

Imprint Publications  
Board of Directors

Wednesday, 2015-08-12 at 5:30PM  
Imprint Office

<b>Chair</b>	Jesse McGinnis
<b>Secretary</b>	Verity Martin
<b>Attendees</b>	Pat Merlihan, Aliya Kanani, Laurie Tigert-Dumas
<b>Expected Absences</b>	Mike Arsenault, Megan Nourse

## Open Session

Jesse calls the meeting to order at 18:00  
JM: Moves to amend the agenda

### Preliminaries

#### *Appointment of Missing Positions (Chair McGinnis)*

1. **Motion:** Resolved, the Board appoints \_\_\_\_\_ to the Board of Directors.
2. **Motion:** Resolved, the Board appoints Verity Martin as the Treasurer.

Jesse moves, Pat seconds

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

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

Jesse wants to add item 15 (Bylaws, Policy and Procedures)  
Approval by consent

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

4. **Motion:** Resolved, the Board approves the public minutes for [2015-07-08](#).

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

### Reports & Updates

#### *Board Reports*

5. Officers
  - a. Treasurer:
    - i. Finance committee has met and is up to date. Next steps: work on Budget policy
  - b. Secretary:
  - c. Chair:
    - i. Board website recreated and updated
    - ii. End of term update and progress
    - iii. Staff lunch went well

- iv. Will send out email later in term to talk about Strat Plan, and give updates on what the Board has been doing
- 6. Directors – No updated
- 7. Finance Committee – Has met, will set up a meeting to discuss Budget policy ASAP
- 8. HR Committee
  - a. Re-wrote the process for staff evaluations, will start evaluations/check-ins next week.
  - b. Aliya has worked on updating volunteer evaluations.
  - c. Have been updated Ad Managers job description
- 9. Space Committee – Will discuss in confidential session

### *Staff Reports*

- 10. [Executive Editor](#)
  - a. Password Manager: Two options, Meldium and PasswordBox. Aliya will find money in budget and run it by Verity before making the purchase.
  - b. New server options. Would like to have it going by the beginning of fall term. Has researched cloud and network attached storage server (prefers NASS).

- 11. **Motion:** Resolved, the Board approves \$7500 to move from NetDirect server to NASS server

Jesse moves, Pat seconds

3-0-0, passes

- 12. [Advertising Manager](#)
  - a. [2015 Advertising Strategic Plan](#)
    - i. Biancas Pizza, flyers on pizza boxes. Will go forward, would like to offer a discount on advertising to help track how effective the flyers are.
  - b. [Adam Anagnostopoulos Summary](#)
- 13. [Part-time Controller](#)
  - a. Audit is underway, should be done soon
  - b. Sage 50 is set up and fully functional
  - c. Has set up online credit card payments through CIBC/Global Payments
  - d. Receivables are going down

Jesse: When should we start investing again? – Shouldn't invest in anything other than GICs

Laurie: Can we find out what we are and are not allowed to do in terms of savings amounts, investments, etc.

## General Orders

### *Next Terms Meetings (Chair McGinnis)*

- 14. **Motion:** Resolved, the Board approves September 14th at 6 p.m., October 5th at 6 p.m., November 2nd at 6 p.m., and December 7th at 6 p.m., for its regular meetings of the fall term.

Jesse moves, Verity seconds

Approval by consent

### *Advertising Strategy (Chair McGinnis)*

- 15. **Motion:** Resolved, the Board approves the [Advertising strategy](#) for 2015.

Jesse moves, Pat seconds

3-0-0, passes

### *By-Laws, Policy, and Procedure Updates (Treasurer Martin)*

- 16. **Motion:**

Resolved, the Board does a first reading of amended [Policy 1](#), and, be it further

Resolved, the Board defers final approval to an email vote following the 2-week posting period.

Jesse moves, Verity seconds

Approval by consent

17. **Discussion:** 10 minute timebox to determine what's left, and who's working on what:
  - a. Policies: 4 - Verity,
  - b. 6, 7, - Jesse
  - c. 8 - Verity
  - d. 13 - Megan
  - e. 14 - Verity
  - f. 15 - Megan
  - g. 17 - Verity
  - h. New advertising policy - Laurie

### *Annual Plan Check-In (Chair McGinnis)*

18. **Discussion:** 10 minute timebox to check-in on progress made of Annual Plan.

### *Imprint Publications Communication (Chair McGinnis)*

19. **Discussion:** 15 minute timebox:
  - a. Need to decide on communication strategy going forward for Imprint Publications vs Imprint.
    - i. How we want to use social media as a Board.
    - ii. Jesse will set up LinkedIn
    - iii. Will set up Twitter account
  - b. How we want to better promote our meetings.
    - i. Will look into putting meetings on on-campus calendars
    - ii. More visible, consistent meeting space

### New Business

20. As required.

Jesse motions to go into closed session, Verity seconds.

Approval by consent.