

Fulcrum Publishing Society  
Board of Directors  
MINUTES

Sunday, April 17<sup>th</sup>, 2021  
Google Meet, 9:55 a.m. - 12:03pm  
Meeting #11 2020-2021 Publishing Year

*Minutes amended after approval without change from the April Board meeting.*

**Present:** Kalki Nagaratnam, Benjamin King, Kate Murray, Brendan Keane, David Campion-Smith, Julia D'Silva, Charley Dutil (ex-officio), Dorian Ghosn (ex-officio), Christina Le, Ryan Pepper

**Partially Present:**

**Absent (with reason):** Leyla Abdolell (ex-officio)

**Absent (without reason):**

1. Opening of Meeting

B. King opened the meeting at 10:03am.

2. Approval of Agenda

K. Nagaratnam motioned to approve the agenda. D. Campion-Smith seconded the motion. The motion passed.

3. Kahoot Activity

C. Dutil led a mini Kahoot quiz based on articles from the past month.

4. Approval of March Meeting Minutes

K. Nagaratnam motioned to approve the March Board meeting minutes. K. Murray seconded the motion. The motion passed.

5. Standing Actions List

B. King presented the standing actions list and B. King, K. Murray, and K. Nagaratnam made the necessary changes.

6. General Manager

D. Ghosn began his report by noting that it was a quiet month.

Financials

D. Ghosn reported that the Fulcrum's financial report is pretty standard. He noted that the totals have gone down a bit because of salaries. D. Ghosn informed the Board that he was able to deposit the GSAED levy. He indicated that the Fulcrum's RBC account is at an all-time high - hit the \$100,000 mark.

### End of Year Update

D. Ghosn proceeded to give the Board an end-of-year update:

- majority of the Fulcrum office keys have been returned, and the last digital pay has been sent out;
- social media position extended until the end of April, which was the original intention for the position;
- working on getting outstanding payments from clients;
- working on cleaning up Quickbooks before the new Executive Director starts; and
- preparing to train the new ED.

D. Ghosn asked K. Nagaratnam if she could send J. Turcotte's personal email to him so that he can get in contact with him for training purposes. He also wondered when training for the incoming Executive Director ends. K. Nagaratnam replied that training falls at the end of D. Ghosn's contract so he won't be working beyond it.

D. Ghosn mentioned that the rest of the levy from the UOSU hasn't been received yet. He went on to state that the UOSU did say that there is no timeline, which D. Ghosn said it might affect the Fulcrum's budget. D. Ghosn said that he'll be telling J. Turcotte about this and about the Winter GSAED levy as well.

K. Nagaratnam wondered about the Fulcrum sweaters for the Board. He said that he'll arrange a Doodle to schedule pick-up times for the sweaters.

## 7. Editor-in-Chief

### Content

#### *News*

C. Dutil indicated that the Editorial Board wrapped up the year at the end of March with the UOSU election coverage, and hosted debates between the Board of Governors candidates and Q & A's with the UOSU executive committee candidates. He mentioned that Jelena wrote an interesting article on the UOSU's new pronoun policies, and he wrote a piece on the President's new advisory committee which is aiming to make campus a better place for all.

#### *Arts*

C. Dutil exclaimed that Aly wrote two of her best pieces, which he encouraged the Board to read her Taylor Swift piece and her love letter to the Fulcrum.

#### *Features*

C. Dutil stated that Siena finished her term by writing a feature on spring cleaning. He continued, saying that the Fulcrum also wrote several other features including one that highlighted the work of professors who have been very successful in virtual learning.

#### *Science and Tech*

C. Dutil reported that Hannah completed her term with some pieces on research initiatives at the university. He also announced that she's decided to pursue a master of journalism at Concordia after her experience at the Fulcrum.

#### *Sports*

C. Dutil stated that Jasmine finished her term as the sports editor with a couple of freelance pieces this week, including one on Guillaume Pepin being drafted in the CEBL by the BlackJacks.

#### Staffing

C. Dutil announced that staff of the Fulcrum's 81st volume ended their terms on April 4th.

C. Dutil informed the Board that the first hiring window for the 2021-22 Ed Board has opened and will conclude on April 23rd. He explained that he has received a number of applications for the role of Managing Editor. C. Dutil noted that the first window is only for three positions: the Managing Editor, Multimedia Director, and Social Media Manager. He requested that the Board allow Emily, the Fulcrum's former Managing Editor, to help him in his search for a new Managing Editor.

#### 8. President

K. Nagaratnam began her report by announcing that this is the second last meeting of the publishing year.

#### COVID-19 Pandemic

K. Nagaratnam announced that effective Thursday, April 8th, the government issued a province-wide Stay-at-Home order, which has been extended until May 20th. She added that this change is in addition to the provincewide emergency brake that came into effect on Saturday, April 3rd. K. Nagaratnam noted that the most recent additions to these restrictions took into effect on Saturday, April 17th. She went on to say that at this time, all Fulcrum staff continue to be directed to work remotely, with visits to the office only permitted for essential reasons, at the discretion of the General Manager.

#### Executive Committee

K. Nagaratnam stated that the Executive Committee spent the past few weeks preparing for the Fulcrum's 2nd virtual Annual General Meeting on April 8th. She thanked those who attended, saying that it was a success with no major technical issues. K. Nagaratnam noted that if attendees have any suggestions or feedback, to please let the Committee know.

#### Legal, Finance, Capital Assets, Marketing, Inter-Board Health and Wellness, and Policy Committees

K. Nagaratnam indicated that these committees did not meet this month. She said that there are no finance updates to provide, but that the Board does have a policy amendment to discuss later on in today's meeting.

#### Human Resources Committee

K. Nagaratnam reported that the Human Resources Committee was busy this past month.

#### *Exit Interviews*

K. Nagaratnam informed the Board that the HR Committee conducted an exit interview with the Fulcrum's Online Editor already and will be conducting exit interviews with the General Manager and the Editor-in-Chief this week.

#### *Executive Director*

K. Nagaratnam announced that the Executive Director hiring is complete. She stated that the Hiring Committee received 21 applications, sent four interview invitations, and held two interviews. K. Nagaratnam said that the Hiring Committee sent an offer of employment to Justin Turcotte on April 7th, and added that he's accepted the offer. She continued, saying that his first day will be April 19th, and the Hiring Committee will be asking that the Board ratify him today.

K. Nagaratnam added Justin's cover letter and resume are in this month's folder for your reference.

K. Nagaratnam extended the Committee's thanks to Emily Wilson and Aly Murphy for their time and insights during the selection and interview process.

#### *Editorial Hiring*

K. Nagaratnam mentioned that C. Dutil is getting ready to begin hiring the next editorial team and is trying a phased hiring approach for the first time. She noted that the first phase of hiring is for the Managing Editor, Multimedia Director, and the Social Media Manager.

#### *In-Camera Matters*

K. Nagaratnam informed the Board that the Board will move in camera at the end of the meeting to discuss the Executive Director's salary.

#### Board Matters

K. Nagaratnam noted that there are currently two open seats on the Board: the University Representative seat and the Community Representative seat.

#### Staff Contingency Fund

K. Nagaratnam reviewed Section 5.18 of the Policy Manual, which outlines the staff contingency fund. It reads as follows: "The budget passed by the Board shall include a line designated as "Staff Contingency Fund" and which:

- a. Shall be no less than two (2) percent of the total salaries line. These funds will be drawn from a special account reserved expressly for this purpose, which will be replenished each year as necessary;

- b. Shall be used to pay for unexpected expenses, including, but not exclusive to: unforeseen leave and raises;
- c. The Editor-in-Chief may ask the President for authorization to use the fund. The President's permission shall be considered sufficient for its one-time use;
- d. Any authorization of funds made by the President must be included in the President's monthly report;
- e. If the funds requiring authorization affect more than two publication cycles, then the Board's approval is required."

She explained that C. Dutil sent her a request earlier this month to use these funds to compensate Emily Wilson to help him and the Executive Director with the editorial hiring this summer. The Board discussed the potential lines which would be best to take the funds from to compensate Emily, including the staff contingency fund, the freelance fund, and the recruitment and training fund. Under D. Ghosn's advice, since C. Dutil wouldn't need Emily's help past April 30th, the recruitment and training line would be best. K. Nagaratnam motioned to draw \$150 from the recruitment and training line of the current budget to pay Emily for her assistance with the hiring phase. K. Murray seconded the motion. The motion passed.

### Other Business

#### *Committee Chair and Officer Reports*

K. Nagaratnam requested that all committee chairs and officers submit their transition reports to K. Murray and herself by May 31st.

#### *Board Social*

K. Nagaratnam said that the Executive Committee is planning on having one last Board social in the upcoming weeks.

#### *Calendar Items*

K. Nagaratnam noted that the next and final Board meeting with the current Board is scheduled for Sunday, May 16th.

J. D'Silva noted that all of the Bylaw amendments that were presented at the Annual General Meeting were approved.

#### 9. Melanie Wood Line (Policy Manual)

K. Nagaratnam said that she's not sure when this line was added, and D. Ghosn didn't want to explain this at the Annual General Meeting. R. Pepper mentioned that it would be neat if the Board could keep it somehow as more of a fun historical memory and suggested having it as a special project or something. All agreed that this discussion should be moved to the next policy committee meeting to decide where it should go and draft something.

#### 10. Budget Salaries Line

### Social Media Manager

C. Dutil indicated that he thinks 10 hours/week is too low for the Social Media Manager over the summer when that person could earn more through EI, and said that he wants to bump it up to 20 hours/week. He continued, saying that he's willing to add extra projects to the position to be worked on over the summer. C. Dutil explained that he would have the Social Media Manager look over stories before they go out, rewrite and update the social media style guide - currently there's no mention of TikTok or Youtube, and to implement a new social media strategy by July 1st. He added that he wants the tone to change - by lightening up the non-news stories and taking the summer to do that.

D. Ghosn showed the budget as it is right now.

D. Champion-Smith commented that it seems like C. Dutil has some projects out there. He added that 101 Week strategy is a good thing to work on as well, which is something that he discussed with L. Abdoell. C. Dutil clarified his earlier comment, saying that he wants the Social Media Manager to look over the text to ensure there's no typos, which L. Abdoell has done this year. He added that he'll be including J. Turcotte in the 101 Week discussions as well. K. Nagaratnam asked if C. Dutil could provide a document to the Board to have re: the Social Media Manager's summer projects. D. Ghosn said that he agrees with both K. Nagaratnam and D. Champion-Smith. He wondered if L. Abdoell posts a certain amount per week or whatever the stories are? C. Dutil answered that she posts whatever the stories are. D suggested that maybe the Social Media Manager could change the tone over the summer. C. Dutil agreed that the Social Media Manager does need to be interactive. He said that there are a lot of briefs that the Fulcrum can do in a more visual way, and noted that he'd like to make cool graphics. C. Dutil indicated that he will make a document for the Board. K. Nagaratnam wondered if the Fulcrum will be setting goals for followers, likes etc for the next year? C. Dutil answered that they would be, and he mentioned that he actually had unofficial ones for L. Abdoell at the beginning of the year as well.

K. Nagaratnam motioned to approve a 10 hours increase per week for the Social Media Manager. K. Murray seconded the motion. The motion passed.

### 11. Ratification of Executive Director

K. Nagaratnam informed the Board that the Hiring Committee sent an offer letter to J. Turcotte, which he accepted. She showed his cover letter and resume briefly on the screen. K. Nagaratnam spoke briefly about J. Turcotte's experience on the Board, noting that he was on the Board for three years, the Fulcrum's Vice-President for his first year and the President for the next two years. She added that J. Turcotte led the Board through many things including the Student Choice Initiative.

K. Nagaratnam motioned to ratify Justin Turcotte as the Executive Director of the Fulcrum. D. Champion-Smith seconded the motion. The motion passed.

K. Nagaratnam stated that she will send him his contract.

#### 12. In-Camera HR

K. Nagaratnam motioned to go in-camera with the Board plus D. Ghosn in order to discuss a salary request made by the incoming Executive Director. B. Keane seconded the motion. The motion passed.

K. Nagaratnam motioned to remain in camera. B. Keane seconded the motion. The motion failed and the meeting moved out of camera. C. Dutil re-joined the meeting.

#### 13. Revisit Standing Actions List

B. King reviewed the standing actions list again. No further additions were made.

#### 14. Other Business

K. Murray mentioned that the Oscars are next week, and that she might send a poll out to see if people are interested in watching it together like we did for the Grammys. B. King said that he'll be sending out a poll regarding the last Board social.

K. Nagaratnam noted that the deadline for J. Turcotte to accept his contract is tomorrow at 6pm when she's meeting with him.

R. Pepper motioned to adjourn the meeting at 12:03pm. All voted in favour and the motion passed.

#### Online Votes

On April 2nd, a motion was presented by K. Nagaratnam and seconded by B. King to extend the Online Editor's contract from April 1st to April 30th 2021, which would take \$1200 from the Staff Contingency budget line. The contract extension would be so that the Online Editor can continue their duties for an additional month, which includes marketing the AGM and training the incoming Online Editor. Since this change covers two publication cycles, the Board would have to approve it. The full motion reads as follows:

**WHEREAS** The current contract of the online editor expired April 1<sup>st</sup>, 2021

**WHEREAS** Previously, the Online Editor's contract usually expired at the beginning of May.

**WHEREAS** Section 5.18 of the by-laws states that The budget passed by the Board shall include a line designated as "Staff Contingency Fund" and which:

- Shall be no less than two (2) per cent of the total salaries line. These funds will be drawn from a special account reserved expressly for this purpose, which will be replenished each year as necessary;

- Shall be used to pay for unexpected expenses, including, but not exclusive to: unforeseen leave and raises;
- The Editor-in-Chief may ask the President for authorization to use the fund.
- The President's permission shall be considered sufficient for its one-time use;
- Any authorization of funds made by the President must be included in the President's monthly report;
- If the funds requiring authorization affect more than two publication cycles, then the Board's approval is required.

**WHEREAS** The Editor in Chief sent the HR Committee a request yesterday to use the Staff Contingency Fund to cover the Online Editor's four-week contract extension until April 30th, 2021.

**WHEREAS** Since the funds requiring authorization affect more than two publication cycles, the Board must approve the expense

**BE IT RESOLVED THAT** The Board approve a \$1200 withdrawal from the Staff Contingency Fund line to extend the contract of the Online Editor to April 30<sup>th</sup>, 2021. During this time, the Online Editor will continue working 20 hours a week at \$15/hour.

On April 4th, K. Nagaratnam motioned to amend the original motion with some additional clarification, which was seconded by B. King. The Online Editor was already budgeted to work until the end of April and it was an error in the contract that was signed. So based on the amendment, **no additional funds would need to be taken out**, and the amendment would be to correct the clerical error in the contract. The new motion would read as follows:

**WHEREAS** The current contract of the online editor expired April 1<sup>st</sup>, 2021

**WHEREAS** Previously, the Online Editor's contract usually expired at the beginning of May.

**WHEREAS** The 2020-2021 budget already has funds allocated for the salary of the Online Editor until April 30<sup>th</sup>, 2021, with the April 1<sup>st</sup> end date incorrectly stated in the contract.

**BE IT RESOLVED THAT** The Board approves that a revised contract with the correct end date (April 30th) be sent to the Online Editor. During this extension, the Online Editor will continue working 20 hours a week at \$15/hour.

The motion passed on April 6, 2021.

Appendices

## GM Report April 2021

### 1. **Financials**

	Previous Month	This Month	Difference



<b>TOTAL</b>	<b>\$513,195.77</b>	<b>\$500,981.39</b>	<b>-\$12,214.38</b>
Chequing	\$415,370.20	\$400,414.55	-\$14,955.65
RBC	\$97,825.57	\$100,566.84	\$2,741.27

## 2. End of Year Update

- Majority of keys have been returned
- The last pay for employees has gone out
- Social media has been extended to the end of April (as per original intention)
- Still trying to collect remaining outstanding payments from clients
- Working to clean up quickbooks before new Executive Director starts
- Preparing to train new Executive Director

### **Board of Directors April 2021 meeting EIC report**

## **Content**

### **News**

- At the end of March we wrapped up our election coverage, we hosted a debate between the BOG candidates and Q&As with UOSU executive committee candidates.
- Jelena wrote an interesting piece on the UOSU's new pronoun policies
- I wrote a piece on the President's new advisory committee aiming at making campus a better place for all.

### **Arts**

- Aly closed off her term with two of her best pieces. I encourage all of you to go read her Taylor Swift piece and her love letter to the Fulcrum.

### **Features**

- Siena wrapped up her term by writing a feature on Spring Cleaning. We also published a number of other features I recommend reading the one highlighting the work of professors who have been very successful in virtual learning.

### Science and Tech

- Hannah finished her term with a couple of pieces on research initiatives at the university. She has decided to pursue a master of journalism at Concordia University in Montreal after her experience at the Fulcrum.

### Sports

- Jasmine finished her term as sports editor with a couple of freelance piece this week which include a piece on Guillaume Pepin being drafted in the CEBL by the BlackJacks

### Staffing

- The Fulcrum's 81st volume ended their terms on April 4.

### Hiring

- The first hiring window for the 2021-22 Edboard has opened and will conclude on April 23.
- We have a number of applicants for the role of managing editor.
- The first window is only for three positions those are the Managing Editor, the Multimedia Director and the Social media manager
- I ask the board to allow Emily to help me in my search for a new Managing Editor.

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Fulcrum Publishing Society – Board of Directors

#### President's Report

Sunday, April 18<sup>th</sup>, 2021

*Zoom*

Meeting #11 of 2020/21 Publishing Year



Kalki Nagaratnam

## 1. COVID-19 Pandemic

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

Effective Thursday, April 8th, the government issued a province-wide Stay-at-Home order. This order is now extended until May 20th.

*“Everyone is to remain at home except for essential purposes, such as going to the grocery store or pharmacy, accessing health care services (including getting vaccinated), for outdoor exercise, or for work that cannot be done remotely.”*

This change is in addition to the provincewide emergency brake that came into effect Saturday, April 3rd.

*“Travel outside of Ottawa (whether within Ontario or to another province) should be limited to essential purposes.”*

The most recent additions to these restrictions took effect Saturday, April 17th.

**At this time, all Fulcrum staff continue to be directed to work remotely, with visits to the office only permitted for essential reasons, at the discretion of the General Manager.**

The Fulcrum’s [COVID-19 safety plan can be viewed here](#).

## 2. Executive Committee

We spent the past few weeks preparing for our 2nd virtual AGM (April 8th). Thank you for attending! It was a success with no major technical issues. If you have any suggestions or feedback, please let us know.

## 3. Legal Committee

No updates to provide.

## 4. Capital Assets Committee

This committee did not meet this month.

#### **5. Finance Committee**

No updates to provide.

#### **6. Marketing Committee**

This committee did not meet this month.

#### **7. Inter-Board Health and Wellness Committee**

This committee did not meet this month.

#### **8. Policy Committee**

This committee did not meet this month. We have a policy amendment to discuss today.

#### **9. Human Resources Committee**

##### Exit Interviews

So far, we conducted the Online Editor's exit interview. We have scheduled the EIC's and GM's exit interviews for this week.

##### Executive Director

The Executive Director hiring is complete. We received 21 applicants, sent four interview invitations and held two interviews. The HR Committee sent an offer of employment to Justin Turcotte on April 7th, and he has accepted the offer. Justin's first day will be April 19th. We will ask the Board to ratify him today. His cover letter and resume are in this month's folder for your reference.

We extend our thanks to Emily Wilson and Aly Murphy for their time and insights during the selection and interview process.

##### Editorial Hiring

Charley is getting ready to begin hiring the next editorial team in phases this summer. The first phase of hiring is for the Managing Editor, Multimedia Director and Social Media Director.

### In-Camera Matters

We will move in camera at the end of the meeting to discuss the Executive Director's salary.

## **10. Board Matters**

There are currently two open seats on the current Board:

- University Rep
- Community Rep

## **11. Staff Contingency Fund**

5.18 Staff Contingency Fund. The budget passed by the Board shall include a line designated as

“Staff Contingency Fund” and which:

- a. Shall be no less than two (2) percent of the total salaries line. These funds will be drawn from a special account reserved expressly for this purpose, which will be replenished each year as necessary;
- b. Shall be used to pay for unexpected expenses, including, but not exclusive to: unforeseen leave and raises;
- c. The Editor-in-Chief may ask the President for authorization to use the fund. The President's permission shall be considered sufficient for its one-time use;
- d. Any authorization of funds made by the President must be included in the President's monthly report;
- e. If the funds requiring authorization affect more than two publication cycles, then the Board's approval is required.

Charley sent me a request earlier this month to use these funds to compensate Emily Wilson to help him and the ED with editorial hiring this summer.

I am seeking the Board's approval to draw \$150 from the 2020-21 Budget's Staff Contingency Fund line to pay Emily for her assistance during the EdBoard hiring process this summer.

## **12. Other Business**

### Committee Chair and Officer Transition Reports

All committee chairs and officers are asked to submit their transition reports to Kate and I by May 31st.

### Board Social

We are planning to have one last Board social in the upcoming weeks, stay tuned!

### Calendar Items

The next (and final) Board meeting with the current Board is scheduled for Sunday, May 16<sup>th</sup>.