

Imprint Publications
Board of Directors

Wednesday, 2019-06-12 at 0PM
Imprint Publications

Chair	Verity Martin and Lucas Dunlop
Secretary	Josh Goldschmidt,
Attendees	Lucas Dunlop, Verity Martin, Andres Fuentes, Josh Goldschmidt, Jayant Arora,
Expected Absences	Michelle Nguyen,

Open Session

Preliminaries

Approval of the Agenda (Chair Dunlop)

1. **Motion:** Resolved, the Board approves the agenda for this meeting (6:30). Dunlop moves, Goldschmidt seconds, Motion carries

Approval of the Minutes (Chair Martin)

2. **Motion:** Resolved, the Board approves the public minutes for 2019-05-22. Martin moves, Dunlop seconds, Motion carries

Reports & Updates

Board Reports

3. Officers
 - a. Chair (*Chair Martin*)
 - i. No updates
 - b. Treasurer (*Director Arora*)
 - i. Arora still needs access to the treasurer email. Fuentes issues a temporary fix.
 - c. Secretary (*Director Goldschmidt*)
 - i. No update
4. Directors
5. HR Committee (*Director Dunlop*)
 - a. Hired a new executive editor

CEO Report (Director Fuentes)

- Executive Editor begins July 5th, Current executive editor enters Maternity leave of August 5th.
- Tentative move-in date for new office is end-of-the-year (December)
 - Revise proposal after numbers can be discussed
 - Near prayer space, student offices, study spaces
- Opt-out structure is finalized, opt-out structure will have a blurb

General Orders

Board Annual Plan (Chair Martin)

1. **Discussion** (30 minutes)

Goal to build an alumni and volunteer database

- Increase community exposure
- CEO should find job descriptions and review them
 - Work toward a training manual
- CEO should discuss vision with the Social Media Director

Make *Imprint* explicitly valuable to the student population

- Recieve prominent signage location
- Office designs

Policies and Procedures/Bylaws Restructuring (Chair Martin)

2. **Discussion** (15 minutes)

3. **Motion:** The board approves up to 65 working hours to be used between August 6 and September 17

Verity moves, Dunlop seconds, Fuentes abstains, motion carries.

4. Discussion (15 minutes)

We need to create a policy and procedure manual for staff, volunteers, and board members.

EE Training Coverage (Chair Martin)

3. **Discussion** (10 minutes)

Increase CEO's hours (part-time) to offer additional training support for the first two weeks of August to provide effective training and offer support for the first two weeks of September or alternative

CEO would begin working August 6

September papers come out

Actionable Items

Actionable item: Editorial Board Assistant should review policies and procedures for the next meeting.

Actionable item: All board members should read the by-laws by next meeting.

Actionable item: Finance comitee should meet to discuss financial analysis of staff members

Actionable item: CEO should present the results of the *Imprint* readership survey

New Business

7. As Required

8. Motion to move out of camera

9. Motion to end closed session at 7:18 p.m.