

# Board of Directors

Tuesday, 2014-11-11 at 5:30PM

Imprint Office

<b>Chair</b>	Gabrielle Grant
<b>Secretary</b>	Elizabeth McFaul
<b>Expected Attendees</b>	Gabrielle Grant, Elizabeth McFaul, Jesse McGinnis, Jeremy Gilchrist , Michelle Sterba, Cathy Bolger, Aliya Kanani, Laurie Tigert-Dumas
<b>Excused Absences</b>	
<b>Expected Guests</b>	Megan and Juil

## Open Session

### Preliminaries

#### *Approval of the Agenda (Secretary McFaul)*

1. **Motion:** Resolved, the Board approves the agenda for this meeting.

#### *Approval of the Minutes (Secretary McFaul)*

2. **Motion:** Resolved, the Board tables the approval of the October 28th minutes until our November 25th meeting.

### Staff Reports & Updates

#### *Reports*

1. Editor in Chief
2. General Manager
3. Advertising Manager
4. Promotions Committee
5. **PnP Committee**
  - o Changes for capital expenditures and staff lunch.
  - o Adjustments for the fee policy for the future.
  - o Would like to address Policy 3's wordiness. Would the Editor-in-Chief be able to take this on, or identify necessary/unnecessary sections?
  - o Upcoming tasks: simplifying email and computer access policies
6. CUP Committee

### General Orders

#### *Google for Non-Profits*

1. Decisions/actions:

- o Find a list of current accounts and their usage.
- o Address access issues.
- o Discuss plan for creating google accounts.
- o Discuss roll-out plan.

*Spare Backup Tapes*

2. **Motion:** Resolved, the Board approves \$214 for computer backup tapes and cleaning cartridges.

*Strategic Plan Update (Staff Liaison McGinnis)*

3. **Motion:**

Whereas, the Board of Directors has elected to draft a Long-Range Plan for Imprint Publications; and

Whereas, this involves a significant shift in corporate governance and priorities; and

Whereas, our by-laws have not gone through a refresh or update in any recent amount of time; now, therefore be it

Resolved, the Secretary and Staff Liaison be tasked with investigating and updating our by-laws to reflect the introduction of a Strategic Plan, and any and all associated changes; and, be it further

Resolved, the Policies and Procedures Committee will be consulted in the progress of this work.

4. **Discussion:** [15 minutes] Staff Liaison McGinnis to present a draft of the strategic plan, particularly those sections that impact the potential marketing intern.

*Marketing Intern (General Manager Bolger)*

5. Discussion surrounding hiring a marketing co-op from Conestoga College and potential tasks for this individual.

*Imprint Fee (President Grant)*

6. Decision on increasing the fee by inflation. Discussion of next steps.
  - o **Motion:** Resolved, the Board of Directors approves the Imprint fee at \_\_\_\_\_ for the 2015-2016 year.

*New Policy: Staff Appreciation Events (PnP Committee)*

7. **Motion:** Resolved, the Board strikes all of Policy 3, Section 3.4, Letter (f) and replace it with “f) be eligible to attend a staff appreciation event”; and, be it further Resolved, the Board approves a new Policy 18 as attached.
  - o Summary: shortened significantly, removed details around picking a location, exact procedure for rescinding an invitation; most of the power now falls to the Volunteer Coordinator and the Editor-in-Chief, with the Board able to override as needed
  - o [See attachment.](#)

*Policy 11: Capital Expenditures (PnP Committee)*

8. **Motion:** Resolved, the Board approves the new Policy 11 as attached.
  - o Summary: reorganized into major and minor purchases; removed the communication

requirements for major purchases. Would like a discussion on increasing major purchases to \$500.

- o [See attachment.](#)

#### *Policy 12: Imprint Fee (PnP Committee)*

9. **Motion: Resolved, the Board approves the new Policy 12 as attached.**
  - o **Summary:** shortened significantly, added text about increases by inflation
  - o [See attachment.](#)

#### New Business

5. As Required.

### Closed Session

#### General Orders

##### *Entering Closed Session (President Grant)*

14. **Motion:** Resolved, the Board moves into Camera.

##### *Approval of the Minutes (Secretary McFaul)*

- a. **Motion:** Resolved, the Board tables the approval of the October 28th's confidential session minutes until our November 25th meeting.

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Comment [1]: \_Accepted suggestion\_

#### New Closed Session Business

15. As Required.