

# Board of Directors

Tuesday, 2015-03-03 at 6:00PM

Imprint Office

<b>Chair</b>	Gabrielle Grant
<b>Secretary</b>	Elizabeth McFaul
<b>Expected Attendees</b>	Gabrielle Grant, Jesse McGinnis, Michelle Sterba, Aliya Kanani, Laurie Tigert-Dumas
<b>Excused Absences</b>	Jeremy Gilchrist
<b>Expected Guests</b>	Andrew Koo, Verity Martin, Megan Nourse

**Meeting called to order at 6:06PM.**

## 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 for 2015-02-17.**

- **The Board deferred approving these minutes until the next meeting.**
- Tigert-Dumas: Minutes outstanding are those from January 13, February 17, and the short meeting right after the AGM.

### Staff Reports & Updates

#### *Reports*

1. Editor in Chief Report
  - Nothing to report.
2. Advertising Manager Report
  - Do we want Randy to come to a meeting? General consensus is a report once a month on our finances, and we can bring him in for additional questions if we have any.
  - We found someone for distribution! The Cord has hired a full-time employee, but they need time to get settled. They should be full-time and working on our distribution (guaranteed with 1-2 years).
    - We will need to sign some form of distribution agreement. Randy can help us with some of the payment portions of the contract. We will do this in April.
3. Promotions Committee
4. PnP Committee
  - Following the changes of the AGM, all the procedures need to be reviewed. One good

idea that would lessen the load would be to take one procedure each, and bring it in next month. Mostly it's clean-up and axing content.

- Board members have agreed to do this.
- New board members can also take on procedures.
- We will coordinate digitally which procedures people are taking.
- Aliya Kanani and Megan will take on the Ed Board procedure.

## General Orders

### *Executive Editor (Director McGinnis)*

**Motion: Resolved, the Board approves the final job description (to be circulated) for Executive Editor, and, be it further**

**Resolved, the Board tasks Chair Grant, Secretary McFaul, and Director McGinnis with conducting interviews for this role.**

- **Motion is not moved. Discussion instead.**

Kanani provided the following draft job description (based on the notes from last meeting):

[https://docs.google.com/document/d/1fzvnSiuwoNsLp-WmuRu3uC4qsRfraNP\\_Byhx6GBwozk/edit?usp=sharing](https://docs.google.com/document/d/1fzvnSiuwoNsLp-WmuRu3uC4qsRfraNP_Byhx6GBwozk/edit?usp=sharing)

Kanani: looked at our General Manager/Editor In Chief job descriptions, as well as comparable positions at the Cord; trying to ensure nothing is left uncovered

McFaul: We will need to send it to HR to resolve the overlap issues

Board discussed the job title and settled on Executive Editor, keeping the word editor to keep the idea of having an Editor-in-Chief who is responsible for the paper, but changing the name to emphasize the change in responsibilities.

Discussion about whether or not to include qualifications; general consensus is to avoid those that are specific (more of hiring criteria).

Board's intention is to redo APM JD into same format.

### *New Editorial Staff (Director McGinnis)*

**Discussion: What do we want the process to be around hiring these new staff positions?**

**What kind of Board involvement do we want? Job descriptions? etc.**

- Would like the positions to be advertised publicly; suggestions like LEADs, Feds, Jobmine
- Would like position descriptions to match structure of our FT staff
- What happens if we hire two managing editors (and not a creative director)?
  - Problem with one larger JD is that its harder to find responsibility
  - Having a way of assigning responsibilities
  - One option is send out JDs and refine before hiring
  - Have almost formal JDs before interviewing

### *Staff Appreciation (Chair Grant)*

**Motion: Resolved, the Boards approves Staff Lunch as the staff appreciation event for Winter 2015 with a budget of \$2000.**

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

## *Advisory Members*

**Motion: Resolved, the Board extends offers to \_\_\_\_\_, \_\_\_\_\_, with \_\_\_\_\_ as backup, for 2-year terms, and \_\_\_\_\_, with \_\_\_\_\_ as backup, for the 1-year term for the Advisory Director positions.**

- **Moved by McGinnis, seconded by Sterba.**
- McFaul excuses herself, declaring conflict of interest.

Kanani & Tigert-Dumas speak about each of the candidates, and why they're on the short-short-list.

- Recommended Candidates:
  - Editorial and Online Knowledge: Karlo Berkovich – associate editor of online content at The Record. Needs more information before committing.
  - Publishing Knowledge: Pat Merlihan – former president of Imprint Publications (94-95), owner and publisher of the Woolwich Observer. Is ready and waiting for a call from the board.
  - Student Government: Andres Fuentes – experience with multiple student organizations, at the University level, provincial, and federal.
- Alternative Candidates:
  - Multimedia Knowledge: Mike Arsenault – on-air presenter at The Weather Network, and CBC The National, author, former EIC of the K-W Review. Will take the position but will attend most meetings remotely.
  - Student Government: Elizabeth McFaul

**Motion: Resolved, the Board extends offers to Karlo Berkovich, Pat Merlihan, with Mike Arsenault as backup, for 2-year terms, and Elizabeth McFaul, with Andres Fuentes as backup, for the 1-year term for the Advisory Director positions.**

- **McGinnis fills the first 3 blanks.**
- **Sterba fills the 2 last blanks.**
- **Motion passes unanimously.**

## *Letters of Intent for Board Members*

Board sets a deadline for applications: March 13th. Board will decide on applications next meeting.

## New Closed Session Business

14. Motion: Closed session
  - Moved by McGinnis, seconded by Grant.
  - Motion passes.