

PUBLIC

Imprint Publications
Board of Directors
Wednesday, 2016-05-04 at 8:30PM
SLC 2143

Chair	Jesse McGinnis
Secretary	
Attendees	Elizabeth Esnard, Jessica Needham, Meha Chauhan, Pat Merlihan, Tristan Potter, Aliya Kanani, Laurie Tigert-Dumas, Nathan Tierney, Andres Fuentes
Expected Absences	

Open Session

Appointment of Positions (Interim Chair McGinnis)

Motion:

Resolved, the Board appoints Jesse McGinnis as Chair, Meha Chauhan, as Treasurer, and Jessica Needham as Secretary, and, be it further

Resolved, the Board appoints Elizabeth Esnard, Jesse McGinnis, and Tristan Potter to the HR Committee, and, be it further

Resolved, the Board appoints Jessica Needham, Andres Fuentes to the Finance Committee.

Jesse McGinnis moves it, seconded. Tally: unanimous 5-0-0

Additional notes:

- Pat and Mike currently fill the advisory positions, we are looking for a third
- Andres expressed interest in filling the third advisory position, he is a previous Imprint volunteer/paid positions, and is part of The Verb which is a online publication reporting on UN content
- Andres has a combination of external media experience and inside experience having worked in multiple positions at Imprint
- Looking to create stabilization on the board and could be helped with Andres through previous Imprint experience

Motion:

Resolved, the Board appoints Andres Fuentes to the 2016-2018 advisory position.

Jesse McGinnis moves it, seconded. Tally: Unanimous 5-0-0.

Approval of the Agenda (Chair)

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

Jessica Needham moves the motion to approve the agenda, seconded. Tally: Unanimous 5-0-0.

Approval of the Minutes (Secretary)

2. **Motion:**

Not applicable, will resume next meeting.

Reports & Updates

- HR committee is looking to set up evaluations soon
- Currently none of the board reports are in as the board members were elected during this meeting

Board Reports

3. Officers
 - a. Treasurer:
 - b. Secretary:
 - c. Chair:
4. Directors
5. Finance Committee
6. HR Committee

Staff Reports

7. **Executive Editor** –
 - Imprint won first place in 3 categories, all we were nominated for.
 - Meeting with Chris Lolas and Scott Nichol about redesign but Executive Editor deferred questions regarding the window design regarding wall windows, partial windows or no windows.
 - Half windows chosen** for visibility and also the ability to have furniture placed near it. Hard no to full walls, and there might be usability issues with full windows. Paper redesign was deferred because of CanWeb and will be done next paper. Quetzal is having a soft launch on May 15th and hard launch in the Fall term.
8. **Advertising Manager** –
 - Requesting 50% of \$190.89 for car rental and 50% gas for diversion to Advertising Manager trip to go to Grimsy to retrieve and pay for CanWeb

products. Budget has a transportation section that will cover this expense. Up to \$150 towards travel expenses will be allotted.

Moved: Andres Fuentes, seconded. Tally: Unanimous 5-0-0.

9. **Finance Manager** –

- Notice for finance committee: last term \$62k from reserve fund to build up cash flow was diverted towards a new budget line for renovations
- Has set up projects in finance so we can track what we put into renovations and redesign

General Orders

Meeting Dates (Chair)

10. **Motion:** Resolved, the Board sets _____, _____, and _____ at _____ for its regular meetings of the spring term.

- A new “When is Good” will be published for board members to view and attempt to create more availability. If that does not work, rotating dates will be established to cover all members.

Tabled motion.

Annual Action Plan (Chair)

11. **Motion:** Resolved, the Board approves the [Annual Action Plan](#) for 2016-2017.

- Clubs day should be booked for volunteer recruitment
- Director roles in the Annual Action Plan were to be assigned, but Andres proposed submitting what each roles people were interested in. Ultimately, people edited the page directly
- Tabled motion

By-Laws, Policy, and Procedure Updates (Chair)

12. **Motion:** Resolved, the Board approves the updated:

1. [Policy 4, Budgeting](#)
2. [Policy 13, Copyright](#)
3. [Policy 17, Online Content.](#)

Jesse moves approval. Seconded. Tally: Unanimous 5-0-0

13. **Motion:** Resolved, the Board completes a first reading of the new [Policy 21, Advertising.](#)

- Will be revisited and board members will give changes
- Jessica will help Laurie simplify policies.
- Motion tabled.

14. **Discussion:** 5 minute timebox to determine progress:

a. Policy rewrites: 9 (Grievances), 14 (Honoraria), 15 (Editorial Standards)

- Need to be re-written
- Meha will do a rewrite of policy 14, Tristan will rewrite editorial standards, Jesse will rewrite grievances

b. New policies: Bonus, Staff Check-ins/Evaluations/Feedback

- New policies will cover new items that have come up.
- Jessica will write bonus policy, Liz will write Staff Check-ins/Evaluations/Feedback policies

New Business

None.

Moves into camera. Motioned by Jesse, seconded. Tally: Unanimous 5-0-0.

Adjourns at 9:40.