

Fulcrum Publishing Society
Board of Directors
MINUTES

Sunday, September 20th, 2020
Google Meet, 10:00 a.m. - 11:58 p.m.
Meeting #5 2020-2021 Publishing Year

Minutes amended after approval without change from the October Board meeting.

Present: Kate Murray, Justin Turcotte, Kalki Nagaratnam, Benjamin King, Rame Abdulkader, Leyla Abdoell

Partially Present: Charley Dutil

Absent (with reason): David Champion-Smith

Absent (without reason): Raghad Sheikh-Khalil

1. Opening of Meeting

B. King opened the meeting at 9:59 am.

2. Approval of Agenda

K. Murray motioned to approve the agenda with the following changes:

-Move around the order of the General Manager and Editor-in-Chief reports.

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

3. Kahoot Activity

C. Dutil organized another short Kahoot quiz, which the Board enjoyed playing.

4. Approval of August's Meeting Minutes

J. Turcotte motioned to approve August's meeting minutes. K. Nagaratnam seconded the motion. All voted in favour and the motion passed.

5. Standing Actions List

J. Turcotte presented the Standing Actions List and he and K. Murray made the necessary changes.

6. Editor-in-Chief

Staff

C. Dutil announced that 12 employees started on August 31st, and their training went really well. He stated that Emily and Dassar (Managing Editor and Visuals Director) are standouts and

that Jasmine has adapted well into her role as the Opinions Editor. C. Dutil added that he's seen a lot of progress in the first three weeks with Aly, Bridget, and Paige.

Editorials

C. Dutil indicated that the Ed Board have published two editorials so far with varying results: the first was on the anti-racism course which resulted in he and Tim Gulliver getting into an argument over text, and the second was on the University's need to be transparent, which he said yielded surprising results in that the U of O is now publishing daily numbers of COVID-19 cases on their website. He noted that he's not sure if the two are related, but he thinks that the editorial did make a difference.

Content

C. Dutil excitedly reported that the Fulcrum's content is more diversified than ever before. He proceeded to give some highlights by section:

- News: covering many stories not seen in mainstream media, and have been very strong in reporting on student politics;
- Science and Tech: the second-most popular section after news;
- Opinions: this section has been redefined by Jasmine's moody style of writing, which she's kept observational and writes about U of O issues;
- Arts: Aly as continued on a similar path as Ryan with this section, with a bit of an edge to her writing;
- Features: both features writers this year have a different style of writing: Amira concentrates on broader issues at large, while Abby is more focused on issues at the U of O;
- Video: this section had a slow start as it took a while to edit the first two pieces due to the hours worth of footage, but there are a lot of exciting videos coming up.

FulcSessions

C. Dutil informed the Board that an ad for the FulcSessions was posted last week and he's received interest from one artist so far. He noted that he's going to be reaching out to the music department later this week.

Renovations

C. Dutil mentioned that the Fulcrum office looks completely different now. He said that in addition to the painting on the main floor, Karli has decorated her office and Dasser completely redesigned the visual office. C. Dutil added that Emily and Leyla have also traded offices so that Emily can be closer to C. Dutil's office.

PDF Edition

C. Dutil exclaimed that the Frosh Edition was a success, and noted that the Indigenous Issue will be out on September 29th.

7. General Manager

Financials

R. Abdulkader began her report by reviewing the Fulcrum's current financials.

Editorial Board

R. Abdulkader informed the Board that everyone on the Ed Board has signed and completed all of the required documents. She added that they also have access to all of their emails, WordPress accounts, and Slack accounts.

Audit and AGM

R. Abdulkader reported that she's been in contact with Dorian Ghosn and the auditor regarding the audit and the Annual General Meeting. She mentioned that Dorian has been helping answer questions from the past year's expenses and reported that there were some issues with finding past documents, but that's been resolved now.

Health and Safety

R. Abdulkader indicated that the Ed Board has been instructed to practice physical distancing when working and all meetings have been moved online. She continued, saying that only the EIC, Managing Editor, and Visual Editor can be meeting in-person. R. Abdulkader stated that the Fulcrum office is equipped with wipes and hand sanitizers, and clarified that editors can be in the Fulcrum office to work if they stay at their desks and wear masks.

R. Abdulkader announced that she's been working with a volunteer issued to the Fulcrum by the Workplace Safety and Prevention Services and they plan on:

- Going through the COVID-19 exposure reporting procedure draft;
- Reviewing the Fulcrum's current policies and procedures;
- Sourcing and providing resources on COVID-19; and
- Having guidance on Health and Safety Representative selection.

She added that the representative will be doing an-person visit if allowed and that the plan is to finish everything by mid-October.

Website Accessibility

R. Abdulkader stated that Fullview created a video tutorial for the Ed Board to properly label images in order to ensure the Fulcrum's website is fully accessible for visually-impaired readers.

8. President

J. Turcotte began by saying that this is the fifth meeting of this fiscal year and the last meeting of this iteration of the Board.

COVID-19 Pandemic

J. Turcotte announced that since the pandemic is ongoing and Ottawa (and the province) will be moving into more restrictions, at this time all Fulcrum staff continue to be directed to work remotely with visits to the office permitted based on requirements. He went on to say that the FPS's direction is that there are no more than ten people in the office at any given time.

Executive Committee

J. Turcotte stated that the Executive committee met to test run the software for the AGM, and noted that a second test run will happen after the Board meeting if there are any directors who are interested in joining in as “attendees.” He continued, saying that the committee also met separately to review the bylaw amendments for the AGM, discuss the roles and responsibilities of the Ombudsperson role, and decided not to hold an in-person Board meeting in September. J. Turcotte motioned that the Board promote the Ombudsperson role the day after the AGM. K. Nagaratnam seconded the motion. All voted in favour and the motion passed. J. Turcotte said that he’ll reach out to R. Abdulkader and L. Abdoell about the details for it.

Legal Committee

J. Turcotte reported that he reached out to the CUP’s executive to request to have an hour of the Fulcrum’s media lawyer’s time reimbursed. He explained that the executive let him know that they are working on something.

Capital Assets

J. Turcotte reported that the Capital Assets committee met to discuss forward-thinking on the Fulcrum’s office space where editors can safely work, on both Fulcrum and academic work as the University’s plan is to replace the Fulcrum’s office space with a new building in the next ten years. He noted that the committee will meet on an irregular basis moving forward mostly to provide a foundation for future Boards to be prepared for the office change eventuality.

HR Committee

J. Turcotte reminded the Board that the Editorial team started on August 31st and that R. Abdulkader has been providing the legally required orientation training. He enthused that the Fulcrum has a large editorial board this year and he’s looking forward to their accomplishments.

J. Turcotte mentioned that the HR committee has made a note to apply for the Canada Summer Jobs funding in February for the summer of 2021 to partially cover the salary of summer editorial staff.

Committees

J. Turcotte thanked all committee chairs for their work this past year.

Board Matters

J. Turcotte noted that there are currently four seats open on the Board:

- University Rep
- Student Rep x2
- Fulcrum Alumnus

He said that the Board hopes to fill all 10 Board seats anew at the September AGM.

Other Business

J. Turcotte informed the Board that the CRA requested a new list of directors in order to facilitate the processing of the Fulcrum's application for designation as a registered journalism organization. He noted that the application was submitted in January 2020 and that the updated list of directors was sent this week. J. Turcotte explained that if successful, in our

application, the Fulcrum would be eligible to apply for the Canadian Journalism labour tax credit. He further added that this tax credit may allow the Fulcrum to be reimbursed for up to 25% of the EIC (and potentially Managing Editor) salary.

Annual General Meeting

J. Turcotte recalled that the AGM is coming up on September 29th, and stressed that it's incredibly important that the Fulcrum gets sufficient attendance to meet quorum. He explained that attendees may bring proxy votes and that you may have a maximum of two proxy votes.

Calendar Items

J. Turcotte stated that this is the final meeting for this Board, and thanked everyone so much.

J. Turcotte pointed out that the Annual General Meeting is scheduled for Tuesday, September 29th at 6:30 pm.

J. Turcotte mentioned that directors who are elected will have their first orientation session that Sunday, October 4th at 10:30 am.

9. Online Editor

Overview

L. Abdolell excitedly announced that the numbers have been great across the board this month! She added that from the information that she can access, the performance is much higher than this time last year as well. L. Abdolell interestingly noted that the top stories were different on every platform this month. She stated that next month she'll be looking to see what changes as the start-of-year rush dies down. L. Abdolell also informed the Board that there was a "soft launch" of the newsletter with the PDF edition, but she's not super convinced on the efficacy of it so that's something that she's going to continue to develop.

L. Abdolell mentioned that she reached out to Savannah Awde for the first marketing event in mid-October on disinformation, which will be broadcast on Facebook Live.

Facebook

L. Abdolell stated that everything has gone up a lot. She reported that the Fulcrum is doing well in comparison with other student papers and noted that the top post was the Dear Di article.

Twitter

L. Abdolell reported that Twitter had a massive improvement this month compared to the summer and the Fulcrum's account is gaining followers at a much better rate. She said that the top tweet was uOttawa not telling students about COVID-19 cases.

Instagram

L. Abdolell stated that the Fulcrum's Instagram account is also doing amazingly. She highlighted the top post, which was the picture of the uOttawa security guard wearing the thin blue line. L.

Abdolell explained that C. Dutil made the decision to restrict comments on the post, and there was an apology for that.

Website

L. Abdolell stated that the Fulcrum's website is also looking good. She mentioned that the traffic that the Fulcrum received from socials has really increased and there's more variety of people coming from different sources.

PDF Stats

L. Abdolell admitted that the PDF didn't do amazingly. She indicated that the Fulcrum received 408 impressions on the issue. L. Abdolell said she's assuming it'll go up as it becomes more of a thing that the Fulcrum does. She said that the newsletter platform did the best by far.

J. Turcotte asked how does the Fulcrum account for people not clicking on the website when reading the newsletter. L. Abdolell replied that her intention is to put PDF promotion and maybe the top two articles in the newsletter.

J. Turcotte promised that he'll send R. Abdulkader the ad rate card.

10. Marketing Committee

J. Turcotte read the Marketing committee's report aloud since D. Champion-Smith was absent.

AGM Promotion

D. Champion-Smith stated that the committee discussed the need for one more push for people on the Board and Ed Board to register for the AGM if they haven't yet as the Fulcrum is pretty close to hitting quorum.

Fulcrum Session Series

D. Champion-Smith announced that the callout for artists went out earlier this month.

October Speaker Event

D. Champion-Smith reported that he sent a draft email to L. Abdolell to send to Savannah Awde for the Fulcrum's event during October. He clarified that it's going to be a relatively short event moderated by C. Dutil and broadcast on Facebook Live.

Newsstands

D. Champion-Smith informed the Board that Facilities will take the wired newsstands. He continued, saying that there was some debate about when the Fulcrum will need an idea for the black box stands by. D. Champion-Smith mentioned that after hearing back from R. Abdulkader, it seems that they can stay in place for now. He noted that Facilities will take care of the wired newsstands and can give the Board more information on the black boxes. D. Champion-Smith added that it seems they can stay in place until the Board can use them in a more concrete fashion.

11. Inter-Board Health and Wellness Committee

Health and Wellness

K. Nagaratnam added to R. Abdulkader's health and safety update, saying that R. Abdulkader is talking with a uOttawa health and safety representative to arrange a video call meeting about asbestos with the Ed Board in early October.

COVID-19

K. Nagaratnam announced that with the province announcing new restrictions limiting the size of gatherings (indoor 10 and outdoor 25), all meetings should continue virtually. She added that it may be best to not hold an outdoor socially distanced event anytime soon.

Inter-Board

K. Nagaratnam mentioned that many Ed Board and Board members joined the first Inter-Board event of the year! She noted that for future events, the committee will find a way to help people joining in late know what discussion they missed. K. Nagaratnam stated that the next Inter-Board event will be watching a scary movie on Netflix.

Miscellaneous

K. Nagaratnam informed the Board of a new committee project over the next few months, which will be to visit other Canadian student news websites/social media and see what they are up to. She added that the committee might find some new ways to improve the Fulcrum. K. Nagaratnam went on to state that the committee will also occasionally have the Fulcrum's Health and Safety representative attend that portion of the meeting.

Goals for October

K. Nagaratnam indicated that the committee's goals for October are to finalize the October Inter-Board event, revisit the Ontario Occupational Health and Safety Checklist, revise the Health and Safety Questionnaire, decide on a January workshop topic, and visit some student news sites.

12. Policy Committee

Changes to Section 4 of the Policy Manual

K. Murray stated that the committee discussed transitioning the definition of the Disciplinary committee to the HR committee. She explained the reasoning behind this is that the Disciplinary committee isn't mentioned at all in the Policy Manual apart from being defined in Section 4. K. Murray added that since the HR committee already performs the duties outlined in 4.3, it makes more sense to remove this committee and add its definition to the HR committee.

K. Murray stated that the committee proposes the following amendments to the Policy Manual: 4.3 Disciplinary Committee. The Disciplinary Committee is a standing committee of the Board consisting of the President and two (2) directors. The committee shall select a chair from its numbers. It shall have the authority to discipline, but not dismiss any employee. However, the committee may recommend dismissal of any employee to the Board. **(remove this)**

4.6 Human Resources Committee. The Human Resources (HR) Committee is a standing committee of the Board consisting of the President and two (2) directors. This committee is responsible for hiring the General Manager and Online Editor, as well as contract negotiations, performance reviews, and exit interviews for the General Manager, Online Editor, and Editor-in-Chief. It shall also have the authority to discipline, but not dismiss any employee. However, the committee may recommend dismissal of any employee to the Board. **(add this)**

She continued, saying that the committee also drafted a definition for the Grievance committee, which is referenced several times in Section 15 of the Policy Manual but isn't currently defined in Section 4.

Proposed definition:

Grievance Committee. The Grievance Committee is a special committee of the Board. The overseer of the complaint shall be the Chair of the committee. They shall immediately fill the two other positions, avoiding any persons known to be substantially in conflict with either the complainant(s) or defendant(s);

- a. the second member of the committee shall be a voting member of the Board appointed by the President;
- b. the third member of the committee shall be the General Manager;
- c. the overseer of the complaint should also recognize the need to represent a diversity of backgrounds and opinions on the committee.

Reformatting of the Bylaws

K. Murray presented the newly reformatted Bylaws to the Board.

K. Murray motioned to omnibus approve the policy amendments to section 4 of the Policy Manual. K. Nagaratnam seconded the motion. All voted in favour and the motion passed.

13. Revisit Standing Actions List

B. King reviewed the Standing Actions List and made the changes from the meeting.

14. Other Business

J. Turcotte motioned to adjourn the meeting at 11:58 am. All voted in favour and the motion passed.

Online/Virtual Votes

On Saturday, September 26th, J. Turcotte motioned to approve the following bylaw amendment motion, which would allow the Board to continue to meet remotely indefinitely. K. Murray seconded the motion. The motion passed.

Fulcrum Publishing Society – Board of Directors
REMOTE MEETINGS BYLAW AMENDMENT MOTION



WHEREAS The World Health Organization has labelled the 2019 novel coronavirus (COVID-19) disease a pandemic.

WHEREAS The World Health Organization, the Public Health Agency of Canada, the Ontario Ministry of Health, and Ottawa Public Health have identified “physical distancing” as the most effective means of protecting individuals from infection.

WHEREAS The Fulcrum has adopted “physical distancing” for its staff and directors.

WHEREAS The University of Ottawa has moved almost all of its classes online for the fall 2020 term, thereby not requiring students to be physically present on campus.

WHEREAS Current experts, including the Chief Public Health Officer of Canada, suggest that the COVID-19 pandemic will persist for some time.

WHEREAS The world is now much more aware of the risks associated with pandemics and aware that this will likely not be the last one.

WHEREAS Section 7.02 of Bylaw no. 1 states that “Members of the Board must be physically present at the place of the meeting for the transaction of business to occur. However, a director may be able to join meetings by video or telephone link, providing the unanimous consent of directors physically present at the meeting is obtained. The director not physically located at the place of the meeting must provide evidence of exceptional circumstance forcing their physical absence”.

BE IT RESOLVED THAT Section 7.02 of Bylaw no. 1 be re-written as follows:
“Meetings of Directors may take place in-person or remotely, at the discretion of the Chair. Directors should be made aware of the location of the meeting at least two (2) weeks prior to the meeting date. If the meeting is to take place in-person, a director may be able to join meetings by video or telephone link, providing the unanimous consent of directors physically present at the meeting is obtained. If this director is approved by the physically present Board, they will contribute to the quorum. Additionally, if the

meeting is to take place remotely, it should be held in such a manner that permits members and the public to join and participate in the remote meeting.”

On Monday, September 28th, J. Turcotte motioned to approve the motion and provisional bylaw amendment regarding the Fulcrum’s language of publication. K. Murray seconded the motion and provisional bylaw amendment. All voted in favour and the motion passed.

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Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors
THE FULCRUM’S LANGUAGE OF PUBLICATION

Approved by the Board of Directors on Monday, September 28th, 2020.



WHEREAS “Fulcrum” is defined as “the University of Ottawa’s English-language newspaper, which is published and owned by the Corporation” in the Corporation’s Bylaws, Policy Manual, and Constitution.

WHEREAS It is well established that The Fulcrum is an English-language publication.

WHEREAS There is no evidence of The Fulcrum publishing in another language in its current form.

WHEREAS It is well established that La Rotonde is the French-language publication on the University of Ottawa campus.

WHEREAS If The Fulcrum were to begin publishing in French it would be a significant shift in the organization’s mandate, requiring potentially significant additional financial investments in terms of translation and employee resources.

WHEREAS Proposals to incorporate bilingual articles have failed to gain approval at past Strategic Planning Sessions.

BE IT RESOLVED THAT The language of publication of The Fulcrum is exclusively English.

BE IT FURTHER RESOLVED THAT Any article published in a language other than English must first be approved by a majority vote of the Board of Directors. The Board of Directors may first seek a majority approval from the Editorial Board before approving an article published in a language other than English.

BE IT FURTHER RESOLVED THAT This motion should not be construed as an inappropriate influence on editorial matters. Under no circumstances may the Board of Directors influence the editorial content of The Fulcrum.

BE IT FURTHER RESOLVED THAT Section 8.03 of Bylaw no. 2 be updated to include: “j. The language of publication of The Fulcrum is exclusively English. The Board must approve by a majority vote any article that is to be published in a language other than English. As part of its decision making process, the Board may ask the Editor-in-Chief to present the matter to a vote of the Editorial Board. The Board will not be bound by the decision of the Editorial Board, but has final authority on the language of publication of The Fulcrum”.

BE IT FURTHER RESOLVED THAT Any article previously published in a language other than English be permitted to remain as a record of The Fulcrum’s editorial history.

Appendices

EIC Report for the September 2020 Board of Directors Meeting

Staff

- 12 employees took office on Aug.31.
- Most of them have understood and been very good up to now at their new jobs.
- Training went very well.
- Some minor hiccups but nothing major.
- Emily and Dasser have been my standouts up to now, they are both very organized and very good at what they do!
- Jasmine has adapted herself very well to her new role as Opinions editor.
- In the first three weeks, I’ve seen a lot of progress from Aly, Bridget, and Paige.
- Ryan is a genius at what he does.

Editorials

- We’ve published two editorials up to now that have both had varying results.
- The first editorial on the anti-racism course resulted in an argument between me and Tim Gulliver over text.

-The second editorial on the University's need to be transparent has yielded surprising results with the U of O now publishing daily numbers of cases on their website (Is it related I don't know but I like to think we made a difference)

Content

-Our content is more diversified than ever before.

-Starting with news we have been covering a lot of stories that we don't see in the mainstream media. We've also been very strong in reporting on student politics. Pieces that have stood out in the first two weeks are the UOHS story, the Indigenous welcome sign story, the Pivik story, and the Untold UOttawa story.

-Ryan's Science and Tech section is the second most popular section after news and he has written some very interesting articles in the first two weeks. His investigative work on the [Students information leaked in YouTube broadcast](#) story was very well done and his volunteer Abbey's story on the Gmail to office migration was very popular and informative.

-Opinions have been redefined by Jasmine moody style of writing, she isn't very political which I like because federal and provincial politics aren't what I think the Fulcrum should be giving its opinion on. She's kept it very observational which I like and writes about U of O issues. My favourite piece as of now has been her Heckle on Pumpkin Spice Latte.

-Aly has continued a lot on the same path as Ryan when it comes to art but I find she has a nice creative edge to her writing. Her best piece up to now is her piece on uOShow its very different than a typical critic.

-Features are also very different, both our Feature writers have a different style. Amira concentrates on broader issues at large while Abby is more focused on U of O issues. This in my opinion is a very good mix, my favourite feature up to now has been Abby's feature on Academic rights although this might change this week as AMira has been conducting an investigation into CPL and I think she's got some interesting things to write about.

- Video has been slow it took time to edit the first two pieces because of the litteral hours of footage we had. Poutine review is out this morning, this will be a series it was very tasty to record. Our Quiddithg tryout will be out later this week, Paige and I made the team which is hilarious.

FulcSessions

-Add was posted last week, we have interest from one artist up to now, I will be reaching out to the music department later this week.

Renovations

-The office is now much different then some of you might remember it, the main level is a mix of white, black, and red. My office is also much different.

- Upstairs, Karli has decorated her office, and Dasser's completely redesigned the visuals office.

-Emily and Leyla have traded offices because me and Emily are always in constant conversations when we're in the office about x,y amounts of stuff.

PDF Edition

-The Frosh Edition has been a success, Leyla will fill you in on the number of clicks we've gotten on it.

-Emily and I worked until 6 a.m. on it, it was grueling I won't lie but we were very happy with the results.

-Indigenous Issue out on Sept.29

GM Report September 2020

1. Financials

	Previous Month	This Month	Difference
TOTAL	\$367,020.42	\$353,464.68	\$ -13,555.74
Chequing	\$274,267.42	\$260,819.52	-\$13,447.9
RBC	\$ 92,753.00	\$ 92,645.16	-\$107.84

- **Edboard:**

- Everyone has signed and completed all required documents.
- All have access to their respective emails, WordPress accounts and slack accounts

- **Audit & AGM:**

- I have been in contact with the auditor and Dorian as they work to complete the audit. We have had some issues with locating past documents but have finally resolved them on Friday. And Dorian has been helping with answering some of the questions the auditors have for the past years expenses.

- **H&S**

- Edboard has been instructed to practice physical distancing when working and all meetings are being conducted online. Only the (EIC, Managing Editor & Visual Editor) can be in a meeting in person. We have wipes and sanitizers spread out in the office space. Although editors can be in the office to complete work they are instructed to stay in at their desks and wear masks in common places.
- I am currently working with a volunteer issued to us by the Workplace Safety & Prevention Services and are working on the following plan:
 1. COVID-19 Exposure Reporting Procedure the goal is to go through the draft with the WSPS volunteer so that we have a foundation that we can build on afterward
 2. Review of our current policies and procedures, in which she will provide comments and feedback.
 3. Sourcing and providing resources on COVID-19 like arranging meeting spaces, recommendations on common spaces
 4. Guidance on Health and Safety Representative and selection.

We plan to complete this entire process by mid october, afterwards- if the government premites, they will give us an in person visit to the office for feedback.

- **Website Accessibility:** Fullview has kindly created a video tutorial for edboard to properly label images in order to ensure our website is fully accessible for visually impaired readers.

Fulcrum Publishing Society – Board of Directors

President's Report

Sunday, September 20th, 2020

Google Meet

Meeting #5 of 2020/21 Publishing Year



Justin Turcotte

1. COVID-19 Pandemic

The COVID-19 pandemic continues to demand that we operate in a physically distant manner.

The Fulcrum's pandemic rules are as follows:

- Everyone should maintain a 2-metre separation with other people, other than those in their social circle;
- Workplace health and safety measures are in place within the workplace to protect against COVID-19, at the discretion of the General Manager;
- All office hours are cancelled; and
- If physical distancing is not possible, staff should wear non-medical cloth masks. To be clear, wearing a cloth mask does not replace physical distancing.

We are now seeing restrictions being re-introduced as Ottawa has officially entered into the second wave of the pandemic. More than ever, it is important that we be diligent. If staff ever have questions about pandemic protocols, they should speak with Rame. If Directors have any questions, you can ask me.

At this time, all Fulcrum staff continue to be directed to work remotely, with visits to the office permitted based on requirements. The FPS's direction is that there be no more than 10 people in the office at any given time.

2. Executive Committee

The Executive Committee met on August 25th with Rame to trial run the Zoom webinar platform for the AGM. A second, more formal trial, is planned for immediately after this meeting if anyone would like to participate as pretend participants.

The committee met again on September 2nd. The committee reviewed by-law amendments for the upcoming AGM, discussed the roles and responsibilities of the Ombudsperson role, and decided not to hold an in-person board meeting this month due to the challenges of hosting a meeting outdoors, without technology and at the mercy of the weather.

I would like to propose to the Board that we proceed with posting an advertisement for the Ombudsperson position, with the intention of having the new Board select a suitable candidate to begin soon after their term commences.

3. Legal Committee

I had reached out to the Canadian University Press' executive to request to have an hour of our media lawyer's time reimbursed. The Executive did reply to me to let me know that they are working on something.

4. Capital Assets Committee

This special committee met on August 27th. The committee was convened to discuss forward-thinking on The Fulcrum's office space, as the university's master plans sees to replace our space with a new building in the next 10 years.

The committee discussed that The Fulcrum's office is primarily a space where our editors can safely work, on both Fulcrum and academic work.

The Committee will meet on an irregular basis moving forward, primarily to provide a foundation for future boards to be prepared for the eventual reality of changing office space.

5. Finance Committee

No updates to provide.

6. Human Resources Committee

The Editorial team began on Monday, August 31st! Rame has been providing the legally required orientation training.

We have a large editorial board this year and I look forward to their accomplishments.

Additionally, the HR Committee has made a note to apply for Canada Summer Jobs funding in February for the summer of 2021 to partially cover the salary of summer editorial staff.

7. Committees

All committees met this month.

A big thank you to all of you who have chaired committees this past year, especially to Kate, Kalki, and David. Your work behind the scenes to make The Fulcrum a student paper that stands out from the rest in terms of governance makes a significant impact.

8. Board Matters

There are currently four seats open on the Board:

- University Rep
- Student Rep x 2
- Fulcrum Alumnus

We hope to fill all 10 Board seats anew at the September AGM.

9. Other Business

Registered Journalism Organisation

The CRA requested a new list of directors in order to facilitate the processing of our application for designation as a registered journalism organization. This application was submitted in January 2020. The updated list of directors was sent this week.

If successful in our application, The Fulcrum would be eligible to apply for the Canadian Journalism labour tax credit. This tax credit may allow us to be reimbursed for up to 25% of the EIC (and potentially ME) salary.

Annual General Meeting

The AGM is coming up on Tuesday, Sept 29th. It is incredibly important that we get sufficient attendance to meet quorum.

Attendees may bring proxy votes. You may have a maximum of two proxy votes. Please reach out to your uOttawa student friends and ask if you may vote for them by proxy at the AGM. Please collect their name and student number.

Calendar Items

This is the final meeting for this Board. Thank you all so much.

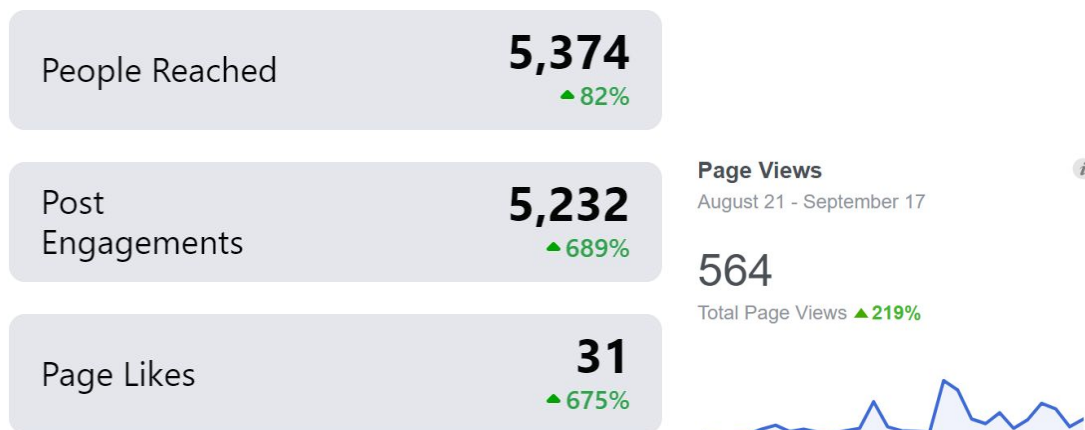
The Annual General Meeting is scheduled for Tuesday, September 29th at 6:30 pm.

Directors who are elected will have their first orientation session that Sunday, October 4th at 10:30 am.

Overview

- I'm mainly letting the numbers speak for themselves this month. Everything has been going amazing.
- From what information I can access, performance is much higher than this time last year as well
- Interesting note: the top stories were different on every platform this month
- Next month I'll be looking to see what changes as the start-of-year rush dies down, but this is all a good sign this month
- Re: newsletter, we did somewhat of a "soft launch" of it with the PDF edition. I'm not super convinced on the efficacy of it so that's something I'll continue to develop

Facebook



3,071 total page likes (still consistent in comparison to other student papers - yes, still ahead of the Charlatan in likes)

Posts last month: 7

Posts this month: a lot

Top post: Dear Di - best places to have sex on campus

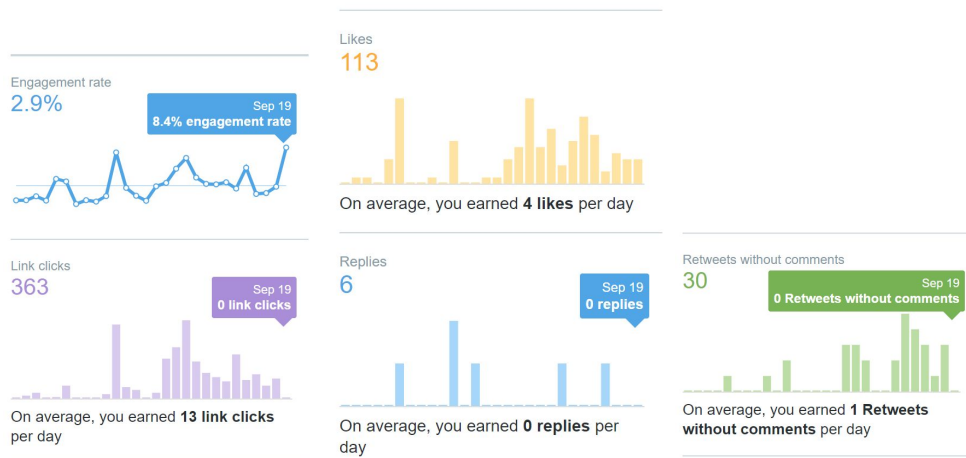
Twitter



Tweets last month: 7

Top Tweet: Editorial about uOttawa informing students about covid cases (this did ridiculously well, nearly 2x better than the second top post)

All the below metrics have increased similarly to the above ones, except for replies which is still at 0. I'd like to see more engagement in the form of replies and retweets, but it is going in the right direction.



Instagram

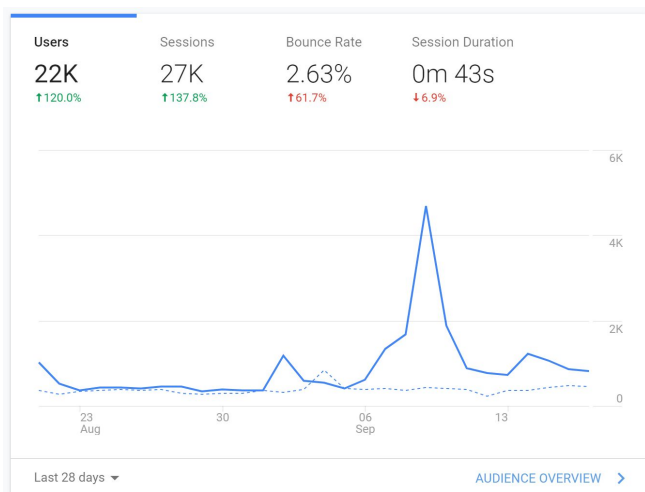
	Followers	Growth	Growth Rate	Impressions	Avg. Reach	Profile Views	linkin.bio Clicks
Last month	1,382	40	2.9%	7,820	153	713	235
This month	1,449	67	4.85%	40,280	442	2,499	1,194

Posts last month: 6

Posts this month: a lot

Top post: Picture published by uOttawa of police officer wearing thin blue line patch

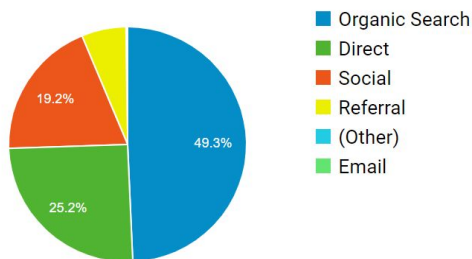
Website



Pageviews Sept. 15,808 v. 44,697 Aug.

Social Network	Sessions	% Sessions
1. Facebook	4,734	72.35%
2. Instagram	972	14.86%
3. Twitter	586	8.96%
4. reddit	216	3.30%
5. LinkedIn	30	0.46%
6. Pocket	3	0.05%
7. Blogger	1	0.02%
8. WordPress	1	0.02%

Top Channels



Social and referral channels have increased massively, and that's reflected in the social network table (each one's sessions have increased exponentially).

Top 10 pages:

- #1 made up 19% of all website landing pages this month, next in line was 6%
- Last month's top page received the same amount as this month's #6 page

Page Title	Pageviews	Pageviews
	116,661 % of Total: 100.00% (116,661)	116,661 % of Total: 100.00% (116,661)
1. BREAKING: Student in 45 Mann residence has tested positive for COVID-19 - The Fulcrum	9,773	8.38%
2. Update: Student in 45 Mann residence has tested positive for COVID-19 - The Fulcrum	9,528	8.17%
3. The Fulcrum	8,013	6.87%
4. Picture of Protection Services officer sporting thin blue line flag patch on U of O Instagram sparks outrage among students - The Fulcrum	5,346	4.58%
5. A brief history of pornography until 1910 - The Fulcrum	4,473	3.83%
6. Dear Di: Best places to have sex on campus - The Fulcrum	3,415	2.93%
7. I spent a Friday night inside the Rideau McDonald's - The Fulcrum	2,986	2.56%
8. Names to know at the U of O in 2020 - The Fulcrum	2,605	2.23%
9. Five foods to avoid during exams - The Fulcrum	2,120	1.82%
10. U of O welcomes students back with new Indigenous sign - The Fulcrum	1,858	1.59%

September Marketing Committee

Attendance: David Champion-Smith, Charley Dutil, Kate Murray, Kalki Nagaratnam, Leyla Abdoell

Notes

AGM Promotion

Discussed the need for kind of one more push of all of us register, for ed board and the board to register at this point if they haven't done so yet. Last I heard we were pretty close to hitting quorum.

Fulcrum Session Series

The callout for artists went out earlier this month, I'm hoping Leyla and Charley can speak to the response we've gotten from artists.

October Speaker Event

I sent a bit of a draft email to Leyla to send to Savannah for our event during October. It's going to be a relatively short event moderated by Charley and broadcast on Facebook live.

Newsstands

Facilities will take the wired news stands. There was some debate about when we need an idea for the black box stands by. After hearing back from Rame it seems like they can stay in place at the moment. Facilities will take care of the wired newsstands and can give us more information on the black boxes. It seems they can stay in place until we can use them in a more concrete fashion.

Inter-Board Health and Wellness Committee Report — September 2020

September 17, 2020, 7 p.m.

Present: Charley, Justin, Kate and Kalki

Health and Wellness

1. Health and Safety Program
 - Rame is talking to a uOttawa health and safety representative to arrange a video call meeting about asbestos with EdBoard in early October. She is also currently working with a volunteer from the Workplace Safety & Prevention Services to:
 1. Review COVID-19 Exposure Reporting Procedure Draft
 2. Review our current health and safety policies and procedures
 3. Understand how to do sourcing and providing resources on COVID-19 e.g. arranging meeting spaces, recommendations on common spaces..
 4. Provide guidance on Health and Safety Representative responsibilities and selection

2. COVID-19 Updates
 - With the province announcing new restrictions limiting the size of gatherings (indoor 10 and outdoor 25), all meetings should continue virtually. It may be best to not hold an outdoor socially distanced event anytime soon.

Inter-Board

3. Inter-Board Events
 - We had our first event (Meet-and-Greet and Cards Against Humanity) on Tuesday. Many Edboard and Board Members joined in. For future events, we will find a way to help people joining in late know what discussion they missed ex. using the chat feature.
 - Our next event, watching a scary movie on Netflix with Netflix Party, will happen either the week of Oct 18th or 25th. Some potential movies are Pan's Labyrinth, Cabin in the Woods, A Quiet Place, Split, The First Purge, The Nun, Slenderman, Life, Jigsaw. Next week, I will send a poll in our general Slack channel to get an idea of how many people have Netflix and what week people would prefer to have this event.

4. Board Workshops
 - We will have our Goal Setting workshop at next month's Board meeting.
 - The committee realized that we don't always have to organize our own workshops, we could also attend external virtual workshops (free) that are under 1.5 hours long.

Miscellaneous

5. How can we improve our board meetings?
 - Justin got in touch with the Eyeopener (Ryerson University, Toronto) and we are seeing if there's a possibility one or two of us could attend one of their meetings.
 - We were supposed to have a Hot Topic of the Month discussion today but we did not plan one. We will plan one for a future Board meeting

6. How can we improve the Fulcrum?
 - At the committee meeting I pitched a new committee project. Over the next few months, we will visit other Canadian student news websites/social media and see what they are up to. We hope this helps members learn about other student news organizations across the country. We also hope to find new ways we could improve the Fulcrum.

7. Review the Committee's Roles and Responsibilities
 - Since this is the last meeting before the AGM, the committee reflected on the past year and things to incorporate in the new year, or next month. We think it would be beneficial to have our Health and Safety representative (when we have one), occasionally attend (every other month-once a semester) the Health and Wellness portion of the meeting.
 - We also looked at the committee's definition in the Policy Manual to see if there were things to add from there. We discussed whether we should invite Fulcrum volunteers or staff members to attend the meetings in the future. We ultimately decided we will stick to inviting the directors, EIC and GM, as we do currently. Of course, if a volunteer or staff member asked to join the meeting, they will still be more than welcomed to do so.

Goals for October

Finalize October Inter-Board event, revisit Ontario Occupational Health and Safety Checklist, revise Health and Safety Stress Questionnaire, decide January workshop topic and visit some student news sites.

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Fulcrum Publishing Society – Board of Directors
Policy Committee Report (Sunday, September 20, 2020)



September Policy Committee Meeting: Wednesday, September 16, 2020

Present: Kate Murray, Kalki Nagaratnam, Rame Abdulkader, Charley Dutil, David
Campion-Smith

Changes to Section 4 of the Policy Manual

The committee discussed transitioning the definition of the Disciplinary committee to the HR committee. The reasoning behind this is that the Disciplinary committee isn't mentioned at all in the Policy Manual apart from being defined in Section 4. Since the HR committee already performs the duties outlined in 4.3, it makes more sense to remove this committee and add its definition to the HR committee.

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

4.6 Human Resources Committee. The Human Resources (HR) Committee is a standing committee of the Board consisting of the President and two (2) directors. This committee is responsible for hiring the General Manager and Online Editor, as well as contract negotiations, performance reviews, and exit interviews for the General Manager, Online Editor, and Editor-in-Chief. It shall also have the authority to discipline, but not dismiss any employee. However, the committee may recommend dismissal of any employee to the Board. *(add this)*

The committee also drafted a definition for the Grievance committee. This committee is referenced several times in Section 15 of the Policy Manual, but isn't currently defined in Section 4.

Proposed definition:

Grievance Committee. The Grievance Committee is a special committee of the Board. The overseer of the complaint shall be the Chair of the committee. They shall immediately fill the two other positions, avoiding any persons known to be substantially in conflict with either the complainant(s) or defendant(s);

- a. the second member of the committee shall be a voting member of the Board appointed by the President;
- b. the third member of the committee shall be the General Manager;
- c. the overseer of the complaint should also recognize the need to represent a diversity of backgrounds and opinions on the committee.

Reformatting of the Bylaws

The committee also reviewed the newly [reformatted Bylaws](#) and presents them for approval by the Board.