

Martlet Publishing Society Board of Directors Meeting Minutes

September 26, 2014

Present: Alex Coates, Adrian Paradis, Graham Briggs, Hugo Wong, William Workman, and Regan Shrumm (recording)

Absent with regrets: Sonya Hoonjan, Jules Hogan

Agenda:

- 1. Call to Order**
- 2. Questions on Board reports**
- 3. Set date and time for October AGM**
- 4. Review & Finalize Fulltime Staff Performance Evaluation Policy**
- 5. Finalize Orientation and Reference manual**
- 6. Succession planning**
- 7. Other business**
- 8. Motion to adjourn**

1. Call to Order

Graham called the meeting to order

2. Questions on Board Reports

Alex: I've been working on financial and advertising, trying to have straight money deals instead of CONTRA deals, as some of these trades have not been greatly beneficial to us. I've been also building relationships with these advertisers. Our current balance this year is \$13,000 more than this time last year. Because our distributor has resigned, we have been working more with Mark Goodwin, who has had over 40 years of distributing experience. We also have two insurance policies, the directors and libel, which are all due in October. I have explored these insurance policies to make sure we were saving money without losing coverage. Finally, we interviewed 28 candidates in 4 days, and filled 10 positions.

Will: I've been happy with our production lately even with the lack of staff. The website has been static, but this is due to the fact that no one has been working on it. Although we are now Shellshock safe which is a relief. It has been a very long hiring process, and this weekend will be the boot camp for the employees. We also want to make them aware of the board as many of last year's employees wanted to know more about how it worked. We did not hire a web admin or production assistant, so we are keeping them open.

Hugo: We will also be holding a sensitive training with the new employees in October. I am very happy with the people selected, especially since it has been a struggle in getting the paper out. I have made up a number of goals for the year including more campus news, a broader department scope, more online coverage to have timely material, and more layout experimentation.

Will: There has been more budget pressure, so we need to look at grants for the next financial year.

Hugo: Yeah, I'd like grants for more long term projects, such as an archive assistant to upload older newspapers to an online format.

Graham: Should we be looking at a referendum in April?

Alex: I've been looking into building our financial growth in new directions, such as capital funds.

Will: There are deficiencies with a high-turnover rate, so we are looking at new online ad models for billing. We can't just rely on the students supporting us. We are planning for next year's referendum, so we can be on par with CFUV.

Graham: Maybe it would be better to have an annual increase due to inflation rather than a straight fee increase.

Hugo: We need to look to see if that is even allowed. Our fees are actually pretty low compared to UBC's paper, which is about \$6 per student.

Will: This campaign would distract the senior staff though.

3. Set date and time for October AGM

Graham: October 30 at 3:30pm. The Agenda will be

1. Call to Order
2. Board Reports for Full-Time Staff
3. Election for Board Members
4. Other business
5. Motion to adjourn

4. Review & Finalize Fulltime Staff Performance Evaluation Policy

Graham: Sonja, Jules, Regan and I will review and finalize the fulltime Staff Performance Evaluation Policy at a later meeting so it can be added to the Board Orientation and Reference manual.

5. Finalize Orientation and Reference manual

Tabled until next meeting

6. Succession planning

Alex: I came in contact with a Martlet editor from the 1970s who will be giving me contacts for some newspaper editors who might be interested in joining the board.

7. Motion to adjourn

Graham motioned to adjourn, seconded by Adrian.