

Imprint Publications
Board of Directors

Wednesday, 2016-01-05 at 6:00PM
SLC 2143

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

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 [2015-12-14](#) and [2015-09-14](#).

Reports & Updates

Board Reports

3. Officers
 - a. Treasurer:
 - b. Secretary:
 - c. Chair:
4. Directors
5. Finance Committee
6. HR Committee
 - a. Staff evaluation forms circulated

Staff Reports

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

General Orders

APM Job Description (Secretary Nourse)

10. **Motion:** Resolved, the Board approves the updated [Advertising & Production Manager job description](#).

Core Hours (Executive Editor Kanani)

11. **Motion:** Resolved, the Board completes a second reading and approves the distributed [Policy 20: Core Office Hours](#).

General Meeting (Chair McGinnis)

12. **Discussion:**
 - Any by-law changes necessary?
 - Any plans we want to specifically highlight?
 - Who's presenting?
 - Who's chairing and co-chairing?
 - We should plan a draft agenda today: we can approve via email in the next few weeks.

Draft Budget Take 2 (Treasurer Martin)

13. **Discussion:** schedule an all-hands meeting to finalize draft budget for 2016-2017.

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

14. **Motion:** Resolved, the Board completes a first reading of the distributed [Policy 10 Hiring Full-Time Staff](#).
15. Future: [Policy 6 Imprint Equipment](#), [Policy 7 Imprint Computers](#), and [Policy 15 Editorial Standards](#).
16. **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

17. As required.

Closed Session

General Orders

Entering Closed Session (Chair McGinnis)

18. **Motion:** Resolved, the board moves into Camera, inviting Tigert-Dumas for the motion regarding Ananthy Jeyasingham.

Ananthy Jeyasingham (APM Tigert-Dumas)

19. **Motion:**

Approval of the Minutes (Secretary Nourse)

20. **Motion:** Resolved, the Board approves the confidential minutes for [2015-12-14](#) and [2015-09-14](#).

New Business

21. As Required.