

Fulcrum Publishing Society
Board of Directors
MINUTES

Sunday, May 29th, 2022
Zoom, 12:55pm-4:42pm

Present: Kalki Nagaratnam, Kate Murray, Brendan Keane, Ludvica Boota (ex-officio), Sam Coulavin, Amit Shanbhog, Benjamin King, Jasmine McKnight (ex-officio), Hailey Otten (ex-officio), Jason MacDonald (Board Candidate), Mark Asfar, Emma Godmere

Partially Present:

Absent (with reason): Claire Liu

Absent (without reason): Siena Domaradzki-Kim

1. Opening of Meeting

B. King opened the meeting at 1:00pm EST.

2. Approval of Agenda

K. Nagaratnam indicated that there is a potential that the Board might strike the election of a new board member as the Board candidate doesn't appear to be here yet. A suggestion was made to put this item in other business for now.

K. Nagaratnam motioned to move item 2 to the other business section. B. Keane seconded the motion. The motion passed.

K. Nagaratnam motioned to approve the revised agenda. E. Godmere seconded the motion. The motion passed.

3. Introductions

Everyone briefly introduced themselves.

4. Kahoot Quiz

J. McKnight and H. Otten led a quick and fun Kahoot game based on articles from the past month.

5. Approval of April Meeting Minutes

K. Nagaratnam motioned to approve the April meeting minutes. S. Coulavin seconded the motion. The motion passed.

6. Standing Actions List & Forward Agenda

B. King presented the standing actions list and forward agenda, and made the necessary changes.

7. Executive Director

Finances

Snapshot of Accounts

L. Boota reported that the Fulcrum's accounts are looking good.

Audit

L. Boota advised that she contacted Miguel Kouam from ABFK Chartered Professional Accountants to start the audit process for the 2021-22 publishing year. She said that he prepared and sent the Engagement Letter, which Kalki has signed and is available in the Chief folder. L. Boota indicated that she's in the process of gathering the other documentation that's required. She added that she's reconciled the accounts for the previous year and ensured that Miguel has access to Quickbooks to go forward with starting the audit. L. Boota noted that she'll have an update for the Board next month.

Capital Expense

L. Boota informed the Board that the Editors-in-Chief's printer broke and Charley tried to fix it, but it needs to be replaced. She mentioned that based on the Fulcrum's needs and print volume, they purchased an Epson printer for \$372.80.

L. Boota continued, saying that she and Hailey have been also shopping around for camera lenses. She explained that they are researching the best option, whether it be new lenses vs new cameras. L. Boota stated that they will do a cost benefit analysis and present the options to the Board in the summer.

Human Resources

Office Keys/Gmail Accounts

L. Boota informed the Board that as far as they are aware, all outgoing staff have returned all keys. She noted that there was no sign out sheet, but this will be changed for this coming year as all staff will be expected to sign for Fulcrum assets including keys. L. Boota indicated that there was one exception, which she noted to the Grievance Committee.

L. Boota continued, saying that all staff Gmail accounts have been reset with the exception of Sanjida's as she's currently working on the upcoming Journalism Conference and was using this account for conference communications. She added that Sanjida will retain the account until after the conference.

Former Editor-in-Chief Gift

L. Boota mentioned that former Editor-in-Chief Charley Dutil's gift from the Fulcrum was purchased and sent. She stated that it was a plaque with a photo of the Editor-in-Chief wall in his

former office with his name in red. L. Boota thanked Hailey for taking the photo. She added that the plaque has his name, titles, and years and the Fulcrum.

Editor-in-Chief Transition

L. Boota stated that she has already met several times with the newly elected co-Editors-in-Chief to discuss this coming year. She said that they all agree this will be a rebuilding year, and are aiming to create a more cohesive, structured, but adaptable culture. L. Boota proceeded to read a list of the initiatives that they are currently working on. She added that the list is dynamic, ongoing, and won't be completed in one or two months.

Ed Board Hiring

L. Boota reported that because the Fulcrum has two Editors-in-Chief, it was decided that it was not necessary to have the former Editor-in-Chief at the interviews. Instead, she explained that the co-Editors-in-Chief have decided to keep the interview panel to three individuals and have the Executive Director sit on the panel.

L. Boota announced that they are currently conducting interviews for Managing and Section Editors and are in the process of scheduling the rest of the interviews over the next two weeks. She mentioned that for the people that are applying to return, many of them mentioned an interest in having team bonding activities. L. Boota stated that she will be putting together a schedule for this ahead of time as she wants to inject some professional structure into the environment.

Canada Summer Jobs

L. Boota reported that the Canada Summer Jobs postings are now open for the Website Administrator, Multimedia Manager, and Administrative Assistant positions, and the close date is June 1. She mentioned that to date, they have received at least one application for each position, and added that ideally they will have a staggered start date for everyone with the main focus being on the Website Administrator.

Operations

Program/Software Subscriptions

L. Boota advised the Board that they have been going through the list of current subscriptions to ensure that the Fulcrum is using the ones that the Fulcrum has, and assessing if the plan works for the Fulcrum's needs. She explained that the goal of this exercise is to minimise the Fulcrum's subscription costs while not sacrificing efficiency.

L. Boota announced that the Fulcrum has cancelled its Later account (\$190 USD/yearly) and downgraded the Hootsuite account to \$49 USD/monthly. She added that they opted to purchase a Canva subscription that would serve the Fulcrum's graphic needs (\$149 CAD). L. Boota stated that they are still in the process of determining what other subscriptions to cancel or downgrade and if another option would be better suited to the Fulcrum's needs.

Strategic Plan

L. Boota indicated that she and the Telfer intern are working on a new excel spreadsheet to update the strategic plan with strategies that have already been implemented or goals that have been reached. She commented that they will look at priorities and strategies that have not been addressed and either create new strategies or achieve the remaining objectives or add task lists with start and end dates and allotting capital where required.

L. Boota stated that the proposed presentation date would be the August Board meeting, and the intern will present alongside herself. She added that a lot of the strategies listed by previous Boards are ongoing strategies, and some have been implemented and then discontinued for various reasons.

Website

L. Boota stated that she reached out to Fullview Design, and was told that the Fulcrum would receive a proposal before the Board meeting. She commented that she is yet to receive one. L. Boota informed the Board that she and the co-Editors-in-Chief are looking at different hosting companies. She continued, saying that the main issue is storage as the Fulcrum will need more storage and will continue to need more storage. L. Boota offered one option, which is to start compressing multimedia files. She added that Kalki made a list of other website hosting companies that other student newspapers are using.

L. Boota explained that moving forward, the plan is to hire a dedicated Website Administrator who can update the website aesthetics, build the site based on the co-Editors-in-Chiefs' visions including adding the ads, having them clean up the backend, compressing files if necessary, and coming up with a storage plan. She added that ideally this person will understand the Fulcrum's website needs and be able to help the Fulcrum with finding server solutions with the new hosting company.

K. Nagaratnam said that regarding the Fulcrum's website, she wondered if there's a way that the Fulcrum can archive some of the previous years' content. L. Boota noted that the Fulcrum also needs a maintenance plan moving forward.

8. Editors-in-Chief

H. Otten presented the report on behalf of herself and J. McKnight. She noted that she won't be going over everything in her report as there is a lot of overlap with L. Boota's report.

Getting Started

H. Otten informed the Board that she and J. McKnight got everything transferred over at the beginning of the month and began planning for hiring and the year ahead.

Hiring

H. Otten mentioned that the application period opened for two weeks at the beginning of May, and they received a total of 30 applicants, including Sanjida, Amira, and Desiree from last publishing year. She noted that they created new knowledge and editing tests for the positions.

Content

H. Otten briefly reviewed some of the content from the past month, including:

- News: Byward Health Team shut down their walk-in clinic and the U of O opened the new Student Health and Wellness Centre; Jasmine delved into photo-journalism for the Tulip Festival; UOSU announced the U of O is raising out-of-province and international tuition fees for the 2022-23 academic year
- Both she and Jasmine are working on a story regarding the differences in privileges between part-time and full-time professors
- Arts: Hailey did a review of the new Doctor Strange movie, and a piece on The Word on the Street festival in Toronto; they also started reaching out to summer events for media access, such as Bluesfest
- Sports: Gabrielle wrote a piece on the university's dance team, and the Fulcrum has acquired media accreditation to start covering Blackjacks games
- Podcast: unfortunately Damian and Emma's science show was never finished. Jasmine has finished planning the Podcast on the Patio, and they're hopeful it will be a good way to bring in new listeners by covering something that students will be interested in. She's reached out to different restaurants around Ottawa to gauge interest, and they're planning on recording their first episode this week at Father and Sons.

Other

H. Otten noted that they added a multimedia page to the Fulcrum's website, where they will feature photos, videos, podcast episodes, etc. She said that it currently has a selection from last year's multimedia content.

K. Nagaratnam commented that the Podcast on the Patio sounds like a really good idea. J. McKnight went into a bit more detail, saying that it will be recording a podcast on the patio and reviewing the patio. She added that she has a detailed outline of the plan that she can send.

9. Treasurer

S. Coulavin gave a short presentation of the Fulcrum's budget vs. actuals. The following are some of the highlights that he noted:

- Advised that there's no revenue yet because levies haven't been received yet;
- Payroll expenses are for the three full-time staff;
- Printer hasn't been included in the expenses, but this will be reflected in next month's report.

B. King wondered whether the net income is for the month? S. Coulavin replied that it is.

S. Coulavin reminded the Board that there are two budgets going right now and it's dependent on what happens with the building.

10. President

K. Nagaratnam stated that this meeting officially marks the transition between the outgoing and incoming board. She explained that over the past few years she's started each report by giving a COVID update, but she wants to start fresh so there won't be one going forward.

Finance Committee

K. Nagaratnam indicated that the draft 2022-23 budget was approved at the Fulcrum's Annual General Meeting, however since that time, Canada Summer Jobs funding and total levies received in 2021-22 were confirmed, which resulted in some adjustments to the budget. She noted that a review and approval of the budget by the Board will be at the June Board meeting.

Board Matters

K. Nagaratnam mentioned that there are four vacant seats on the 2022-23 Board:

- Student Representative x2
- Staff Representative
- University Representative

She asked that directors please invite anyone that they know who would fit these profiles to apply.

Director & Officer Liability Insurance

K. Nagaratnam announced that the Board has D&O liability insurance, which went into effect this week! She gave a huge thanks to Brendan for finding the Board its insurer. K. Nagaratnam noted that the policy document is in this month's folder for everyone's reference.

Board Onboarding Form

K. Nagaratnam reported that the Board Onboarding Form was officially launched this month. She explained that it is a bug to collect basic personal information and skills/experience of directors, and store signed onboarding documents.

Governance Documents

K. Nagaratnam said that one of the Board's major goals for this upcoming publishing year is revamping the Fulcrum's core governance documents, i.e., Bylaws, Policy Manual, and Editorial Constitution (in collaboration with EdBoard).

In-Camera Matter

K. Nagaratnam stated that the Board will be going in-camera at the end of the Board meeting to discuss the office, revisions to the standard employment contract, and an HR matter.

Reminders

K. Nagaratnam gave a final reminder for committee chairs and officers to submit their transition reports, due May 31. She asked that all directors please complete the Board Onboarding Form as soon as possible and before the training session.

Calendar Items

K. Nagaratnam noted two upcoming calendar items: the Board information/training session sometime in mid-June and the next Board meeting on Sunday, June 26th.

Thank You and Welcome

K. Nagaratnam took the time to thank all directors and ex-officio members of the 2021-2022 Board for their contributions and dedication to the Fulcrum! She gave a warm welcome to the Board's incoming directors: Claire Lui, Emma Godmere, and Mark Asfar. K. Nagaratnam gave a special thank you to the Board's outgoing directors: Siena Domaradzki-Kim (1 year of service), Ben King (3 years of service), and Kate Murray (6.5 years of service).

11. Board Election Survey Results

K. Nagaratnam motioned to bring up item 15a after the Board survey results. S. Coullavin seconded the motion. The motion passed.

B. King informed the Board that he changed the format of the presentation this time.

Overview

B. King indicated that the survey was composed on SurveyMonkey, and explained that it allows directors to reflect on the year and evaluate the performance of the board. He mentioned that results compiled will continue to enable the board to operate in an effective and efficient way. B. King continued, saying that from these results, general themes are extracted and some recommendations will be presented to the new board for consideration. He added that some of these recommendations will also be included in the Chair transition report.

The Agenda

B. King reported that the agenda was found to be clear and realistic for the allotted time. He advised that more background could be provided for each agenda item to better inform directors, and suggestions on how to improve this are welcome.

Meeting Participation

B. King reminded the board that meeting participation is something that the board wanted to work to encourage between last year and this year. He stated that board training had a greater focus on reinforcing that meetings are a space to share thoughts and ideas. B. King informed the board that generally, directors felt encouraged to share ideas and felt valued as a member of the board. He continued, saying that disagreements were handled openly, honestly, and directly according to survey respondents.

Overall Experience on the board as a director/officer (if applicable)

B. King reported that experience on the board was generally positive for respondents. He went on to say that being on the board provided some directors with a significant amount of experience working in the context of a not-for-profit board of directors and participating in the governance/operations of a media organisation. B. King indicated that some expectations were not extremely clear, but that training could be updated to better reflect this. He recommended that more could be done to lay out expectations for different positions.

Significant Board Accomplishments, Plans for the Future

B. King highlighted some accomplishments from this past year, which included: working to secure D&O Liability Insurance, adjustments to Board structure, and starting the Terms of References documents. He noted that some goals for next year include: revamp of the Bylaws, Policy Manual, and Editorial Constitution, investing in capital assets, and review of the Policy Manual and contract structure.

How Can We Improve Board Ops?

B. King reviewed some suggestions for improving Board operations:

- Spreading tasks more evenly across the board
- Bringing more discussions and decisions to the board as a whole outside of committee meetings
- Further clarification of responsibilities for some positions (Treasurer, Committee Chairs, etc.)
- Making use of external resources to better help the Board make decisions, especially in areas where expertise is limited
- Communication is key! Making sure the Board is well-informed about decisions related to finance, HR, etc., will help with informed decision-making

How Can We Improve Director Onboarding and Training?

B. King went over some ideas for improving director onboarding and training:

- Expand training available for directors where their knowledge may be limited (especially for directors without experience serving on a board of directors)
- Examples include but are not limited to:
 - Robert's rules;
 - HR;
 - Finance;
 - Board Governance
- Interactive onboarding with multimedia elements to help with engagement
- Provide key documents (Policy and Bylaws) before the new term to give directors time to become familiar

Meeting Length

B. King mentioned that one way to reduce the meeting length is to reduce the time allocated to officer reports and having directors read reports prior to the meeting. He clarified that in this case, officer reports could serve as an overview of key report items and a q&a. B. King added that this would require a deadline for director reports prior to the meeting (i.e. provide directors up to 48 hours to read reports before the meeting).

K. Nagaratnam thanked B. King for presenting. L. Boota thanked B. King for everything.

B. King noted that another suggestion that was offered in the survey is having an email specific to the Chair.

12. Election of New Board Member

J. MacDonald presented himself for one of the open Student Representative seats.

J. MacDonald stated that he's a fourth year student at the University of Ottawa. He mentioned that he has some background in broadcast journalism as well as some idea how a local publisher interacts with their community. J. MacDonald said that he's involved with world university service, and noted that he has podcast experience as well. He enthused that he's excited to explore the position and get to know us. K. Nagaratnam motioned to elect Jason to the Board as a Student Representative. K. Murray seconded the motion. M. Asfar confirmed that the Board can elect members. The motion passed.

13. Scheduling of 2021-2022 Board Meetings

B. King explained that Board meetings will typically take place at the same day and time each month as the Board wants to maximise attendance. He noted that in the past, they've been on Sunday mornings/afternoons. M. Asfar mentioned that he prefers after work on weekdays. K. Nagaratnam explained that the Board has usually kept Board meetings to weekends because of students and not knowing whether they have evening classes. S. Coullavin mentioned that he would be interested in weeknights, but would prefer a morning if the Board chose to hold the meetings on the weekend.

E. Godmere asked if there is going to be a move to in-person meetings. B. King answered that the Board decided to stick with online meetings for now. He added that it depends on the comfort level of the new Board. L. Boota stated that she prefers the weekend if possible because she has other commitments during the week. The co-Editors-in-Chief also said that they prefer weekends because of their course schedule and production meetings.

B. King asked if folks would prefer Sunday or Saturday?

A. Shanbhog asked if the Board could do this scheduling via a Doodle poll instead so that we can progress through the meeting in a timely manner. He also wondered if the Board could compensate the staff for coming in on the weekends. The co-Editors-in-Chief stated that they usually work on Sundays.

All agreed on meeting the fourth Sunday of each month in the morning going forward. K. Nagaratnam stated that she will send out a calendar invite.

14. Election of Officers

B. King began the officer election by stating that the Board shall appoint, no later than the first meeting following the Board taking office, the officers of the Board, which are the President, Vice President, Chair, Secretary (formerly Chief of Staff), and Treasurer. He added that Appendix A of the Fulcrum's Policy Manual has a detailed list of officer responsibilities.

President

B. King stated that the President shall be the chief executive officer of the Corporation and shall have the general powers and duties of supervision and management of the affairs and operations of the Corporation as are incidental to their office. K. Nagaratnam indicated her interest in running for this position. She stated that she recently graduated from the University of Ottawa in Health Sciences, and has been the President of the Fulcrum since last March. K. Nagaratnam indicated that she's adaptable to change and works well with others. She mentioned that she likes to think about how it fits in the big picture of the Fulcrum. K. Nagaratnam spoke of her desire to prioritise institutional memory of how the board operates and finish up some projects that have been started this year, while preparing for the next generation of the Board and building a good working relationship with the co-Editors-in-Chief. K. Murray motioned to elect K. Nagaratnam as the President for the upcoming year. S. Coulavin seconded the motion. The motion passed.

Vice President

B. King indicated that the Vice President shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President. B. Keane put forward his interest in running for this position. He mentioned that he's a recent graduate of uOttawa and served as the Vice President of the Fulcrum this past year. B. Keane explained how he helped with the strategic plan and organising the conference which he'll be talking about soon. He added that he also helped get insurance. B. Keane added that he works as a communications officer and has written for the Fulcrum in the past. K. Nagaratnam motioned to elect B. Keane as the Vice President of the Fulcrum for the upcoming year. S. Coulavin seconded the motion. The motion passed.

Chair

B. King informed the Board that the Chair shall be responsible for chairing Board meetings. No one expressed interest in running for this position.

Secretary

B. King explained that the Secretary shall act as secretary of all meetings of directors and members and shall have charge of the minute books of the Corporation and the documents and registers, give or cause to be given notices of all meetings of members and of the Board, be custodian of the seal of the Corporation. No one expressed interest in running for this position.

Treasurer

B. King said that the treasurer is responsible for the oversight of corporate liquidity, investments, and risk management related to the Corporation's financial activities. The Treasurer must review the Executive Director's books and financial records, meet with the Executive Director, and make an independent presentation of the Fulcrum's financial position quarterly.

K. Nagaratnam noted that Claire Lui has expressed interest in running for this position, so the Board will have this election at the next meeting so that all directors who are interested in running for this position can present themselves.

All agreed that the final three positions will be re-presented at the next Board meeting.

15. Formation of Committees

B. King informed the Board that the Board shall appoint, not later than its first meeting following the Board taking office, all individuals to sit on any committees that are required. He mentioned that the standing committees on the Board consist of: Human Resources, Governance, Marketing and Community Relations, and Finance. B. King added that the Board has one special committee: the Grievance Committee. He proceeded to briefly review each committee and their members. After some discussion, all agreed that the Board will save forming these committees until the next Board meeting so that the Terms of Reference for each committee can be shared with the new Board members.

E. Godmere asked about the time commitment for the committees. B. King replied that in the past, the Policy and Marketing committees met on a monthly basis. K. Nagaratnam added that the Human Resources Committee met as needed for performance evaluations, etc.

H. Otten inquired about how the co-Editors-in-Chiefs attendance at the meeting should work. K. Nagaratnam answered that it's up to her and J. McKnight to decide amongst themselves what works with them for attending the Marketing and Finance committee meetings.

16. Revisit Standing Actions List

E. Godmere wondered if there are any recommendations from outgoing directors to be incorporated? B. King replied that he will gather these together to give to the new Board.

B. King revisited the standing actions list and forward agenda, and he and K. Murray made the additions to the standing actions list.

K. Nagaratnam noted that she will be adding the new Board members to Slack this week.

17. Other Business

B. Keane briefly talked about the conference that's happening on June 16-17. He said that it'll be looking at the Canadian Charter of Rights and Freedoms in retrospect celebrating its 40th anniversary. B. Keane explained that the director of the Human Rights Research and Education Centre wanted to involve the Fulcrum and student journalists. He noted that the conference will be having some esteemed guests as well as a documentary premiere on the second day. B. Keane informed the Board that he doesn't have any registration links yet, but he will be sending along some documents.

18. In-Camera Session

B. King briefly explained how in-camera works, and noted that to go out of camera, a motion to stay in-camera has to be defeated. K. Nagaratnam motioned to go in-camera with all of the directors. S. Coullavin seconded the motion. The motion passed.

Before the discussion moved to the HR Matters, K. Nagaratnam, K. Murray, and S. Coulavin excused themselves and were put in the waiting room by B. King until that discussion was over. Following the end of the HR Matters discussion, K. Nagaratnam, K. Murray, and S. Coulavin rejoined the meeting.

K. Nagaratnam motioned to stay in-camera. K. Murray seconded the motion. The motion failed and the meeting moved out of camera. K. Murray motioned to adjourn the meeting at 4:42pm EST. The motion passed and the meeting was adjourned.

Email Motion

On Thursday, June 16, B. Keane put forward a motion, seconded by S. Coulavin, to approve the revised employment contracts of summer employees funded through the Canada Summer Jobs grant. The motion passed.

Appendices

631 King Edward Avenue
Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors
Executive Director’s Report
Sunday, May 29th, 2022
Ludvica Boota



1. Finances

Snapshot of Accounts

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

	April 2022	May 2022	Difference
TOTAL	\$613,477.32	600,893.56	-\$12,583.76
Chequing (TD)	\$453,960.92	\$444,225.18	-\$9735.74
Investments (RBC)	\$97,503.15	\$95,073.02	-\$2,430.13
PayPal Balance	\$2,013.25	\$1,595.36	-417.89

Canada Business Loan (COVID-19)	\$60,000	\$60,000	\$0
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Audit

I contacted Miguel Kouam from ABFK Chartered Professional Accountants to start the audit process for the 2021-2022 publishing year. It is the same firm that conducted the audit for the previous publishing season. He prepared and sent the Engagement Letter, which Kalki has signed (available in the Chief folder).

I am in the process of gathering the other documentation required. I have reconciled the accounts for the previous year and ensured that he has access to Quickbooks to go forward with starting the audit.

Capital Expense

The EIC's printer broke and Charley tried to fix it but it needed to be replaced. Based on our needs and our print volume, we purchased an Epson printer for \$372.80.

Haily and I have also been shopping around for camera lenses. We are researching the best option, i.e new lenses vs new cameras. We will do a cost benefit analysis and present the options to the Board in the summer.

2. Human Resources

Office Keys /Gmail Accounts

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All staff Gmail accounts have been reset with the exception of Sanjida's opinions@thefulcrum.ca. She is currently working on the upcoming Journalism Conference and was using this account for conference communications. She will retain the account until after the conference.

Former EIC Gift

Former EIC Charley Dutil's gift from the Fulcrum was purchased and sent. It was a plaque with a photo of the EIC wall in his former office with his name in Red. Thanks to Hailey Otten for taking the photo. The plaque has his name, titles and years at the Fulcrum.

EIC Transition

I have already met several times with the newly elected co-EIC's to discuss this coming year. We all agree that this will be a rebuilding year, and are aiming to create a more cohesive, structured but adaptable culture. We are currently working on the following initiatives:

- Website Revamp - Content analysis
- Freelance Policy - Update
- Office Procedures: Create a clearly defined office process for things like signing out equipment, submitting expenses etc.
- Developing new training material and packages
- Integrating the offline /online office and making the most of Google workspace. (Hybrid office model)
- Professional development opportunities
- Team Bonding activities
- Creating a set schedule for the publishing year (beginning/end dates, evaluations, team dinners etc)

These are all ongoing measures that will be tackled throughout the publishing year. We will be meeting regularly to ensure that both the business and editorial departments work cohesively and remain on the same page moving forward.

ED Board Hiring

Because we have co-EIC;s, it was decided that it was not necessary to have the former EIC at the interviews. The co-EIC's opted to keep the interview panel to 3 individuals and have the ED sit on the panel.

We are currently conducting interviews for Managing and Section Editors and are in the process of scheduling the rest of the interviews over the next two weeks.

Canada Summer Jobs

We have opened up applications on May 23 for the 3 positions under this program:

- Website Administrator
- Multimedia Manager

- Administrative Assistant

The close dated is Jun 1, 2022 . To date we have received at least one application for each position. We will review resumes and scheduled interviews for the following week.

3. Operations

Program / Software Subscriptions

We have been going through the list of current subscriptions to ensure that we are using the ones that we have and assessing if the plan works for our needs. The goal of the exercise is to minimize our subscription costs while not sacrificing efficiency.

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The proposed presentation date would be the August Board meeting. The Intern will present alongside myself.

On a side note, a lot of the strategies listed by previous Boards are ongoing strategies, additionally some that have been implemented then discontinued for various reasons.

5. Website

I reached out to Fullview Design and was told that we would receive a proposal before the Board meeting. I have yet to get one.

The co-EICs and myself are looking at different hosting companies. The main issue is storage. We need more storage and will continue to need more storage. A larger dedicated

server will run approx \$250/\$350 /month. There are various options, and one is to start compressing the multimedia files.

Moving forward, the plan is to hire a dedicated Website Administrator that can update the website aesthetics, build the site based on the EIC's vision including adding the ad's and have them clean up the backend, compress files if necessary or come up with a storage plan. Ideally this person will understand our website needs and be able to help us with finding sever solutions with the new hosting company.

Anticipated start date: Jun 19, 2022



631 King Edward Avenue
Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors

Editor-in-Chief Report

Sunday, May 29th, 2022 1:00pm - 3:30pm

Zoom



By: Hailey Otten and Jasmine McKnight

1. Getting Started

We got everything transferred over at the beginning of the month, and we stepped into our new roles. After meeting with Ludvica, we wrapped up some final things from the 2021-22 publishing year and started mapping out the next one. We met with Ludvica to get emails transferred over, and dealt with keys and transition reports from the 2021-22 editorial board.

We then spent some time planning how we were going to structure editorial content for the summer, and looking at what we'll need to review and complete before August.

Along with Ludvica, we spent some time going over the Fulcrum's current subscriptions and accounts, making sure we had access to everything while also evaluating what we needed and what we don't think we will need anymore. We went through some of the editorial drives on google to look at what we could delete and what we would need going forward.

2. Hiring

Back in April, we created the job descriptions so they would be ready to post on our first day. At this time, we also reached out to different U of O departments and had them send emails out to students detailing the positions we'd be hiring for and the Fulcrum's volunteer opportunities.

The application period officially opened for two weeks at the beginning of May, and we received nearly thirty applicants total. Sanjida, Amira and Desiree (2021-22 opinions, features and arts editors) all applied for different positions, and we also had a number of contributors in the mix.

We started interviews last week, beginning with the applicants we narrowed down for managing editor and section editors. We also created new knowledge and editing tests for the positions.

We opened the application period for the three Canada Summer Jobs positions the Friday before last, and they will close on June 1. We are hopeful that we'll be able to fill those positions before their start dates later in June.

3. Content

In news, the Byward Health Team shut down their walk-in clinic and the U of O opened the new Student Health and Wellness Centre. Later in the month, Jasmine delved into photo-journalism for the Tulip Festival. UOSU announced the U of O is raising out-of-province and international tuition fees for the 2022-23 academic year.

We are both working on a developing story regarding the differences in privileges between part-time and full-time professors, which was emailed to us by a U of O prof following the passing of one of her colleagues.

In arts, Hailey did a review of the new *Doctor Strange* movie, and a piece on The Word on the Street festival in downtown Toronto, which recently launched a podcast hosted by U of O alumni Rebecca Diem. We've also started reaching out to summer events for media access, such as Bluesfest.

In sports, Gabrielle wrote a piece on the university's dance team, and we've acquired media accreditation to start covering Blackjacks games. Jasmine covered their home-opener last week. Jasmine is also hoping to do a video for the Outlaws, Ottawa's pro ultimate frisbee team.

For the podcast, unfortunately, Damian and Emma's science show was never finished. On the other side, Jasmine has finished planning the Podcast on the Patio — we're hopeful it will be a good way to bring in new listeners by covering something that students will be interested in, as well as involving the Ottawa community. Jasmine has reached out to different restaurants around Ottawa to gauge interest, and we're planning on recording the first episode early this week at Father and Sons.

4. Other

At the beginning of the month, we added a multimedia page to the website, where we will feature photos, videos, podcast episodes, etc. Currently, it has a selection from last year's multimedia content.

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Fulcrum Publishing Society – Board of Directors

President's Report

Sunday, May 29th, 2022



Kalki Nagaratnam

1. Finance Committee

■ [Draft 2022-2023 Budget.pdf](#) was approved at the AGM. Since then, Canada Summer Jobs funding and total levies received in 2021-2022 were confirmed. Review and approval of the budget by the Board will be at the June Board meeting.

2. Board Matters

Four vacant seats on the 2022-2023 Board:

- Student Representative (x2)
- Staff Representative
- University Representative

Please invite anyone you know who would fit these profiles to apply.

Director & Officer Liability Insurance

We have D&O liability insurance! It went into effect this week. A huge thanks to Brendan for finding us our insurer. The policy document is in this month's folder for everyone's reference.

Board Onboarding Form

Officially launched the new form this month. Hub to collect basic personal information and skills/experience of directors, and store signed onboarding documents.

Governance Documents

One of our major goals for this upcoming publishing year is revamping our core governance documents, i.e., Bylaws, Policy Manual, and Editorial Constitution (in collaboration with EdBoard). [Drafts folder](#).

In-Camera Matter

We will go in camera at the end of the Board meeting to discuss the office, revisions to the standard employment contract, and an HR matter.

3. Reminders

Final reminder for committee chairs and officers to submit their transition reports - due May 31. All directors, please complete the [Board Onboarding Form](#) as soon as possible and before the training session.

4. Calendar Items

Board Information/Training Session

Mid-June (TBD)

Next Board Meeting

Sunday, June 26, at 1pm (TBD)

5. Thank You and Welcome

Thank you to all directors and ex-officio members of the 2021-2022 Board for your contributions and dedication to the Fulcrum!

A warm welcome to our incoming directors.

Claire Liu

Emma Godmere

Mark Asfar

A special thank you to our outgoing directors.

Siena Domaradzki-Kim (1 year of service)

Ben King (3 years of service)

Kate Murray (6.5 years of service – 71 Board meetings)

Welcome to the Fulcrum Alumni club!