Board of Directors

Tuesday, 2014-06-09 at 6:00PM
Imprint Office

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

Called to Order 6:05PM.

Open Session

Preliminaries

Approval of the Agenda (Secretary McFaul)
Motion: **Resolved, the Board approves the agenda for this meeting.**

Amendment to add password management, policy on capital purchases (RE ongoing issues with log-ins to iMacs), new email system, and domain ownership.
Moved by McGinnis, seconded by Gilchrist.
Amendment passes unanimously.
Motion passes unanimously.

Approval of the Minutes (Secretary McFaul)
Motion: Resolved, the Board dispenses with the approval of the minutes from the previous meeting.
Unanimous consent.

Business Arising from the Minutes

Email and Credit Card on Contract
McGinnis: We generally have consent on the email address; the credit card discussion is more challenging
Gilchrist: Credit card is the easiest way to guarantee we get some (or all) of the money from the customer
Laurie: Post-dated cheques are another option; credit cards cost us a fee upfront
Bolger: the initial plan was to have it just as a back-up plan; not charge it for every customer
Laurie: having credit card numbers on hand would create confidentiality concerns; customers are aware that it is charged right away then shredded; keeping credit cards on file would add an additional platform we haven't considered before
McGinnis: another option would be to use an online payment system; you need to make an account and have an API that works with our system (more involved to build)

Grant: looked into other mechanisms to hold credit cards (using tokens, but would need to look into this further

Grant: we have this challenge with many vendors, so it would be nice to have something to make sure we get paid at some point

McGinnis: going the option route would be a better transition; customers would understand that we're trying to manage our asset risk

Gilchrist: doesn't think it's unreasonable to ask for credit cards

McGinnis: can we place this on the template?

Laurie: it's already being put on the contracts

Motion: "to start collecting a credit card or post-dated cheque immediately".
Moved by McGinnis, seconded by McFaul.

Elizabeth: I'm concerned with just starting all the credit cards without having a plan for storage

Gilchrist: credit cards numbers at work are stored on paper in a locked cabinet, in a locked room, in a locked building

McGinnis: doesn't think there are any restrictions on storing credit card numbers; would trust we would be able to keep this extra information as part of record-keeping

McGinnis: give them the option to shred upon use or keep it on file

Grant: if they are currently a repeat customer, keep it on file for length of contract; otherwise shred on payment

Amendment: "to start collecting a credit card or post-dated cheque immediately *on all new contracts, with the credit card kept on file until the contract expires or payment is processed*".
Moved by McGinnis, seconded by McFaul.
Amendment passes unanimously.
Motion passes unanimously.

Staff Reports & Updates

Editor in Chief

New Email System

McGinnis: how many emails are required?

Grant: staff; reporters; section editors; full-time staff; 60-100 email address

Bolger: what is the update on getting google emails?

Grant: trying to get it for free as a not-for-profit, but there are legal concerns and delays, especially because we are in Canada; will get Ron Kliestra to hand over the contact

Kanani: since we own the domain, do we have to go through google?

McGinnis: google gives us the API and spam filter; using our own mail server would be very similar to what we have now

Grant: the google corporate rate would be approximately $3000/year

Kanani: there are also major issues with mailing list signups, leading to massive numbers of emals

McGinnis: in a new system, we could introduce policy to control signing up to mailing list

Kanani: can we switch to uwimprint.ca?

McFaul: for the spam issue, maybe use Unroll.me to reduce the volume for now

Grant: in the short term, we'll try a clean up, possibly switch sessions, and then in the long-term, we'll put policies in place to restrict sign up and keep investigating google

Domain Ownership

Grant: it's time to renew our domain; imprintpub.org
Bolger: it's $15 and they give us 90 days. We also need to remove Sam Nabi from the list
McGinnis: we should look at buying a longer renewal; it will be cheaper and we can amortize the costs
McGinnis: instead of putting specific emails, we should just be using a generic email to sign up these sorts of things
Grant: we will need to address the email system issues in order for this to be effective

General Manager

Password Management
Grant: recently, Cathy and Aliya went through all the passwords for websites, social media, and portals to update them all and ensure that all the passwords are there
McGinnis: we could use LastPass to track all of these
Kanani: we should be switching passwords for social media every term, but its a lot of work, would this make it easier
McFaul: corporations often track all their social media accounts in a spreadsheet, and then change all of them on a more regular basis; another option would be to use hootsuite for social media management, then there's only one password given to a volunteer.
Grant: let's look into a password management system to control these

Policy on Capital Purchases
Bolger: would like to see a policy on capital purchases that prevents issues like the one with the iMacs, currently the warranty is not under Imprint, but a volunteer who used their credit card to purchase them
Grant: unsure why we weren't able to raise our credit limit and make the purchase ourselves
Grant: should not have them under a volunteer, but under Imprint
Gilchrist: this needs to be rectified
Bolger: we should create a policy on capital purchases to ensure that accounts and assets are not placed under volunteer name; place this in under Imprint, especially in terms of warranty

Ongoing Issues with Log-ins to iMacs
Kanani: user log-ins have all been reset, so volunteers just need to ask
Grant: this has been solved

Additional Discussion
Bolger: how do we find a LinkedIn password? we are still unable to access the Imprint LinkedIn
Bolger: CampusPlus payment has been received, and we got most of our money back (32/38)

Advertising Manager
Laurie: City Media trip from 9AM-1PM on June 18th if anyone is interested in attending
McFaul: I can probably also attend; need to double check calendar

General Orders

International Work Study Position (Secretary McFaul)
McFaul: need to schedule starting date, but Sharon French has been hired. We do need a copy of the job description however.
Bolger: before she starts she needs to bring in her SIN, sign paperwork, and sign a confidentiality agreement
McFaul: we need additional tasks for our assistant

Grant: reorganizing files will be one task

Potential Printing Companies (Advertising Manager)

Laurie: the small red triangles in the chart indicate whether we have used them in the past
Gilchrist: will look at these

Server Projects Status (President Grant)

Grant: forwarded RFP to Shiabo, no response
McGinnis: do we need to do the RFP? I need to respond to the person in the University who will provide us access to their system for posting.
Kanani: Shiabo has found someone to train, but they haven't met yet; this individual doesn't have experience with Mac servers
McFaul: expresses concerns about the nature of the RFP vs. what is currently happening in the office in terms of Shiabo's role and everyone's reliance on him
McGinnis: if we are not confident in our ability, we should consider placing our servers offsite

Web Hosting/New Website/Workflow (Staff Liaison McGinnis)

Grant: Richard Ye is suggesting we move general hosing over to Bursnet, since it's cheaper
Grant: in order for us to work on fixing the issue, we need to know what the requirements are from Aliya, so we can plan how to build it and what we are building
McGinnis: potentially build a dummy site to test out the workflow, then worry about the theme changes (which would require more effort)
McGinnis: will talk to Aliya with Elizabeth and Gabs to figure out workflow and requirements

Investments Meeting with BMO (Secretary McFaul)

Grant: sat down with the advisor
Bolger: they mature in September and February
Grant: probably best as a separate discussion
Bolger: worst case is three weeks, based on the board meeting timeline

Investment Policy (Treasurer Gilchrist)

Gilchrist: important to lay down a policy to guide investments and future investments; switch from GICs to the open market; important that we make sure we know exactly where we are coming from in terms of our investments; we as a board need to come to a conclusion
Grant: good time to discuss it when we figure out what to do with the GICs
McGinnis: more important to have the investment goals: why are we saving money at all?
Gilchrist: wanted to ensure that we have the discussion about what investments we are making, and that everyone is able to voice their concerns
McFaul: let's discuss this at a later date when we are all more prepared

Confidential Session

Motion to move into confidential session.
Moved by McGinnis, seconded by Gilchrist.

See Minutes of Confidential Session.

Motion to adjourn.
Moved by Gilchrist, seconded by Sterba.
Adjourned at 8:14PM.