

MINUTES
BOARD OF DIRECTORS MEETING
Friday, November 25, 2016
3:00 P.M., MEDIUM OFFICE

Present: Maria Cruz as EIC, Maleeha Iqbal, Mike Dopsa, Arika Macaalay, Rafay Mirza, Edric Bala, Maria Iqbal (non-voting)

Regrets: Christine Capewell (non-voting)

1. Call to order

Meeting called to order at 3:17 p.m.

2. Adoption of agenda

EIC moves to adopt agenda. Motion carried.

3. Approval of past minutes

EIC moves to approve past minutes. Motion carried.

4. Presentation of budget

EIC presents a draft budget to directors, drafted a month ago when the board was discussing publishing a magazine. Due to time constraints, plans for a magazine have been pushed to the next publishing year. \$15,000 was drafted for printing/hiring costs of

magazine. Having not printed a magazine, this sum of money remains in the bank account.

Nearly every sum on the budget for the 2016/17 year matches that of the 2015/16 year. Changes were made to the office in order to convert the previously unused darkroom into a kitchen area. EIC hopes to fix kitchen sink in coming months.

Maria Iqbal inquired about Campus Network's whereabouts. EIC explains that Campus Network provided ads through the school, takes a percentage of funds and the rest are distributed to the newspaper. An email was sent earlier in the year from Campus Network explaining that they are no longer running. An ad revenue decrease is expected this year because of the loss of Campus Network. Advertising Manager, Mayank Sharma is working toward getting the ad revenue back.

5. Financial business

CPA Maxwell Kates from Fruitman Kates LLP drafted financial statements to be presented at The Medium's AGM. A delay occurred in obtaining the paperwork as two documents from last year were missing and needed to be relocated by last year's bookkeeper. The Medium also went through a change in staff regarding their bookkeeper.

Auditing paperwork needs to be handed in before the school closes in December. Paperwork will come in from Mr. Kates' office, and once done, another board meeting will take place to approve the documents. EIC will ask Mr. Kates for an approximate date of when everything will be ready so another meeting can be held. Iqbal suggested letting the auditor know there's a deadline in order to help move obtain documents before university holiday closure. EIC hopes to hold another meeting before December 20 in order to approve documents.

6. Other business

The AGM has not reached quorum in some years. 40 members are needed to reach quorum. Last year, Iqbal suggested announcing the winners of the writing and photo contests at the AGM to attract more people.

There were plans to update the constitution a couple of years ago, but changes were not able to be made due to lack of attendance. The main changes to be made will consist of allowing non-voting staff members to vote during the editorial election should they meet all the requirements laid out in the by-laws. The AGM will be discussed more in depth when all the financial paperwork is finalized. Dopsa inquires about changes to the constitution and EIC responds with wanting to go over previous years' plans for amendment. Once all this material has been gathered, it will be discussed in a future meeting. Dopsa recommends advertising to boost member count for the AGM. Mirza asked what the process of holding the AGM is like, and what the budgeting involves. EIC replies that it doesn't cost much to rent a room, as usually just one conference room in the Student Centre is used. A/V costs are needed to set up Skype for the auditor to video call in and present the budget. Costs are also set aside for refreshments. The AGM is similar to the board meetings, where there's an agenda and everything is discussed in detail.

Also, members have expressed wanting to change voting members, because certain members of the team should have a vote but don't when it comes to editorial elections and so on.

Maleeha Iqbal asked if The Medium does proxy votes for AGMs. Maria Iqbal replied that they have not been done in the past and doesn't think the constitution says anything about it. Dopsa said to suggest digital presence as an amendment for the constitution to encourage the AGM reaching quorum.

7. Next meeting

Any potential changes made to the constitution will be discussed in the next meeting in December (or January if members are not able to attend in December). Paperwork for the audit will also be discussed then.

8. Adjournment

EIC moved to adjourn the meeting, Mirza seconded. All in favour.
Meeting adjourned at 3:32 p.m.