

MINUTES
BOARD OF DIRECTORS MEETING
MONDAY, OCTOBER 28, 2013
2:00 P.M., MEDIUM OFFICE

1. Call to order

Present: Prithvi Mynampati, Corey Belford, EIC Sawczak, Matt Long, Paul Donoghue, Valeria Ryrak, Faris Natour, Nour Hassan-Agha.
Meeting called to order at 2:07 p.m.

2. Adoption of agenda

EIC moved to adopt agenda as presented. Seconded by Long. All in favour.

3. Declaration of other interests

Belford is an executive of CFRE Radio.
Hassan-Agha is an executive of UTM Liberals.
Natour is an executive of UCS and employed by the economics department.

4. Internal board positions

EIC moved to appoint Ryrak for secretary. Seconded by Long. All in favour.
EIC moved to appoint self for chair. Seconded by Long. All in favour.

5. Former Work-Study salaries: flattening & adjustments

The company has four positions (copy, design, webmaster, distribution) that were once funded provincially by Work-Study. When Work-Study was cut, the company took this expense on itself. Problems: this amounts to \$10,000–11,000/year; all four positions are paid the same, \$120/issue, despite different duties.

EIC presented three possible schedules as attached: A, in which the WS positions are converted to flat salaries and adjusted, mostly up, compensated for by a reduction in EIC's pay; B, in which the WS positions are only converted to flat salaries; and C, in which case WS positions are left as-is and the company lobbies the university's WS program, which it adopted and scaled down after the province abandoned it, for four positions.

Donoghue pointed out that deadlines for applying for WS are long past. General discussion decided that one of the schedules should be adopted for now and plans to apply for WS for next year be set in motion. Belford: will the distribution manager be disappointed that his salary goes down in schedule A? EIC: After the first distribution manager quit partway through the week I panicked to secure a new one and promised Warren Clarke gas money for delivering to Square One and a probable salary increase. The distribution manager's salary will only come into effect next year, the rest are immediate. EIC moved to approve Schedule A. Seconded by Long. All in favour.

6. Hourly training rates

EIC: previous EICs have overcharged for training. Best to limit that through hourly rates for training, signed by both trainer and trainee. Proposed a model. Rates were discussed and lowered, should be reviewed later as these are somewhat arbitrary. Natour suggested a maximum number of hours to train, added to model. EIC moved to pass model. Seconded by Long. All in favour.

7. Miscellaneous expenses: Facebook ads, writing contest

EIC has been spending \$10 a day on Facebook advertising for the page. Eventual return on investment through pay-per-hit ads but fairly low. Board recommended lowering to \$4 a day.

The board agreed that \$450 could be allocated to writing contest prizes (as suggested by a former features editor who declined to invoice the company for training in approximately that amount).

8. Staff question

The board moved in camera at 2:35 p.m.

The board moved out of camera at 2:45 p.m.

9. Campus Plus bankruptcy and assets

After Campus Plus declared bankruptcy at the end of the last academic year, the company received a letter listing their seized assets and citing the \$10,000+ that the company is still owed.

Stefanie did not keep insertion orders from Campus Plus. A few that Luke dug up have provided enough history to account for approximately \$6,000 of that figure (which will probably not be matched dollar for dollar).

10. Archive release

A large stash of board minutes and photos, mostly negatives, has been found while cleaning up the darkroom. Pam King, in charge of the ongoing digitization project at the library, was to evaluate their historical importance and decided that the library would like to digitize them. The board agreed to release them under the same conditions as were signed by the board last year for the paper's historical issues.

11. Retrospective magazine

EIC sought discussion on a small retrospective magazine to be released next semester. The board agreed that a magazine of a smaller size and print run than has been previously released is a worthwhile expense.

12. Setting of Annual General Meeting

The AGM will be held in January. Meeting quorum (and then lowering it) is a top priority, not having been possible for years.

13. Discussion of levy referendum

The board is in favour of launching a referendum this year to increase the levy. Smart strategizing will be necessary to ensure success. The constitution stipulates that referenda shall be run according to the university guidelines and they need to be notified about it. A possible avenue is a small yearly percentage increase instead of a larger one-time lump sum increase.

14. Miscellaneous reports (financials, sidebar ads, signs and slides, distribution figures, etc.)

The distribution-increasing signs and digital slides around campus were well received. Sidebar ads on the website, which generate a small trickle of revenue, are not overly unprofessional. As for financials, EIC was not trained on the preparation of a budget. Donoghue recommended that a budget be prepared as soon as possible. He also stated that, as a staff member frequently involved in discussions with UTMSU, his presence on the board could be construed as a conflict of interest by the public and recommended

that the director of business fill the university delegate spot on the board instead. He will put her in contact with the board. First order of business: hold a budget meeting, maybe inviting the bookkeeper.

15. Approval of past minutes

The constitution stipulates that board minutes be approved within a week and posted publicly. Past minutes from meetings over the last two years have not yet been posted. EIC had edited them and the board approved them (minutes up to January 30, 2013).

16. Next meeting

The next meeting has been set for Monday, November 18, 2013.

17. Adjournment

EIC moved to adjourn at 3:09 p.m. Seconded by Long. All in favour.