

THE MEDIUM

MINUTES
BOARD OF DIRECTORS MEETING
FRIDAY, OCTOBER 27, 2017
5:00 P.M., MEDIUM OFFICE

1. Call to order

Present: Mahmoud Sarouji as EIC, Ayesha Hassan, Nour Abu-Ali, Srishti Prashar, Oscar Adamczyk, Colin McFarlane (non-voting member), Farah Qaiser (non-voting member)

Regrets: Melanie Asselin

Meeting called to order at 5:10 p.m.

2. Adoption of agenda

EIC moves to adopt the agenda. Motion carries.

3. Introduction & declaration of interests

Members introduce themselves and disclose any clubs or associations that they are affiliated with this year. No conflict of interests were found.

Board members were made aware they are not allowed to make editorial contributions to *The Medium* going forward.

4. New member orientation and appointment of Chair and Secretary

EIC moves to appoint *The Medium's* Copy Editor, Ayesha Tak as the board's secretary to take minutes during future meetings. Motion Carries

Abu-Ali nominates themselves as Chair. EIC moves to appoint Abu-Ali for chair of the Board. Motion carries.

5. Discuss financial breakdown of *The Medium*

EIC informed the Board Members of their duties and outlined how the Board process works. EIC explained journalistic integrity. Board informed they are not going to be voting on editorial content of *The Medium*, except in cases of extremely sensitive content. If Board finds something slanderous, EIC said they can bring it up in the meeting. EIC informed there might be times they need to have emergency meetings.

In Camera – continued discussion on board involvement with articles.

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200, 2nd Floor,
Student Centre. Mississauga, Ontario. L5L 1C6

editor@themedium.ca • www.themedium.ca

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Out of *In Camera*: EIC explained that *The Medium* is non-profit and they obtain funding from student tuition fees through a levy. EIC also explained they can only get student levy if they get audited. The Board was told that they have to approve financials and bring them to the AGM in springtime. Furthermore, EIC explains *The Medium* also obtains money through ads.

EIC brought up the issue of ad payments. Five ads from last year didn't have an invoice. The previous ad manager sent the records to previous EIC, but did not forward them to the bookkeeper. EIC informs board that ad payments are being sought out for on a weekly basis.

EIC also needs to pay CRO of Board. This payment amount was previously \$150, but this year it is requested to be \$200 due to more work, such as needing to extend the nomination and voting periods, setting up the online elections, organizing and arranging nomination packages for the Board. MacFarlane asked about the role of CRO and EIC responded. Qaiser raised a question about EIC's agreement with the CRO and EIC replied that CRO didn't have a formal contract with *The Medium*, but rather they agreed to do it casually and reimbursement was decided accordingly. Board votes to pay CRO \$200. Motion carries.

EIC gave the Board a document outlining *The Medium*'s relations with Luke Sawczyk, the previous EIC for 2013-2014 and 2014-2015, and then, webmaster for 2015-2016 and 2016-2017. EIC explained that Sawczyk completely transformed *The Medium*'s website during his time with *The Medium* with extensive coding and design.

There was more work that Swaczyk did do during the summer. There was no formal agreement made between EIC and Sawczyk regarding a payment for the redesign, it was casually decided that when the summer ended the EIC would pay Swaczyk.

After the beginning of the school year, Sawczyk asked current EIC \$5400 for his work. EIC negotiated and brought it down to \$4359.03. EIC acknowledged Sawczyk did do a lot of work, so EIC met with Swaczyk to negotiate the payment. The negotiation led to paying Sawczyk his previous salary as a webmaster when he worked with *The Medium*, which was \$3300, plus \$200 as an additional reimbursement, pending Board approval.

To confirm this, EIC talked to the bookkeeper and was informed that \$3300 would be taxed to \$2369, then a \$200 reimbursement will be applied, which would not amount to

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\$3500. To pay Sawczyk a net of \$3500, the bookkeeper decided a gross payment of \$3739.39 to be made. MacFarlane raised the question of Sawczyk's status, asking if he is an employee or a contractor? MacFarlane asked for more context as to what point did Sawczyk's appointment as an employee of *The Medium* finished and when he became a contractor. EIC replied that Sawczyk's contract terminated in April 2017, and after his termination he worked on the website over the summer. MacFarlane said Sawczyk, as a

contractor, would have to bill *The Medium* of his services as an invoice so *The Medium* knows how much to pay him. EIC asked Board if the vote to pay Sawczyk a net of \$3500 should be made now or if it should be delayed until EIC talks to the bookkeeper. Vote delayed until meeting next November until EIC gets word from bookkeeper as to how Sawczyk gets paid.

Discussion of a potential magazine to be published for the 2017-2018 year. EIC provided the Board with a quote of \$8,000 for publication based on 2014's magazine costs, but EIC is still waiting for the publication company to provide a more accurate quote for the current year. This will be discussed and voted on further in the next meeting.

The auditor is going to send the financials and the Board will have to approve it the next meeting. Then it will go to the AGM, where everyone would have to approve it.

6. Schedule next meeting and discuss tentative schedule
Regular monthly meetings are agreed upon by the EIC and the Board. Next meeting scheduled for mid-November. Exact date to be set later. For tentative schedule, they will discuss later.
7. Other business
MacFarlane asked the status of the "Business Manager" and what they do. EIC explained that the title of "Business Manager" has changed to "Managing Editor," which is a hired position. Further, MacFarlane asked who prepares the financial statements. EIC responded it is Fruitman Kates LLP that prepare *The Medium's* financial statements. Qaiser asked when the training seminar of journalistic integrity will be conducted. EIC responded he will conduct a more extensive training if needed, but otherwise, EIC said he talked comprehensively about journalistic integrity in the beginning of the meeting.
8. Adjournment
EIC moves to adjourn the meeting. Motion passes. Meeting adjourned at 6:09 p.m.