

Fulcrum Publishing Society  
Board of Directors  
MINUTES

Sunday, July 24<sup>th</sup>, 2022  
Zoom, 10:00am-1:00pm

**Present:** Kalki Nagaratnam, Brendan Keane, Ludvica Boota (ex-officio), Sam Coulavin, Claire Liu, Jasmine McKnight (ex-officio), Hailey Otten (ex-officio), Mark Asfar, Emma Godmere, Keelan Buck (Board Candidate)

**Partially Present:**

**Absent (with reason):** Amit Shanbhoug

1. Commencement of Meeting

K. Nagaratnam commenced the meeting at 10:03 a.m.

2. Approval of Agenda

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

3. Kahoot Quiz

S. Coulavin hosted the monthly Kahoot quiz

4. Approval of June 2022 Meeting Minutes

K. Buck changed “Student Representative” to “Staff Representative” under section 5, “2021-22 Publishing Year” was changed to “2022-23 Publishing year” under section 5.

K. Nagaratnam motioned to approve the June 2022 meeting minutes. M. Asfar seconded the motion. The motion passed.

5. Standing actions list

K. Nagaratnam removed Board Orientation from the Standing Actions List.

6. Board Work Plan

K. Nagaratnam presented the Board Work Plan. The Work Plan indicates the tasks that the Board and its Committees should be focusing on during a given time over the duration of the 2022-23 publishing year.

## 7. EIC Report

H. Otten presented the EIC report.

### *Hiring Update*

The EICs sent email offers out to the applicants that were selected in June. So far, everyone offered a position has accepted, and have left them with L. Boota and S. Rashid for contracts.

This is the list of everyone who will be coming on board for the 2022-23 publishing year: Managing Editor, Sanjida Rashid; Arts Editor, Victoria Drybrough; Features Editor, Bridget Coady; News Editor, Desire Nikfardjam; Opinions Editor, Mathew McConkey; Sports Editor, Brandon Adibe; Photographer, Bardia Boomer; Graphic Designer, Kai Holub; Staff Writer, Grace Kim-Shin; News Associate, Yannick Mutombo.

Noah, the summer Multimedia Manager, may stay on in the fall as Social Media Manager. There have been no suitable applicants for the Science and Tech Editor, Podcast Producer, and Videographer positions. It might be best to forgo a Podcast Producer for this year and focus on finding suitable applicants for the other two positions.

Noah, Sanjida and Maggie have settled into their roles as Multimedia Manager, Administrative Assistant, and Web Administrator for the summer term.

### *Documents*

The EICs have been updating the FPS's training documents and PowerPoint presentations in preparation for the new hires coming in August. With the changes being made in terms of schedules, deadlines, and quotas, things are trying to be made as simple as possible for the new team.

The EICs have also started working on a brochure-type print project for 101-Week that includes a September calendar, university events, news students may have missed over the summer, and fun tips from the Fulcrum staff. They hope it will boost the FPS's engagement and drive new students towards their social media pages and the website, especially in terms of new University of Ottawa students.

### *Content*

Jasmine and Noah had made use of the media passes the Fulcrum got for RBC Bluesfest with nightly reviews and coverage. This is the second year in a row that the Fulcrum has been able to cover this event.

At the beginning of the month, Sanjida covered the Defend Choice Protest downtown following the overturning of Roe v. Wade.

In News and Sports, Jasmine worked on a developing story on the university cutting funding for the track and field team and revoking their varsity status.

### *Other Matters*

Maggie was able to upload Publish Press to the FPS's website, which has changed a lot on the back-end of the site especially in terms of articles and how they will be uploaded and organized. The EICs have spent some time learning how to use the plug-in effectively so they will be able to teach the new team how to approach it. It has given them a lot of new settings and options for content that they are excited to in the upcoming publishing year.

Hailey has worked closely with Maggie on the website and the changes the EICs are looking to make. The team is also working on an online form of the brochure previously mentioned, which Maggie is taking point on in terms of development and site design.

Earlier this week, everyone on staff helped clean out the office assets and old electronic equipment.

### 8. ED Report

L. Boota presented the ED Report.

### *Finances*

L. Boota provided a snapshot of the Fulcrum Publishing Society's accounts. The financial information is accurate as of 10:30 AM on Friday, July 22, 2022: The total amount in the accounts in June amassed to \$585,991.35 and in July they amassed to \$574,239.10, for a difference of \$11,752.25.

### Audit

Everything was submitted and L. Boota is waiting to hear back from the auditor.

### Treasurer

K. Nagaratnam, C. Liu, and L. Boota met in mid-July. Once the Board has approved C. Liu as signing authority, L. Boota will start the process with the bank. It was decided that at this time that the FPS will not ask the bank for a corporate Visa but will continue using personal credit cards.

## Ceridian

At the last Board meeting, the Board asked about Ceridian costs. They are as follows (HST not included): Basic Charge, \$21.04; Per Payment issued, \$2.14 (Based on staff #); Per Self Service Account, \$0.46 (based on staff #).

## *Human Resources*

### Summer Intern / Fall Intern

The summer business intern has completed his term as of Friday, July 22, 2022. L. Boota applied to the Connexions program to hire a fall intern. She is currently interviewing two candidates for the position, potentially a third.

### Board Hiring

Sanjida, the summer Administrative Assistant, created a new onboarding form for new hires. The FPS will start sending contracts and onboarding forms in early August and give hires a week to return the completed forms.

### Summer Staff

This summer, the FPS has a total of six staff. Even though they are not working from the physical office, they meet regularly every Monday, one week in perso and the next week on Zoom. They discuss what they are working on and share any changes or administrative information. It is a good opportunity to ask questions while getting to know each other.

## Ceridian

Canada Summer Jobs students are all set up on Ceridian and have logged into their self-service accounts.

## *Operations*

### 101 week

The Fulcrum has started brainstorming ideas for 101-Week. Their goal is to introduce themselves to new students and connect with returning students. They want students to

know that The Fulcrum website is the place to view all up-to-date campus-related news and information.

One initiative that the Web Admin, Maggie, is working on is a Fulcrum guide for first-year students. It will be on the Fulcrum's website and will focus on big stories that students might have missed during the summer and other things students should know.

The Fulcrum Publishing Society has decided that it does not want to have a Welcome Week BBQ this year. K. Nagaratnam asked whether the Fulcrum is planning an event since the BBQ will not happen. K. Buck suggested getting involved in student union kits from recognized student governments.

### Office Clean Up

Monday, July 18th, 2022, for the in-person meeting, the staff did an electronic clean-up of the office. They focused solely on tech items such as old space heaters, DVDs, disks, printers, microwaves, fax machines, etc. They loaded two cars and dropped the items off at Best Buy for recycling.

### Office Safety

L. Boota has noticed that the temperature and air quality in the office is unbearable; she says it is impossible to work in the environment and it is not safe during the summer. Even with the old, poor-quality air conditioners which there are few of, it is not a good working condition. At this time, every summer staff member has chosen to work from home, and they are looking at alternative arrangements for in-person meetings.

### Asset Management

As part of the electronic clean-up the Fulcrum's Administrative Assistant, Sanjida, will create an asset management system, where each electronic item still in use will receive an identification number and location. Items will either be assigned to staff, or staff will be able to sign items out for occasional use.

### Ongoing operations

The EICs and L. Boota continue to meet regarding the following initiatives: the website revamp, a content analysis is in progress; website maintenance documents, in progress; freelance policy, the review is almost complete and in the final stages; office procedures, a clearly defined office process for things like signing out equipment, submitting expenses,

etc. will be created; developing new training material and packages; integrating the hybrid office model and making the most of Google workspace; professional development opportunities; team bonding activities; creating a set schedule for the publishing year, for beginning and end dates, evaluations, team dinners, etc.

Once the contracts have been sent out, the next step for is to clean out all Fulcrum email addresses that are not being used and assign them to the relevant positions. The Fulcrum will deactivate anything that will not be used. They are also looking at archiving material that is more than three years old or is unnecessary.

### *Strategic Plan*

The L. Boota and the business intern have completed updating the Strategic Plan. The next step will be to create a presentation of what has been completed, what is in progress, and what is outstanding.

The L. Boota and the executive team will brainstorm strategies to achieve the remaining goals and assign both key dates and resources as required. This might be ongoing throughout the year depending on time.

### *Website*

#### Publisher Press

The Web Administrator updated the Fulcrum's website with Publisher Press, a tool designed to make publishing more efficient.

#### Netfirms

The Fulcrum's domain was purchased through Netfirms. The domain renewal was completed and will have to be renewed in July 2023. Currently, L. Boota's credit card is on the account, but she has removed the automatic renewal.

#### Fullview Design

L. Boota has reached out to Fullview Design for the upgrade proposal. The following is the response she received: "Thanks for your email. I know it has been a while since we've discussed the hosting upgrade and migration. We recommend moving to a semi-dedicated solution shown in the attached screenshot. We will also need to spend some time working on the website to compress images and remove unnecessary files to bring the file size down. In order for us to open the sever, deploy and configure a copy of the website and handle all of the configuration work we would likely need around a half day of time. We'll also need to spend approximately a half day of time prepping the site to optimize the images and file

size as mentioned above. A full 8 hour workday would cost \$960 at our regular rate of \$120/hr. The monthly fees would be increased by either option shown in the attached screenshot. Please confirm if we should proceed with this work, if so we can schedule it in for completion next week.”

### New Hosting Company

Hailey, Maggie, and Ludvica have started the search for a new hosting company. They are leaning towards moving to Jumphost; they have been the most responsive, but L. Boota has questions because migration may not be as easy as she initially thought.

Jumphost is based in Kingston and is the hosting company for Queen’s Journal. They specialize in WordPress sites and are very familiar with student publications. They said they would be able to help with the Google Ad problem at an additional cost.

After speaking with Jumphost, they had a look at the backend of the Fulcrum’s website and they said the switch would take about 2-3 hours.

Another hosting would be BlueHost, a web hosting company that also provides design and technical support. The Charleton used them for their website.

L. Boota was unable to reach anyone but was able to finally connect with the online representative. Based on her input, he said the following: “It looks like Fullview is a website design service and not a webhost themselves. It would be difficult to move the website, as in most cases these design companies have one hosting account for a multitude of clients and cannot give us the required information to migrate the website. Have you considered hosting your images and videos on a third-party service (such as imgur, cloudflare, youtube, or vimeo) and embedding them on the website? That way, the server is not directly serving the high-performance content. You would need to contact them to see if they would be willing to send you a backup of both the website and its database(s). After that, you can manually upload them to our server. However, if they are using any paid plugins, themes, templates, or builders the website will be broken until you purchase and install them.”

### 9. Treasurer Report

L. Boota presented the budget. Since the last Board meeting, there were only changes to office internet and legal fees for an email sent by K. Murray (former director) regarding the newsstand project. Hootsuite was downgraded, no levies have come in, the Otter.ai fee was charged to K.

Nagaratnam's card so she may need to be reimbursed for that. Hootsuite may have been charged to K. Nagaratnam's card as well.

C. Liu also mentioned that GSAED may owe the Fulcrum Publishing Society money. L. Boota said she will follow up on this matter.

## 10. President Report

### *Board Matters*

#### Board Information Session

K. Nagaratnam and B. Keane conducted a second session for two new directors in July. She mentioned that if any directors would like to refer back to the presentations at any point during their term, the presentations are available in the Google Drive.

#### Board Seats

Jason MacDonald (Student Representative) resigned last month. There are four vacant seats on the 2022-2023 Board: Student Representative (x3) and University Representative. K. Nagaratnam urges every director to invite anyone they know who would fit these profiles to apply.

#### Board Work Plan

The Board work plan will be used to note down the Board's main and recurring tasks organized by month accomplished. K. Nagaratnam got the Board started with what they have done so far, and they will continue to add to it throughout the year. Like the Board currently does with the Standing Actions list, they will look at it monthly during Board meetings. By the end of the year, the Board should have a completed work plan, which can serve as a helpful guide for future Boards and preserve institutional memory on Board procedures amidst turnovers. Hopefully, similar plans can be created for standing committees.

#### Bylaws

With the *Ontario Not-for-Profit Corporations Act* (ONCA) coming into effect in October 2021, all organizations have three years to bring their documents into compliance with the new laws. The FPS has a new draft version of their bylaws, combining their current bylaws with Nonprofit Law Ontario's sample bylaws and ONCA. The Governance Committee is tasked with completing



the review and edits of this document for the March Board meeting so the Board can present it at the AGM in April.

### Policy Manual

The FPS's pro bono lawyer and last year's Board felt there were gaps in the FPS's policies. Though it is reviewed annually by the Board, it may be time to seek external help from a policy consultant, something that has been budgeted for this year.

### *Human Resources*

#### Revised Employment Contracts

The ED and EICs have signed their revised employment contracts and will send the new version of the contract to any EdBoard hires moving forward.

#### Tracking Staff Hours

K. Nagaratnam is bringing back this item for the Board to rediscuss later this meeting, as the ED and EICs have expressed some concerns to her. She has new information to present that may lead the Board to consider modifying their approach from what they decided last month.

## 11. Committee Reports

### *HR Committee*

K. Nagaratnam said she sent the Board-approved revised employment contract to the ED and EICs, who have signed it. The new version of the contract will be used for EdBoard hires. She also mentioned that the HR Committee did not create the system to track staff hours because she wanted to have a follow up discussion with the Board about it, including staff concerns and information she found in the ESA.

### *Governance Committee*

A. Shanbhoug will send a poll to organize the first meeting for the Governance Committee. At the first meeting, they will be working on the board workplan and confirming their Terms of Reference.

### *Audit & Finance Committee*

The first Audit & Finance Committee meeting will cover the office cleanup, and look at QuickBooks accounts. C. Liu has a list together for what the committee will cover, she will organize a meeting with L. Boota. K. Nagaratnam suggested the committee look at the auditor's report.

C. Liu will schedule an Audit & Finance Committee meeting around September.

### *Marketing Committee*

The Marketing Committee will meet early in the week of August 22nd. Another meeting may take place in early September to further discuss 101-Week.

## 12. Tracking Hours

Last Board meeting, the Board was in favour of implementing a system for staff to track their hours and it was an action item for the HR Committee to develop and eventually implement for all staff starting in September.

This came at the suggestion of the FPS's pro bono lawyer, who said that by implementing a system where the FPS track employees' hours of work, the FPS would ensure that employees are working their required hours and ensure that the Fulcrum is meeting the requirements of the ESA for overtime and hours of work restrictions. If the FPS were to happen to run into any issues where employees work excessive hours, the FPS would not be able to defend any ESA complaint by saying that it was the employees' own responsibility to monitor their hours of work. There is always an obligation on the employer to proactively ensure that the ESA's requirements are being met.

The ED and EICs raised concerns on the topic of tracking hours. L. Boota said that while she understands where the lawyer is coming from, she is not a fan of tracking hours. She finds that in most organizations the system to track hours tends to be cumbersome and frustrating, and it gives off the feeling that the organization does not trust or support you. She suggested keeping the system very simple, revisit the system at the end of the year to review it, and finally see if it was necessary and if there are improvements that need to be made. H. Otten mentioned that for certain positions, like the Graphic Designer, some weeks will be a lot heavier than others. For example, weeks where PDF editions are issued weeks will have a lot more work and hours than non-PDF weeks, but the hours would be split between them.

According to the Employment Standards Act, the employer must record and retain the date and time the employee worked, and this must be kept for three years after the day or week of work. If an employee receives a fixed salary for each pay period and the salary does not change (except if

the employee works overtime) the employer is only required to record the employee's hours in excess of those hours in the employee's regular work week and the number of hours in excess of eight hours per day (or in excess of the hours in the employee's regular work day, if it is more than eight hours). Employers are not required to record the hours of work for salaried employees who are exempt from overtime pay and the provisions for maximum hours of work.

At the June Board meeting, the Board concluded that all staff, except those funded by the Canada Summer Jobs grant, must track their hours worked by indicating an approximate start time and end time, and submit it weekly to the Executive Director. K. Nagaratnam asked whether the Board like to reconsider its previous decision based on the other considerations listed above.

L. Boota said she does not see a system that would work fair and equitably across the board. C. Liu says it is not a matter of staff working less hours than their contract indicates, but more. Tracking hours is for the Board to have a record that some staff may work more than their scheduled hours. M. Asfar said the purpose of tracking hours is that the FPS is meeting their responsibilities as an employer by providing overtime pay and breaks. The Board in particular has an obligation to ensure that this is in compliance with the law, and to ensure employee salaries are payed correctly. M. Asfar suggested that perhaps the FPS should return to the lawyer to ask how hours should be tracked in the FPS's case.

### 13. Approval of AGM Minutes

K. Nagaratnam motioned to approve the 2022 AGM Minutes. C. Liu seconded the motion. The motion passed.

### 14. Renewal of Insurance

The following insurance specifications are to be renewed by the Fulcrum Publishing Society: Commercial General Liability, which pays on the Corporation's behalf sums they may be legally obligated to pay as compensatory damages because of bodily injury or property damage to third parties; Commercial Property, which covers "All Risks" including Earthquake, Flood & Sewer Back-Up; Media Liability, which covers a Claims Made Policy.

K. Nagaratnam motioned to approve the renewal of the Fulcrum Publishing Society's insurance. M. Asfar seconded the motion. The motion passed.

### 15. Signing Officers

In accordance with the FPS Policy Manual, a new signing authority of the Corporation must be elected, since B. King finished his term on the Fulcrum Publishing Society's Board of Directors on May 31, 2022.

A letter of direction will be sent to TD Bank instructing the removal of signing and authority from B. King and the granting of signing and authority in the capacities of a Signing Officer to C. Liu, who was elected as the Treasurer of the Fulcrum Publishing Society on Sunday, June 26, 2022. L. Boota and K. Nagaratnam shall remain Signing Officers as the Executive Director and President, respectively.

K. Nagaratnam motioned to approve C. Liu as a new signing officer. K. Buck seconded the motion. The motion passed.

#### 16. Revisit Standing Actions List

K. Nagaratnam added to the Standing Actions List that she will reach out to the pro-bono lawyer concerning the board's questions regarding creating a system to track employees' hours worked.

#### 17. In-Camera

K. Nagaratnam motioned to move in-camera. C. Liu seconded the motion. The motion passed.

After moving out of camera, M. Asfar motioned to end the meeting. The meeting ended at 12:23.

#### 18. Appendices

### Fulcrum Publishing Society – Board of Directors Editor-in-Chief Report

Sunday, July 24<sup>th</sup>, 2022 10:00 a.m.

*Zoom*



By: Hailey Otten and Jasmine McKnight

#### 1. Hiring Update

We sent email offers out to the applicants we selected last month. So far, everyone we offered a position to has accepted, and have left them with Ludvica and Sanjida for contracts. Here is a list of everyone who will be coming on board:

Managing Editor: Sanjida Rashid  
Arts Editor: Victoria Drybrough

Features Editor: Bridget Coady  
News Editor: Desire Nikfardjam  
Opinions Editor: Mathew McConkey  
Sports Editor: Brandon Adibe  
Photographer: Bardia Boomer  
Graphic Designer: Kai Holub  
Staff Writer: Grace Kim-Shin  
News Associate: Yannick Mutombo

We're hoping Noah (our summer multimedia manager) will stay on in the fall as social media manager, and we still have not received any suitable applicants for science and tech editor, podcast producer, and videographer. Because of that, we have decided it might be best to forgo a podcast producer for this year and focus on finding suitable applicants for the other two positions. Of the three positions, Podcast Producer costs the most the run in terms of equipment and softwares.

Noah, Sanjida and Maggie have settled into their roles as multimedia manager, administrative assistant, and web administrator.

## **2. Documents**

We've been updating our training documents and powerpoints in preparation for the new hires next month. With the changes we're making in terms of schedules, deadlines and quotas, we're trying to make things as simple as possible for our new team.

We've also started working on a brochure-type print project for 101 Week that includes a calendar September university events, news students missed over the summer, and 'fun tips' from the Fulcrum staff. We're hoping it will boost our engagement and drive new students towards our social media pages and the website, especially in terms of new U of O students.

## **3. Content**

We had a super exciting month in terms of content. For the last two weeks, Jasmine and Noah have been making use of the media passes we got for RBC Bluesfest with nightly reviews and coverage. This is the second year in a row that we've been able to cover this, and it was a lot of fun to attend. Because of that, we've been fairly arts-heavy this month.

At the beginning of the month, Sanjida covered the Defend Choice Protest downtown following the overturning of Roe v. Wade.

In news/sports, Jasmine is working on a developing story on the university cutting funding for the track and field team, and revoking their varsity status.

## **4. Other**

Maggie was able to upload Publish Press to our website, which has changed a lot on the back-end of the site, especially in terms of articles and how they will be uploaded and organized. We've spent some time learning how to use the plug-in effectively so we'll be able to teach the new team how to approach it. It's given us a lot of new settings and options for content that we're really excited to use next year.

Hailey has been working closely with Maggie in terms of the website and the changes we're looking to make. The team is also working on an online form of the brochure we previously mentioned, which Maggie is taking point on in terms of development and site design.

Earlier this week, everyone on staff helped clean out the office assets and old electronic equipment.

Fulcrum Publishing Society – Board of Directors

**Executive Director's Report**

Sunday, July 24<sup>th</sup>, 2022

Ludvica Boota



**1. Finances**

Snapshot of Accounts

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

	<b>June 2022</b>	<b>July 2022</b>	<b>Difference</b>
<b>TOTAL</b>	<b>\$585,991.35</b>	<b>\$574,239.10</b>	<b>(\$11,752.25)</b>
<b>Chequing (TD)</b>	\$433,884.48	\$421,153.81	(\$12,730.67)
<b>Investments (RBC)</b>	\$90,693.13	\$91,979.87	\$1,286.74
<b>PayPal Balance</b>	\$1,413.74	\$1,105.42	(\$308.32)
<b>Canada Business Loan (COVID-19)</b>	\$60,000	\$60,000	\$60,000

Audit

Everything was submitted and I am waiting to hear back from the auditor.

Treasurer

K. Nagaratnam, Claire, and I met in mid-July. Once the Board has approved Claire for singing authority, I will start the process with the bank. It was decided that at this time we will not ask the bank for a corporate visa but will continue with using personal credit cards.

Ceridian

At the last Board meeting, the Board asked about Ceridian costs. They are as follows (HST not included)

Basic Charge: \$21.04

Per Payment issued: \$2.14 (Based on staff #)

Per Self Service Account: \$0.46 (based on staff #)

## 2. **Human Resources**

### Summer Intern / Fall Intern

Our summer business intern has completed his term as of Friday, July 22, 2022. I applied and was to the Connexions program to hire a fall intern. I am currently interviewing 2 candidates for the position, with a potential third.

### Board Hiring

Our summer admin, Sanjida, created a new onboarding form for new hires. We will start sending contracts and onboarding forms in early August and give them a week to return the completed forms.

For more details, see the EIC report.

### Summer Staff

This summer we have 6 staff including myself. Even though we are not working from the physical office, we regularly meet every Monday, one week in person, and the next week on Zoom. We discuss what we are working on, and share any changes or administrative information, and it is a good opportunity to ask questions while getting to know one another. It maintains that team feeling as if we are a team.

### Ceridian

Canada Summer Jobs students are all set up on Ceridian and have logged into their self-service accounts.

## 3. **Operations**

### 101 week

We have started brainstorming for 101 week and our goal is to introduce ourselves to new students and connect with the returning students. We want students to know that The Fulcrum site is the place to view all up-to-date campus-related news and information.

One initiative that our Web Admin Maggie is working on is a Fulcrum guide for first-year students. It will be on our website and will focus on the “Big stories that you missed this summer” and “Things you need to know”. See the EIC report for more details.

We will continue to work on this and brainstorm other ideas throughout August.

One thing we decided was that we do not want to have a BBQ.

### Office Clean Up

Monday, July 18th, 2022, for our in-person meeting the staff and I did an electronic clean-up of the office. We focused solely on tech items such as old space heaters, DVDs, disks, printers, microwaves, fax machines, etc. We loaded up two cars and dropped the items off at Best Buy for recycling.

### Office Safety

Having a couple of meetings at the office this summer, I noticed that the temperature and air quality in the office is unbearable. It is impossible to work in that environment and is not safe during the summer. Even with the old air conditioners, which are of poor quality (only in 2 offices, the ED& EIC, and basement), it is not a good working condition. At this time, everyone has chosen to work from home, and we are looking at alternative arrangements for in-person meetings.

### Asset Management

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### Ongoing operations

The EICs and I continue to meet regarding the following initiatives:

- Website Revamp - Content analysis is in progress
- Website maintenance documents - in progress
- Freelance Policy - The review is almost complete and in the final stages.
- Office Procedures: Create a clearly defined office process for things like signing out equipment, submitting expenses, etc. - In progress
- Developing new training material and packages (Aug)
- Integrating the offline /online office and making the most of Google workspace. (Hybrid office model) - In Progress
- Professional development opportunities (Aug)
- Team Bonding activities (Aug)



- Creating a set schedule for the publishing year (beginning/end dates, evaluations, team dinners, etc) (Aug)

Once the contracts have been sent out, the next step for us is to clean out all Fulcrum email addresses that are not being used and assign them to the relevant positions. We will deactivate anything that is not and will not be used. We are also looking at achieving material that is more than 3 years old or is unnecessary.

#### **4. Strategic Plan**

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The executive team and I will brainstorm strategies to achieve the remaining goals and assign both key dates and resources as required. This might be ongoing throughout the year depending on time.

#### **5. Website**

##### Publisher Press

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##### Fullview Design

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“Thanks for your email. I know it has been a while since we’ve discussed the hosting upgrade and migration. We recommend moving to a semi-dedicated solution shown in the attached screenshot. We will also need to spend some time working on the website to compress images and remove unnecessary files to bring the file size down.

In order for us to open the sever, deploy and configure a copy of the website and handle all of the configuration work we would likely need around a half day of time. We’ll also need to spend approximately a half day of time prepping the site to optimize the images and file size as mentioned above. A full 8 hour workday would cost \$960 at our regular rate of \$120/hr. The monthly fees would be increased by either option shown in the attached screenshot.

Please confirm if we should proceed with this work, if so we can schedule it in for completion next week.”

<p><b>Venus</b></p> <p>Save 25%</p> <p><b>\$59.99*</b></p> <p>Renews at same price!</p> <p><a href="#">Get Started &gt;</a></p> <ul style="list-style-type: none"><li>✓ 4 core CPU</li><li>✓ 4GB memory</li><li>✓ 125GB SSD storage</li><li>✓ 2TB transfer</li><li>✓ Essential features ?</li></ul>	<p><b>Earth</b></p> <p>Save 27%</p> <p><b>\$109.99*</b></p> <p>Renews at same price!</p> <p><a href="#">Get Started &gt;</a></p> <ul style="list-style-type: none"><li>✓ 8 core CPU</li><li>✓ 8GB memory</li><li>✓ 250GB SSD storage</li><li>✓ 2TB transfer</li><li>✓ Essential features ?</li></ul>
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### New Hosting Company

We (Hailey, Maggie, and I) have started the search for a new hosting company. Below is a snapshot of where we are in all this. We are leaning towards moving to Jumphost. They have been the most responsive, but I still have questions because migration may not be as easy as we initially thought. I am trying to confirm the process with them.

**Jumphost** (<https://www.jumphost.ca/>) is in Kingston and is the hosting company for Queen’s Journal. They specialize in WordPress sites and are very familiar with student publications. They said they would be able to help with the google Ad problem, however, that will be an added cost.

After speaking with them, they had a look at the backend of our site and said the switch would only take about 2-3 hours. Prices are below. There are no storage limits but there is a visit limit.

### **Initial Migration**

- Up to 3 hours of time - \$390 + HST - we may adjust this slightly after seeing the back-end of the site.

### **Hosting**

If you have Google Analytics set up on your site, this can help inform which plan you'd fall under.

- Up to 25,000 website visits per month - \$50 + HST per month
- Up to 75,000 website visits per month - \$100 + HST per month (We fall here)

### **Monthly Support**

As discussed, this would cover updating WordPress, site styling updates, functionality updates, content administration, etc.

- ½ Hour Maintenance/Support - \$65 + HST per month
- 1 Hour Maintenance/Support - \$130 + HST per month

**\*\*\*NOTE:** I have sent an email with a few more questions on pricing, hours, and the migration process I am waiting to hear back.

**BlueHost** (<https://www.bluehost.com/>) is a web hosting company that also provides design and technical support. The Charleton used them for their website.

I was unable to reach anyone but was able to finally connect with the online representative and based on my input he said the following:

“It looks like Fullview is a website design service and not a webhost themselves. It would be difficult to move the website, as in most cases these design companies have one hosting account for a multitude of clients and cannot give us the required information to migrate the website. Have you considered hosting your images and videos on a third-party service (such as imgur, cloudflare, youtube, or vimeo) and embedding them on the website? That way, the server is not directly serving the high-performance content.

You would need to contact them to see if they would be willing to send you a backup of both the website and its database(s). After that, you can manually upload them to our server. However, if they are using any paid plugins, themes, templates, or builders the website will be broken until you purchase and install them.”

Fulcrum Publishing Society – Board of Directors

**President's Report**

Sunday, June 26<sup>th</sup>, 2022



Kalki Nagaratnam

## 1. Board Matters

### Board Information Session

Brendan and I conducted a second session for two of our new directors this past week. If you would like to refer back to the presentations at any point during your term, they are in this folder:

[Director Training and Orientation](#).

### Board Seats

Jason MacDonald (Student Representative) resigned last month. Four vacant seats on the 2022-2023 Board:

- Student Representative (x3)
- University Representative

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

### Board Work Plan

We have a Board work plan ([FPS Board Work Plan 2022-2023.xlsx](#))! This spreadsheet is to note down the Board's main and recurring tasks organized by month accomplished. I got us started with what we have done so far, and we will continue to add to it throughout the year. Like we currently do with the standing actions list, we will look at it monthly during Board meetings. By the end of the year, we should have a completed work plan, which can serve as a helpful guide for future Boards and preserve institutional memory on Board procedures amidst turnovers. Hopefully, similar plans can be created for standing committees.

### Bylaws

The *Ontario Not-for-Profit Corporations Act* (ONCA) came into effect in October 2021. All organizations have three years to bring their documents into compliance with the new laws. We have a new draft version of our bylaws ([FPS By-Law \(draft\) - Original](#)), combining our current bylaws with Nonprofit Law Ontario's sample bylaws and ONCA. The Governance Committee is tasked with completing the review and edits of this document for the March Board meeting so we can present it at the AGM in April.

### Policy Manual

Our lawyer and last year's Board felt there were gaps in our policies (i.e., policies that we do not have that we should and policies/procedures that need revisions). Though it is reviewed annually by the Board, it may be time to seek external help from a policy consultant or the like -

something we have budgeted for this year. How exactly we will go about this is a discussion item for next month's Board meeting.

## **2. Human Resources**

### Revised Employment Contracts

The ED and EICs have signed their revised employment contracts and will send the new version of the contract to any EdBoard hires moving forward.

### Tracking Staff Hours

I am bringing back this item for the Board to rediscuss later this meeting as the ED and EICs have expressed some concerns to me, and I have new information to present that may lead us to consider modifying our approach from what we decided last month.

## **3. Reminders**

Committee chairs, make sure your committee members review the terms of reference document Brendan shared as we will be approving them at the August Board meeting.

## **4. Calendar Items**

### Next Board Meeting

Sunday, August 28, at 10:00am