY Taylor Westbury

SECONDED BY Cameron Sauder

BE IT RESOLVED;

The Special Resolution Meeting of the Board of *TBP* adjourned at 6:23 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on August 22, 2024.

In attendance were:

Andrew Hawlitzky
Christian Roethling
Kevin Diep
Haytham Nawaz
Taylor Westbury

Absent:

Hannah Barton
Katie Miller

1. Call to Order/ Quorum
IT WAS MOVED BY Cameron Sauder
SECONDED BY Taylor Westbury
BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 6:01 p.m.

2. Approval of the March 16, 2024 Meeting Minutes.
Following discussion;
UPON VOTING as defined by S. 10.07 (1) and (2)
IT WAS UNANIMOUSLY RESOLVED;
THAT the meeting minutes for the special resolution meeting on March 16, 2024 were approved.

CARRIED

3. Finalized Budget
UPON VOTING as defined by S. 10.07 (1) and (2)
IT WAS UNANIMOUSLY RESOLVED;
That the budget for the year was approved.

CARRIED

4. Adjournment
IT WAS MOVED BY Taylor Westbury

SECONDED BY Christian Roethling

BE IT RESOLVED;

The special resolution meeting of the Board of *TBP* adjourned at 6:17 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Annual General Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on, September 3, 2024.

In attendance were:

Andrew Hawlitzky

Christian Roethling

Kevin Diep

Haytham Nawaz

Taylor Westbury

Hannah Barton

All non-director members

Absent:

Katie Miller

1. Call to Order/ Quorum

IT WAS MOVED BY Christian Roethling

SECONDED BY Hannah Barton

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 7:01 p.m.

2. Approval of the Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on August 22, 2024 were approved.

CARRIED

3. Orientation + Requisite Reports and Statements Presentation

The Editor-in-Chief and Business Manager conducted a meeting where they provided a report of the directors of the affairs of the Corporation, a financial statement on the Corporation and the auditor's report. The Editor-in-Chief then explained the operational and governance hierarchy and the general schedule for the year as well as general workplace policies and procedures.

4. Adjournment

IT WAS MOVED BY Taylor Westbury

SECONDED BY Cameron Sauder

BE IT RESOLVED;

The Annual General Meeting of the Board of *TBP* adjourned at 7:46 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on November 8, 2024.

In attendance were:

Andrew Hawlitzky
Christian Roethling
Kevin Diep
Haytham Nawaz
Taylor Westbury
Hannah Barton

Absent:

Katie Miller

1. Call to Order/ Quorum

IT WAS MOVED BY Hannah Barton

SECONDED BY Andrew Hawlitzky

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 6:03 p.m.

2. Approval of the Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on , were approved.

CARRIED

3. Litigation Spending Plan

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

The directors agreed to spending no more than \$3000 on a defense litigator retainer in order to respond to a cease-and-desist issued by the lawyer of James Maxwell-Barillas.

Should the lawyer expenses for this service exceed the \$3000 figure, a second meeting will be called to determine approval of spending.

CARRIED

IT WAS MOVED BY Christian Reothling

SECONDED BY Cameron Sauder

BE IT RESOLVED;

The Special Resolution Meeting of the Board of *TBP* adjourned at 6:14 p.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

This Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief (EIC) pursuant to S. 10.02 of By-Law No. 1 and was held virtually on December 20, 2024.

In attendance were:

Christian Roethling
Kevin Diep
Haytham Nawaz
Taylor Westbury
Hannah Barton

Absent:

Katie Miller

3. Call to Order/ Quorum

IT WAS MOVED BY

SECONDED BY

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the EIC, as Chairperson, called the meeting to order at 11:15 a.m.

2. Approval of the Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on November 8, 2024 were approved.

CARRIED

3. Articles of Amendment

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

That the articles of amendment as drafted by the Mills & Mills legal team to begin the process of being in compliance with the most recent changes to the Ontario Not-for-Profit Corporations Act while updating the bylaws of the corporation can be done by BUSU's deadline of January 10, 2025.

CARRIED

IT WAS MOVED BY Taylor Westbury

SECONDED BY Cameron Sauder

BE IT RESOLVED;

The Special Resolution Meeting of the Board of *TBP* adjourned at 11:23 a.m.

ADJOURNED

Minutes Prepared by Haytham Nawaz

Special Resolution Meeting of the Members of *The Brock Press (TBP)* was called by the Editor-in-Chief pursuant to S. 10.02 of By-Law No. 1 and was held virtually on February 16, 2025.

In attendance were:

Haytham Nawaz
Hannah Barton
Cameron Sauder
Christian Roethling
Taylor Westbury

Absent:

Ghassan Balouze
Kevin Diep

1. Call to Order/ Quorum

IT WAS MOVED BY Hannah Barton
SECONDED BY Cameron Sauder
BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the Editor-in-Chief, as Chairperson, called the meeting to order at 1:05 PM.

2. Approval of the Meeting Minutes from December 20, 2024

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on December 20, 2024, were approved.

CARRIED

3. Implementation of By-law No. 2, thus superseding By-law No. 1

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT By-law No. 2 shall be the effective By-laws of Corporation.

4. Budget Update

The Directors discussed the budget breakdown video sent to them by the Business Manager that analyzed current reserves in the Press bank account, how on track the Press is with their budgeting from the previous year and financial projections for the rest of 2025. The Directors felt confident to see the responsible spending of the COVID surplus was taking place with the successful projects of the print edition and use of legal aids for formatting the new bylaws to be ONCA compliant as well as to protect the Press' journalistic autonomy. Taylor Westbury suggested that more budget breakdowns before the next Annual General Meeting would be important to agreement from the Editor-in-Chief.

5. Extension of Editor-in-Chief Contract by One Month

A Q&A was conducted towards the Editor-in-Chief about his formal request to the Directors to extend his contract due to a timeline conflict in training the 2025/26 academic year incumbent EIC and prospective business managers created by the need to update the Press' workplace policy handbooks to fit the new language and systems of By-law No. 2 before May so as to train the incumbent EIC and prospective BM(s) in those new materials.

Cameron Sauder asked the EIC to do a summary of his formal request for the Directors. Christian Roethling asked what the past standardized processes during incumbent EIC and BM training looked like, to which the EIC explained it was too scant due to a multitude of reasons. After additional discussion about the net effect on the budget for a bump in summer salaries, the Directors present were all warm to the idea of extending the contract by one month.

6. Swearing-in New Student Seat

The Directors ceremonially swore in the new student director on the board, Ghassan Balouze.

7. Adjournment

IT WAS MOVED BY Taylor Westbury

SECONDED BY Hannah Barton

BE IT RESOLVED;

The Special Resolution Meeting of the Board adjourned at 1:27 PM.

ADJOURNED

Minutes Prepared by Haytham Nawaz, editor-in-chief.

This Annual General Meeting and Special General Meeting of the Members, pursuant to S. 9.01, of *The Brock Press (TBP)* was called by the Editor-in-Chief pursuant to 10.01, and 10.02 of the TBP By-Laws and was held virtually on August 19, 2025.

In attendance were:

Harsha Manjunatha
Adhi Murday
Alyssa D'Souza
Andrea Araga
Anjelina Pathak
Christian Roethling
Emma Martin
Hannah Barton
Jonah Struyk
Maeve Ferrigan
Mikayla Keniry
Owen Theriault

Absent:

Mikayla Grimes
Kevin Diep
Ghassan Balouze

1. Call to Order/ Quorum

IT WAS MOVED BY Hannah Barton

SECONDED BY Mikayla Keniry

BE IT RESOLVED;

With greater than 51% of the Members who are entitled to vote present, the Editor-in-Chief, as Chairperson, called the meeting to order at 7:01 p.m.

2. Approval of the Meeting Minutes.

Following discussion;

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

THAT the meeting minutes for the special resolution meeting on December 20, 2024, were approved.

CARRIED

3. Finalized Budget

The Members discussed the finalized budget presented by the Business Manager, reviewing both the planned spending and the intentional deficit. They acknowledged that the shortfall in the budget was purposeful, as it draws on the surplus funds that The Brock Press has held since the COVID period. The Members agreed that this approach reflects responsible use of reserves to continue supporting projects and operations.

4. Budget Change – Advertising Coordinator Contract

The Members reviewed a proposed change to the budget to allow Maeve Ferrigan, Business Staff, to begin her contract two weeks earlier, resulting in an additional pay run. Maeve explained the advertising schedule and rationale for the earlier start, noting it would better align with outreach periods and provide fairness for advertisers. The Editor-in-Chief confirmed the contract change had already been approved by the previous Board, and only the budget change required a vote.

UPON VOTING as defined by S. 10.07 (1) and (2)

IT WAS UNANIMOUSLY RESOLVED;

That the finalized budget be amended to reflect an additional two weeks of pay for the Marketing and Advertising Coordinator position.

5. Inauguration of Directors and Confirmation of Election Results

The Members confirmed the results of the Board of Directors election held on August 17, 2025, and formally inaugurated the incoming Directors to their positions.

6. Adjournment

IT WAS MOVED BY Maeve Ferrigan

SECONDED BY Emma Martin

BE IT RESOLVED;

The Annual General Meeting and Special General Meeting of the Board adjourned at 7:42 p.m.

ADJOURNED

Minutes Prepared by Harsha Manjunatha, Business Manager