



Fulcrum Publishing Society

Board of Directors Meeting MINUTES

August 23, 2012

Room 228-141 Louis Pasteur, 5 p.m.

Voting members present: Ben Myers (Chair), Jaclyn Lytle, Jessie Willms (Vice President), Jonathan Rausseo, Michael Robinson (VPIC)

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

Members absent: Mercedes Mueller (President), Ben Mitchell, Sean Campbell

1. **Opening of the meeting at 5:23 p.m.**
2. **Approval of the agenda**
 - a. Willms moves to approve agenda.
 - b. Motion passed unanimously.
3. **Approval of the minutes (May and June)**
 - a. Myers talks about votes from previous meetings
 - b. Vote
 - c. Willms moves to approve minutes and votes online
 - d. Lytle seconds it.
 - e. Motion carries unanimously.
4. **President's report**
 - a. Willms reads Mueller's report.
 - b. More issues with GM transition, but it hasn't slowed him down that much.
 - c. July Finance Committee meeting; budget was reviewed.
 - d. DTF: document was sent out to everyone that had ideas for phases of the plan.
 - e. Hiring Committee: Willms, Mitchell, Rausseo, and Robinson:
 - i. Need to hire someone for distribution before the 30th.
 - f. Corporate Ombudsperson
 - i. Contacted former board member Devanne O'Brien and she would be happy to fulfill the position.
 - g. Final note: Left contact information.

- h. Questions: Rausseo: Can we obtain more info on O'Brien before ratification of her into the position? Hawley agrees with the idea.
- i. Myers is sending O'Brien an email and CC Rausseo and Mueller. To describe her qualifications.
- i. Willms: More hiring committee brunch.

5. General manager's report

- a. It has not been a smooth transition, drastic changes.
- b. July 19 – Protection evacuated ed board from building.
- c. July 26 – allowed back into building.
- d. Summer issue is printed and distributed. Most expensive summer issue ever.
- e. Myers: what does that mean?
- f. Hawley: Most expensive means most revenue generated (ads).
- g. Close to a thousand dollars more than last year's issue.
- h. Have access to main and second floors but basement is condemned.
- i. Butters and Hawley are sharing a phone. Fax machine is now operational.
- j. Basement will not be worked on until September. Will take two months. Hawley and Butters need to find a new office.
- k. Rausseo: to move into new 'older' vacated buildings will require renovations. Too expensive. No free spaces, committee should be made to look into this.
- l. Concerned that moving off campus and renting an office will be worse than current set up. Remote access to network is important and will be costly. Phone lines, parking, mail will all become issues.
- m. Lytle: desks can be re-arranged to allow space.
- n. Myers: let's return to Andrew's report.
- o. Hawley is convinced that there are two options: to stay in the cramped conditions until repairs are complete or rent a place off campus.
- p. Rausseo: You're lucky if campus finds a place for you. Best thing to do is start looking at alternate space.
- q. Lytle: For efficiency sake, it is probably a good idea to stay where you are due to maintaining staff relations (proximity close to each other).
- r. Hawley: Important for coordination or projects. Can we ask to share room with OPRIG?

- s. Rausseo: They have a resource room that take's up a lot of space.
- t. Myers: I like Jessie's idea of forming a committee to investigate all options and present a recommendation after analysis of positives and negatives.
- u. Lytle: Take a part of the living room out.
- v. Willms: Invest in shower curtains.
- w. Myers: Jon, maybe look at office dividers. Move committee formation to any other business.
- x. Transition has deteriorated. Ex-GM did not make any efforts to transition. E-mail to executive board members in August about what was going on. She left with keys, cheques, and HST return not completed, no bank reconciliation. Ben has got everything back.
- y. Hawley contacted Huong about HST bank reconciliation and will get in touch with her again on August 27, 2012 (Huongo on vacation).
- z. Willms: You get money from CUP? Why? Big difference from C plus and CUP – can you check that.
- aa. Hawley: I will look into that.
- bb. Hawley: Potential large amount of displaced revenue. Suggestion is not to input into budget lines but just be aware of it. Simply Accounting will keep proper track of this over excel sheet. Will leave it out of this year's budget, it is not displaced revenue.
- cc. We all have signing authority now (applause). (Mueller, Willms, and Hawley).
- dd. Hawley corrupted the Simply Accounting invoice template file.
- ee. All ed board members as well as videographer and webmaster have signed contracts.
- ff. Looking for new distribution points. Renewed permits for off-campus boxes and now they are immune.
- gg. Need to buy a new handcart for OCD.
- hh. Bound editions of Fulcrum finally are on their way.
- ii. Hawley: no money is made on bound editions.
- jj. Myers: Fundraising for NASH
- kk. Lytle: Not enough notice for fundraising.
- ll. Butters will add to advertising.

6. Advertising representative's report

- a. Butters has to leave early so she is going before EIC.
- b. Sales since Tuesday August 21 have grown \$5,000. We are at \$45,000. Summer Issue really helped contra, etc.
- c. SFUO has their yearlong deal, and contra deal as well.
- d. List of advertisers has grown.
- e. Trying to find restaurants.
- f. Some Contra deals.
- g. Matt Conley wrote a great report on \$10,000 cap in regards to contra.
- h. Should be less capped as Butters is doing less conservative contra deals.
- i. Contra, sponsorship, target should be taken into consideration in regards to productivity.
- j. We should make sure we are not putting our sponsors at risk through fundraising as well. This is why there was a limit.
- k. Silent Auction: Draft has been created. Gifts sound neat. Cowboy hat is secured.
- l. Fax Machine may not be operational. Need to contact Brother or buy a new one.
- m. Myers: Same commission per web and print sales.
- n. *Butters leaves at 6:46pm.*

7. Editor-in-chief's report

- a. A lot of the report has to do with the building.
- b. The most important weekend of the summer, people couldn't get in. Tried to operate remotely.
- c. Edited from home. Didn't get in on Monday. Went to the Lees office. Paper was distributed one day later on Friday, July 27, 2012. Concern is the university will force everyone out again.
- d. Hired Webmaster and videographer – a lot of applications. Videographer: interviewing SFUO and GSAED directors.
- e. Production is prepping up for Frosh issue.
- f. Associate news editor is an ongoing search.
- g. Receiving applications for support staff – proofreader, associate news editor, staff writer, and volunteer and visibility coordinator.
- h. Dawn is pretty awesome so far (new webmaster). Despite having a kid, and being on maternity leave.

- i. We have an associate news and staff writer interview for tomorrow. Associate news editor is a position I am concerned about.
- j. Rausseo: You will get more people who apply as September comes up who are unqualified for the position.
- k. We are going into production this weekend.
- l. Myers: As long as the issue comes out. Don't cancel it.
- m. Filip: We need to be able to support a network wherever we are.
- n. Lytle: We need a firm answer about the future of the building.

8. Ratification of Corporate Ombuds(wo)man

- a. Lytle: Moves motion to table until next meeting on September 16, 2012.
- b. Willms seconds.
- c. Carried unanimously.

9. Discussion of Board Source Leadership Forum subsidy

- a. Hawley: Brought this up in the summer. Annual Conference in U.S. and it is for non-for-profit boards, discusses best practices and strategies.
- b. Might be a good chance to see if we want to do this in 2012. What can we take away about seeing how other organizations generate revenue, etc?
- c. Hawley talked to Mueller, interested in going.
- d. In Chicago. Have to pay for accommodations, food etc.
- e. Introduce a line in the budget to help provide subsidy.
- f. Networking would be a benefit.
- g. Myers: Practically speaking you are looking at 3 or 4 people. For every person interested in going, each person's subsidy goes lower.
- h. Lytle: This seems like an unnecessary expense.
- i. Willms: I think it seems more investing in the board. I think it would provide a lot of benefits. I think it makes the board more valuable.
- j. Lytle: We have other resources we have not used, like cross communication with ed board who we have not consulted with prior.
- k. Hawley: We have a decent amount of net income—we are still projected for positive net income and therefore this is why I think the line fits well. Choosing to spend \$1,500 of that for this, for something we haven't looked at ever before. It doesn't have to be \$1,500; it is just a number I thought it would work.
- l. Rausseo: We should look at alternatives, rules change in Canada as to what defines a non-profit.

minutes of the meeting before that amount can be dispensed or expended.

cc. Willms moves.

dd. Myers seconds.

10. Approval of the 2012–13 budget

- a. Lytle moves budget for 2012–13 year.
- b. Rausseo: Seconded.
- c. Motion passes unanimously.

11. Distribution Task Force

- a. Willms: No one has ever really looked at distribution critically.
- b. Readership should get the highest pick up it can.
- c. Have a survey done.
- d. Something that the March BOD meeting should discuss regarding recommendations.
- e. Lytle: Perhaps this would be best for the inter-board relations committee.
Lytle requests to sit on the meeting. She would like to have board members on this as well.

12. Any other business

- a. In-camera discussion.

13. Adjournment

- a. 8:35 p.m. meeting ends.

Name & Title: Mercedes Mueller, President

Signature & Date: [Signature], Sept. 31, 2012

Name & Title: Andrew Hawley, General Manager

Signature & Date: [Signature], September 31, 2012



President Report

August 23, 2012

DIRECTOR'S HANDBOOK

I spent my month off flipping through every director handbook I could get my hands on and wrote down, like, one million ideas. Essentially I already have this thing written... in my head...

BUSINESS DEPARTMENT WOES

As communicated earlier this month, the poor business department is without an office and are operating out of the exec/features office on the main floor. Depending on the length of time for the downstairs to be repaired, the department may have to look into moving to an on-campus location. Andrew speaks more to this in his report.

In other—but not at all new—news, Andrew found some more issues with the GM transition. The bank reconciliation was not done properly and now our books cannot be flipped until the issues are resolved and our HST return was not filed. Unfortunately, this means we have to pay a professional to fix these problems—by the hour. There have been more problems with the GM transition that Andrew will touch on in his report, but many have been dealt with over the past two months, and fortunately none have slowed Andrew's transition down all that much.

BUDGET 2012–13

In July the Finance Committee met to review the draft budget presented at the June meeting. It will be presented by Andrew at this meeting. One outstanding item that needs to be discussed is adding a line in the budget to subsidize board members attending the BoardSource Leadership Forum.

DTF: PLAN OF ATTACK

The Distribution Task Force met in July to brainstorm ideas for the upcoming year. I've tried to summarize our plans in a draft document that I've sent out to everyone. I am hoping at this meeting we can brainstorm more ideas for the different phases of the plan—yes, the plan has phases—and a more comprehensive, formal report can be presented in September.

HIRING: ON-CAMPUS DISTRIBUTOR

Earlier this month, advertising for the on-campus distributor position was done and dozens of applications have been received. The Hiring Committee—which, as it stands, consists of Jessie, Ben Mitchell, Jon (?), Mike, and myself—will need to meet over the next week in order to hire someone before the frosh issue, which comes out on August 30. If you are on this committee and do not have the time to select candidates over the weekend and meet in the evenings early next week, please resign at this meeting. I will be sending out an email tomorrow morning with the applications and deadlines for selections. Just an FYI: I will be Skyping into these meetings (and using a much better

Internet connection, I swear!).

CORPORATE OMBUDSMAN

As per FPS policy, we need to select a corporate ombudsman for the year, as our previous one resigned at the end of April. I contacted former board member Devanne O'Brien to see if she would be interested in the post, particularly as she is attending the U of O as a law student. She said she would be happy to fulfill the position. Re: her past involvement with the board: Our policy states that the ombudsman must not be involved with the Fulcrum or the BOD, which I would interpret to mean "present tense" as opposed to "ever". We can discuss this today, and I hope the board at this meeting can subsequently ratify her.

IN OTHER NEWS...

I just wanted to let everyone know I am spending yet another week in Owen Sound. I won't be returning to Ottawa until after Labour Day. As always, if you need to reach me, you can email me, text (519) 372-7663, or call (519) 371-4352. I can also receive texts, sometimes, on my Ottawa phone, but I can't respond with it.

—Mercedes Mueller, FPS President

General Manager Report August 23, 2012

Greetings BOD,

It's been a very quiet, smooth summer with little to report. Ok, maybe not.

There have been some drastic developments and changes since the last time we met, and not all for the good. One of these has even shaken the very foundations of the Fulcrum, literally. We've had to celebrate the most basic business duties/achievements as we've faced a number of setbacks and difficulties. Fortunately, we have kept the business moving. I'm confident we'll be able to do so going forward, but it will be in a different environment than we're used to.

Here's a briefing of the developments since our last meeting:

BUILDING CONDEMNATION

Kristyn will be able to speak to this as well, but here's a summary of events:

1. During the evening of July 19 Protection came to 631 King Edward without warning and evacuated the building, citing fire escape and "hole in the basement" problems. The building was condemned and wrapped up in caution tape. This immediately halted production on the summer issue, which was supposed to occur that weekend.
2. Production resumed in an office space acquired temporarily at the Lees campus the following week. PRS allowed us back into the building on July 26, allowing Ed Board to finish their work there.
3. To the credit of Kristyn, Kyle, and the editors, the issue was finished, printed, and distributed just one day late. It's also the most expensive summer *Fulcrum* issue ever (\$2,658.75), thanks to Deedee, which is why it is great that it was basically delivered on time. That was an incredibly hectic week for all involved, so kudos to everyone for making it work.
4. Here's the situation at present: we retain access to the main and second floors of the building. However, the basement is condemned due to foundational problems that need to be fixed. Unfortunately, nobody knows how long repairs will take (perhaps a wheel should be spun). I fear it will be lengthy.
5. Deedee and I have moved into the exec office on the main floor and are working out of there. This skeleton setup is inconvenient and not meant to be permanent. We are currently sharing one phone to call out but have to go into the EIC room to pickup any calls on our 5261 extension (the one in our office is 5258). The fax machine is also in the EIC room but appears not to be working. There's very limited space for all our files and folders as well in the makeshift office.
6. It's in the best interest for the business side of the paper to find a new office space in time for the fall. Repairs will not begin in the basement until September at the earliest, so even if they do take the 1-2 months minimum, we're looking at a November/December return. The workflow will be hampered if we remain in this setup, not to mention the fact that we are using the space of editors and come September they should have that office back. It would be difficult for the business side to stay there while leaving 10 editors to share 6 workstations upstairs on the second floor. This would obviously hurt the workflow of the entire organization.

7. For office space on campus, we were pointed to CLS and their director Marc Duval. Kristyn, Kyle, and I met with him to discuss the urgency of our situation as well long-term space possibilities. Although Marc seemed to understand our circumstance and wanted to help, at the time of this report he had no office space to offer the business department in the interim. I have kept in touch with him but I am worried he may not have space for us.
8. So, as the summer continues, Deedee and I will continue operating out of our closet while we wait on Marc to provide us with some kind of space to work. If they can't help though, we may have to consider either staying here permanently and hoping repairs don't take too long or renting an office off-campus. Both of these options are equally appealing, in that they're not really.

FORMER GM/TRANSITION

Unfortunately there's been no training to speak of since my last report to the Board. June 18th was the last time Danielle came in to the office. Late June was the last time I saw her, when I drove out to her office to get to sign-off on her removal as a corporate signing authority.

I tried to get her to come in on numerous occasions during July. However, all my calls and emails went unanswered. Texts were sporadically and only occasionally responded to. She bailed twice on scheduled sessions due to apparent sickness and was unresponsive for one week because she was in the hospital with pneumonia, according to her. In my mind, whether sick or healthy, no reasonable attempt was made on her part to have one last session and tie up important loose ends. I communicated this to the executive of the Board in early August.

The problem is that she left with: our keys (and a set of the university's for good measure), 13 total cheques worth nearly \$11,000, an HST return not completed, an improper bank reconciliation which has delayed flipping of the books, and no transition report. I believe that's all.

Fortunately though, miracles do happen, as proved recently. Board member Ben Myers got in touch with her through the break of an OpenFile story on Funhaven. Ben went to her house and picked up all the keys as well the "stolen" cheques. This was a huge breakthrough to say the least. It's not surprising that Fulcrum hero Ben Myers got the job done. He's the dark knight of the corporation. This means that we won't have to change the locks in the office and we no longer have to pay an invoice the university sent us in order to pay for a replacement key. We also won't have to waste the CUP lawyer's time. Most importantly, I was able to cash some of the cheques she had that didn't have stop payments on them. Though I had to put stop payments on almost all the cheques, clients generally seemed happy to oblige and we received a number of re-issued cheques that have since been cashed. This is explained further in the Financials section. Bottom line, just glad we were able to set fire to the rain on this one. I contacted Huong about the HST and bank reconciliation. She will help us out but not until August 27, as she is on vacation until then.

FINANCIALS

As of August 21 we have \$201,075.21 in our chequing account, \$20,143.25 in our savings account, and \$20,831.03 in our GIC. Time to invest in Facebook stock. Just kidding.

In terms of the chequing account, activity has been picking up a bit this month. Aside from regular bills and payments, the entire Ed Board is now on payroll. In terms of money coming in, we received our monthly CUP credit in July but not yet for August, although it should be coming any day. There were two major deposits this month. The first was all the cheques that the ex-GM didn't steal, worth about \$11,000. The second

deposit was a combination of re-issued cheques and cheques that she "stole" but we retrieved and were not cancelled. The total for this was just upward of \$11,000. Our accounting software is still operating in 2011-2012 mode, until Huong comes in and switches it after the bank reconciliation. I'm keeping physical track of all transactions so that they can all be processed once we switch over to current fiscal year.

SIGNING AUTHORITY

We all have signing authority now! Just wanted that on record.

CORPORATE CARD

A simple process of getting a new card has been made to be walking on water thanks to TD. Jessie and I applied for the new card on July 11. Financial advisor Paul Stevenson let us know that instead of applying for a new card we could simply be issued a replacement card with Frank's name removed and the Society's on it instead. However, by the end of July it hadn't arrived so I went back. Paul called TD and was told that he had been given the wrong procedure the first time. I signed a new form he prepared and asked if just me signing was ok, to which he said yes. Predictably, a few days later he called me back because he needed the signatures of Mercedes and Jessie on this form as well. We got that done and dropped it off. So, in theory, we do have a corporate card on the way.

COLLECTIONS

As mentioned earlier, collections on the ex-GM "stolen" cheques has gone pretty well so far. We won't recoup the entire amount due to subtractions from stop payment and other administrative fees, but we should get almost all of it. Pixel Medium is the lone outstanding non-bad debt from last year we're still tracking down. Invoices for the summer issue were just sent out.

SOFTWARE

Recently I was in Simply Accounting trying to update our invoice template from last year. Unfortunately, my method of updating it somehow corrupted the file. Simply was unable to recognize it and shut down any time it tried to access it. I called support but they refused to help because apparently version 2008 isn't a recent enough purchase for them. The only solution was to create a new customized invoice file entirely. This was done, but not without the assistance of Ottawa Tech Support to make it work. We can print invoices again!

HR

All Ed Board members as well as the Videographer and Webmaster have come in to sign their contracts and have been added to payroll. A new video@thefulcrum.ca account has been created for the Videographer.

DISTRIBUTION

I've been in contact with the DTF about all distribution updates. PRS continues to clean our distribution boxes and move some around a bit. As I mentioned to the DTF, we may get them to clean everything off (including the Fulcrum logo) and have the boxes repainted by artists and/or use stenciling. The DTF came up with a distribution plan for the year. It includes getting a large black stand (LBS) back at the caf entrance as well as get some stands in the new Social Sciences building. I'm waiting to hear from PRS about that. I've also spoken to Timothy's, Urban Well, and other nearby off-campus places about being new distribution points.

We had a surprise visit from a City of Ottawa bylaw officer recently. She

sabotaged our plans not to renew permits until somebody notices. Just kidding. It was just pointed out that our two off-campus boxes had outdated permits and would be confiscated without new ones. So I sent off a cheque and application and our boxes now have immunity in the form of shiny yellow stickers.

EQUIPMENT/SUPPLIES

We'll need to buy a new handcart for the OCDs. I contacted Computing and Communications recently and was able to remove two office extensions that were barely being used. This will save us \$40-50 a month going forward. We now have three extensions that can be streamlined into business, EIC/PM, and editor lines.

AUDIT

I'll have to get in touch with Luc from Connelly & Koshy about what's transpired with us over the summer. Because of the poor GM transition we won't be able to get an early start on the audit this year. This was the case last year as well.

BOUND EDITIONS

The most expensive and delayed bound editions in Fulcrum history are on their way! The binder came in on Tuesday to pick up issues. We'll be receiving 30 editions this year. We made \$630 thanks to five buyers as well as a slightly larger than usual purchase from the SFUO. Unfortunately, expenses will also be increasing by nearly \$1,000. This was the (cheapest) cost of re-printing 30 copies of three issues of which we only had one copy of each in the office. We had to send PDF files to the docucentre to have these three issues printed. Unfortunately, last year's production manager made an incomplete PDF of the travel issue. So, readers will only get to remember the first 27 of 32 pages. We'll just have to look in the one bound edition that has the actual original printed content to remember it wholly. This process will be done on time and on budget when I do it next April.

FUNDRAISING

Deedee and I have/will be in Sandy Hill, Elgin, the Market, etc. this week to continue soliciting donations for our 101 Week Silent Auction taking place September 6-7 in the UCU. We have some items already but need to add more.

INSURANCE

I recently renewed our insurance policy for this year. The cost of renewal falls within budget.

—Andrew Hawley, General Manager

Advertising Representative Report

August 23, 2012

SALES

Sales Total so far: \$40,840.21

SUMMER ISSUE

I won't bother with comparative stats at this moment since the numbers of the 101 Week issue will grow by the time you read this report.

The summer issue is significantly bigger than in past years due to a sale of the Back Cover to Galleria Sales (Condo sales office down the street) – they are a new client and have purchased the back cover for several more issues in the year. The SFUO placed their year-long advertorial and has upgraded to colour twice now which is great.

Advertisers:

- SFUO – Advertorial
- Surplus Warehouse
- Galleria
- Sage Youth
- Utan
- Draft
- GSAED
- Campus Pharmacy
- OLT
- Lucas Nault
- Surplus Furniture
- Rideau Optometric
- Sport Services
- Paul Mercks Concerts
- The Royal Oak —Laurier
- Apple Saddlery
- St. Alban's Church
- Laurier Office Mart

Basically I am just calling a lot of people at the moment to get them solidified for 101 Week. I am making a lot of calls to both new and past advertisers and am having fairly good results.

CONTRA

Of the above amount, \$6671.20 is contra.

- SFUO - \$3256.20
- CHUO - \$2005
- OLT (partial contra) - \$1410

I have been trying to find restaurants to do contra with but so far only F&S is in progress. I'd like us to think a bit more thoroughly about limiting partial contra – it is far less risky than dollar for dollar. There also should be some look at sponsorship and how much of that we can do. We should talk more about this at another meeting.

SILENT AUCTION

Silent auction canvassing is starting to garner some results. The following advertisers

are contributing to the silent auction:

- Lucas Nault Hair Studio
- The Draft
- The Royal Oak
- Laurier Office Mart
- Animations Festival
- Ritual Nightclub
- F & S – in progress
- Dunn's Famous Deli
- The Lieutenant's Pump
- Sports Services

COLLECTIONS

There were some issues with cheques that have been resolved. In the case of Campus Pharmacy, the owner was super unhappy and I chose to give him a complementary 1/8th page to make him feel happier about having to go to the effort of reissuing the cheque.

FULCRUM OFFICES

As Andrew has mentioned, we are not back in the Fulcrum basement office and may not be for a while. We were without an office phone for a bit but that has been 'fixed' now in so far as we are using extension 5258 to call out.

We still have no working fax machine which is really detrimental to me getting my signed contracts into the office. I have had quite a bit of luck with clients sending contracts via email, but this really needs to get fixed soon. We will call Brother to get some tech support soon. We have established that the problem is the fax and not the line and we will call Brother Wednesday August 22, 12 to follow up on that.

MEDIA KIT

See attached.

WEBSITE

I am in active talks with Dawn to make sure that she knows what I would like. We have sold the top leader board to Rideau Optometric for the year. I hope that they will be able to upload for Sept 1st.

—Deidre Butters, Advertising Representative

Editor-in-Chief Report August 23, 2012

THE SUMMER ISSUE! AND BUILDING DRAMA

On Thursday, July 19th, the 2012/2013 *Fulcrum* editorial board sat down to hold their first official ed board meeting. All was going well as the editors discussed their plans for their upcoming summer issue, but little did they know danger in the form of U of O protection officers was lurking in the shadows.

And now that I've got the theatrics out of my system, the rest of the story: The protection officers told me we'd have to evacuate the building, as there was a hole in the floor in the back stairwell that apparently posed immediate threat to us. We were told engineers and members of the university's risk management department would be at the F in the morning to survey the damage, but in the mean time the building was off limits to us.

Needless to say, being denied access to our building two days before we were scheduled to go into production was a terrifying prospect, but Kyle and I were optimistic we'd be let in soon. We called Andrew and DeeDee to inform them of the situation and made plans to meet at the F the next morning to talk to the engineers.

When we got to the office at 9 a.m. the next day, we were shocked to find the locks of the building had been changed and the office was covered in yellow caution tape. The engineers told us we would likely be able to have access to our building on the following Monday, but the doors would be closed to us all weekend.

We did our best to stay calm and discussed our options. I would do EIC edits to the articles from home over my computer and we would keep our fingers crossed that we'd be let back in on Monday so Kyle could lay out the paper.

Unfortunately, luck wasn't on our side and come Monday morning the building was still closed to us. After meeting with the protection officers and members of the risk management department, we were able to secure a room at the U of O's building on Lees Ave. We were escorted into our office by protection and given access to a U of O van to bring any necessary equipment to our new "office."

Needless to say, making the paper from a single room at Lees wasn't ideal, but I'm proud to say we were able to accomplish just that. The summer issue was on stands on Friday, July 27th—only one day after it was originally scheduled to be distributed.

In between editing articles, designing the paper, and managing the *Fulcrum*'s business affairs, Kyle, Andrew, and I met with people at the university on a daily basis in an attempt to find out exactly what in the world was going on with our building. We were finally told that the basement needed renovations, but the rest of the building was safe enough for us to return to. (Cue wild cheering here.)

Although we have been granted access to our building, we are now concerned that the university will come to us at a later date and force us out again. No one has been able to guarantee that we'll be able to remain in our building for the rest of the year and we suspect that as the renovations begin in the basement, the rest of the building could be affected. Kyle, Andrew, and I met with Marc Duval of the U of O's community life department to discuss our concerns. Mr. Duval assured us he would do everything in his power to help us stay in our building and find us an alternative office for DeeDee and Andrew somewhere on campus.

ONLINE AND VIDEO CONTENT

I am happy to report we have hired Dawn Xavier-Franklin as webmaster and Toni Van Eeden as videographer.

Our online editor Darren Sharp has been working closely with Dawn to design a more functional and aesthetically pleasing website. According to reports from Dawn and Darren, the redesign of thefulcrum.ca is on track and the new site should be ready to launch as of September 1st.

Toni has been working with our news editor Andrew Ikeman to make a video featuring interviews with the SFUO and GSAED exec. The video will be up on our YouTube channel shortly.

HIRING THE SUPPORT STAFF

We have been receiving applications for proofreader, associate news editor, staff writer, and volunteer and visibility coordinator over the past two weeks. We will begin interviewing applicants over the next week and will hopefully have hired the entire support staff by the time we are ready to go into production of the frosh issue (on stands August 30th!).

—Kristyn Filip, Editor-in-Chief