

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), Cathy Bolger, Aliya Kanani, Laurie Tigert-Dumas
Excused Absences	Michelle Sterba, Cathy Bolger

Called to order 6:10PM.

Open Session

Preliminaries

Approval of the Agenda (Secretary McFaul)

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

Moved by McGinnis, seconded by McFaul.

Motion passes unanimously.

Approval of the Minutes (Secretary McFaul)

2. **Motion:** Resolved, the Board approves the minutes from the June 23rd and July 7th meetings.

Moved by McGinnis, seconded by McFaul.

Motion passes unanimously.

Staff Reports & Updates

Editor in Chief

- Nothing to add.

General Manager

- Absent.
- Will address drive space issue offline.

Advertising Manager

- Frosh Issue is 32 pages. We are a bit behind due to circumstances, but we should be fine since Laurie is not taking holiday.
- The mini-issue has almost gone out (Feds is making minor English changes).

General Orders

Motion to move into confidential session, inviting Laurie Tigert-Dumas and Aliya Kanani into closed session.

Moved by McGinnis, seconded by McFaul.

Potential Printing Companies

City Media Contract

Motion: Move out of confidential session.

Moved by McGinnis, seconded by McFaul.

Motion passes.

Office Hours (Staff Liaison McGinnis)

Motion: Resolved, paid employees of Imprint adopt core hours of 10AM to 3PM; and, be it further resolved, during termly refunds, at least one (1) full-time, paid employee, will be in the office from 9AM to 4PM.

Moved by McGinnis, seconded by McFaul.

McGinnis: In the staff meeting, we discussed office hours in relation to vacation time. In my personal opinion, the 8:30-4:30 office hours seems really early based on the late nights required for some of the position. From my perspective, this would give staff more flexibility.

Tigert-Dumas: This winter, we had a high-school, morning coop (8:30AM-11AM). We encountered issues where the office was not open at 8:30AM. Aliya and I have varying hours, but we need to have office hours established.

Amendment: change 10AM to 3PM to 1:30PM to 4:30PM.

Moved by McFaul, seconded by McGinnis.

Amendment by consent.

McFaul: I think that we are causing more issues with core hours than we will solve.

McGinnis: We should consider how to handle office hours, so that we address the issue where Laurie comes in early to cover the early morning start. I'll look into this and bring a new motion forward next meeting.

Motion: Resolved, paid employees of Imprint adopt core hours of 1:30PM to 4:30PM and, be it further resolved, during termly refunds, at least one (1) full-time, paid employee, will be in the office from 9AM to 4PM.

Motion fails unanimously.

Outstanding Items from Staff Meeting (Staff Liaison McGinnis)

- Do we need to do a full, hardware wipe of the drives? or is software sufficient?
 - Hardware wipe
- We need to setup a regular meeting of promotions committee (weekly?).
 - We need to address the contests and promotions (especially for those gift cards in lieu of business ads).
 - This is a huge issue for advertising, and leads to lower readership if we don't do it.
 - Laurier's Cord runs Steel Rails, for example.
 - We need the promotions committee to do the leg work.
 - Someone needs to actually execute these ideas.
 - Issue with the Promotions Committee being charged for the ad.
- We need to do outreach for sysadmin / provide direction on who to reach out to.
 - We should focus on finding someone for fall. Expand to different areas for posting (Feds, student portal, specific clubs and faculties, etc.)

- IWSP person--keep the same person?
 - If we can keep her, that might be convenient. We won't have to go through the same delay. She could apply right away.
 - We probably need to apply for the funding again.
- Adding the Advertising Manager to the Corporate Credit Card.
 - Get Laurie access.

Closed Session

Entering Closed Session (President Grant)

Motion: Resolved, the board moves into Camera, inviting Aliya Kanani into the Spring 2014 Honoraria session.

Moved by McGinnis, seconded by McFaul.

Motion passes unanimously. Entered closed session at 7:20PM.

See Confidential Minutes.

Adjourned at 7:53PM.