

Fulcrum Publishing Society
Board of Directors
MINUTES

Sunday, April 24th, 2022
Zoom, 12:55pm-3:32pm
Meeting #11 2021-2022 Publishing Year

Minutes amended after approval without change from April's meeting.

Present: Kalki Nagaratnam, Kate Murray, Brendan Keane, Ludvica Boota (ex-officio), Charley Dutil (ex-officio), Sam Coulavin, Amit Shanbhoug, Benjamin King, Siena Domaradzki-Kim

Partially Present:

Absent (with reason): Jelena Maric (ex-officio)

Absent (without reason):

1. Opening of Meeting

B. King opened the meeting at 1:57pm, noting that it's the second last meeting of this Board for the publishing year.

2. Approval of Agenda

K. Nagaratnam motioned to approve the agenda. K. Murray seconded the motion. The motion passed.

3. Kahoot Quiz

K. Murray presented and led a kahoot quiz.

4. Approval of March Meeting Minutes

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

5. Standing Actions List & Forward Agenda

B. King went through the Standing Actions List and K. Murray made the necessary changes.

6. Motion: May 2022 Board Meeting

K. Nagaratnam explained that the current scheduled May Board meeting is during the long weekend. She motioned to reschedule the May Board meeting to May 29th at 1:00pm EST. B. Keane seconded the motion. The motion passed.

7. Executive Director

Finances

L. Boota began her report by going over the Fulcrum's finances.

Human Resources

EdBoard

L. Boota informed the Board that all final payments and records of employment for EdBoard have been filed and completed. She stated that Jasmine and Hailey's contracts are done and good to go. L. Boota added that Jasmine is on the Fulcrum's insurance and Charley is now off of it.

L. Boota mentioned that the end of year dinner for the staff is set up for April 25th.

Canada Summer Jobs

L. Boota announced that the Fulcrum was approved for three Canada Summer Jobs positions, and the Fulcrum received half of the hours that we wanted. She continued, saying that the three positions that were approved are: administrative assistant, website design, and multimedia director. L. Boota added that she's done some changes in the actual titles of certain jobs.

B. King wondered when the hiring is going to be for these positions. L. Boota explained that she just got the email with all of these instructions on Friday, and said that she has to talk with Jasmine and Hailey to see how they're going to manage them. She noted that she should have an update in May for the Board.

Internship Program

L. Boota stated that the Fulcrum has a Telfer Business intern starting on May 2nd, who will be helping her with revising the Fulcrum's Strategic Plan. K. Murray asked if L. Boota could give some more information on the intern. L. Boota said that he's a fourth year finance student with some accounting skills and is looking to complete a project regarding strategic planning. She added that he'll be working remotely, with the odd hybrid days. L. Boota noted that he'll be working eight hours a week, and that the internship runs until July.

Sweatshirts

L. Boota indicated that the Fulcrum sweatshirts are ordered and in the office.

Operations

L. Boota said that operations-wise, everything is as normal. She mentioned that she gave staff until April 30th to hand in their keys and clean out their emails.

WSIB

L. Boota stated that WSIB payments have been made.

Website

L. Boota advised the Board that she reached out to Hailey and Jasmine regarding the Fulcrum's website and they're putting together a plan, and have a list of individuals to meet with. She stated

that she hasn't heard back from FullView or received a bill from them. L. Boota mentioned that she's thinking that the Fulcrum might hear from Stephane sometime in June as she thinks he might have put the Fulcrum on a six-month payment type of plan.

K. Nagaratnam noted that there will be an in-camera discussion for the Canada Summer Jobs as the Fulcrum might have to do some budgeting changes for this. L. Boota commented that it's really great that the Fulcrum received the Canada Jobs Funding as well as the Telfer student internship.

8. Treasurer

S. Coulavin gave a brief report on the Fulcrum's budget vs actuals. The following are some of the lines that he made note of:

- Google Ads are a bit higher than the revised budget;
- Two winter levies came in and they're a bit higher than the revised budget;
- Miscellaneous line is lower;
- Total revenue is higher than the Finance Committee revised in the budget;
- Changed the ceridian payroll expense and increased that;
- Wages will be lower for the rest of the term because it's only the Executive Director and the co-Editors-in-Chief;
- Employee benefits is lower;
- Total payroll expense is lower, but it will go up throughout the summer;
- For the wages and salaries, Ludvica still has to incorporate the last two salaries (in April), and it might be slightly lower due to not hiring a second news person;
- Reduced the capital assets at the last Finance Committee meeting as well as NASH;
- Freelance has been increased, and will be increased at the next Finance Committee meeting;
- Internet Expenses have gone slightly over;
- Website Expenses → bill will come in later hopefully;
- Staff Contingency Fund was used in the last month in December;
- Special projects is done for the year, so that's under;
- Significantly over for the net income because of the higher levies and the lower expenses

L. Boots noted that she hasn't written a cheque for the Melanie Wood project yet as she's not sure of the exact name for who to write it out to. She and K. Nagaratnam agreed to chat afterwards about this.

K. Nagaratnam remarked that she thinks that the new Board should adjust the budget based on lines from this year and carry over the surplus rather than going into the Fulcrum's investments for next year.

L. Boots stated that there's a good chance that the budget has to get revised completely with no rent involved as she hasn't heard back from the University.

K. Nagaratnam mentioned that it seems like every year the levies increase and the Fulcrum isn't aware of how high they'll increase. She wondered if the Fulcrum could squeeze in a capital

assets purchase before the end of the year. L. Boots said that she'll look into it, and that she thinks the Fulcrum could do that.

9. President

COVID-19 Pandemic

K. Nagaratnam reported that this week, uOttawa announced that they will extend their masking requirements until the end of May. She stated that everyone must wear masks and maintain physical distance while in the office, and be fully vaccinated. K. Nagaratnam continued, saying that individuals are encouraged to complete the COVID-19 Daily Health Check-In before entering the office.

Executive Committee

K. Nagaratnam commented that the Fulcrum held a successful hybrid Annual General Meeting on April 7, maintained quorum throughout the event, and ended on time. She thanked everyone who participated on Zoom, in person, or by proxy, and congratulated Brendan, Sam, and Amit on their reelection.

Legal and Capital Assets Committees

K. Nagaratnam noted that there are no updates to provide for these committees.

Finance Committee

K. Nagaratnam advised that the 2021-2022 fiscal year ends at the end of the month, and mentioned that Ludvica will be getting in touch with the Fulcrum's auditors. She went on to say that the 2022-2023 budget was approved at the Annual General Meeting, but there are quite a few changes that might have to be made.

Human Resources Committee

K. Nagaratnam reported that the HR Committee will be conducting exit interviews for Charley and Ludvica this month.

Board Matters

K. Nagaratnam commented that the Board is finishing up the year with three vacant seats on the 2021-2022 Board: University Representative, Fulcrum Alumnus, and Student Representative.

K. Nagaratnam mentioned that after the Board elections at the Fulcrum's Annual General Meeting, there are five vacant seats on the 2022-2023 Board: Student Representative (x3), Staff Representative, and University Representative. She indicated that the nominations committee will screen applicants for these seats on a rolling basis and will give successful candidates a chance to present themselves at an upcoming Board meeting.

In-Camera Matter

K. Nagaratnam stated that the Board will go in-camera at the end of the Board meeting to review the Canada Summer Jobs application, and the Executive Director contract.

Director & Officer Liability Insurance

K. Nagaratnam informed the Board that Brendan sent the completed application. She went on to say that Ludvica is in the process of completing another application with Victor Insurance, but they have asked for all directors' contact information. K. Nagaratnam explained that they're waiting after the new Board completes the Board Onboarding Form to submit this application.

Proposal: Revised List of Committees

K. Nagaratnam said that since the Board revised the Fulcrum Publishing Society's Board composition last month, it would make sense for the Board to also review the list of committees because it has been a while.

Discussion: Officer Positions

K. Nagaratnam noted that the Board will also review the officer positions so that everyone is on the same page on the purpose of the officer positions that the Fulcrum has.

Motion: Reschedule May Board Meeting

K. Nagaratnam informed the Board that the next Board meeting is scheduled for May 22, which is during a long weekend. She said that she'll be presenting a motion to hold the meeting on May 29 and combine the May A and B meetings.

Governance Documents

K. Nagaratnam stated that over the summer, the Board hopes to revamp the Fulcrum's Bylaws and Policy Manual, and create Terms of Reference for the committees. She said that the most progress has been made with the Bylaws (up to Section 12).

Other Meetings

Meeting with David Studer

K. Nagaratnam reported that she and Amit met with David, who was a former director of Journalism Standards and Practices at CBC News. She said that he's willing to help the Fulcrum with defining the Ombudsperson role and developing the Fulcrum's Principles of Ethical Journalism, but noted that he doesn't have the time to chair a committee.

Meeting with Benjamin Miller

K. Nagaratnam stated that she and Amit met with Benjamin Miller, who was a former director (Chair and Chief of Staff) on the Board and is now a policy advisor and lawyer with Ontario Nonprofit. She mentioned that he provided some helpful information on compliance with ONCA, ex-officio directors, and officers.

Reminders

K. Nagaratnam reminded committee chairs and officers to start preparing their transition reports, which are due May 31. She also asked that all directors to please take a few minutes to complete the Board Exit Interview survey that Ben will be sending, and share how you found your experience on the Board this year.

Calendar Items

Next Board Meeting

K. Nagaratnam said that the next Board meeting will be on Sunday, May 29th at 1:00pm EST.

10. Marketing Committee

Intellectual Property Agreement

K. Murray indicated that the committee spent the majority of the meeting reviewing and making changes to the draft intellectual property agreement for the contest (the Fulcrum's current Intellectual Property Agreement for volunteers was used as a reference). She stated that while reviewing the agreement, all agreed that the intellectual agreement will be included in the Google submission form along with the fine print details for the contest. K. Murray advised that the next step will be to have the Fulcrum's media lawyer, Carlos Martins, review the agreement to ensure that it is comprehensive and legally sound. K. Murray said that she'll be reaching out to him (and cc'ing Ludvica) to start this process.

Newsstands

K. Murray informed the Board that she explained to the committee that she's been in contact with Manfred from Sign Source Inc, the vinyl wrapping company that Brian from the Ottawa Tool Library recommended to me. She noted that he's currently looking over the pictures and specs for the Fulcrum's two styles of newsstands and is going to be getting back to her with a quote soon. K. Murray added that she'll message the Marketing Slack Channel as soon as she hears back from him!

Prize for the winners

K. Murray reported that after some discussion, the committee decided on selecting five winners for the contest, and along with their artwork being displayed on the newsstands and showcased across the Fulcrum's socials, they'll each receive a Fulcrum sweater and a \$25 gift card as a prize. She explained that since the winners will be selected close to the end of the fall semester, they will be included in next year's sweater order so that the winners can select the colour and size of their choice.

Notable News Story Themes from the Archives (selected by Charley)

The five news story themes from the archives that Charley selected are:

- Academic Freedom
- Racism at the university
- Protests over the years
- Panda Game history
- SFUO scandal

K. Murray stated that all agreed that it would be a good idea to ask Charley to give examples of articles for each topic so that they're more specific and for students to have a bit of a reference point and some context. She noted that a suggestion was made that we could also display these particular news stories on the Fulcrum newsstands when the new newsstands are revealed/leading up to their reveals.

K. Murray noted that the next committee meeting is scheduled for Thursday, May 12th, and at that meeting, the committee will be reviewing the fine print for the submission form and contest details, which will be prepared by Ludvica, reviewing the timeline and next steps, and potentially revisiting the intellectual property agreement.

11. Committees and Officers Discussion

Committees

K. Nagaratnam reminded the Board that Section 4 of the Fulcrum's Policy Manual goes over the standing and special committees of the Fulcrum Publishing Society. She said that after reviewing them, there appeared to be a bit of an overlap. K. Nagaratnam continued, saying that in order to streamline a bit of the committee work so that each committee won't necessarily need to meet monthly, a revised list of four standing committees is being proposed. She proceeded to go over the proposed changes, which include:

- The current Finance and Capital Assets Committees will be merged into the Audit & Finance Committee, which will be responsible for auditing, financial policies, processes, risk management and internal controls, capital assets, and investment/reserve policy;
- The current Policy and Nominations Committees, and parts of the Inter-Board Health and Wellness Committee will be merged into the Governance Committee, which will be responsible for Board governance and recruitment;
- The current Human Resources and Grievance Committees will be merged into the Human Resources Committee, which will be responsible for employee compensation, performance management, and HR policies;
- The current Marketing Committee and parts of the Inter-Board Health and Wellness Committee will be merged into the Marketing & Community Relations Committee, which will be responsible for community relations - members, university, other organisations, Fulcrum visibility and readership, fundraising initiatives.

K. Nagaratnam stated that they are also thinking about removing some of the committees completely - the Legal and Executive Committees for sure, although she's not sure about the Investigations Committee. B. Keane suggested that the Investigations Committee tasks could be delegated to the HR Committee. K. Nagaratnam offered that another alternative could be that maybe the Board as a whole could be looking at it.

K. Nagaratnam indicated that they also discussed creating a separate advisory committee (independent from the Board), to be called the Journalistic Ethics & Standards Advisory Committee. She explained that some of its purposes would include: helping with the revamping of the Ombudsperson role, selecting the Ombudsperson candidate, and a bit of an advisory role for the Editors-in-Chief. After further thought, K. Nagaratnam suggested that this should be tabled because a former Director of Journalistic Standards and Practices at CBC News has agreed to help with some of these items. She added that maybe the Fulcrum could revisit it again next year.

K. Nagaratnam motioned to approve the proposed committee list for the 2022-2023 publishing year. S. Domaradzki-Kim seconded the motion. The motion passed.

K. Nagaratnam noted that the documents that are hyperlinked are the terms of reference drafts, which are going to be summer projects.

Officer Positions

K. Nagaratnam began by reading the following section by the Fulcrum's Bylaws: "The Board shall appoint from among the Directors a Chair and may appoint any other Directors to be the President, Vice President, Chief of Staff, and Treasurer at its first meeting following the annual Meeting of Members of the Corporation. No person may hold two or more offices of the Corporation. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time. Officers are appointed at the first Board meeting of the incoming Board. A Director not seeking office will facilitate the process".

Officers of the Corporation vs. Officers of the Board

K. Nagaratnam stated that Officers of the Corporation is the correct term and is what is used in the Fulcrum's Bylaws. She continued, saying that the Ontario Non-for-profit Corporations Act is pretty flexible, which is why you see the variations in the names and numbers of the positions.

President vs. Chair

K. Nagaratnam proceeded to describe the roles of the President and the Chair. She stated that the President shall be the chief executive officer of the Corporation. K. Nagaratnam explained that they are to provide leadership to the Board, ensure the integrity of the Board's process and represent the Board to outside parties. She continued, saying that the president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. K. Nagaratnam added that the president ensures the Board discusses all matters relating to the Board's mandate.

K. Nagaratnam said that the Chair shall preside at Board meetings, and receives and causes to be presented, motions to the Board.

K. Nagaratnam then put forward to the Board two viewpoints: (1) the two positions should be combined or (2) the two positions should remain separate. A brief discussion ensued. All agreed that the two positions should remain separate.

Chief of Staff vs Secretary

K. Nagaratnam then presented the next position, what is now currently called the Chief of Staff, and said that this proposed change would only be renaming the position and that the responsibilities would stay the same. Discussion ensued. Some points that came up were the confusion with some of the responsibilities of the Chief of Staff and also the hesitancy towards renaming the position as Secretary. All agreed to transfer the responsibility of "foster[ing] a culture of learning through ongoing professional development efforts that may include, but is not exclusive to: curating and regularly adding to the Board of Directors Professional Development Library of Online Resources, preparing and where possible administering an annual orientation session for incoming directors, and preparing or seeking out and encouraging other directors to prepare regular professional development workshops" to the governance committee. L. Boota

suggested renaming the position “Board Secretary”, which she said is a commonly used position name in Non-Profits. S. Domaradzki-Kim wondered if any research has been done on how Board Secretaries are described and what they’re doing. A. Shanbhog noted that he thinks the Board should change the position descriptions all at once.

K. Nagaratnam motioned to rename the Chief of Staff position to Board Secretary for the 2022-2023 publishing year. S. Domaradzki-Kim seconded the motion. The motion passed.

12. Editor-in-Chief

B. King quickly read the short report as C. Dutil wasn’t able to attend the meeting.

Staffing

B. King reported that most of EdBoard ended their contracts this month.

Content

B. King informed the Board that EdBoard wrapped up content with one last issue called Closing Time, and noted that several EdBoard staff wrote a heartfelt see-you-later to the Fulcrum.

Training

B. King stated that Jasmine and Hailey both began their Editor-in-Chief training, and they along with C. Dutil will be covering the BOG together tomorrow.

L. Boota commented that Jasmine and Hailey finished up the job descriptions and are looking to put them up in mid-May all in one shot for two weeks. She went on to say that they might stagger hiring, but will be advertising the positions all at once. K. Nagaratnam inquired whether they will be posting on Indeed and LinkedIn. She mentioned that she can create an account for the Editor-in-Chief. L. Boota said that she’ll message K. Nagaratnam.

L. Boota mentioned that for the staff’s end of the year dinner, they’ll be receiving \$20 off of their dinner at a Japanese restaurant downtown.

13. Revisit Standing Actions List and Forward Agenda

B. King revisited the standing actions list and forward agenda and made the additional changes.

14. Other Business

There was no other other business.

15. In-Camera Session

K. Nagaratnam motioned to go in-camera with all of the directors and Ludvica. B. Keane seconded the motion. The motion passed.

L. Boota left the meeting after the first discussion item (Canada Summer Jobs).

K. Nagaratnam motioned to remain in-camera. S. Coulavin seconded the motion. The motion failed and the meeting moved out of camera.

K. Nagaratnam motioned to adjourn the meeting at 3:32pm. The motion passed and the meeting was adjourned.

Online Votes

On Friday, May 20th, K. Nagaratnam put forward a motion, seconded by K. Murray, to request provisional approval for a D&O liability quote valid until May 27th. K. Nagaratnam has reached out to a second company, and will provide any other quotes received to the Board for a second opinion if it arrives before May 27th. The motion passed.

Appendices

631 King Edward Avenue
Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors
Executive Director’s Report
Sunday, April 25th, 2022
Ludvica Boota



1. Finances

Snapshot of Accounts

The below financial information is accurate as of 10:30 AM on Friday, April 22, 2022.

	March 2022	April 2022	Difference
TOTAL	\$519,476.71	\$553,488.67	\$34,011.96
Chequing (TD)	\$357,273.20	\$393,972.27	\$36,699.07
Investments (RBC)	\$99,920.26	\$97,503.15	\$2,417.11
PayPal Balance	\$2,283.25	\$2,013.25	\$270
Canada Business	\$60,000	\$60,000	\$0

Loan (COVID-19)			
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Student Levey: 2022 Winter Term

UOSU: 112,508.53

GSAD: 7,212.64

2. **Human Resources**

EDBaord

Final payments and ROE's filed / completed. End of year dinner for staff set up for April 25th.

Canada Summer Jobs

CSJ approved the 3 position we applied for 810 hrs and a total of \$14,001

Internships Program:

We have a Telfer business intern starting May 2, 2022

Sweatshirts

Ordered and being picked up at the office.

3. **Operations**

WSIB

April payment made.

4. **Strategic Plan**

N/A

5. **Website**

I will be reaching out to companies with Hailey and Jasmine in May for proposals.

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Fulcrum Publishing Society – Board of Directors

President’s Report

Sunday, April 24th, 2022



Kalki Nagaratnam

1. COVID-19 Pandemic

COVID-19 sixth wave, here we come. This week, uOttawa announced they will extend their masking requirements until May 31.

“Everyone must wear masks and maintain physical distance while in the office, and be fully vaccinated. Individuals are encouraged to complete the [COVID-19 Daily Health-Check-In](#) before entering the office.”

2. Executive Committee

We held a successful hybrid AGM on April 7, had a quorum throughout and finished on time. Thank you to everyone who participated on Zoom, in person or by proxy, and congratulations to Brendan, Sam, and Amit on your reelection!

3. Legal Committee

No updates to provide.

4. Capital Assets Committee

No updates to provide.

5. Finance Committee

The 2021-2022 fiscal year ends on April 30. The 2022-2023 budget was approved at the AGM. The final approval comes from the incoming Board at the May or June Board meeting, time-permitting.

6. **Human Resources Committee**

Exit Interviews

The HR Committee will conduct exit interviews for Charley and Ludvica this week.

7. **Board Matters**

We are finishing the year with three vacant seats on the 2021-2022 Board:

- University Representative
- Fulcrum Alumnus
- Student Representative

After the Board elections at the AGM, we have five vacant seats on the 2022-2023 Board:

- Student Representative (x3)
- Staff Representative
- University Representative

[Call for Applications: FPS Board of Directors 2022-2023](#) The Nominations Committee will screen applicants for these seats on a rolling basis and will give successful candidates a chance to present themselves at an upcoming Board meeting.

In-Camera Matter

We will go in camera at the end of the Board meeting to review the CSJ application, and the ED contract.

Director & Officer Liability Insurance

Brendan sent the completed application [Fulcrum-DO App.pdf](#). Ludvica is in the process of completing another application with Victor Insurance, but they have asked for all directors' contact information. We are waiting after the new Board completes the [Board Onboarding Form](#) to submit this application.

Proposal: Revised List of Committees

Since we revised the FPS Board composition last month, it would make sense for us to also review the list of committees because it has been a while.

Discussion: Officer Positions

We will also review the officer positions so that everyone is on the same page on the purpose of the officer positions we have.

Motion: Reschedule May Board Meeting

The next Board meeting is scheduled for May 22 which is during a long weekend. I will be presenting a motion to hold the meeting on May 29 instead and combine May A and B meetings.

Governance Documents

Over the summer, we hope to revamp our Bylaws and Policy Manual, and create Terms of Reference for the committees. [Drafts folder](#). We have made the most progress with the [Bylaws](#) (up to Section 12).

8. Other Meetings

Meeting with David Studer

Amit and I met with David who was a former director of Journalism Standards and Practices at CBC News. He is willing to help us with the defining the Ombudsperson role and developing the Fulcrum's Principles of Ethical Journalism, but does not have the time to chair a committee.

Meeting with Benjamin Miller

Brendan, Amit and I met with Benjamin who was a former director (Chair and Chief of Staff) on the Board and a policy advisor and lawyer with Ontario Nonprofit. He provided some helpful info on compliance with ONCA, ex-officio directors, and officers.

9. Reminders

I would like to remind committee chairs and officers to start preparing their transition reports - due May 31. All directors, please take a few minutes to complete the [Board Exit Interview Survey](#) and share how you found your experience on the Board this year.

10. Calendar Items

Next Board Meeting

Sunday, May 29, at 1pm (TBD)

631 King Edward Avenue
Ottawa, ON
K1N 6N5

Fulcrum Publishing Society
Marketing Committee Report
Friday, April 22, 2022



Presented by: Kate Murray

Present: Kate Murray, Kalki Nagaratnam, Brendan Keane, Ludvica Boota, Siena Domaradzki-Kim

Notes from the meeting: [Fulcrum Marketing Committee Agenda April 2022 - Google Docs](#)

Project task list and timeline: [Newsstand Art Contest Task List - Google Sheets](#)

Intellectual Property Agreement

The committee spent the majority of the meeting reviewing and making changes to the [draft intellectual property agreement](#) for the contest (the Fulcrum's current Intellectual Property Agreement for volunteers was used as a reference). While reviewing the agreement, all agreed that the intellectual agreement will be included in the Google submission form along with the fine print details for the contest. The next step will be to have the Fulcrum's media lawyer, Carlos Martins, review the agreement to ensure that it is comprehensive and legally sound. K. Murray will be reaching out to him (and cc'ing Ludvica) to start this process.

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Prize for the winners

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Notable News Story Themes from the Archives (selected by Charley)

The five news story themes from the archives that Charley selected are:

- Academic Freedom
- Racism at the university
- Protests over the years
- Panda Game history
- SFUO scandal

All agreed that it would be a good idea to ask Charley to give examples of articles for each topic so that they're more specific and for students to have a bit of a reference point and some context. A suggestion was made that we could also display these particular news stories on the Fulcrum newsstands when the new newsstands are revealed/leading up to their reveals.

Next Committee Meeting: Thursday, May 12th

- For next meeting:
 - Revisit the Intellectual Property Agreement (if needed)
 - Review the fine print for the submission form and contest details (prepared by Ludvica)
 - Review of timeline and next steps

631 King Edward Avenue
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Fulcrum Publishing Society – Board of Directors

Proposed List of Committees



Section 4 of the Policy Manual mentions the 11 standing/special committees of the FPS. After reviewing the purposes and meeting frequency of the various committees, we noticed some overlap. Therefore, we propose a revised list of 4 standing committees to the Board to streamline committee work and reduce the workload for directors as monthly meetings will not be enforced.

Current	Revised
Finance Committee Capital Assets Committee	<u><i>Audit & Finance Committee</i></u> <i>Auditing; Financial Policies; Processes, Risk Management, and Internal Controls; Capital Assets; Investment/Reserve Policy</i>
Policy Committee Nominations Committee Inter-Board Health & Wellness	<u><i>Governance Committee</i></u> <i>Board Governance & Recruitment</i>
Human Resources Committee Grievance Committee	<u><i>Human Resources Committee</i></u> <i>Employee Compensation, Performance Management; HR Policies</i>

Marketing Committee Inter-Board Health & Wellness	<u>Marketing & Community Relations Committee</u> <i>Community Relations - Members, University, Other Organizations; Fulcrum Visibility & Readership; Fundraising Initiatives</i>
Legal Committee	
Executive Committee	
Investigations Committee?	

We also discussed creating a separate advisory committee (i.e., independent from the Board): Journalistic Ethics & Standards Advisory Committee. Some of its purposes: Ombudsperson, Editorial Complaints Process, Principles of Ethical Journalism, EIC advisors. I suggest we table this item because a former Director, Journalism Standards and Practices, CBC News has agreed to help us with the first three items but is hesitant to commit to a committee and we have an experienced Fulcrum Alumnus joining us this year.

I move that we approve the proposed committee list for the 2022-2023 publishing year onward.



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Fulcrum Publishing Society – Board of Directors Officer Positions



From the new bylaws: The Board shall appoint from among the Directors a Chair and may appoint any other Directors to be the President, Vice President, Chief of Staff, and Treasurer at its first meeting following the annual Meeting of Members of the Corporation. No person may hold two or more offices of the Corporation. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time. Officers are appointed at the first Board meeting of the incoming Board. A Director not seeking office will facilitate the process.

Officers of the Corporation vs. Officers of the Board

Officers of the Corporation is the correct term and is what we have used in our bylaws.

1. [Ontario Not-for-profit Corporations Act, 2010](#) (Section 42)
2. [Sample Bylaw template from Nonprofit Law Ontario](#) (Section 5)

President vs. Chair

The President shall be the chief executive officer of the Corporation. The president provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. The president ensures the Board discusses all matters relating to the Board's mandate.

The Chair shall preside at Board meetings and receives, and causes to be presented, motions to the Board.

Point: The two positions should be combined.

Counterpoint: The two positions should remain separate.

Chief of Staff vs. Board Secretary

- Coordinates all necessary internal communication required for the Board's general activities though not all necessarily all of its committees, including: meeting agenda, meeting minutes, and meeting supporting documents
- Fosters a culture of learning through ongoing professional development efforts that may include, but is not exclusive to: curating and regularly adding to the Board of Directors Professional Development Library of Online Resources, preparing and where possible administering an annual orientation session for incoming directors, and preparing or seeking out and encouraging other directors to prepare regular professional development workshops
- Fosters a culture of engagement, professionalism, and accountability
- Supports the President in the recruitment of Directors in the circumstance that Director seats are vacant
- Takes, or causes to be taken, edits, and is the keeper of all minutes of the Corporation
- Responsible for providing all necessary notice to directors or members of the Corporation
- Compiles and distributes all documents relating to the meeting
- Writes a transition report for the incoming Chief of Staff

Point: The position should be renamed.

Counterpoint: The position should remain the same.

631 King Edward Avenue
Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors

Editor-in-Chief Report

Sunday, April 24, 2022 1:00pm - 3:30pm

Zoom



By: Charley Dutil

Officer Report

1. Staffing

Most of Edboard ended their contracts this month.

2. Content

We wrapped up content with one last issue called Closing Time. A bunch of edboard wrote a heartfelt see you later to the Fulcrum.

3. Training

Jasmine and Hailey both began their EIC training, we will be covering the BOG together tomorrow.