

Board of Directors

Tuesday, 2015-04-28 at 6:00PM

Imprint Office

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

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 public minutes for 2015-02-17, 2015-02-23, 2015-03-17, 2015-03-31, 2015-04-14.

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

Staff Reports & Updates

Director Reports

1. Former President: chair meetings; facilitate communication among board, full-time staff, volunteers; maintain contracts and official documents
2. Former Secretary: write minutes, ensure procedural compliance; this year's AGM minutes need to be approved.
3. Former Staff Liaison: manage conflict and disagreements within the organization; maintain positive staff relations; ensure staff are having their needs met to be effective; work to ensure a positive work environment.
4. Former Treasurer: Report not submitted.
 - The new budget style was really appreciated.
 - Would like to see a relatively accurate version of the budget over the year.

Staff Reports

Advertising & Production Manager

- Board consensus is that Friday hours should not be an issue.
- Keys/fobs need to be transferred over at the Transition meeting.
 - McGinnis to provide a list of the changed keys and fobs.
- Hellofax as an Alternative Fax Service
 - Reducing fax cost by going through UW; down to \$25/month

- Will stay with that for now
 - Next year, we will consider
- National Ad Revenue
 - McGinnis: Revenue for that section is very low; are there other companies that we can consider?
 - Tigert-Dumas: Rate card ends in the end of July; waiting to see what happens then; working with clients that come to us directly
 - Tigert-Dumas: ONCA has a new Director; hoping that they will provide some benefits once their transition has been completed
- Tigert-Dumas: Will be completed for her review with Grant; can be approved with next year's board.

General Orders

Procedure Updates (Director McGinnis)

Motion: Resolved, the Board rescinded Policies and/or Sections: Policy 12: Imprint Fee, Appendix A, Appendix B, Appendix C, Appendix D, Appendix E, Appendix F.

- **Moved by McGinnis, seconded by McFaul.**
 - Tigert-Dumas: Production process procedure changes every year, but it is a good document to have as a backup and reference guide.
 - McGinnis: Should consider a new procedure; consider the idea of Board Procedures that do not need to be approved.
- **Motion passes unanimously.**

Motion: Recess to the call of the Chair.

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

The Board recessed at 6:53PM. The Board was called back to order at 7:13PM.

Motion: Resolved, the Board approves the amended [Editorial Board Policy](#).

- **Motion tabled until the next meeting.**

Motion: Resolved, the Board approves the amended [Volunteer Staff Policy](#).

- **Motion tabled until the next meeting.**

Motion: Resolved, the Board approves the amended Policy 1: Policies and Procedures.

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

Motion: Resolved, enter confidential session.

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

New Closed Session Business

See Confidential Session Minutes.

Meeting adjourned at 7:46PM.