

The Fulcrum Publishing Society
Annual General Meeting
MINUTES

Wednesday, April 5, 2023
Zoom Meeting, 6:00pm-8:24pm

Proxies: Keelan Buck for Amit Shanboug and Christina Rideout, Brendan Keane for Daniel Merchan, Hailey Otten for Kassidy Eburne and Mackenzie Brochu, Grace Kim-Shin for Shana Quesnel and Tianne Stelliga, Jasmine McKnight for Sam Kempe

1. Opening of the Meeting

K. Nagaratnam opened the meeting at 6:13 pm. She mentioned the meeting this year is virtual because of the bad weather today, but it would have otherwise taken place in a hybrid format. K. Nagaratnam requested that before anyone motions, makes a comment, or asks a question, that they say their first and last name so that they can be recorded for the minutes. She added that the meeting will be recorded to aid in minute-taking.

2. Introduction to Robert's Rules of Order: Zoom Edition

Zoom Etiquette

K. Buck explained that the Board will be making use of Zoom's features to facilitate tonight's meeting. He requested that when you are not presenting, making a motion or participating in debate, please mute your microphone. K. Buck mentioned that if you wish to present a point please use the "raise hand" feature and the Chair will identify you. He asked that you say your first and last name. K. Buck said that to access the "raise hand" function, select reactions to have different reactions pop up, click "raise hand" to raise your hand, and when voting, the "raise hand" feature will be used to count votes. K. Buck said the chat function will be limited for the matter of debate to be included in the meeting minutes.

Common Terminology Based on Robert's Rules of Order

K. Buck proceeded to review some common terminology:

- Motion: a proposition of a new idea or action for the group.
 - "I motion to" or "I would like to make a motion to"
 - When you present a motion, state your first and last name for the meeting minutes/record

- Seconding a motion: for a motion to proceed, it must be seconded and every motion except adjournment will need a seconder.
 - The Chair will ask “Are there any seconders for this motion”
 - If someone wishes to second a motion they will raise their hand and say “I second this motion” (stating their name for the meeting minutes/record)
 - Will use the raise hand feature to vote in favour, against, or abstain
- Debate: motions may be debated by those in favour and against, and typically debate has up to three points in favour and three points against, but may be extended.
- Amendments: someone wants the wording or intent of the motion to change
 - “I would like to propose an amendment to the motion” and state your amendment
 - If the amendment is in order, it can proceed and be seconded
 - “Friendly amendment” - enhancement of the motion and often used to add clarification of intent to the language
- Point of information: you want clarification about some of the facts being discussed
 - Simply state “point of clarification” during the discussion
- Omnibus motion: special motion that contains a few to several other motions
 - Motions package must first be approved by Members to be voted on as an omnibus motion
 - Once the package is created, Members may pull individual motions out of the omnibus package to be discussed and amended individually
 - Once a motion has been amended to the satisfaction of Members, it is returned to the omnibus package
 - Omnibus package is voted on as a whole
- Adjournment: does not require a seconder and proceeds to a vote immediately

Proxies

The Basics

- Proxies have been appointed to represent a voting member during the AGM
- The Chair of the AGM must be notified if a voting member plans to proxy their vote

What they can and can't vote on

- Proxies can vote on non-procedural motions: approval of the minutes from last year's AGM, the budget, Bylaws, and Strategic Plan
- Proxies can not vote on procedural motions: approval of the agenda, Chief Returning Officer (Chair of the meeting), audit, and Board elections.

3. Approval of the Chief Returning Officer

K. Nagaratnam noted that tonight the group will be using a mix of zoom polls and raise hand feature for voting.

K. Nagaratnam explained that the Chief Returning Officer is essentially the Chair of tonight's Annual General Meeting. She went on to say that they are to be appointed by the President and approved by the Board ahead of time. K. Nagaratnam motioned that Ludvica Boota be appointed as the Chief Returning Officer. C. Liu seconded the motion. The motion passed.

L. Boota took over as the Chair of the meeting at this point.

4. Approval of the Agenda

K. Buck motioned to approve the agenda for the Annual General Meeting. K. Nagaratnam seconded the motion. The motion passed.

5. Approval of the 2022 AGM Meeting Minutes

C. Nadi motioned to approve the minutes from the 2022 Annual General Meeting. K. Nagaratnam seconded the motion. The motion passed.

6. Editorial Board Report

J. McKnight began her report by congratulating the 2022-23 EdBoard for their great work the past publishing year. She proceeded by listing the Editorial Board this year:

- Editors-In-Chief: Hailey Otten and Jasmine McKnight
- Managing Editor: Sanjida Rashid
- News Editor: Desiree Nikfardjam
- Arts and Culture Editor: Victoria Drybrough
- Opinions Editor: Matthew McConkey
- Features Editor: Bridget Coady
- Science Editor: Emma Williams
- News Associate: Yannick Mutombo
- Staff Writer: Grace Kim-Shin
- Graphic Designer: Kai Holub
- Photographer: Bardia Boomer
- Social Media Manager: Noah Bailey

J. McKnight stated a few changes that were made in the past publishing year:

- A new format for publication with PublishPress, which allowed EdBoard to create and make use of contributor accounts and profiles on the FPS webpage.
- Revamped the volunteer program and introduced mandatory training for new contributors and new signup forms for both groups of volunteers.
- Re-introduced a 'summer issue,' which was printed and distributed over 101-

Week to new students and prospective volunteers.

Panels and Events

Thanks to the work of E. Godmere and L. Boota, the FPS staff and a few volunteers were able to sit in on two panels, one each semester, where they had the opportunity to learn from and meet some industry professionals and Fulcrum alumni.

Five team members were able to go to February's NASH conference in Hamilton, ON. There, they joined a number of panels, discussions, and presentations where they learned about student press, journalism, and building relationships with fellow papers. They met an array of fellow student journalists and are happy to say they're finishing off the year with a few more connections to papers, both in and outside of Ontario.

Important Stories

The FPS has had a great year for articles and events. J. McKnight provided a brief rundown of some of the biggest pieces this year:

News

- Return to in-person courses leaves some students frustrated over loss of accommodations: students expressed concerns regarding the full-force return to in-person courses back in September.
- The University of Ottawa welcomed a certificate in Indigenous Law program to the faculty of law: the University introduced a new certificate program to the faculty of law's common law program in September.
- Iranian Student Association hosts protest and vigil for Mahsa Amini: the first of a few on-campus protests following events in Iran. Students gathered outside Tabaret Hall to pay respects and offer support.
- University of Ottawa professor reignites debate about appropriate use of the 'N-word': In November, a professor came under controversy when he sparked an in-class debate on the use of the racial slur, which left students feeling uncomfortable in his classroom.
- RBC Future Launch: University of Ottawa student earns scholarship empowering Black youth: student Nonso Morah was named one of twenty recipients of the \$10,000 per year scholarship from RBC Future Launch.

Arts

- CityFolk: We covered as many nights as possible of the 2022 CityFolk festival, sending different members of our team to the event for photos and articles each evening.
- Talking cliques and playing an authentic Aaron Samuels with *Mean Girls*: Adante Carter: an interview with Aaron Samuels's actor, Adante Carter, ahead of *Broadway Across Canada's Mean Girls* show in Ottawa back in October.
- Fictionalized lives: Hollywood's obsession with biopics: Looking into the history and culture of biopics on Hollywood films, with a focus on the Marilyn Monroe biopic, *Blonde* (2022).
- Checking in on the state of University of Ottawa student bars: All three of the on-campus

bars have shut down (one long before the pandemic, the other two in recent years). This was a look back on what they once were, and whether or not students should hold onto hope they'll reopen.

- The 2023 GRAMMY winners, as decided by the Fulcrum: Victoria headed two different Fulcrum awards articles, starting with a “who we think should have one” piece on the Grammy's in February.

Sports

- Gee-Gees successfully protect the panda: A few staff attended the 53rd Panda Game, where the University of Ottawa was victorious over the Carleton Ravens yet again.
- Championship rewind: Gee-Gees win seventh consecutive U Sport medal: The Gee-Gees women's rugby team has been a dominant force for years, with 2022 marking their seventh consecutive U Sports medal, the fourth bronze in program history.
- How Damar Hamlin's collapse created a rare moment of solidarity: Matthew and Jasmine wrote a piece to reflect on what was the most impactful sports story in recent history- Damar Hamlin's collapse during Monday Night Football, the events that followed, and the way people responded.
- Gee-Gees unable to complete the comeback in Capital Hoops Classic loss: In their rivalry matchup, both men's and women's basketball teams failed to beat the Carleton Ravens, teams that went on to win the national championship title.

Opinions

- The case for in-person exams: As we shift back to an in-person format, students are divided on whether or not they prefer in-person or online exams. Matthew shared why in-person exams are the better option. Later, he made the case for in-person lectures.
- What does free speech mean on Elon Musk's Twitter: Musk's Twitter takeover reminds us just how important it is for technology companies to take social responsibility.
- A human wrote this: The future of AI content creation: ChatGPT (and other platforms) have shown us that the future of content creation could look different than we thought.

Science

- University of Ottawa researcher examines underlying mechanism involved in the locomotion of amphibious centipedes: How are amphibious centipedes able to walk and swim? How are they able to coordinate their bodies as they transition from land to water or vice-versa? This one one of many of Emma's interesting articles about animals.
- University of Ottawa researcher examines effects of nanoplastics and flame retardants on Zebrafish development and energy metabolism: Through this article, Emma helped us better understand the effects nanoplastics and other contaminants may exhibit on either the environment or the living organisms that inhabit it.
- Catch me in the club: University of Ottawa Game Development: Using the Catch me in the club column, we were introduced to various clubs right on the campus. Most recently, we got to know the University of Ottawa Game Development club and how the game development process goes.

Features

- The University of Ottawa freshman bucket list: At the start of the year Brudget

- recommended 10 things for every new student to try in their first year of university.
- The Fulcrum's student cookbook | Volume one: Fulcrum staff: The first of the Fulcrum's Cookbook, introducing new recipes and student-friendly recipes to readers (prepared by the Fulcrum staff).
- Where did all the time go? Reflecting on my time as a student at the University of Ottawa: A look back at university (and the disruptions of COVID-19) from the eyes of Victoria.
- The best course at the University of Ottawa: ITA 1113: In the first of hopefully many future articles in this column, Matthew wrote on ITA 1113: Italian Cinema, offering an in-depth look at the course material and the professor.

Multimedia

J. McKnight also noted that Bardia and Kai both did fantastic work in multimedia this year, that every week brought new photos and graphics that continued to impress. She showed a few personal favourites of EdBoard.

7. Board of Director's Report

A Year in Review: May 2022-April 2023

K. Nagaratnam began her report by noting that the Board had ten directors this year - four returning directors and six new directors. She mentioned that while Board and committee meetings were held entirely virtually, the Board continued to explore the hybrid model with the Town Hall, panel event, social events, and AGM.

FPS Board of Directors 2022-2023

K. Nagaratnam took a moment to thank all of this year's directors as they made it a year of growth and development:

- Brendan Keane - Staff Representative (Vice-President)
- Samuel Coulavin - Community Representative (Chair)
- Claire Liu - Community Representative (Treasurer)
- Mark Asfar - Community Representative
- Emma Godmere - Fulcrum Alumnus
- Keelan Buck - Staff Representative
- Amit Shanbhog - Student Representative
- Chaymaa Nadi - Student Representative
- Kalki Nagaratnam - Continuity Representative (President)

Committee Reports

K. Nagaratnam moved onto the committee reports and reviewed the year's accomplishments and next year's goals for each committee. She mentioned that many committees have been consolidated into new committees.

Human Resources Committee

K. Nagaratnam stated that the goals of the Human Resources Committee are to oversee and make recommendations to the Board regarding FPS' HR management, Executive Director selection, and ensure the FPS has the resources and policies to support employees' safety, compensation, benefits, and training.

This year, the Human Resources Committee updated staff contracts, established eight new HR policies, hired a new Executive Director, and established a pay increase for 2023-24. The Committee's goals next year are to continue policy work, review the Health & Safety Program, and train and onboard staff in the next publishing year.

Finance Committee

C. Liu stated that the goals of the Finance Committee are to assist the Board in fulfilling its obligations and oversight responsibilities relating to financial planning, the audit process, financial reporting, the system of corporate controls and risk management.

This year, the Finance Committee refined policies and made the governance structure more robust. Over the course of the year, the committee finalized their Terms of Reference, worked on the audit with the auditor, reviewed financial statements, modified budget line items, and developed the FPS's authorizations policy.

C. Liu stated that further defining actions for approvals need to be done from a financial perspective, and the Committee should work to further develop financial controls in the FPS.

Governance Committee

K. Buck presented on behalf of the Governance Committee. K. Buck stated the goals of the Governance Committee are to review and make recommendations to the Board related to FPS and Board governance items (e.g., policies and procedures) and to lead Board recruitment and nominations.

This year, the Governance Committee conducted a major update of the FPS's by-law, developed committee Terms of References, developed Board & Committee Workplans, established the Authorizations Policy, revised Board Evaluation, and continues to map policies for update. Goals

for next year is to review and update all policies, improve Director training and onboarding, and review director recruitment strategy.

Marketing & Community Relations Committee

K. Nagaratnam presented on behalf of the Marketing Committee. K. Nagaratnam stated the goals of the Marketing Committee are to develop strategies to increase the Fulcrum's visibility and increase readership, plan fundraising and marketing initiatives for the Fulcrum, and provide feedback on marketing activities at the bequest of FPS members or employees.

This year, the Marketing Committee, with great help from E. Godmere, had an Industry panel conversation with mid-career journalists and a Fulcrum alumni panel conversation. The Committee's goals next year include continuing journalist and Fulcrum alumni panels and launching a Fulcrum audience and readership survey.

8. 2021-22 Financial Statements

L. Boota informed the attendees that the auditor has lost power and is unable to present the report at this time. This item will be returned to later in the meeting.

9. Appointment of Auditor

C. Liu stated that the auditor for the Fulcrum has been insufficient the past few years, and so the FPS is seeking a new auditor. After a search, C. Liu found MKP Chartered Professional Accountants, a smaller, local accounting firm. The full cost for the audit will be \$5,500 + HST, lower than the previous auditor's cost of \$7,000 + HST.

C. Liu mentioned that MKP has already been approved as the auditor for the 2023-24 audit. C. Liu put forth a motion to retain MKP as the auditor for the 2023-24 audit. K. Buck seconded the motion. The motion passed.

10. Approval of the 2023-24 Budget

C. Liu began by thanking L. Boota for her assistance in helping her understand the FPS's financial history and understanding of some of the budget lines.

Revenue

- Online Advertising: The FPS is expecting higher income from from online advertising in the 2023-2024 publishing year, increasing from \$2,000 to \$3,000. The online advertising budget is based on a \$300 per month flat advertising rate for two spots on the website.

- Service Revenue: There is no solid prediction for service revenue, but once the new website is up and the FPS has staff there may be an adjustment. This budget line remains at \$0.
- UOSU Levy: There is a slight increase in the UOSU levy based on the 2022-2023 levy. The UOSU levy has increased from \$245,000 to \$255,000.
- GSAED Levy: There is a slight increase in the GASED levy based on the 2022-2023 levy. The UOSU levy has increased from \$13,000 to \$14,000.
- NASH Sponsorship: There is no solid prediction for NASH sponsorship until NASH is announced, but there may be an adjustment as the FPS gets more information when NASH is announced. This budget line remains at \$0.
- Fundraising: This depends on the fundraising project the FPS plans to do in the 2023-2024 publishing year. In the 2023-2024 publishing year, there was no revenue gained from fundraising. The budget line remains at \$0, but may be adjusted if a fundraising project is planned.
- Canada Summer Jobs Program: Currently, for the 2023-2024 publishing year, this budget line remains at \$0. This may be adjusted if the FPS gets approved for CSJ funding. Last year, the FPS gained \$13,113 in CSJ funding.
- Miscellaneous Revenue: There is \$20,000 for a grant for CEBA loan repayment for the 2023-2024 budget.

Expenses

- Wages and Salaries: Based on the HR Committee's estimates, wages and salaries should come to \$205,670.40. This is lower compared to the 2022-2023 expense of \$211,595.28.
- Employee Health and Dental Benefits: The 2023-2024 budget expense for employee health and dental benefits is \$4,000, consistent with the 2022-2023 budget.
- CPP: There has been a 5.95% increase in CPP based on provincial guidelines, bringing the 2023-2024 expense to \$12,237.39 compared to the 2022-2023 budget's \$9,140.92. The 2023-2024 budget expense is based on rates that are published
- EI: There has been a decrease in this budget expense from the 2022-2023 budget's \$5,078.29 to the 2023-2024 budget's \$4,936.09. The 2023-2024 budget expense is based on rates that are published
- WSIB: This is dependent on the number of staff and their salaries, but the 2023-2024 estimate is \$700. This is an increase from the 2022-2023 budget's expense of \$540.
- Ceridian Payroll: This is dependent on the number of staff and their salaries, but the budget line remains at \$1,500 for the 2023-2024 budget, unchanged from the 2022-2023 budget.
- Rent, Utilities, and Insurance: Rent, utilities, and insurance expenses will not be incurred for the current year. There has not been any new information from the University of Ottawa regarding charging the FPS for these expenses, but the budget will be revised if

the University comes forward with any information requiring the FPS to adjust the building expenses.

- Accounting: The budgeted expense of \$6,500 is based on what was approved for the new auditor.
- Advertising and Promotions: Similar amount to last year. The budgeted expense of \$1,000 supports 101-Week and other marketing ideas.
- Board Expenses: The budgeted expense of \$2,000 incorporates AGM costs and D & O insurance.
- Capital Assets: The budgeted expense of \$4,000 is for the replacement of old equipment.
- Consulting: The budgeted expense of \$10,000 was originally budgeted for the 2022-2023 year, but the project for hiring a consultant to review the FPS's critical documents has been postponed to 2023-2024.
- CUP Membership Fees: There has been a change in CUP membership fees. The 2022-2023 year had budgeted \$300, while the 2023-2024 year has budgeted \$400.
- CUP National Conference: The budgeted expense of \$6,000 is higher than the 2022-2023 budget's expense of \$5,000 for the possibility that more staff can attend the conference.
- FPS Charitable Fund: Staff have expressed interest in a charitable event for the 2023-2024 year, \$100 has been budgeted for this.
- Freelance Program: The budgeted expense of \$4,000 is to strengthen the FPS's freelance program to alleviate pressures on editors.
- Website Hosting: A storage upgrade and migration support should cost \$300 per month, \$4,000 has been budgeted for this item.

C. Liu presented a motion to approve the 2023-24 budget as presented. K. Nagaratnam seconded the motion. The motion passed.

11. Approval of Proposed ByLaw Amendments

K. Buck presented the proposed amendments to the ByLaws.

As mentioned earlier, changes to the ByLaws are one of the most important powers that members of the corporation have.

K. Buck moved that the changes captured in both ByLaw documents be adopted as an omnibus motion. M. Afar seconded the motion. The motion passed.

K. Buck summarized some key changes made to the FPS's ByLaws. He stated the Governance Committee has examined some potential holes in the current ByLaws document. The key documents of the Corporation (i.e. By-Law, Policy Manual, Editorial Constitution) are now clarified in the ByLaw. The composition of the Board of Directors has been revised, including

redefining the Staff Representative as a Contributor Representative, adding a range to the number of seats for each role for flexibility, clarifying the roles of officers to better define their duties, and limiting the measures for provisional amendments to the By-Law to now require a unanimous vote of the Board.

K. Buck motioned that all changes Bylaws in the omnibus be adopted. C. Nadi seconded the motion. The motion passed.

12. 2021-22 Financial Statements

C. Liu reviewed the 2021-22 fiscal year financial statements in the auditor's absence.

Balance Sheets

C. Liu explained that the balance sheet is basically the financial position of the organisation as of the date of the audit, April 30, 2022. The following are some of the points she mentioned:

- The FPS's current assets are approximately \$579,000;
- Sales tax recovered from the GST/HST: \$2,465;
- Accounts receivable from dues that were paid at the fiscal end: \$23,564;
- Investments in marketable securities: \$95,767;
- Amount in the FPS's bank account as of April 30, 2022: \$455,867;
- Property and equipment (e.g. office equipment and computer equipment, etc.): \$5,371;
- Liabilities and Net assets (how much the company owes, including accounts, wages, and employee deductions): \$10,893;
- Long-term debt: \$40,000.

Statement of Cash Flows

- C. Liu communicated that the statement of cash flows is more on a cash basis, revealing where cash was received and given.
- There was a \$57,992 increase in cash flow in 2022. Total cash at the end of the year was \$545,062.

Notes

- C. Liu stated that the notes section includes additional details on what the FPS is, what the basis of the audit presentation is, significant accounting policy the FPS follows, what types of marketable securities the FPS has, and other details.

C. Liu motioned to approve the Fulcrum's 2021-22 financial statements. K. Nagaratnam seconded the motion. The motion passed.

13. Election of 2023-24 Board of Directors

L. Boota explained that for this section, there's a poll for every person/seat that's going to be voted on this evening.

Board of Directors

L. Boota stated that the Board consists of 12 directors for a one-year term, starting on June 1, 2023 and ending on May 31, 2024. She continued, explaining that every director shall:

The Board shall consist of 12 directors, serving a 1-year term (June 1st, 2022 - May 31st, 2023).

The following persons are disqualified from being an elected Director of the Corporation:

- A person who is not an individual;
- A person who is under eighteen (18) years old;
- A person who has an undischarged bankruptcy;
- A person who is deemed incapable of managing property under the Mental Health Act.
- A person who is a member of an executive or full-time employee of the University of Ottawa Students' Union (UOSU) or the Graduate Students Association (GSAED), or a member of the UOSU Board of Administration or GSAED Council; or
- A person who is an employee of the Corporation or owns or invests in a company contracted by the Corporation.

Community Representative (3 seats): members of the Ottawa community who have professional experience in business, marketing, law, public relations, or publishing.

1. Avesta Alani:
 - A lawyer at Borden Ladner Gervais LLP;
 - Alumni of the University of Ottawa and Osgoode Law School;
 - Author of Diffability: The Liberation of Potential;
 - Her practice focuses on labour and employment, privacy, and health law.

K. Buck motioned to nominate Avesta Alani as a Community Representative on the 2022-23 Fulcrum Board of Directors. The motion passed.

Fulcrum Alumnus (1 seat): an individual who was a previous paid staff member of the Fulcrum.

1. Emma Godmere:
 - proud Fulcrum alumnus, former news editor, eic, largely credits the Fulcrum with where she is today;

- keen to take on this opportunity because the Fulcrum is such an incredible launching pad;
- thinks it's amazing to hear that the Board this year is wanting to connect with other people in the industry and Fulcrum alum and she'd love to help with this.
- currently a producer at CBC radio.

M. Asfar motioned to nominate Emma Godmere as the Fulcrum Alumnus on the 2022-23 Fulcrum Board of Directors. The motion passed.

Continuity Representative (1 seat): an individual who previously held any elected seat on the Board as a director.

1. Mark Asfar:

- current lawyer in the city of Ottawa, working in-house at an engineering, architecture, and planning firm;
- practising law for four, coming on five years now;
- got his law degree at Queens as well as an undergraduate degree. Was heavily involved in student organisations as well as student governance. Briefly sat on the board for the Queen's journal. Thought that students did terrific and necessary work, and continues to think that that's true;
- worked for two years in law with small businesses, start-ups, and not-for-profits, and moved in house;
- hoping to give back a bit in his spare time and to bring both some legal and not-for-profit experience to the board

E. Godmere motioned to nominate Mark Asfar as the Continuity Representative for the 2022-23 Fulcrum Board of Directors. The motion passed.

Contributor Representative (2 seats): a non-paid staff member of the Fulcrum who must be a contributor to the Fulcrum for the duration of their term.

1. Keelan Buck:

- Earned M.A. in public administration from uOttawa
- Works for House of Commons of Canada as neutral public servant
- First joined FPS Board in June 2022
- Has past experience on not-for-profit Boards
- Wrote for the Fulcrum when he was a student and is eager to continue supporting the organization

M. Asfar motioned to nominate Keelan Buck as Contributor Representative for the 2023-24 Fulcrum Board of Directors. The motion passed.

Student Representative (4 seats): a uOttawa student who has an active valid student number and is registered for at least one class for the duration of their term, and must not have ever been employed by the Corporation.

1. Chaymaa Nadi:

- 4th year communications student at uOttawa;
- thinks the Fulcrum is a top tier student organisation;
- very excited to work on the policies this year;
- has Board governance and strategic planning experience;
- looking forward to continuing that work next year.

K. Buck motioned to nominate Chaymaa Nadi as a Student Representative on the 2022-23 Fulcrum Board of Directors. The motion passed.

University Representative (1 seat): an individual who is employed by the University of Ottawa throughout the duration of their term.

There were no candidates who presented themselves for the University Representative seat.

14. Other Business

There was no other business.

15. Adjournment

K. Nagaratnam motioned to adjourn the meeting at 8:17pm. The motion passed.