

Imprint Publications
Board of Directors

Wednesday, 2016-02-03 at 6:00PM
SLC 2143

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

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 [2016-01-05](#).

Reports & Updates

Board Reports

3. Officers
 - a. Treasurer:
 - b. Secretary:
 - c. Chair:
4. Directors
5. Finance Committee
6. HR Committee
 - a. Staff evaluation forms completed; in process of conducting/scheduling in-person reviews
7. General Meeting:
 - a. Outreach (Elizabeth & Erin):
 - b. Execution (Jesse & Megan):
 - i. Agenda prepared

Staff Reports

8. Executive Editor
 - a. **Motion:** Resolved, the Board approves Anicka Bakos and Andrew Silver as members of Imprint for the term.
 - b. **Motion:** Resolved, the Board approves office closure for reading week, February 16-19,

- 2016.
9. Advertising Manager
 - a. **Motion:** Resolved, the Board approves a \$45 subsidy per bound volume sale to our members.
 10. Finance Manager

General Orders

Budget (Chair McGinnis)

11. **Motion:** Resolved, the board moves into Camera:
 - a. Discussion on a few topics related to the budget.
12. **Motion:** Resolved, the Board approves the 2016-2017 budget.

General Meeting (Chair McGinnis)

13. **Motion:** Resolved, the Board approves Clarke Starke & Diegel LLP as the Auditor for the 2015-2016 year.
14. **Motion:** Resolved, the Board approves the [general meeting agenda](#).

Moving (Chair McGinnis)

15. **Discussion:** 10 minute timebox to review moving plans.

Annual Plan

16. **Discussion:** Annual plan check-in before the AGM.

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

17. **Motion:** Resolved, the Board approves the distributed [Policy 10 Hiring Full-Time Staff](#).
18. **Motion:** Resolved, the Board completes a first reading of [Policy 6 Imprint Equipment](#), [Policy 7 Imprint Computers](#), and [Policy 15 Editorial Standards](#).
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, 40
 - ii. Megan: 15, 14
 - iii. Erin: 7, 13
 - iv. Elizabeth: 6, 17
 - v. Verity: 4
 - b. **New policies:** Advertising, Bonus, Staff Check-ins/Evaluations/Feedback

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 [2016-01-05](#).

New Business

23. As Required.