

Board of Directors

Wednesday, 2016-11-09 at 6:30PM

Imprint Office

Chair	Jesse McGinnis
Secretary	Jesse McGinnis
Attendees	Andres Fuentes, Tristan Potter, Fahimul Bari, Laurie Tigert-Dumas, Nathan Tierney
Expected Absences	Mike Arsenaault, Pat Merlihan, Jessica Needham,

Open Session

Preliminaries

Called to order at 6:37 p.m. No quorum.

Approval of the Agenda (Chair McGinnis)

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

Approval of the Minutes (Secretary)

2. **Motion:** Resolved, the Board approves the [public minutes for 2016-10-05](#).

Resignation of Member

3. **Motion:** Resolved, the Board receives the resignation of Meha Chauhan.
4. **Motion:** Resolved, the Board appoints [Fahimul Bari](#) as the Treasurer and CFO for the remainder of the 2016-2017 term.

Reports & Updates

Board Reports

5. Officers - no updates
6. Directors - no updates
7. Finance Committee - no updates
8. HR Committee - email discussion about getting part-time position set up for Aliya, approved by board via email, contract signed.

Staff Reports

9. Executive Editor
10. Advertising Manager
 - a. Office holiday closure proposal: Dec. 21 - Jan. 4
 - b. Laurie also typically takes one week vacation in December but she is willing to work around the start date of the new EE.
 - c. CUP - do it well and don't make it too similar to CUP so as not to seem like we're competing. Board to vote on approving not sending students to CUP in order to use funds in other conference/training endeavours.
11. Finance Manager
 - a. The audit is progressing, much of my time has been put towards there recently

- b. The semester seems to be running pretty smooth for ads
- c. We are starting to collect a lot of older accounts, which is great, so props to Laurie
- d. With the audit and questions with internal controls and ect. I'm keeping an eye out for any improvements we can make

General Orders

Executive Editor Replacement Discussion (Chair McGinnis)

- 12. **Discussion:** (25 min) Discuss how we want to approach this transition, at a high-level.
 - a. Interview next week (Nov. 14-18), hope to have someone in place by end of November that can attend last production (Nov. 28) and staff lunch (Dec. 2).

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

- 13. **Motion:** Resolved, the board approves the updated [Policy 5: The Imprint Office](#).
- 14. **Discussion:** Any new policy work?
 - a. Position payment guidelines (honoraria, ed-board, etc).
 - b. Budgeting policy

New Business

- 15. As Required.

Without a quorum, we could not enter confidential session. Motions left intact for record keeping of email votes.

Meeting adjourned at 7:31.

Closed Session

General Orders

Entering Closed Session (Chair McGinnis)

- 16. **Motion:** Resolved, the board moves into Camera.

Approval of the Minutes (Secretary Needham)

- 17. **Motion:** Resolved, the Board approves the [confidential minutes for 2016-10-05](#).

New Business

- 18. As Required.