

Board of Directors

Tuesday, 2014-10-01 at 5:00PM

Imprint Office

Chair	Gabrielle Grant
Secretary	Elizabeth McFaul
Expected Attendees	Gabrielle Grant, Elizabeth McFaul, Jesse McGinnis, Jeremy Gilchrist , Michelle Sterba, Cathy Bolger, Aliya Kanani, Laurie Tigert-Dumas.
Guest	Shimeng Huang.
Excused Absences	

Meeting called to order 5:15PM.

Open Session

Preliminaries

Approval of the Agenda (Secretary McFaul)

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

- **Moved by Sterba, seconded by Gilchrist.**
- **Motion passes unanimously.**

Approval of the Minutes (Secretary McFaul)

Motion: Resolved, the Board approves the minutes from the September 9th meeting.

- **Moved by Gilchrist, seconded by Sterba.**
- **Motion passes unanimously.**

Staff Reports & Updates

Reports

1. Editor in Chief
 - o Nothing to report.
2. General Manager
 - o Addition of investments later in the agenda.
3. Advertising Manager
 - o Have we dealt with City Media?
 - President Grant to look into this.
 - o Imprint is a member of the KW Chamber, to whom is promoting once again the Manulife Chamber Academy with 12 workshops covering topics of marketing ; business development ; leadership ; social media. The individual cost is \$240, but they have a package price of \$195. All workshops fall on Wednesday mornings from 8 a.m. to 9:30 a.m. so do not interview with my paper production.
 - She found them very helpful in the past.

- **Motion: Resolved, the Board approves funds for Laurie’s workshop (\$195 plus tax).**

- **Moved by McFaul, seconded by Sterba.**
- **Motion passes unanimously.**

4. Promotions Committee

- People who are interested in joining; President to recruit and finalize these people.
- Aliya and Laurie have started on some things.

5. PnP Committee

- PnP Committee has the following on its To-Do list:
 - Capital Purchases Policy Update
 - Advertising Contract / Prepayment Procedure
 - Clarifications about bonuses and timelines
 - Staff Lunch Policy Simplifications
 - CUP Simplifications
 - Investigating and Adjusting the Email Policy
 - *Sponsorship Guidelines*
- Have we received any volunteers?
 - President Grant to find more volunteers.

General Orders

Investments (General Manager Bolger)

Gilchrist: Cathy and I have discussed what to do with the money; talked to Courtland about his opinion. We have ~\$50,000 in GICs that just matured; immediate goal is to move it to BMO. Believes our best option is to give it to the Investment Advisor. Next batch we should have more freedom; would like to see this used more efficiently, both in terms of investments and capital purchases.

Bolger: It is the account; went in yesterday.

Bolger: Recommendation was not to roll it into our investments; and keep it more liquid. Investment Advisor wanted to put it in a cashable GIC.

Gilchrist: GICs have no reward since the rates are so low; mutual fund would willing to investigate; would rather it at BMO, not CIBC; could consider a bond; canadian market is shaky, we could look at American investments

Gilchrist: would like to hear what Tom has to say

Gilchrist: could look into indexes (both American/US), ETFs, funds; we can look at green investments if we would like

Grant: will set up a time to talk with Tom with Jeremy and Cathy

Motion: Resolved, the Board approves the transfer of \$50,000 from the maturing of our GICs on September 27, 2014 to our BMO account.

- **Moved by Gilchrist, seconded by Sterba.**
- **Motion passes unanimously.**

Printer Analysis and New Printer (Staff Liaison McGinnis)

Motion: Resolved, the Board approves \$500 for the purchase of a new printer, with final approval from Jesse and Cathy.

- **Moved by McFaul, seconded by Sterba.**
- **Motion passes unanimously.**

CUP Committee (President Grant)

Grant: Imprint volunteers will be talking about who wants to go tonight, need to create a committee to oversee the applications and the funding.

Kanani: we need a CUP chair before we start recruiting volunteers, they can solicit applications

Bolger: In the past, Megan suggested having the person be a non-voting member of Ed Board

Gilchrist: we need to keep an eye on the costs for CUP; last year's budget was \$10,000; would like to make sure that we watch our expenses and budget it in advance

McFaul: Once we have a CUP chair, we can coordinate with the budget

Gilchrist: Travel was a huge portion of the budget; we need to book in advance this time and find cost efficient options

Grant: we are looking for someone who is interested & suitable to the position; someone who can do a good job fundraising; someone who knows what's expected of them

Gilchrist: typical attendance?

Bolger: last year, 8 people went (including Aliya)

McGinnis: recommends we create a committee, then we can appoint the CUP chair to the committee after; can have Board members leave committee if it gets too large

Motion: Resolved, the Board appoints President Grant, VP Sterba, and Secretary McFaul to the CUP Committee.

- **Moved by McFaul, seconded by Sterba.**
- **Motion passes unanimously.**

Promotions Committee Chair (General Manager Bolger)

Bolger: Volunteer Coordinator and Board Admin Assistant added to the committee.

Grant: We will figure out if a new chair is necessary once the committee is formed.

Server Warranty (General Manager Bolger)

Bolger: My recommendation is to purchase the extended warranty. As this is the second hard drive to die, I think it's safe to say this will be an ongoing issue along with other aging parts. Net Direct recommends getting the extended warranty and I place my trust in them insofar as THIS server is concerned because they supplied and installed it in 2010.

Gilchrist: Have we had many failures in the past?

Bolger: In the past we had one fail, and it was replaced for a Sys Admin.

Kanani: There's a grant somewhere to be able to hire an IT person. Ron K. had originally brought it up.

Bolger: Will look up the details from Ron's past emails; concerned that we do not have enough work for this sort of person.

Motion: Resolved, the Board approves the purchase of a two-year extended warranty for the server.

- **Moved by Sterba, seconded by Gilchrist.**
- **Motion passes unanimously.**

Director and Officer Insurance (Secretary McFaul)

Motion: Resolved, the Board authorizes the General Manager to apply for our Director and Officers Liability insurance.

- **Moved by McFaul, seconded by Grant.**
- **Motion passes unanimously.**

Director Gilchrist and Editor-in-Chief Kanani left at 6PM.

Remaining Board Meetings Schedule (Secretary McFaul)

Meetings would be every second and fourth Tuesday, starting on October 14th. Meetings start at 5:30PM and conclude at 7:30PM. Anything after that is either moved to the following meeting, or we have a motion to extend. Jeremy will be late, but we will start with admin stuff, reports, etc.

The students on the Board of Directors will also be having a Board work session, once a month, on the third Monday of every month from 5:00PM-6:30PM. The time here is more flexible. The purpose of this is for us to do make progress on things like the strategic plan, anything assigned at the board meetings, etc. Immediate items for this include fee increase progress, strategic plan, file sorting, promotions.

Motion: Resolved, the Board calls the following meetings, all from 5:30PM-7:30PM.

- **Tues Oct 14**
- **Tues Oct 28**
- **Tues Nov 11**
- **Tues Nov 25**
- **Tues Dec 9**
- **Tues Dec 23 (likely to be cancelled)**
- **Moved by McFaul, seconded by Grant.**
- **Motion passes unanimously.**
- General Manager Bolger to book the room in the SLC.

New Business

5. As Required.

Closed Session

General Orders

Entering Closed Session (President Grant)

Motion: Resolved, the Board moves into Camera.

- **Moved by Sterba, seconded by McFaul.**
- **Motion passes unanimously.**

See Confidential Session Minutes.

Meeting adjourned 6:28PM.