

MINUTES
BOARD OF DIRECTORS MEETING
February 2, 2022
5:00 p.m., VIA ZOOM

1. Call to order

Present: Elizabeth Provost as Editor-in-Chief (EIC),
Five members: Edmond Shaua, Tugsem Sakarya, Renato Zimmermann, Rena Friesen; Non-voting member, Fiona Yue; UofT delegate, Colin McFarlane—Director, Library Operations
Regrets: Ann Minette Ycay (No longer Board member)

Meeting called to order at 5:09 p.m.

2. Adoption of agenda

EIC moves to adopt the agenda. Motion carries.

3. Update of Board member resignation.

EIC updates the Board that previous Board member Ann Minette Ycay is no longer able to fulfill the role due to personal reasons.

EIC asks if there are any questions or concerns. None are brought up.

4. Review audited statements

EIC shows Board final Financial Statements from the audit and shares that Medium II Publications has passed the audit. EIC shares that all documentation has been shared with Josh Hass, Coordinator, Student Policy Initiatives, and that the remaining funds should be received within the next month.

EIC reviews audit process, the documents sent to auditors, and summary of findings for the 2020-2021 publishing year. EIC highlights that The Medium has met the accounting standards for Canadian not-for-profit organizations.

No major concerns are brought up.

5. Vote to approve audit

EIC asks the Board whether or not they approve the audited financial statements. Shaua, Sakarya, Zimmermann, and Friesen vote to approve (McFarlane and Yue are non-voting members).

6. Printing and Magazine Update

EIC speaks on the printing schedule as affected by Covid-19. EIC shares that no printing occurred in January 2022 due to campus closure, but some issues will be printed in the coming months—to be decided depending on what campus looks like.

No concerns are raised by the Board.

7. Discussion on Constitution amendments

EIC starts off by explaining that changes to the Constitution are needed to update and mirror the current operational processes as affected by Covid-19 and changes as made in recent years for efficiency.

EIC and Board discuss changes one by one. The changes discussed are:

- 4.b. Staff Writer title eligibility would be for contributing work in at least six issues published any time throughout the fall and spring terms. As opposed to previously the eligibility was for those contributing to six issues per term. Due to this title being for volunteer contributors, EIC explains that this criterion is more attainable. Zimmermann echoes by asking what the perks are—EIC outlines that Staff Writers get a bio on the website with a headshot but that the position is unpaid— Zimmermann et al. agrees with change.
- 4.b. Voting staff changed to include Managing Editor and Design Editor alongside EIC, Copy Editor(s), and elected members of the Editorial Board. EIC explains the two roles work closely with all writers and possible candidates for elections.
- 5.a. Annual meeting added to be also possibly held online and not just or/in the vicinity of campus—as per Covid-19.
 - o Also, AGM quorum set to be twenty members instead of forty. McFarlane agrees, recalling that amassing participants for the AGM has always been difficult.
- 6.A. Elections for directors changed to be in late summer to early fall—as it was done this year—due to team turnover which occurs during the early summer months.
 - o Additionally, EIC mentions change of duration of director in office to October 1 to April 30 which aligns better with the publishing year and when

meetings are usually held. All agree.

- Lastly, to section 6.A., under the role of secretary, the words “if needed” are added as that role is not always needed and has not been fulfilled in the past few years and the EIC usually takes minutes themselves.
- All agree.
- 6.B.ii. Role name update to “Managing Editor” instead of Business Manager—a role that no longer exists.
- 7. All roles are updated to fit the current organizational structure at *The Medium*. McFarlane questions the role title of Managing Editor; EIC explains how the work is divided and what the role entails.
- 8. If the EIC is running for re-election, a non-voting member of the Editorial team must be appointed as CRO.
 - For the part regarding Board Elections, the requirement to submit a nomination form that is signed by at least 20 members of the Corporation was omitted. All agreed.
- 10. The first update to the Terms of Payment regarded the payroll schedule. Instead of the Editorial Board being paid every two weeks/issues, the Editorial Board shall be paid once a month. The Board agreed that this would make sense since there is a fee for sending money each time.
 - The second update of the Terms of Payment had to do with who is consulted for changes in pay. EIC explained that payroll must be determined in early summer before hiring occurs in July. For this reason, EIC outlined that consulting the Board for such a matter, as currently stated in the Constitution, is difficult since the Board is not active in the summer. EIC outlined that this past year salaries were set by the EIC and Managing Editor in concurrence with Bookkeeping services as to take into account the creation of the yearly budget simultaneously. But, EIC opened the floor to discussion about this topic.

- McFarlane outlined that in previous years, there has been some consultation from the EIC to the Board regarding payrolls.
- Zimmermann asked if salaries could be decided by the previous year's Board, but EIC outlined that Budgeting with the Bookkeeper takes place in the summer as many year-end financial processes come up in April and May.
- Friesen asked if a Board meeting could be set for the summer, but EIC outlined that it is difficult to coordinate meetings in the summer due most students not being enrolled in classes at that time.
- EIC said she will discuss with Managing Editor and Bookkeeper and will email for vote on point 10.

8. Vote on Constitution amendments

Except for the "Terms of Payment" section of the Constitution, Shaua, Sakarya, Zimmermann, and Friesen vote to approve the changes (McFarlane and Yue are non-voting members). EIC agrees to email about solution to that section and take a vote by email.

9. AGM date selection

EIC shares that 40 individuals must attend the Annual General Meeting to vote on the Constitution changes. EIC shares that she hopes to entice participation with gift cards. McFarlane advises against; he mentions that for tax purposes, U of T merchandise or other tangible goods are better.

Date for AGM set for Tuesday, March 29, at 6 p.m.

Meeting is adjourned at 6:01 p.m.

THE MEDIUM • 3359 Mississauga Road N
Student Centre, Room 200
Mississauga, Ontario L5L 1C6

editor@themedium.ca • themedium.ca