

Imprint

Board of Directors

Tuesday, 2014-05-26 at 6:00PM

Imprint Office

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

Called to order 6:05PM.

Open Session

Preliminaries

Remarks from the Chair

Approval of the Agenda (Secretary McFaul)

Motion: Resolved, the Board approves the agenda for this meeting.

Moved by McGinnis, seconded by McFaul.

Amended to add "Staff Lunch". and "Promotions Committee Budget".

Amendment passes unanimously.

Motion passes unanimously.

Approval of the Minutes (Secretary McFaul)

Motion: Resolved, the Board approves the minutes from the June 23rd meeting.

Moved by McFaul, seconded by Gilchrist.

Motion to table.

Motion passes unanimously.

Dispensed with the approval of the minutes.

Business Arising from the Minutes

Web Hosting

Grant: we are having a meeting Wednesday/Thursday; we've found a Wordpress plugin that might work to control the workflow

McGinnis: we might need to pay \$40 for it, but if it works, it will be worth it

Grant: web hosting costs might increase regardless; our archives site went bankrupt and we will need to find another one.

Strategic Plan

Grant: Elizabeth, can you set a meeting date for this?

Gilchrist: trying to find a time for me to come down

McGinnis: we have some flexibility in our scheduling since our meetings are biweekly (maybe just use a Monday at the usual time).

Staff Reports & Updates

Michelle Sterba arrived at 6:16PM.

Editor in Chief

Feds Marketing and Feds Signage

Kanani: in my monthly meetings with Ryan/Jackie, they've asked us to move our Imprint sign over to incorporate a larger Feds sign

McGinnis: I wouldn't move it unless they are offering something better; we should add an arrow to our sign or have them add an arrow to that design

Kanani: they move it even whether we like it or not

Grant: would be nice if we can get permission to do something with the space

Sterba: volunteers have been talking about making a mural

McGinnis: mural may have issues with Plant Ops and the SLC manager. There are fire concerns about signage, and usually we can't paint on brick.

Grant: we'll set a budget for promotions to work on this later this meeting

Grant: Thank you Aliya for filling in while Laurie was away.

General Manager

5. Absent.

Advertising Manager

6. Absent.

General Orders

Potential Printing Companies

Grant: the final decision rests with Laurie, who is absent.

Motion: Table this discussion until next meeting.

Moved by McGinnis, seconded by McFaul.

Motion passes unanimously.

Tasks for Admin Assistant

McFaul: we need tasks to send to Sharon; tasks that are fully explained and meaningful

Sterba: there's legwork for the promotions committee

Grant: there's also minutes uploading if I provide the access

Server RFP

Grant: I still have no response for Shiabo; we need to make our decisions ourselves

McGinnis: recommends that we don't go forward with the RFP

McGinnis: we shouldn't be maintaining our own hardware; we should move to someone else doing it for us

Grant: we already bought the hardware, but we could sell it; we do have a company that we call for emergencies, but they are very expensive

Grant: our biggest gaps are in IT general help and administration of users

Gilchrist: how necessary is it to have someone on-call at all times?

Grant: mostly, we need them for backup fails or when the server goes down (major issues)

McFaul: we may be able to connect with Feds IT to help us out during business hours; or get ourselves connected to the University IT system

Jesse: we could approach it as a "learning experience"; focus on finding out best practices

Motion: The Board has decided not to pursue an RFP at this time.

Moved by McGinnis, seconded by Sterba.

Motion passes unanimously.

PnP Committee

Motion: form PnP committee

Moved by McGinnis, seconded by McFaul.

Grant: usual structure is 3-4 people; not always had a board member

Kanani: last year, Stephen was essentially the PnP committee- he made a bunch of changes last year. it would be good to have more people in the discussion

Motion: form the PnP committee with one board member as a chair, or designate, and at least two other members (selected by the board)

Moved by McGinnis, seconded by McFaul.

McFaul: I can take on chairing the committee for now.

Motion passes unanimously.

New Business

Staff Lunch

Kanani: We need to approve the location and the budget for the staff lunch; have not followed the PnP requirements, since we are on a deadline.

Motion: To step out the rules for the purposes of approving the staff lunch

Moved by McGinnis, seconded by McFaul.

Motion passes unanimously.

Kanani: We have decided to go to the Flying Dog for Staff lunch, same place we went last summer; good menu and they have a patio

Kanani: we have a guest list of about 44 people; but we are assuming they don't all come (reservation will be for 30-40 people)

Grant: what is the budget for staff lunch for the summer?

Motion: Approve the staff luncheon at the Flying Dog

Moved by McGinnis, seconded by Sterba.

Amended to include "with final decisions on the budget by Jeremy".

Moved by McGinnis, seconded by Gilchrist.

Amendment passes unanimously.

Motion: Approve the staff luncheon at the Flying Dog with final decisions on the budget by Jeremy.

Motion passes unanimously.

Promotions Committee

Sterba: We've had one brainstorming session so far; discussed signage, contests, etc. We're not sure

what kind of budget we have as a committee, and things like a new sign may need to be over budget

Grant: the promotions committee budget is \$4000; budget is set by the previous board for us

McGinnis: can we move money around line items?

McFaul: we should be allowed to do that

Grant: I'll check PnP to confirm.

Closed Session

Motion to enter confidential session.

Moved by Sterba, seconded by McFaul.

Motion passes unanimously.

See Confidential Session Minutes.

Motion to adjourn.

Moved by McFaul, seconded by McGinnis.

Motion passes unanimously.

Adjourned 7:04PM.