

Imprint Publications
Board of Directors

Tuesday, 17-09-2018 at 6PM

Imprint Publications

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

Open Session

Called to order at 6:28 pm.

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 [21-08-2018](#).
Moved by Verity. Seconded by Lucas. Passes Unanimously.
2. **Motion:** Resolved, the Board approved the public minutes for [14-07-2018](#).
Moved by Verity Seconded by Ben. Passes unanimously.

Reports & Updates

Board Reports

1. Officers
 - a. Chair
No Reports
 - b. Treasurer
No Reports
 - c. Secretary
No Reports
2. Directors

None

3. HR Committee (*Chair Dunlop*)
Transition Documents to be completed by staff, upon further review.
4. P&P Review Committee (*Chair Paul*)
Nothing.
5. Branding Committee (*Chair Martin*)
Nothing.

CEO Report (Director Fuentes)

Significant Refund flow, estimated to meet if not succeed budget. Advertising noted as area on Finance report as lagging. Volunteer engagement has been extraordinary upto now, and part-time staff have been entirely hired.

Second, hopefully successful, branding event to be scheduled with newer recruits.

General Orders

Fall Term Scheduling (Chair Martin)

1. **Discussion:** (5 minutes) Schedule board meetings for the term.
October 18th @5:30, November 15th @ 5:30, December 6th @ 5:30.

Board/Staff Accessibility (Chair Martin)

1. **Discussion:** (10 minutes) Discussion of how the new Board/Staff structure is working, how can it be improved?
Previous structure had staff attending the board without CEO position existing. New structure has enabled more direct supervision and input, but concerns fielded from full-time staff members. Board generally in agreement that primary CEO role is staff and board liaison, and Board members agree that that position is more than enough. Possible outreach is suggested involving off-time outreach lunches that board members integrate on.
Term lunch with Part and full time staff suggested. 'Meet the board dinner' suggested for full time staff early in annual term. Broader discussion at play involving expectations about the termly volunteer appreciation dinners and like events.
Overall welcoming environment to be fostered in our culture. Dinners and appreciation events to be investigated and prioritized in the coming weeks for planning.

Board Resource Member Position (Chair Martin)

1. **Discussion:** (5 minutes) What kind of expertise would we like in a new resource member.
Space on board for resource member, advisory member traits also thrust forward for experience, look at EE for any outreach possible with industry contacts.

New Employee Disciplinary Policy (Director Dunlop)

1. **Discussion:** (10 minutes) Review the policy and adjust it based on feedback from the board.
Board with minor clarifications and questions to further board understanding, is comfortable with policy in current state. Will be circulated.

Closed Session

General Orders

Entering Closed Session (Chair Martin)

1. **Motion:** Resolved, the board moves into Camera.
Moved By Verity, Seconded by Lucas. Passes unanimously.

Approval of the Minutes (Secretary)

1. **Motion:** Resolved, the Board approves the confidential minutes for [21-08-2018](#).
Moved by
2. **Motion:** Resolved, the Board approved the confidential minutes for 14-07-2018.
Movedd by Verity. Seconded. Passes Unimously.

New Business

1. As Required.

Meeting adjourned at 7:59 Pm.