

## Board Meeting Agenda – December 02<sup>nd</sup>, 2013

Time: 7:30PM

Call to order: 7:55 PM

Present: Courtland Livesley-James, Mitchell Belford, Ron Kielstra, Ron Chui, Cathy Bolger, Aliya Kanani

Absent: Stephen Kearse (sends regrets), Laurie Tigert-Dumas (vacation week)

### **1. Approval of Past Minutes**

Motion: Ron Chui                      Second: Courtland LJ

Vote: 3-0-1 (Ron K Abstains)

### **2. Approval of Agenda**

Motion: Mitchell Belford              Second: Ron Chui

Vote: 3-0-1 (Ron K Abstains)

### **3. Reports**

- APM Report

- Budget chart is underway and press quote sheets will be sent out the week of Dec. 9<sup>th</sup>
- 2 of the High school coop students continue to perform well, while one dropped out (Nov 12<sup>th</sup>) (There were three total)
- Work-Student Employee's (Eden) term has concluded with good results with ad sales of approximately \$2000
  - We paid her \$1,000 for her work this term so she is a positive investment
- Rate card discussion on content and pricing continues. Laurie will be discussing this with The Cord and the Ontarion in December and has 2 or 3 drafts that will be ready for the new year
- Hiring committee and Editor-In-Chief position advertisements will be in the paper starting January 10<sup>th</sup> and will be published for three weeks
- Laurie's work for December will include: Mac training, discussion with Aliya over 2014 posters and promotions, office cleaning, budget work to assist Cathy, collecting A/R
- Distribution team has done well this term but both members are leaving, Laurie is looking for 2 new team members for the distribution team (this is a paid position)
- Imprint's close/ open dates for the holidays will align with FEDS holidays of December 20<sup>th</sup> – January 6<sup>th</sup>

## - GM Report

- AGM Booklet – positive feedback in the past. GM advises the board do this again in 2014
  - This is something we will get started and will get out prior to AGM, this is something that will be put into motion in January
  - The draft budget and budget go into this and need to be addressed in coming weeks
  - In order to publish the AGM booklet for the meeting it needs to be ready to go to press on February 19<sup>th</sup>
- Precept Insurance continues to search for an insurance policy that will cover all the points that Imprint requires. It is asked that the CUP committee ask other newspapers what they do in order to protect themselves from any issues regarding online publication of records
- Asset Disposal – 9 monitors have been sold, there has been no interest in the towers and they will be disposed of accordingly
- 2014-2015 Budget – GM has contacted all necessary parties regarding any financial information required for the budget
- Still waiting on the financial information from the last paper of the term, the fall financial statements will be sent out once these numbers are received – to be received by the end of this week
- Capital Assets – Laurie's iMac was purchased for a Total cost of \$1,492.75 within the budget of \$1,500.
- Investments update – to come from Courtland
  - 2015 GIC looking to be taken out of CIBC – a one sheet cost/ benefit will be sent out to outline the numbers and a vote can be cast by the board
- Advertising update – Cathy and Laurie continue discussion with Rouge and City Media about the service being provided in order to find out exactly what we are being charged for and how the numbers are derived

## EIC Report

- Work study employees were once again valuable and should be continued
- EIC comments on the budget:
  - Financial needs were always met; don't see any need to increase anything related to editorial.
  - EIC believes staff lunch is offered to more volunteers than it should be (ie. anyone with staff designation is invited to staff lunch), when it should just be offered to distinguished volunteers, for example editorial board and then those that went over and above.

- CUP flights are booked, three deposits collected, and the flights came in under what was expected. Should have no issues staying within the allotted budget
- Staff lunch came in well under-budget with 37 guests with a bill totaling \$1,474

- Promotions Committee

- Looking to up the promotions next term and have more of a promotional presence

#### **4. Business Arising from the Minutes**

- Status of New Computer/ Server
  - IT Committee met on the 27<sup>th</sup>: Ron K will be working on the email front and free G-Mail looks like a good possibility, Cathy will be simplifying the web content and making it all make more sense, Ron Chui is putting together an RFP on a server decision to be made within the next month and a half. Xiaobo is working on the big picture and making sure we are covering all bases (back-up server, etc)
- Updates on application for Approval of international Work-Study Position for Winter term
  - Courtland and Ron K will be putting together a job description to get the ball rolling on this
- CUP Committee Updates
  - booking and everything is taken care of and the trip is ready to go
  - Payment for CUP will be made upon arrival, but we are going to look into paying ahead of time to save time for CUP committee to not deal with it once they arrive at the conference
- Imprint Fee Increase updates on any meetings or new information
  - Ron K has talked to Dennis Huber informally and will be following up further
  - Discussion with past FEDS employees has led him to believe that research from past meeting was correct and FEDS cannot impede Imprint from going to the Board of Governors with a referendum
- Career Focus Grant – has an application been sent out/ updates
  - Xiaobo believes there is not enough demand for strictly an IT position
  - However, if a web design/ IT position can be found with a good candidate who is capable up to Imprint's standards in both areas then this position can be looked at further
- Canada summer jobs application opened December 2<sup>nd</sup> (today)
  - we will apply for three positions (2 sales and 1 frosh editor)

#### **5. Adjournment – 8:40 PM**

Motion by: Ron Chui                      Second: Courtland LJ

Vote: 3-0-1 (Ron K Abstains)