

MINUTES
BOARD OF DIRECTORS MEETING
FRIDAY, FEBRUARY 5, 2016
2:00 P.M., MEDIUM OFFICE

1. Call to order

Present: Maria Iqbal as EIC, Leo Jiang, Jeremy Wu, Rebecca Xu [*via Skype*]

Regrets: Natalia Ramnarine, Christine Capewell, Saima Khan, Marium Faisal

Meeting called to order at 2:13 p.m.

2. Adoption of agenda

EIC moves to adopt agenda. Motion carried.

3. Approval of past minutes

EIC moves to approve past minutes. Seconded by Jiang. Motion carried.

4. AGM update

The Medium held its AGM on January 21. Total attendance of 41, but not enough people to reach quorum at one time in the room. The auditor presented the finances over Skype at the AGM. Last year, Skype was not approved and a note was made to future EIC and board of directors in favour of in-person meetings rather than Skype. However, this year it was done over Skype due to time conflicts on the part of the auditor and being informed of it on short notice. There was no issue with the Skype call and no costs associated with it in the Presentation Room, but board discussed whether it should be continued in future, or if a new auditor should be found. The fees of the auditor (whether it includes an in-person presentation at the AGM and/or travel costs) will be taken into consideration.

[interruption ~2:20 p.m. with knock at the door; meeting resumes within few minutes]

EIC suggested that future editors push for in-person meetings, but Skype is an option if needed. EIC discussed new strategies used this year for inviting members to the AGM, including holding it earlier in the year (before midterms), the listserv (email); holding the AGM in the Presentation Room of the Student Centre; advertising via social media, website, and staff; announcing the winners of the writing and photo contest. In terms of logistics, this year there was a registration table at the entrance of the AGM with specific staff appointed to verify student names using a list provided by the university. For next year, planning the AGM should start earlier, beginning by completing the audit earlier in the year.

5. Staff update

Distribution Manager resigned recently. The Distribution Manager position saw high turnover rates last year. The current Sports Editor has been hired for the Distribution Manager position. The previous

Distribution Manager suggested providing a temporary parking pass to future Distribution Managers. The Distribution Managers, if driving (recommended), must find parking at the Mississauga and St. George campuses. If using the shuttle buses, the bundles are heavy. There is a travel stipend currently, which can be separated from the salary and reimbursed to the Distribution Manager based on their necessity, possibly in the form of a parking pass. Board agrees that this should be looked into for the future.

6. Financial update

Officially received second instalment of fees. News Editor is interested in organizing a journalism panel in order to make The Medium more accessible to students and reach out to students. Increase attendance at future AGMs and increase general interest in The Medium by being more accessible to students. Tentative budget for the event is \$400 (generous estimate), for costs of A/V rentals, parking for panelists, and potentially food. Hoping for support (both logistical and funding) through other organizations and professionals on campus. Board discussed the event and the investment. Board approved these ideas.

7. Fixing date of board elections

Board elections take place in March. The board must approve the dates. Have to give 3 weeks' notice before the actual election date. Notices can be printed on February 29. Nomination period can run from Feb. 29-March 13. The following week (March 21-25) can be the election period, around 5-6 days; can publish the candidates' statements and begin the election period on March 21. CRO must be independent of The Medium. Board approved \$100 honorarium for the position and recommends that the hiring process be opened up.

8. Other business

EIC discussed CCR for members of the board of directors. The CCR has not discussed The Medium's application.

9. Next meeting

Suggested for end of February. The exact date of the next meeting will be scheduled at a later date.

10. Adjournment

EIC moves to adjourn the meeting. Wu seconds. Motion carries. Meeting adjourned at 2:45 p.m.