

## **Martlet Board Of Directors Semi-Annual General Meeting Minutes**

**March 28, 2014**

**Present:** Shandi Shiach, William Workman, Erin Ball, Beth Parker, Jon-Paul Zacharias, Katie Mackness, Kaitlyn Rosenburg, Taryn Brownell, Ryan Zielger, Max D'Ambrosio, Klara Woldenga, Hugo Wong, Chorong Kim, Janine Crockett, Adam Hayman, Graham Briggs, Jules Hogan, Sonya Hoonjan, and Regan Shrumm (recording)

**Absent with regrets:** Graydon Leigh

### **Agenda:**

- 1. Call to Order**
- 2. Board Reports & Questions**
- 3. Budget Options**
- 4. CUP membership votes**
- 5. Review full-time staff performance evaluation process and policy**
- 6. Other business**
- 7. Motion to Adjourn**

#### **1. Call To Order/ Introductions**

-Graham called the meeting to order

#### **2. Board Reports & Questions**

Shandi- Final print issue is next week. After this, I will be compiling materials for future staff. Chorong has been getting more people on the volunteer list, and informing them of summer opportunities. Increased articles on interest groups on campus. More workshops have been held by part-time staff, as well as Vivan Smith was the final guest speaker for the Martlet speaker series.

Will-Production is now rapping up. Issue with upgrading website was left with a slow server for about a month. Now there is a new host that is half the price, which is more stable and expandable. I have made up a list and budget of equipment needs. We are trying to move away from Macs since they are expensive, by using more collaborative programs such as Google Docs, which are cheaper. I will be working with Shandi to producing more documentation for incoming staff in the next month.

Erin-Business manager review hired me back for next year, but I will be leaving in August for maternity leave. I have budgeted in a one week overlap between me and the new Business Manager. This year the ad sales were \$93,500 compared to \$79,813 last year. We reduced distribution costs by \$5,000, but sending more issues to medical and office buildings through a high school work experience student. This summer, I plan to do maintenance on the Martlet boxes and perhaps re-locate them.

#### **3. Budget Options 2014-2015**

Erin- Klara has created a volunteering coordinating position that will be pitched to the Editor-in-Chief and Production Coordinator. Wages budget has been increased for this new position. We have one invoice in collections from Bristle Hair. \$1,400 for equipment request by Will.

Budgeted only one person to fully be sponsored to go to NASH next year, the rest will have to come from fundraising. \$2,740 for new chairs. Spent a lot this past year on new telephones since UVSS made us update them. Due to the large projected surplus \$3,000 will be saved for future audit and \$10,537 will be saved for future computer equipment.

Shandi- How much extra money is budgeted for raises?

Erin- \$50 per person per pay check. But there is room to add more because of the \$10,000 computer equipment fund. Part-time staff pay have been budgeted with \$10,000 more this year, but if work study hours are cut then Martlet wouldn't be able to hire as many staff members.

### **Graham motion to approve 2014-2015 Budget, Seconded by Jules**

#### **All in Favour**

#### **4. CUP Membership Votes**

Erin- Last year Martlet voted to leave CUP, but we now want to open up a vote of whether to re-join CUP or not

CUP Prezi Presentation- CUP services include legal support, CUP Wire, mentorship and internship opportunities, and a 300-page resource book. A three point plan was approved on March 20 to give CUP staff and board direction. Year 1: Rebuild CUP's capacity to operate. Year 2: Stabilize CUP's ability to operate and re-hire staff. Year 3: Look at operational strengths and address weakness. CUP wants to work with new groups like the NUW and PrÉF.

Klara- Hard to see CUP struggle, but we shouldn't reward a sinking ship. Don't know what they are going to do with the money. Instead we should use money on ourselves, and offer CUP a hand without financial impact. I feel like they are still hiding behind something.

Shandi- Martlet is a member of NUW (New University Wire). It was a wire that was started by the Variety and UBC.

Erin- Difference between the two organizations is that CUP is an edited and curated wire and also has original content.

Shandi- Martlet joined NUW for free, but now asking for \$100 donation to have more diverse content.

Hugo- There are two distinct camps in CUP- one believes in the collective. The other is a services, value for money. Usually the smaller papers want collective and bigger papers want services. Had to cash investments to make pay role. They already had to cut their own salaries in half. More benefits to hiring more part time than being a part of CUP.

Will-Still planning stages with CUP. They have plans, but cannot fund those plans. As CUP members, we didn't know they were cashing in the investments. I'd like to help CUP, but not

financial. I don't agree with NUW, even though we are a part of it. Because of the money we did not spend for CUP, the Martlet has become a teaching organization, but also has greater content.

Hugo- What kind of help are we giving to other newspapers?

Shandi- One newspaper wanted help in getting away from the student society.

Taryn- CUP is going back to hiring staff, going back to the same mistakes.

Jules- I'd like hear more thoughts on NUW. Also how badly do you want to pay for making an organization functional?

Sonya- Maybe in the future we should re-look at CUP, but not now.

Shandi- There are some NUW concerns. Before it wasn't framed as an organization, it was more of an RSS feed. Concerned that the NUW was using Martlet to sell to other newspapers. On the NUW website, Martlet's logo is on the top of the page. We were a CUP giver when we left.

Will-Martlet has developed a platform so we will be able to have our own wire. It is a RSS feed reader- right now we are using it internally for finding stories, more of an index. But this could be turned into a wire for the future.

Erin- Lots of other papers need content, but it is nice for our writers to be re-published.

Will- Nice to have editors to editor talking compared to getting the content from a website. Though it would be helpful to other papers if the CUP funds offset the cost of other papers.

Shandi- If we don't rejoin CUP, then I can remind other papers that we can help them.

**Erin motioned to re-join CUP, seconded by Graham**

**Unanimous for voting against**

#### **5. Review full-time staff performance evaluation process and policy**

Regan: I believe that next year, the Martlet Board should have their own Survey Monkey account so that only the elected board members are able to access the results. For summarizing the reviews, direct quotes, recorded the graphs, and a general summary of the improvements and strengths should be included. I think direct quotes from the survey was the best option since the board should not change the viewpoints of the part-time employees, though there should be a discussion of whether or not the quotes will be recognizable to the full-time employees. After sending, these summaries to the Board, two board members individual reported the findings to the employees. I think it is important to not only deliver the information on an individual basis, but also comment that the full-time employees can meet individual at a later date after they have read the report themselves. The reporting of the surveys should be done in a dialogue where the board and employees can comment on each other of how the employees can improve. I think that there needs to be a document made this year for the protocol for how to ethically handle the full-time staff review, so that future boards will be trained and comfortable with the protocol. I was wondering how the full-time staff felt about it?

Erin- The review was definitely non-threatening. I think there should be a strategies for dealing with bigger problems.

Will- I really enjoyed it, it was a nice conversation with a good follow-up email. I advise against direct quotes. We should have protocol for serious problems.

Erin- It would be nice to have done it earlier in the year, more at a half-way point.

Graham- It was the first year we did this review, so we were behind in the timeline.

Shandi- I wanted it earlier. I had to decide, before I had any feedback, if I wanted to re-apply for the position. The personal touch was really nice.

Regan- We could work on setting up a protocol for the next meeting.

Graham- Anyone else have comments for the survey?

Ryan- I had to deliberately make the answers not sound like me. It might be good to rephrase the quotes.

Beth- I didn't know how people would see the answers. I thought the staff would see the answers directly. It would be nice to let the part-time staff know.

Graham- Should we leave it at the digression of the recorder or include a notice in the survey saying that we are using direct quotes?

Janine- You could have the results in a point form document, and if more than one person says the same thing, then you could mark that more than one respondent felt this way.

Katie- You could give an option for direct quotes or rephrasing in the survey.

Hugo- Maybe we can have a survey on general observations for earlier in the year or have multiply choices only in October.

Shandi- People who might have problems with the staff can always go to the ombudsman.

Graham- It is good to have direct quotes, but we should be clear about how it will be delivered to the staff. Should staff have the right to share your report to other people?

Jules- That is a personal choice to show it or not since it is a statement about themselves.

Graham- Survey will be confidential, except for hiring committees and personal use. A concrete policy should be talked about in our next board meeting, which should be in earlier May.

## **6. Motion to Adjourn**

**Graham motioned to adjourn, Seconded by Sonjay.**