

Fulcrum Publishing Society  
Board of Directors  
Meeting Minutes  
Sunday, November 26, 2023  
Zoom 10:00 AM—1:00 PM

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

**Absent with just cause:** Avesta Alanim, Mark Asfar.

**Opening Matters**

I. Approval of Agenda

K. Buck moved to approve the agenda, R. Kunkulol seconded.

II. Approval of October 2023 Minutes

C. Nadi moved to approve the minutes, seconded by R. Kunkulol.

**Officer Reports**

1. Editor-in-Chief

In November, the publication featured a wide range of topics. In the news section, coverage included a student walkout in support of Palestine and the arrest of one student, and the suspension of another. The arts section highlighted the Ottawa writers fest. Sports profiles and event coverage were prominent. The opinions section covered various topics, including boycotts in support for Gaza and another contribution was about a student's experience in an canadian-israeli jewish conference. Science articles focused on well-being, generative AI, and observation spots. Other topics included mental health, byelection debates. In terms of office updates, there is mold and it is being treated.

K. Buck inquired about the safe hubs topic and would like to know what commitments this involves with the organization. The organization wants to know our operating hours to understand when people can come. They are also providing a 45-minute workshop offered to B. Coady so she can better understand the program. K. Buck followed up by asking about the existence of a contract between FPS and the organization. B. Coady affirmed that nothing has been signed and wants to inform them of the annual turnover. It would be up to each EIC to continue that program. S. Coakley indicated that it would be wise to include M. Asfar in these discussions in the context of the ongoing negotiations with UOSU regarding the lease and if anything would stop such an agreement with the program. G. Godmere has stated her concern about the Fulcrum's ability to have that commitment going forward, when also considering the flexible office hours. If FPS is going to be part of this program, and our office hours are in flux and flexible, would we be unable to provide services?

B. Coady stated that we need more information from them and also need to provide more information from us. K. Buck emphasized that since the board is not meeting, any updates worth discussing with the board should be communicated via email. Regarding the question of how many people can be sent to the 'nash,' meeting, S. Coackley estimated that 4 people can be sent, a number with which B. Coady also agrees.

2. Executive Director

The financial snapshot as of November 24, 2023, shows a decrease in the total account balance from October to November. S. Coackley also requested the transfer of \$1000 from the current account to PayPal due to low funds in the PayPal account. In terms of operations S. Coackley would like to further discuss the Canada Summer Jobs application process and the potential need for administrative and editorial staff, highlighting considerations such as wage rates and hiring time frames.

K. Buck motions to transfer \$1000 to PayPal, seconded by R. Kunkulol.

3. Treasurer

After no response to emails after October 27th, S. Coackley tried calling and emailing them. The auditor did send a questionnaire to be filled for the audit the next day. In terms of the 2023-2024 budget, it was last updated on August 24, 2023, with increases in Wages & Salaries and the addition of an Issue subscription. Once formally approved by the Board, the budget will be made available on The Fulcrum's website.

The various changes in the updated budget were discussed.

K. Buck moved to approve an updated budget, seconded by R. Kunkulol.

4. President

Regarding social activities, the recent campus and office visit was informative, and feedback is welcomed. K. Buck is looking to organize a new in-person activity with the involvement of the Ed board, aiming to incorporate an educational element. In terms of board feedback, K. Buck will be compiling and sharing the open and unanimous feedback of board members in the coming month. Due to the small board size, K. Buck is prepared to manage this process and will present the summary to the board. As for the audit, a questionnaire has been sent, and K. Buck suggests a 24-hour window for board members to participate in the consultation. In terms of scheduling, the final board meeting of the year is set for Sunday, January 28th, 2024. There will be no meeting in December, and continued volunteer commitment is encouraged to ensure ongoing progress.

*5-minute recess*

**Committees**

5. Report from Marketing & CR Committee

We discussed our research activities and agreed to maintain a combination of online and in-person surveys. The committee will continue to develop the research methods and involve La Rotonde. Next, we will examine the News Act and its impact on FPS, particularly on B. Coady and S. Coackley. G. Godmere suggested involving all board members in this discussion.

6. Report from Finance & Audit Committee

R. Kunkulol states the corporate credit card is still being worked on. The question of what type of advertisements to pursue should be a topic for board member discussion.

7. Report from Human Resources Committee

M. Asfar discussed the employee evaluations, stating that the process and planning have commenced. They will be reaching out to Bridget and Simon. The focus is on the overall training and policy implementation. The committee had previously requested a summary from S. Coakley regarding the employees and the current status of the FPS training. They aimed to identify and address any noticeable gaps in the training.

8. Update from Governance Committee

Governance did not meet. His intention is to schedule one early enough in January, so as not to conflict with marketing and HR meetings.

**Closing Business**

9. Business from the Floor

10. Motion Tracker & Work Plan

K. Buck moved in Camera, Seconded by C. Nadi.

Move out of camra K. buck, seconced by R. Kunkulol

K. Buck motioned to adjourn.



631 King Edward Avenue  
Ottawa, ON  
K1N 6N5

Fulcrum Publishing Society – Board of Directors  
**Bridget Ring Coady, Editor-in-Chief Report**  
Sunday, November 26th, 2023 10:00 a.m. *via Zoom*

**1. Publishing in November**

- a. **News** — [Palestine Walk out](#), [Student arrested on the hill](#), [Yipeng Ge suspension](#) (six more)
- b. **Arts** — [Ottawa writers fest](#), [Campus creatives](#), [Mental health and creativity](#) (19 more)
- c. **Sports** — [Olivia Meier profile](#), [Colonel By classic](#), [Womens and Mens Rugby championship](#) (11 more)
- d. **Opinions** — [Boycotting for Gaza](#), [CIJA conference](#), [A Queery](#), [Chuck Bucks](#) (five more)
- e. **Science** — [the science of well-being](#), [drawing the line with generative AI](#), [UOastro observation spots on campus](#)
- f. **Other** - [mental health PDF issue](#), [live streamed UOSU byelection debates](#)

**2. Office updates**

- a. There's been mold found in the office and repairs have made the office difficult to use at times.
- b. [Safe hubs](#) — A group one of our news editors interviewed asked us to join their initiative. I can forward information to anyone interested.

**3. Plans for next term**

- a. **NASH** — Feb.16-18, we submitted nominations for the JHMs, the shortlist will be out ahead of the conference. Will work with Simon to coordinate bookings.
- b. **EIC elections** — Platforms will be due by Feb. 27, debate/election held Mar. 4.



631 King Edward Avenue  
Ottawa, ON  
K1N 6N5

Fulcrum Publishing Society – Board of Directors  
**Executive Director's Report**  
Sunday, November 26, 2023  
Simon Coakeley



## 1. Finances

### Snapshot of Accounts

The below financial information is accurate as of Nov 24, 2023.

	<b>Oct 2023</b>	<b>Nov 2023</b>	<b>Difference</b>
<b>TOTAL</b>	<b>\$581,132.46</b>	<b>\$562,151.75</b>	<b>(\$18,980.71)</b>
<b>Chequing (TD)</b>	\$426,183.73	\$403,044.77	(\$23,138.96)
<b>Investments (RBC)</b>	\$94,032.65	\$98,829.91	\$4,797.26
<b>PayPal Balance</b>	\$916.08	\$277.07	(\$639.01)
<b>Canada Business Loan (COVID-19)</b>	\$60,000	\$60,000	\$-

### Revenues

Nil

### WSIB

We now have a \$0 balance with WSIB.

### Audit

There auditor is actively engaged in obtaining additional information.

### Expenses

As the PayPal account is quite low, I am seeking authority to transfer \$1000.00 from the current account to PayPal.

## 2 Operations

### Copyright claim

I have communicated with Carlos Martins and am awaiting a response.

## 3 Human Resources

Service Canada has launched its 2024 Canada Summer Jobs application process. Last year we had applied for, and received, funding for four students: an office assistant and three editorial staff. Unless the Board has any plans for additional administrative activities during summer 2024, I do not foresee the need for an office assistant. It is hard to know what editorial staff would be needed without knowing who the Editor in Chief will be. Unfortunately, the deadline for applications (which requires job titles as well as work

descriptions) is early January. CSJ pays provincial minimum wage as well as employee benefits such as the employer's contribution to EI and CPP as well as vacation pay and WSIB premiums in addition to other expenses (e.g. payroll costs).

A couple of points for consideration:

We can pay more than the provincial minimum wage (currently \$16.50 and our wage rate is \$16.90), but we are responsible for the difference. Do we want to pay more than minimum wage?

Do we want to hire someone to do some sort of administrative work?

How many editorial staff do we want to hire and what roles do we want them to perform?

Note that we have to provide job titles and work descriptions as part of the application process and we are required to adhere to these once approval has been granted.

What time frame do we wish to hire people: the program runs from 22 April – 31 August.



631 King Edward Avenue  
Ottawa, ON  
K1N 6N5

---

## Fulcrum Publishing Society – Board of Directors

### **President's Report Sunday, November 26, 2023 Prepared by Keelan Buck**

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

- It was great to see everyone who could make it out to our campus and office visit on November 19. I think it's fair to say we all learned a lot and built (or rebuilt) a connection to the spaces where our members, our employees, and some of our own Board colleagues spend a lot of time.
- We will be planning another in-person activity early in the new year, and ideally one that involves the editorial team as well.

#### **2. Board Feedback**

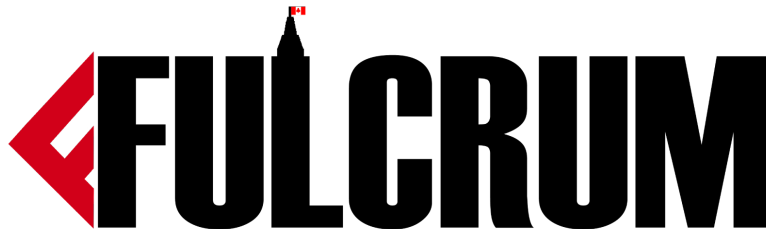
- In the coming month or so, I will be preparing and distributing a survey to collect feedback from all directors about their experience so far on the Board. This is done every year and material from past years will guide me in what to include. Feedback will be open and anonymous.
- Especially given the small size of this year's Board, I am willing to manage this process by myself as President and Governance Committee Chair, if the Board is comfortable with that. I would share the full results with the Executive Director as an accountability measure and then present a summary of those results promptly and appropriately with the Board.

### 3. Audit

- As part of the 2022-23 audit process which is underway, the auditor has asked the Board to complete [this questionnaire](#). I have been working on this and have been/will be reaching out to individuals for input in specialized areas. Once completed on my end, I propose sharing the answers with the Board by email for 24 hours before returning it to the auditor. Please let me know if you feel otherwise.

### 4. Scheduling Matters

- As per tradition, November is the final regularly scheduled Board meeting before the winter holidays. **There will be no regularly scheduled meeting of the Board in December.** The next meeting is scheduled for Sunday, January 28, 2024.
- For the sake of business continuity on certain key items like the audit and committee-specific projects, I encourage everyone to continue their volunteer commitment in the two months before the Board meets again. I may reach out to you as usual on various items, and you can respond when you are able to.
- Most importantly, however, I hope everyone is able to rest, spend quality time with loved ones, and take care of themselves.




631 King Edward Avenue  
Ottawa, ON  
K1N 6N5

Fulcrum Publishing Society – Board of Directors  
**Treasurer Report**  
Sunday, November 26, 2023  
Ria Kunkulol

**1. Audit updates**

- a. The auditor did not respond to any emails after October 27. After the Finance & Audit Committee meeting, Simon called and sent a message to express the concern of the Board about the lack of progress as per the letter of engagement.
- b. On November 21, the auditor sent over a [questionnaire](#) to be completed by the Board with some general questions pertaining to membership, past transactions, insurance, etc.

**2. 2023-2024 Budget**

- a. The [FPS Budget](#) was last updated on August 24, 2023. Since then, there has been an increase in Wages & Salaries and an Issue subscription added. Once the budget is formally approved by the Board, it can be posted on The Fulcrum's website.
- b.  Revised FPS Budget 2023-2024 Nov 22

**3. YTD Budget**

- a.  November 2023 - Budget vs. Actual