

Imprint Publications  
**Board of Directors**

Tuesday, 2018-07-24 at 6PM

Imprint Publications

<b>Chair</b>	Verity Martin
<b>Secretary</b>	Joe Giuffre
<b>Attendees</b>	Andres Fuentes Martinez, Verity Martin, Joe Giuffre, Lucas Dunlop, Ben Paul, Nikhar Dhingra, Jacky Brule
<b>Expected Absences</b>	

## 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 Lucas. Passes unanimously.

#### *Approval of the Minutes (Secretary)*

1. **Motion:** Resolved, the Board approves the public minutes for 2018-06-19.  
Moved by Verity. Seconded by Lucas. Passes unanimously.

### Reports & Updates

#### *Board Reports*

1. Officers
  - a. Chair  
No report
  - b. Treasurer  
No Report
  - c. Secretary  
No Report
2. Directors
3. HR Committee (*Chair Dunlop*)

Chair Dunlop has prepared transition plan for Director at Large and provided a template for specific roles to follow. Noted that By-law specifics can be highlighted for insertion and noted as a task for Board assistant to piecemeal together.
4. P&P Review Committee  
Priorities to be forwarded to committee by CEO, policy update identified as straightforward by CEO, will likely be done by next meeting.
5. Branding Committee (*Chair Martin*)

*Thursday September 13th will be consultation meeting. Committee in brief and frequent consultations that are ongoing- will also include branding focuses in upcoming fall readership survey.*

### *CEO Report (Director Fuentes)*

Minimal updates from interim report and update. Training to be an ongoing review process, but working with TheCord for some elements is being pursued. Reaching out to other, more established individuals within field to strengthen staff and volunteer capability noted as a next step. Strong alumni connections highlighted as valuable resource.

Annual keynote speeches, alternating between the two campuses, about importance and merit of journalism- increase imprint public image, approach Universities and alumni.

Budgeting too early to weigh in on, as fall term is determinant, but caution noted.

## General Orders

### *Approval of new Board Procedure (Director Fuentes)*

1. **Motion:** [Resolved, the board approves the new Vacation Policy and Personal Leave Policy](#) (5 minutes)  
Moved by Verity, Seconded by Lucas. Passes Unanimously.

### *Photography Equipment (Director Fuentes)*

1. **Discussion:** (15 minutes) Discussion on the need to repair and overhaul our photography equipment. CEO notes that Photography equipment is becoming outdated, and NIKON is gradually discontinuing service on such old models. Lack of feasible options for repairs exceptionally bleak- executive editor recommends purchase of 4 new cameras, with gradual purchase plan going forward. Rebel T6, purchase x4 as starter would keep costs lower. Alternate recommendation is switch to CANON equipment, in the case of full system switch. Several quotes prepared, 4 cameras, 2 lenses, miscellaneous perks dependent.  
First: \$3319 +extra lens from canon  
Second: \$1919 Rebel T6- Extra lens, remote, tripod,  
Thirds \$2919, extra pieces on the side.  
Second option preferred by board.

Motion: Approve \$2300 for Camera equipment purchases.

Moved by Verity. Seconded by Lucas. Passes unanimously.

### *August Scheduling (Chair Martin)*

1. **Discussion:** (5 minutes) New date for August meeting.  
August meeting changed to 21 August.

## Closed Session

## General Orders

### *Entering Closed Session (Chair Martin)*

1. **Motion:** Resolved, the board moves into Camera.  
Moved by Verity. Ben Seconds. Passes Unanimously.

### *Approval of the Minutes (Secretary)*

1. **Motion:** Resolved, the Board approves the confidential minutes for 2018-06-19.  
Moved by verity. Ben seconds. Passes unanimously.

## New Business

CEO discloses intention to run for city council of Kitchener.

Motion to adjourn.

Moved by Verity. Seconded by Lucas. Passes Unanimously.

Meeting adjourned at 6:38 pm.