

Fulcrum Publishing Society  
Board of Directors  
MINUTES

Sunday, August 25<sup>th</sup>, 2019  
141 Louis Pasteur, 10:30 a.m. - 12:59 p.m.  
Meeting #4 2019-2020 Publishing Year

**Present:** Kate Murray, Matt Gergyek (ex-officio), Jonathan Rausseo, David Campion-Smith, Justin Turcotte, Dorian Ghosn (ex-officio), Savannah Awde, Benjamin King (Board Candidate)

**Partially Present:**

**Absent (with reason):** Kathryn LeBlanc (ex-officio), Raghad Sheikh-Khalil, Dayne Moyer

**Absent (without reason):**

1. Opening of Meeting

J. Rausseo opened the meeting at 10:50 a.m.

2. Agenda

J. Rausseo motioned to approve the agenda. D. Campion-Smith seconded the motion. All voted in favour and the motion passed.

3. July Meeting Minutes

J. Rausseo motioned to approve July's meeting minutes. K. Murray seconded the motion. All voted in favour and the motion passed.

4. New Board Member Approval

Benjamin King presented his candidacy to the Board. He mentioned that he's starting his Masters in Chemical Engineering in the fall, has worked with student societies before, and has experience serving on various Boards on campus. B. King confirmed that he has no conflict of interest, is not employed by the student union at the University, has not declared bankruptcy, and is of sound mind and body.

K. Murray motioned to elect B. King as a student representative on the Board of directors for the 2019-2020 year. D. Campion-Smith seconded the motion. All voted in favour and the motion passed.

5. Standing Actions List

J. Rausseo presented the standing actions list and made the necessary changes.

## 6. General Manager

### Financials

D. Ghosn began his report by reviewing *The Fulcrum's* financials for the month. He noted that not much has changed, mostly just the payroll.

### Auditor

D. Ghosn informed the Board that he has started the review process with the auditor. He indicated that he received a random cheque in the mail for a reassessed income tax refund.

### Advertising Update

D. Ghosn announced that he already has had several clients who have signed big box and leaderboard ad contracts for the beginning of the year. He added that he also fixed and updated the advertising contract template so that it reflects *The Fulcrum's* current organizational structure. D. Ghosn said that he thinks it's a good idea to pursue a second big box ad space.

D. Ghosn continued by saying that K. LeBlanc was able to turn *The Fulcrum's* Facebook and Instagram accounts into business accounts so that *The Fulcrum* can start bumping up posts. He suggested allocating a \$100 limit per semester to be used strictly for social media advertising.

D. Ghosn mentioned that tabling for frosh week is confirmed through Student Life as they're the ones that are hosting the clubs fair, and that he was able to get coffee from Bridgehead for both days. He noted that *The Fulcrum* will have two chairs and a table for September 4th and 5th. D. Ghosn said that D. Champion-Smith is working on a short questionnaire and a contest idea to entice students to give feedback on *The Fulcrum's* brand, coverage, etc.

### Human Resources

D. Ghosn informed the Board that unfortunately *The Fulcrum's* News editor resigned for personal reasons. He noted that applications were opened up again, they're just finishing up conducting the tests, and will be hiring by the end of the week.

J. Rausseo motioned to add five minutes to the discussion. K. Murray seconded the motion. All voted in favour and the motion passed.

D. Ghosn continued saying that he and M. Gergyek have planned staff orientation for September 2nd and invited someone from the Board to come and talk about inter-board relations. He stated that he'll be including the cyber training as a part of his presentation.

### Donations

D. Ghosn indicated that *The Fulcrum* received \$2500 towards NASH from the Office of the Provost and Vice President, Academic Affairs. He noted that *The Fulcrum* also received a \$100 donation from a *Fulcrum* alumnus, Sian Reid, which was the first from *The Fulcrum's* paypal button. D. Ghosn wondered if it's possible to get the paypal linked to *The Fulcrum's* account. He

said that he has a meeting with the university's Development Office and suggested that maybe they could handle donations for *The Fulcrum*.

J. Rausseo mentioned that this Friday, the Free Store is having an event and there's a table available for *The Fulcrum* there if we'd like it.

## 7. Online Report

D. Ghosn explained that there was a misunderstanding with this month's online report and that one hadn't been submitted. He proceeded to give an update on K. LeBlanc's behalf.

D. Ghosn stated that a lot of work has been put into posts about opting in to *The Fulcrum*. In general, D. Ghosn reported that K. LeBlanc has been posting more on *The Fulcrum's* social media accounts. He explained that K. LeBlanc and M. Gergyek decided to keep posting memes and *The Fulcrum's* social media accounts have been continuing to climb. D. Ghosn noted that K. LeBlanc will be sitting down with Safa soon, sometime at the beginning of September.

## 8. Editor-in-Chief

### Hiring/Staff

M. Gergyek reported that the News editor that the hiring committee hired in May quit about two weeks ago. He went on to say that the team interviewed and tested four candidates and they'll make their decision early this week. M. Gergyek mentioned that training will be on September 3rd, and added that J. Turcotte and S. Awde will hopefully be joining. After training, M. Gergyek stated that the first week of production will start later that week on September 7th and the first volunteer meeting will be on September 10th.

### Content

M. Gergyek indicated that the content will be picking up to coincide with the full publication of content and the editors starting. He announced that the Style Guide update has been completed. In the past month, he noted that *The Fulcrum* has published stories on NDP candidate, UOSU, and U of O research. M. Gergyek continued, saying that *The Fulcrum* some upcoming stories on Pride, a guitar conference, as well as some secret scoop articles coming out. He reported that the podcast prep is going well, and explained that the podcast will be treated like a section of the paper with full editorial oversight over it. M. Gergyek clarified that he'll be editing it alongside Anchal and that it will start in October.

### Promo

M. Gergyek informed the Board that he's been in touch with the President of Campus Vibes who are coordinating 101 Week and is trying to see if it's still possible for *The Fulcrum* to be a part of it. He stated that *Fulcrum* pens will be placed in 101 Week kits and added that he'll be conducting four workshops during 101 Week. M. Gergyek mentioned that tabling is scheduled for September 4th and 5th, and that clubs fair will be on September 5th. He went on to say that he has classroom visits planned for the beginning of September. J. Turcotte suggested that it would be a good idea to do some class visits in the Digital Journalism department.

## 9. President

### Executive Committee

J. Turcotte began by stating that as most of the Board already knows, R. Sheikh-Khalil will be stepping down from her role as President, and he will be replacing her if the Board agrees. He continued by taking a moment to thank R. Sheikh-Khalil for the incredible work that she has done and for her leadership of the Board.

K. Murray motioned to elect J. Turcotte as the President of The Fulcrum Publishing Society for the remainder of the 2019-2020 publishing year. D. Campion-Smith seconded the motion. All voted in favour and the motion passed.

J. Turcotte noted that with this transition, the role of the Vice-President is available. He added that the role of the Chair remains available as well.

### Legal Committee

J. Turcotte advised the Board that the Legal committee met on August 23rd to draft a revised form of the contract provided by the UOSU, which has since been sent to Jenna, *The Fulcrum's* lawyer. He briefly reviewed some of the changes that were made including the addition of a preamble, and that the most significant changes that they made were to the Termination and Renewal section. J. Rausseo suggested that the committee should further amend point 18 to specify that once the agreement is signed, *The Fulcrum* will receive its summer levy. J. Turcotte went on to say that point 14 is the item that the committee would like the most feedback from Jenna about. He explained that once Jenna's recommendations have been implemented, the contract will be sent to the UOSU, and then after the back and forth process has been completed and the document is signed, *The Fulcrum* will receive its summer levy.

J. Turcotte mentioned that an important part of this discussion was allowing the *The Fulcrum* the room to receive its levy directly from the university in the future.

### Finance Committee

J. Turcotte stated that J. Rausseo reviewed *The Fulcrum's* first quarter and determined that there was no need for the Finance committee. He added that there has been no money that has been spent outside of budget parameters. J. Turcotte indicated that *The Fulcrum* expects to receive its summer levy immediately after *The Fulcrum* signs a contract with the UOSU.

### Human Resources Committee

J. Turcotte informed the Board that the HR committee decided on August 6th to keep D. Ghosn as the General Manager for the remainder of the publishing year. He continued by saying that in the event that D. Ghosn obtains another full-time position, D. Ghosn will continue in his position of General Manager part-time until the Board is able to select a replacement.

J. Turcotte reported that M. Gergyek will select a new News Editor very soon. He also noted that the role of Online Editor will transition from Kathryn to Safa on September 1st.

### Inter-Board Health and Wellness Committee

J. Turcotte announced that S. Awde has taken over as Chair for this committee and plans on holding the first meeting in September.

### Policy Committee

J. Turcotte stated that the Policy committee met on August 19th to discuss:

- Updating the technology section of the Policy Manual;
- When to complete an audit and when to complete a financial review engagement;
- The relationship of the One-in-Five podcast with *The Fulcrum*;
- The possibility of securing ad revenue from the One-in-Five podcast; and
- Ideas for the year for the committee

### Marketing and Promotions/Readership Committee

J. Turcotte mentioned that this committee met on August 7th, and discussed bumping *Fulcrum* social media posts, tabling during 101 Week, and ads for the Student Choice Initiative. He explained that the money for bumping ads would come out of the Advertising and Promotions line, which *The Fulcrum* budgeted \$1000 for. J. Turcotte said that he thinks that once *The Fulcrum* has an idea of numbers and how many posts that *The Fulcrum* could post per month, this is definitely an avenue that *The Fulcrum* could pursue.

J. Turcotte announced that *The Fulcrum's* Instagram account was made into a business account.

J. Turcotte advised that once the tabling process has been determined for 101 Week, a schedule will need to be created and have volunteers from the Board to be at the table during the different time frames. He urged that *The Fulcrum* will need to reach out to the UOSU to get this finalized as soon as possible.

### Board Recruitment

J. Turcotte indicated that there are three student representative seats that are currently empty, but that four candidates have expressed their interest in joining the Board through the uOttawa Community Engagement Navigator.

B. King motioned to add two minutes to the discussion. S. Awde seconded the motion. All voted in favour and the motion passed.

J. Turcotte recalled that D. Champion-Smith was voted onto the Board as a staff representative at the last Board meeting.

J. Turcotte stated that he'll be reaching out to both GSAED and the UOSU to officially a member from each of their organizations to attend Board meetings as ex-officio members as per *The Fulcrum's* Bylaws. He said that he'll do the same with the Editorial Board. S. Awde thought that it might be a lot to ask of the Editorial Board for someone to come to meetings and that it would be redundant as the EIC is already at meetings.

## Other Items

J. Turcotte reported that R. Sheikh-Khalil and J. Rausseo met with the coordinator for the Digital Journalism program and that he'll give an update on that later on in the meeting.

J. Turcotte indicated that he'll be attending training for the Editorial Board in a couple of weeks to provide some training on Board related items and policies. He also reminded the Board of the upcoming Board training session on September 15th, where both M. Gergyek and S. Awde will present an introduction to the Editorial Board.

### 10. Marketing Committee

D. Campion-Smith reported to the Board that *The Fulcrum* has the budget to bump content posts. He explained that the funds for this would come from the advertising and promotions line. D. Campion-Smith said that he will look into the costs of promoting on Instagram and Facebook in order to calculate the potential number of posts per month. He added that he'll still look into doing an opt-in post, but it would have to be done some time this week though.

D. Campion-Smith indicated that K. LeBlanc was able to convert the *Fulcrum* Instagram account into a business one and linked it to the *Fulcrum's* Facebook page.

D. Campion-Smith briefly spoke about tabling at 101 week, noting that he'll figure out the logistics of how it's going to work and then will coordinate with M. Gergyek to organize a schedule. D. Ghosn suggested having one hour increments instead of two hour ones just to allow for more flexibility for those who are tabling. D. Campion-Smith mentioned that he's going to have a questionnaire on the table and people who fill it out will be entered into a draw.

M. Gergyek said that he will send an article to D. Ghosn about the Student Choice Initiative so that it can be linked to the *Fulcrum's* opt-in ads and posts. All agreed that it would be good to have the ad up by the end of this week or sometime next week at the latest. D. Campion-Smith said that he would send an email with regards to the ad to K. LeBlanc.

### 11. Policy Committee

#### Ethics Declaration

K. Murray informed the Board that the committee reviewed the Code of Conduct form and discussed writing an ethics declaration for it. She stated that they all agreed that because the Code of Conduct is already concise and comprehensive, it would be best to leave it as is rather than adding to it. Instead, she said that the committee decided that a point should be added to the technology section of the Policy Manual (section 10). The following is what the committee proposes adding:

"10.4 Technology security is important. The Editor-in-Chief and the General Manager are stewards of information security and are responsible for creating and maintaining policies

and procedures for employees to follow. The President is responsible for the Board of Directors.”

S. Awde motioned to approve the proposed amendment to section 10 of the policy manual. D. Campion-Smith seconded the motion. All voted in favour and the motion passed.

### Audit

K. Murray proceeded to state that the committee discussed whether *The Fulcrum* should conduct an audit review in years when we don't conduct a full audit. She reported that after consulting several sources, the committee agreed that *The Fulcrum* should always be doing either an audit or an audit/financial review, and that it should never be doing neither. The committee proposes adding the following point to the Policy Manual:

“4.9.2 In years when a full audit is not completed, a financial review engagement shall be completed in compliance with the Ontario Not-For-Profit Act.”

D. Campion-Smith motioned to approve adding the proposed point to the policy manual with the addition of putting “Corporations” between “Profit” and “Act.” S. Awde seconded the motion. All voted in favour and the motion passed.

### Goals for the Upcoming Year

In the interest of time, K. Murray didn't go through the entire list of goals for the year, but noted that the committee brainstormed an ambitious list and are hoping to accomplish as many of them as they can.

### Questions that came up during the meeting

K. Murray indicated that there were a few questions that came up during the meeting, and the one that hasn't been addressed at this meeting yet is whether *The Fulcrum* wants to get money from 1 in 5 for ads. Discussion ensued on this point, including the possibility of creating a section for 1 in 5 on the website and posting digital copies of the podcasts there. S. Awde suggested that *The Fulcrum* could advertise different mental health services on the page.

## 12. Finance Report

J. Rausseo gave the Board a brief financial report from the past quarter. He indicated that *The Fulcrum* received more money from national advertising than *The Fulcrum* budgeted for. J. Rausseo outlined three main financial considerations for *The Fulcrum* coming up soon:

- Levy
- Fundraising: D. Ghosn asked if the Board would be okay with putting any paypal donations that *The Fulcrum* receives towards NASH. All agreed in favour of this. Discussion ensued on fundraising. D. Ghosn stated that *The Fulcrum* budgeted \$3000 for

the fundraising line so whatever amount *The Fulcrum* doesn't fundraise *The Fulcrum* will contribute.

- Financial audit: For reference, J. Rausseo explained the difference between a financial review and an audit.

### 13. Other Business

J. Rausseo enthusiastically gave the Board an update on his and R. Sheikh-Khalil's meeting with Gabriella from the Digital Journalism Department. He declared that the amount of opportunity is amazing. J. Rausseo explained that all Digital Journalism students (typically have 10-15 students per year) are required to do an internship. He continued saying that the program involves two years at one place and two years at UOttawa, and requires students to complete 120 hours in their unpaid internship. J. Rausseo added that the students need their hours and time to be monitored, and suggested that *The Fulcrum* could have them work like a typical *Fulcrum* volunteer - their editor would just have to sign off on their hours, which the EIC would confirm at the end of term. He stated that at the end of the internship the student is responsible for writing a one page report on their experience. If there are any complaints with the students, J. Rausseo said that the coordinator will deal with it.

J. Rausseo said that the department wants the students to get a taste of everything - copy editing, fact checking, photography, volunteer meetings -- how a story gets pitched, videography, podcasts, shadowing general manager, coming to Board meetings, etc. He noted that the students are available from October to March (aren't available in the summer). J. Rausseo mentioned that he and R. Sheikh-Khalil will sit down with M. Gergyek to figure out an easy tracking system. He proposed that towards the end of the internship, maybe the students could shadow an editor to be a quasi associate editor.

J. Rausseo informed the Board that Gabriella is willing to write a letter to the University on behalf of *The Fulcrum* in support of *The Fulcrum* being deemed a career service. He added that she's also very open to donating money towards NASH, especially if there are any of their students involved with *The Fulcrum*. Ultimately, J. Rausseo explained that the Department want to know that there is growth from the student in the potential internship program.

B. King motioned to adjourn the meeting at 12:59pm. All voted in favour and the motion passed.

Appendices

## **GM Report August 2019**

### **1. Financials**

#### **Previous Months Month Difference**



**TOTAL \$291,115.09 \$287,159.30 -\$3,955.79**

Chequing \$203,762.44 \$200,429.33 -\$3,333.11

RBC \$87,352.65 \$86,729.97 -\$622.68

## **2. Auditor**

Have begun review process with Auditor and submitting documents.

Received refund of income tax(reassessed) for  
\$237.76

## **3. Advertising Update**

a) Already have several clients who have signed contracts for the beginning of the year for both the Leaderboard and Big Box Ad. I also fixed up and updated the advertising contract template so that it reflects our current organizational structure. b) Kathryn was able to turn our Instagram/Facebook account into a business account so that we can begin bumping up our posts. I would suggest allocating a \$100 limit per semester strictly for social media advertising that our marketing plans will still have room to play with. c) Tabling for Frosh week has been confirmed. We will have 2 chairs and 1 table on September 4th and 5th respectively between 10am - 4pm. I am working on getting coffee/snacks to attract students. David is currently working on a short questionnaire and a contest idea in to entice students to participate and give feedback on our brand, our coverage, and more.

## **4. Human Resources**

Unfortunately, our News editor had to resign due to personal reasons. We opened up the applications again and are almost finished with all the candidates. We've set up the morning of September 2nd for staff orientation and would like to invite the board or a representative to talk about inter-board relations and any other details they'd like to disclose or discuss(please note that I will be including the cyber training as part of my presentation).

## 5. Donations

I am pleased to announce we have already received a generous donation of \$2500 towards NASH from Office of the Provost and Vice-President, Academic Affairs. We also received a \$100 donation from a Fulcrum Alumnus, Sian Reid. This donation was the first via our PayPal button.

EIC Report (August 2019)

### HIRING/STAFF

- News editor hired in May quit about two weeks ago
- Interviewed and tested four candidates, will make our decision early this week
- Everyone else is hired and coming to training on Sept. 3
- First production week kicks off then
- First production day on Sept. 7
- First volunteer meeting set for Sept. 10

### CONTENT

- Content picking up to coincide with our full time staff starting/full publication of content
- This month we've seen stories on NDP candidate, UOSU, U of O research
- Pride coverage, guitar conference, other stories coming today
- Podcast prep going well

### PROMO

- Pens in 101 Week kits
- Doing four workshops during 101 Week
- Tabling Sept. 4 and 5
- Clubs Fair Sept. 5
- Classroom visits
- Surge of interest in volunteering!!

# FULCRUM

THE UNIVERSITY OF OTTAWA'S ENGLISH-LANGUAGE STUDENT NEWSPAPER SINCE 1942

631 King Edward Avenue  
Ottawa, ON  
K1N 6N5



## Fulcrum Publishing Society – Board of Directors

### President's Report

Sunday, August 25<sup>th</sup>, 2019

141 Louis Pasteur Private, Ottawa, ON

Meeting #5 of 2019/20 Publishing Year



Justin Turcotte

#### 1. Executive Committee

As most of you know, Raghad will be stepping away from her role as President and I will be replacing her, if the Board so agrees, of course. I just want to take a moment to thank Raghad for the incredible work she has done in leading the Board. I have only seen the incredible work she has done for just over a year, but everything I have heard paints a picture of someone who has been able to completely revitalize this Board over the last three years to serve The Fulcrum in the great way that it can today. Thank you!

With this transition, the role of Vice-President is available.

The role of Chair still remains available.

#### 2. Legal Committee

The legal committee met on August 23rd to draft a revised copy of the contract provided by the UOSU. This has been forwarded to Dorian to send to Jenna. Once Jenna's recommendations have been implemented the contract will be sent to the UOSU. Once the back and forth process has been completed and the document has been signed, we will receive our summer levy.

An important part of this discussion was allowing The Fulcrum to room to receive our levy directly from the university in the future.

#### 3. Finance Committee

Jon reviewed Q1 and determined that there was no need for a meeting of the finance committee. There has been no money spent outside of budget parameters.

We expect to receive our summer levy immediately after we sign a contract with the UOSU. This is in the amount of \$15,975.

#### 4. Human Resources Committee

The HR Committee decided on August 6th to keep Dorian as the General Manager for the remainder of the publishing year. In the event that Dorian becomes engaged in another full-time position, Dorian will continue in the position part-time until the Board is able to select a replacement.

Matt will select a new news editor very soon.

The role of online editor will transition from Kathryn to Safa on September 1st.

#### 5. Inter-board Health and Wellness Committee

Savannah has taken over as Chair for this Committee. The Committee will meet in September.

#### 6. Policy Committee

The Policy Committee met on August 19th. The Committee discussed:

1. Updating the technology section of the Policy Manual;
2. When to complete an audit and when to complete a financial review engagement;
3. The relationship of the One-in-Five podcast with The Fulcrum;
4. The possibility of securing ad revenue from the One-in-Five podcast; and
5. Ideas for the year for the committee.

#### 7. Marketing and Promotions/Readership Committee

This committee met on August 7th. The committee discussed bumping Fulcrum social media posts, tabling during 101 Week, and ads for the student choice initiative.

The money for bumping ads would come out of the Advertising and Promotions line which we budgeted \$1000 for in anticipation of promoting The Fulcrum as an online only news medium. I think that once we have an idea of numbers and how many posts we could post a month, this is definitely something we can pursue.

The Fulcrum Instagram account was made into a business account.

Once the tabling process has been determined for 101 Week we will need to create a schedule and have volunteers from the Board to man the table during the various time frames. We will need to reach out to the UOSU to get this finalized as soon as possible.

#### 8. Board Recruitment

All four of the student representative seats on the Board are currently empty. One candidate is presenting himself to the Board today. An additional four candidates have expressed interest through the uOttawa Community Engagement Navigator, where the Board seats were posted as volunteer opportunities.

David was voted onto the Board as a staff representative at the last Board meeting.

I will be reaching out to both the GSAÉD and the UOSU to officially invite a representative from each organization to attend our Board meetings as an ex-officio member.

At the Editorial Board training I will seek interest from one Editorial Board member to attend Board meetings as an ex-officio member, as detailed in the Bylaws.

#### 9. Other Items

Raghad met with the coordinator for the digital journalism program on August 23rd. She was very receptive about the idea of implementing an internship program in collaboration with The Fulcrum. This could assist us in being deemed a career service next year. This would allow the university to potentially make our levy mandatory.

I will be attending the training for the Editorial Board in a couple of weeks to provide some training on Board related items and policies.

Our Board training is scheduled for Sunday, September 15th.

August 7, 2019

Dorian Ghosn and David Campion-Smith

To discuss: Bumping Fulcrum Ads, Tabling/Focus groups, Student choice initiative ads,

## **Bumping Fulcrum**

Instagram- Can bump stories in stories, video or pictures. Multiple pictures or a single.

Facebook- Link to Instagram

Comes out of advertising and promotion, which also affects staff events. Paying visual editor to make them too. David will look into costs of promoting on instagram and facebook, to calculate a potential number of posts per month.

Can promote across an Instagram account to Facebook.

Fulcrum Instagram account converted to a business account and linked to Facebook. (Get in touch with Kathryn)

## **Tabling**

August 29, International Get together (4:30-7:00)

Tabling schedule in the UCU.

Dorian will contact Sam from UOSU, about pens in 101 week kits, and the process of getting a table for 101 week.

Could have a quick 5 question questionnaire on the table, free coffee, and a chance to spin a wheel for a chance to enter a prize.

Once we know how table works then we'll create a schedule for actual presence at the events.

## **Student choice initiative ads**

Through CUPE, or an in-house ad through the website. Pay the visual editor for this, take it from advertising or promoting. Pay visual editor for either a leader board or big box ad. Or a physical ad for campus.

Find out who to contact about posting ads. Follow up with Raghad to better understand and find the money.

# FULCRUM

THE UNIVERSITY OF OTTAWA'S ENGLISH-LANGUAGE STUDENT NEWSPAPER SINCE 1942

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Fulcrum Publishing Society – Board of Directors  
Policy Committee Report (Sunday, August 25, 2019)



August Policy Meeting: Monday, August 19, 2019  
Present: Kate Murray, Justin Turcotte, Jon Rausseo, and David Champion-Smith

## **August Meeting**

The focus of this month's meeting was to discuss three items:

1. Writing an ethics declaration for the Code of Conduct forms and discuss the technology section of the Policy Manual
2. Whether *The Fulcrum* should conduct an audit review in years when we don't conduct a full audit
3. What the committee's goals are for the upcoming year

## **Ethics Declaration**

The committee reviewed the Code of Conduct form and discussed writing an ethics declaration for it. All agreed that because the Code of Conduct is already concise and comprehensive, it would be best to leave it as is rather than adding to it. Instead, the committee decided that a point should be added to the technology section of the Policy Manual (section 10). The following is what the committee proposes adding:

“10.4 Technology security is important. The Editor-in-Chief and the General Manager are stewards of information security and are responsible for creating and maintaining policies and procedures for employees to follow. The President is responsible for the Board of Directors.”

## **Audit**

The committee discussed whether *The Fulcrum* should conduct an audit review in years when we don't conduct a full audit. After consulting several sources, the committee agreed that *The Fulcrum* should always be doing either an audit or an audit/financial review, and that it should never be doing neither. The committee proposes adding the following point to the Policy Manual:

“4.9.2 In years when a full audit is not completed, a financial review engagement shall be completed in compliance with the Ontario Not-For-Profit Corporations Act.”

## **Goals for the Upcoming Year**

The committee identified the following as goals for the upcoming year:

- conduct a thorough review of the Policy Manual → make changes to reflect the online transition, review outdated policies, change the language throughout from feminine to gender inclusive, fix formatting issues and spelling mistakes, ensure consistency throughout, add an in-camera policy;

- create a sub-committee to review Bylaws to ensure that they are in compliance with the ONCA, which is scheduled to be proclaimed in early 2020;
- develop a policy guide (spark notes style) to help with the accessibility of the contents of the rather lengthy Policy Manual for employees and directors;
- create an Incident Response Plan for the Policy Manual;
- update the Policy Manual to include the EIC position as one that the Board conducts exit interviews with;
- add flexibility for the Chair of the Finance committee to not have to be the President;
- look into the AGM requirements re: quorum and members as well as potentially setting up online voting for the AGM → could maybe stream on Facebook Live, look into the qualification of members; and
- actively follow-up to ensure that these policies are being practiced

#### **Questions that came up during the meeting**

- Is *The Fulcrum* liable for the 1 in 5 podcasts?
- Is the content of that podcast being looked over by the EIC?
- Do we want to get money from 1 in 5 for ads?