

Imprint Publications
Board of Directors

Wednesday, 2018-01-10 at 6:30PM
Imprint Publications

Chair	Verity Martin
Secretary	Joe Giuffre
Attendees	Paula de Villavicencio, Tristan Potter, Andres Agustin Fuentes Martinez, Verity Martin, Joe Giuffre
Expected Absences	Rameesha Qazi

Open Session

Preliminaries

Approval of the Agenda (Chair Martin)

1. **Motion:** Resolved, the Board approves the agenda for this meeting.
Chair Martin motions. Director Paula seconds. Passes unanimously

Approval of the Minutes (Secretary)

1. **Motion:** Resolved, the Board approves the public minutes for 2017-11-15.
Chair Martin motions. Director Paula seconds. Passes unanimously
2. **Motion:** Resolved, the Board approves the public minutes for 2017-12-06.
Chair Martin motions. Director Paula seconds. Passes unanimously

Reports & Updates

Board Reports

1. Officers
 - a. Chair
Director Leitons has resigned. Board accepts resignation.
 - b. Treasurer
No updates.
 - c. Secretary
No reports.
2. Directors
3. HR Committee (*Chair Martin*)

Secretary Giuffre nominated for election to HR committee in wake of Director-at-Large Leitos' resignation. Seconded. Passes unanimously.

Long-range Plan Committee (*Committee Chair, Director de Villavicencio*)

Workload on Committee chair de Villavicencio noted; will remain as chair and coordinator, but duties will be reassigned to diminish workload, and enormity of agenda reduced.

CEO Report (Director Fuentes)

'Department lines' and assigning of formal expense recording to be sent out to departments responsible. Budget committee will receive results and board will receive after review. Treasurer Potter notes the impact of minimum
Collage HR software adopted to help keep time off recorded.

General Orders

Board Meeting Scheduling (Chair Martin)

1. **Discussion:** (5 minutes)
2. Doodle to be sent out shortly; meetings will be arranged for the winter term.

AGM Scheduling and Planning (Chair Martin)

1. **Discussion:** (15 minutes)

Budget

Long Range Plan

Bylaw passing

P and P

---all going to be assembled by CEO Fuentes

Booked for February 28th @ 10 am.

Board Recruitment (Chair Martin)

1. **Discussion:** (5 minutes)

Recruitment efforts will continue, develop as election for AGM approaches. Focus on Undergraduates looking to build qualifications.

40th Anniversary (Chair Martin)

1. **Discussion:** (5 minutes)

Ads Manager interest noted. CEO will Investigate options.

Budget Process (Treasurer Potter)

1. **Discussion:** (5 minutes)

Investigating.

Audit Results (Treasurer Potter)

1. **Signatures:** (5 minutes)

Audit seems fine. All board members pleased.

Motion to Approve: Director de Villavicencio. Seconded by Treasurer Potter. Passes unanimously.

Environment Journal (Director Fuentes)

1. **Discussion:** (10 minutes)

Justin Hammond Brought forth a high quality proposal for a journal for the environment faculty. Board members in consensus; approval and largely impressed by Justin's footwork to this point. We will be moving forward with this.

Approval of Updated Job Descriptions (Chair Martin)

1. **Motion:** (5 minutes) Resolved, the Board approves updated job descriptions for the Executive Editor and the Ads and Production Manager.

Moved by Chair Martin. Seconded by Secretary Giuffre. Passes unanimously.

Ads and Production Manager, Job Transition (Chair Martin)

1. **Discussion:** (20 minutes)

Interpersonal skills prioritized as local sales noted as increasing. Sponsorship pursuit also noted as critical with potential future publications. 'Production' element noted as potentially being transferred to EE. Digital ads not significant for per-click basis, new potential focuses noted for explicitly selling normal ads online. 'Marketing' for Imprint prioritized, Ad design also noted. 'Sale of Imprint identity'.

Bylaw VII (Chair Martin)

1. **Discussion:** (5 minutes)

https://docs.google.com/document/d/1RzTAw3dJMhVrCWOkhpBfLB9GmajGFljmKp7ti_uyTMA/edit?usp=sharing

Change to reflect new policy regarding staff attending board meeting when invited, instead of by default. Moved by Chair Martin. Seconded by Secretary Giuffre. Passes unanimously.

Sick Leave, Inclement Weather, and Vacation Day Policy (Director Fuentes)

1. **Discussion:** (10 minutes)

Tabled until next meeting.

Closed Session

General Orders

Entering Closed Session (Chair Martin)

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

Moved by Chair Martin. Seconded by Secretary Giuffre. Passes Unanimously.

Approval of the Minutes (Secretary)

1. **Motion:** Resolved, the Board approves the confidential minutes for 2017-11-15.

Moved by Chair Martin. Seconded by director de Villavincencio. Passes Unanimously

2. **Motion:** Resolved, the Board approves the confidential minutes for 2017-12-06.

Moved by Chair Martin. Seconded by director de Villavincencio. Passes Unanimously

New Business

1. As Required.

Agenda exhausted.

Motion to adjourn meeting, moved by Verity. Seconded by Joe. Passes unanimously.

Meeting adjourned at 7:14 pm.