

Imprint Publications
Board of Directors

Wednesday, 2015-08-12 at 5:30PM
Imprint Office

Chair	Jesse McGinnis
Secretary	Megan Nourse
Attendees	Doug Turner, Andrew Koo, Verity Martin, Pat Merlihan, Aliya Kanani, Laurie Tigert-Dumas
Expected Absences	Mike Arsenault

Open Session

Preliminaries

Appointment of Missing Positions (Chair McGinnis)

1. **Motion:** Resolved, the Board appoints _____ to the Board of Directors.
2. **Motion:** Resolved, the Board appoints _____ as the Treasurer.

Approval of the Agenda (Chair McGinnis)

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

Approval of the Minutes (Secretary Nourse)

4. **Motion:** Resolved, the Board approves the public minutes for [2015-07-08](#).

Reports & Updates

Board Reports

5. Officers
 - a. Treasurer:
 - b. Secretary:
 - c. Chair:
 - i. Board website recreated and updated
 - ii. End of term update and progress
6. Directors
7. Finance Committee
8. HR Committee
9. Space Committee

Staff Reports

10. Executive Editor
 - a. Credit Processing Update
11. Advertising Manager

12. Finance Manager

General Orders

Next Terms Meetings (Chair McGinnis)

13. **Motion:** Resolved, the Board approves _____, _____, _____, and _____ for its regular meetings of the fall term.

Advertising Strategy (Chair McGinnis)

14. **Motion:** Resolved, the Board approves the Advertising strategy for 2015.

By-Laws, Policy, and Procedure Updates (Treasurer Martin)

15. **Discussion:** 10 minute timebox to determine what's left, and who's working on what.

Annual Plan Check-In (Chair McGinnis)

16. **Discussion:** 10 minute timebox to check-in on progress made of Annual Plan.

Imprint Publications Communication (Chair McGinnis)

17. **Discussion:** 15 minute timebox:

- a. Need to decide on communication strategy going forward for Imprint Publications vs Imprint.
 - i. How we want to use social media as a Board.
- b. How we want to better promote our meetings.

New Business

18. As required.

Closed Session

General Orders

Entering Closed Session (Chair McGinnis)

19. **Motion:** Resolved, the board moves into Camera.

Approval of the Minutes (Secretary Nourse)

20. **Motion:** Resolved, the Board approves the confidential minutes for [2015-07-08](#).

Updated Job Descriptions (Secretary Nourse)

21. **Motion:** Resolved, the Board approves the new Advertising Manager's Job Description.

Space (Chair McGinnis)

22. **Discussion:** 10 minute timebox to provide an update on space.

New Business

23. As Required.