

Board of Directors

Wednesday, 2017-07-12 at 5:30PM

Imprint Publications

Chair	Andres Agustin Fuentes Martinez
Secretary	Tristan Potter
Attendees	Rameesha Qazi, Tristan Potter, Andres Agustin Fuentes Martinez, Ramona Leitao, Kimberly Newhouse, Ann Marie Shackleford, Laurie Tigert-Dumas, Nathan Tierney, Paula de Villavicencio
Expected Absences	Joe Giuffre

Open Session

Preliminaries

The Chair called the meeting to order at 5:33PM.

Preliminaries (Chair Fuentes)

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

Moved by Andres Fuentes, seconded.

Carries unanimously.

Approval of the Agenda (Chair Fuentes)

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

Moved by Rameesha Qazi, seconded.

Carries unanimously.

Approval of the Minutes (Secretary)

3. **Motion:** Resolved, the Board approves the public minutes for [2017-06-06](#).

Moved by Ramona Leitao , seconded.

Carries unanimously.

Reports & Updates

Board Reports

4. Officers

- a. [Chair](#)

- i. No questions.

- b. Treasurer

- i. A board member asked about progress on changing our bank account structure to be more profitable. The treasurer will inquire with the accountant about progress on this.

- c. Secretary

5. Directors

6. Finance Committee
7. [HR Committee](#)
8. Strategic Plan Committee
 - a. They have started meeting, and will be meeting in the next week to review their next steps for the year.

Staff Reports

9. [Executive Editor](#)
 - a. Directors had a conversation about the Readership Survey. It was decided that there should be a soft launch and that it should be built and published. A director raised a concern that it was being advertised in the paper but didn't seem to have been launched.
10. Advertising Manager
 - a. The Advertising Manager was on the road.
 - b. Contracts with Athletics and WCMS are coming in soon, and will be sent to Board for approval before the frosh issue.
 - c. A new water cooler needs to be purchased. Laurie will investigate pricing and get approval from the finance committee.
11. Finance Manager
 - a. Submitted a written report via email to the Board. Questions can be directed to financecommittee@uwimprint.ca.

General Orders

Staff Annual Plans (Chair Fuentes)

12. **Motion:** Resolved, the Board approves the APM and [EE](#) annual plans.
Moved by Rameesha Qazi, seconded.

Carries unanimously.

Strategic Planning Committee Budget (Chair Fuentes)

13. **Motion:** Resolved, the Board approves \$1500 for the Strategic Planning Committee.
Moved by Ramona Leitao, seconded.

The Treasurer was consulted, this is a viable sum of money to allocate.

Carries unanimously.

Orientation Editor Budget (Chair Fuentes)

14. **Motion:** Resolved, the board approves \$3000 to pay for the Orientation Editor position.
Moved by Ramona Leitao, seconded.

Carries unanimously. Rameesha Qazi abstained.

Staff Hiring (Chair Fuentes)

15. **Discussion:** (10 min) Staff Hiring Policy ([Policy 10](#)).

16. **Motion:** Resolved, the Board approves the changes to [Policy 10](#).
Moved by Ramona Leitao, seconded.

Carries unanimously.

Staff Board Reports (Chair Fuentes)

17. **Discussion:** What does board need in a staff report to be properly informed of the goings on of Imprint. ([Sample document for discussion](#))

New Business

18. As Required.

Closed Session

General Orders

Entering Closed Session (Chair Fuentes)

19. **Motion:** Resolved, the board moves into Camera.
Moved by Rameesha Qazi, seconded.

Carries unanimously.

With the agenda exhausted, the meeting adjourned at 6:45PM.