

# Board of Directors

Tuesday, 2014-09-09 at 5:30PM

Imprint Office

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

Meeting called to order at 5:45PM.

## Open Session

### Preliminaries

*Approval of the Agenda (Secretary McFaul)*

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

**Moved by McFaul, seconded by McGinnis.**

**Motion passes unanimously.**

*Approval of the Minutes (Secretary McFaul)*

**Motion:** Resolved, the Board approves the minutes from the August 20th meeting.

**Moved by McFaul, seconded by McGinnis.**

**Motion passes unanimously.**

### Staff Reports & Updates

#### *Reports*

1. Editor in Chief
  - o Editor in Chief: potential conflict of interest with the Singing Competition sponsorship; judge is her fiancée
2. General Manager
  - o Back up system is up and running, will confirm tomorrow; if the backup isn't working, we will need to do a manual backup for this year's issue
  - o Still having issues with the Archives
  - o During Cathy's absence, coverage will be figured out once Cathy knows more.
    - i. We can hire a temporary worker or find a volunteer to cover.
    - ii. Can be set up at home if needed.
3. Advertising Manager
  - o First day back; nothing major to report.
4. Promotions Committee
  - o VP Sterba provided an update about what she'd like to see done.
  - o President Grant will recruit volunteers on Wednesday's production night for both

Promotions and PnP Committee.

## General Orders

### *Printer Analysis and New Printer (General Manager)*

- See General Manager's email about the phaser printer analysis and a proposed new Lexmark printer. Approval of new printer.
  - Grant: Printer is working but lifespan is limited; backup printer costs us per print; we need to consider replacing the printer; beneficial to have a printer in house.
  - McGinnis: is this overkill?
  - General Manager: August printing was approximately 500 sheets; so approximate 1000/month
  - McGinnis: will look into Orientation's printer; similar printing levels to us; will bring three or four options

### *Strategic Planning Update (Staff Liaison McGinnis)*

- Schedule remaining sessions:
  - Staff (part 2): Tuesday at 2PM
  - McGinnis: need to finish this session and that of board; then build skeleton for student volunteers; need to have a
  - Student Volunteers: End of this month
  - Board
  - Open to all stakeholders

### *Fall Board Meetings (Secretary McFaul)*

- Schedule meetings in advance. Please bring and/or send your availability.
  - For your reference: <http://whenisgood.net/iyz27eg/results/wj4zpxq>
  - Decision: every two weeks; work session once a month
  - Elizabeth to find times; present options

## New Business

### *Board Continuity*

- Courtland interested in getting back involved; wants to rejoin Imprint; we should address the continuity issues on the Board
- Grant: we did throw around the idea of a past board member seat
- Gilchrist: due to the fact that we don't have strong financial background on the board, he would like to be able to have someone to bounce ideas off of

### *Recommendations from a Financial Perspective*

- Plan with BMO is a good one; recommends having a bit more money in retained earnings (in cash)
- Rule of thumb is to have a year's worth of expenses in cash
- Open to upping our cash reserves; since we are in a state of changing where our investments are, it may be beneficial to have more cash reserves
- Also need to look into the fee increase

## Closed Session

*Entering Closed Session (President Grant)*

**Motion: Resolved, the board moves into Camera.**

**Moved by McGinnis, seconded by McFaul.**

**Motion passes unanimously.**

*See Confidential Session minutes.*

**Meeting adjourned 6:43PM.**