

-GM Report (Cathy Bolger)

- Student Fees (refunds)
 - FEDS president update (see below)
- YTD Financial Date Attached (16 issues into year – out of 33)
 - big issue is that we are waiting for Campus Plus to come through. If this comes through favorably then we will be in a decent position
 - Overall though we are sitting in a seemingly unfavorable position. Going forward the campus plus as well as keeping a tighter newspaper in terms of printing and cost saving
 - We are looking at keeping the Newspaper to 20 pages to minimize costs, this means higher quality articles, and everyone is on board
- Capital Assets Proposal – Purchase of Mac for APM
 - Xiaobo has put together a proposal for a 19”
 - Board Motion to approve a 21.5” inch iMac for a max price of \$1500 (after tax)
 - Motion by: Ron K Seconded: Stephen K
 - Vote: 3-0-0 passed, Ron K: abstain
 - Purchase to be made when it makes the most sense
- Investments: Proposal to decrease the amount invested in portfolio with CLL, allowing us to have a separate more liquid and easily accessible amount of money elsewhere for use in times of need
 - The turnaround for getting money out of our BMO investments is quick and we should be able to access this within a business day
 - Mitch: Will speak with BMO and look into the transaction costs associated with this VS a mutual fund and ensure everything is liquid and easily accessible on the needed notice
 - Imprint’s operating cycle is such that during the summer months when revenues are down we often utilize a portion of our investment and replace it at the end of the Spring term, this is why we had the separate account when with CIBC. Imprint operates fairly lean until the Fall student fees come in.
 - Cathy will sit down with BMO advisors to discuss our investments and alternatives to solve this issue and clarify whether our current strategy will meet our needs.
- Training: Laurie is receiving Sales Training, Stephen & Aliya are receiving conflict management training (budget for this)
 - Cathy will be receiving training from Aliya throughout December on the Macs
 - Ron K: item to pay closer attention to and provide more detail on next year’s budget would be staff training, conferences, and volunteer training

-President's Report

- Regrets for not sending out a formal report
 - Oct: recently diagnosed with a medical condition and has since reevaluated his time commitments and between work, exercise, and eating has been working to get Imprint back on a priority list

- Has spoken with everyone and it is evident that people really just need to get back on the same page and on what priorities are going forward
- Ron's Priorities: computer strategy to have proposal by January 1st, email system (proposals, etc) to be implemented in April is current timeline, in order to minimize disruption to Imprint
- Production printing dates and frequency we would like to discuss in near future
- Rate Card needs to be approved by March 1st, discussion on this will be priority in the new year. Current RateCard is in effect until the end August.
- Budget needs to be done before Christmas holidays (60 days before AGM), and therefore Production date ideas, and other things affecting budgets, need to be discussed before draft budget is produced

- EIC Report

- Staff Lunch (Budget) – Hailey is on top of this
- Xiaobo, Systems' administrator, is doing well in his position. He needs to get his paperwork in ASAP. He needs to track his hours properly
- Honoraria needs to be approved soon in order for Aliya to go forward with this
- Board of Directors needs to discuss a date for the Imprint office to close

-Committee Reports

- Promotions Committee (SWAG, New Chair- RON CHUI)
 - Orders need to be in within the next few weeks in order to get them by exam period for students
 - Next meeting is to be scheduled for next week
 - RON K: do we have any way of tracking the effect of our promotions? Year-Over-Year changes in pickup need to be looked at in order to evaluate this
 - Ads Promotions discussion from prior meeting is still being dealt with. Should the thank you to the prize donors be taken from promotional budget or be inserted into the budget as an in-house ad? – the ad in the paper that is not a promotion but does come from promotions budget but the benefit from the sponsors needs to be added back to the budget. QUESTION: do we take this out of advertising revenue and insert it as editorial?
 - Laurie will speak with the auditors or other newsprint people as to how this should be dealt with.
 - Chui and Cathy will meet in order to discuss further on Wednesday

4. Business Arising from the Minutes

- Status of New Computers + Server (Ron Kielstra)
 - Ron C & K have discussed a way to divide up the work and goals
 - Ron K and Xiaobo have been discussing this. They would like to sit down with Cathy in order to discuss a timeline, budgeting, etc
 - Email: we currently have wireless but would like to include some wired servers for sending digital media (photos, etc)
 - Macs currently work on OS server, backup server clearly works onto old server but is slow in doing so. The goal is to move all backup to the OS server in order to speed up the process.

- Status of Computer Proposal – We have a proposal and need to get the Macs locked ASAP. There is a need for these, though we have safeguards in place nothing is perfect and the more protection over our assets the better. The Board’s recommendation is for the lock from MacLocks website in the proposal (<http://www.maclocks.com/imac-locks/imac-security-cable-lock.html>)

 - Special Projects position – this did not go through for the Fall term, but what are we looking at in terms of extra help going into the Winter 2014 term
 - Budgets, preparing for AGM, and other ad-hoc board initiatives are on the list of tasks for this student
 - Cathy: we have been accepted for this work-study and not used it. If we apply we have to ensure we use the opportunity for sure, and not look ruin the opportunity for Imprint in the future by creating a poor track record
 - Specific job description will be developed for this position (to be done for December)
 - Approval of position will not be until December, and we hope to have our job description posted as soon as approval occurs

 - Financing of CUP Committee
 - Ron K has requested to have CUP financials for the past 5 years available to help with budgeting efforts
 - General Budget is not currently well laid-out for the CUP committee, currently the \$10,000 which is budgeted comes from the conferences budget line
 - -Ron K: I have looked at past CUP proposals, specifically 2010 when it was in Edmonton as well. It was at that time \$8,000 for 9 people. Ron K believes that \$9,000 from Imprint is reasonable and whatever comes from other sponsors, promotions, and donations will be added onto that
 - Lauren: not fair to be put into the position with such short notice. She has been put into an unfair position with inconsistent information/
 - Ron: given previous years the \$9,000 seems reasonable?
 - Lauren: 7 people have been chosen to go. The \$200 upfront payment from participants immediately made 2-3 people back down from going.
 - Ron: given that in the past the deposit is generally always paid back, it may be advised that we may decide to go with no deposit in order to not deter participants. We should ask for \$200 cheques not to be cashed and that would be given back once participants return from Edmonton. --Ron addressing Lauren: would you be okay with a \$9,000 budget and then
 - Final: anything that is spent will first come out of money on top of our \$9,000 and what is leftover will be maintained for next year’s CUP
 - Motion to strike past motions for budget, and \$9,000 to be allotted to the CUP committee, with promotions on top of that, contingent on a \$200 cheque from all participants (not to be cashed) and to be given back to participants after the CUP conference. The cheque would only be cashed if participants back out after flights are booked, any excess will be added to next year with the funds not being distributed afterwards to participants.
- Motion by: Ron K Seconded: Mitchell
 Vote: 3-0-0, passed, Ron K abstains

