

Fulcrum Publishing Society
Board of Directors
Meeting Minutes
Sunday, September 24, 2023
Zoom 10:00 AM—1:00 PM

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

Absent: Avesta Alani.

I. Opening Matters

K. Buck moved to approve the agenda. M. Asfar seconded the motion and the motion passed.
10:10 am.

II. Approval of August 2023 Minutes

K. Buck moved to approve the minutes. C. Nadi seconds, the motion passed.

III. Appointment of Ria Kunkulol

K. Buck thanked R. Kunkulol for her patience during the interview process. He stated that the governance committee recommended her based on her strong application and qualifications. K. Buck then explained the appointment process and invited board members to ask any questions.

E. Godmere asked R. Kunkulol what attracted her to the Fulcrum's Board.
R. Kunkulol shared that she has had an interest in university newspapers for a while and wanted to get involved. She was pleased to find this position as it aligns with her academic path and desire to contribute.

M. Asfar asked what relevant experience R. Kunkulol has beyond her current work.
R. Kunkulol responded that in high school she was a student representative for the student government. Last year she did an internship with the student standards association where she managed over 50 different committees with over 500 staff from government, private organizations and private experts.

K. Buck moved to appoint R. Kunkulol as director of the board. Seconded by M. Asfar. Motion passes.

K. Buck moved to appoint R. Kunkulol as treasure. Seconded by C. Nadi. Motion passes.
K. Buck moved to appoint R. Kunkulol to be appointed singing power. Seconded by M. Asfar.
Motion
passes unanimously.

IV. Officer Reports

1. EIC report

B. Coady presented the EIC report.

They have a staff of 17 people including B. Coady. During the first week, all new staff underwent training and received positive feedback. In the first week, most staff members published an article. UOSU's meeting is getting shorter.

The news editor spoke with Nasser, who is running for the Ontario Liberal leadership and protection services where called for a protest of RBC on campus. For sports coverage, we have two staff covering events. Our videographer and photographer also attended various sports events, mainly football. For arts coverage, we covered Cityfolk. Science content has increased as a staff member has shown more interest in the science section, resulting in more articles. The opinion editor is a go-getter. Staff did assist the million people's march last wednesday, and stuck together. The first PDF issue has been released, and the second one will come out on Truth and Reconciliation Day. Many articles on this theme will be published this week. A thousand summer issues were distributed through 101 week kits. A first contributing meeting was held. It was a big group, and several of them are coming back to write great articles. A staff event has been scheduled at the office to allow staff to utilize the space more and feel welcome there.

K. Buck congratulated B. Coady for a good start and asked her if having produced the PDFs, she felt good about the resources allocated to the process. B. Coady replied that yes, the same staff responsible for the PDFs last year is back on the project. Mark raised the concern of the million person march, asking if there were any protocols or plans in place regarding things like traveling in groups, police presence, and safety. B. Coady responded that Wednesday's protest was a good reminder that more planning was indeed needed. Coady mentioned discussing safety with the editorial board and having at least three staff members assigned to cover such an event. Godmere stressed the importance of credentials and the team being identifiable as press when covering such events. S.Coakeley added that partnering with other university newspapers could also help. E. Godmere then asked about the frequency of PDFs and newsletters, inquiring if there was a set schedule. B. Coady replied that biweekly production was planned but they were already getting behind schedule, so consistency may be difficult to achieve.

2. Executive Director report

C. Coakley presented the ED report.

Concerning the business loans, it was mentioned that the government has delayed the repayment. Ultimately the revenue will have to repay the loans. Regarding the auditors, an appointment letter was signed by K.Buck. There is no urgency as of yet but no reply has been received from the auditors so far. A transfer of \$1,000 from TD to PayPal was requested by S. Coakley. The transfer could take up to 2 weeks to process. For the expenses of the PDF and printed documents, they were charged \$695 as reimbursement through the payroll system. The website is now entirely hosted by Blue Hosts which will allow us to update to a new version of WordPress that was previously not possible on FullView. Jaz will perform the WordPress update overnight on Tuesday.

K. Buck inquired about a potential pushed back payment, and until when. S. Coakley mentioned no exact date was given and nothing was heard from the banks. Godmere highlighted there are also different coverages for different payments. K. Buck underlined that repaying ought to be done at the most appropriate time for FPS. K. Buck had expected no action when it came to the audit, and is glad to have R. Kunkulol involved. The engagement for the audit had already been signed. Regarding the insurance, the required documents had been submitted as the statement of values was sent by S. Coakley, and the confirmed receipt of all documents via email.

3. President report

K. Buck presented his report.

The board newsletter helps employees and members to get to know the board members better, and board members were asked to send in a short profile about themselves and a picture. The next board meeting was scheduled for the 29th of October.

5-minute recess

V. Committees

1. Governance committee

Board recruitment was the sole focus of the meeting. It was noted that the recruitment at the start of the year did not bring in many general student representatives. The governance committee will be looking into the issue and potentially updating the recruitment policy to improve student representation on the board.

2. Human Resources Committee

The first meeting focused on establishing duties and guidance principles to follow for the upcoming year. The major item of discussion was the need to review health and safety laws and policies to ensure they comply with new legal requirements that have been put in place.

3. Marketing committee

Update RE Engagement Survey Project

No meetings were held this month. The focus remains on conducting engagement surveys to gain insights into whether students are aware of the Fulcrum student newspaper and how they consume news in general. There is interest from both La Rotondo and the CSUO in better understanding how students get their news and navigating the changing media climate post the online news act. Further discussions are needed to determine the scope of the survey, what questions will be asked and the steps required to implement the survey.

VI. Closing business

1. Business from the Floor

K. Buck proposed a motion to transfer \$10,000 from the account to PayPal. The motion passed.

K. Buck proposed a motion to reimburse expenses through the payroll system upon submission of receipts to R. Kunkulol, the treasurer. R. Kunkulol seconded the motion. The motion passes.

2. Standing action list and work plan

Ria has been authorized to sign documents on behalf of FPS (will be the 3rd signing officer) and will be given signing powers. Simon will follow up on the administrative tasks related to onboarding Ria and setting her up in that regard. The newsletter has been postponed till October. A quote is still needed. The decision has been made to not hold a town hall meeting. As an alternative, a panel or board event will be organized involving board members and employees of FPS.

K. Buck moved to pass in the camera. Seconded by M. Asfar.

VII. In-camera business

K. Buck moved proceed in public. Seconded by M. Asfar. Motion passed.

VIII. Adjournment

M. Asfar moved to adjourn. Motion passed.



631 King Edward Avenue
Ottawa, ON
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Fulcrum Publishing Society – Board of Directors
Bridget Ring Coady, Editor-in-Chief Report
Sunday, September 24, 2023 10:00 a.m. *via Zoom*

1. Editorial board training

- a. Our editorial team received training in their first week with a reduced article quota. In that week managers gave training on the publishing process, representing the Fulcrum, finding pitches and more. You can find our schedule for training [here](#).
- b. In that first week most staff members had work published, by our third week all staff members had works published.

2. Editorial updates

- a. News: [UOSU emergency budget meeting](#), [Aug 20 UOSU BOD](#), [Trans solidarity march](#), [UOSU summer recap](#), [International student visa delays](#), [CUPE 2626 protests](#), [Pollinator/edible gardens on campus](#), [Arts in crisis](#), [Consent: a constant conversation](#), [Ottawa 2024 budget directions](#), [uOshow student/student group reactions](#), [Yasir Naqvi Climate platform for Ontario Liberal leader race](#), [Ottawa 2023 Slut walk](#), [Planned parenthood message of solidarity with Trans children](#), [UOSU foodbank updates](#), [In the face of power panel](#), [Community groups sue OPSB](#), [Protection called on RBC protest](#),
- b. Sports: [Summer round up](#), [Football vs. Waterloo 27/08/2023](#), [Competitive club sports](#), [Football vs. U of T 04/09/2023](#), [Responsible drinking tips](#), [Baseball vs. Carleton ??/09/2023](#), [Ottawa to get team in new Women's hockey league](#), [Soccer Toronto away games](#),
- c. Arts: [Back to school playlist](#), [As seen on your FYP](#), [Accessibility of concerts](#), [Review: Bottoms](#), [Book vs. Movie: Red, white and royal blue](#), [Cityfolk preview and performer interview](#), [Club profile: Canvas for change](#),
- d. Science: [U of O rocketry](#), [U of O researcher on weakened immune systems aboard ISS](#), [Confessions of a biomech major](#), [the guts connection to mental health](#), [Studying tips from Joe Kim](#),
- e. Opinions: [Pride and the anti-woke mob](#), [Mark Sutcliffe vs Bikes \(and Keith's mom\)](#), [finding off campus housing](#), [Point/counterpoint: On2Ottawa](#), [UOSU bureaucracy and voter turnout](#), [thriving on campus while living in the suburbs](#), ["RBC is killing me"](#), [Spotlight: join a political club](#), [Editorial on Bill C-18](#), [U of O contradicts own policies on sexual harassment: uOshow](#), [Doug Ford adopts Desantis playbook](#), [Social science students: don't do your readings](#), [from Adored to ignored: Steven Warren on his time as a Green party of Ontario candidate](#),
- f. Other: [Our frosh PDF issue was published to Issuu](#), Our tiktok, twitter and section specific instagram accounts are back up and running.

3. Outreach/visibility efforts

- a. We distributed approximately 1,000 copies of our summer issue through RSG

101-week kits and handed out more while tabeling at the services fair.

- b. We had our first contributors meeting September 11th and had around ten people turn out to learn more and pick up pitches. In weeks since we've seen a consistent group return and a few are now close to achieving freelancer status.
- c. More in-office social events are planned for the year, including movie screenings, study nights and more.

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Fulcrum Publishing Society – Board of Directors

Executive Director's Report

Sunday, September 24, 2023

Simon Coakeley



1. Finances

Snapshot of Accounts

The below financial information is accurate as of Sept. 22, 2023.

	Aug 2023	Sept 2023	Difference
TOTAL	\$645,272.86	\$612,602.16	(\$32,670.70)
Chequing (TD)	\$487,413.18	\$456,598.64	(\$30,814.54)
Investments (RBC)	\$96,828.80	\$95,807.44	(\$1,021.36)
PayPal Balance	\$1030.88	\$196.08	(\$834.80)
Canada Business Loan (COVID-19)	\$60,000.00	\$60,000	\$-

Revenues

\$0

WSIB

We currently have a credit balance with WSIB (\$33.12).

Audit

There has been no progress on the 2022-23 audit since the President signed the appointment letter.

PayPal

As noted above, the PayPal balance is very low. I am seeking authority to transfer \$1000 from TD to PayPal.

Insurance

We are awaiting final confirmation of the premium for the general liability insurance.

Expenses

During the last month, \$1695.00 was charged to my personal Visa for the Welcome Back pdf version of The Fulcrum.

2. Human Resources

EDBoard

Summer Employment

We are awaiting confirmation from Service Canada for the final amount that will be reimbursed for Canada Summer Jobs.

3. Operations

Website

Having completed the transition from Fullview to Bluehost, we will soon be scheduling an upgrade to the latest version of WordPress; this will be scheduled so as to minimize impact on EdBoard.

Fulcrum Publishing Society – Board of Directors

President's Report
Sunday, September 24, 2023
Prepared by Keelan Buck

1. Board and Employee Social Activities

- Finding a date and time to hold our campus and office visit is proving a lot more difficult than I imagined, even with 16 options. Unfortunately, when some folks are only working with a few days of availability, it really limits wiggle room. For everyone's info, due to special circumstances, Chaymaa will not be in Ottawa this fall, so we've agreed that she will not be able to attend in any case.
- Right now, our best option is the afternoon of Sunday, October 15, but this still leaves out Mark. Either we push into November with more options, or we discuss the 15th. If the time of day were tweaked to make it even later in the afternoon, would that change anything?

2. Board Newsletter

- This project was pushed back a little bit as I focused on recruitment and committee work. I'm set to send out an email after the meeting seeking your profile submissions so that I can begin putting it together. Publication date will likely be mid-October. This also gives us time to think about how we want to make the newsletter available to our entire membership/the public.

3. Scheduling Matters

- The next meeting of the Board is currently scheduled for Sunday, October 22, 2023 at 10:00 a.m. ET. A recurring calendar event has already been shared. Unlike some months, this leaves one more Sunday at the end of the month (October 29) in case we had reason to move it. Do people have a preference between October 22 and 29?