



WLU Student Publications Board of Directors Meeting Minutes
April 21, 2016 – WLUSP Board Room – 5:00pm

Attendance: Bryan Stephens (President and Publisher), Lakyn Barton (Executive Director), Emily Crump (HR Manager), John Pehar (Board Member), Fred Kuntz (Board Member), Angela Foster (Board Member), Gary Doyle (Board Member)

Gallery: Randy Moore (Finance Manager), Meghan Roach (Radio Laurier Station Manager)

1. Call Meeting to Order

Called to Order at 5:09pm

2. Approval of Agenda (April 21st, 2016)

Motion: Fred

Second: Gary

Approved.

3. Approval of Minutes (April 7th, 2016)

Corrections: Strike the blank items from the agenda.

Motion: John

Second: Angela

Approved.

4. Chair's Report

a. Update on File Server

- i.** Ian's building is renegotiating his lease and has been unable to contact Bryan for the past few weeks
- ii.** Because of this they cannot offer the ad deal originally discussed but he is working with us to offer the best deal possible

b. VAs

- i.** Both were held earlier this month
- ii.** Plaques were picked up this week

c. Transition

- i.** Currently working on transferring authority over to Meghan
- ii.** Working on transition report
- iii.** Working with Meghan and Lakyn on Budget meeting for next week

d. Final Publications

- i. Cord and Sputnik released end of March
- ii. Blueprint Magazine released a few weeks ago and held a release party
- iii. The Community Edition released their last issue for this publishing year this month

5. Executive Director's Report

a. Websites

- i. Sam is interested in coming back but cannot commit to a date at this time
- ii. Websites went down last week and with Sam's help, Lakyn has fixed the issue

iii. Steel Rails

- 1. Possibly getting alcohol donated this year
- 2. Date is June 24th
- 3. Artists are confirmed and theme is decided
- 4. We started selling tickets on Friday

iv. Contracts

- 1. Corrections: Keystone is salary and therefore not volunteer

v. Summer Camp

- 1. Currently working with a possible consultant for Strategic Planning

vi. WLUer

- 1. Checking different suppliers and working with Care to decide

Questions/Corrections:

Fred: Switching words like 'witnesseth' and 'here-to' to plain English

Fred: Two-weeks vacation: perhaps accruing on a pro-rated basis

6. Annual Report

- a. Unfortunately, this year, strategic planning fell through.
- b. Bryan put together an Annual Report based on discussions with department heads and the strategic planning that was done.

7. Period 3 Variance Report

a. Key Points

- i. Over estimated SAC fees because of the drop in students
- ii. Sales are up
- iii. National Advertising for Free Media
 - 1. Try to get away from exclusivity because they are not fulfilling what they said they would fulfill

- 2.** They lost a lot of large clients
- iv.** Yearbook sales are still coming in
- v.** Salaries and honoraria are currently being paid out for the end of the month
- vi.** Volunteer Appreciation costs are currently coming in
- vii.** Brantford rent will be coming out late
- viii.** Estimated forecast: a small loss as budgeted
- ix.** As a whole, we are a healthy organization

8. In Camera section will be stricken from the agenda.

9. Final Remarks

- a.** Thank-you for your contributions this year.

10. Meeting Adjourned at 6:17pm