

Board of Directors

Tuesday, 2015-02-17 at 6:00PM

Imprint Office

Chair	Gabrielle Grant
Secretary	Elizabeth McFaul
Expected Attendees	Gabrielle Grant, Jesse McGinnis, Aliya Kanani, Laurie Tigert-Dumas, Jeremy Gilchrist
Excused Absences	Michelle Sterba

Open Session

Preliminaries

Approval of the Agenda (Secretary McFaul)

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

- **Moved by Grant, seconded by McFaul.**
 - Grant: Jeremy would like to add an item for discussing our BMO investment.
 - The Board added this item to the agenda.
- **Motion passes unanimously.**

Approval of the Minutes (Secretary McFaul)

Motion: Resolved, the Board [approves the minutes](#) for 2015-01-13.

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

Staff Reports & Updates

Reports

1. [Editor in Chief Report](#)
 - Discussion: New format review
 - Board liked the new format; some discussion on various layout
 - Discussion: New By-Laws question
 - Has been addressed with the new bylaws.
 - Decision: Need a motion on publication dates.
 - Kanani: our recommendation once a month over the summer and eliminate the Reading Week edition.
 - Tigert-Dumas: the Reading Week edition is challenging and doesn't have a good pick up rate.
 - McGinnis: will having less publications in the summer affect advertising?
 - Tigert-Dumas: hoping it will increase ad revenue since it will have a longer shelf life with the same prices; anticipates that those papers will have more

Resolved, the Board approves the [updated By-Laws](#), and, be it further Resolved, the Board elects Gabriela Grant as Chair, Jeremy Gilchrist as Treasurer, and Elizabeth McFaul as Secretary.

- **Moved by Jesse McGinnis, seconded by Elizabeth McFaul.**
 - Gilchrist, McFaul, and Grant accept their positions.
 - McGinnis: should get insurance section reviewed by Broker to make sure there are no further edits.
 - McGinnis: we lessened our protection of Directors; if you were acting in the best interests of the Corporation, you are covered (instead of when you broke a rule)
- **Motion passes unanimously.**

Strategic Plan (Director McGinnis)

Motion: Resolved, the Board approves the [Strategic Plan](#) through to May 2018, and, be it further

Resolved, the Board tasks the EIC with ensuring the creation of a visually pleasing version of the Strategic Plan for publication no later than March 15th, 2015.

- **Moved by McGinnis, seconded by Grant.**
 - McGinnis: is March 15 a reasonable deadline?
 - Kanani: thought you wanted it for AGM; can definitely do March 15th
 - McGinnis and Kanani to discuss potential templates for the Strategic Plan.
 - McGinnis: last section we removed was Imprint in the Community; didn't feel comfortable with creating a new section with limited input so late in the process; in three years, when it is time to renew the strategic plan, we can work on the new pieces
- **Motion passes unanimously.**

Budget (Director McGinnis)

Motion: Resolved, the Board approves the [2015-2016 Operating Budget with the fee increase](#), and, be it further

Resolved, the Board will enact whichever budget is appropriate based on the General Meeting fee change motion.

- **Moved by McGinnis, seconded by Gilchrist.**
 - McGinnis: new sections; includes necessary changes for staffing structure changes, salary increases for finance and new staff
 - McGinnis: we will need to make a new version for without the fee increase; would recommend that we reduce the savings sections to accommodate this
 - McGinnis: next year's board should reevaluate the budget, since there are numerous sections that are accounting-specific and not related to the budget; now that we have Randy, we can simplify the budget; this is a very good project for next year's board (both from a process and an actual budget format)
 - Tigert-Dumas: Randy has such great input and experience, and could help with this process
 - Kanani: would like to add some additional funding to colour printing
 - Gilchrist: would prefer to hold this funding; staring down a huge loss
 - After discussion, the Board chose to add \$5,000 for more colour printing, with flexibility as to when it would be used.
 - Frosh issue is separate on the budget since it is a significant revenue/expenses; special publications could include Misprint, but could be anything else.
- **Motion passes unanimously.**

Membership (Director Jesse)

Motion: Whereas, Andres Fuentes has paid the Imprint Fee, and Whereas, Andres Fuentes is acting as the Assistant News Editor, a volunteer staff position, now, therefore be it Resolved, the Board approves Andres Fuentes as a full-member of Imprint Publications for the remainder of this academic term.

- **Moved by McGinnis, seconded by Grant.**
 - Kanani: recommends Andres is approved as a member
- **Motion passes unanimously.**

Advisory Members (Director Jesse)

Motion: Resolved, the Board tasks the Chair to present a list of candidates to be considered for the appointed positions.

- **Moved by McGinnis, seconded by Grant.**
 - McFaul: can appoint for the remainder of this term if they are available, or starting next term with new board.
 - McGinnis: the correct way to appoint members would be a subcommittee that would review applications and make the selection, but recommendations from staff is a good second option given the timeline.
- **Motion passes unanimously.**

CanWeb (Request: Ads Manager Laurie)

Motion: Resolved, the Board adopts CanWeb for production of 2015-2016.

- Tigert-Dumas: Been with Imprint for many years; Cord highly recommends them; been working with them for the past 6 months in the reformat work; been fantastic to work with; their pricing, minimal difference in costs from current print, and we have a much high paper quality
- **Moved by McGinnis, seconded by Grant.**
- **Motion passes unanimously.**

New Business

BMO Investment

- Jeremy would like to add an item for discussing our BMO investment
 - When GIC returns, put ~75k to a savings account in a different institution
 - We need to separate some of this as to not give a false sense of confidence
 - Would like to get additional counsel on recommended courses of action. Requesting permission to disclose our financials to an outside consultant.

Motion: Resolved, the Board approves the Treasurer may disclose Imprint's financial details to Hann Tacoma.

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

Closed Session

See Confidential Session Minutes.