

Board of Directors

Wednesday, 2016-12-07 at 6:30PM

Imprint Office

Chair	Jesse McGinnis
Secretary	
Attendees	Andres Fuentes, Tristan Potter (18:35), Fahimul Bari, Laurie Tigert-Dumas, Nathan Tierney
Expected Absences	Pat Merlihan, Jessica Needham,

Open Session

Preliminaries

Meeting called to order at 18:30

Preliminaries (Chair McGinnis)

1. **Motion:** Resolved, the Board appoints Andres Fuentes as the acting secretary for the meeting.
2. **Motion:** Resolved, the Board receives the resignation of Mike Arsenault. Moved by McGinnis and seconded. Unanimous
3. **Motion:** Resolved, the Board nominates Heather Bone as a student Director for the remainder of the 2016-2017 term.
 - a. Suggestion made to table until the next board meeting, after social media advertising and potentially one paper is published with advertising.
 - b. Motion to table motion indefinitely, moved by McGinnis and seconded. Unanimous.

Approval of the Agenda (Chair McGinnis)

4. **Motion:** Resolved, the Board approves the agenda for this meeting. Moved by McGinnis and seconded. Unanimous.

Approval of the Minutes (Secretary)

5. **Motion:** Resolved, the Board approves the [public minutes for 2016-11-08](#). Moved by McGinnis and seconded. Unanimous.

Reports & Updates

Board Reports

6. Officers
 - a. Chair - Some interest in board both for the remainder of this term and potentially next term.
7. Directors
8. Finance Committee - Did not meet this month.
9. HR Committee - Had interviews with three of the candidates. A fourth one may potentially be interviewed.

Staff Reports

10. Executive Editor - N/A
11. Advertising Manager
 - a. Part time employees finishing up
 - b. Work being done on databases to target clients for special issues next term
 - c. 7 press quotes requested with a deadline of Jan 16

- d. Working on getting information from other university papers on their advertising numbers - all being put into a database that could be ready in January
 - e. Possibility of a roundtable in April to discuss what is going on.
 - f. Collection of outstanding bills is ongoing
 - g. Would like some guidance on taking vacation while the new employee is hired. Board discussed that if necessary it is okay to close the office now that the last paper is out.
12. Finance Manager

General Orders

Internal Controls (Nathan Tierney)

13. **Discussion:** (45 min) Discuss and complete the various control forms necessary for our audit.
- a. Presentation and review of 540 form
 - b. Policy on payment in Canadian dollars to be reviewed
 - c. Policy on regular review of policies and procedures by employees
 - d. Policy on collecting overdue bills
 - e. Policy on salaries, raises and vacation time

New Business

14. Resolved, the board goes into recess until the call of the chair. Moved McGinnis, seconded. Unanimous.
Called to order at 8:27
15. Discussion on sending participant to NASH. Andres will find the details and prepare a proposal.

Closed Session

General Orders

Entering Closed Session (Chair McGinnis)

16. **Motion:** Resolved, the board moves into Camera. Moved by McGinnis and seconded.
Leave in camera session at 9:12.

Adjourn at 9:16 pm