

Imprint Publications
Board of Directors

Wednesday, 2018-04-04 at 5:30PM

Imprint Publications

Chair	Verity Martin
Secretary	Joe Giuffre
Attendees	Paula de Villavicencio, Andres Fuentes Martinez, Verity Martin, Joe Giuffre, Tristan Potter, Lucas Dunlop, Ben Paul, Nikhar Dhingra, Jacky Brule
Expected Absences	Rameesha Qazi

Open Session

Preliminaries

Approval of the Agenda (Chair Martin)

1. **Motion:** Resolved, the Board approves the agenda for this meeting.
Moved by Verity. Seconded by Paula. Passes unanimously.

Approval of the Minutes (Secretary)

1. **Motion:** Resolved, the Board approves the public minutes for 2018-03-07.
Moved by Verity. Seconded by Paula. Passes unanimously.

Reports & Updates

Board Reports

1. Officers
 - a. Chair
 - b. Treasurer
 - c. Secretary
2. Directors
3. HR Committee (*Chair Martin*)

Staff Evaluations year end will be happening shortly. Further details to come.

[CEO Report](#) (*Director Fuentes*)

Funding for potential new Environment Journal secured from Faculties of Environment and Science. Sales numbers have been relatively similar as trackable to last year but costs have been lower as a result of changes to better publisher. Final sales numbers versus budget in the next few weeks. New staff came to Imprint, Victoria Grey transitioning into role after

departure of Anthony Couto. EE notes excitement related to priorities of Imprint. Part time positions.

General Orders

New Back-Up Server (*Director Fuentes*)

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

Online versus purchased server costs are significantly different, with major setup time imbalances as well.

2. **Motion: Verity moves to approve a transition to online cloud backup server in the short term with more research to be done, but budgeting set for service at \$500 per year. Paula seconds. Passes Unanimously.**

Laptop Money (*Director Fuentes*)

1. **Motion:** Resolved, the Board approves the relocation of the laptop budget from the editorial budget to the central budget

Moved by Verity. Seconded by Tristan. Passes Unanimously.

New Part Time Job Descriptions (*Director Fuentes*)

1. **Discussion:** (10 minutes) Treasurer questioned the detail involved in the descriptions. Hiring will be conducted by those who will hire the part time staff. As a result, they will flesh the descriptions out more thoroughly.
2. **Motion:** Resolved, the Board approves the updated part time job descriptions.

Moved by Verity. Seconded by Paula. Passes Unanimously.

APM Job Description (*Chair Martin*)

1. **Discussion:** (15 minutes) To go into implementation on September 1.
2. **Motion:** Resolved, the Board approves the updated job description for the Ads and Production Manager.

Moved by Joe. Seconded by Verity. Passes Unanimously.

Closed Session

General Orders

Entering Closed Session (*Chair Martin*)

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

Moved by Joe. Seconded by Verity. Passes Unanimously.

Approval of the Minutes (*Secretary*)

1. **Motion:** Resolved, the Board approves the confidential minutes for 2018-03-07.

Moved by Joe. Seconded by Verity. Passes Unanimously.

New Business

1. As Required.

Board Motions to Leave Camera. Verity moves. Tristan Seconds. Passes unanimously.

Meeting adjourned at 6:01 pm.