

## Board of Directors

Wednesday, 2017-01-11 at 6:00PM

Imprint Office

<b>Chair</b>	Jesse McGinnis
<b>Secretary</b>	Tristan Potter
<b>Attendees</b>	Andres Fuentes, Tristan Potter, Fahimul Bari, Pat Merlihan, Ann Shackelford, Laurie Tigert-Dumas, Nathan Tierney
<b>Expected Absences</b>	Jessica Needham,

### Open Session

#### Preliminaries

The Chair called the meeting to order at 6:07 PM.

#### *Preliminaries (Chair McGinnis)*

1. **Motion:** Resolved, the Board appoints Tristan Potter as the acting secretary for the meeting.

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

2. **Motion:** Resolved, the Board approves the agenda for this meeting.  
Motioned by Chair McGinnis, seconded. Carries unanimously.

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

3. **Motion:** Resolved, the Board approves the public minutes for 2016-12-07.  
Tabled by chair to the next meeting.

### Reports & Updates

#### *Board Reports*

4. Officers
  - a. Transition with new EE
  - b. Refunds email
5. Directors
  - a. Pat Merlihan to look for more community members to join the board
6. Finance Committee
  - a. Preliminary draft of budget was made, staff input needed
  - b. CIBC meeting
7. HR Committee
  - a. Hired new EE

#### *Staff Reports*

8. Executive Editor
  - a. Transition is going well. Has ideas for improvements to Imprint. See [written report](#).
9. Advertising Manager
  - a. See written report.
10. Finance Manager
  - a. Working on budget. To communicate with Laurie about items from her report.

## General Orders

### *AGM (Chair McGinnis)*

11. **Motion:** Resolved, the board designates February 16, 2017 for our AGM.

A discussion on board member availability, notice requirements, and the required time to compose the relevant document (budget, financial statements, bylaw changes) resulted in the 16th filling the blank.

Motioned by Chair McGinnis, seconded. Carries unanimously.

### *Training Day (Chair McGinnis)*

12. **Discussion:** (15 minutes) On what we want out of a training day / in-house conference as guidance for Ann. Discussion on Tim Harrower.

Opening up to community papers (The Cord, other independent papers) for a nominal fee (trying \$60 for professional and \$40 for Laurier and see where that budget gets us). Free for uwaterloo students, but only advertise to other media organizations (MathNews, Iron Warrior, etc.). Not aiming to make money.

### *Refund Communications (Chair McGinnis)*

13. **Discussion:** (15 minutes) Lessons from the email blast, how we communicate our refund, how we should improve.

Email from Feds caused a spike in refunds. Jesse to respond to the Record with point recognizing student concerns and the stresses that students are experiencing and highlighting the contributions that Imprint Publications makes towards student life.

### *CIBC Account (Treasurer Bari)*

14. **Discussion:** (15 minutes) Account type and associated costs. Are there better options?

**Motion:** Resolved, the finance committee reports at the next board meeting with some possible alternatives to our current banking situation. Director Potter, seconded. Carries unanimously.

### *Budget (Treasurer Bari)*

15. **Motion:** Resolved, the board approves the draft budget for 2017-2018.

Tabled. Final budget to be approved remotely. Looking for something to be sent out soon.

## New Business

16. Winter and FT staff

HR Committee to work on a policy. Laptops and working remotely should become a stronger part of the IT strategy (to be developed).

17. As Required.

## Closed Session

### General Orders

#### *Entering Closed Session (Chair McGinnis)*

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

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

19. **Motion:** Resolved, the Board approves the confidential minutes for 2016-12-07.

### New Business

20. **Motion:** Resolved, the Board nominates \_\_\_\_\_ as a student Director for the

Heather Bone was appointed as a student Director for the remainder of the 2016-2017 term.

21. As Required.

As business is exhausted, adjourn at 9:09PM.