

Imprint Publications  
Board of Directors

Wednesday, 2016-01-05 at 6:00PM  
SLC 2143

<b>Chair</b>	Jesse McGinnis
<b>Secretary</b>	Megan Nourse
<b>Attendees</b>	Erin Taylor, Elizabeth Esnard, Laurie Tigert-Dumas, Randy Moore,
<b>Expected Absences</b>	Pat Merlihan, Mike Arsenault, Aliya Kanani, Verity Martin (absent, did not send regrets)

## Open Session

Jesse calls meeting to order at 6:07 pm

### Preliminaries

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

1. **Motion:** Resolved, the Board approves the agenda for this meeting.  
Jesse motions, Megan seconds, consent approval

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

2. **Motion:** Resolved, the Board approves the the public minutes for [2015-12-14](#) and [2015-09-14](#).  
Megan moves, Erin seconds, consent approval

### Reports & Updates

#### *Board Reports*

3. Officers
  - a. Treasurer: -not present
  - b. Secretary: -nothing to report
  - c. Chair: - nothing to report
4. Directors -
  - a. Liz: talked to Aliya about volunteer recruitment ad
5. Finance Committee - did not meet
6. HR Committee - met at the end of December
  - a. Staff evaluation forms circulated

#### *Staff Reports*

7. Executive Editor - not present
8. Advertising Manager - no updates (just came off holidays)
9. Finance Manager

- a. Aliya and Randy met to talk about budget
- b. Randy wants to meet with Jesse to talk more about budget and formatting
- c. caught up on bookkeeping
- d. still looking into alternative auditors, only has quote from one so far
  - i. Randy will send audit recommendation to board list for an email vote - no later than the 3rd week of January

## General Orders

### *APM Job Description (Secretary Nourse)*

- 10. **Motion:** Resolved, the Board approves the updated [Advertising & Production Manager job description](#).
  - a. Laurie is comfortable with it
  - b. Jesse seconds, 4-0-0 passes

### *Core Hours (Executive Editor Kanani)*

- 11. **Motion:** Resolved, the Board completes a second reading and approves the distributed [Policy 20: Core Office Hours](#).
  - a. Jesse moves, Megan seconds, 4-0-0 passes

### *General Meeting (Chair McGinnis)*

- 12. **Discussion:**
  - Any by-law changes necessary?
  - Any plans we want to specifically highlight?
  - Who's presenting?
  - Who's chairing and co-chairing?
  - We should plan a draft agenda today: we can approve via email in the next few weeks.
    - a. We want very public promotion
    - b. Laurie: we should print an agenda/material booklet to distribute for attendees to follow along with
    - c. Jesse: who wants to plan the meeting? Megan, Jesse, Liz and Erin
      - i. communications, promotion etc
      - ii. board/volunteer outreach - Liz and Erin (will work with Ramona Leito on social media promo)
      - iii. making agenda - Megan and Jesse
      - iv. by-law review
      - v. build the presentation - Megan and Jesse
        - 1. space
        - 2. branding
        - 3. annual plan
        - 4. procedural stuff
      - vi. Booklet (everyone)
    - d. After agenda and presentation are made, we will assign chairs and co-chairs

### *Draft Budget Take 2 (Treasurer Martin)*

- 13. **Discussion:** schedule an all-hands meeting to finalize draft budget for 2016-2017.
  - a. Jesse making and emailing a scheduler
  - b. need to meet on this next week

- c. goal is to get budget finalized and figure out formatting

Jesse motions to recess to the call of the chair at 6:26, Megan seconds, consent approval

Meeting resumes at 6:58

### *By-Laws, Policy, and Procedure Updates (Chair McGinnis)*

14. **Motion:** Resolved, the Board completes a first reading of the distributed [Policy 10 Hiring Full-Time Staff](#) - Erin seconds, 4-0-0
  - a. [Policy 6 Imprint Equipment](#), [Policy 7 Imprint Computers](#), and [Policy 15 Editorial Standards](#).
15. **Discussion:** 5 minute timebox to determine progress:
  - a. **Policy rewrites:** 4 (Budgeting), 6 (Imprint Equipment), 7 (Imprint Computers), 9 (Grievances), 10 (Hiring FT Staff), 13 (Copyright), 14 (Honoraria), 15 (Editorial Standards), 17 (Online Content)
    - i. **Jesse:** 9, 10, 14
      1. Laurie: should we include appendixes on the basic procedures of hiring?
        - a. Jesse says we can include a note about HR committees meeting with the UW HR (with contact info)
        - b. HR committee will make a document to guide future boards about hiring processes
    - ii. **Megan:** 13, 15, 17
    - iii. **Erin:** 7
    - iv. **Elizabeth:** 6
      1. Should imprint pay for repairs when user negligence is a factor? We should have volunteers sign a contract at the start of terms
    - v. **Verity:** 4
  - b. **New policies:** Advertising

### New Business

16. As required.