

Imprint Publications
Board of Directors

Wednesday, 2017-11-15 at 6:00PM

Imprint Publications

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

Open Session

Preliminaries

Approval of the Chair

1. Motion: Resolved, the Board approves Tristan Potter as temporary Chair.
Seconded, Passes Unanimously.

Approval of the Agenda (Acting Chair Potter)

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

Approval of the Minutes (Secretary)

1. Motion: Resolved, the Board approves the public minutes for [2017-10-18](#).
No updates requested. Seconded. Passes Unanimously.

Reports & Updates

Board Reports

1. Officers
 - a. Chair
 - b. Treasurer
To be discussed further down, finance committee
 - c. Secretary
Arranging the Board term dinner.
2. Directors
No updates.

3. Finance Committee

No Updates

4. [HR Committee](#)

Continued Hiring Processes, regarding the EE and CEO. Technical test for the former to be conducted soon, candidates will then be reported to board for voting. More in confidence.

5. Strategic Plan Committee

More to come in

Staff Reports

1. Executive Editor

No formal report from interim Editors but some updates. Slight improvement in layout and writing noted, but more issues set to be early tasks to be resolved for the full time EE replacement upon hiring.

Honoraria set, typical duties by EE completed on proper timeline. Workload demands about in-office duties noted, with potential need for several extra hours needing to be allocated noted. Finance committee to examine budget about it, but nothing extreme predicted as being necessary.

2. Advertising and Production Manager

Nothing extreme worth noting, minor question in report about Board Assistant's results in response to request for HR software research. HR committee will be responding shortly upon examination. Inventory of office supplies and software conducted, but further inventory must be compiled and assessed regarding Camera equipment in office. Interim EE will be directing photography department to investigate for insurance and collateral reasons. Deposit system considered, but Director Martin raises concerns about volunteer deterrence. Sign in/out considered as a simple solution.

3. Finance Manager

Email report straightforward, no questions.

General Orders

Publisher Discussion (Acting Chair)

1. Discussion: Update on any issues with publisher and discussion on plans for Winter term.

Poor print quality largely referred to, but some improvement has been made since September. 'Printing Light' is noted, and awaiting responses, serious consideration will be done, with motion to vote on changing press to be conducted as nessecary upon further information being collected.

CEO Hiring Committee (Martin)

1. Discussion: CEO Hiring update and related motions.

Contract proposed has been sent out. Motion to hire preferred candidate tabled to confidential session. Proposed by Verity Martin. Seconded. Passes Unanimously. Tabled.

Budget Discussion(Treasurer Potter)

1. Discussion: Discussion on YTD report.

Allocation of expenses to Misc. category noted, with funds needing to be shifted to recruitment. Misc. Expense spent on Previous EE corporate credit card written off after informal pursuit.

Advertising Budget \$74000 above expected for December. Salaries approximately 40% under budget. Overall summary, finances secure for period. Imprint Fiscal health assured.0

CPI Fee Increase (Treasurer Potter)

1. Discussion: BIRT Board increase the Imprint Fee by CPI to \$4.45.
Imprint fee to be adjusted to account for inflation. Acting Chair Potter motions. Seconded. Passes Unanimously

New Business

1. As Required.
No new business.

Closed Session

General Orders

Entering Closed Session (Chair)

1. Motion: Resolved, the board moves into Camera.
Motion by Tristan. Seconded. Passes unanimously.

Approval of the Minutes (Secretary)

1. Motion: Resolved, the Board approves the confidential minutes for 2017-10-18.
Seconded. Passes unanimously.

New Business

1. As Required.

Motion to move out of closed session. Seconded. Passes unanimously.
Agenda is exhausted. Motion to adjourn meeting.