

# Board of Directors

Tuesday, 2014-11-25 at 5:30PM  
Imprint Office

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

## Open Session

### Preliminaries

Called to order at 5:45PM. Since the Secretary was not present, Staff Liaison McGinnis served as Secretary.

#### *Approval of the Agenda (Secretary McFaul)*

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

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

#### *Approval of the Minutes (Secretary McFaul)*

**Motion: Resolved, the Board approves the October 28th minutes and the November 11th minutes.**

- **Moved to table to next meeting by President Grant, seconded by McGinnis.**
- **Motion to table passes unanimously.**

## Staff Reports & Updates

### *Reports*

1. **Editor in Chief:** Nothing to report.
2. **General Manager:** Would like to see a Reader survey for next term.
3. **Advertising Manager:** DB not updated yet. Imprint Office needs to decide on Holiday office closures (everyone doing it differently this term, Feds Dec. 19).
4. **Promotions Committee:** Nothing to report.
5. **PnP Committee:** Focus on by-laws work for strat plan.
6. **CUP Committee:** Registered 7 people, awards application (cost \$100), bake sales going successfully
  - o Raised about \$400
  - o Should be receiving an invoice soon

## General Orders

## *Holiday Hours*

- Decide on Holiday hours for Christmas/New Year's.
  - We generally follow Feds' lead on this but if you have thoughts, let me know.
  - Feds closes 19th. We'll do the same.

## *New Policy: Staff Appreciation Events (PnP Committee)*

**Motion: Resolved, the Board strikes all of Policy 3, Section 3.4, Letter (f) and replace it with "f) be eligible to attend a staff appreciation event"; and, be it further Resolved, the Board approves a new Policy 18 as attached.**

- To be approved today, after two week notice period.
- Summary: shortened significantly, removed details around picking a location, exact procedure for rescinding an invitation; most of the power now falls to the Volunteer Coordinator and the Editor-in-Chief, with the Board able to override as needed
- [See attachment.](#)
- **Moved by McGinnis, seconded by Sterba.**
- **Motion passes unanimously.**

## *Policy 11: Capital Expenditures (PnP Committee)*

**Motion: Resolved, the Board approves the new Policy 11 as attached.**

- To be approved today, after two week notice period.
- Summary: reorganized into major and minor purchases; removed the communication requirements for major purchases. Increased major purchases to \$500.
- [See attachment.](#)
- **Moved by McGinnis, seconded by Sterba.**
- **Motion passes unanimously.**

## *Policy 12: Imprint Fee (PnP Committee)*

**Motion: Resolved, the Board approves the new Policy 12 as attached.**

- To be approved today, after two week notice period.
- Summary: shortened significantly, added text about increases by inflation
- [See attachment.](#)
- **Moved by McGinnis, seconded by Grant.**
- **Motion passes unanimously.**

## *PressReader*

- Discussion of pressreader as a way to increase view counts for our ads.
  - Secretary McFaul submitted the following note: Alternatives we should look at is uploading our page to Issuu (similar to the Cord), which may be free or a low costs, as well as National University Wire (which is through the schools who left CUP)
- Grant: We used to use Issuu, and stopped. Not sure why. Might be because its a "viewer" over a "subscriber," which doesn't count for ad counts.
  - To be investigated by Grant.
- Bolger: Pressreader price is being looked into. Also investigating other options, if time permits.
  - To be investigated by Bolger/Shimeg.
  - Take Issuu/Pressreader questions to CUP and ask.

## New Business

### *Budget*

Gilchrist: As we approach the end of the year, we need to think of where we want things to be. We've

done lots of things because we've done them before. I'd like to propose narrowing the budget.

- I want to eliminate the CUP budget, so it can be determined as costs are learned.
- Let's have a meeting dedicated to this.
- Gilchrist to schedule the meeting.

### *AGM Dates*

Deferred until next meeting.

### *Website*

Grant: We need someone to take over the theme. She will investigate.

## Closed Session

### General Orders

#### *Entering Closed Session (President Grant)*

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

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

#### *Approval of the Minutes (Secretary McFaul)*

**Motion: Resolved, the Board tables the approval of the October 28th's confidential session minutes until our November 25th meeting.**

- **Moved to table to next meeting by McGinnis, seconded by Grant.**
- **Motion to table passes unanimously.**

#### *Volunteer Honoraria*

**Motion: Approve honoraria for volunteer staff, as attached.**

- **Moved by Grant, seconded by Gilchrist.**
  - Did you discuss giving Joanna C extra honorarium for her week spent sitting in the EIC chair while Aliya was on vacation in October?
  - We're adding \$50 to Megan and Joanna.
  - Added \$400 to Joanna for her week as EIC covering vacation.
- **Motion passes with the amendments. Motion passes unanimously.**

#### *Christmas Bonuses*

Past boards have given FT staff a Christmas honorarium. Is this board also going to do something similar? Please discuss.

- Last year was ~\$450 each.
- We're thinking \$200 each, and splitting the leftover of honoraria equally.
- No decision was made at the meeting.

### New Closed Session Business

- We will need to sign Aliya Kanani's contract ASAP.
- We'll be financially tight after severance goes through.

**Motion: Stay in confidential session.**

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

**Meeting adjourned at 7:10PM.**