

Imprint Publications
Board of Directors

Wednesday, 2015-07-08 at 5:30PM
Imprint Office

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

Open Session

Jesse calls the meeting to order at 17:41

Preliminaries

Approval of the Agenda (Chair McGinnis)

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

Megan moves, Verity Seconds

Jesse wants to strike 12

Approval by consent

Approval of the Minutes (Secretary Nourse)

2. **Motion:** Resolved, the Board approves the public minutes for [2015-06-10](#).

Megan moves, Verity seconds

Consent approval

Reports & Updates

Board Reports

3. Officers

- a. Treasurer:

- b. Secretary:

- c. Chair:

- i. Website (main & board): moving forward, theme picked, need to configure. Aliya and Gabriella will meet to complete process.

Jesse: wants to abolish current board website, start fresh, current website is very out of date and no one at Imprint has admin power (update: gabz has obtained admin). Jesse will meet with Aliya to discuss. We need to decide if we should do it completely separate. Megan says yes, with our growth plan we should keep it separate.

- ii. Email transition complete - Zimbra accounts killed except ads and editor, need to remove zimbra from subtext of website.

- iii. drive transition complete: need to determine a strategy for large file storage to

finish killing the local server - Jesse wants server to be completely cloud based. Current server is very large, if we're forced to move we may not be able to house it.

4. Directors - no updates
5. Finance Committee - has not met
 - a. Budget plans? The new approach needs to be figured out soon since we should be finalizing the budget come november...
6. HR Committee -Met last month, need to meet with UW HR people at end of the August
7. Space Committee - campaign has been launched, over 500 signatures on petition

Staff Reports

8. Executive Editor

-Credit card transaction options, looked up online options, Randy looked into CIBC, both have decided CIBC option is best - CIBC was almost half of what digital options charge - prices depend on how much we use debit or credit, CIBC has a smartphone machine

-Online cheque refunds, unsure if it is a better option? Concerned about the PR - are we making it more difficult for people to get the refund and people could get angry?

Randy doesn't think it's a good idea, cheques take a lot of time to process, would add a lot to his workload.

Megan: why don't we just limit the time people can get cash refund so EE isn't disrupted so much

Aliya: Agreed, suggests we wait until next spring to change system, too rushed for fall

Jesse still wants to find an online solution

9. Advertising Manager - absent
10. Finance Manager- finished audit binder, will hand it in tomorrow, audit looks good. Took up a lot of Randy's time, now he'll be more available for other tasks and will have a regular report next month

General Orders

Parking (Chair McGinnis)

11. **Motion:**

Resolved, the Board reimburses Laurie Tigert-Dumas \$1539.06 for previous parking.

Verity moves, Jesse seconds

4-0-0, passes

Credit Processing

12. **Motion:** Resolved, the Board approves a new credit system with CIBC, and tasks the Executive Editor with implementation.

Megan moves, Verity seconds,

4-0-0 passes

Procedure Updates (Chair McGinnis)

12. **Motion:** ? - no procedures were looked at this month

New Business

13. As required.

Jesse moves to go in camera inviting controller (Randy) and EE
4-0-0 passes