

Fulcrum Publishing Society
Board of Directors
MINUTES

Sunday, May 27th, 2018
141 Louis Pasteur, 1:00 p.m. - 2:31 p.m.
Meeting #1 2018-2019 Publishing Year

Present: Kate Murray, Anchal Sharma (ex-officio), Jonathan Rausseo, Kaylum Bobal (ex-officio), Dorian Ghosn (ex-officio), Raghad Sheikh-Khalil, Justin Turcotte

Partially Present: Marguerite Gollish

Absent (with reason): Hanna Methot

Absent (without reason): James Casey

1. Opening of Meeting

R. Sheikh-Khalil opened the meeting at 1:12pm. R. Sheikh-Khalil motioned to appoint M. Gollish as chair of the meeting. J. Rausseo seconded the motion. All voted in favour and the motion passed.

2. Approval of Agenda

R. Sheikh-Khalil motioned to approve the agenda with the following amendments:

- Remove the ombudsperson discussion and postpone to next meeting;
- Add two minute introduction to the standing actions list as the second item in the opening matter

J. Rausseo seconded the motion. All voted in favour and the motion passed.

3. Standing Actions List

R. Sheikh-Khalil explained that the standing actions list is a living document of the things that the Board needs to get done, and that it's usually kept open so that the Board can update it throughout the meeting. She proceeded to briefly go over the standing actions list and noted that one example of an item is that everyone needs to sign a code of conduct form as well as a conflict of interest form.

4. Scheduling of Board Meetings

R. Sheikh-Khalil stated that it's important that Board members let each other know if they're not able to make it to a Board meeting. She went on to say that if a Board member misses more than two Board meetings without notice then you could get removed from your position.

R. Sheikh-Khalil reminded everyone that reports are due the Friday before meetings on Sunday. J. Turcotte mentioned that he might be able to book rooms in FSS for monthly meetings. R. Sheikh-Khalil added that committee meetings usually happen once per month.

The meeting schedule that the Board agreed on for the upcoming publishing year is:

- June 24th, 2018
- July 29th, 2018
- August 26th, 2018
- September 30th, 2018
- October 28th, 2018
- November 25th, 2018
- January 27th, 2019
- February 24th, 2019
- March 31st, 2019
- April 28th, 2019
- May 26th, 2019

5. Election of Officers

R. Sheikh-Khalil explained that there are four executive positions on the Board: the President, the Vice-President, the Chief of Staff, and the Chair. She added that there's also a Treasurer position, but that one isn't elected. R. Sheikh-Khalil proceeded to briefly review the descriptions of each position from the policy manual.

R. Sheikh-Khalil said that she would like to run again. All voted for R. Sheikh-Khalil as the President for the 2018-19 publishing year.

R. Sheikh-Khalil nominated M. Gollish for the position of Chair. All voted for M. Gollish as the Chair for the 2018-19 publishing year.

J. Turcotte said that he would like to run for the position of Vice-President. All voted for J. Turcotte as the Vice-President for the 2018-19 publishing year.

J. Rausseo nominated K. Murray for the position of Chief of Staff. All voted for K. Murray as Chief of Staff for the 2018-19 publishing year.

6. Formation of Committees

R. Sheikh-Khalil clarified that everyone on the Board should be responsible for at least one committee, and are expected to attend at least two other committees. She went on to state that each committee typically meets once per month, and is responsible for taking minutes as well as certain assigned duties that they have to complete. R. Sheikh-Khalil proceeded to briefly read through the committee section of the policy manual. The standing committees and their chairs for the upcoming year include:

- Readership committee, chaired by J. Rausseo;
- Finance committee, chaired by R. Sheikh-Khalil;
- Human resources committee, chaired by R. Sheikh-Khalil;
- Inter-board relations committee, chaired by J. Turcotte;
- Policy committee, chaired by M. Gollish;

- Fundraising and philanthropic committee, chaired by R. Sheikh-Khalil;
- Branding and promotion committee, which would work alongside the Marketing Manager, chaired by G. Robertson

R. Sheikh-Khalil added that there will also be several ad hoc committees this year, including: the referendum, legal, and disciplinary committees.

M. Gollish announced that she had to leave the meeting early and appointed J. Rausseo to serve as chair for the rest of the meeting.

7. Appointment of Note-taker

R. Sheikh-Khalil motioned to appoint K. Murray as the note-taker for the upcoming year. J. Turcotte seconded the motion. All voted in favour and the motion passed.

8. Fulcrum Budget 2018-19

J. Rausseo explained that due to a technical error, the Board doesn't have the completed budget ready to view today. With that said, J. Rausseo briefly reviewed the version of the budget that the Board has with them now, explaining that the budget looks a little wonkier than usual because of this year's transition to online. He added that the *Fulcrum* is planning on doing one issue per month in print to help the Editorial Board with the transition. One line that R. Sheikh-Khalil noted in particular was the CUP line, which she advised will need to be changed as the CUP membership fees have changed. J. Rausseo assured everyone present that next year's budget should be back in the black, and that this year's a transition year, which the Board is expecting to be in the red. J. Rausseo said that he will try to send the updated budget document soon.

9. New Director Training Scheduling

R. Sheikh-Khalil asked new directors to send any questions that they may have to either herself or K. Murray and they will ensure that they're included in the training session. All agreed that it's most convenient if the training session takes place following the next Board meeting on June 24th.

K. Murray motioned to add two more minutes to the discussion item. J. Turcotte seconded the motion. All voted in favour and the motion passed.

10. Other Business

A. Sharma informed the Board that Agora contacted her saying that they'd like to display the *Fulcrum's* papers in their store.

R. Sheikh-Khalil motioned to adjourn the meeting at 2:31pm. All voted in favour and the motion passed.