

Imprint Publications

Board of Directors

Wednesday, 2017-10-18 at 6:00PM

Imprint Publications

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

Open Session

Preliminaries

Approval of the Agenda (Chair Fuentes)

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

Approval of the Minutes (Secretary)

1. Motion: Resolved, the Board approves the public minutes for 2017-09-20.

Reports & Updates

Board Reports

1. Officers
 - a. Chair

Reports- Retraction request, upon referral with a Lawyer, will not be granted. Review of the upcoming policy for future Retraction Request included in the EE Report.

- b. Treasurer

Most issues (none of note) addressed in the Finance Committee Report.

- c. Secretary

August meeting Minutes to be forwarded to Ads Manager.

2. Directors
3. Finance Committee
4. [HR Committee](#)

Ramona is now Chair of HR meeting, review of upcoming new policy on part-time staff.

5. Strategic Plan Committee

No Updates

Staff Reports

1. [Executive Editor](#)

Review of Above Lawyer Referral for the retraction request.

2. [Advertising and Production Manager](#)

Reviewing Quetzal Budget, advertising and potential control of Quetzal editing board on Advertising revenue. New push for Quetzal and other new publications, specification on ad sizes requested, brought back down to ¼ page.

“Sales force going well”

3. Finance Manager

Remarks in emailed report noted, especially related to ‘budget’ to be prepared next year. Additionally, new initiative to be passed along from board to finance with the goal of calculating the per-paper cost of running Imprint.

General Orders

CEO Job Description (HR Committee)

1. Motion: BIRT that Board approve the [CEO Job Description](#).

Minimal concerns raised, but those notable include the term length or permanence of the position. Among concerns was involved remuneration of the proposed CEO position, potential conflict of interest with their voting seat. Bylaw change proposed to clarify that a voting seat on the board can not be compensated for their position *on the board* but *can* be paid for their other duties.

Legal consultation will occur before bylaws formally changed.

Proposed by Chair Fuentes. Seconded. Passes Unanimously.

New Board Member (Chair Fuentes)

1. Motion: BIRT that Board appoint Verity Martin to Board as an advisory member.

Moved by Paula. Seconded. Passes Unanimously.

New Business

1. Retraction Policy proposed, to undergo editing before being seen again by board, scheduled for next meeting. Reviewed preliminarily by board. Advised by board consensus that instead of enacting a new policy, amendment to Policy 15 is more efficient and better route. Exec. Editor Reviewing.

Closed Session

General Orders

Entering Closed Session (Chair Fuentes)

1. Motion: Resolved, the board moves into Camera.

Approval of the Minutes (Secretary)

1. Motion: Resolved, the Board approves the confidential minutes for 2017-09-20.

HR Updates (HR Chair)

1. Discussion

New Business

1. As Required.

Agenda exhausted, Meeting adjourned 7:30 Pm.