



WLU Student Publications Board of Directors Meeting Minutes
March 26, 2018, WLUSP Board Room

Attendance: Andreas Patsiaouros (President and Publisher), Lisa Irimescu (Vice President), Noa Salamon (Board Member), Rosalind Horne (Board Member), Alan Li (Board Member), John Pehar (Treasurer), Lakyn Barton (Executive Director), HG Watson (Community Member)

1. Call Meeting to Order

Call to Order at 7:10PM

2. Approval of Agenda (March 26, 2018)

Motion: Noa

Second: Lisa

All in favor, Passes

3. Approval of Minutes (March 8, 2018)

Motion: Alan

Second: Lisa

All in favor, Passes

4. Chair Report

New Hiring

Terrence continues hiring of department heads and staff hiring for publications that have now opened up that process. New department heads are currently working on their Interim budgets as well. Current department heads are preparing transition reports.

Volunteer Appreciation Night

VA's will take place on April 17th (5:00PM – 9:00PM) at Chainsaw. Paige, myself and other members of admin continue to plan the event and work out the kinks as the date approaches. Departments are in the process of choosing awards and preparing for the Karaoke Showdown.

Keystone & Carnegie

Both yearbooks work to fill pages as their *April 2nd* submission deadline to Lifetouch approaches. Carnegie is currently finished.

Rosalind: I will be contributing as an artist to Steel Rails. Is this a conflict of interest?

Lakyn: There is no information about Steel Rails for us to discuss so no it is not.

5. Executive Director's Report

Office Flooding

The renovations have been completed and it looks like we are staying in the office. Working on looking at the flood as an opportunity to redesign the downstairs office to better suit our needs. Incoming Department Heads are working with me to figure out what furniture is needed - then we'll be looking at the most cost-effective options.

Budget

New incoming department heads are creating their budgets right now. This will be compiled and reviewed by myself, Terrence and Randy and then presented to the new incoming Board on April 13, 2018 at 5pm. Budget will be due on March 29, 2018.

Staff & Board Orientation

Held staff orientation on March 15 and incoming BOD orientation on March 16. These orientations went over policy, procedures, budgeting, WLUSP history, and many other aspects they needed to know. I developed Orientation Guides for both Department Heads and BOD and hope to continue to update them in future years.

Policy

As you have already seen in the previous email, we completed our policy edits. I, alongside Andreas, Paige and Lisa have reviewed and edited all of our existing policies and created a new Health and Safety policy. I'm very proud of our work and I am interested in hearing your thoughts and comments

Steel Rails

Steel Rails 2018 planning has begun. While many things are still being decided, we are looking at June 22, 2018 for the day. Due to location options, our capacity might have to decrease from the 700 we had last year to about 400. We are also examining raising the ticket prices from \$50 to \$60 to reflect in the increase in expenses over the past few years.

John: Was there a discussion of roles during the BOD orientation?

Lakyn: Yes we did, and there was interest in treasurer so I will connect you with those looking into the role.

John: I will be organizing with Randy a time to come down to Waterloo, and I am open to speaking with prospective treasurers.

6. Strategic Plan

Andreas: We distributed the strategic plan & policy last week. Does anyone have any questions they wanted to bring up from last meeting for Lakyn?

Alan: Why wasn't the plan ratified in 2017?

Lakyn: The president at the time didn't feel it was ready to present to their board, so I worked with Andreas this year to have it reflect where we're at now.

Alan: Were we working off a former strategic plan?

Lakyn: We had a brief report in 2014, and a previous strategic plan in 2012.

Alan: How did the 2012 strategic plan go?

Lakyn: I will forward it to you. The plans are very similar in terms of goals, but the 2012 report has a more in-depth process.

Rosalind: Do you think that due to the turnover in goals, would there be a perceived favouritism in focusing on different departments?

Lakyn: By focusing on three at a time, we rotate inspection of publications and can really focus on them. I will be making this schedule very clear with department heads.

Approval of Strategic Plan

Motion: Lisa

Second: HG

All in favour, Passes

7. Policy Review & Revisions

Elections Policy

Rosalind: For 3.4, the two points seem relatively the same.

Lakyn: This is to divide the information and mode of communication.

Alan: What are scrutineers?

Lakyn: The people we have in elections room to make sure that all practices are fair.

Approval of Amended 2018 Elections Policy

Motion: Noa

Second: Alan

All in favour, Passes

Finance Policy

Lakyn: I added in 4.0 Reimbursements to cover how we reimburse business expenses, as this was not previously outlined.

Rosalind: For 3.2.1 and 3.3, there is a grey zone between 25% and 40%

Lakyn: I will change this so that the board has to authorize any amendment above 25% of a budget line

Approval of Amended 2018 Finance Policy

Motion: Alan

Second: Lisa

All in favour, Passes

Governance Policy

Lakyn: I created a section on email decisions, which may be made by the board of directors when needed and an in-person meeting cannot be held.

Noa: How would we document this decision?

Lakyn: I'll add in that it would be ratified at the following board meeting and documented in the minutes.

Rosalind: Will we be doing evaluation procedures as outlined in 6.3.4? At my organization, we fill out an anonymous survey online.

Lakyn: I will work with the president to develop a tool that allows us to develop this policy.

Approval of Amended 2018 Governance Policy

Motion: Noa

Second: Lisa

All in favour, Passes

Social Media Policy

Lakyn: I added a section in on advertising as social media advertising has changed since the original policy.

Rosalind: I would clarify what this actual advertising relationship is.

Lakyn: We will develop in the next few months how we will advertise sponsored content. I will take out 9.1 and leave 9.2, so that we can build another policy to break down sponsored content.

Andreas: Should we have a policy about social media accessibility?

Lakyn: This would be a goal, but not a policy.

HG: I would get rid of RT, MT, and PRT in section 6.0 as they are outdated. Perhaps we should add that retweets are not endorsements as a disclaimer on the accounts. I would delete section 6 and add 6.2 into section 7.0.

Lakyn: I will delete those. This section will be tabled so that we can further develop these guidelines.

Motion to Shelve 2018 Social Media Policy

Motion: HG

Second: Lisa

All in favour, Passes

HR Policy

Lakyn: I rewrote the offer of employment section to explain what we actually do.

HG: I would take out the verbal statement outlined in 5.2, as a written statement is enough.

Lakyn: I will take that out.

Approval of Amended 2018 HR Policy

Motion: Lisa

Second: Rosalind

All in favour, Passes

Health & Safety

Approval of Proposed 2018 Health & Safety Policy

Motion: Rosalind
Second: Noa
All in favour, Passes

Emergency & Risk Management Policy

Approval of Amended 2018 Emergency & Risk Management Policy

Motion: Lisa
Second: Noa
All in favour, Passes

Strategic Planning Policy

Approval of Amended 2018 Strategic Planning Policy

Motion: Noa
Second: HG
All in favour, Passes

8. Final Remarks

Andreas: Blueprint's launch party is happening on Wednesday if anyone wants to attend. Volunteer Appreciation is happening April 17th and I would like it if all those from the board who can come. Final reviews are coming up for department heads as well.

9. Adjournment

Motion: Noa
Second: HG
All in favor, Motion Passes

Meeting adjourned at 9:26PM on March 26th, 2018.