

Imprint Publications
Board of Directors

Wednesday, 2015-12-14 at 6:00PM
SLC 2143

Chair	Jesse McGinnis
Secretary	Megan Nourse
Attendees	Verity Martin, Pat Merlihan, Mike Arsenault, Erin Taylor, Elizabeth Esnard, Aliya Kanani, Laurie Tigert-Dumas, Randy Moore
Expected Absences	

Open Session

Preliminaries

Approval of the Agenda (Chair McGinnis)

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

Approval of the Minutes (Secretary Nourse)

2. **Motion:** Resolved, the Board approves the the [public minutes for 2015-11-02](#), and tables the public minutes for [2015-09-14](#).

Reports & Updates

Board Reports

3. Officers
 - a. Treasurer:
 - b. Secretary:
 - c. Chair:
4. Directors
5. Finance Committee
6. HR Committee
 - a. Need to schedule end-of-term staff check-ins
7. Space Committee
 - a. Looking like construction won't begin until new year, which means we should have the start of the winter term in our current office

Staff Reports

8. Executive Editor
9. Advertising Manager
10. Finance Manager

Special Orders

Branding (Zoe Kim @ 18:30 - 19:00)

11. **Discussion:** Review and discussion of branding priorities and direction.

General Orders

General Meeting (Chair McGinnis)

12. **Motion:**

Whereas, our Bylaws Section 5.01 (a) specifies that “the Annual General Meeting, shall be held no later than February 28 of each year,” now, therefore be it

Resolved, the board calls for a General Meeting on 2016-02-24 at 14:00.

Board Meetings (Chair McGinnis)

13. **Motion:** Resolved, the Board sets 2016-01-05, 2016-02-03, 2016-03-01, and 2016-04-06 as our regular meeting schedule for the remainder of the Board’s term.

Core Hours (Executive Editor Kanani)

14. **Motion:** Resolved, the Board completes a first reading of the distributed [Policy 20: Core Office Hours](#).

Draft Budget (Treasurer Martin)

15. **Presentation:** budget overview to be jointly presented by Treasurer Martin and Finance Controller Moore.
16. **Motion:** Resolved, the Board approves the 2015-2016 budget as a draft budget for the 2016-2017 year.

Annual Plan (Chair McGinnis)

17. **Discussion:** 10-minute timebox to review annual plan progress for Fall-Term.
18. **Discussion:** 15-minute timebox to reevaluate and prioritize winter term goals and ownership.

By-Laws, Policy, and Procedure Updates (Chair McGinnis)

19. **Discussion:** 5 minute timebox to determine progress:
 - a. **Policy rewrites:** 4 (Budgeting), 6 (Imprint Equipment), 7 (Imprint Computers), 9 (Grievances), 10 (Hiring FT Staff), 13 (Copyright), 14 (Honoraria), 15 (Editorial Standards), 17 (Online Content)
 - i. Jesse: 9, 10, 14
 - ii. Megan: 13, 15, 17
 - iii. Erin: 7
 - iv. Elizabeth: 6
 - v. Verity: 4
 - b. **New policies:** Advertising

New Business

20. As required.

Closed Session

General Orders

Entering Closed Session (Chair McGinnis)

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

Approval of the Minutes (Secretary Nourse)

22. **Motion:** Resolved, the Board approves the [confidential minutes for 2015-11-02](#) and approves the confidential minutes for [2015-09-14](#).

Year-End Bonuses (Chair McGinnis)

23. **Motion:**

New Business

24. As Required.