

# Board of Directors

Wednesday, 2015-06-10 at 5:30PM

Imprint Office

<b>Chair</b>	Jesse McGinnis
<b>Secretary</b>	Megan Nourse
<b>Attendees</b>	Verity Martin, Laurie Tigert-Dumas, Aliya Kanani,
<b>Expected Absences</b>	Pat Merlihan, Mike Arsenault, Doug Turner Andrew Koo (unexpected absence)

## Open Session

Jesse calls meeting to order at 5:53, we do not have quorum and therefore cannot vote on motions, will send out email vote after meeting.

### Preliminaries

#### *Approval of the Agenda (Chair McGinnis)*

1. **Motion:** Resolved, the Board approves the agenda for this meeting.  
Megan moves, Verity seconds, 3-0-0

No Changes

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

2. **Motion:**  
Resolved, the Board approves the [public minutes for 2015-05-13](#).

Jesse moves approval, Verity seconds, 3-0-0

Laurie: Last month's minutes say we use a CIBC credit card machine, should say Pivotal credit machine. On that subject, Aliya will look into mobile payment solutions (eg Square or paypal).

### Reports & Updates

#### *Board Reports*

3. Officers
  - a. Chair: communication updates, action plan updates, space updates

Communication: Jesse sent action plan to EE to get ed board approval, Aliya sent plan to all-list for feedback, Aliya wants Jesse to consider an in person interaction about the plan with volunteers

Wordpress themes: Aliya and Madzia are picking, website is progressing, we need to be on wordpress by the end of the spring

Switch to gmail is almost complete, Aliya killed all zimbra accounts except ads and section editors, will eventually delete them. Need to figure out exactly what we want to use google drive for

Space: haven't gotten all the answers we need, but we're progressing

#### 4. Directors

Megan: did not get to Google adwords this month, almost completed ed board jobs descriptions with Aliya

#### 5. Finance Committee

Has not met, need to review expenses

Randy could do some of this

Doug, Verity and Megan are on finance committee - email them with any questions or concerns

#### 6. HR Committee

Has not met, will schedule a meeting soon

### *Staff Reports*

#### 7. [Executive Editor](#)

Will have a first draft of readership survey before next meeting

##### a. [Refunds](#) (no action needed)

Jesse: is there a way to store data to see how it changes term to term?

Jesse wants to consider an entirely online refund format, perhaps using cheques. Aliya will do a cost analysis.

##### b. [Readership Survey notes/ideas](#) (please provide feedback on questions)

#### 8. Advertising Manager

No update from report, Laurie is on the road now

#### 9. Finance Manager

no discussion

## General Orders

### *Website (Chair McGinnis)*

10. **Motion:** Resolved, the Board approves a budget of \$500 for the new website from the Board Special Projects line.

Jesse thinking \$500, theme may cost \$70, have to double-check theme

May have to change hosting provider depending on whether or not provider supports wordpress

Money will come from board special projects, rededicate to website

Jesse moves, Verity seconds, consent approval

### *Parking (Chair McGinnis)*

11. **Motion:**

Resolved, the Board approves paying for staff parking; and, be it further

Verity moves, Megan seconds, consent approval

TABLED BELOW

Resolved, the Board reimburses Laurie Tigert-Dumas \$1539.06 for previous parking, as we have been budgeting for parking for the past 3-years, which has clearly been mis-distributed, and, be it further

Resolved, this money will be added to budget line Staffing: Full-Time Parking from

\_\_\_\_\_.

Jesse wants Randy to look into past budgets to find out where the budgeted parking money went.

Current money in staff parking line item is enough to pay for this year, but not reimbursement.

Split motion- save next piece until next board meeting - Find out if Randy has an opinion on how to pay reimbursement

### *Space (Chair McGinnis)*

12. **Motion:** Resolved, the Board designates authority to Secretary Nourse and Chair McGinnis jointly for any and all decisions regarding lease arrangements.

Jesse moves, Megan seconds, consent approval

### *Procedure Updates (Chair McGinnis)*

13. **Discussion:** 5 minute timebox to:

a. Decide how we're going to fix up the remaining policies.

Aliya will consolidate updated procedures on google drive and print new binder material

Will assign remaining policies to directors to be updated  
Need to discuss potential new policies

## New Business

14. As required.

Megan: we should make a plan for promoting imprint at Orientation week events, You@Waterloo day and open houses

Aliya: We should look into international orientation events

Jesse: To do faculty events, we have to go through faculty FOC

Laurie: We should go after faculties getting most refund and get involved with those orientation events

Aliya: will crunch numbers to determine which faculties are getting the most refunds

Aliya: this year let's do SSO and one faculty as a pilot project, don't want to take on too much at

Verity: we should talk to SSO about student life 101 days - they do tours and scavenger hunts - how can we get involved and be a part of that event/tour

Jesse moves to go in camera- invite Laurie and Aliya, Verity seconds, consent approval

## Closed Session

### General Orders

*Entering Closed Session (Chair McGinnis)*

15. **Motion:** Resolved, the board moves into Camera.