

Board of Directors

Tuesday, 2014-05-12 at 6:00PM

Imprint Office

Chair	Gabrielle Grant
Secretary	Elizabeth McFaul
Expected Attendees	Jesse McGinnis (phone in), Jeremy Gilchrist (phone in), Michelle Sterba, Cathy Bolger, Aliya Kanani, Laurie Tigert-Dumas
Excused Absences	

Open Session

Called to order 6:06PM on the 12th of May, 2014.

Preliminaries

Remarks from the Chair

None.

Approval of the Agenda (Secretary McFaul)

1. Motion: Resolved, the Board approves the agenda for this meeting. Moved by Gilchrist, seconded by Sterba. Motion passes unanimously.

Approval of the Minutes (Secretary McFaul)

2. Motion: Resolved, the Board dispenses with the approval of the minutes from the previous meeting. Moved by McFaul, seconded by McGinnis. Motion passes unanimously.

Business Arising from the Minutes

3. None.

Staff Reports & Updates

Editor in Chief

Grant: hired a volunteer coordinator; finding a systems admin is proving more challenging

Bolger: we need to make sure that we indicate that it's a work study position

Gilchrist: if we go the jobmine route, will we be getting someone before September

Grant: we would be using the separate postings (not the coop portion)

Gilchrist: we could train Jesse, Gabrielle, and Elizabeth to be able to pass on the knowledge

Grant: other option is the RFP as a back up plan

Grant: moving on to the colour printing issue

Gilchrist: hard to subsidize it with advertising

Grant: maybe we should leave it as is

Laurie: looking at the budget for April, it seems that there's \$8000 that hasn't been spent
Bolger: that's for all colour printing, not just subsidized; also to clarify 33 issues for this budget

Bolger: the purpose was to cut back colour printing in the Spring term
Kanani: it's challenging to get colour ads in the spring; if we don't have an ad, then the entire paper will be in black and white

McFaul: clarification that this is the 2014-2015 budget (starting in May)
Gilchrist: \$24,000 for colour; it seems to be subsidized only for fall and winter
McFaul: let's take this offline and look into this; Jeremy to talk to Courtland and sort this out

General Manager

Grant: we need to send the agenda and minutes to the all-list as well
Kanani: try to keep all-list emails to a minimum
McGinnis: if we are trying to increase interest, we could create a public board mailing list that is opt-in
McGinnis: we can also make the files public through Google so that anyone with the link can see them
McFaul: I'll look into this

Bolger: \$100 for sales rep training would be beneficial; we can move forward with this if the Ads position is filled in time

Bolger: once the Imprint refunds are finished, I'll bring those with comments forward to the Board
Bolger: there are contingency plans if there are concerns with CanWeb is no longer feasible for a printing source

Bolger: we may be able to find savings by paying invoices on receipt; Jeremy and Cathy will look into this

Gilchrist: this is a huge red flag and we need to be able to switch at a moment's notice; we need to be able to produce a paper. Laurie will forward the list of quotes and the current quote; we can present 3 options to the Board

Bolger: phoned NetDirect to fix the backup system
Bolger: please make sure that everyone signs their confidentiality agreement

Advertising Manager

Grant: the distribution van was in a small accident; we need to address the invoice
Gilchrist: recommends that we absorb that cost

Motion: Resolved, the Board approves the \$334.37 for vehicle repairs. Moved by Gilchrist, seconded by Sterba. Motion passes unanimously.

Grant: everyone is encouraged to attend; will have Board members, editorial staff, full-time staff, etc.
Kanani: a chance for us to put faces to names; ensure that our reporters are comfortable approaching people for interviews
Board: let's change the name to "Meet and Greet" instead of social

General Orders

International Work Study Position (President Grant)

- 5. Motion: Resolved, the Board approves the creation of an International Work Study position called Board Administrative Assistant, and delegates the final creation and**

**approval of the job description to Elizabeth McFaul.
Moved by McFaul, seconded by Gilchrist.**

Grant: proposals given by full-time staff; could be an excellent opportunity

Grant: there's a number of record-keeping activities that can also be added to the position;
recommends having them report to the Board since there is HR activities involved

McFaul: recommends having them report to a single Board member

Bolger: the position would have a lot of data entry, but there are concerns about the English language speaking requirement

Kanani: this issue can be mitigated through the interviews

Grant: we'll include strong communication skills, both written and verbal, in the job description

Grant: current job description is different than previous (more administrative vs. more promotions)

Kanani: *Read out the job description*

Kanani: some of the database work can be absorbed by the Volunteer Coordinator

Grant: position as proposed is a Board assistant for promotions; contests, events, promotions in the community

McFaul: may be easier to find an individual to do database and administrative work, and then give them additional tasks relating to promotions

Motion passes unanimously.

Server Projects Status (President Grant)

Grant: still need to review the proposal; trying to figure out whether we can get our RFP in the University system

Gilchrist: having the budget ambiguous is helpful since this is something that we haven't had to budget for before

Bolger: what are we putting the RFP proposal for?

Gilchrist: we need to start the RFP soon, since it takes a long time

McFaul: proposal is to transfer the server and solve infrastructure

McGinnis: trying to figure out who to get in touch with on the University to get our RFP in their system; still working on this

Grant: let's defer this discussion and the decision on the RFP to next week

BMO Investment Team Meeting

Decide via email.

Committee Structure (President Grant)

Grant: trying to create one overarching committee that can delegate tasks; ideally headed by Michelle. Michelle to look into the previous structure, and what worked. Will bring list of tasks for the committee forward next meeting.

Major Tasks

Nothing that needs immediate attention.

Meeting set for every second week (Mondays 6PM).

New Business

Cash Flows and Account Receivables

McGinnis: Need to formalize this process; lack of procedures.

There are accounts receivable that are long period outstanding that increase the risk for our organization.

Gilchrist: Receivables are hard to deal with; we can look at our terms

Bolger: when we are at the Investment meeting, ask about how accessible our cash flow is (liquidity)

Gilchrist: it's probably five business days if we need to liquidate assets

Gilchrist: after CampusPlus, where's our largest receivables

Bolger: probably Campus Network, but doesn't have the number immediately

Gilchrist: Cathy to send a breakdown of the receivables

Adjourned at 7:27PM on the 12th of May, 2014.