

Board Meeting Agenda – February 10th, 2014

Time: 7:30 PM

Call to order: 7:58 PM

Present: Ron Kielstra, Stephen Kearse, Courtland Livesley-James, Ronald Chui, Mitchell Belford, Aliya Kanani, Laurie Tigert-Dumas, Megan Nourse

Absent: Cathy Bolger (sends regrets)

Not attending:

1. Approval of Past Minutes

Motion: Stephen Kearse

Second: Ron Chui

Vote: 4-0-0 passed

2. Approval of Agenda – with amendments

Motion: Stephen Kearse

Second: Ron Chui

Vote: 4-0-0, passed

3. Reports

GM Report

- Imprint has not received a new paid classified since September
- Revenue is up for the month of January over last year's number
- Campus Network has outsold what Campus Plus did in this time last year
- Distribution costs were lower this month compared to last year because Laurie is still doing distribution. We are still looking for a 2nd person to be paid to do distribution
 - Second person has been trained and the position is now filled
- CUP expenses went through in the fall whereas last year they were recorded in January
- Still waiting on student fees to be received
- Looking to request a greater credit card limit; moving up from currently \$4500 to ???

APM Report

- PNP Changes for the AGM – changes we do have will not be included in the AGM booklet, but will be placed into the agenda for the AGM

President's Report

- Working on the GMAIL for the future

4. New Business

- Progress on the AGM Booklet
- the booklet will be ready for Friday 14th
 - CIBC Accounts Debate
- Ron: does not seem the close proximity is a good enough reason to stick with them for our accounts

- Courtland: our investment objective has been put into this and CIBC has been very bad in terms of assisting us to deal with this. We feel that we should be serviced in a better way overall and if they are not willing to be helpful with all of our service then not giving them any of it seems logical. We plan on letting the investment portfolio run out in the next few years and switch over to BMO. Now, Cathy is the one who deals with the banks and we feel that there is a lot of benefit to switching banks for our accounts to BMO.

- Aliya's Parking

- Aliya would like a parking letter written for her car because she is getting tickets for after hour parking
- Imprint did have 4 parking spaces, but we did not enforce it over the years. The safety for Aliya leaving the office at the early hours of the morning is not safe.

- E-Mail Motions

- Aliya's Contract

Motion to extend Aliya Kanani an offer for the 2014-15 year for Imprint's EIC position:

Motion: Ron Kielstra

Second: Stephen Kearse

Vote: 4-0-0, passed

- Staff Lunch

- April 4th: PnP states this needs to be approved before next week

- last term we budgeted \$2975

- Motion for \$300 for staff lunch

Motion: Courtland

Second: Stephen

Vote: 4-0-0, passed

- Imprint Fee -

- Currently at \$3.30 and Courtland as Treasurer would like to look at raising it to \$4.50

Fee was at one time \$4.35 in 1990. We are not looking to make money, but if we were to get a higher rate due to inflation and the newspaper media industry alone speaks to why it is worth it.

- Courtland: we believe that we could absolutely make the case for every penny of this increase and a report will be put together in order to do so

- we need to decide prior to the AGM if we are going to bring forward a proposal at the AGM or not

- Returning officer for the AGM

- a couple of proposed officers, from a procedural stand-point this is a good practice to have in place. Ron K will be in charge of this going forward

- Work schedule for budget – the board will be meeting and having continuous discussion to be ready for the AGM

- PnP changes

- a policy change will be prepared for AGM.

- we wish to put more specific conditions on the hiring committee, time-limits in policy 10.6 will be addressed specific to hiring of full-time staff

- Motions on these changes are to be approved just prior to the AGM so that they can be discussed there

- CUP Discussion (Reimbursement)
 - fundraising budget is \$11453.61 and expenses was \$9115.89, so there is a reimbursement there
 - CUP attendees were told there would be reimbursements for their SWAG purchases
 - Proposed reimbursements: SWAG, \$5 flash file entrance fee, travel, general expense reimbursement (\$700)
 - Megan Nourse would like to reimburse approximately \$1000 of the surplus
 - We cannot reimburse any general expense costs. The SWAG can be covered, the transportation is manageable, and the flash file fee will be covered.
 - \$1.956 surplus is left over from CUP this year in 2013. The CUP chairs report from Megan Nourse is available for anyone to view.

Motion to reimburse SWAG and Travel costs

Motion: Ron Kielstra

Second: Courtland LJ

Vote: 4-0-0, passed

- Courtland: what does a paper cost? Reporting is lacking, it is hard to say what we are making, losing, etc on a single paper. There is a shorting in this respect on board reporting. It is hard to produce numbers and plan forecasts when the reporting function is not in place. Communication with the board and management is not an easy thing to do all the time. If reporting was better between them it would be a lot easier to come as a new Board and get things going with a new Board

- Laurie: are Laurie's databases taken seriously? Her whole job is essentially poured into the database, are people looking at it and taking away what she is putting into it? Imprint board and full-time members need to ensure they are looking at this database and using the information provided

- Further action will be: we need to create a better reporting structure

- Future proposal is to look at whether CIBC accounts should all be switched to BMO, more relevant when Cathy is present

5. Business Arising From Minutes

- Draft Budget from End of December (motion)
 - Stephen Kearse has proposed to increase the Board's expenses budget for next term due to this year's expenses that were incurred during Board meetings. The increase is proposed to \$1,000 with stipulations that Board dinners are kept to between \$200 and \$400, and the Board attempts to use online means of communications for meetings whenever possible.
 - Ron K proposes to create a subdivision of this cost to have \$500 for the transition, and the remainder for Board costs in making meetings.
- Proposal to include special projects costs in the budget.
 - Ron K: is apposed to having a separate budget line for other capital projects when this amount already exists
 - Courtland: but having this budget item without the formal process allows Imprinters to

undertake projects on their own without the process of making motions. The possibility that money will be approved for this type of thing if possible, but it would have to be approved first.

Ron K: the practicality of this budget line item is actually apparent and more thought will be put into this going forward for \$2000 for these special line items.

- Reduction of Honoraria: the proposal is to make it \$3,000, \$7,000, and \$7,000, this is to make the budget more aligned with what actually occurred within Imprint in 2013

- CUP Budget: this needs to be revisited, to take this from \$10,000 to \$5,000 plus to surplus from 2013 would \$7,000 and given the close location of next year's CUP we will consider this

- Board of Directors budget line, Special project budget, honoraria amounts to align with actual spending, adjust full-time staff amounts, change printing costs for color scheme, promotions budget to move from \$2,000 to an amount and the criteria of these costs need to be clear, computer maintenance costs, the budget line for VISA needs to be higher to reflect current situation. These changes will be made at the AGM

- - CanWeb's bound volume books to do would be \$85 per book, which is a \$20 increase, and they can guarantee a turnaround of 2-3 weeks (this increase is \$150 max for bound volumes as at most we only do 15).
- AGM Business
 - Cathy: For AGM, if Courtland would like the auditor to come in and go over the financials that can happen, or you can go over them yourself
 - the treasurer has typically just gone over the financials in the past. The merits have having the auditor there are worth inviting them.
 - For AGM, how does the board want votes to be held? To be determined
 - the votes will be kept the same way as they have in the past

- Budget Discussion for 2014-2015

- Still looking to make vote on Board expenses for 2014, decision to be made when applicable members, CLJ and Cathy, are present and have made input
 - Determine if we would like to set aside money for special projects in the 2014-2015 Board will be increasing this budget line item with discussion in coming days and motion to budget adjustment to be made

-Career Focus Grant (IT/Media position)

- Ron K still would like to know how much this person would make and how it could affect our budget
- this would increase our salaries by \$14 to \$16 thousand. We will not be proceeding with this going forward.

5. Motion to Adjourn – 10:25 PM

Motion by: Stephen Kearse

Seconded: Ron Chui

Vote: 4-0-0, passed