

Fulcrum Publishing Society

Board of Directors Meeting MINUTES

June 30, 2012

UCU 206, 12 p.m.

Voting members present: Mercedes Mueller (President), Jaclyn Lytle, Ben Myers (Chair), Jessie Willms (Vice President), Jonathan Rausseo, Ben Mitchell

Ex-officio members present: Andrew Hawley (GM), DeeDee Butters (Ad Rep), and Kristyn Filip (EIC)

Members absent: Sean Campbell, Michael Robinson

1. Opening of the meeting at 12:12 p.m.

2. Approval of the agenda

- a. No information given.

3. Approval of the minutes

- a. Myers: I am moving, let's keep this meeting to two hours; everyone's report to 15 minutes. Approval of the minutes; does anyone have amendments to the minutes?
- b. Mueller: Don't have access to the minutes, Ben sent them to me in Pages.
- c. Myers: I will send you them in Word. We can table the minutes to the August meeting.
- d. Mueller: I move to table the minutes to August. Mitchell seconds.
- e. Vote: Motion passes unanimously.

4. President's report

- a. Mueller: Most of what I have to say is in my report. With respect to the business dept, Jessie, Ben, and Jon (hiring committee) hired former FPS president Andrew Hawley; he has had some training. Jessie, Myers, and I have overseen the last few weeks of transition; didn't go as smoothly as hoped — Danielle Vicha hasn't given a transition report or been available for consistent training; move in-camera for further discussion of this specifically. Corporate credit card: need two people to cancel the card that is in Frank Appleyard's name; frustrating, but will be done next week.

- b. Board handbook: Spent the last month picking out fonts for the report; it's going to be legit
- c. Committee: Wants all of the committee to meet in the next couple weeks to plan what they're doing in the upcoming year; if you want to form a committee, should do by August.
- d. Hiring Committee: Mitchell and Jessie on the Committee (only if there is brunch).
- e. DeeDee would like to be on finance committee.
- f. Lytle: I made a motion for a committee (to do with communications with ed board); would like it to be filled this meeting. Ed board members and volunteers that are interested to meet so they can open communication between the two boards.
- g. Filip: Yes, obviously.
- h. Myers: Note whoever wants to be on it.
- i. Filip, Lytle, Mueller, Campbell, and Willms to be on interboard relations.
- j. Lytle: Product Manager and Exec should be on it.

5. Before GM report

- a. Myers: President report was sufficient.
- b. Rausseo: Board needs to give active direction for hiring committees. When we were hiring we had candidates with strengths in different areas—hard to know what candidate (who seem perfectly equal) would be the best; need to give hiring committee direction in the future.
- c. Myers: You have ability to join committee, have discretion to push whatever agenda you want; maybe a mission statement?

6. General manager's report

- a. Hawley: Good to be back, thanks for giving me the opportunity to be back. Been in the office most days; Danielle's full-time job makes it hard for her to be in the office. We were supposed to have four training sessions and we've had two; done self-teaching: Ross' business bible and DeeDee have been very helpful.
- b. Financial Stuff: GIC was set to mature July 8; meet with Paul, business advisor at the bank, to discuss what to do with these accounts.
- c. Lytle: What are the terms
- d. Myers: Interest rates are shitty now.

- u. Myers: He should supply an email of their agreement.

7. Editor-in-chief's report

- a. Filip: We have hired the following positions: online editor, features, opinions, art director, executive editor, news editor, and essentially the sports editor has been hired (missing one vote to ratify); only outstanding position is arts and culture—debate as to who of the three we like the most; had one person who wrote a test yesterday, but he failed. Once we have arts and culture hired, we will have an ed board and then we can start on the summer issue.
- b. Next biggest concern: We need a webmaster. There was one who helped us switch servers—hasn't been paid yet—but nobody can get in touch with him; we've send him multiple emails. We need a new webmaster; started advertising and videographer, got a couple applications.
- c. Want the position ratified today.
- d. Met with Ann-Marie Roy from the SFUO to discuss having a table at Frosh week and the Fedstock and getting the frosh issue into the 101 week kits.
- e. Myers: How was the experience hiring?
- f. Filip: Once we started recording the interviews, went better; the problem is that this hiring is a lot of work. The next EIC will likely be on ed board, a student, and trying to hire the ed board. This is really time consuming, I don't think it's possible, knowing how much work it is. I don't know that it's something we need to worry about at the moment; they're not going to be getting paid for the hours of work they're putting in.
- g. Rausseo: Is there some of this we could have Andrew work with? Get him involved in the process, the flow would go more smoothly.
- h. Filip: That might work, but the GM might also be super busy. Most time consuming part is meeting with people (some of whom drop out once they know what the job actually includes).
- i. Lytle: Do you think having it done during the year could rectify some of this?
- j. Filip: That's what I'm hoping.
- k. Mueller: I would just say that, as the person who drafted the change, this is supposed to happen between February and April. The incentive behind the new EIC doing the hiring that you get to pick your ed board. Another

thing with you meeting with these people, next year, the potential editors will meet with the outgoing ed board—not hiring these people alone, have a hiring committee of hiring people.

- l. Filip: Concerned for the next person, no intention of getting rid of it; concerned that they're going to be too busy multiple commitments (hiring versus being an EIC hiring). No intention of going back to the elections models.
- m. Lytle: I'd like to see your recommendations, maybe in your next report, for hiring for the next year.
- n. Myers: Thanks for your report. We're on pace.

8. Advertising representative's report

- a. Butters: Welcome to Andrew. On collections: we've already discussed this. We have some bad debt (costume); Book store: progress, three years on. Finally in contact with the right person. Andrew has now taken over. Pixel Media is a weird company that sort of disappeared, finally got in contact with the person there. He will possibly pay it on his credit card this month. If not, should take legal action. Some outstanding payment from the selection auction, Chris R. from Sun Media.
- b. Met with Roy from SFUO: table at Fedstock; everything we did last year, just without stickers (budget is a little tighter this year); once we get the cost of table, we can draw up the contra deal with the SFUO.
- c. Have a deal in place with the SFUO for \$10,000 for the year.
- d. Silent Auction: one in place for the next year, maybe at the SFUO 101 Week; Andrew thought it was a great idea; maybe won't share a table, but will let you know how that goes; I will canvass this summer for new clients and for the silent auction; we went really late last year.
- e. Want to include a media kit to canvass for ad dollars and silent auction.
- f. Meet-and-greet: intent to do it; not sure if I should canvass for this separately or together; maybe I'll ask businesses where they want their visibility.
- g. Ad intern: Idea tossed around last year; not yet investigated this specifically, but I think we can get volunteer credits through CGCE; I have a student in mind who would be really great and who could help me canvass (a credit for canvassing for a not-for-profit); want to know what the board thinks of that. It would make the canvassing easier. Not sure

and expenses—in terms of revenue, projecting \$110,000 in local ads—more than last year.

- b. Butters: Using the recommendations of Matt Conley, capping the contra at \$10,000.
- c. Hawley: This year, ads projected at \$110, 000. National advertising: This is lower than last year because national advertising has been plummeting in recent years. Don't want to project too high. Net sales—thought national is down, local is up. In terms of the two levies, the two levies slowly go up each year. Budgeting at \$175,000 from the SFUO and the GSAED levy is budgeted at \$9,000. Net revenue from levies should increase this year.
 - i. Fundraising: In recent years, for fundraising, we've projected \$10–12,000. This year, projected to go up a by \$5,000—a more orchestrated fundraising drive. And more grants; will talk to Jessie/Bryn about grants. Good to raise it, still realistic.
 - ii. In terms of interest revenue, it's usually a small number: \$40–50.
 - iii. Bound edition revenue: over the years, we've given away more and more. Always about \$20 in revenue that we forecast.
 - iv. Total revenue comes to \$338,570.00. The revenue is projected higher than it's been in recent years.
 - v. Expenses are also going to be much higher than it has in recent years. In recent years, \$160–162,000 a year for wages and salaries. This is higher this year because of the videographer position, rise in the OCD salaries, and pay increase for the GM and ad rep. Those positions are why the wages line has ballooned. This number is the max; it includes all potential bonuses. We've added the opinions editor position, but haven't made a decision as to what they will get paid (now that it's been split from the exec position). Once the board decides what to pay, we will have the final budget.
- d. Filip: Is there a date when we will know what the exec and opinions editors will get paid?
- e. Mueller: Decision of the finance committee. You should be on that and play influential role.

- f. Rausseo: Is there a contingency line? For instance, if we have to pay someone who has to come in and train?
- g. Mueller: There's a training line.
- h. Rausseo: How much is the increase of the wage and salaries line?
- i. Hawley: Ballpark, \$22–23,000.
- j. Myers: \$14,000 of that is the GM increase—no pressure, Andrew (some har hars).
- k. Hawley: In terms of the other expenses, I've tried to cut down expenses; for example, ad and promo, cut by \$500. Bad debt: last year was good, not too much bad debt. Bound issues, same. Capital assets, the same. CUP national conference: thought able to lower the expense for that. Every year, we've had five figures available. But this year, we don't necessarily need to spend all that money. Contingency, the same credit card charges: same. Distribution: need a new cart, only one works. Employee appreciation: a bit lower this year. CUP fees, misc., Internet, insurance, GST: all the same Office supplies: brought the line down a bit.
- l. Lytle: There are caps and spelling, recorders—need more for ed board.
- m. Hawley: Will do inventory, and then see what we can do. That should be okay.
- n. Hawley: Parking ad rep. New line from the new ad rep line. Scaled back the printing line: removing \$2,500 shouldn't impact printing too much, but overall, a big improvement. Added a new line for tech support, because it proved to be valuable last year. Phones: a line Danielle said we could really scale back. Saving a couple hundred from last year. Transportation: We have allotted 400–600 in previous years, but was really not used; lowered to \$100.
- o. General/office expenses: \$137,777.00 In the end, we have a balanced, in-the-black budget.
- p. Myers: Is that it for the budget?
- q. Hawley: Yes
- r. Myers: Questions?
- s. Rausseo: The GIC? That's it. A quarter of a half of a per cent.
- t. Lytle: Can we reconsider where we are invested?
- u. Myers: Can we table this discussion and make the finance committee take care of it. Do we need a motion to approve the agenda?

- v. Mueller: There are lines that the finance committee should look at and discuss before it's motioned at the board.
- w. Myers: Deadlines that require the budget is approved?
- x. Filip: What about Sofia? I want her to work on the issue even without her knowing what she's getting paid.
- y. Mueller: As long as she is aware of the fact that we don't know what she's getting paid.
- z. Hawley: Maybe talk about it at the finance committee and then vote via email.
- aa. Myers: Can we table?
- bb. Butters: Can I spend money if there's not budget?
- cc. Mueller: Didn't have a budget 'till September or something last year—it's okay.
- dd. Myers: Motion to table the approval of the 2012–13 budget until the August board meeting.
- ee. Lytle: Second that.

10. Any other business


- a. Lytle: Motion to ratify the hiring of Andrew Hawley for the position of General Manager of the Fulcrum Publishing Society for the 2012–13 publishing year.
- b. Myers: Seconded.
- c. Vote: Passed unanimously.
- d. Rausseo: Hiring process: Rules are not as strict or well defined as they could have been.
- e. Myers: Rules are probably in the Bylaws.
- f. Filip: Motions to ratify the following ed board positions:
 - i. Online Editor: Darren Sharp
 - ii. Features Editor: Ali Schwabe
 - iii. Opinions Editor: Sofia Hashi
 - iv. Art Director: Mathias MacPhee
 - v. Executive Editor: Julia Fabian
 - vi. News Editor: Andrew Ikeman
- g. Moved by Lytle. Seconded by Rausseo.
- h. Motion carried with one abstention: Mueller.
- i. Myers: Motion to go in-camera.

j. Rausseo seconds.

Name & Title: Mercedes Mueller, President

Signature & Date:  , Sept. 1, 2012

Name & Title: Andrew Hawley, General Manager

Signature & Date:  , Sept 1, 2012



President Report

June 30, 2012

DIRECTOR'S HANDBOOK

I used the past month or so to research fonts for the DHB. Yahoo Answers told me that Times New Roman or Arial are the "most professional fonts", but I actually think they are pretty boring. I think the font should set the tone for the manual, and a boring font isn't fitting for a manual filled with policy! Right now, I am torn between Caslon Bold and Warnock Bold for titles. For text, I am set on Univers. All in all, the DHB is going really, really well.

BUSINESS DEPARTMENT: CONTRACTS, HIRING, AND TRANSITION

After last meeting, I had Deedee sign her contract for the 2012–13 publishing year. Yay!

Jessie, Jon, and Ben Mitchell headed the Hiring Committee for the General Manager position. After interviewing a handful of applicants, they offered the position to former FPS president and esteemed member of the Council of Elders, Andrew Hawley. Andrew signed his contract a couple weeks ago, picking up where Danielle left off.

With regards to the GM transition: Jessie, Ben Myers, and myself monitored the last few weeks of Danielle's contract and I've been in touch with Andrew regularly about the training he has received. Despite the efforts of the board to oversee the transition, it did not go as smoothly as it could have. There were a number of duties Danielle did not complete before her contract ended, and contact with her has been inconsistent.

That said, Andrew has received sufficient training from Danielle, and he's been able to get a start on the things that were unable to be completed, including drafting a budget for the 2012–13 year, taking over ordering bound editions, updating the policy documents, etc. We also met Friday to transfer the signing authority from himself and Danielle to, well, himself and me, and—gasp!—we cancelled the credit card under Frank's name. More days!

At the end of this meeting, I would like the board to discuss the GM transition further with the intention of determining the proper disciplinary action against the outgoing GM.

COMMITTEES

Before the August BOD meeting, I would like the existing committees to meet and discuss their plans for the upcoming year. As decided at the previous meeting, those committees are as follows:

- **iTask:** Mercedes, Jackie, Jon, Jessie, Kristyn, Online editor, Andrew
- **Policy Review Committee:** Mercedes, Ben Myers, Sean, Jackie
- **DTF:** Mercedes, Jon, Jessie, Kristyn, Andrew

The **Finance Committee**, consisting of Ben Mitchell, Jessie, Jon, Mike, Andrew, Kristyn, and myself need to meet next week to discuss and approve the budget Andrew will be presenting at this meeting so it can be approved by the BOD at the August meeting.

If anyone would like to create a committee, I recommend it be done at this meeting so it can also meet over July. As well, if you are currently not on a committee you would like to be on, let me know at this meeting.

Lastly, I need another Hiring Committee to be formed so we can hire two OCDs for the 2012–13 year. These people need to be available to review resumes and interview about 4–6 applicants in the evenings. It shouldn't take more than three hours max.

PS...

I finally got a cellphone. It's a BlackBerry, and although I've only had it for one month, I've already broken it once. Pretty legit. My number is (613) 400-9263.

—Mercedes Mueller, FPS President

General Manager Report

June 30, 2012

Greetings BOD,

Well, that was a lengthy retirement from the Fulcrum!

Seriously though, it's great to be back. Thanks for giving me the opportunity to contribute to this organization once again.

A somewhat awkward call from Jessie confirmed my hiring in early June. I've since been in the office most days. Unfortunately, training has not been a completely smooth process. My predecessor's full-time job has made it difficult to have sessions. We should have had four by now, but she's only been able to attend two. On the bright side, both of them went extremely well. When I can actually get her to come to the office, it's been very productive. We're scheduled to meet again next Wednesday (where she'll return keys and other things). I've done a fair amount of self-teaching otherwise, and Ross's Business Bible has been a valuable resource. Deedee has also been a great help as well during this transition!

I'm pretty comfortable with most aspects of the position, but I'm not yet able to hit the ground running.

FINANCIALS

As of June 29 we have \$197,499.45 in our chequing account, \$20,135.65 in our savings account, and \$20,781.29 in our GIC. Our GIC is set to mature on July 8th. As part of my trip to the bank yesterday, I was to discuss this with our (new) financial advisor at TD, Paul Stevenson. I'll probably discuss options with our accountants as well.

In terms of the chequing account, activity has been fairly minimal this month. Aside from regular bills, payments, and payroll, there isn't much to report in terms of debiting. Even less so for money coming in, as some clients have paid and we received our monthly C+ stipend.

There is an envelope of cheques that needs to be deposited at the bank, but I've been waiting on Danielle, as she has that. She's supposed to bring them in next Wednesday.

Our accounting software is currently operating in 2011-2012 mode, until Huong, our bookkeeper, comes in to make the switch for us. This makes it impossible to perform certain transactions using Simply, but they are all being documented so that they can be processed once the software is running in current fiscal year. I've spoken to Huong and the books should be switched in the next few weeks.

SIGNING AUTHORITY

Yes! Most of us have signing authority now, after an uphill battle.

As it turns out, Danielle never signed a letter authorizing the relinquishment of her signing authority before she left, despite our new policy requiring that. Attempting to reach her, three forms of communication went unanswered for over a week. So on Thursday, I desperately drove out to Fun Haven in the city of Kanata with the letter for her to sign. Mission accomplished.

Mercedes and I went to the bank yesterday to obtain signing authorities. Unfortunately, Jessie will have to wait to get hers. Devanne did sign a letter before she left, but Mercedes threw it out after receiving wrong information from the bank. This shouldn't be a problem for now, but Devanne will have to sign a new letter either by fax or once she returns to Canada so that Jessie can be added.

CORPORATE CARD

Great news! Danielle and I cut up the credit card a few weeks ago, burned the remains, and dumped the ashes into the Ottawa River. Yesterday, Mercedes and I formally canceled the visa at the bank. A moment of joyous silence now for Francis Appleyard.

Depending on how the trip to the bank went, I'll either have applied for a new card under my name or we will discuss it today.

COLLECTIONS

They have gone pretty well so far. We received a handful of payments this month, reducing our outstanding accounts. There are some, identified by Danielle, that will have to be written off. As she mentioned previously, Centre Cultural Francais will have to be taken to collections.

Apple, through the University Bookstore, still owes us \$1,500.00 from a contract that dates back to Frank's year. I've been in touch with the education account manager at Apple to try and resolve this.

The SFUO has an outstanding grant payment for our regional conference from last April. I met with the VP Finance last week and he found a copy of the approval, expensed at \$1,000.00. He said he would mail a cheque to us and we should receive it next week.

HR

I have signed my contract and Kristyn and Kyle have signed theirs as well. Contracts and confidentiality agreements have been drafted for hired Ed Board members. They'll be able to sign them either once they return to Ottawa or by just coming to the office in the coming weeks.

All Fulcrum email accounts have had their passwords reset and appropriate names assigned to them. New accounts include opinions@thefulcrum.ca, vpic@thefulcrum.ca, and fps@thefulcrum.ca for the Board. Mine has been renamed manager@thefulcrum.ca.

DISTRIBUTION

Good news on this front. Mario Boileau from Physical Resources Service sent me an unexpected email pointing out how our distribution box near CAREG was vandalized by graffiti (we've known this for a while) and how he would offer to help not only with the cleaning of it but re-securing it to the lamppost.

I immediately commended him on this great idea and also brought up the sorry state of our other distribution boxes (dirtiness, not secured, in wrong locations etc.). He responded yesterday saying that they've agreed to help us with the cleaning and securing of all our boxes, as well as any other things we may need help with. It's fantastic to finally have a "distribution" guy!

The DTF should meet in the coming weeks to come up with a distribution plan for next year. Presumably this should be done before/while OCD hiring takes place.

EQUIPMENT/SUPPLIES

One of the ideas I've had since coming in was to perform a kind of mini-inventory of office supplies, especially in regards to keys, recorders, dictionaries, etc. It would be good to have a list of essential supplies and then keep track of them throughout the year to make sure they aren't getting lost or stolen. This would strengthen our management of keys, recorders, and other important items. A key cabinet may not be a bad idea, but that's just a thought at this point. I may return with a request to purchase one later on.

AUDIT

Not much can happen here until Huong has flipped the books. Once that occurs I'll get in touch with Connelly & Koshy about getting the process started.

BOUND EDITIONS

This has taken a back seat recently as more important things took priority. Basically, Danielle never placed the order, and in part that's because we don't have enough copies of the sex supplement, mysteriously. I'll have to get those particular issues copied, printed, and included before placing the order. This should be done in the coming weeks.

That's pretty much it for now. As I said, the transition hasn't been as smooth as I had hoped, but all things considered it's hasn't been that bad.

Feel free to contact me at manager@thefulcrum.ca.

—Andrew Hawley, General Manager

June 30, 2012

WELCOME

Hello board! This welcome goes to Andrew Hawley, our new GM! I can't tell you how pleased I am to be working with him – he will undoubtedly be an asset to the Fulcrum.

COLLECTIONS

As you will see in Andrew's report, everything from last year has been collected other than Audrey's Costume Castle, Pixel Medium, and The Bookstore.

I just finished speaking with Benjamin Nsoga from Pixel Medium, and we are faxing the paperwork to him yet again. There is a possibility of being able to put him through on a credit card. We will be touching base next week.

I have also called Chris Roussakis from SunMedia to follow up on his payment again for his silent auction item.

Everything else has been settled.

PLANNING OVER THE SUMMER MONTHS

SFUO

- We've been to visit Anne-Marie at the SFUO to talk plans for 101 Week. We will do tabling for 101, 101 Kits, and Fedstock as we did last year. Once we receive rates and availabilities from Vanessa (sales) I will be able to draw up a contract for our Contra agreement for the year.
 - The SFUO would like to continue doing the Campus Report for all issues next year – I drew up and sent the contract in the middle of writing this line!

SILENT AUCTION

- We can agree on doing at least one silent auction for next year. A suggestion that has Danielle's marketing stamp of approval is to do one at the 101 Week table.
- I will be canvassing as soon as the rate card is finished. I'd like to go in the summer time while the restaurants still have vouchers to give, and include a Media Kit and Sponsorship letter which works well if we are planning to do a September Auction.

MEET & GREET

- We have not determined a date for the Meet & Greet but the intention is there to do one. I am unsure as to whether or not to canvass again for this or to ask businesses to pick which event they'd like their visibility at.

AD INTERN

- I'd like to see what the board has to say about the idea of an advertising intern for the summer months.
 - I have not yet investigated this specifically, but I think we can give volunteer credits to a student through the CGCE. I'd like to enlist a student that I know to help with canvassing as long as I can credit him in some way.
 - It could be a fundraising for not-for-profit credit! I would be interested in this person for 10hrs a week or so – perhaps more, perhaps less depending on what the CGCE would need for a credit – for the roughly laid out canvassing period of mid-July to August.
 - He/She would not discuss or promise rates, but would collect items for auction and take down contact information if the potential client would like to meet.

MEDIA KIT

So, the Media Kit is coming along very nicely! Jessie has offered to aid in the designing of the card, which is great. I have attached a mock up of what I have in mind and I'm sure that she will take that and make it so much more amazing than what I have conceived of. Mercedes has offered to write the blurb (which should be 575 characters with spaces). In reviewing other CUP newspaper's media kits, I chose to keep it to 2 pages (1 sheet double sided). I also chose to keep it black and white so as to ease cost of printing.

ADVERTISING PLAN

I will be canvassing (possibly with an intern?) for sponsorship and selling at the same time. I'd like to prep a combination package for each business that we visit. It will include a Media Kit, Sponsorship Letter (written by Andrew?), and a 101Week Issue from last year.

I'd like to canvass/sell by neighbourhood:

- SandyHill
- Market
- Elgin
- Business Centre
- Bank
- Main Street
- The Glebe
- Westboro Village
- Vanier/Beechwood
- I'd also like to visit the Train Yards perhaps

At each of these areas, I'll be approaching businesses in order to let them know about how to gain visibility on campus (through either Donation or purchase of Ad Space). I think this will be a great way to get our name out there and hopefully get some new clients.

RATES

I'd like to have the print rates approved as staying the same as last year – we are generally on par with other CUP papers – in some cases we are a little lower, in others a little higher.

WEBSITE

I have been chatting with Darren, our online editor. We have been discussing strategies for the website. Regarding rates, we are on track for where we should be – for example, the Martlett gets 13,000 page views/month and their rates are \$25 higher than our standard rates. I do not want to raise the rates, but they sold well last year and so I don't want to lower them either.

I would like to consider doing a Story Block (either in addition to the skyscraper, or instead of..... the design will dictate this). The Martlet charges \$275 for this spot, so I propose \$250 – that will all depend on whether or not it travels across the site or not.

IN OTHER NEWS

- Thanks to Jonathan and Jessie for coming to see us play at Feverfest!
- Come see The PepTides play at Bluesfest July 8th! 3pm.

—Deidre Butters, Advertising Representative

Editor-in-Chief Report
June 30, 2012

HIRING THUS FAR...

After an admittedly rocky start, we have finally made progress in the hiring process.

We have hired the following positions:

Online editor—Darren Sharp
Features editor—Ali Schwabe
Opinions editor—Sofia Hashi
Art director—Mathias MacPhee
Executive editor—Julia Fabian
News editor—Andrew Ikeman

I would move to have all of these positions ratified by the BOD today.

As of June 28th, 2012, the arts and culture editor position and the sports editor position remain unfilled; however, we have interviewed applicants for both positions and are in the process of making a decision. Upon the completion of hiring the editorial board, I will turn my attention to preparing for our summer issue (on stands July 26th), the hiring of the support staff, and the re-design of the *Fulcrum's* website.

I, along with online editor Darren Sharp, have already begun to advertise for the videographer and webmaster positions. As a graduate of the U of O's communications program, Darren is in contact with professors and industry professionals who have agreed to send our advertisements to their student mailing lists. I have also posted the advertisements on Kijiji and Craigslist.

101 WEEK PREPARATION

Last year *Fulcrum* editors and volunteers sat at a table located in the UCU and handed out issues of the paper and other *Fulcrum* swag to passing students. Any students who expressed interest in joining the *Fulcrum* left us their names and email addresses so our Volunteer & Visibility coordinator could contact them about upcoming meetings. Because our time at the table last year was such a success, we plan to rent a table from the SFUO this September. DeeDee, Andrew, and I recently met with the SFUO's vp communications, Anne-Marie Roy, to discuss the *Fulcrum's* presence at 101 Week. We discussed the logistics of getting our frosh issue into the 101 Week kits and our plans to have a *Fulcrum* table during 101 Week and Fedstock. Andrew, DeeDee, and I are considering approaching CHUO and *La Rotonde* to discuss the possibility of banding together to pay for two side-by-side tables, essentially creating a "media table" during 101 Week.

—Kristyn Filip, Editor-in-Chief