

Fulcrum Publishing Society
Board of Directors
MINUTES

Sunday, July 23, 2023
Zoom, 10:00 a.m.-1:00p.m.

Present: Mark Asfar, Keelan Buck, Bridget Coady (ex-officio), Simon Coakeley (ex-officio), Emma Godmere, Chaymaa Nadi

Absent (with just cause): Avesta Alani

I. Opening Matters

1. Commencement of Meeting

E. Godmere commenced the meeting at 10:06 a.m.

2. Approval of Agenda

K. Buck moved that the meeting's agenda be approved. M.Asfar seconded the motion. The question was put on the motion, and it was agreed to by show of hands.

3. Approval of May 2023 Meeting Minutes

K. Buck motioned to approve the Jun 2023 meeting minutes. M. Asfar seconded the motion and was unanimously agreed to by a show of hands.

II. Officer Reports

4. Editor-in-chief

B. Coady presented the EIC report.

K. Buck flagged issues regarding a potential change of salary for employees who have already signed their contracts.

E. Godmere asked about the cost linked to 101 kits.

5. Executive Director

S. Coakeley presented the ED report.

E. Godmere inquired about maintaining the use of PayPal as a payment method when other options are also available such as e-transfers. S. Coakeley indicates that all freelancers are used to being paid via PayPal and that it is best to keep using the platform until future conversations with the treasurer.

K.Buck motioned to move the requested \$1000 to the PayPal account. M. Asfar seconded the motion. The motion passed.

K. Buck presented a motion to move in-camera. C. Nadi seconded the motion, the motion passed.

K. Buck motioned to move out of in-camera. M.Asfar seconded the motion. The meeting moved out of in-camera at 11:18 AM.

6. President report

K. Buck presents the president's report.

- General updates: notice of change, and the website has been updated.
- Policy manual is fully up to date on The Fulcrum's website.
- Simon mentioned we have delays with finding an auditor.
- Board contact number and other board documents available on the drive. New document that keeps track of the motion decision, the Board motion log, where all motioned would be listed (additional to the minutes).

Board recruitment

- No treasures. Still actively sharing for a treasure through various means.
- A free ad on Charity Village, suggesting posting on the Ottawa Volunteer website. The Fulcrum has used Charity Village in the past.
- Volunteer Ottawa is another suggested method by S. Coakley to K. Buck. The use requires a \$275 payment to post recruitment ads for volunteers. It may be a good investment to think about.

Social activities

- Suggested activities for the Board in person.

Scheduling

K. Buck scheduled the next Board meeting on Sunday, August 27, 2023.

E. Godmere commented that the in-person social activity was a good idea. She also inquired about the need for the Volunteer Ottawa a listing, and whether it is worthwhile cause to recruitment from.

III. Committees

7. HR committee membership

A. Alani expressed her interest in joining the HR committee to K.Buck.

K. Buck moved that the board amended the members of the HR committee by adding A. Alani. C. Nadi seconded the motion and the motion passed.

8. Committee meetings

K. Buck reminded committee chairs and board members to schedule. He stresses all committee ought to meet before the Auguste 2023 Board Meeting and it was unanimously agreed upon.

IV. Miscellaneous Business

9. Website transition update

S. Coakeley indicated the contract with Bluehost has been signed, which is a more affordable company compared to Fullview. The website transition will occur ideally before the end of August, as well as downloading a copy of what Fullview has in their backup.

K. Buck underlined his concern of interrupt activities for the ED Board due to the website being down during the transition.

10. Provisional approval of AGM 2023 meeting

K. Buck explains that at each AGM the previous AGM's meeting minutes are adopted. However, the board giving a provisional approval allows for the AGM meeting minutes to be made publicly available via the Fulcrum's website, before being fully adopted by the assemble in the 2024 AGM meeting.

B. Keane motioned to approve the AGM 2023 meeting minutes. M. Asfar seconded the motion. The motion passed.

V. Closing business

11. Business from the floor

E. Godmere briefly mentioned the Treasure issue and how she will be sending information to a potential candidate.

12. Standing action list and Work plan

K. Buck went through the Standing Actions List as well as the work plan, whilst making the necessary changes.

- Policy manual review: still on standby, some policies added from last year.
- Co-EIC working editing editorial constitution to reflect the issue on the number of Editors in Chief.
- Develop director training.

M. Asfar underlined the items 13 and 14 have not been updated since the last Board meeting.

VI. In-Camera Business

M. Asfar motioned to move in-camera. K. Buck seconded the motion. The motion passed and the Board moved in-camera.

K. Buck motioned to move out of the camera. M. Afar seconded the motion. The motion passed and the board moved out of the in-camera.

VII. Adjournment

M. Asfar motioned to adjourn the meeting. The motion passed by unanimous consent and the meeting was adjourned at 12:20 p.m.

Appendix

EIC REPORT

631 King Edward Avenue



Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors
Bridget Ring Coady, Editor-in-Chief Report
Sunday, July 23, 2023 10:00 a.m. *via Zoom*

1. Edboard hiring updates (Please give us more money)

- a. 6 editors, 3 staff/associate writers, 4 multimedia staff have all accepted offers subject to board approval to start on August 28 for 25 week contracts.
- a. We are roughly \$16k over budget for editorial salaries if we go ahead with these contracts. Let me tell you why
 - .Ontario minimum wage went up between your projections and the posting of jobs, we upped the pay to stay ahead of this increase
 - .La Rotonde pays \$17.25 per hour and is posting jobs with more hours than us, showing they've allocated more than us to salaries.
 - .UOSU coordinator jobs pay \$19.25 an hour; we want to stay competitive with other student job offerings
 - .I would recommend \$1,000 cuts from the 'freelance' and 'staff recruitment and training' item lines in the budget ahead of cutting hours from this staff. (\$2,000 total, not a lot but a start)
 - .This is a restructuring year and we need to invest in staff who will come back in future years to build some institutional knowledge on the editorial side.**
 - .Please let me create more student jobs in journalism.**

0. Editorial updates (What we've published)

a. **Me:** [Gee-gee women's hockey new head coach](#), [Bluesfest preview](#) and [coverage](#), [UOSU Exec profiles](#)

a. **Amira:** [Byelection date announced](#), [Jan Grabowski Feature](#), [Gladstone preview](#), [BHI receives \\$109 million in grants](#)

a. **Summer contributors:** [Bluesfest coverage](#) and [photos](#), [2024-25 IIHF to take place in Ottawa](#), [Senators bought](#), [Big fight in Little Chinatown](#), and [more](#)

0. Summer projects underway

a. Painting materials are on their way and I'm hoping to get that done in the next week.

a. I have been working on updating the style guide, should be done in the next week, I will update the website accordingly.

a. We will probably check with the [university's furniture reuse program](#) or [the free store](#) in the next month to get ready to welcome staff, contributors, and sources into the office at the end of August

a. Marketing materials in 101 week kits.

.Matthew is looking into printing pricing for a summer issue trifold like we did last year and pens/pencils.

.Contacting more RSG's to get our materials in their kits.

.Sanjida is on as Multimedia/Graphic design for the summer and will help design the issue with Amira and I in the next week

Hope everyone has a nice Sunday!

ED REPORT

631 King Edward Avenue
Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors

Executive Director's Report

Sunday, July 23, 2023

Simon Coakeley



1. Finances

Snapshot of Accounts

The below financial information is accurate as of July 20, 2023.

	June 2023	July 2023	Difference
TOTAL	\$639,875.04	\$631,007.89	\$-8,867.15
Chequing (TD)	\$482,484.38	\$472,356.01	\$-10,128.37
Investments (RBC)	\$96,372.44	\$98,601.00	\$2,228.56
PayPal Balance	\$1018.22	\$50.88	\$-967.34
Canada Business Loan (COVID-19)	\$60,000.00	\$60,000.00	\$-

WSIB

We currently have a credit balance with WSIB (\$167.02), however our premium for April-June (\$134.74) will be deducted from this amount.

Audit

We are waiting for auditor to provide confirmation letter for President's signature to commence 2022-23 audit process.

In view of the fact that the PayPal balance has dropped to \$50.88, we need to top it up. I would request that the Board adopt a resolution authorizing the transfer of \$1000 from the TD account to the PayPal account.

Insurance

FPS has two insurance policies. The first—which has been renewed for this year—is the Director’s and Officer’s liability policy. The second—which is up for renewal in September—is the general corporate liability policy. Attached are two documents provided to us by our brokers. The first (2023-24 pre-renewal summary.pdf) outlines our broker’s proposal and the second (Coverage Recommendations.pdf) outline a series of additional coverages that may be purchased. Note that some, if not many of these are inapplicable to The Fulcrum (e.g. UK Third Party and Employer’s Liability).

Unless the Board wishes to add any additional coverage, I will proceed to complete the documentation for submission to the broker. Note that we are required to answer the following questions:

Is the Company (partners, directors, officers or employees) aware of any disputes or fee disputes since the last application for insurance was completed? YES NO

(If YES, please describe):

Is the Company (partners, directors, officers or employees) aware of any other fact, situation or circumstance that may result in a written demand or civil proceedings for compensatory damages? YES NO

(If YES, please describe)

I am unaware of anything that would be relevant, however I would need confirmation that no Board member is aware of anything.

0. **Human Resources**

EDBoard

EIC is in the process of staffing her positions. Onboarding will occur as candidates are identified. However, see separate memo for discussion at the *in camera* portion of the Board meeting regarding staffing proposals and related budget challenges

Summer Employment

Matthew McConkey has been hired as the Multimedia Manager under the Canada Student Jobs grant, initially until the end of July, but this will probably be extended until the end of August (see separate memo regarding staffing proposals). Service Canada has been advised that the balance of the CSJ grant will be returned.

Contracts

A review of the standard staff contract has revealed an inconsistency with regard to statutory/public holidays. The list of public holidays includes the National Day of Truth and Reconciliation and Easter Monday, neither of which

are public holidays in Ontario. This year the NDTR falls on a Sunday and Easter Monday falls during the last week of paid employment for editorial staff. The contract as currently worded says that any work on these days will be compensated in accordance with the Employment Standards Act, which makes **no** provision for working on these days. Consequently, I am planning to remove these days from the list of statutory holidays from the contracts for editorial staff for 2023-24, but I would suggest that the Human Resources Committee might like to discuss how to handle these days in 2024-25.

0. **Operations**

Website

We have commenced our contract with BlueHost and are in the process of closing out our account with Fullview (final invoice has been paid).

Newspaper stands

As per the discussion at the last meeting, I have communicated with the University and asked that stands **not** be (re)moved before the beginning of the year as we may wish to produce a paper edition and would need the stands. I believe the editorial staff would prefer that we arrange a collection of existing stands and store them in the basement of 631 King Edward rather than let individual faculties dispose of them as they see fit. This may require additional discussion in September.

PRESIDENT REPORT

631 King Edward Avenue
Ottawa, ON
K1N 6N5

Fulcrum Publishing Society – Board of Directors

President's Report
Sunday, July 23, 2023
Prepared by Keelan Buck

1. **General Updates**

- N1 form/Notice of change of Board membership for 2023-24 has been filed with the province and our website has been updated (thanks Simon!)

- The *Policy Manual* has been updated with the new and revised policies adopted last year and the latest version is on the website.
- We are experiencing some delays hearing back from the accounting firm that we hired to conduct the 2022-23 audit. Simon and I are pressing them to be able to sign the engagement letter and ensure the audit is underway as soon as possible. That said, having a Treasurer while the audit is underway will also be key so that the auditor can communicate with them directly.
- A few administrative documents that are now (mostly) up-to-date and available:
 - [Board contact list](#)
 - [Board skills matrix](#)
 - [Committee membership list](#)
 - [Board motion log \(still in progress\)](#)

0. **Board Recruitment**

- Unfortunately we have not been able to find a candidate for Treasurer in time for this meeting as we had initially set out to do.
- The Telfer Student Association and the Accounting Club at uOttawa are still in touch with me and say they are working to identify a student to recommend. Even if this does not happen quickly enough for us, the recommended student could still join as a director to fill the second vacancy. In the meantime, cold calls via LinkedIn have been unsuccessful.
- A *free* ad for the position has been posted on Charity Village, which we have used in the past for advertising our employment opportunities for a fee. Volunteer Ottawa is another good tool, especially for a targeted search in the area. To post volunteer opportunities we would need to become a member ***at a cost of \$275 per year*** (fee is based on organization's annual revenue). This would need to be considered and approved by the Board if deemed appropriate.

0. **Board and Employee Social Activities**

- My proposal for an in-person Board activity:
 - Hold the month's Board meeting in hybrid format on uOttawa's campus
 - After the meeting, do a tour of campus and then a visit to our office at 631 King Edward.
 - As a not-for-profit whose membership is rooted in the uOttawa student base, it's important for our directors (especially those not currently or recently students) to get to know the community and see it up close.
 - Can add on a lunch or ice cream (etc.) stop if we want!
 - Would take place in the Fall at the best date for everyone: at risk of being too strict, attendance would be mandatory as part of ongoing training.

o Subject to input and approval!

- Regarding the proposed activity to bring the Board and editorial team together, I have not begun reaching out or planning this yet. I would envision this as separate from the campus visit described above. As previously discussed, the Board could attend an editorial meeting to learn more about how that side of the corporation's operations function, followed by a meet-and-greet, Q&A, etc.

0. In Camera Matters

- Simon has a couple matters to raise including the renewal of our commercial liability insurance and a budgetary and contractual matter.
- We will also take any time remaining to discuss the latest information regarding the whole situation surrounding the Online News Act, actions of social media companies, and impacts on online news in Canada.

0. Scheduling Matters

- The next meeting of the Board will be Sunday, August 27, 2023 at 10:00 a.m. ET. A recurring calendar event has already been shared.
- Later this meeting we will schedule the first meeting of each committee.