

## Board of Directors

Wednesday, 2016-07-05 at 7:00PM

Imprint Office

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

### Open Session

Began at 7:13.

#### Preliminaries

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

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

Moved by Jesse. Seconded. Unanimous.

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

2. **Motion:** Resolved, the Board approves the [public minutes for 2016-06-01](#).

Tabled until later.

Moved by Jesse. Seconded. Unanimous.

#### Reports & Updates

##### *Board Reports*

3. Officers
  - a. **Treasurer:** Does not have the monthly income statement.
  - b. **Secretary:** A new secretary for the remaining meetings will need to be covered as the current secretary will be continuing her director role from Japan. Either a staff member will be selected to write minutes or a new board member might be selected as secretary.
  - c. **Chair:**
    - i. Office renovation is proceeding. Making plans for TVs and going to be scheduling a final item review date soon (hopefully).
    - ii. Need to set a furniture move and review date with Chair of HR, Director Esnard.
4. Directors - No current updates.
5. Finance Committee
  - a. Chair: can we get reports on rebranding project and office reno
  - b. Last month's income statement was sent out already. Potentially because the money has not been officially spent, it hasn't been put on the income statements.
  - c. Appears we went over the \$50,000 budget.

6. HR Committee
  - a. Need to complete 1-year review of new Executive Editor job description, scheduling this for the next few weeks. Will have a formal report with any recommended changes for the next Board meeting.

#### *Staff Reports*

7. [Executive Editor](#) - The television purchases have only a \$63 difference though the warranties cost more than expected. Television mounts were free. Everything is on track thus far. A media strategy will need to be created for what will appear on the TVs.
8. Advertising Manager - Gabriella connected with the ads manager to confirm the online ads will be removed. A review of ad revenue might need to be completed in the future.
9. Finance Manager - N/A

#### General Orders

##### *Annual Action Plan (Chair McGinnis)*

10. **Discussion:** [Annual Action Plan](#) w/ breakdowns for board goals.
  - Goals were broken down on the annual action plan. Reviewed and accepted.

##### *Digital Media (Director Fuentes)*

11. **Discussion:** Review and discuss the [submitted proposal](#) to support online-first publishing and unified editorial direction.
  - Created to try and solve the issue of story assignment and events not being covered.
  - Increased compensation will be used to incentivize engaging with the story assignments.
  - There could be an issue with passing deadline supervision and surrounding issues to editors.
  - Pay-per-article is most likely be what will be implemented after lengthy discussion.
  - We will keep positions the same, honorarium will be kept the same, we will revisit this in August. The pool to pull from for the paid articles will also have to be established.
  - A town hall will need to be hosted.

##### *New Space (Chair McGinnis)*

12. **Discussion:** (10 min cap) Review requirements for new building space.
  - Tabled for August.

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

13. **Motion:** Resolved, the Board approves [Policy 14, Honoraria](#), [Policy 22, Staff Bonuses](#), and [Policy 23, Staff Feedback and Evaluations](#).

Moved by Jesse. Seconded. Unanimous.

14. **Motion:** Resolved, the Board completes a first reading of [Policy 9, Conflict & Grievance Resolution](#) and [Policy 15, Editorial Standards](#).
15. To be further reviewed: [Policy 21, Advertising](#), and [Policy 24, Privacy](#).
  - A new policy section was created for editorial conflicts and grievances.
  - Ed board should have an appeal process for editorial grievances.

Moved by Jesse. Seconded. Unanimous.

16. **Discussion:** Any new policy work?
  - a. Privacy Policy
  - b. Position payment guidelines (honoraria, ed-board, etc). How do we determine base values? How do values get decremented or incremented from

base, etc.

### New Business

17. N/A

## Closed Session

### General Orders

*Entering Closed Session (Chair McGinnis)*

18. **Motion:** Resolved, the board moves into Camera.

Moved by Jesse. Seconded. Unanimous.

Adjourn at 10:24.