

Imprint Publications  
Board of Directors

Monday, 2015-10-05 at 6:00PM  
SLC 2143

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

## Open Session

Chair McGinnis calls meeting to order at 6:06 p.m,

### Preliminaries

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

1. **Motion:** Resolved, the Board approves the agenda for this meeting.  
Verity, Megan seconds, passes unanimously

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

2. **Motion:** Resolved, the Board approves the public minutes for 2015-09-14.  
tabled, passes unanimously - MN will prepare minutes for next meeting

### Reports & Updates

#### *Board Reports*

3. Officers
  - a. **Treasurer:**  
Verity: sat down with Randy, put together budget spreadsheets, plan to have more for November meeting
  - b. **Secretary:**  
no update
  - c. **Chair:**
    - i. Board update distributed
      1. no responses
    - ii. website - need to meet with Aliya and Gabz about wrapping up before she leaves - knowledge transfer needs to happen
4. Directors
  - a. no others present
5. Finance Committee  
see treasurer update
6. HR Committee  
in the middle of staff check ins

7. Space Committee
  - a. Scheduling difficulties
    - i. Jesse and Megan meeting with Carly on Friday, it's taken a while to set this up.
    - ii. Laurie asks if we should speak to our lawyer about the office situation

Randy joins meeting at 6:15

### *Staff Reports*

8. Executive Editor
  - a. nothing to report
9. Advertising Manager
  - a. nothing beyond update
10. Finance Manager
  - a. Met with Verity, things going well with finances

## General Orders

### *Year-End Financials (Treasurer Martin)*

11. **Motion:** *Resolved*, the Board approves the distributed year-end statements.
  - a. no real concerns, should be good to go out soon
  - b. Jesse moves, Megan seconds, unanimous
  - c. Verity needs to get signing authority, Aliya talking about it

### *Fee Refunds (Secretary Nourse)*

12. **Discussion:** 10 minute timebox to discuss exceptional fee refund and determining future policy.
  - a. Verity: we need a policy
  - b. Megan: a poor decision, made hastily
  - c. Aliya: need a policy, says under no circumstances should someone get a refund of this nature

MOTION: Resolved, the Board cannot offer a refund beyond the current term under any circumstance, and, be it further

Resolved, the Board's standard policy shall be to only offer refunds during the standard 3-week refund period, and, be it further

Resolved, the Board tasks the Executive Editor with drafting a policy outlining as such.

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

13. **Discussion:** 10 minute timebox to determine progress:
  - a. Jesse: 6, 7
  - b. Laurie: Advertising
  - c. Megan: 13, 15
  - d. Verity: 4, 8, 14, 17

None of these were addressed this month - defer conversation to next meeting

## New Business

14. As required.
15. Megan:, should board members be able to write for the paper?
  - a. Jesse concerned about legal ramifications
  - b. Aliya will talk to Lawyer
  - c. all Board is tasked with brainstorming solutions to finding new board members

Chair motions to move into closed session at 6:33, Verity seconds