

Fulcrum Publishing Society
Board of Directors
MINUTES

Sunday, September 25th, 2016
FSS4004, 10:30 a.m. - 1:42 p.m.
Meeting #4 2016-2017 Publishing Year

Present: Thivya Naganathan, Niharika Namulla, Julia Miraflores, Lucas Ghosn (ex-officio), Carolyn Mutis, William Hume, Kate Murray, Savannah Awde (ex-officio), Shanel Dear (ex-officio)

Partially Present: Dayne Moyer (ex-officio), Mackenzie Gray, Raghad Sheikh-Khalil

Absent (with reason): Jon Rausseo

Absent (without reason):

1. Opening of Meeting

C. Mutis called the meeting to order at 10:41am.

2. Approval of Agenda

N. Namulla motioned to approve the agenda. W. Hume seconded the motion. All voted in favour and the motion passed.

3. Approval of July Minutes

M. Gollish motioned to approve the July meeting minutes. K. Murray seconded the motion. All voted in favour and the motion passed.

4. Standing Action List

C. Mutis presented the list and W. Hume made the necessary changes.

5. President's Report

The President's Report was postponed until after M. Gray arrived. M. Gray noted that he had nothing further to state in his report that hadn't already been mentioned by L. Ghosn and S. Awde.

6. General Manager's Report

L. Ghosn began by informing the Board of the Fulcrum's bank balance and year-to-date. He noted that the Fulcrum's credit card is still under D. Moyer's name and L. Ghosn is in the process of putting it under his name.

L. Ghosn continued by saying that the Fulcrum is pretty far behind in revenue. L. Ghosn explained that although the Fulcrum received the student levy earlier than last year, he is still unsure what the Fulcrum will receive in terms of advertising from the SFUO. He noted that the Fulcrum is \$10,000 above last year in net income.

L. Ghosn stated that the staff contingency fund has been moved to wages.

L. Ghosn explained that August's issue had no ads and the lack of advertising presence at the Fulcrum was evident. He reassured the Board that he is confident that ad sales will pick up after hiring S. Dear as the Fulcrum's Advertising Representative.

L. Ghosn then indicated to the Board the distribution and pick-up statistics. He said that the bike courier would like a set list and asked the Readership Committee to go over the current list to see if there are any changes that they would like made.

L. Ghosn mentioned that collections are the same as last month.

L. Ghosn informed the Board that he had to write-up one employee this month for failing to respect the workspace of others. L. Ghosn also stated that the Features, Associate News, Multimedia Coordinator, and Staff Photographer positions have all been filled. He explained that the candidate who was originally hired for Staff Photographer had to be let go because he failed to show up to events and answer emails. The new Staff Photographer has been very impressive though and has previous history with the Fulcrum.

He noted that the safety inspection went well and that the main issue is asbestos. Finally, he noted that the Fulcrum has changed their technological support to IT Cloud, which will refer the Fulcrum to Tech Soup Canada, a service that offers qualified charities, non-profits, and libraries donated and discounted software.

7. Advertising Representative's Report

S. Dear began by going over the local sales for this year, which compared to last year, are 90% behind. S. Dear argued that this is likely due to not having an Advertising Representative for a while and reduced bookings from existing clientele. She explained that many clients are either booking smaller ads or are not booking ads at all. She also mentioned that a lot of clients are also moving more to online ads.

S. Dear briefly went over the contracts that the Fulcrum has signed so far this year as well as the contra deals.

S. Dear informed the Board that the Fulcrum has had some production issues over the past two weeks, namely, the Fulcrum had to reprint a ½ page ad for free and not charge for another ad. S. Dear explained that in order to avoid these errors in the future, she will meet with the

Production Manager on Tuesdays to ensure that all of the ads are there and that there are no issues.

Discussion then ensued about the use of cookie-enabled ads. The Board agreed to revisit this discussion at another time, possibly at the AGM.

8. Editor-in-Chief's Report

S. Awde announced that the Fulcrum orientation in August went really well and that a lot of topics were covered, including: weekly responsibilities, how to use the Fulcrum's organizational tools and documents, office rules, the freelance program, and the complaint procedure. She noted that the Fulcrum provided training packages this year. S. Awde explained that after researching options with the Fulcrum's Webmaster, she found that most online training platforms do require payment. S. Awde then suggested that if the Board would like to invest in Editorial Board training in future years, this may be something to look into further.

S. Awde stated that the first five issues have gone really well.

S. Awde noted that she and L. Ghosn had to make a switch with the office layout because of accessibility issues. She also mentioned that the Fulcrum has hired a Multimedia Coordinator and a Staff Photographer. S. Awde said that she granted an employee a flexible work schedule in the past week after they disclosed a mental health situation that was temporarily preventing them from fulfilling their job duties while in office. She went on to say that the accommodation has not affected their performance at all.

S. Awde explained that there have been a lot of volunteers at the volunteer meetings and with the podcast project. She went on to state that many of these volunteers have come from tabling at 101 week. S. Awde enthusiastically remarked that two volunteers are currently going through freelance critiques.

S. Awde said that both the social media and the newsletter have been going well. She explained that A. Morgado has experimented with ICYMI posts, polls, and scheduling changes this month in order to continually adapt to the trends of the Fulcrum's readers. S. Awde also explained that A. Morgado has been using a free Instagram tool to monitor analytics on that platform, which was an area of concern for the Fulcrum earlier this summer. She informed the Board that the Fulcrum's social media numbers have increased significantly with new content. S. Awde noted that A. Morgado has been experimenting with the number of posts per day in order to optimize engagements and impressions.

She stated that tabling at 101 week was also very successful this year and the Fulcrum had a lot of interested students sign up to volunteer. S. Awde noted that L. Ghosn ordered pens this year for the table, which turned out to be very successful as a lot of people took them. She also believes they will be great for branding. S. Awde also mentioned that the Fulcrum set up a photo booth during 101 week, but this wasn't as successful. She suggested that this could have

been because the Fulcrum didn't promote it enough in advance and that they only had it for two of the four days of tabling.

S. Awde announced that she, L. Ghosn, and D. Moyer had met to discuss fundraising options in order to help lower the costs of NASH. S. Awde said that some fundraising options that she, L. Ghosn, and D. Moyer thought of is offering to take professional headshots at Telfer every Friday for a month and having a bottle drive.

S. Awde stated that she booked a CWA freelance talk for November 10th. She mentioned that she's also hoping to have a photography workshop sometime in the first week of October. Finally, S. Awde said that she is hoping to hold a video training session for the Editorial Board once the staff photographer has settled into his new position and feels ready to lead the workshop.

9. Finance and HR Committee

W. Hume motioned to go in camera. M. Gollish seconded the motion. All approved and the motion passed. K. Murray motioned to go out of camera. M. Gollish seconded the motion. All approved and the motion passed.

10. Policy Committee

R. Sheikh-Khalil explained to the Board that the Policy Committee has taken an extensive review of all the Fulcrum's policies. She proceeded to go over all of the proposed policy changes.

The first section that R. Sheikh-Khalil discussed was Section 6: Hiring. She noted that the Policy Committee will come back to section 6.18 at a later point, as the change to the policy wasn't included in the committee's meeting minutes. C. Mutis motioned an omnibus vote to approve all of the proposed changes to this section. M. Gollish seconded the motion. All approved and the motion passed.

The second section that R. Sheikh-Khalil discussed was Section 7: Disciplinary procedures. M. Gray suggested without the right to dismiss someone without cause. He argued that the Policy Committee would have to word it very carefully and make sure it doesn't allow any loopholes. Discussion then ensued on without cause and with cause. W. Hume motioned to approve an omnibus vote to approve all of the proposed changes to this section. M. Gollish seconded the motion. All approved and the motion passed.

R. Sheikh-Khalil finished by noting that future talks for the committee will include discussing an in camera policy. R. Sheikh-Khalil further explained that she and J. Rausseo will be working on this policy by looking at other Canadian papers. She also stated that the Policy Committee will go over A. Hawley's suggestions as well.

Readership Committee

There was no Readership Committee update as J. Rausseo was absent.

11. Ratification of Ombudsperson

K. Murray informed the Board that she had received two applications for the Ombudsperson position. She explained that one applicant has decided to withdraw his application, while the other applicant hasn't replied back.

12. SFUO Contract Issue

L. Ghosn informed the Board that the SFUO still hasn't replied to the Fulcrum's letter. He noted that the Fulcrum invoiced the SFUO on August 15th and that the Fulcrum has received the summer student levy, but not the fall's yet. L. Ghosn also stated that the Fulcrum has paid \$350 so far for the help of our lawyer. He thinks that adding an extra \$400 to the budget for the lawyer to bring it up to \$1000 would be helpful at this time. L. Ghosn said that he would follow-up with the Fulcrum's lawyer next week.

13. Referendum Discussion

M. Gray reiterated to the Board that the Fulcrum is aiming to have a referendum question ready for the referendum in February. He went on to explain that there are two options that the Fulcrum should consider: 1) a retroactive increase on the levy or 2) X amount increase on the levy. He reiterated that both options would add to inflation each year.

M. Gray thinks it's important that the Fulcrum emphasize that it's independent and that the Fulcrum's fees come from the students. He explained that essentially, the process would entail the Board deciding on a referendum question, getting the question approved by the SFUO, and then leading a social media campaign in order to publicise the issue. M. Gray also suggested that the Board could write a piece to put in the paper about it.

Discussion ensued on what details should be included in the question and what the wording should be.

R. Sheikh-Khalil proposed that the Board should strike a Referendum Committee. The Referendum Committee members will include: W. Hume, M. Gollish, C. Mutis, S. Awde, L. Ghosn, M. Gray, and K. Murray. The Board agreed upon a rough timeline for the Referendum Committee, which included: that the question be completed by the next Board meeting, including the amount of money that the Fulcrum will be requesting and that the roles, advertising campaign, and checking of the advertising rules will be decided by November's Board meeting.

The Board briefly looked at previously successful referendum questions and how they were worded. M. Gray insisted that it is important that the question include that the Fulcrum has never had a levy increase.

14. Scheduling of Fall Strategic Planning Session

S. Awde noted that the best time to hold the fall Strategic Planning Session would be in early November as that would allow the employees, especially the new hires, more time to get settled into their positions. M. Gray suggested scheduling it on November 13th. S. Awde stated that she will talk to the Editorial Board about it.

M. Gray went on to suggest that the Boards focus on the goals that were set at the previous Strategic Planning Session and review how successful the Fulcrum has been with them. M. Gray also volunteered to prepare the presentation for the Strategic Planning Session.

15. Other Business

A. Morgado stated that the Fulcrum's social media last week was really good as the Fulcrum had over 10,000 views. She noted that the Fulcrum's Instagram account has been up and down. A. Morgado told editors to focus on more visual content rather than just big stories.

K. Murray motioned to adjourn the meeting at 1:42pm. All voted in favour and the motion passed.

Online Votes

On August 23rd, K. Murray motioned that the Board offer S. Dear the position of Advertising Representative for the 2016-2017 production year. M. Gray seconded the motion and the motion passed.

On August 24th, K. Murray motioned in support of the General Manager's plan to switch two employees' work stations. N. Namulla seconded the motion and the motion passed.

On September 7th, W. Hume motioned to increase [the Fulcrum's] lawyer budget to \$600. K. Murray seconded the motion and the motion passed.

On September 27th, C. Mutis motioned to approve the raise of the Social Media Coordinator pay from \$539/month to \$650/month effective October 1st. K. Murray seconded the motion and the motion passed.

Appendices

1. Financials

Bank Balance: Our current bank balance is \$178,475.83 with a balance of \$4177.77 in our savings and \$21,113.19 and \$66,393.27 in our respective GICs. Still waiting on Sean (TD rep) to clear the credit card under Dayne Moyer and to issue a new one in my name. Should be finalized by October 1st.

2. YTD

The YTD is subpar. However, considering we spent the entire summer without an ad rep its safe to say our main revenue stream (local ads, apart from SFUO Student Levy) will pick back up from this date forward.

Wages, CPP, EI, etc. are much lower at this point in the year compared to last year, which helps balance out the lack of ad revenue. Refer to attached YTD report in Sept GM folder for any questions.

3. Budget

The staff contingency fund has been moved into the "wages" budget to simplify any potential disbursement to a staff member in need. This topic will be re-opened (as per July BOD minutes) for discussion in January to assess the usefulness of having such a large amount (\$3,599) allocated in case of emergency.

4. Ad Department

August Issue had no ads, and the lack of advertising presence at the Fulcrum was evident. Things are heading in the right direction after hiring Shanèl. Ads are picking up I am confident in Shanèl being our new ad rep.

5. Distribution

After speaking with readership and receiving some feedback a new distribution list was created and sent to our new courier (pickup spots and percentages attached to Sept GM folder). We started a relationship with a bike courier who will be handling our distribution from now on. Pickup report attached. All unused boxes will be picked up in October.

If readership would like to make any last minute changes to the distro list, then we should do so as soon as possible before we send the official list to all parties involved.

6. Collections

Collections has been slow, with most of our larger collections still outstanding.

7. HR

An employee was written up for failing to respect the workspace of others. Intentions were made clear, and steps to make sure this does not happen again have been laid out for the employee and a note was left in their file.

Features, Associate News, multimedia coordinator, and Staff Photographer positions have all been filled.

Our first photographer was let go during his probation period for failing to show up to events and to answer emails. Our new photographer (Remi) will be a great addition to the team and has previous history with some team members at the Fulcrum.

8. Safety Inspection

All furniture on second and third floor are in order and there was an asbestos talk given to staff on August 29 from the safety inspector. Official safety inspection document has been received and will be thoroughly examined by Dayne and myself to ensure all safety requests are fulfilled.

9. Tech Support

We have cut ties with Ottawa Tech Support in favor of Cloud IT. Cloud IT will save the Fulcrum hundreds of dollars over the year by referring us to Tech Soup Canada; which offers qualified charities, non-profits and libraries donated and discounted software, such as Microsoft Office, Bitdefender Antivirus and Shopify, for a very low administrative fee. Our previous tech support provider was charging too much and providing too little to keep around. They were officially let go as of Sept 6.

Goals for October:

- Allocate income into more detailed accounts (online vs print, etc.)
 - Fulcrum Banner
- Lucas Ghosn FPS GM

EIC Report—September/August 2016

Staff

These past two months have been very busy as a new staff has integrated into the Fulcrum. In August, Lucas, Dayne and I held our orientation which I believe was a great success. We covered weekly responsibilities, how to use our organizational tools and documents, office rules, the freelance program, the complaint procedure, and Kim and Allegra gave design and social media talks to the new group as well.

In the first week of August, new staff were also given training packages to ease their transition into their new positions—these packages were created with an emphasis on key information from the testing process in hiring and transition reports provided by the outgoing ed board. After researching options with our Webmaster, we found most online training platforms do require payment. If the board wants to invest in ed board training in future years, this may be something to look into further.

The first five issues have gone pretty smoothly, given the number of new staff we have in our editorial team, and I'm incredibly proud of what we've been able to accomplish so far. We did unfortunately have to let our staff photographer go as he was not producing work that reflected our standards of quality. However, we very quickly re-filled the position as per the emergency hiring procedure outlined in the editorial constitution, and our new staff photographer has been performing very well so far.

We had to make a switch to our office layout due to a disclosure from an ed board member about a learning disability. Lucas and I made this accommodation quickly to ensure they feel able to fulfil their job tasks in the office.

We also had to write an employee up for inappropriate personal conduct, as they were consistently disrupting workflow and communication between employees on the upper floor. Lucas and I met with this employee, and have outlined steps they must take to ensure that this behaviour does not continue. We will continue to monitor and evaluate whether the behaviour has improved.

I granted an employee a flexible work schedule in the past week after they disclosed a mental health and life situation that was temporarily preventing them from fulfilling their job duties while in-office. Last week, they attended meetings and spent a few hours in office to work with the team, and then completed their work at home. This accommodation did not affect performance.

I'm very excited to report that we've hired a multimedia coordinator, Syed, who has attended an ed board meeting and will begin filming this week for us. Ed board has been engaged in ongoing

talks of what direction they would like our videos to take this year. Syed has also agreed to do an ed board video training in the coming weeks, which I'm very excited about.

Volunteers

I'm really happy to report that attendance at volunteer meetings this month has been stellar. In the month of September, every meeting has been attended by over 20 volunteers. We saw many faces in the meetings that we met during our 101 Week tabling in UCU, so it was clear that tabling worked well this year.

Eric has continued to spearhead the Fulcrum podcast project, and he has done a fantastic job with volunteers, as about 15 volunteers have signed up to work with him on the podcast. That number does not include our staff members or people who have expressed interest without signing up.

We have two volunteers currently going through their critique process to be approved as freelance! They will likely start freelancing soon, so I'll be able to report more thoroughly on how successful the freelance program has been in the coming months. I've received many questions from new volunteers about it, so I'm sure interest will continue as more volunteers gain staff status.

Online

The past few months have been awesome social media wise. Allegra has experimented with ICYMI posts, polls, and scheduling changes this month, to continually adapt to the trends of our readers. She has also been making use of a free Instagram tool to monitor analytics on that platform, which was an area of concern earlier this summer.

Our social media numbers increased a lot with new content, so although we did achieve a clear increase in social media activity in the summer, it is clear that new content tends to bring us more readers.

Allegra has been experimenting with number of posts per day as well, in order to optimize engagement and impressions. I have also informally received feedback from friends who attend the U of O that they notice Fulcrum posts are a lot more prominent on their feed, which is great to hear.

For exact numbers across all platforms, and for summaries of the strategic changes made each period, please have a look at Allegra's analytics reports, which are extremely thorough and helpful.

Our weekly newsletter has also been going well, and we currently have 34 people subscribed.

Promotions/Recruitment

I think our tabling this year was a great success. We had over 100 signups on our volunteer sheet, and the U-Pass line was a blessing for us because I gave out tons of papers to people waiting in line. As I mentioned above, there were many faces from the table that we saw again in the volunteer meetings this month.

We bought pens this year to give away at the table, and as soon as they were put out on the table we found we got a lot more visitors. We decided to buy pens because they're used often by people and they're great for branding, with students across campus using them in lectures, our logo will be seen more often by more people. The photobooth was not as successful, as we only had a few people use it. However, we used our own resources at the office to do this, so we didn't incur much loss by trying it out. I'm not sure what we could do differently if we were to do this next year, because we put ads in the paper and on social media indicating there was a photobooth at our table. We also put signs up in UCU directing people to it.

We will be doing a cross-platform social media promotional giveaway (thanks Will!) with movie tickets, in order to drive more traffic to our platforms, and to get more sign-ups on the newsletter.

Fundraising

To help lower the costs of NASH, Dayne, Lucas and I have met to discuss fundraising options. We think professional headshots at Telfer every Friday for a month would work well, or a bottle drive. However, if anyone has subsidy or fundraising ideas that you think would work well, let me know and I'll see if it's feasible for us!

I'm also currently taking feedback from ed board to get the most alternatives possible.

Events

I've booked a CWA freelance talk for November 10. I'm hoping to have a photography workshop in the first week of October. I'm also hoping to hold a video training session for ed board once Syed has settled into his new position and feels ready to lead that workshop (hopefully in early-mid October).

Policy Meeting Minutes- August 17th, 2016

In attendance: Mack, Savannah, Raghad

In attendance over phone: Jon, Niharika

Meeting commenced at 6:15pm

1. Policy Manual Review

Proposed Amendments to Section 6: Hiring

6.5 Interviews. If four (4) or fewer applications have been received for any position then all candidates must be interviewed for the position. If greater than four (4) applications have been received the hiring committee may use a matrix based on experience, suitable skills, and familiarity with the student press

in general, and any other criteria relevant solely to the candidate's suitability for the position to disqualify candidates provided a minimum of four (4) candidates is interviewed for that position. **The hiring committee reserves the right to determine if a candidate is qualified.**

6.6 Notification. Following the selection of candidates to interview, the chair of the committee shall ~~call~~ **contact** each candidate and set up an interview time. A candidate may be disqualified if they fail to respond to requests for an interview within 72 hours of first contact. Unsuccessful applicants must also be notified via email that their application was rejected.

6.8 Questions. Prior to the first interview, the committee must create a list questions that will be used for all interviews. The list of questions may pertain only to the position to be hired. ~~and may not include personal questions of any kind.~~ This list of questions must be used for all candidates. The committee may also ask questions that clarify or follow up on a candidate's answer to a previous question.

6.9 Selection. Within ~~two (2)~~ **three (3) business** days of the final interview, the committee must meet to select a candidate. The committee should use a matrix based on experience, suitable skills, familiarity with the student press in general, professionalism, and any other criteria relevant solely to the candidate's suitability for the position to select a candidate.

Section 6.12 Ratification is to be moved to prior to section 6.10 Offer of Employment, and therefore will become Section 6.10 Ratification.

6.12 Ratification. **The hiring chair shall notify the board of the selected candidate. A vote to ratify the selected candidate shall be initiated by the President within 24 hours of notification and shall be ratified at the next meeting of by the Board.**

6.14 Hired Business Employees. All business employees shall be hired by a committee of the Board consisting of three (3) directors. All business employees shall be ratified by the Board in accordance with Section 6.120.

6.15 Hired Editorial Employees. All non-Editorial Board editorial employees shall be hired by a committee consisting of the Editor-in-Chief, General Manager and a member of the Editorial Board. All hired editorial employees shall be ratified by the Board in accordance with Section 6.120.

6.16 Hired Editorial Employees. **(A)** All members of the Editorial Board except for the Editor-in-Chief shall be hired according to the procedures outlined in section eight (8) of the Constitution. The Editor-in-Chief shall be elected according to the procedures outlined in section seven (7) of the Constitution. All elected and hired editorial employees shall be ratified by the Board in accordance with Section 6.120. **(B)** In the event that an elected ~~or hired~~ editorial employee is not ratified, the Board shall notify the editorial staff and state its reasons in writing. The staff members, as outlined in the Constitution no later than seven (7) days after receiving the rejection notice from the Board, must ~~conduct a secret ballot~~ **hold an election within 2 weeks**, under the supervising and control of an individual chosen by the staff, ~~for the purpose of determining whether to reaffirm their initial choice, or to hold another election; the outcome of which must be presented to the Board within another seven (7) days. In the event that the regular~~

~~contributors reaffirm their initial choice, the Board will reconsider their request. If a unanimous decision is made to reject the employee such a decision will be final and investigation committee will not be called. The position shall be filled during a by-election. If the Board does not ratify the elected candidate, the Investigation Committee shall be called in accordance with Bylaw 2, Section 13.~~

6.17 Employee Intake. After ratification, each employee must agree to the terms of employment outlined in her contract and the Code of Conduct. She must be informed of the disciplinary procedures outlined in Section 7 of the Policy Manual. She also must complete any other official documents, including employee information forms and tax forms. She shall receive her transition report, keys, and job description. ~~She shall receive a copy of her contract and the Code of Conduct upon request.~~

6.18 Outside Employment. Any employee who holds employment with any organization outside of the Corporation at the time of their hiring, or who takes such employment during their term, must have that employment approved. Employment that is deemed or found to be detrimental to the completion of any employees' responsibilities may be grounds for dismissal, subject to disciplinary policy.

a. Editorial Employees' outside employment must be approved by the Editor-in Chief. If the Editor-in-Chief wishes to seek outside employment during her term, she must submit a description of said employment to the Board of Directors prior to her ratification. b. Business Employees' outside employment must be approved by the Board of Directors. c. Failure to disclose outside employment is grounds for dismissal subject to disciplinary policy.

Meeting adjourned at 8:00PM

Policy meeting #2: September 21, 2016

In attendance: Savannah, Lucas, Raghad, Niharika

In attendance over phone: Jon

Left early: Will

Meeting commenced at 6:10pm

1. Review of last meeting's minutes
2. Policy Manual Review

Proposed Amendments to Section 7: Disciplinary Procedures

7.3 Human Resources Committee. The Human Resources Committee is a standing committee of the Board consisting of the President and **at least** two (2) directors. The committee shall select a chair from its numbers. It shall have the authority to discipline, but not dismiss any employee. However, the committee may recommend dismissal of any employee to the Board.

7.4 Reports. The chair of the Human Resources Committee or the editor-in-chief must provide to the Board a report describing any offences and **proposed** disciplinary measures ~~taken~~ at any time within **two (2) ~~six (6) weeks~~** occurrence of the incident. **The editor-in-chief must be informed of the proposed disciplinary measures.**

7.7 Emergency Removal Procedures. Under extreme circumstances ~~such as assault, fraud, embezzlement, etc.,~~ the Board shall have the authority to terminate immediately the employment of any employee.

- The President and at least one other member of the Board must notify the employee of the issue.
- Immediately following notification, the employee shall be suspended of duties, title, and access. All actions required to ensure the suspension of access must be overseen **by** the President or Vice President.
- An emergency Board meeting shall be set for no more than ten (10) days from notification.
- The employee shall be entitled to speak to the issue at that meeting.
- The Board shall make a reasonable effort to notify the employee of its decision in a timely manner.

7.8 Dismissal Procedures. Dismissal of all employees will be conducted by the President and one (1) other director of the Board.

- a. Immediately following their dismissal, employees must receive a cheque for all unpaid monies and vacation pay owed to the employee as well as any termination pay required by law.
- b. The employee must also receive a letter of dismissal outlining the reason for dismissal (“~~no~~ **without** cause” is considered a reason in this context), a breakdown of all monies paid to them, and the signatures of the President and at least one (1) director of the Corporation. **The Fulcrum retains the right to withhold a final paycheck until all outstanding assets are returned. If any of the procedures herein are in contradiction of an employee’s contract, the contract shall prevail.**
- c. If the employee is owed commission or other monies that cannot be paid immediately, a statement of monies owed must be presented to the employee along with a letter indicating how they are to receive those funds, and any stipulations that may lead to them receiving fewer monies than are indicated. If available, they should also receive a record of employment.
- d. The President is charged with acquiring any and all property of the Corporation, or in the charge of the Corporation that is currently in the possession of the employee prior to the employee leaving the headquarters of the Corporation. Dismissed employees must be monitored by ~~the President~~ **any business member of the Fulcrum** at all times while they are in the Corporation’s headquarters.
- e. The Board must approve any letter of recommendation for a dismissed employee sent on behalf of any employee or director of the Corporation prior to it being sent.
- f. If any of the procedures outlined herein for the dismissal of ~~business~~ employees are in conflict with the employee’s contract, then the contract shall prevail.

g. All dismissals require a simple majority vote by the Board.

Potential section 7.9 to be added: Emergency Measures for Budgetary Constraints

Meeting Adjourned at 7:45PM