

Fulcrum Publishing Society  
Board of Directors  
Meeting Minutes  
Sunday, October 29, 2023  
Zoom 10:00 AM—1:00 PM

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

**Absent:** Bridget Coady (ex-officio).

E. Godmere called the meeting in order at 10:06 am.

I. Opening Matters

K. Buck moved to approve the agenda. M. Asfar seconded the motion and the motion passed.  
10:06 am.

II. Approval of September 2023 Minutes

M. Asfar moved to approve the September minutes. R. Kunkulol seconds, the motion passed.

III. Officer Reports

1. **Executive Director report**

S. Coakeley presented the ED report.

Second and final payment was received from a summer student grant. In total it cost FPS cost 48.60\$ for the two students. He highlights there is some confusion, and need for clarity for break weeks being identified as vacation, and how to compensate the staff who work during that break time. A conversation with editorial staff about break and their expectations is a suggested idea.

K. Buck wants to add this to the agenda of the HR committee, M. Asfar agrees.

Additionally, a reimbursement of \$4,120.98 was requested for expenses paid by S. Coakley's personal card. He emphasized the need for a corporate credit card, and added that a past credit card seems to have once existed. From a government point of view this would be a better option.

M. Afars inquired about how to get a corporate credit card. S. Coakley says there was an existing credit card, and is hoping to further discuss this with the treasurer R. Kunkulol. K. Buck and E. Godmere supported investigating how FPS previously had a credit card. E. Godmere adds that we could also take steps to find the information the bank might need from us to get a card.

M. Asfar motioned to reimburse S. Coakley the stated amount after providing receipts to the Treasurer, seconded by K. Buck. Motion passes.

## **2. Treasurer report**

R. Kunkulol presented the treasurer's report.

A letter was drafted for signing authority at TD bank. She reached out to the auditor form who said they will send a list highlighting the needed documents. The budget looks consistent with past quarterly reports.

K. Buck says it may be good to get a time commitment on their end after we get the document. Additionally the board was waiting on having a treasurer on board to upload the official and final version of the budget on the website.

## **3. President report**

The two main focuses were social activity and the newsletter. Board members were reminded to review FPS documents.

The next board is scheduled for Sunday November 26th, 2023 at 10:00am.

*5-minute recess 10:46 am to 10:51am*

## **IV. Committees**

### **1. General Updates**

#### **Governance committee**

K. Buck notified that a meeting will be arranged within the next few weeks to discuss two matters. Firstly, the process for electing the new editor-in-chief and incorporating any required constitutional amendments into that procedure. Secondly, how to do the board midterm evaluation and how to structure and what to include.

#### **Marketing and community committee**

E. Godmere outlines three main priorities - conducting audience engagement surveys to gather feedback from students, looking at the big tech responses to Bill C-18, and increasing advertising efforts to boost revenue. E. Godmere hopes to arrange a meeting in the coming weeks to discuss these three priorities in detail and develop an appropriate action plan to address them.

### **Finance committee**

R. Kunkol hopes to schedule a meeting in the next upcoming weeks.

### **Human resource committee**

M. Asfar also hopes to discuss the technical issues causing the holiday breaks.

## **V. Closing business**

### **1. Business from the Floor**

C. Nadi explains the motion tracker developed by former board member Amit Shanbhough. is being used. She explains that when adding passed motions to the tracker, some are tagged as “in progress” and thus receiving an update on the status of those motions would for periodical updates to the tracker.

K. Buck inquired if there was any indication as to who is responsible for the motion. C. Nadi indicates the tracker only who put forth the motion and the seconder are tracked. K. Buck indicates keeping to motions orders are important as the hope is to continue to use this tool to better track past decisions. S. Coakley inquired about the possibility of updating that status individually.

### **2. Standing action list and work plan**

K. Buck indicates they are still waiting for the bank account to switch over to TD and the next step is ensuring that signing authorities have been delegated to the new Treasurer.

S. Coakley cautions that discontinuing the town hall for students, as previously decided by the board, may not be the best course of action.

K. Buck indicates that the approval of the commercial insurance has been done.

E. Godmere suggested adding the motion tracker to this section of our board meeting agenda, so we have a better understanding of what steps were taken or not.

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

VI. In-camera business

M. Asfar moved out of camera. K. Buck seconded and the motion passed.

VII. Adjournment

K. Buck moved to adjourn. Motion passed.

## Appendices



631 King Edward Avenue  
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Fulcrum Publishing Society – Board of Directors

### Executive Director's Report

Sunday, October 29, 2023

Simon Coakeley



#### 1. Finances

##### Snapshot of Accounts

The below financial information is accurate as of Oct. 27, 2023.

	Sept 2023	Oct 2023	Difference
<b>TOTAL</b>	<b>\$612,602.16</b>	<b>\$581,132.46</b>	<b>(\$31,469.70)</b>
<b>Chequing (TD)</b>	\$456,598.64	\$426,183.73	(\$30,414.91)
<b>Investments (RBC)</b>	\$95,807.44	\$94,032.65	(\$1,774.79)
<b>PayPal Balance</b>	\$196.08	\$916.08	\$720.00
<b>Canada Business Loan (COVID-19)</b>	\$60,000	\$60,000	\$-

##### Revenues

Canada Summer Jobs (2d & final installment): \$2,459

Advertising: \$339.00 less \$10.08 service charge

##### WSIB

We now have a \$0 balance with WSIB.

##### Audit

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

#### Expenses

During the last month, the following amounts were charged to my personal Visa:

WSIB:	\$ 119.65 (incl. \$2.63 service charge)
CUP:	\$ 454.83
Otter AI:	\$ 134.92
Otter AI:	\$ 134.28
HUB Int:	\$3,249.05 (insurance)
WSIB:	\$ 28.25 (course for Keith da Silvia-Legault, staff H&S rep)
Total:	\$4,120.98

I am seeking authority to add this amount to the payroll run on November 10, 2023.

## **2. Human Resources**

### Summer Employment

As noted above, we have received the final deposit from Service Canada for the Canada Summer Jobs program.

## **3. Operations**

### Copyright claim

As I haven't yet been able to find the photographs that were the subject of the complaint letter, I haven't yet sent the letter to the CUP lawyer.



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**President's Report**

**Sunday, October 29, 2023**

**Prepared by Keelan Buck**

### **1. Board and Employee Social Activities**

- A calendar invitation has been sent out for our Campus and Office Visit: Sunday, November 19, 10 a.m. to 12 p.m.! Let's get an idea of how everyone plans to get to campus before we choose where to meet up (closer to parking, LRT, etc.). I will have an interesting and accessible route mapped out for the tour, but it will be

flexible and open to everyone's input as we move around. I'm excited to share/learn more about campus with/from several generations of uOttawa students/alumni!

- It has been FPS tradition to go out to a restaurant in early to mid December as a mid-term social activity. I'm open to keeping this tradition or finding a new one depending on what people prefer. We have some time to think about it, but we will need to decide at the next Board meeting at the latest.

## **2. Board Newsletter**

- Thanks to everyone for submitting their profiles. Last week I distributed a draft newsletter, which I hope everyone has had the chance to look through. We will go through it in camera later today, decide on any changes and how we want to share it, then I'll get it out in the coming week.

## **3. Reminders**

- As directors, in addition to attending Board and committee meetings and working on specific projects, we have a responsibility to stay up to date on the organization's governance and increase our knowledge and understanding over time. A friendly reminder that during quiet periods, a great way to fill the five hours of volunteer commitment is to familiarize ourselves with the By-Laws, the Policy Manual, the Editorial Constitution, the latest strategic plan, the latest budget, etc.

## **4. Scheduling Matters**

- The next meeting of the Board is scheduled for Sunday, November 26, 2023 at 10:00 a.m. ET. A recurring calendar event has already been shared.
- By tradition, there is no Board meeting in December. I will delete this event in the recurring series from our calendars.



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**Treasurer Report**

Sunday, October 29, 2023

Ria Kunkulol

**1. General**

- a. A letter was drafted by the ED to get the treasurer signing authority at TD Bank. None of the current FPS directors appear to have signing authority at RBC thus Simon reached out to the previous ED. As they're dealing with a personal matter, this item has been put on hold.

**2. Audit updates**

- a. We've reached out to the firm doing our audit to try to set a timeline for financial statements. They said they'll compile a list of documents needed and send it by the end of the month, likely coming Monday.

**3. YTD Budget**