

Imprint Publications

Board of Directors

Wednesday, 2015-05-13 at 5:30PM

Imprint Office

Chair	Jesse McGinnis
Secretary	Megan Nourse
Attendees	Andrew Koo, Verity Martin, Doug Turner, Mike Arsenault, Pat Merlihan, Laurie Tigert-Dumas
Expected Absences	Aliya Kanani

Open Session

Call to order at 5:42 p.m. , Jesse acting as interim chair.
Operating off small board rules rather than Robert's Rules

Preliminaries

Appointment of Positions (Interim Chair McGinnis)

1. **Motion:**

Resolved, the Board appoints Jesse McGinnis as Chair, Doug Turner as Treasurer, and Megan Nourse as Secretary, and, be it further

Jesse moves, Verity seconds

Resolved, the Board appoints Megan Nourse, Doug Turner, and Jesse McGinnis to the HR Committee, and, be it further

Jesse moves, Verity seconds

Resolved, the Board appoints Verity Martin and Megan Nourse to the Finance Committee.

Jesse moves, Verity seconds

All pass unanimously

Approval of the Agenda (Chair McGinnis)

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

No amendments, passed unanimously
Approval moved by Doug, Verity seconds

Approval of the Minutes (Secretary Nourse)

3. **Motion:**

Resolved, the Board approves the public [minutes for 2015-02-23 Annual General Meeting](#), and, be it further **Jesse moves, Megan seconds**

Resolved, the Board approves the public [minutes for 2015-04-28](#).

Doug abstains, Pat abstains, motion passes 3-0-2

Reports & Updates

Board Reports

4. Officers

Jesse meeting with Chris Read about potential space on campus, working to get bank accounts transferred, Doug needs to be added to accounts as treasurer

5. Other Directors

No other directors have updates

6. Finance Committee

Must arrange meeting schedule, has to meet monthly

7. HR Committee

Must meet once Laurie has finished updating her job description

Staff Reports

8. [Executive Editor](#)

Has left written report in her absence

Discuss Quetzal proposal: Aliya, Ramona (creative director) and Madzia (creative director) met with editors of the project. They want to be a subset of Imprint.

Board supports idea, agrees to give Aliya the go-ahead to pursue Quetzal, Mike raises concern over Quetzal's goal in their proposal to become a print product. Board only approves project in an online format.

Neuovoo: an online job search company that has reached out to Imprint. Would be no cost to us, Aliya suggests we consider it.

Laurie says reminds her of previous Google Adwords use at Imprint.

Jesse: tell aliya to make formal proposal for Neuovoo. We should also look into using Google Adwords again.

Megan will take charge on creating Google Adwords account.

9. [Advertising Manager](#)

Laurie has not received any resumes for UW work-study position or sales assistant with Canada Summer Jobs, Laurie will follow up to see if position is posted properly.

Has chosen two candidates to interview for International Work Study position, will interview candidates with Aliya in coming weeks.

One Canada Summer Jobs application has come in, Laurie is trying to post on government website but the post is "pending" for 15-20 days and the job is intended to start May 25.

10. Finance Manager

a. Current financial situation overview

Randy: we were audited by WSIB today, went well, got a refund of \$640 - honoraria over 500 will need to be charged WSIB, should only amount to \$10 a year.

Working on year end audit prep now, will put a binder together with all documents auditors will look for.

Finished getting petty cash caught up, hadn't been using a proper system before. Laurie is doing a great job - balancing every time.

Tax season: Randy has been very busy and unable to work at Imprint as often, should get back to a regular schedule soon.

At the end of 2015 April, Imprint was down \$100,000, mainly due to payout, but we should be on a good track this year.

Randy wants computer cheques, currently all cheques are handwritten, the amount of time to handwrite a cheque adds up, computer cheques save a lot of time. Randy says they will pay for themselves in a few months.

Imprint has a large stockpile of handwritten cheques, computer cheques range from \$180 for 250 cheques or \$220 for 500 at Staples.

Jesse supports, cost is under price threshold so Randy can go ahead and order without board approval.

Jesse inquires about cash flow, Randy says we're in good shape, not a huge need to worry about cash flow.

Randy: If board needs any sort of financial report, feel free to ask him.

Pat inquires about recent months receivables, asks if Imprint has a policy about payment for ads.

Laurie answers: If advertisers do not pay within 120 days, they have to pay next bill in cash.

Pat brings up digital publishing, Laurie will in conjunction with Gabriella, look into Issuu or newspaper direct.

Randy wants to get rid of credit machine as it is costing up to \$100 per month, Laurie says our contract is up at CIBC in August, will look into alternative methods to be prepared for then Jesse would like to avoid CIBC in future.

General Orders

Procedure Updates (Chair McGinnis)

11. **Motion:** Resolved, the Board rescinds: Policy 12: Imprint Fee, Appendix A, Appendix B, Appendix C, Appendix D, Appendix E, and Appendix F.
12. **Motion:** Resolved, the Board approves the amended [Editorial Board Policy](#).
13. **Motion:** Resolved, the Board approves the amended [Volunteer Staff Policy](#).

Jesse amends 11-13 into one motion.

Jesse moves, Verity seconds, passes unanimously.

Meeting Dates (Chair McGinnis)

14. **Motion:** Resolved, the Board sets June 10, July 8, and August 12 for its regular meetings of the spring term.

Meetings the 2nd wednesday of every month until August

Will revisit times in August

Verity moves, Doug seconds, passes unanimously.

Annual Action Plan (Chair McGinnis)

15. **Motion:** Resolved, the Board approves the [Annual Action Plan](#) for 2015-2016.

Jesse: Before we can move we have to attach director names to all items on action plan.

Budget point: Jesse wants full time staff to prepare budget going forward, asks if staff are comfortable with that task. Laurie says she has rarely been consulted on the budget in the past, but going forward her, Aliya and Randy will work on the budget. Doug is the BOD point person.

[Annual plan with directors assigned](#)

Ad increase: Pat is concerned that 7.5 is too optimistic, Jesse suggests Laurie and Pat will discuss ad increase goals further and bring to next meeting whether or not we need to adjust that number.

Directors reminded to update plan as they work on projects, Jesse says a brief of the plan will be sent to volunteer base.

Megan asks if volunteers have been consulted, Jesse says no. Megan suggests that Managing editor, and 2 Creative directors be consulted. Jesse will email plan to them and Aliya to get feedback and suggestions.

Verity moves to approve plan, Megan seconds, passes unanimously.

Space

16. **Discussion:** 15 minute timebox for:
 - a. Rent increases and space calculations.
 - b. Alternatives: Alternative SLC? On-campus? Off-campus?
 - c. Backup plans.

Pat says if Feds is willing to negotiate, we should stay in SLC 1116. We have more visibility here, students recognize us here, Imprint has history with this space.

Imprint is currently paying \$14 000 per year in rent, Feds wants to increase by \$11 000.

Jesse asks if we're willing to move anywhere else in the SLC, Verity says if we were leaving 1116 we should leave the SLC all together.

Jesse asks if we think any other campus spaces would work.

Long term plan, looking into potential new building, Jesse discussing this with Chris Read.

Megan says we need to remain in SLC until the potential new building is complete.

Jesse asks what buildings on campus we think would work for Imprint as a backup space.
Suggestions: Arts Quad, DC, SCH.

Jesse meeting with Chris Read and university space manager in near future to discuss options and space cost changes.

New Business

17. As required.

Doug motions to go into closed session, Verity seconds, passes unanimously.