

Fulcrum Publishing Society
Board of Directors
MINUTES

Sunday, September 25, 2022
Zoom, 10:00am-1:00pm

Present: Kalki Nagaratnam, Brendan Keane, Sam Coulavin, Ludvica Boota (ex-officio), Jasmine McKnight (ex-officio), Hailey Otten (ex-officio), Emma Godmere, Mark Asfar, Amit Shanbhoug, Keelan Buck, Chaymaa Nadi (board candidate)

Partially Present: Erik Chin, Claire Liu

Absent (with reason):

1. Commencement of Meeting

S. Coulavin commenced the meeting at 10:00 a.m.

2. Approval of Agenda

K. Nagaratnam motioned to approve the agenda for the September 2022 board meeting. K. Buck seconded the motion. The motion passed.

3. Kahoot Quiz

A. Shanbhoug began the September Kahoot quiz.

4. Election of New Director

C. Nadi presented herself for a Student Representative seat. She is a 4th year communications student at the University of Ottawa. She applied to the FPS's Board of Directors because of her interest in journalism, and she wanted to become more involved at the university level while maintaining an interest in journalism. She stated that she does not have any prior board experience, but has had prior leadership experience as the president and founder of the Model UN club at her high school. Motion by E. Godmere to approve C. Nadi for the Student Representative seat. K. Nagaratnam seconded the motion. The motion passed.

5. Approval of August 2022 Meeting Minutes

Motion to approve August meeting minutes by K. Buck. K. Nagaratnam seconded the motion. The motion passed.

6. Standing Actions List

C. Nadi was assigned the Kahoot Quiz for the March Board Meeting. The notes for the HR Committee's task to create a system to track employees' hours worked were updated to pertain to finalizing the time reporting system.

7. Board Work Plan

Selection of the town hall date and sending of the first board newsletter were checked off on the 2022-23 Board Work Plan. Review of the auditor's report and review of the commercial insurance were added to the Work Plan.

8. EIC Report

J. McKnight presented the EIC report.

Staff Update

After the training and orientation sessions in August, our staff members have gotten settled into their new roles. The FPS has taken on an unpaid intern for the semester at the suggestion of Jean-Sébastien Marier, a professor in the University's Department of Communication. He forwarded a number of his student's resumes on to the FPS, and two were selected for interview. C. Kirkey started with the FPS the week after the September Board Meeting week. The FPS plans for C. Kirkey's position to run similarly to that of a Staff Writer, in that she will not be assigned to a specific section but write for and assist different sections each week. Unfortunately, no applicants for the Videographer position have come forward.

Volunteer Program

S. Rashid has taken the lead with the volunteer program. She has led one onboarding/training event and had scheduled another for September 26th in the afternoon. As of Friday September 23rd, 11 contributors and 14 freelancers have signed up.

Content

News pieces in September included the resignation of UOSU's Equity Commissioner, an update on the bargaining between the University and the APTPUO, an update on Verushka Lieutenant-Duval, and how the return to in-person has affected students with disabilities and immunocompromised community members.

In Arts, CityFolk took place over two weekends in September, and V. Drybrough covered the majority of the show, with the EICs picking up some articles also. This gave the photographer, B.

Boomer, the opportunity to get some shots of the performers to go with the articles. V. Drybrough also wrote an article about BeReal and some articles about Welcome Week, including an article on Frosh Fashion.

In Sports, G. Kim-Shin covered women's soccer, who tied with the Gaels. J. McKnight has kept an eye on the football team, covering their win over Guelph at TD Place. B. Adibe is working on previewing upcoming Gee-Gees games while scheduling coverage of club teams that haven't seen much coverage from the Fulcrum in the past.

Opinions: M. McConkey has come up with great topics for opinions articles. Many pertain to notable student issues like the construction occurring on campus and the battle between in-person and online exams.

In Features, B. Coady has aimed to inform new students about services and events on campus, including UOSU Services and a freshman bucketlist.

Tabling

The FPS was able to set up and speak with a number of students about the Corporation and the volunteer program. Unfortunately, due to the short-notice from UOSU, the FPS did not have many staff members available on the day of and had a shortened window of opportunity. E. Williams, B. Coady and H. Otten stayed out for a few hours and were able to give out more than half of the summer recap brochures. What was left was distributed around campus in the FPS's newsstands.

Other

The University reached out twice this month regarding corrections to published articles. The first time was regarding a reference to last year's Panda Game festivities. The second pertained to inaccurate information in an update on Verushka Lieutenant-Duval.

The first time the University reached out was through J. McKnight's personal social media. In the future, Fulcrum-related issues will be responded to solely on FPS accounts or through FPS email inboxes. For both instances, the articles were corrected and updated, and editor's notes were added for the sake of transparency as according to the FPS style guide.

K. Nagaratnam mentioned that perhaps something can be added to the website that states something along the lines of "if you have any complaints about the content of any articles, reach out to the EICs by email." K. Nagaratnam also asked whether the unpaid intern will be getting academic credits, to which J. McKnight stated that the intern will be evaluated at the end of their term to confirm their hours.

A. Shanboug asked about the unpaid internships, asking whether the business intern was paid while the journalist intern was not. L. Boota stated that both internships were unpaid but the

interns get volunteer hours confirmed on their student records. She stated that Professor Marier suggested four students to her and the EICs, and they chose one for the internship out of this pool.

9. ED Report

L. Boota presented the ED report.

Finances

PayPal

L. Boota mentioned that there was an EFT rejection on September 3rd and 17th for the same individual. The individual sent a new direct deposit account after the first rejection, but the new account was rejected also. L. Boota emailed the individual to ask them to rectify the situation with their bank. An EFT rejection fee will be incurred for both incidents. The individual was paid via PayPal, so the amount in the PayPal account is low. Due to these payments, some money may have to be transferred to the PayPal account

Ads

H. Otten has assisted in allowing for one ad spot on the website to be sold. The ad is located on the right side menu bar and it is for the City of Ottawa for the upcoming municipal election. The rates are the same as in previous years, a \$300 flat rate for 31 days. Another ad was sold for the NCC, which will be running for only two weeks for \$150. If both clients are happy and the technology works, L. Boota will start looking at diligently selling the ad space.

Audit

The Auditor has sent the draft audit, which has been forwarded to the K. Nagaratnam and C. Liu for review. It will also go to the Finance committee for review before the Board vote in October. The Auditor mentioned that based on the records he received, UOSU still has outstanding debts to the FPS. The Auditor wanted L. Boota to confirm the amount. L. Boota assumes it is the same issue as with GSAED and it might be an accounting adjustment that is done at the end of the school year. However, since L. Boota is unsure, she has sent an email and follow up email to UOSU to confirm and/or explain.

Change in Signing Authority

L. Boota has sent the necessary documentation to the past signatories and is waiting for one individual to sign the Letter of Direction before moving forward with TD.

Website payment - Annual

L. Boota has sent the Fullerview Design payment for services from January 1st to December 31st, 2022. The total monthly fee is currently \$169.49 with HST. The total cost with HST for 12 months of service is \$2,033.88.

Canada Summer Jobs

L. Boota has completed the relevant documentation to apply for the FPS's funding; the total amount is \$13,113.00. The lower payment is due to one student working 8 weeks instead of 9 weeks. The FPS is awaiting payment.

HUB Insurance

The quote for HUB insurance came in and it is higher than what was presented at the August Board Meeting. The President's report will address the insurance.

Human Resources

Fall Business Intern

The fall business Intern has started working and he will be splitting his hours between Monday and Thursday morning. He will look at ways to further build the website and potential revenue generating opportunities. The goal is to have a well thought out plan for site expansion to keep the Fulcrum competitive, relevant, informative, while being able to have another source of income. Implementation would be done alongside the new Webmaster.

Editorial Board

The Editorial Board has been set up on Ceridian. Not everyone has enabled their self service account but L. Boota will touch base with everyone on September 26th. Some staff have completed their certificates. L. Boota attended the Editorial Board Meeting on September 19th where she reminded the staff about the deadline to complete the certificates. B. Coady volunteered to be the Safety Representative. L. Boota has set B. Coady up and sent the course links with a 30-day deadline.

TownHall

A potential date for the Fall Town Hall meeting has been set for Sunday November 20th, 2022. It is set to take place some time between 10 a.m. and 3 p.m.

The agenda for the Town Hall is in progress. In addition to the Professionalism and Harassment in the Workplace Workshop, the FPS will see about bringing in a speaker in the journalism field and do a rebound table discussion about how to expand the website.

Webmaster

The webmaster job description is ready to go and has been approved by the Hiring Committee. The position will be a contractor position starting immediately and ending April 30th, 2023, with a possibility of renewal. Amount set aside is \$25 per hour for up to 10 hours per month.

K. Nagaratnam presented a motion to approve the Webmaster position to start now and continue until the end of april. M. Asfar seconded the motion. The motion passed.

Operations

Other Operations/Projects

The following projects are in progress: website Revamp, which requires Board approval before moving forward; professional development opportunities; and Team Bonding activities.

Website

L. Boota notified Fullview Design the no changes are to be made until we hire a Webmaster. She also let them know that they will be receiving the annual cheque late September.

10. Treasurer Report

L. Boota presented the Treasurer report.

L. Boota was talking to the EICs and they told her that NASH will be held online again this year. The NASH Sponsorship line shall be struck from the budget. L. Boota is expecting to receive a cheque from GSAED for the FPS for about \$11,000 and the FPS will also be receiving a student levy, likely late November. The FPS will soon receive the payments for the online advertisements. The Ceridian payroll line will increase because the number of accounts has

increased from 3 to 16. Printing and sticker printing costs have increased the Advertising & Promotions line. Some freelancers have been paid for their work so there has been a small increase in the Freelancers Project line. There has been a small increase in the Online Subscriptions line, likely because of the Otter.Ai subscription. There has been a small increase in the Staff Recruitment and Training line for the cost of training at the beginning of the publishing year. The Transportation line had a small increase for the cost of transportation of staff to events. The Website Hosting line had an increase of \$1,799.89 for the cheque L. Boota had cut for Fullview.

A. Shanboug asked whether the Melanie Woods Charible Fund is in the most recently approved Bylaws. K. Nagaratnam stated that the Melanie Woods Charible Fund is in the Policy Manual.

11. President Report

K. Nagaratnam presented the President report.

Board Seats

K. Nagaratnam stated that a new Student Representative candidate, C. Nadi, will present herself to the Board of Directors later in the September Board Meeting. Should she be elected to this position, there will be two vacant positions remaining on the 2022-23 Board: one Student Representative seat, and one University Representative seat. K. Nagaratnam urged the Board to invite anyone they may know who fits these profiles to apply.

GSAED Release of Fees Agreement

GSAED still owes the FPS \$11,101.36 in student fees from two cheques that the Fulcrum did not cash in 2015-16 and differences in registered graduate students from when GSAED disbursed the FPS's levy vs. the end of the semester. K. Nagaratnam shared the agreement with the Board via email earlier in September month and the agreement has been signed. A direct deposit is to be expected soon.

Fall Town Hall

The FPS held the Fall Town Hall, a successor to the Strategic Planning Sessions, for the first time last year. The Town Hall is a chance for the Board and Editorial Board to come together and discuss a theme of shared interest. Last year, the focus was on Internal Culture and Content, two priority areas from the Strategic Plan. L. Boota and K. Nagaratnam tentatively picked Sunday, November 20, 10 a.m. to 3 p.m. for this year's in-person Town Hall. So far, the FPS plans to have Project AGAPE's professionalism and workplace harassment training for staff and

potentially a session with a professional in the journalism industry. K. Nagaratnam stated that if any directors have agenda topics to suggest, please reach out to L. Boota and her.

Commercial Insurance Policy Renewal

The FPS's insurance is set to renew on September 30th. At a previous Board meeting, the Board approved the draft renewal proposal presented by Hub International. However, the numbers have changed since then.

The following is an overview of the changes for the upcoming policy term:

Renewal Premium

There is a premium increase in this renewal of \$155. Insurers have confirmed that this increase is due to the increased revenues from the expiry term. Revenues provided have increased from \$126,276 to \$283,420.

Insurers have provided an alternation Deductible option on the Professional Liability coverage. The deductible for this coverage line is currently \$5,000. Insurers have provided the alternation deductible option if you would like to increase the deductible to \$10,000, there will be premium savings of \$101.

Changes to Coverage & Limits:

K. Nagaratnam noted that the Tenant's Legal Liability Coverage on the Commercial General Liability policy was incorrectly listed with a \$500,000 limit on the Pre-Renewal Summary document sent for your review. The correct limit for this coverage is \$250,000 per the expiring policy term. This has been highlighted in the attached renewal proposal. K. Nagaratnam advised the Board to let her know if they have any questions with respect to this coverage or limit, and if they would like to obtain terms to increase.

Exclusions

As all other terms and conditions remain as per the expiring policy, the previous exclusions added, including the Communicable Disease exclusion, remain on the policy.

L. Boota has reached out to Hub about increasing the commercial general liability limit to \$5,000,000, a requirement in the license agreement the University of Ottawa sent to the FPS. The FPS will do an offline vote on this item once L. Boota receives a response from Hub.

Other

K. Nagaratnam presented a motion to move the October Board Meeting from October 23rd to October 30th. E. Godmere seconded the motion.

K. Nagaratnam reminded all directors to save the date for the Fall Town Hall, taking place on Sunday, November 20th, from 10 a.m. to 3 p.m.

12. Committee Reports

Marketing and Community Relations Committee

E. Godmere presented the Marketing and Community Relations Committee report.

101-Week and Other Marketing Opportunities

E. Godmere stated that J. McKnight provided an update to the committee about getting a table during 101-Week to promote the FPS. After late confirmation from UOSU, the team was able to distribute about half the pamphlets they had available. The FPS was able to recruit some contributors who have successfully onboarded and will soon begin writing. Editorial Board representatives also plan to visit classes soon in an effort to recruit more contributors. E. Godmere also stated that J. McKnight confirmed a team will cover the Panda Game, where they will distribute stickers as they still have many left over following 101-Week.

80th Anniversary Newsstand Project

The Marketing and Community Relations committee discussed concerns around excessive time and money the project may require in its current state. L. Boota pitched making the project entirely digital, which would also provide a means for increasing interaction with the website. While this would remove the physical newsstand aspect of the project, a digital-focused project would allow for more flexibility and accessibility in terms of submitting art since the media could be submitted as a digital image, illustration, or photo. The committee discussed the prospect of a January launch so as to miss the quieter time around exams and provide an opportunity for more promotion and exposure at the beginning of the next semester. The committee plans to meet next in November to finalize January launch plans.

Human Resources Committee

K. Nagaratnam provided a brief update on the ongoing work of the HR Committee.

The HR Committee has been discussing the time reporting system it has chosen for tracking hours, which will be covered later in the Board Meeting. The committee as also drafted two new HR policies to be covered later in the meeting. The committee has also been preparing for the incoming Webmaster position, such as solidifying how much the position will be paid.

Governance Committee

A. Shanboug stated that the policies have been split up into each committee's respective folders in preparation for an external consultant's review of the FPS's policies. Each committee can work on these policies as they please.

The Governance Committee will discuss the ByLaws at their October Meeting. A. Shanbourg urged members of the Governance Committee to add comments to the ByLaws document for any questions, concerns, or changes they would like to make to the document.

Finance Committee

Since the Auditor Report is ready, a Finance Committee meeting will be held in the next few weeks.

13. Updates on Time Reporting System

K. Nagaratnam presented the updates on the Time Reporting System to the Board.

K. Nagaratnam said that, the HR committee was tasked with finding a suitable time reporting system that will meet the FPS's needs. Since the lawyer recommended that the FPS track all hours, not just those in excess of employee's regular hours, the HR committee felt the form or spreadsheet that had initially been suggested to everyone, is not going to be the best way to proceed because that's going to involve a lot of manual work to maintain. The HR committee has looked into an online reporting software called Clockify, a free Software that lets everyone set up an account and that can be managed under teams.

Under this new system, staff would indicate the hours they worked in a given day, and their indicated hours assist in illustrating whether their assigned hours of are adequate for the work they need to complete. Whether staff members are completing their weekly tasks while not reaching their contracted hours, or the inverse, where staff reach their weekly hours but have not completed their responsibilities that are assigned to them may come to light as a result this new system being integrated.

K. Buck noted that, if an employee has finished the work that they were assigned in fewer hours than they were contracted to work, it does not mean that the FPS is going to start paying them less, but perhaps they could find other things to help out with during those other hours, or they come to an agreement with their manager that they finished what they needed to finish in a given week and will continue to be paid for the hours indicated on their contract.

If an employee does not happen to finish the work that they are contracted to do, it should be considered whether this incompleteness is solely a performance issue, or whether the staff member had not been given enough time to complete their contracted task.

14. Approval of New HR Policies

K. Nagaratnam presented two new HR policies to the Board.

The time reporting policy has been developed to accompany the new time reporting system. The policy outlines what the expectations for time reporting are. K. Nagaratnam noted that the policy indicates that staff are not expected to clock in right when they begin work and clock out when they finish, but rather just indicate the number of hours they worked in a given week.

K. Nagaratnam also presented the policy on additional hours worked. She noted that the policy defines and distinguishes between regular, additional, and overtime hours.

K. Buck asked to clarify if the 44-hour threshold is not the only statutory threshold and whether there is also a daily threshold for hours worked. M. Asfar noted that there is a hard threshold for the number of hours worked in a day, a threshold for time-and-a-half, and for what is technically within normal additional time. K. Nagaratnam stated that she does not think that the daily limit needs to be explicitly stated in the policy. M. Asfar stated that overtime is defined based on a weekly limit, but there are limitations to the number of hours that can be set for a staff member in a given day.

K. Nagaratnam presented a motion to approve the time reporting policy and additional hours worked policy. K. Buck seconded the motion. The motion passed.

15. Approval of New Committee Member

The Approval of New Committee Member item was postponed to the October Board Meeting.

16. Revisit Standing Actions List

“Prepare for the Web Admin position” was struck from the Standing Actions list. “Attend Town Hall” and “Add Policies to Policy Manual” were added to the Standing Actions List.

17. In-Camera and Adjournment of Meeting

K. Nagaratnam motioned to go in-camera with all of the directors. M. Asfar seconded the motion. The motion passed.

K. Nagaratnam motioned to stay in-camera. M. Asfar seconded the motion. The motion failed and the meeting moved out of camera.

K. Nagaratnam motioned to adjourn the meeting. The motion passed and the meeting was adjourned.

18. Email Motion

On Friday, October 7th, K. Nagaratnam put forward a motion to approve the renewal of the FPS’s commercial general liability and media liability insurances for the 2022-23 policy term. B. Keane seconded the motion. The motion passed.

19. Appendices

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

Sunday, Sept. 25th, 2022 10:00 a.m.

Zoom



By: Hailey Otten and Jasmine McKnight

1. Staff Update

After our initial training and orientation sessions back in August, our staff members have gotten settled into their new roles.

We’ve taken on an unpaid intern for the semester at the suggestion of Jean-Sébastien Marier, a professor in the University’s department of communication. He forwarded a number of his student’s resumes on to us, and we selected two to interview last week.

Caroline Kirkey will start with us next week. We plan for her position to run similarly to that of a staff writer, in that she will not be assigned to a specific section, but rather write for and assist with different sections each week.

Unfortunately, we still have not had any applicants for the videographer position.

2. Volunteer program

Sanjida has taken the lead with our volunteer program. So far, she's led one onboarding/training event and has scheduled another for tomorrow (Monday) afternoon. As of Friday Sept. 23, we had 11 contributors and 14 freelancers sign up.

3. Content

It was a pretty exciting month for content, being as we now have a full-time staff. We've picked some section-specific highlights from over the course of this month:

News: News pieces this month including the resignation of UOSU's Equity Commissioner, an update on the bargaining between the University and the APTPUO, an update on Verushka Lieutenant-Duval, and how the return to in-person has affected students with disabilities and immunocompromised community members.

Arts: CityFolk took place over two weekends this month, and Victoria covered the majority of the show, with the two of us picking up some odd-pieces. This also gave our photographer, Bardia, the opportunity to get some great shots of the performers to go with the articles. Victoria also wrote a great piece on BeReal, and brought back some Welcome Week classics including the Frosh Fashion piece (which has pretty much become an annual thing.)

Sports: Lots of Gee-Gees teams have exciting storylines. Grace covered women's soccer, who tied with their developing rivals. Jasmine has kept an eye on the football team, covering their big win over Guelph at TD Place. Brandon is working on previewing upcoming Gee-Gees must watch games while scheduling coverage of club teams (like baseball) that haven't seen much coverage from the Fulcrum in the past.

Opinions: Matthew has come up with a lot of great topics for opinions articles. Lots have to do with notable student issues like the construction occurring on campus and the battle between in-person and online exams.

Features: In Features, Bridget's pieces aimed to inform new students about services and events on campus, including UOSU Services and a freshman bucketlist.

4. Tabling

We were able to set up and speak with a number of students about the Fulcrum and our volunteer program. Unfortunately, due to the short-notice from UOSU, we didn't have many staff members available on the day of and had a shortened window of opportunity. Emma, Bridget and Hailey camped out for a few hours, though, and we were able to give out a little more than half of our summer recap brochures.

What was left was distributed around campus in our newsstands.

5. Other

We had the University reach out to us twice this month in regards to corrections within published articles: one a feature, and the other a news piece from last week. The first time was regarding a reference to last year's Panda Game festivities. The second pertained to inaccurate information in an update on Verushka Lieutenant-Duval.

The first time they contacted us was through Jasmine's personal social media. In the

future, we will making a point to respond to Fulcrum-related issues on the Fulcrum accounts, or through our email inboxes.

For both instances, we corrected and updated the articles and added an editor's note for transparency's sake, as according to our style guide.

Fulcrum Publishing Society – Board of Directors

Executive Director's Report

Sunday, September 25th, 2022

Ludvica Boota



1. Finances

Snapshot of Accounts

The below financial information is accurate as of 10:30 AM on Friday, September 23, 2022.

	August 2022	September 2022	Difference
TOTAL	\$551,435.51	525,235.33	(\$26,200.18)
Chequing (TD)	\$396, 621.11	\$373,071.54	(\$23,549.57)
Investments (RBC)	\$94,606.46	\$91,007.36	(\$3,599.10)
PayPal Balance	\$207.94	\$1,156.43	\$948.49
Canada Business Loan (COVID-19)	\$60,000	\$60,000	\$60,000

PayPal

There was an EFT rejection on our Sept 3rd(#18) and Sept 17(#19) for the same individual. The individual sent me a new direct deposit account after the first rejection however, the new account was rejected. I have emailed them to rectify the situation with their bank. We will incur a EFT rejection fee from Cerdian for both incidents. I paid the individual via PayPal, which is why the amount in the PayPal after the \$2K transfer is low.

Due to these payroll payments, we may have to transfer some money later in the semester.

Ads

With Hailey's help we were able to sell one ad spot on the website. It is a "big box" ad on the right side menu bar. It is with the City of Ottawa for the upcoming municipal election.

We are keeping rates the same as in previous years, \$300/flat rate for one month (31 days). This is a trail run. If it goes well, we will see if we can sell the one space monthly.

We also sold another “big box” Ad for the NCC. The Ad is only running for two weeks for \$150.

If both clients are happy, and the technology works, I will start looking at actively selling the spots.

Audit

The Auditor has sent the draft audit, which has been forwarded to the President and Treasurer for review. It will also go to the Finance committee for review before the Board vote in October.

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Some staff have completed their certificates. I did attend the EDBoard meeting this past Monday and reminded the staff about the deadline. Bridget Coady did volunteer to be the Safety Representative. I have set her up and sent the course links with a 30 day deadline.

I will be attending EdBoard on Monday Sept 26th to remind everyone about certificates.

TownHall

Potential Date: Sunday November 20th anywhere between 10AM -3PM

The agenda is in progress. In addition to the Professionalism and Harassment in the Workplace Workshop, we will see about bringing in another speaker in the journalism field and do a rebound table discussion about how to expand the website.

Webmaster

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3. Operations

101 week

Fulcrum had a table at the Services event. See EIC report for full details.

Other operations projects

Completed:

- Website maintenance document
- Freelance Policy Revise & Review
- Office Procedures: Create a clearly defined office process for things like signing out equipment, submitting expenses, etc. * needs to be reviewed and maintained
- Developing new training material and packages
- Integrating the offline /online office and making the most of Google workspace. (Hybrid office model) * needs to be reviewed and maintained
- Creating a set schedule for the publishing year (beginning/end dates, evaluations, team dinners, etc.) *needs to be reviewed regularly to ensure on track or to make changes

In progress:

- Website Revamp - requires Board approval before moving forward
- Professional development opportunities
- Team Bonding activities

4. Website

I notified Fullview Design the no changes are to be made until we hire a Webmaster. I also let them know that they will be receiving the annual cheque late September.

Fulcrum Publishing Society – Board of Directors

President's Report

Sunday, September 25th, 2022



Kalki Nagaratnam

1. Board Matters

Board Seats

We have a new Student Representative candidate, Chaymaa Nadi, who will present themselves to the Board today. There are just two vacant seats remaining on the 2022-23 Board:

- Student Representative
- University Representative

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


GSAED Release of Fees Agreement

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Fall Town Hall

The successor of the semesterly Strategic Planning Sessions we used to hold, this annual meeting, which we had for the first time last year, is a chance for both the Board and EdBoard to come together and discuss a theme of shared interest. Last year, the focus was on Internal Culture and Content, two priority areas from the Strategic Plan. Ludvica and I tentatively picked Sunday, November 20, 10am-3pm for this year's in-person Town Hall. More details on the agenda. So far, we plan to have Project AGAPE's professionalism and workplace harassment training for staff and potentially a session with a professional in the journalism industry. If any directors have agenda topics to suggest, please reach out to Ludvica and me.

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“The following is an overview of the changes for the upcoming policy term:

Renewal Premium:

- You will notice a premium increase this renewal of \$155. Insurers have confirmed that this increase is due to the increased revenues from the expiry term. Revenues provided have increased from \$126,276 to \$283,420.
- Insurers have provided an alternation Deductible option on the Professional Liability coverage. Currently, the deductible for this coverage line is \$5,000. Insurers have provided the alternation deductible option if you would like to increase the deductible to \$10,000, there will be premium savings of \$101.

Changes to Coverage & Limits:

- I would like to bring to your attention that the Tenant's Legal Liability Coverage on the Commercial General Liability policy was incorrectly listed with a \$500,000 limit on the

Pre-Renewal Summary document sent for your review. The correct limit for this coverage is \$250,000 per the expiring policy term. This has been highlighted in the attached renewal proposal. Please let me know if you have any questions with respect to this coverage or limit and if you would like to obtain terms to increase.

Exclusions:

- As all other terms and conditions remain as per the expiring policy, please note the previous exclusions added, including the Communicable Disease exclusion, remain on the policy.”

Since then, Ludvica reached out to Hub about increasing the commercial general liability limit to \$5,000,000, a requirement in the license agreement the university sent us. We will do an offline vote on this item, once they get back to us.

In-Camera Matter

We will go in camera at the end of the Board meeting to discuss updates on the office.

2. Reminders

Directors, please save the date for the Fall Town Hall (Sunday, November 20, 10am-3pm)! Breakfast or lunch will be provided. I will send a tentative calendar invite today.

3. Calendar Items

Next Board Meeting

Sunday, October 23, at 10:00am*

Fall Town Hall

Sunday, November 20, at 10:00am

*Reading week this semester is October 23-29. I would like to present a motion to move the next Board meeting to Sunday, October 30, at 10:00am, instead.

Fulcrum Publishing Society – Board of Directors
Marketing and Community Relations Committee Report
Sunday, September 25th, 2022



Emma Godmere

The committee met for a second time this past week.

101 Week and other marketing opportunities

Jasmine provided an update to the committee about getting a table during 101 Week to promote the Fulcrum, after late confirmation from UOSU, and the team was able to distribute about half the pamphlets they had available. Jasmine explained they were able to recruit some contributors who have successfully onboarded and will soon begin writing. Ed board representatives also plan to visit classes soon in an effort to recruit more contributors. Jasmine also confirmed a team is heading to cover the Panda Game and they are going to work out how best to distribute stickers, as they still have many in hand following 101 Week.

80th Anniversary Newsstand Project

The committee discussed concerns around excessive time and money the project may require in its current state. Ludvica pitched making the project entirely digital, which would also provide a means for increasing interaction with the website. This would remove the physical newsstand aspect of the project, but a digital-focused project would also allow for more flexibility and accessibility in terms of submitting art, where no matter the format it could be submitted as a digital image or photo. The committee discussed the prospect of a January launch so as to miss the quieter time around exams and provide an opportunity for more promotion and exposure at the beginning of the next semester. The committee plans to meet next in November to finalize January launch plans.